

BU Guide to Citation in the Harvard Style

When writing a piece of work, you need to refer in your text to material written or produced by others. This procedure is called citing or quoting references. Consistency and accuracy are important to enable readers to identify and locate the material to which you have referred. The same set of rules should be followed every time you cite a reference.

At BU, you need to use our version of the Harvard System, also known as the 'Author Date' method. Our guidance is based on both the British Standard for the citation and referencing of **published material** in the Harvard Style and interpretations of that system used in academic and research institutions.

For **Law**, we use a different approach based on the Oxford Standard for Citing Legal Authorities (OSCOLA). Our guide Citing References: Law is available via this web page: http://www.bournemouth.ac.uk/library/citing_references/citing_refs_main.html.

You are also recommended to consult the **Academic Skills tab on myBU** - where you will find worked examples of references using, as appropriate, either the Harvard System or the OSCOLA system for citing legal materials. When you submit work for external publication please follow the guidelines for authors issued to you by your publisher. These may differ from the guidelines set out here.

The Harvard System (Author Date Method)

All statements, opinions, conclusions etc. taken from another author's work (print, online or multimedia) should be cited, whether the work is directly **quoted, paraphrased or summarised**. Paraphrasing is rewriting an argument using your own words, phrasing and interpretation.

Referencing is a two part process:

1. **Citing in the text**
2. **References at the end of the work**

In the Harvard System all cited publications are referred to in the main body of text by giving the author's surname and the year of publication. Each cited publication must have a corresponding full reference in the list of references at the end of your work. The references are listed in alphabetical order by author name.

Originators/authors

Name(s) of the person or organisation shown most prominently in the source as responsible for the content in its published form should be given. This includes Editors who have been responsible for the editorial aspects of publication but may not have written an individual contribution.

If an item is the co-operative work of many individuals, none of whom have a dominant role, the title of the work may be used instead.

If no author is given and there is clearly no identifiable person/body responsible, use 'Anon.'. For web sites you may use the publisher or corporate author.

Dates

If an exact year or date is not known, an approximate date preceded by 'ca.' may be supplied e.g. (ca.1750). If no such approximation is possible, use (no date). For web pages, it may be preferable to cite the year in which the page was accessed, e.g. (ca.2009), rather than use (no date).

Person-to-person communication (letters, emails, interviews etc)

We recommend that references to person-to-person communications such as letters and emails are given only within the main body of the text and are not detailed in the reference list. See page 3 for further guidance.

1. Citing in the text

This applies to print and online materials.

Quotations

As a general rule, if the quote is less than a line it may be included in the body of the text in double quotation marks. Longer quotations should be indented, single-spaced and appear in double quotation marks.

Pagination

For citing quotations from particular parts of the document the relevant page number(s) etc. should be given after the year within the brackets. If pagination is absent (e.g. on a web page) this detail is not required.

Paraphrases or summaries

Give the citation where it occurs naturally or at the end of the relevant sentence or paragraph. Page numbers are not required.

Diagrams, illustrations, photographs

These should be referenced as though they were quotations taken from a published work. So page numbers are after the year within the brackets. Diagrams etc. are usually accompanied by a brief description and are listed throughout a piece of work by figure number.

e.g. Figure 1. Mona Lisa by Leonardo Da Vinci (Smith and Jones 1990, p.10).

Text or script from videos, films or broadcasts

These should be referenced as though it were a quotation taken from a published work, but without page numbering.

e.g. the stereotypical Hollywood icon as typified by Rhett Butler in his last words to Scarlett O'Hara (*Gone with the Wind* 1939).

Online sources

When citing a corporate web page use the corporate author e.g. "Tesco suggest... (Tesco 2011)". *Do not* insert the web address in the body of the text.

