

Universiti Tunku Abdul Rahman

Library

Harvard Style of Referencing - Guide and Examples

1. Introduction

The Harvard Style used by UTAR Library is based on Harvard System at Anglia Ruskin University. For more details, please go to <https://libweb.anglia.ac.uk/referencing/harvard.htm>

The guide provides examples of in-text citation and referencing list for various information sources, based on Harvard System at Anglia Ruskin University. However, students should check with respective faculty for the preferred referencing style of the final year project/ thesis/ dissertation.

1.1 Why it is Important to provide references to your work?

By providing a reference to the sources in your work, you are:

- Acknowledging the contributions and works of others in your writing.
- Enable the reader to locate where you obtained each quote or idea.

The two aspects of the Harvard System are as follows:

- **In-text citation:** Identify the **author(s)** and **publication year** of the source in brackets.
- **Reference list:** Provide **full details** of all sources in a list at the end of work, and organized alphabetically by author surname.

Remember to be **consistent** in the way you record your references.

2.0 Examples of In-text Citation and Reference List for various information sources.

BOOKS WITH ONE AUTHOR

Reference List	In-Text Citation
<p>Format: Author, Initials., Year. <i>Title of book (italicized)</i>. Edition. (only include this if not the first edition) Place of publication (this must be a town or city, not a country): Publisher.</p> <p>1st Edition Baron, D. P., 2008. <i>Business and the organisation</i>. Chester: Pearson.</p> <p>2nd Edition, 3rd Edition, 4th edition, etc. Redman, P., 2006. <i>Good essay writing: a social sciences guide</i>. 3rd ed. London: Open University in assoc. with Sage.</p>	<p>(Baron, 2008) ... OR Baron (2008) ...</p> <p>(Redman, 2006) ... OR Redman (2006) ...</p>

BOOKS WITH MULTIPLE AUTHORS

For books with multiple authors, all* the names should all be included in the order they appear in the document. Use “and” to link the last two multiple authors.

<p>Two to Three Authors</p> <p>Format: Authors, Initials., Authors, Initials. and Author, Initial(s)., Year. <i>Title of book (italicized)</i>. Edition. (only include this if not the first edition) Place: Publisher.</p> <p>Adams, R.J., Weiss, T.D. and Coatie, J.J., 2010. <i>The World Health Organisation, its history and impact</i>. London: Perseus.</p> <p>Four Authors and more</p> <p>Format: Author, Initials., Author, Initials., Author, Initials. and Author, Initials., Year. <i>Title of book (italicized)</i>. Edition. (only include this if not the first edition) Place: Publisher.</p> <p>Carter, B., James, K.L., Wood, G. and Williamson, D.H., 2018. <i>Research methods</i>. 4th ed rev. Cambridge: Cambridge University Press.</p>	<p>(Adam, Weiss and Coatie, 2010).. OR Adam, Weiss and Coatie (2010)..</p> <p>(Carter, et al., 2018) ... OR Carter, et al. (2018) ...</p> <p>Note: Where there are four authors or more, only the first author be used, followed by <i>et al.</i> meaning and others.</p>
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Corporate Authors

If the work is by a recognised organisation and has no personal author then it is usually cited under the body that commissioned the work. This applies to publications by associations, companies, government departments etc. such as Department of the Environment or Royal College of Nursing.

Format:

Corporate author, Year. *Title of book (italicized)*. Place: Publisher.

Reference List	In-Text Citation
Royal College of Nursing, 2006. <i>Children in the Community</i> . London: RCN.	First citation: ...according to the report in 2006 by Royal College of Nursing ... Subsequent citations: ... Royal College of Nursing (2006) had published another ...

Multiple works by the same author

Where there are several works by one author and published in the same year they should be differentiated by adding a lower case letter after the date.

Format:

Author, Initials., Year followed by letter. *Title of book (italicized)*. Place: Publisher.

Reference List	In-Text Citation
Soros, G., 1966a. <i>The road to serfdom</i> . Chicago: University of Chicago Press.	(Soros, 1966a; 1966b) ... OR Soros (1966a; 1966b) ...
Soros, G., 1966b. <i>Beyond the road to serfdom</i> . Chicago: University of Chicago Press.	

