



Brief Harvard referencing guide

This handout shows you how to reference the types of material you are likely to use most frequently. There is a full guide on referencing other types of materials at

<https://www.bradford.ac.uk/library/find-out-about/referencing/referencing/>

General principles

When you refer to another piece of work you must always acknowledge the source of that information. This enables you

- To avoid plagiarism.
- To give appropriate credit to the person who did the work you are using.
- To enable a reader to trace your sources and follow up your work.
- To enable a reader to distinguish your ideas from someone else's.
- To show the range of your reading, and demonstrate the evidence supporting your arguments; this supports your ideas and theories and adds credibility.

The rules for how to reference are all there to support these principles, and to make sure that your references are clear and consistent so that it is easy for someone reading your work to follow them. It is more important to get the spirit of giving credit for other people's work right than to make sure all your commas are in the right places.

Citing

When you refer to another document you must acknowledge this within the text of your work, by giving the author's surname and the year of publication (in round brackets). This is called "citing"; it allows whoever is reading your work to identify the source of your information for each point you make, and follow up the author's name in your reference list to find out more. Producing only a reference list, without citations, is **not** correct- it can be regarded as "concealing your sources", a form of plagiarism.

You can put the citation anywhere in the sentence where you are using your source's information,

Examples of citation

If your source is written by one author

Medical technology may cause patients physical and emotional distress (Johnson 2005).

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If your source is written by two authors

Foreman and Gubbins (2015) suggest that teachers are better than test scores at predicting which students will struggle.

If your source is written by three or more authors

Both top and middle management have an effect on innovation (Heyden et al. 2015), an example of the general principle of trickle-down.

If your source is written by an organisation rather than an individual

The Healthcare Commission (2005) produced statistics on the unnecessary prescription of antibiotics

OR

Statistics on the prescription of antibiotics (Healthcare Commission 2005) show that many are unnecessary

General points about constructing references

Format of author's names

In the reference list, authors' names should be formatted as family names (surnames) followed by a comma then the initials of the personal names, for example:

Smith, A.S.G., Khan, M. and Einstein, A.

Notes

- Do not use the full personal name (also known as given name or forename).
- There is no limit on the number of initials. They should be recorded as on the original source.
- Authors are listed in the order in which they appear on the original source.

Number of authors named

- In general, all of the authors of the work should be listed, regardless of how many there are.
- In some areas it may be acceptable to list only the first five authors then add *et al.* Consult your programme handbook and lecturers for more guidance.

Format of publication year

The year is surrounded by brackets, for example:

Smith, A.S.G., Khan, M. and Einstein, A. (2015)

The date comes directly after the authors' names. If you cannot find a date of publication use (no date).

Format of titles

- You should use the full title of the source, including any subtitle.
- Titles are written in "sentence case"- that is, you only use a capital letter for the first word in the title (except words that usually have capital letters in English, like the names of people, places or organisations).
- Titles are in italics, for example:

Textbook on civil liberties and human rights

Journal of peace, conflict and development

Millennium: journal of international studies

Referencing different types of material

The following section gives guidelines for citing and referencing different types of information. Some parts of the templates are optional: you can provide the information if you think it helps your reader to find your source but you will not be penalised for missing out the information if it is difficult to find.

Book reference

Reference template

Author (Date) *Title*. Edition. Place of publication (**this is optional**): Publisher.

Examples of references

Burns, N. and Grove, S.K. (2005) *The practice of nursing research: conduct, critique, and utilization*. 5th edition. Elsevier Saunders.

Johnson, G., Hill-Smith, I. and Ellis, C. (editors) (2006) *The minor illness manual*. Abingdon: Radcliffe.

Notes

- If the book is a first edition, you do not include the edition number.
- The place of publication is an optional piece of information but can be included if it is useful.

Electronic books

Electronic books should be cited and referenced in the same way as paper books wherever possible. This may be difficult with certain types of electronic book. For instance:

- In Kindle e-books, there are often no page numbers. When referencing a direct quote a location number can be used instead of a page number.
- For free online books, it is sometimes useful to provide a web address and access date. This is especially true for government publications, reports and policies accessed online.

Journal articles

Reference template

Author(s) (Year) Article title. *Journal title* Volume(Issue), Page numbers.

Examples of references

Foreman, J. L. and Gubbins, E. J. (2015) Teachers see what ability scores cannot: predicting student performance with challenging mathematics *Journal of advanced academics* 26(1), 5-23.

Johnes, M. (2008) A prince, a king, and a referendum: rugby, politics, and nationhood in Wales, 1969-1979. *Journal of British studies* 47, 129-148.

Notes

- Include the issue number (also called part number) whenever you can find one (some journals do not use them).
- You should use the full journal title rather than an abbreviation.

Electronic journals

Electronic journals should be referenced in the same way as paper journals wherever possible. This may be difficult with certain types of electronic journals, for instance if the journal is online only and not published in paper form, or if the article is “forthcoming” or “in press”, appearing electronically before it has been published in paper form. See the full guide for help on how to reference this kind of article, at <https://www.bradford.ac.uk/library/find-out-about/referencing/referencing/>.

Website

Reference template

Author(s) (Year) *Title*. Publisher (**this is optional**). Web address and date accessed.

Examples of references

Healthcare Commission (2005) *Local Health Services Primary Care Trust (PCT) survey*. Healthcare Commission. <http://ratings2005.healthcarecommission.org.uk/downloads/4284c.pdf> Accessed 6 June 2014.

University of Bradford Library (2015) *What is referencing and citing?* University of Bradford. <http://www.bradford.ac.uk/library/help/referencing/> Accessed 1 September 2015.

Notes

- You will often have an organisation rather than a person as the author. This is entirely acceptable.
- A publisher is often useful to help your reader be sure that the source is good quality, for instance when you have a personal author who is writing on behalf of an organisation.

Book chapter

Reference template

Author(s) (Year) Title of chapter or section. In Editor(s). (editor(s)) *Title of book*. Edition. Place of publication (**this is optional**): Publisher. Start page-end page.

Examples of references

Boud, D. and Walker, D. (2003) Barriers to reflection on experience. In Downie, C. M. and Basford, P. (editors) *Mentoring in practice*. University of Greenwich. 261-273.

Blane, D. (2006) The life course, the social gradient, and health. In Marmot, M. and Wilkinson, R.G. (editors) *Social determinants of health*. Oxford: Open University Press. 54-77.

Notes

- To find the chapter details, look at the table of contents.
- If the book is a first edition, you do not include the edition number.
- The place of publication is an optional piece of information but can be included if it is useful.