Examples of citing in the text

i) If the author's name occurs naturally in the sentence, the year is given in brackets:-

e.g. In a popular study Harvey (1992) argued that we have to teach good practices...

e.g. As Harvey (1992, p.21) said, "good practices must be taught" and so we...

ii) If the name does not occur naturally in the sentence, both name and year are given in brackets:-

e.g. A more recent study (Stevens 1998) has shown the way theory and practical work interact.

e.g. Theory rises out of practice, and once validated, returns to direct or explain the practice (Stevens 1998).

iii) When an author has published more than one cited document in the same year, these are distinguished by adding lower case letters (a,b,c, etc.) after the year and within the brackets:-

e.g. Johnson (1994a) discussed the subject...

NB The addition of letters is determined by the order of appearance within the main text, not by the alphabetical sequence of the items themselves. Thus, a citation "Johnson (1994a)" will always precede "Johnson (1994b)".

iv) When more than one source is cited, the sequence of citations may be either chronological, e.g. (Smith 1999; Jones 2001; Turner 2006) or in order of academic relevance.

v) If there are two authors the surnames of both should be given:-

e.g. Matthews and Jones (1997) have proposed that...

vi) If there are **more than two authors** the surname of the first author only should be given, followed by et al.:-

e.g. Office costs amount to 20% of total costs in most business (Wilson et al. 1997)
(A full listing of names should appear in list of references.)

vi) If the **work is anonymous** then “Anon.” should be used:-

e.g. In one history (Anon. 1908) it was stated that...

vii) If it is a **reference to a newspaper article with no author** the name of the paper can be used in place of “Anon.”:-

e.g. More people than ever seem to be using retail home delivery (The Times 1996)
(You should use the same style in list of references.)

viii) If you refer to a **source directly quoted in another source** you cite both in the text:-

e.g. A study by Smith (1960 cited Jones 1994) showed that...
(You should list only the work you have read, i.e. Jones, in list of references.)

ix) If you refer to a **contributor in a source** you cite just the contributor:-

e.g. Software development has been given as the cornerstone in this industry (Bantz 1995).
See Section **References at the end of a piece of work** below for an explanation of how to list contributions (chapters in books, articles in journals, papers in conference proceedings) in list of references.

x) If you refer to a person who has not produced a work, or contributed to one, but who is quoted in someone else’s work it is suggested that you should mention the person’s name and you must cite the source author:-

e.g. Richard Hammond stressed the part psychology plays in advertising in an interview with Marshall (1999).
e.g. “Advertising will always play on peoples’ desires”, Richard Hammond said in a recent article (Marshall 1999, p.67).
(You should list the work that has been published, i.e. Marshall, in list of references.)

Person-to-person communications (letters, emails, interviews, etc):

- Taken from: APA, 2009. *Publication Manual of the American Psychological Association*. 6th ed. Washington: APA.

They do not provide recoverable data and so are not included in the reference list. Cite personal communications in the text only. Give initials as well as the surname and status and/or occupation of the person. Provide as exact a date as possible. When citing research data which you have collected, it is advisable to also include copies or summaries of source data in Appendices.

e.g. According to Professor J.O. Reiss, many designers do not understand the needs of disabled people according (personal communication, April 18, 1997, see Appendix 1).

Lecture notes, whether downloaded from myBU or not, **are not regarded as ‘published’ materials** and are intended as pointers toward such sources rather than as source materials in themselves.

Further advice on citing unpublished documents can be found in BS 6371:1983. Obtain access via British Standards Online <http://www.bournemouth.ac.uk/library/resources/b.html>.

2. References at the end of the work

At the end of a piece of work list references to documents cited in the text. This list may be called a *Bibliography* or *References*. Exceptionally you may be asked to list references not cited in the text but which make an important contribution to your work. These are usually listed under the heading of *Further Reading*. You are advised to review your school guidelines (e.g. handbook) to clarify.

In the Harvard System, the references are listed in alphabetical order by author name. If you have cited more than one item by a specific author they should be listed chronologically (earliest date first), and by letter (1993a, 1993b) if more than one item has been published in the same year. You will usually find bibliographical reference information on the title page of the publication.

