



Guide to Harvard Referencing

This help sheet is intended as a guide to Harvard referencing, please check with your tutor for the exact format required for your work.

Citing in the text

In the text of your work you must cite the author or editor's name and date of publication each time you quote, paraphrase or summarise from a source of information.

The citation can be placed in several places in the sentence:

- I. at the beginning: Porter's (1985) value chain model examines....
- II. in the middle: central to service quality (Gabbott and Hogg, 1998), even though.....
- III. at the end: weaknesses in the service (Bateson and Hoffman, 1999).

Secondary sources: you may refer to an author's work which is included in a book or journal written by another author. You need to include both authors in the text citation. You should also include the relevant page number.

(Harry, 2001 cited in Hannagan, 2008, p. 518)

In the above example, Harry is the author of the work you are discussing and Hannagan is the author of the book containing the summary of Harry's work. In the reference list or bibliography you should only include a reference to the author of the actual book you have read, in this case, Hannagan.

For a more detailed explanation of how to cite in the text please refer to BISSTO study skills tutorial on the Library website:

<http://data.bolton.ac.uk/bisstto/infoskills/useinfo/cite/harvard/index.htm>

Citing in the reference list or bibliography

Your references should be listed alphabetically by author's name. The following list shows some examples of sources you may use.

Book

Author. (Year) *Title*. Edition. Place of publication: Publisher.

Ten Have, S., Ten Have, W. and Stevens, F. (2003) *Key management models*. Harlow: Pearson Education.

Johnson, G. and Scholes, K. (2002) *Exploring corporate strategy*. 6th ed. Harlow: Pearson Education.

Edited book

Editor. (ed/s.) (Year) *Title*. Edition . Place of publication: Publisher.

Oldroyd, M. (ed.) (2004) *Developing academic library staff for future success*. London: Facet Publishing.

Book section or chapter

Author. (Year) Title. In: Editor. (ed/s.) (Year) *Title*. Edition. Place of publication: Publisher, pp. Pages.

Town, J. S. (2003) Information literacy and the information society. In: Hornby, S. and Clarke, Z. (eds.) *Change and challenge: debates on the Information Society for the 21st Century*. London: Facet Publishing, pp. 83-103.

Electronic book

Author. (Year) *Title* (edition) [online] Place of publication: Publisher. Available from <URL> [Accessed Date].

Keenan, D. and Riches, S. (2007) *Business law* [online].
Harlow: Pearson Education. Available from: <<http://lib.myilibrary.com/>> [Accessed 27 June 2009].

Journal article (printed)

Author. (Year) Title. *Journal*, Volume (Issue), pp. Pages.

Kennerley, M. and Neely, A. (2003) Measuring performance in a changing business environment. *International Journal of Operations and Production Management*, 23 (2), pp. 213-229.

Journal article (Electronic)

Author (Year) Title. *Journal* [online]. Volume (Issue), pp. Pages. Available from: <Journal/Database Provider URL> [Accessed Date].

Moullin, M. (2004) Eight essentials of performance management. *International Journal of Health Care Quality Assurance* [online]. 17 (3), pp. 110-112. Available from: <<http://www.emeraldinsight.com/>> [Accessed 2 March 2006].

Magazine article

Author. (Year) Title. *Magazine*, Date, Volume , Issue number, pp. Pages.

Newman, S. (2008) Found in translation. *Transmission*, Summer 2008, 11, pp. 20-23.

Newspaper article

Reporter. (Year) Title. *Newspaper*, Date, pp. Pages.

Campbell, D. (2009) Late cancer diagnosis kills 10,000 a year. *The Guardian*, 30 November, p. 1.

Newspaper article online

Author (Year) Title of article. *Newspaper* [Online]. Date of publication. [Date accessed] Available from: <url>

Campbell, D. (2009) Late cancer diagnosis kills 10,000 a year. *The Guardian* [Online]. 30 November. [Accessed 28 January 2010] Available from: <<http://find.galegroup.com>>

Thesis

Author. (Year) *Title*, Degree type. University.

Colling, J.A. (2008) *Towards a better understanding of self-care for long-term condition patients*. MSc. University of Bolton .

Conference proceedings

N.B. Conference papers and proceedings can be particularly difficult to reference. Try to include as much relevant information as possible using the following guidelines and check with your tutor if you are still unsure.

Author or Organisation. (Year of publication) *Proceedings of Conference Title*. Conference Location, Date, Place of publication: Publisher.

Software Development Conference and Show Group. (1997) *Proceedings of the Computer Games Developers' Conference*. Santa Clara Convention Centre, Santa Clara, California, 25-29 April 1997, San Francisco: Miller Freeman.

Conference paper proceedings

Author. (Year of publication) *Title*. In: Author/Organisation. (Year of publication) *Proceedings of Conference Title*, Conference Location, Date, Place of publication: Publisher, pp. Pages.

