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 paraphrase or summarise from a source of information. For a direct quote you must also include a page number, eg, (Drury, 2012, p.34).

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).

N.B. For sources with more than two authors or editors cite the first author followed by et al, for example, the citation for the first book reference below would be (Ten Have et al., 2003).

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://www.bolton.ac.uk/bissto/Finding-Information/Referencing/

**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.


**Edited book**

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


**Book section or chapter**


**Electronic book**

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

Journal article (printed)


Journal article (Electronic)


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


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


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


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

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.


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.


Conference paper (unpublished)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


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

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


Electronic source, e.g., news article
Author. (Year) Title [online]. Available from: <URL> [Accessed Date].


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


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].

**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].


**Online image/video**

Author (if known). (Year) *Title/description of image*. [Online image/video].
Available from: <URL including filename extension> [Accessed date].


**Podcast**

Author/presenter. (Date) *Title*. Title of Internet site. [Podcast]. Available from: <url> [Accessed date].


**Sound recording**

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

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


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


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.


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.


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