Harvard Referencing Guide 2

Setting Out Your References

Also available on LearnUCS > Referencing Support

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At the end of your assignment or essay, you list all your sources into one alphabetical sequence, regardless of the type of source. So references to books, journals, online sources etc. all go together.

This brief guide tells you how to reference the most commonly used sources – books, journals, e-books, e-journals and websites.

Section 1: Books

Date of the edition of a book v date of a reprint of a book.

When you are referencing a book, you give the date of the edition of that particular book – that is the date when that version of the text was published. A reprint is the original text, with no alterations or amendments. The reprint date is simply the date when the next run of that title was printed and made available, i.e. perhaps stocks ran out.

To reference a book with a single author

The information needed is:

- Author – surname, followed by initial(s)
- Date of that edition (in brackets). Do not use reprint dates – see above
- Title of the book, in italics and followed by a full stop. If the book has a subtitle, it is separated from the main title by a colon, and all is in italics
- Edition of the book if given (other than the first), followed by a full stop
- The place of publication followed by a colon
- The publisher’s name followed by a full stop


If the book has two or more authors the format is:


In multiple author works, all the authors must be mentioned by name in the reference list. Use commas to separate the authors’ names, and use ‘and’ before the last author’s name. A full stop after the initial, followed by a comma to separate names is permitted in such name lists.

Books by corporate authors:

Some books have corporate authors, e.g. Suffolk County Council; Department for Health; Royal Academy of Arts etc. The corporate author can also be the publisher. The rules governing corporate authors are exactly the same as that for personal authors. Should there be two or more corporate authors involved in the work, name them all.


If the book has an editor

- Editor’s name - surname, followed by initial(s)
- Followed by (ed.) - note the brackets
- Date of that edition (in brackets). Do not use reprint dates
- Title of the book, in italics and followed by a full stop. If the book has a subtitle, it is separated from the main title by a colon, and all is in italics
- Edition of the book if given (other than the first), followed by a full stop
- The place of publication (name only the first place given) followed by a colon
- The publisher’s name followed by a full stop

If the book has two or more editors:
- First named editor - surname, followed by initial(s)
- and
- Second named editor – surname, followed by initial(s)
- Followed by (eds.) - note the brackets
- Date of that edition (in brackets) Do not use reprint dates
- Title of the book, in italics and followed by a full stop. If the book has a subtitle, it is separated from the main title by a colon, and all is in italics
- Edition of the book if given (other than the first), followed by a full stop
- The place of publication (name only the first place given) followed by a colon
- The publisher’s name followed by a full stop


Include all the contributing editor names in the order that they appear on the title page.

Referencing a secondary source
“No one person, system, or technique will make a company marketing oriented” (Michaels, 1982, cited in Boddy, 2002, p. 203). This is an example of a secondary source, used in an essay. Some people have difficulty translating that to the reference list, but actually it is quite simple: you give the details of the book in which you found the Michaels’ quote. This came from the book by D. Boddy, called Management: an introduction.

So in your reference list Michaels, 1982, cited in Boddy, 2002, p. 203 becomes:


Referencing a chapter from an edited book.
- Author of the chapter – surname, initial(s)
- Date of publication of the book (in brackets) Do not use reprint dates
- Title of the chapter in single quotation marks Do not put a full stop here. Don’t italicise the chapter title
- in
- Author or authors of the book, according to the guidelines above
- Title of the book in italics
- Edition of the book if given (other than the first), followed by a full stop
- Place of publication followed by a colon
- Publisher’s name followed by a comma
- Page reference – pages of the chapter – followed by a full stop

Example: Your quotation was written by H.S. Kim in Theoretical thinking in nursing: problems and prospects. This was in fact a chapter in Justis Akinsanya’s book called Models of Nursing. This appears in your reference list thus:

Referencing an e-book

The rules are exactly the same as those for printed books.