Note: Where there are several works by one author, published in different years, these should be arranged in chronological order, with the earliest date first.

BOOKS- TRANSLATIONS/ IMPRINTS/ REPRINTS

For works which have been translated the reference should include details of the translator.

Format:

Author, Initial(s)., Year. *Title of book (italicized)*. Translated from (language) by (name of translator, initial(s) first, then surname). Edition (if any). Place: Publisher.

Reference List	In-Text Citation
Canetti, E., 2001. <i>The voices of Marrakesh: a record of a visit</i> . Translated from German by J.A. Underwood. San Francisco: Arion.	(Canetti, 2001) ... OR Canetti (2001)...

BOOKS WHICH ARE EDITED

For books which are edited, give the editor(s) surname(s) and initials, followed by ed. or eds.

Format:

Author, Initials., ed., Year. *Title of book (italicized)*. Edition. Place: Publisher.

Reference List	In-Text Citation
Keene, E. ed., 1988. <i>Natural language</i> . Cambridge: University of Cambridge Press.	(Keene, 1998) ... OR Keene (1998) ...
Silverman, D.F. and Propp, K.K. eds., 1990. <i>The active interview</i> . Beverly Hills, CA: Sage	(Silverman and Propp, 1990) ... OR Silverman and Propp (1990) ...

Note: More than one editor, use eds.

CHAPTERS OF EDITED BOOKS

Format:

Chapter author(s) surname(s) and initials., Year of chapter. Title of chapter followed by In: Book editor(s) initials first followed by surnames with ed. or eds. after the last name. Year of book. *Title of book (italicized)*. Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.

Reference List	In-Text Citation
Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. 1980. <i>Humanities information research</i> . Sheffield: CRUS. pp.44-68.	(Samson, 1990) ... OR Samson (1990) ...

Note: Use eds. if more than one editor.

E-BOOKS

➤ *E-books accessed through databases from UTAR Library*

Format:

Author, Initials., Year, *Title of book (italicized)*. [e-book] Place of publication: Publisher. Followed by Available through: Universiti Tunku Abdul Rahman Library website <<http://library.utar.edu.my/>> [Accessed date].

Reference List	In-Text Citation
Fishman, R., 2005. <i>The rise and fall of suburbia</i> . [e-book] Chester: Castle Press. Available through: Universiti Tunku Abdul Rahman Library website < http://library.utar.edu.my/ > [Accessed 12 May 2010].	(Fishman,2005)... OR Fishman (2005) ...

➤ *For an open access e-book that freely available over the internet, such as Google e-books*

Format:

Author, Initials., Year. *Title of book (italicized)*. [e-book] Place of publication (if known): Publisher. Followed by Available at: e-book source and web address or URL for the e-book [Accessed date].

Reference List	In-Text Citation
Cookson, J. and Church, S. eds., 2007. <i>Leisure and the tourist</i> . [e-book] Wallingford: ABS Publishers. Available at: Google Books < https://books.google.com > [Accessed 9 June 2008].	(Cookson and Church, 2007) ... OR Cookson and Church (2007) ...

➤ *For an e-book from specific e-readers and other devices such as Kindle, or Nook*

Format:

Author, Initials., Year, *Title of book (italicized)*. [e-book type] Place of publication (if available): Publisher. Followed by Available at: e-book source and web address [Accessed date].

Reference List	In-Text Citation
Patterson, M. 2012. <i>Lost places in dreams</i> . [Kindle DX version] Transworld Media. Available at: Amazon.co.uk < https://www.amazon.co.uk > [Accessed 9 June 2012].	(Patterson,2012)... OR Patterson (2012) ...

ARTICLES FROM PRINTED SOURCES

Use these guidelines for print articles, those you get through InterLibrary Loan, and online articles that have a print equivalent.

Format:

Author, Initials., Year. Title of article. *Full Title of Journal (italicized)*, Volume number (Issue/Part number), Page number(s).

Reference List	In-Text Citation
Boughton, J.M., 2002. The Bretton Woods proposal: a brief look. <i>Political Science Quarterly</i> , 42(6), p.564.	(Boughton, 2002) ... OR Boughton (2002) ...