For **place of publication** give the city. If more than one town/city is listed give the first one or the location of the publisher's head office. If the town/city is not well known, you may in addition add a county, region or state. Note that in the United States of America states are denoted by a two letter code, for example Hillsdale, NJ.

For the **publisher's name** omit superfluous terms such as Publishers, Co, or Inc. Always retain the words Books or Press. Where the publisher is a university and the place or location is included in the name of the university, do not include the place of publication.

Where authorship is attributed to an organisation or corporation instead of an individual author, ascribe authorship to the organisation e.g. National Institute for Health and Clinical Excellence. In academic writing, names of organisations *may* be abbreviated once they have been given in full e.g. Office of National Statistics (ONS, 2010). You must always give the FULL version of organisational names in the Reference List.

2.1 Referencing print materials

Each reference should use the elements and punctuation given in the following examples for the different types of published work you may have cited. Underlining is an acceptable alternative to italics when bibliographies are hand written.

Reference to a book

Author's Surname, INITIALS., Year of publication. *Title*. Edition (if not the first). Place of publication: Publisher.

e.g. Mercer, P.A. and Smith, G., 1993. *Private viewdata in the UK*. 2nd ed. London: Longman.

Reference to a contribution in an edited book

Contributing author's Surname, INITIALS., Year of publication. Title of contribution. Followed by *In*: Surname, INITIALS., of author or editor of publication followed by ed. or eds. if relevant. *Title of book*. Place of publication: Publisher, Page number(s) of contribution.

e.g. Bantz, C.R., 1995. Social dimensions of software development. *In*: Anderson, J.A., ed. *Annual review of software management and development*. Newbury Park, CA: Sage, 502-510.

Reference to an encyclopaedia or dictionary entry (without an editor)

Short form title/publisher, Year. Title of contribution. *In*: *Title of source*. Edition (if not first). Media type (if not print). Place: Publisher.

e.g. Philips, 2007. Bird identification guide. *In*: *Philips encyclopedia 2008*. Comprehensive ed. London: Philips, 2007.

e.g. Microsoft Encarta, 2009. Leicester. *In*: *Microsoft Encarta Encyclopaedia*. CD-ROM. London: Microsoft Encarta.

Reference to an article in a journal

Author's Surname, INITIALS., Year of publication. Title of article. *Title of journal*, Volume number and (part number), Page numbers of article.

e.g. Evans, W.A., 1994. Approaches to intelligent information retrieval. *Information processing and management*, 7 (2), 147-168.

Reference to a newspaper article

Author's Surname, INITIALS., (or Newspaper Title,) Year of publication. Title of article. *Title of newspaper*, Day and month, Page number/s and column number.

e.g. Independent, 1992. Picking up the bills. *Independent*, 4 June, 28a.

Reference to a map

Originator's Surname, first name or initials, (may be cartographer, surveyor, compiler, editor, copier, maker, engraver, etc.) year of publication. *Title*, Scale. (should be given normally as a ratio) Place of publication: Publisher.

e.g. Mason, James, 1832. *Map of the countries lying between Spain and India*, 1:8,000,000. London: Ordnance Survey.

Reference to a conference paper

Contributing author's Surname, INITIALS., Year of publication. Title of contribution. Followed by *In*: Surname, INITIALS., of editor of proceedings (if applicable) followed by ed or eds if relevant. *Title of conference* including date and place of conference. Place of publication: Publisher, Page numbers of contribution.

- e.g. Silver, K., 1991. Electronic mail: the new way to communicate. *In*: Raitt, D.I., ed. *9th international online information meeting*, 3-5 December 1990 London. Oxford: Learned Information, 323-330.

Reference to a report from a corporate author

Author, Year of publication. *Title of report*. Place of publication: Publisher, Report Number (where relevant).