- Author(s) or Editor(s) – surname(s), followed by initial(s)
- If an edited work, remember (ed.) or (eds.) after the name(s)
- Date of that edition (in brackets)  Do not use reprint dates
- Title of the book, in italics. If the book has a subtitle, it is separated from the main title by a colon, and all is in italics
- Edition of the book if given (other than the first), followed by a full stop when abbreviated
- Place of publication followed by a colon
- Publisher’s name followed by a full stop


The exception to this is when a publication has been downloaded. The format is then:

- Author(s) or Editor(s) – surname(s), followed by initial(s)
- If an edited work, remember (ed.) or (eds.) after the name(s)
- Date of that edition (in brackets)  Do not use reprint dates
- Title of the book, in italics. If the book has a subtitle, it is separated from the main title by a colon, and all is in italics
- Available at: URL in full
- (Downloaded: date eg. 29 January 2013)
• **Section 2 – Journal Articles**

**To reference an article with one author:**
- Author – surname, initial(s)
- Year of publication (in brackets)
- Title of article in single quotation marks, followed by a comma. **If the article has a subtitle, it is separated from the main title by a colon. Do not italicise the title**
- Title of the journal *in italics*, followed by a comma
- Volume number followed by a space
- Part number in brackets followed by a comma
- Page numbers followed by a full stop **Use p. for a one page article or pp. for a range of pages**


**An article with two authors appears as:**

**An article with more than two authors:**
The following example is written by three authors – Ken Butcher, Beverley Sparks and Janet McColl-Kennedy, and it would appear thus:


**Online journal articles**
The rules governing referencing of articles from e-journals is the same as those for the printed version, with a few extra pieces of information. Again, easy!

- Author – surname, initial(s)
- Year of publication (in brackets)
- Title of article in single quotation marks, followed by a comma. **If the article has a subtitle, it is separated from the main title by a colon. Do not italicise the title**
- Title of the journal *in italics*
- Volume number followed by a space
- Part number in brackets followed by a comma
- Page numbers followed by a full stop. **Use p. for a one page article or pp. for a range of pages**
- Digital Object Identifier (doi) if available/applicable


**Web Pages**
How to reference e-journals and e-books has already been covered. Here we are interested in general web sites and web pages where your aim is to provide all the information people would need to get to your information source for themselves. Do remember that your internet source could be changed or disappear! Make note of when you accessed the site.

- Author(s) or Editor(s) – surname, initial(s)
- If editor(s), add (ed.) or (eds.) after the name as per an edited book (see above)
- Date in brackets **That is, the year the site was last updated**
- Title *in italics* followed by a full stop
• Edition if available (e.g. update 2 or version 3.1) followed by a full stop
• Place of publication followed by a colon - If there is one
• Publisher followed by a full stop - If there is one
• Available at followed by a colon i.e. Available at:
• Insert the URL If no date on the website, put (no date) in round brackets after the URL
• (Accessed: date you accessed it) followed by a full stop

Example of a web page with a personal author
This item has no place of publication or publisher – just the web address.

Example of a web page with a “corporate author”

Example of a web page with no author

Example of a web page with no author, no title, and no date

Further information:
See our:
• Harvard Referencing – Advanced Guide How to reference reports, theses, conferences, dictionaries, encyclopaedias, newspaper articles, reviews, music scores etc
• Harvard Referencing – Audio-visual Material How to reference videos, DVDs, sound recordings and online AV resources e.g. podcasts.
• Harvard Referencing – Images How to reference images and maps
• Harvard Referencing – Legal Material How to reference law reports and parliamentary publications, e.g. Acts of Parliament, Statutory Instruments and Bills.

And highly recommended, in the main library at 808.027 PEA and the Learning Development reference library (reference only)


Example of a final Reference List – using the examples given above.


**Note:**

1. Should your reference list include works by authors with the same surname, arrange them alphabetically by the authors’ initials.

   Smith, A.
   Smith, A. G.
   Smith, P.

2. Should your reference list include more than one work by the same author, list them by date, giving the oldest first.

3. Should your reference list contain more than one work by the same author, published in the same year, you differentiate them as in the text of the essay. In the text of the essay you might have referred to 3 items by Kevin Jones, all published in the same year. They appeared as (Jones, 2005a); (Jones, 2005b) and (Jones, 2005c). In the reference list these become:

Jones, K. (2005a)
Jones, K. (2005b)
Jones, K. (2005c)

For further help or information, please contact learningservices@ucs.ac.uk