

THE HARVARD SYSTEM

Introduction

This referencing system is also known as the author-date system. There are other referencing systems available.

This guide covers the basic principles only.

As this system has many minor variations you will need to consult your course tutor for their preferred format. For more detailed accounts and specific problems consult the bibliography at the end.

References

References are always cited in two places - in the text and in the bibliography.

Text citations

The basic format for this is **Author (Date)**

If the author's name can be incorporated sensibly into the text, the year is followed in parentheses
e.g. Since Kramer (1974) first described her study of newly qualified nurses...

If this is not suitable then both name and year are given in parentheses

e.g. Following a study of newly qualified nurses (Kramer 1974), efforts have been made to...

If there are two authors, both the surnames are given

e.g. In a study of quality assurance, Meek and Gopee (1995) found...

e.g. In a study of quality assurance (Meek and Gopee 1995), the results indicated that...

If there are more than two authors the surname of the first author is given, followed by et al (meaning 'and others')

e.g. Smith et al (1994)

However in the bibliography all authors are cited.

If an author has more than one work published in the same year, distinguish these by adding lower case letters (a,b,c, etc.) after the year and within the parentheses.

Works by different authors are referenced under the editor's name.

If there is no author given then "Anon" should be used in the text and "Anonymous" in the bibliography.

If the work is from the Internet, Bournemouth University's Guide to Citing Internet Sources (2004) recommends that you include the URL (uniform resource locator) and the "accessed date" i.e. the date the site was last viewed or downloaded.

The bibliography

The bibliography, or list of references, is given at the end of the text and contains only those works cited within the text. With the Harvard System, the references are an alphabetical list of authors' surnames and thereafter initials. Where there is more than one citation from the same author these are listed chronologically (earliest first), and then, if necessary, by letter (1993a, 1993b).

The elements of a bibliographical reference should be taken from the title page of the publication.

Books

Surname	of the author or editor followed by initials
Year of publication	in brackets
Title	of the work followed by a full stop Use Capitals for Main Words in the Title The title can be in italics, underlined or bold BUT you MUST BE CONSISTENT
Edition	(if not the first) followed by a full stop.
Volume number	(if the book has more than one volume)
Place of publication	followed by a comma
Publisher's name	followed by a full stop

e.g.

Mullins LJ (1996) Management and Organisational Behaviour. Fourth edition. London, Pitman Publishing.

Journals

Surname	of the author or editor followed by initials
Year of publication	in brackets
Title of article	followed by a full stop. (Only the first word of the title begins with a capital letter)
Title of journal	(in full) followed by a full stop. Capitals are used for Main Words The title can be in italics, underlined or bold BUT you MUST BE CONSISTENT
Volume	number, and part number or date of issue in brackets
Pagination	i.e. the numbers of the first and last pages on which the article appears

e.g.

Meek J, Goppe N (1995) Quality assurance in a nursing home. Nursing Standard. 10 (1) 37-39

Electronic Information

As electronic sources have become an integral part of academic work, it is important that they are included accurately and consistently. Suggested styles and examples of the most common types of electronic references are given below.

State the date the web document was last updated, or, if this is not available, the date you accessed the site in square brackets.

1. To avoid any confusion with punctuation, use arrows < and > to show the beginning and end of a URL
2. Where the web address is very long or includes control codes, just use the main body of the address.
3. Where there is no explicit author, use the title as the main piece of information in the reference.
4. Print out a copy of the source as online information is often temporary and may have been deleted or updated when next you look at it.
5. Use the terms [Online] or [Internet] or [WWW] after the title - it doesn't matter which you choose, as long as you are consistent

e.g

WWW Document

Food Standards Agency (2003) *What is BSE?* [Online]. Available at

<<http://www.foodstandards.gov.uk/bse>> [Accessed 12 June 2003]

WWW Article in Electronic Journal

Cramer, S.B. (1998) A united approach to healthy schools. *British Food Journal*, 100 (8) 380-384 [Online]. Available at <<http://www.emerald-library.com>> [Accessed 11 January 2001]

Email Discussion Lists

Pinto. A.J. (2000) *Ungodly global warming, genocide, world hunger and hope*. Ecological -genetics. October 2000. [Online discussion group]. <ecological-genetics@mailbase.ac.uk> [Accessed 12 January 2001]

Newsgroups/Bulletin Board

Yee, A. (2001) *Solar power farm begins gamma ray astronomy*. sci.astro. January 2001. [Online newsgroup]. <Liszt Newsgroups: sci.astro> [Accessed 12 January 2001]

Email

If you wish to cite a personal email you should have the sender's permission first.

Richards, K.J. (KJRichards@freeasabird.com) (4 July 2003). *Jacqueline du Pre and Elgar*. Martin, M. (MavisM@latrobe.edu.au).

NB: The sender's details are cited first, and the recipient's last.

Online Images

Ostara in concert, London, 14 March 2002 (2002). [Online image]. <www.ostara.net/images.asp> [Accessed 25 August 2003]

CD-ROMs

Times Newspapers (1992) *The Times and The Sunday Times Jan 1 1992 - Dec 31 1992* [CD-ROM]. London: The Times Network Systems.

This guide has been compiled with assistance from the documents listed below, from which further information may be obtained:

Citing references using the Harvard style [Internet]. Available at <http://www.kingston.ac.uk/library/using_the_library/general/harvard.htm> [Accessed 3 November 2005]

Bibliography

Bournemouth University (2004) *Guide to Citing Internet Sources*. Available at: <http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html> [Accessed 3 November 2005]

Bournemouth University (2005) *Citing References: The Harvard System*. Available at: <http://www.bournemouth.ac.uk/library/using/harvard_system.html> [Accessed 3 November 2005]

Gopee, N (1999) Referencing academic assignments. *Nursing Standard* 13(27) 37-40

Other useful resources and further reading

Dwyer, M (1995) A guide to the Harvard referencing system. *British Journal of Nursing* 4(10) 599-602

Howe, J (1998) Referencing the Internet. *Nursing Standard* 13(1) 28

There are good web introductions to the Harvard reference system at:

University of Sheffield (2005) *Harvard Referencing Guide*. Available at: <http://www.shef.ac.uk/library/libdocs/hsl-dvc1.pdf> [Accessed 6 February 2007]

FACTSHEET 6



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Health Management Library Service

University of Sheffield (2005) *Citing Electronic Sources of Information*. Available at:
<http://www.shef.ac.uk/library/libdocs/hsl-dvc2.pdf> [Accessed 6 February 2007]

University of Leicester (2005) *Bibliographic Citations & References: The Harvard (Author/Date) Style*.
Available at: <http://www.le.ac.uk/li/sources/subject3/harvard.html> [Accessed 6 February 2007]