Harvard Citation & Referencing Guide
Contents
Introduction ........................................... 4
How to use this guide ...................... 4
What is referencing? ...................... 4
Why reference? ......................... 4
Style of referencing ..................... 4
How to cite and reference ............ 4

Citing in the text .......................... 5
Direct quote .................................. 5
Secondary referencing: citing/referencing a work that has been cited in another source .......... 5
Useful tips .................................. 6
Setting out your references .......... 6
Dates of publication .................... 6
Reference lists and bibliographies .... 6
Sources of information and how to reference them ......................... 7

1. Advertisements ....................... 7
   1.1 Advert in a printed publication .... 7
   1.2 Broadcast ............................ 7
   1.3 Online ................................ 7
   2.1 Painting at a gallery .............. 8

   2. Art .................................. 8
   2.2 Art in books ......................... 8
   2.3 Art online ............................ 9

3. Books .................................. 10
   3.1 Book with a single author or corporate author (e.g. BBC) .... 10
   3.2 Books with two authors – both are listed ................................ 10
   3.4 Book with three authors – all three are listed ............................ 11
   3.5 Citing four or more authors/editors ..................................... 11
   3.6 No author – do not use Anon or Anonymous ......................... 12
   3.7 Edited book ................................ 12
   3.8 Chapter/Sections in an edited book ..................................... 13
   3.9 E-book – read online ........................... 13
   3.10 E-book – downloaded ...................... 14
   3.11 E-book on a reader (Kindle etc.) ...................................... 14
   3.12 Book review ................................ 15
   3.13 Sacred Texts ............................ 15
      The Bible ................................ 15
      The Qur’an ................................ 16

4. Book illustrations, figures, diagrams, logos & tables .............. 17

5. British/Technical Standards & Patents ......................... 18
   5.1 British Standards ...................... 18
   5.2 Patents ................................ 18

6. Conference papers ..................... 19
   6.1 Full conference proceedings .... 19

7. Communication (Personal) ........ 20
   Conversation, phone, Skype, Facetime, email, text message, letter or fax ..................................... 20

8. Dance ........................................ 20

9. Film, television, radio .................. 21
   9.1 Films/movies ............................ 21
9.2 Films on DVD/Blu-ray .......... 21
9.3 Broadcast television series/radio ........................................ 21
9.4 Television series on DVD/Blu-ray ........................................ 21
9.5 Episodes of a television series.. 22
9.6 Separate episodes from a DVD/Blu-ray box sets .............. 22
9.7 TV programmes viewed on the internet.............................. 22
9.8 Podcasts ......................................................... 23
9.9 Vodcasts or vidcasts .................................................. 23
9.10 Films on YouTube.................. 23
9.11 Radio programmes – a single radio broadcast ................. 24
9.12 Radio programmes heard on the internet.......................... 24
10. Interviews ......................................................... 25
10.1 Interviews ....................................................... 25
11. Journals and magazines .......... 26
11.1. Journal articles .................................................. 26
11.2 Online Journal articles ............ 27
12. Legal and Official UK Publications .................................... 28
12.1 UK Statutes/Acts of Parliament 28
12.2 Statutory Instruments ............... 28
12.3 Bills: House of Commons and House of Lords ................ 28
12.4 Papers: House of Commons and House of Lords ............. 29
12.5 Command Papers (including Green and White Papers) .... 29
12.6 Law reports (Cases) from LexisLibrary (Law database available on UoS Summon) (neutral citations) ................. 30
13. Music ................................................................. 31
13.1 Music – live performances ......... 31
Classical concert ...................... 31
Popular music .......................... 31
13.2 CDs or vinyl .................... 31
13.3 Music track ......................... 32
13.4 Music track download ........... 32
13.5 Musical scores & sheet music. 32
14. Newspapers ....................................................... 33
14.1 Newspaper articles – print and electronic ....................... 33
National Daily Newspaper ............. 33
Regional Newspaper ................. 33
15. Plays ................................................................. 34
15.1 Complete plays ..................... 34
15.2 Text/lines within plays ........... 34
16. Social Media including Blogs and Vlogs ................................ 35
16.1 Social Media ......................... 35
Facebook ............................... 35
Twitter ................................. 35
16.2 Blogs and Vlogs .................... 35
17. Software ............................................. 36
................. .................................................. 36
17.1 Games ............................................. 36
17.2 Mobile Apps ............................................. 36
18. Translations ............................................. 37
19. Public communications ............... 37
........................ .................................................. 37
20. Websites ............................................. 38
20.1 Website with a Personal Author
................................................................. 38
20.2 Web pages with companies,
organisations or a professional body
as authors (corporate authors) ............. 38