- e.g. UNESCO, 1993. *General information programme and UNISIST*. Paris: Unesco, PGI-93/WS/22.

Reference to a thesis

Author's Surname, INITIALS., Year of publication. *Title of thesis*. Designation, (and type). Name of institution to which submitted.

- e.g. Agutter, A.J., 1995. *The linguistic significance of current British slang*. Thesis, (PhD). Edinburgh University

Reference to a patent

Originator, (name of applicant), Year of publication. *Title of patent*. Series designation which may include full date.

- e.g. Philip Morris Inc., 1981. *Optical perforating apparatus and system*. European patent application 0021165 A1. 1981-01-07.

Reference to a translation

Author's Surname, INITIALS., Year. *Title*. Translated from given language by Translator. Place of publication: Publisher (Originally published in given year).

- e.g. Kotler, P. 2003. *Les clés du marketing*. Translated from English by Marie-France Pavillet. Paris: Village Mondial (Originally published in 2003).

2.2 Referencing Online Materials

The recommendations here follow best practice in referencing online resources.

NB Scanned chapters, journal articles, etc, located on Unit pages in myBU have been provided from print sources located within the BU Library and thus should be referenced the same as their **print** original.

Reference to an e-book

Author's /Editor's Surname, INITIALS., Year. *Title*. Edition (if not the first). Place of publication: Publisher (if ascertainable). Available from: 'core' URL [Accessed Date].

- e.g. Darvil, T., 2010. *Prehistoric Britain*. 2nd Edition. London: Routledge. Available from: <http://lib.myilibrary.com/> [Accessed 17 November 2011].

Reference to an online journal article

If you are certain that the copy you find online is identical to the printed version you may omit the URL and reference as a printed journal. If you are in any doubt you should use one of the options below.

If the article has been located on a bibliographic database, e.g. Business Source Complete, or a publisher's archive, e.g. Emerald, then also give 'core' URL, e.g. www.sciencedirect.com, so:

Author's Surname, INITIALS., Year. *Title*. *Journal Title*, volume (issue), page numbers (if available). Available from: 'core' URL [Accessed Date].

- e.g. Mcfall, R., 2005. Electronic textbooks that transform how textbooks are used. *Electronic Library*, 23 (1), 72-81. Available from: <http://www.emeraldinsight.com> [Accessed 20 May 2006].

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Reference to an online journal article continued from page 5

In all other cases, give full URL, so:

Author's Surname, INITIALS., Year. Title. *Journal Title*, volume (issue), page numbers (if available). Available from: URL [Accessed Date].

- e.g. Korb, K.B., 1995. Persons and things: book review of Bringsjord on Robot-Consciousness. *Psychology*, 6 (15). Available from: <http://psycprints.ecs.soton.ac.uk/archive/00000462/> [Accessed 20 May 2004].

For articles that are described as 'In Press' you must include the full URL, as the article has not been assigned a precise volume and issue number:

- e.g. Kranioti, E.F. and Paine, R.R., 2010. Forensic anthropology in Europe: an assessment of the current status and application. *Journal of Anthropological Sciences*, In Press. Available from: <http://www.isita-org.com/jass/Contents/2011vol89/e-pub/Kranioiti.pdf> [Accessed 28 October 2010].

NB. See page 2 for advice about pagination.

Reference to a web page

Author's /Editor's Surname, INITIALS., Year. Title. Edition (if not the first). Place of publication: Publisher (if ascertainable). Available from: URL [Accessed Date].

- e.g. Energy Saving Trust, 2011. *Your carbon footprint explained*. London: Energy Saving Trust. Available from: <http://www.energysavingtrust.org.uk/Take-action/Your-carbon-footprint-explained> [Accessed 17 November 2011].

Reference to an online report from a corporate author

Author, Year of publication. Title of report. Place of publication: Publisher. Report Number (where relevant). Available from: <http://...> [core URL] [Accessed Date].