Note: Names are listed last name, then initials. (Same as books)

ELECTRONIC ARTICLES

Reference an e-journal article as print if it is also available in a print version of the journal. This is usually the case where you access an article in pdf format and it uses sequential journal page numbers.

Reference List	In-Text Citation
Perry, C., 2001. What health care assistants know about clean hands. <i>Nursing Times</i> , 97(22), pp.63-64.	(Perry, 2001) ... OR Perry (2001) ...

Please take note:

If you are not sure if there is a print equivalent, add the electronic access information as follows:

➤ ARTICLES FROM A LIBRARY DATABASE

For articles accessed through a password protected database from the University Library.

Format:

Author, Initials., Year. Title of article. *Full Title of Journal (italicized)*, [type of medium] Volume number (Issue/Part number), Page numbers if available. Available through: Universiti Tunku Abdul Rahman Library website <<http://library.utar.edu.my/>> [Accessed date].

Reference List	In-Text Citation
Boughton, J.M., 2002. The Bretton Woods proposal: an in depth look. <i>Political Science Quarterly</i> , [e-journal] 42(6). Available through: Universiti Tunku Abdul Rahman Library website < http://library.utar.edu.my/ > [Accessed 12 June 2005].	(Boughton, 2002) ... OR Boughton (2002) ...

➤ **ARTICLES PUBLICLY AVAILABLE ON THE INTERNET**

Articles from web based magazines or journals, including Open Access articles found in institutional repositories.

Format:

Authors, Initials., Year. Title of article. *Full Title of Journal or Magazine (italicized)*, [online] Available at: web address (quote the exact URL for the article) [Accessed date].

Reference List	In-Text Citation
Kipper, D., 2008. Japan's new dawn. <i>Popular Science and Technology</i> , [online] Available at: < http://www.popsci.com/popsci37b144110vgn/html > [Accessed 22 June 2009].	(Kipper,2008) ... OR Kipper (2008) ...

➤ **ARTICLES WITH DOIs**

You can choose to use the DOI (Digital Object Identifier) instead of the format/location/access date. The DOI is a permanent identifier and replaces a permanent web address for online articles. (These can appear with the preface <http://dx.doi.org/>). They are often found at the start/end of an article or on the database landing page for the article. Not all articles are assigned a DOI. If an article does not have a DOI, use one of the other e-journal article formats.

Format:

Author, Initials., Year. Title of article. *Full Title of Journal (italicized)*, [e-journal] Volume number (Issue/Part number), Page numbers if available. DOI.

Reference List	In-Text Citation
Boon, S., Johnston, B. and Webber, S., 2007. A phenomenographic study of English faculty's conceptions of information literacy. <i>Journal of Documentation</i> , [e-journal] 63(2), pp.204 - 228. http://dx.doi.org/ 10.1108/00220410710737187 .	(Boon,Johnston and Webber, 2007) ... OR Boon,Johnston and Webber (2007) ...

NEWSPAPER ARTICLES (PRINTED)

Format:

Author, Initials., Year. Title of article or column header. *Full Title of Newspaper (italicized)*, Day and month before page numbers and column line.

Reference List	In-Text Citation
<p>Slapper, G., 2005. Corporate manslaughter: new issues for lawyers. <i>The Times</i>, 3 Sep. p.4b.</p> <p>Note: <i>In the page reference. p.4b - "4" indicates that the article is on the fourth page of the newspaper, columns of print on a page are labelled left to right alphabetically, so in this example "b" indicates that this is the second column of newsprint across the page from left to right.</i></p> <p>An example of corporate authorship where the newspaper article authorship is not stated.</p> <p>Times, 2005. Corporate manslaughter: responses from the legal profession (Editorial comments), <i>The Times</i>, 8 Sep. p.4b.</p>	<p>(Slapper, 2005) ... OR Slapper (2005) ...</p> <p>(Times, 2005) ... OR Times (2005) ...</p>

NEWSPAPER ARTICLES (ONLINE)

Format:

Author or corporate author, Year. Title of document or page. *Name of newspaper (italicized)*, [type of medium] additional date information. Available at: <url> [Accessed date].