21. Other useful information
regarding citing and referencing ....... 39
  21.1 Paraphrasing - Referring to a
complete work or ideas that run
through an entire work ......................... 39
  21.2 Citing a single author or editor
when paraphrasing ................................. 39
  21.3 Summarising – providing a brief
statement .................................................. 39

22. Two or more publications at the
same time .................................................. 39
  22.1 Citing two sources by the same
author published in the same year .. 39

23. Missing information ................. 40
  23.1 No author – do not use Anon or
Anonymous ............................................. 40
  23.2 Source with no date ......................... 40
  23.3 No date or publisher ......................... 40
  23.4 Web pages with no authors .... 40
  23.5 Web pages with no authors or
dates .......................................................... 40

23.6 Web pages with no dates ........... 41

Referencing Grid – Harvard Referencing
- Components required in a reference
list for most commonly used resources
................................................................. 42

Referencing Grid – Harvard Referencing
- Components required in a reference
list for art materials ............................... 43

How a reference list should be compiled
using some of the references throughout
this guide .................................................. 44
Introduction

How to use this guide
This guide is designed to assist you with citation and referencing using the Harvard System according to University of Suffolk Harvard guidelines and *Cite them right* (Pears and Shields, 2016).

It guides you through the many different resources that you will use in the course of your studies and whilst completing your assignments.

Whilst every effort has been made to cover the most commonly used resources this guide is not fully comprehensive. Any resources not listed in this guide can usually be found in the referencing book *Cite them right* (Pears and Shields, 2016). Copies of this are available in the library at 808.02 PEA. Failing this, advice can be sought from a librarian in the library.

Throughout this guide, in alphabetical order according to the type of resource you are citing and referencing, you will find examples of how to cite in the text as well as how to reference at the end of your assignment.

Towards the end of the guide there is a table giving you a visual guide on how to create a reference for each of the most commonly used resources, and how they should appear in the reference list.

Finally, there is an example of a reference list showing many of the examples used throughout this guide.

The library team at WSC hope you find this guide useful and that it will aid you in citation and referencing. However, if you find you need more assistance then please don’t hesitate to ask a member of staff or book an appointment with one of the librarians.

What is referencing?
Referencing is the process of acknowledging other people’s work when you have used it in your assignment or research...[and] verify the validity of your arguments. Referencing provides the link between what you write and the evidence on which it is based (Pears and Shields, 2016, p.1).

Why reference?
Referencing is very important to avoid plagiarism. “Plagiarism is a term that describes the unacknowledged use of someone’s work...using the words or ideas of others without referencing your source would be construed as plagiarism...” (Pears and Shields, 2013, p.1). It is an academic crime and theft of intellectual property.

Style of referencing
The most widely used system of referencing in academic institutions is the Harvard referencing style. Whilst this is a common system it is important to understand that there will be variations from institution to institution. Therefore it is very important to use your institutions own Harvard Referencing guidelines. The guidelines set out in this guide are based upon the University of Suffolk Harvard Referencing Guidelines and the following book.


How to cite and reference
Citation and referencing is a two part process.

- In-text citation
- Reference list

Firstly you will cite in the text. This occurs after a direct quote or paraphrase to acknowledge the original source.
WSC Harvard Referencing Guide

Secondly the full reference will then appear in the reference list or bibliography (or both), at the end of your assignment. This gives the full details of all the information sources (books, journals, websites etc.) you have cited.

“…good referencing can help you attain a better grade or mark [and] good referencing is essential to avoid any possible accusation of plagiarism” (Pears and Shields, 2013, p.1).

Citing in the text

There are various ways of citing (quoting) in the text e.g.

In-text citations give the brief (abbreviated) details of the work that you are quoting from, or to which you are referring in your text. These citations will then link to the full reference in your reference list at the end of your work (Pears and Shields, 2016, p.6).

You should incorporate cited publications in the body of your assignment as follows:

- Author or editor’s surname followed by a comma
- Date of publication, followed by a comma
- Page number(s)
- And the citation is enclosed within parenthesis ( )

Direct quote

If the quotation is no more than three lines in may be incorporated into the body of the text in quotation marks.

Giddens (2009, p. 6) states that “sociology is the scientific study of human life, social groups, whole societies and the human world as such”.

If the quotation is longer it must be entered as a separate paragraph and indented from the main text. It is not necessary to use quotation marks, but you must add page references as the following example shows.

Phillips (2013, p. 3) states that the law covers every aspect of our lives in one way or another, so it’s no surprise that working within law presents a wide range of possible career options. You may think the only choice you have is between being a solicitor or barrister…

Secondary referencing: citing/referencing a work that has been cited in another source

You may want to cite a work mentioned or quoted in another author’s work. It is known as secondary referencing because you haven’t actually seen the original source yourself. However, you do need to make reference to both sources in the text, and give the exact page number on which your source made the reference.