- e.g. Mintel Group, 2010. *Barbecue Foods – UK – November 2010*. London: Mintel Group. Available from: <http://academic.mintel.com/> [Accessed 06 December 2010].

Reference to a conference paper from the Internet

Contributing author's Surname, INITIALS., Year of publication. Title of contribution. Followed by *In*: Surname, INITIALS., of editor of proceedings (if applicable) followed by ed or eds if relevant. Title of conference including date and place of conference. Place of publication: Publisher (if ascertainable). Available from: URL [Accessed Date].

- e.g. Wilde, E., 2006. Merging trees: file system and content integration. In: *15th international conference on World Wide Web, WWW 2006*, May 23-26, 2006, Edinburgh, Scotland, UK. Available from: <http://dret.net/netdret/docs/wilde-www2006-fsx.pdf> [Accessed 29 June 2007].

Reference to a digital map

Originator's Surname, first name or initials, (may be cartographer, surveyor, mapping agency, editor, copier, maker, engraver, etc.), year of publication. Title (if not supplied, provide an appropriate title). Scale (should normally be given as a ratio). Place of publication: Publisher. Available from: 'core' URL [Accessed Date].

- e.g. Ordnance Survey, 2008. *Bournemouth, Poole and surrounding area*, 1:50000. Southampton: Ordnance Survey. Available from: <http://digimap.edina.ac.uk> [Accessed 16 January 2009].

Reference to a blog or wiki entry

Author's Surname, INITIALS., Day Month Year. Subject of message. Blog Title. Available from: list e-mail address [Accessed Date].

- e.g. Schofield, J., 20 May 2006. Yahoo is winning in the portal wars. *GU technologyblog*. Available from: <http://blogs.guardian.co.uk/technology/> [Accessed 22 May 2006].

Reference to JISCmail/listserv e-mail lists

Author's Surname, INITIALS., Day Month Year. Subject of message. *Discussion List*. Available from: list e-mail address [Accessed Date].

- e.g. Brack, E.V., 2 May 2004. Re: Computing short courses. *Lis-link*. Available from: jiscmail@jiscmail.ac.uk [Accessed 17 Jun 2004].
- e.g. Jensen, L.R., 12 Dec 1999. Recommendation of student radio/tv in English. *IASTAR*. Available from: listserv@ftp.nrg.dtu.dk [Accessed 29 Apr 2004].

It should be noted that items may only be kept on discussion group servers for a short time and hence may not be suitable for referencing. A local copy could be kept by the author who is giving the citation, with a note to this effect.

Reference to moving images accessed online

Use originator/author if ascertainable otherwise use title.

Originator. Year. *Title*. Place of publication or production (if ascertainable): Publisher or Producer (if ascertainable). Available from: URL [Accessed Date].

- e.g. Walkers Crisps. 2009. *Builders wheel a wheelbarrow full of crisps while announcing the flavour*. Available from: www.creativeclub.co.uk [Accessed 19 June 2009]
- e.g. YouTube. 2009. *Bournemouth University Accommodation*. Available from: <http://www.youtube.com/watch?v=AQOBGrIPAYg> [Accessed 20 Jan 2010].

Reference to photographs/images accessed online

Photographer/Artist's Surname, INITIALS., Year of publication. *Title of image*. Media type. Place of publication: Publisher (of online image) if ascertainable. Available from: URL [Accessed Date].

- e.g. Sweetman, E. A., 1935. *The Square and Compass Inn, Worth Matravers*. Photograph. Bournemouth, Dorset Coast Digital Archive. Available from: http://www.dceda.org.uk/images/jpg600/dcm_pht_11442d3.jpg [Accessed 22 May 2006]

Reference to a computer program

Author's Surname, INITIALS., (if given, see also advice on using corporate authors). Date (if given). *Title of program*. Version. Media type. Place of Publication: Publisher.

- e.g. Thomson ResearchSoft, *EndNote*. 9.0.1. Computer program. Stamford, Conn.: Thomson ResearchSoft.

