



HARVARD – Guide to referencing

The Harvard Referencing style requires you to cite the sources you use in the text of your writing. You then include a reference list (headed References) at the end of your piece of writing which includes all the sources you have cited.

You must cite the source in your text (in-text citation) when you paraphrase someone else’s work and when you directly quote from their work.

The following table explains **how to reference different sources in your reference list** and **how to cite them in the text** of your writing. It also includes notes on specific issues you need to be aware of.

****Please see the end of the document for some important general notes on creating your reference list and citing sources in particular circumstances.**

Reference type	How to reference in your reference list	Notes	How to cite (in-text citations)
Book	<p>Author’s last name, Author’s initial(s). (Year of publication) <i>Title</i>, Edition (only include this if not the first edition), Place of publication, Publisher.</p> <p><u>e.g.1: One author</u> Little, J. (2002) <i>Gender and rural geography</i>, London, Pearson.</p> <p><u>e.g.2: Two authors</u> Polgar, S. and Thomas, S.A. (2013) <i>Introduction to research in the health sciences</i>, 6th edition, Edinburgh, Churchill Livingstone.</p> <p><u>e.g.3: More than two authors</u> Alberts, B., Hopkin, K., Johnson, A.D., Morgan, D., Raff, M., Roberts, K. and Walter, P. (2019)</p>	<p><u>In the reference list</u></p> <p>Give all authors’ names, using ‘and’ for two authors or separated by a comma and a space for more than two.</p> <p>Use a capital letter for the first word of the book title, lower case for the rest of the title. If a proper noun is included in the title this should have a capital letter.</p> <p>If the book is not the first edition, add the edition number after the title, e.g. 2nd edition.</p>	<p><u>e.g.1: Citing one author</u> Little (2002) suggests that until recently, work on gender in geography has largely been conducted in relation to urban environments. or Until recently, work on gender in geography has largely been conducted in relation to urban environments (Little, 2002).</p> <p><u>e.g.2: Citing two authors</u> Polgar and Thomas (2013) suggest that research in the health sciences is fundamental if we are to address current health issues. or</p>

	<p><i>Essential cell biology, 5th edition</i>, New York, W.W. Norton & Company.</p>	<p>If there is more than one place of publication, include just the first.</p> <p><u>In-text citations</u></p> <p>When citing more than 2 authors in the text use the first author's last name followed by the term <i>et al.</i> See e.g.3 →</p> <p>When citing a direct quotation in the text, include the page number. See e.g.4 →</p> <p>Also include a page number if you are paraphrasing very specific material from the book (particularly if it is contentious or unusual), or when you are including statistics, a picture, diagram or table.</p>	<p>Research in the health sciences is fundamental if we are to address current health issues (Polgar and Thomas, 2013).</p> <p><u>e.g.3: Citing more than 2 authors</u> Alberts <i>et al.</i> (2019) state that cells are the fundamental units of life. or Cells are the fundamental units of life (Alberts <i>et al.</i>, 2019).</p> <p>"Quotation" (Little, 2002: 8).</p> <p>e.g.4 "Class analyses have been highly important to both the direction and output of rural geographical research" (Little 2002: 8).</p>
<p>Edited book</p>	<p>Book editor's last name, Book editor's initial(s). ed(s). (Year of publication) <i>Book title</i>, Place of publication, Publisher.</p> <p>e.g. Christie, N. and Herold, H. eds. (2016) <i>Fortified settlements in early medieval Europe: defended communities of the 8th-10th Centuries</i>, Oxford, Oxbow.</p>	<p><u>In the reference list</u></p> <p>Indicate that the book is edited. These are generally referenced in overviews and literature surveys rather than as direct references.</p> <p>If making a direct quotation or paraphrasing from a specific chapter</p>	<p>e.g. Recent excavations have prompted important new re-evaluations (Christie and Herold, 2016).</p>