Reference List	In-Text Citation
<p>Chittenden, M., Rogers, L. and Smith, D., 2003. Focus: Targetitis ails NHS. <i>Times Online</i>, [online] 1 June. Available at: <http://www.timesonline.co.uk/tol/news/uk/scotland/article/1138006.ece> [Accessed 17 March 2005].</p>	<p>(Chittenden, Rogers and Smith 2003 ... OR Chittenden, Rogers and Smith (2003) ...</p>

OTHER SOURCE TYPES

CONFERENCE REPORT AND PAPERS

Conference Report

Format:

Authorship, Year. *Full title of conference report (italicized)*. Location, Date. Place of publication: Publisher.

<i>Reference List</i>	<i>In-Text Citation</i>
UNDESA (United Nations Department of Economic and Social Affairs), 2005. <i>6th Global forum on reinventing government: towards participatory and transparent governance</i> . Seoul, Republic of Korea, 24-27 May 2005. New York: United Nations.	(UNDESA, 2005) ... OR UNDESA (2005) ...

Conference Paper

Format:

Author, Initials., Year. *Full title of conference paper (italicized)*. In: followed by editor or name of organisation, Full title of conference. Location, Date. Place of publication: Publisher.

<i>Reference List</i>	<i>In-Text Citation</i>
Brown, J., 2005. <i>Evaluating surveys of transparent governance</i> . In: UNDESA (United Nations Department of Economic and Social Affairs), 6th Global forum on reinventing government: towards participatory and transparent governance. Seoul, Republic of Korea, 24-27 May 2005. New York: United Nations.	(Brown, 2005) ... OR Brown (2005) ...

DISSERTATIONS AND THESES (PRINTED)

Format:

Author, Initials., Year of publication. *Title of dissertation (italicized)*. Level. Official name of University.

<i>Reference List</i>	<i>In-Text Citation</i>
Yeap, K. H. 2011. <i>Boundary matching techniques for terahertz lossy guiding structures</i> . PhD. Universiti Tunku Abdul Rahman.	(Yeap, 2011) ... OR Yeap, (2011) ...

DISSERTATIONS AND THESES (ONLINE)

Format:

Author, Initials., Year of publication. *Title of dissertation (italicized)*. Level. Official name of University. Available at <url> [Accessed on date].

Reference List	In-Text Citation
Ng, S.C., 2012. <i>Potential use of aerated lightweight concrete for energy efficient construction</i> . PhD. Universiti Tunku Abdul Rahman. Available at: < http://eprints.utar.edu.my/443/ > [Accessed 27 November 2013].	(Ng, 2012) ... OR Ng (2012) ...

REPORTS BY ORGANISATIONS (PRINTED)

Format:

Authorship/Organisation, Year. *Full title of report (italicized)*. Place: Publisher.

Reference List	In-Text Citation
Department of Health, 2001. <i>National service framework for older people</i> . London: Department of Health.	(Department of Health 2001) ... OR Department of Health, (2001) ...
Coulter, A. and Collins, A., 2011. <i>Making shared decision-making a reality: no decision about me, without me</i> . London: The King's Fund.	(Coulter and Collins 2011) ... OR Coulter and Collins, (2011) ...

REPORTS BY ORGANISATIONS (ONLINE)

Format:

Authorship/Organisation, Year. *Full title of report (italicized)*. [type of medium] Place: Publisher. Available at: include web address/URL [Accessed on date]

Reference List	In-Text Citation
Mintel, 2019. <i>Consumer Trends, Attitudes and Spending Habits for the Home - UK - January 2019</i> . [online] Mintel. Available through: Anglia Ruskin University Library < http://libweb.anglia.ac.uk > [Accessed 22 February 2019].	(Mintel 2019) ... OR Mintel, (2019) ...
FAME, 2019. <i>Stock Profile for Tesco, 2009-2019</i> . [online] Bureau Van Dijk. Available through: Anglia Ruskin University Library < http://libweb.anglia.ac.uk > [Accessed 22 February 2019].	(FAME 2019) ... OR FAME, (2019) ...

PATENTS

Format:

Inventor name, Initials., Assignee, Year. *Title (italicized)*. Place. Patent number (status, if an application).