2.3 Referencing multimedia materials

Reference to CD-ROMs and DVDs

This example refers to CD-ROMs and DVDs which are works in their own right and not a video, film, or bibliographic database. Author's Surname, INITIALS., Year. *Title* Edition. Media format . (Edition). Place of publication: Publisher (if ascertainable). Available from: Supplier/Database identifier or number (optional) [Accessed Date] (optional).

- e.g. Hawking, S.W., 1994. *A brief history of time: an interactive adventure*. CD-ROM. London: Crunch Media.
- e.g. Herigstad, G. 2005. *Houdini 101: interface and workflow*. DVD. Hollywood: Gnomon Workshop.

Reference to a video, film or broadcast

Title, Year. (For films the preferred date is the year of release in the country of production.) Media format. Subsidiary originator (Optional but director is preferred). Production details – place: organisation.

- e.g. *Macbeth*, 1948. Film. Directed by Orson Welles. USA: Republic Pictures.
- e.g. *Birds in the garden*, 1998. Video. London: Harper Videos

Reference to a video, film or broadcast continued from page 7

Programmes and series: the number and title of the episode should normally be given, as well as the series title, the transmitting organisation and channel, the full date and time of transmission.

e.g. *Yes, Prime Minister*, Episode 1, The Ministerial broadcast, 1986. TV, BBC2. 1986 Jan 16. 1800 hrs.

e.g. *News at ten*, 2001. Jan 27. 2200 hrs.

Contributions: individual items within a programme should be cited as contributors.

e.g. Blair, Tony, 1997. Interview. *In: Six o'clock news*. TV, BBC1. 1997 Feb 29. 1823 hrs.

Referencing unpublished material

See BS 6371:1983. *Citation of unpublished documents* (obtain access to British Standards Online via this web page: <http://www.bournemouth.ac.uk/library/resources/b.html>).

Plagiarism

You do not have to seek permission to include third party copyright material in your academic work, as long as it is fully referenced. Failure to do so amounts to plagiarism, which is against the University rules and is a serious offence. Further information about plagiarism and self-plagiarism can be found on the Plagiarism web pages www.bournemouth.ac.uk/library/citing_references/plagiarism.html; via the Academic Skills tab on myBU; and within the Academic Offences Procedure for Taught Awards <http://portal.bournemouth.ac.uk/C17/Academic%20Offences/default.aspx>.

Copyright

You do not have to seek permission to include third party copyright material in your academic work, as long as it is fully referenced. Further information about copyright can be found on notices next to photocopiers, on the copyright compliance web pages at www.bournemouth.ac.uk/library/citing_references/copyright.html or via the Academic Skills tab on myBU.

EndNote and EndNote Web

A version of the Bournemouth University Harvard Style is available for both EndNote and EndNote Web users. Further information about EndNote can be found on the Citing References web pages at www.bournemouth.ac.uk/library/citing_references/citing_refs_main.html or via the Academic Skills tab on myBU.

Citing this document

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If you wish to cite this document please use the following notation:-

Bournemouth University, 2011. *BU guide to citation in the Harvard style*. Poole: Bournemouth University. Available from: http://www.bournemouth.ac.uk/library/citing_references/docs/Citing_Refs.pdf [Accessed Date].

Changes introduced to 2011 edition

The relatively few changes to the 2011 edition aim to make the text simpler and improve the student experience. The more significant changes are:

- Main headings have been made clearer to help users navigate through this document
- Numbered headings added to distinguish between referencing print, online and multimedia materials
- Guidance added on how to reference articles that are described as 'In Press' (see page 6)
- Guidance clarified on citing person-to-person communications (see page 3)
- Guidance added on how to reference an online report from a corporate author (e.g. Mintel, see page 6)
- Guidance added on how to reference a YouTube video (in 'Reference to moving images accessed online', see page 7)
- Clarification added about how to access BS documents (British Standards Online)