		then you need to reference that chapter. See below for an example.	
Chapter in an edited book	<p>Chapter author's last name, Author's initial(s). (Year of chapter) Chapter title, in Book editor's last name, Book editor's initial(s). ed(s). (Year of publication) <i>Book title</i>, Place of publication, Publisher: Page numbers for chapter.</p> <p>e.g. Cook, I., Crang, P. and Thorpe, M. (2004) Tropics of consumption: getting with the fetish of 'exotic' fruit? in Reimer, S. and Hughes, A. eds. (2004) <i>Geographies of commodity chains</i>, London, Routledge: 173-92.</p>	<p><u>In the reference list</u> Give chapter details followed by the book details. Add the page numbers of the chapter at the end.</p> <p><u>In-text citations</u> This chapter reference is written by more than two authors, so use <i>et al.</i> when citing in the text.</p>	<p>e.g. Cook <i>et al.</i> (2004) note that we are seeing an increase in starfruit consumption due to globalisation. or We are seeing an increase in starfruit consumption due to globalisation (Cook <i>et al.</i>, 2004). "Quotation" (Cook <i>et al.</i>, 2004: 174).</p>
Electronic book (e-book)	<p>Author's last name(s), Author's initial(s). (Year) <i>Title of book</i>, edition/version (if applicable) [e-book] Place of publication, Publisher. Available at: <URL for the e-book> [Accessed Day Month Year].</p> <p>e.g. 1 Cloke, P., Crang, P. and Goodwin, M. (2013) <i>Introducing human geographies</i>, 3rd edition [e-book] London, Routledge. Available at: <https://www.dawsonera.com/abstract/9780203529225> [Accessed 1 January 2019].</p>	<p><u>In the reference list</u> The first example (e.g. 1) covers e-books accessed via the University Library. The second example (e.g. 2) covers e-books that are freely available online.</p> <p>Include URL (Web address) and date accessed.</p>	<p>e.g. Cloke <i>et al.</i> (2013) believe that ... A unified framework for all classes of seismic phenomena should be developed urgently (Kennett, 2009). "Quotation" (Cloke <i>et al.</i>, 2013: 32).</p>

	<p>e.g. 2 Kennett, B. (2009) <i>Seismic wave propagation in stratified media</i>, [e-book] Canberra, ANU Press. Available at: <http://www.oopen.org/search?identifier=459524> [Accessed 15 March 2018].</p>		
Chapter in an edited electronic book (e-book)	<p>Author's last name(s), Author's initial(s). (Year) Chapter title, in Book editor's last name, Book editor's initial(s). ed(s). (Year) <i>Title of book</i>, edition/version (if applicable) [e-book] Place of publication, Publisher. Available at: <URL for the e-book> [Accessed Day Month Year].</p> <p>e.g. Connell, D. (2014) Transboundary water governance, in Grafton, R.Q., Allendes, D., White, C. and Wyrwoll, P. eds. (2014) <i>Global water: issues and insights</i> [e-book] Canberra, ANU Press. Available at: <http://www.oopen.org/search?identifier=496490> [Accessed 29 December 2017].</p>		<p>e.g. Connell (2014) asserts that water governance across national borders can be complex. or Water governance across national borders can be complex (Connell, 2014).</p> <p>"Quotation" (Connell, 2014: 47).</p>
Journal article	<p>Author's last name, Author's initial(s). (Year of publication) Article title, <i>Journal Name</i>, Volume number(issue number): Page numbers of journal article.</p> <p>e.g.1 Thomas, N.J. (2007) Embodying empire: dressing the vicereine, Lady Curzon 1898 – 1905, <i>Cultural Geographies</i>, 14(3): 369-400.</p>	<p><u>In the reference list</u> Give all authors' names, using 'and' for two authors or separated by a comma and a space for more than two.</p> <p>Use a capital letter for the first word of the article title, lower case for the rest of the title. If a proper noun is included in the title this should have a capital letter.</p>	<p>e.g.1 Thomas (2007) suggests that Lady Curzon's dress was used to embody principles of sovereignty. or Lady Curzon's dress was used to embody principles of sovereignty (Thomas, 2007).</p>

