Harvard Referencing Guide 4

Advanced Guide
Theses, Dissertations, Conferences, British Standards etc.

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 some of the more infrequently used sources – theses, research papers, conference proceedings, British Standards, annual reports etc.

**Theses and Dissertations**
- Author - surname, followed by initial(s)
- Year of submission – in brackets
- Title of the thesis or dissertation - in italics, and followed by full stop
- Degree statement - followed by full stop
- Name of awarding institution – followed by a full stop


**British Standards**
- Author / name of institution
- Year of publication  (in round brackets)
- British Standard number - in italics - followed by a colon
- Full title of Standard – in italics - followed by a full stop
- Place of publication – followed by a colon
- Publisher – followed by a full stop


**British Standards from an Online Source**
- Author / name of institution
- Year of publication - in brackets
- British Standard number – in italics - followed by a colon
- Full title of Standard – in italics- followed by a full stop
- Available at followed by a colon i.e. Available at:
- The URL i.e. the web address
- (Accessed: date you accessed it) followed by a full stop


**Technical / Research Reports**
- Author(s) – surname followed by initials Remember to follow the standard rules about multiple authors, if appropriate
- Year of the report – in round brackets
- Title of the report – in italics - followed by a full stop
- Place of publication – followed by a colon
- Publisher – followed by a full stop


If the report was available online, you would use the following format:
• Author(s) – surname followed by initials Remember to follow the standard rules about multiple authors, if appropriate
• Year of the report – in brackets
• Title of the report – in italics - followed by a full stop
• Available at followed by a colon i.e. Available at:
• The URL (web address)
• Accessed: date you accessed it, in round brackets, followed by a full stop


Conferences
• Author(s) or Editor(s) - surname followed by initials Remember to follow the standard rules about multiple authors, if appropriate. Also remember to insert (ed.) after the editor’s name, or (eds.) if there are two or more editors
• Year of publication (in round brackets) Remember, do not use reprint dates
• Name of the conference – in italics - followed by a full stop
• Location of the conference (if appropriate)
• Date of the conference – as given on the title page, followed by a full stop
• Place of publication – followed by a colon
• Publisher – followed by a full stop


Conference Paper from Published Conference Proceedings
• Author(s) of paper - Remember to follow the standard rules about multiple authors, if appropriate
• Year of publication (in brackets)
• Title of paper (in inverted commas) - followed by a full stop
• Title and subtitle of conference (in italics)
• Location and date of conference
• Place of publication, followed by a colon
• Publisher
• Page references


Note that the two dates above do not match: this can often occur when an item is published towards the end of the calendar year.

Conference Papers Online
• Author(s) – surname(s) followed by initial(s). Remember the rule about a work with multiple authors, if appropriate. The example below had 5 collaborating authors.
• Year of publication (in round brackets)
• Title of paper in inverted commas - followed by a full stop
• Title and subtitle of conference (in italics)
• Location and date of conference
• Publisher
• Available at: URL
• Accessed: date (in round brackets)

Annual Reports
- Corporate Author
- Year of Publication – in brackets
- Full title of annual report – in italics
- Place of publication – followed by a colon
- Name of Publisher – followed by a full stop


Online Annual Reports
- Corporate Author
- Year of Publication – in brackets
- Full title of annual report – in italics
- [Online]
- Available at followed by a colon and the web address i.e. Available at:
- (Accessed: date you accessed it) – followed by a full stop.


Dictionaries

Without author/editor
- Title of dictionary
- Year of publication (in round brackets)
- Place of publication followed by a colon
- Publisher


With author/editor (treat as any book)


Newspaper Articles – Print and Electronic
- Author of article – surname followed by initials  Remember the rule about a work with multiple authors if appropriate.
- Year of publication – in round brackets
- Title of the article – in inverted commas - followed by a full stop
- Title of the newspaper – in italics – followed by a full stop
- Date of the article – day and month followed by a comma
- Page number(s) of the article – followed by a full stop


If the article is anonymous the order is as follows:

- Title of newspaper – in italics
- Year of publication – in round brackets
- Title of the article –in inverted commas
- Date of the article – day and month followed by a comma
- Page number(s) of the article – followed by a full stop


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