Harvard Referencing: Short Guide

Introduction

Referencing is a vital component of academic writing. It demonstrates your ability to select and refer to the most appropriate external sources which support your work. You need to give proper credit to the authors of any work from which you use information in order to avoid plagiarism.

In the Harvard style there are two aspects to referencing:

- **Citing** sources within your text
- Providing a list of all the sources you have cited at the end of your text, known as the **reference list** (different from a *bibliography*, which is a list of set texts you were given but which you may not have cited)

Citing

Every time you refer to information from an external source in your writing you should provide a citation. Citations always include:

- The **surname of the author(s)** or the **name of the organisation** responsible for the source
- The **year** it was published; if no year is available, use "n.d." for "no date"

They may also include a page number or a sequence of pages from within the source. Harvard citations can be **direct** or **indirect**.

A **direct citation** is where the name of the author(s) is(are) used within a sentence.

Example:

> Lutzky and Lawson (2019) enhance the understanding of gender politics on Twitter by linguistic analysis of three hashtags used as shorthand to highlight men's behaviour.

An **indirect citation** is where the name of the author(s) is(are) not used within a sentence. It is always placed at the end of a sentence before the final full stop. Indirect citations may contain several sources. These should be separated by semi-colons and listed in alphabetical order.

Example:

> The social value of a live music experience is widely accepted for genres such as popular music and jazz (Pitts and Burland, 2013; Wall, 2013).

Note: Where a source has two authors, the citation should include both author surnames, separated by the word "and".

Quoting is where you provide text from an external source **word for word**. The page number(s) is compulsory with a quote but optional with other types of citation. It is given after the year, separated by a colon. Apart from exceptional circumstances, no more than 10% of all your citations should be quotes.

Example:

> "The continuous support of both the national and local government from the beginning…is strongly recommended in order to achieve a sustainable landscape scheme" (Nikologianni et al., 2019: 18).

Note: This example also demonstrates how to cite three or more authors – just use the surname of the first author followed by "et al.".

Summarising is where you take source information and put it in a shorter form in your own words. For more information on how to summarise, go to http://tinyurl.com/bcu-wri-sum.

The Reference List

The reference list should be put in alphabetical order of the last names of the authors or authoring organisations. The exact style of each reference depends on its type. Here are some common examples:
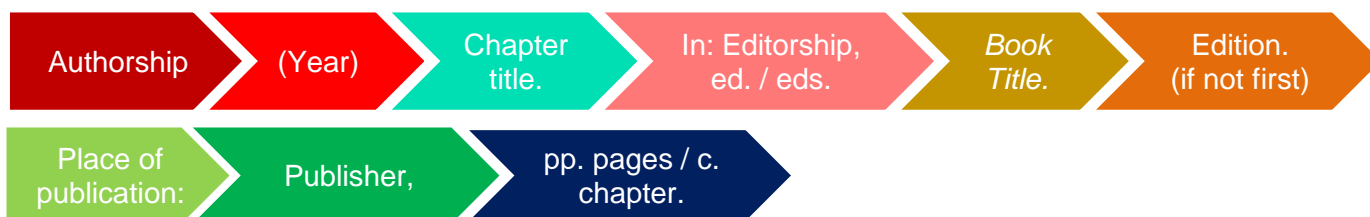
Referencing a book

Authorship	(Year)	*Title.*	Edition. (if not first)	Place of publication:	Publisher.

Example:

> Wall, T. (2013) *Studying Popular Music Culture.* 2nd edn. London: Sage.

Referencing a book chapter

Authorship	(Year)	Chapter title.	In: Editorship, ed. / eds.	*Book Title.*	Edition. (if not first)

Place of publication:	Publisher,	pp. pages / c. chapter.

Example:

> Jeffrey, C. (2017) Wayfinding perspectives: static and digital wayfinding systems – can a wayfinding symbiosis be achieved? In: A. Black, P. Luna, O. Lund and S. Walker, eds. *Information Design: Research and practice.* London: Routledge, pp. 509-526.

Referencing a journal article

Authorship	(Year)	Article Title.	*Journal Title,*	Volume(Issue),	pp. pages.

Example:

> Lutzky, U. and Lawson, R. (2019) Gender politics and discourses of #mansplaining, #manspreading, and #manterruption on Twitter. *Social Media + Society*, 5(3), pp. 1-12.

Referencing an online journal article with a DOI

Authorship	(Year)	Article title.	*Journal Title,*	Volume(Issue) or equivalent	Available at: DOI.

Example:

> Nikologianni, A., Moore, K. and Larkham, P. J. (2019) Making sustainable regional design strategies successful. *Sustainability*, 11(4), 1024. Available at: http://dx.doi.org/10.3390/su11041024.

Referencing a website

Authorship	(Year)	*Title.*	Available at: URL	[Accessed date].

Example:

> Sposaitalia Collezioni (2019) *Sposaitalia Collezioni 2019 Highlights*. Available at: http://sposaitaliacollezioni.fieramilano.it/en/node/2393/ [Accessed 23 August 2019].

More examples and information are available from https://tinyurl.com/bcuharvard. For more help, please email success@bcu.ac.uk or visit the Centre for Academic Success, C142, Curzon Building, tel. 0121 331 7685, or book a tutorial via http://bcu.iinsight.org/.