	<p>e.g.2 Lappin-Scott, H., Burton, S. and Stoodley, P. (2014) Revealing a world of biofilms - the pioneering research of Bill Costerton, <i>Nature Reviews Microbiology</i>, 12(11): 781-787.</p>	<p>For the journal name, use a capital letter for each word except for words like <i>of</i>, <i>and</i> etc.</p> <p>Give the volume number of the journal (no space) followed by the issue number in brackets.</p>	<p>e.g.2 Lappin-Scott <i>et al.</i> (2014) claim that Bill Costerton was a key figure in the field of biofilms. or Bill Costerton was a key figure in the field of biofilms (Lappin-Scott <i>et al.</i>, 2014). "Quotation" (Thomas, 2007: 374).</p>
Electronic journal article	<p>Author's last name, Author's initial(s). (Year of publication) Article title, <i>Journal Name</i>, Volume number(issue number): Page numbers of article. Available at: <URL or DOI> [Accessed Day Month Year].</p> <p>e.g. Van Oost, K., Van Muysen, W., Govers, G., Heckrath, G., Quine, T.A. and Poesen, J. (2003) Simulation of the redistribution of soil by tillage on complex topographies, <i>European Journal of Soil Science</i>, 54:63-76. Available at: <https://doi.org/10.1046/j.1365-2389.2003.00470.x> [Accessed 18 March 2019].</p>	<p><u>In the reference list</u> If the article only exists in electronic format you will need to add the URL and the date accessed or the DOI* if available.</p> <p>In some cases the volume, issue and page numbers may not be available – just use the URL or DOI* and date accessed.</p> <p>*For further information on DOIs, please see the General Guidance on Referencing. https://libguides.exeter.ac.uk/c.php?g=654150&p=4593487</p>	<p>e.g. Van Oost <i>et al.</i> (2003) suggest that complex topographies produce atypical redistribution patterns. or Complex topographies produce atypical redistribution patterns (Van Oost <i>et al.</i>, 2003). "Quotation" (Van Oost <i>et al.</i>, 2003: 65).</p>
Reports	<p>Author's last name(s), Author's initial(s). (Year) <i>Title of Report</i>, edition/version (if applicable) [online] Place of publication, Publisher. Available at: <<u>URL for the report</u>> [Accessed Day Month Year].</p>	<p><u>In the reference list</u> As a general rule, use the book or e-book guidance to create references for these sources.</p> <p>Reports may be written by an organisation / corporate author rather</p>	

	<p>e.g. World Health Organization (2018) <i>European health report 2018: more than numbers – evidence for all</i> [online] Copenhagen, WHO Regional Office for Europe. Available at: <http://www.euro.who.int/en/data-and-evidence/european-health-report/european-health-report-2018/european-health-report-2018.-more-than-numbers-evidence-for-all-2018> [Accessed 29 April 2019].</p>	<p>than individuals. In this case use the organisation name as the author when citing in the text and in your reference list.</p>	<p>e.g. The World Health Organisation (2018) claims that its policy has had a significant effect on Europe. or World Health Organisation (WHO) policy has had a significant effect on Europe (World Health Organization, 2018). “Quotation” (World Health Organization, 2018: 27).</p>
Website	<p>Author’s last name, Author’s initial(s). or Website Name or Organisation’s Name (Year) <i>Title of the web document or web page</i> [type of medium] (date of last update if available). Available at: <web site address> [Accessed Day Month Year]</p> <p>e.g. Students and Scholars Against Corporate Misbehavior (2009) <i>Swire Beverages claimed that its subcontracting company ‘acted appropriately and responsibly</i> [online] (7 September 2009). Available at: <http://sacom.hk/swire-beverages-claimed-that-its-subcontracting-company-acted-appropriately-and-responsibly> [Accessed 10 September 2009].</p>	<p>Webpages may be produced by organisations / corporate authors rather than individuals. If there is no named author you can use the organisation's name or the website name when citing in the text and in your reference list.</p> <p>You should not include the URL (web address) in the text of the essay.</p> <p>When citing a direct quote in the text and where there are no page numbers, indicate the paragraph number →</p>	<p>e.g. Students and Scholars Against Corporate Misbehavior (2009) asserted that Swire Beverages maintained their position. or Swire Beverages maintained their position (Students and Scholars Against Corporate Misbehavior, 2009). “Quotation” (Students and Scholars Against Corporate Misbehavior, 2009: Paragraph 2).</p>
Audio-visual materials	<p>Author’s last name, Author’s initial(s). or Broadcaster (date of recording / production) <i>Title</i> [format or type of medium] Place of recording, Publisher. Available at: <<u>URL for the</u></p>	<p><u>In the reference list</u> Provide as much of this information as you can in the reference list.</p>	<p>e.g. Moore in Fahrenheit 9/11 (2004) argues that...</p>

