



# Guide to Harvard Referencing

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

This guide was revised and updated in February 2016. The main amendment is the removal of <> around URLs, most universities have dropped this practice. There have also been slight amendments to ensure consistency in the different media types. Please see the Harvard LEAP Online section for further examples and further details:

<https://www.bolton.ac.uk/leaponline/My-Academic-Development/My-Writing-Techniques/Referencing/Level-2/Harvard-Referencing.aspx>.

## 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.

## 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. There are many more examples given in the Harvard section of LEAP Online, see above.

**Book (Print)**

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.

**Book (Online)**

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

**Edited book**

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

**Book section or chapter**

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.

**Journal article (Print)**

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)**

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].

**Newspaper article (Print)**

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

**Newspaper article (Online)**

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

**Webpage**

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].

**Video clip online/YouTube**

Library La Trobe University. (2010) *Why can't I just Google?* [Online video] Available from: <https://www.youtube.com/>. [Accessed 3 December].