
CENTRE FOR ACADEMIC PRACTICE

C*f*AP

02 WRITING SKILLS

W18 A QUICK GUIDE TO HARVARD
REFERENCING

Harvard System

Citing references in the text

If the author's name appears in the text, give publication date in brackets.

Ruud (1980) indicates four main areas...

If there are two authors give the surname of both.

...facilitating effects of incidental stimuli (Olton and Johnson, 1976)

If there are more than three authors, give the surname of the first followed by 'et al'.

Smith et al (1983) investigated the causes...

If referring to two or more documents by the same author published in the same year, distinguish them by placing a lowercase letter after the date.

Arguments for a cognitive approach (Holt, 1992)
Holt (1992a) believes that recent developments...

Enclose a direct quotation in inverted commas and add the page number to the citation.

The author of a document is defined by Hunter as 'the person chiefly responsible for the creation of the intellectual or artistic content of a work' (Hunter 1983,p.13)

The reference list

List all alphabetically. Even if you cite a work several times, list it only once.

Books

Author/Editor surname, initials. (Date) Title. Edition. Place of publication: Publisher.
Jenson, P. W. (1991) *Classical and modern mechanisms for engineers and inventors*.
New York: M. Dekker.

Heyel, C. (Ed.) (1982) *The encyclopaedia of management*. 3rd ed. New York: Van Nostrand Reinhold.

If citing a chapter in a book, use the author of the chapter in the text and the reference list.

Linger (1996) indicates...

Linger, R.C. (1996) Cleanroom process model. In Poore, J.H. And Tramwell, C.J. (Eds.) *Cleanroom software engineering: a reader*. Oxford: NCC Blackwell.

Secondary referencing

When you want to cite work which has been referred to in a work you have read. Author of original works surname, initials. (Date of original publication) Title of original work. Place of publication: Publisher. 'Cites in:' Author/Editors surname, initials.(Date) *Title*. Place of publication: Publisher.

Adams, J. (1974) Conceptual block busting. San Francisco: W.H. Freeman. Cites in: Henry, J. (Ed.) (1991) *Creative management*. London: Sage.

Journals

Author surname, initials. (Date) Title of article. Title of journal. Volume number (issue number), first and last page.

Boland, P and Collins, C. (1994) A strategy for industrial archaeology in the Black Country. *Industrial archaeology review*. 14(2),p.157-169.

Department and organisations

Often do not have an author. Refer to the department or organisation. Department/organisation. (Date) *Title*. Place of publication: Publisher.

Department of the Environment. (1994) *Housing and construction statistics 1983-1993*. London: HMSO

Acts of parliament

Great Britain. Parliament (Date) *Title*. Place of publication: Publisher.

Great Britain. Parliament. (1963) *Offices, Shops and Railway Premises Act 1963*. London: HMSO

Conference, papers

Author of papers surname, initials. (date) Paper title. 'In' *Title of conference: subtitle including location and date*. Editor. Place of publication: Publisher.

Clark, P.E. (1991) Large machines in hazardous atmospheres. *In Fifth international conference on electrical machines and drives, Institution of Electrical Engineers, London, 11-13 September*. London: Institution of Electrical Engineers.

Referencing from the Internet

If no specific author can be found, ascribe to the smallest organisational unit Author/editor, initials., year. *Title* [online]. (Edition). Place of publication: Publisher (if available).

Available from: URL [Accessed date]

Farrow, V., 1997. *Augustus Welby Northmore Pugin 1812-1852* [online]. London: Hubcom.

Available from: <http://www.hubcom.com/pugin/>[Accessed 21 October 1997]