	<p><u>source</u>> [Accessed Day Month Year]. (If applicable)</p> <p>e.g. 1 Referencing a DVD Moore, M. (2004) <i>Fahrenheit 9/11</i> [DVD], Culver City, Calif., Columbia TriStar Home Entertainment. Written, produced and directed by Michael Moore.</p> <p>e.g. 2 Referencing an online video Defra (2007) <i>Sustainable development: the bigger picture</i> [video online]. Available at: <http://youtu.be/keZmg56ahdM> [Accessed 23 June 2012].</p>	<p>Any special credits and other useful information can be noted after the reference. ← (See e.g. 1)</p> <p>If referencing a few of the same type of source, be as consistent as possible with the information you provide in your reference list.</p> <p>If the source is found online only, include the URL and date accessed.</p>	<p>e.g. Sustainable development is a growing issue (Defra, 2007).</p> <p>“Quotation” (Moore, 2004).</p>
Newspaper or magazine (print)	<p>Author’s last name, Author’s initial(s). (Year of publication) Article title, <i>Newspaper or magazine name</i>, Day and month of publication: Page number(s) of article.</p> <p>e.g. Phillips, T. (2009) I was naïve; we got distracted. But the real work carried on, <i>The Guardian</i>, 5th September: 31.</p>	<p><u>In-text citations</u> When citing a direct quote in your writing include the paragraph number →</p>	<p>e.g. Phillips (2009) maintained that looking at what was achieved was important. or Looking at what was achieved was important (Phillips, 2009).</p> <p>“Quotation” (Phillips, 2009: Paragraph 3).</p>
Newspaper or magazine (online)	<p>Author’s last name, Author’s initial(s). (Year of Publication) Article title, <i>Newspaper or magazine name</i>, Day and month of publication: Page number(s) of article (if given). Available at: <URL> [Accessed Day Month Year].</p> <p>e.g. Syal, R. (2009) Body Shop ethics under fire after Colombian peasant evictions, <i>The Guardian</i>, 13th</p>	<p><u>In-text citations</u> When citing a direct quote in your writing include the paragraph number. →</p>	<p>e.g. Syal (2009) reported that the peasant evictions created ethical contradictions. or The peasant evictions created ethical contradictions (Syal, 2009).</p> <p>“Quotation” (Syal, 2009: Paragraph 1).</p>

	September. Available at: < http://www.guardian.co.uk/world/2009/sep/13/body-shop-colombia-evictions > [Accessed 13 September 2009].		
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****ADDITIONAL NOTES**

- Present your reference list on a new page at the end of your document and title it 'References'.
- The reference list should be presented as a single list and not subdivided in any way.
- The references should be listed alphabetically (by first author's last name / organisation name).
- If you have several references by the same person, list them chronologically, from earliest to most recent.

Citing more than one source by the same author in the same year

In this case you should use lower case letters a, b, c etc. after the year to differentiate the sources, e.g. 2002a, 2002b, 2002c etc. The letters would appear in your in-text citation and in your reference list.

e.g. In-text citation

Little (2002a) suggests that until recently, work on gender in geography has largely been conducted in relation to urban environments.

e.g. In your reference list

Little, J. (2002a) *Gender and rural geography*, London, Pearson.

Citing sources by two or more people with the same last name

In this case you can distinguish them by using their initials in the in-text citation.

e.g. In-text citation

J. Little (2002) suggests that until recently, work on gender in geography has largely been conducted in relation to urban environments.
or

Until recently, work on gender in geography has largely been conducted in relation to urban environments (Little, J., 2002).

Citing several sources in your text in the same phrase or sentence

e.g. In-text citation

Various studies have assessed the efficacy of hand contamination measures (Steere and Mallison, 1975; Larson *et al.*, 1986).

Secondary Referencing

Most authors will refer to the work of others in their writing. For example you might want to comment on the work of Patterson *et al.* which was mentioned in the journal article by Lappin-Scott *et al.* **Ideally you should find and read the primary reference by Patterson *et al.* rather than rely on others' interpretations.** You can then include this as a separate reference. However, if you are unable to find the primary source it is possible to include a secondary reference.

e.g. In-text citation for a secondary reference

Patterson *et al.* (1975; cited in Lappin-Scott *et al.*, 2014) found that bacteria are connected to the gut via a complex matrix.

e.g. Secondary referencing in your reference list – **only include the source you have actually read** i.e. in this case the article by Lappin-Scott *et al.*

Lappin-Scott H., Burton, S. and Stoodley, P. (2014) Revealing a world of biofilms - the pioneering research of Bill Costerton. *Nature Reviews Microbiology*, 12(11): 781-787.

If information is missing from your reference

You can use the terms below to indicate what is missing in your in-text citations and in your reference list. **If sources have missing information take care to check that they are reliable; if in doubt ask your lecturer.**

n.d. - no date

If there is no date, but you can reliably estimate one, enter it with a 'ca', e.g. ca.2005

Anon – author anonymous or not identifiable

s.l. - no place of publication (Latin: sine loco)

s.n. - no named publisher (Latin: sine nomine)

If the place of publication and publisher are not found on the document, but can be reliably traced from other sources, place the information in square brackets.