Kerlow, I. (1997) Art direction for games. In: Software Development Conference and Show Group. (1997) *Proceedings of the Computer Games Developers' Conference*. Santa Clara Convention Centre, Santa Clara, California, 25-29 April 1997, San Francisco: Miller Freeman, pp. 457-460.

Conference paper (unpublished)

Author. (Year) *Title*. Paper presented at: *Conference Title*, Conference Location, Date.

Smith, B. (2009) Assessment – are we getting it right? Paper presented at: *University of Bolton Annual Learning and Teaching Staff Conference*. University of Bolton, 2 July 2009.

Personal communication

Author. (Year) Title if possible [Format, ie, letter, conversation]. Personal communication. (Date).

Barden, M. E. (2009) Discussion on citation and referencing [Conversation]. Personal communication. (16 October 2009).

Report

Author or Organisation. (Year) *Title*. Place of publication: Publisher. (Report Number or code if applicable).

Department for Education and Skills. (2005) *Government response to hidden harm: the report of an inquiry by the Advisory Council on the Misuse of Drugs*. Nottingham: DfEs Publications.

Electronic source, e.g., news article

Author. (Year) *Title* [online]. Available from: <URL> [Accessed Date].

Baker, M. (2009) *Ofsted - big, bland and bureaucratic?* [online]. Available from: <<http://news.bbc.co.uk/1/hi/education/8383408.stm>> [Accessed 2 December 2009].

Webpage

Author or Organisation. (Year) Title [Online]. Available from: <URL> [Accessed Date]

Leggatt, R. (1992) *A history of photography from its beginnings till the 1920s* [Online]. Available from: < <http://www.rleggat.com/photohistory/> > [Accessed 8 August 2003].

Cabinet Office. (2010) *Building Britain's recovery* [online]. Available from: <<http://www.cabinetoffice.gov.uk/>> [Accessed 8 January 2010].

Email

Name of sender. <sender's email address> Date. *Re: subject heading*. Email to name <email address>.

Mintel. <mintelmarketing@mintel.com> 27 November 2009. *Re: 2010 Consumer Trends*. Email to M.E Barden <m.e.barden@bolton.ac.uk>.

Email discussion list

Author. (Year) Title *Discussion list name and date of message* [Internet discussion list].

Available from: <email list address> [Accessed Date].

Kovacs, D.K. (2003) How to find good complementary & alternative medicine information on the Web. *Lis-link 13 November 2003*

[Internet discussion list]. Available from: <jiscmail@jiscmail.ac.uk >

[Accessed 21 November 2003].

Film/Broadcast/DVD

Title or series title. (Year Released) Director if known. *programme title if part of series*. Place of transmission/publication: publisher. Date of transmission. [media type].

Can Gerry Robinson fix the NHS? (2007) Milton Keynes: Open University. [DVD].

A history of Scotland. (2009) Directed by S. Barclay. *The price of progress*. Glasgow: BBC Scotland. 8 December 2009. [TV].

Shrek. (2001) Directed by A. Anderson. Glendale, CA: Dreamworks. [DVD].

Online image/video

Author (if known). *Title/description of image*. (Year) [Online image/video].

Available from: <URL including filename extension> [Accessed date].

Gallery Administrator. *David Beckham*. (2007) [Online image]. Available from:

<[online.com/photos/England/week/7872778_POLFOTO.jpg.html> \[Accessed 13 January](http://davidbeckham.fans-</p></div><div data-bbox=)

2010].

Sound recording

Author/composer (if known). (Date) *Title*. Performer (if known). Place of publication/Publisher (if applicable).

Date of recording (if known). [Medium].

British Broadcasting Corporation (1991) *BBC sound fx cd. Volume 8 : comedy, fantasy and humour*. London, BBC. [sound recording: cd rom].

British standard

Author. (Year) Standard number: Year *Title*. Place of publication: Publisher.

British Standards Institution. (1993) BS 3375-part 2: 1993 *Management services. Part 2: guide to method studies*. Milton Keynes: BSI.

Act of Parliament

Title and year, chapter number. Place of publication: Publisher.

Higher Education Act 2004, c.8. London: HMSO.

For Acts prior to 1963, the regnal year and parliamentary session (Year of reign of the monarch at the time the Act was introduced and the monarch's abbreviated name) are also included and the year is after this in brackets.

Road Transport Lighting Act, 5 & 6 Eliz. 2, c.51. (1957) London: HMSO.

Lecture notes or handouts

N.B It may not acceptable to reference your lecture material, check with your tutor first.

Author. (Year) Title of lecture or handout [Lecture or Handout]. *Title of module*, date of delivery or distribution. Place of publication: Publisher.

Grundy, D. (2009) How to find information for assignments [Handout]. Health Studies. 29 October 2009. Bolton: School of Health and Social Studies, University of Bolton.

Leaflet

Author or Organisation. (Year if known) *Title* [Leaflet]. Place of publication: Publisher.

Department of Health. (2009) *Swine flu vaccination: what you need to know* [Leaflet]. London: Central Office of Information.