Reference List	In-Text Citation
Graham, C.P., Fonti, L. and Martinez, A.M., American Sugar Co. 1972. <i>Tableting sugar and compositions containing it</i> . U.S. Pat. 3,642,535.	(Graham, Fonti and Martinez 1972) ... OR Graham, Fonti and Martinez, (1972) ...
Leonard, Y., Super Sports Limited. 2008. <i>Tin can manufacture and method of sealing</i> . Canada. Pat. 12,789,675.	(Leonard 2008) ... OR Leonard, (2008) ...

STARNDARDS (PRINTED)

Format:

Corporate author, Year of Publication. *Identifying letters and numbers and full title of Standard (italicized)*, Place of publication: Publisher.

Reference List	In-Text Citation
British Standards Institution, 1990. <i>BS 5555:1990 Recommendations for wiring identification</i> . Milton Keynes: BSI.	(British Standards Institution 1990) ... OR British Standards Institution, (1990) ...

STARNDARDS (ONLINE)

Format:

Corporate author, Year. *Identifying letters and numbers and full title of Standard (italicized)* [online]. Place of publication (if available): Publisher. Available through: Anglia Ruskin University Library website <<http://libweb.anglia.ac.uk>> [Accessed date].

Reference List	In-Text Citation
British Standards Institution, 2011. <i>BS EN 594:2011 Timber structures. Test methods. Racking strength and stiffness of timber frame wall panels</i> . [online] British Standards Online. Available through: Anglia Ruskin University Library website < http://libweb.anglia.ac.uk > [Accessed 31 August 2011].	(British Standards Institution 2011) ... OR British Standards Institution, (2011) ...

QUOTATIONS FROM WRITTEN PLAYS

When reviewing a number of different plays it is essential to cite the title of the plays. If reviewing one play (for example *Twelfth Night*), it is not necessary to repeat the title in your citations.

Published plays may contain line numbers, particularly in classic texts such as Shakespeare. If they exist it is good practice to include the line number.

Act and Scene numbers must always be included. Classic plays are available in edited editions and the editor's name should be included with your reference.

Format:

Author, Initials., Year (of edition). *Title of play (italicized)*. Edited by (name of editor, initials first, then surname). Place of publication: Publisher.

<i>Reference List</i>	<i>In-Text Citation</i>
Shakespeare, W., 1995. <i>Twelfth Night</i> . Edited by R. Warren and T. Wells. Oxford: Oxford University Press.	(Shakespeare 1995) ... OR Shakespeare, (1995) ...

ELECTRONIC SOURCES

WEBSITES

Format:

Authorship or Source, Year. Title of web document or web page (*italicized*). [type of medium] (date of update if available) Available at: include web address/URL *[Accessed date].

<i>Reference List</i>	<i>In-Text Citation</i>
NHS Evidence, 2003. <i>National Library of Guidelines</i> . [online] Available at: < http://www.library.nhs.uk/guidelinesFinder > [Accessed 10 October 2009].	(NHS Evidence 2003) ... OR NHS Evidence, (2003) ...
Note: URL means Uniform Resource Locator - an address identifying the location of a file on the Internet	

*If a URL is exceedingly long, or the result of a personal search on a website, you can give the website's home page address with the routing or web path, showing your reader how to get from the home page to the specific page you have referenced.

BLOGS

Format:

Author, Initials., Year. Title of individual blog entry. Blog title (*italicized*), [medium] Blog posting date. Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

Reference List	In-Text Citation
Whitton, F., 2009. <i>Conservationists are not making themselves heard</i> . Guardian.co.uk Science blog, [blog] 18 June. Available at: < http://www.guardian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground > [Accessed 23 June 2009].	(Whitton 2009) ... OR Whitton, (2009) ...

BLOG COMMENTS

Format:

Comment Author, Year. Title of individual blog entry. Blog title (*italicized*), [medium] Comment posting date. Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

Reference List	In-Text Citation
DGeezer, 2009. <i>Conservationists are not making themselves heard</i> . Guardian.co.uk Science blog, [blog] 18 June, Available at: < http://www.guardian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground > [Accessed 23 June 2009].	(DGeezer 2009) ... OR DGeezer, (2009) ...

IMAGES

DVD, VIDEO OR FILM

DVD

Format:

Full title of DVD or video (italicized). Year of release. [type of medium] Director. (if relevant) Country of origin: Film studio or maker. (Other relevant details).

Reference List	In-Text Citation
<i>Great films from the 80s</i> . 2005. [DVD] New York: Warner Brothers.	(<i>Great films from the 80s</i> 2005)... OR <i>Great films from the 80s</i> , (2005)...

VIDEO

Format:

Full title of DVD or video (*italicized*). Year of release. [type of medium] Director. (if relevant)

Country of origin: Film studio or maker. (Other relevant details).

Reference List	In-Text Citation
<i>Health for all children 3: the video</i> . 2004. [video] London: Child Growth Foundation. (Narrated by D.B.M. Hall).	(<i>Health for all children 3: the video</i> 2004) ... OR <i>Health for all children 3: the video</i> , (2004) ...

FILM

Format:

Title (*italicized*), Year of release. [type of medium] Director. Country of origin: Film studio.

Reference List	In-Text Citation
<i>Macbeth</i> , 1948. [film] Directed by Orson Welles. USA: Republic Pictures	(<i>Macbeth</i> 1948) ... OR <i>Macbeth</i> , (1948) ...

PICTURES, IMAGES AND PHOTOGRAPHS (PRINTED)

Format:

Artist/Photographer's name (if known), Year of production. Title of image (*italicized*). [type of medium] Collection Details as available (Collection, Document number, Geographical Town/Place: Name of Library/Archive/Repository).

Reference List	In-Text Citation
Beaton, C., 1956. <i>Marilyn Monroe</i> . [photograph] (Marilyn Monroe's own private collection).	(Beaton 1956) ... OR Beaton, (1956) ...
Beaton, C., 1944. <i>China 1944: A mother resting her head on her sick child's pillow in the Canadian Mission Hospital in Chengtu</i> . [photograph] (London, Imperial War Museum Collection).	Beaton 1944) ... OR Beaton, (1944) ...

PICTURES, IMAGES AND PHOTOGRAPHS (ONLINE)

Format:

Artist/Photographer's name, Year of production. *Title of image (italicized)*. [type of medium] Available at: include web site address/URL(Uniform Resource Locator) and additional details of access, such as the routing from the homepage of the source. [Accessed date].

Reference List	In-Text Citation
Dean, R., 2008. <i>Tales from Topographic Oceans</i> . [electronic print] Available at: < http://rogerdean.com/store/product_info.php?cPath=4&products_id=88 > [Accessed 18 June 2008].	(Dean 2008) ... OR Dean, (2008) ...

UNPUBLISHED WORKS AND MISSING DETAILS

UNPUBLISHED WORKS

You may occasionally have access to a document before it is published and may therefore not be able to provide full details:

Reference List	In-Text Citation
Pattison, J., (in press) A new book that I have written. London: Vanity Press.	(Pattison n.d.) ... OR Pattison, (n.d.) ...
Woolley, E. and Muncey, T., (in press) Demons or diamonds: a study to ascertain the range of attitudes present in health professionals to children with conduct disorder. <i>Journal of Adolescent Psychiatric Nursing</i> . (Accepted for publication December 2002).	(Woolley and Muncey n.d.) ... OR Woolley and Muncey (n.d.)

PERSONAL COMMUNICATION

Where you refer to a more informal personal communication, e.g. letter, email, phone call or conversation, provide as much detail as possible and note the nature of the communication.

Reference List	In-Text Citation
Hindle, E., 2000. <i>Introducing Cow & Gate Omneo Comfort: an infant milk for digestive comfort</i> . [letter] (Personal communication, 2 June 2000).	(Hindle 2000) ... OR Hindle, (2000) ...
O'Sullivan, S., 2003. <i>Discussion on citation and referencing</i> . [letter] (Personal communication, 5 June 2003).	(O'Sullivan 2003)... OR O'Sullivan (2003) ...

3.0 Reference

1. Anglia Ruskin University, 2019. *Guide to Harvard style of referencing*. [pdf] Cambridge. Available at:
<https://libweb.anglia.ac.uk/referencing/files/Harvard_referencing_201718.pdf>
[Accessed 10 July 2019].