In the text of your essay or assignment, you should cite both sources and use the phrase ‘quoted in’ or ‘cited in’ depending on whether it is a direct quote or a summary of the original.

“Bauman (1992, quoted in Giddens, 2009, p. 97) offers a helpful distinction…”.

“Unicef (2000, cited in Giddens, 2009, p. 348) found that levels of domestic violence in Eastern Europe were not really known…”

If you were unable to read Bauman or UNICEF’s works yourself you cannot include them in your reference list but would cite Giddens (2009) as that’s where you originally saw the quote.
Useful tips
- Be consistent throughout
- Keep a constant list of what you use - when you start your assignment also start compiling the references you use
- Make sure you take note of the date you accessed a website – this is important because websites are constantly updated and by the time someone else accesses it it may well have been updated
- Make sure your reference list is in alphabetical order – by surname of author, or title if no author
- Remember that you may not always find what you are looking for written down anywhere. Where possible, try to find something similar in the reference list and use your judgment in applying the same formatting rules

Setting out your references
At the end of your assignment or essay, you must list all your sources into one alphabetical sequence regardless of type of source. So references to books, journals, online sources etc. all go together in one list (UCS, 2015, p.2).

Dates of publication
When referencing a book it is important that you give the date of the edition of that particular book, the date when that version was published. The date of publication is usually found on the back of the title page for a book and is often preceded by a © (copyright) symbol. This is not the reprint date as a reprint is just another copy of the original text with no alterations or amendments, so you shouldn’t use this date. If it is a new edition of a book you must put the date of that edition, usually the most recent date. Where there is no date you must put (no date) in brackets.

Reference lists and bibliographies
There is often confusion between what a reference list is and what a bibliography is and what is required. Below is a definition of the two.
- The reference list is the detailed list of what you have cited in your assignment. It includes the full bibliographical information on sources, so that the reader can identify and locate the work/item.
- A bibliography also provides a detailed list of references but includes background readings of other material you may have consulted, but not cited in your text.

You should always check with your tutors whether they require you to include a reference list, a bibliography, or both. Either way, both are located at the end of your assignment and always arranged in alphabetical order by the surname of the author (Pears and Shields, 2013, p. 11).
1. Sources of information and how to reference them

1.1 Advert in a printed publication

In-text citation
(EcoPure Water, 2015, p. 29)

Reference list

Checklist
- Advertiser’s name
- Year of publication
- Title of the advertisement, or a short description if more appropriate, in italics, followed by a full stop
- In square brackets put advertisement and broadcast channel, followed by a full stop
- Day and month of broadcast
- Advertiser’s name
- Year of publication in round brackets
- Title of the advertisement, or a short description if more appropriate, in italics, followed by a full stop

1.2 Broadcast

In-text citation
(Amazon Prime, 2015)

Reference list

Checklist
- Advertiser’s name
- Year of broadcast
- Title of the advertisement, or a short description if more appropriate, in italics, followed by a full stop
- In square brackets put advertisement and broadcast channel, followed by a full stop
- Day and month of broadcast

1.3 Online

In-text citation
(Unilever, 2015)

Reference list

Checklist
- Advertiser’s name
- Year of publication of the advertisement in round brackets
- Title of the advertisement, or a short description if more appropriate, in italics, followed by a full stop
- In square brackets put [Advertisement]
- Available from, followed by the web address
- In round brackets put Accessed and the date you accessed the advertisement, followed by a full stop
2. Art

2.1 Painting at a gallery

In text citation
(Auerbach, 2010)

Reference list

2.2 Art in books

In text citation
(Sotheby’s, 1997, p. 63).

Reference list

OR if seen online reference like a website (section 20) and add the Medium in (square brackets) e.g.

The 2020 Olympics logo (Wired, 2018)


Checklist

- Artist(s)’ surname, a comma, followed by their initials with a full stop after each initial
- Year of composition in round brackets ( )
- Title of composition in italics
- In square brackets put details of the medium [ ]
- Institution or collection that houses the work, followed by the city

OR if seen online:
- Available at: URL
- (Accessed: date)
2.3 Art online

In text citation

(Deviant Art, 2014)

Reference list


Checklist

- Artists name
- Year (in round brackets)
- Title of the work, in *italics*, followed by a full stop
- [Medium]
- Available at: URL
- (Accessed: date)
3. Books

3.1 Book with a single author or corporate author (e.g. BBC)

In text citation
(Cottrell, 2015) for the whole text

“Problem solving is highly valued by employers” (Cottrell, 2015, p. 105). When referring to a specific page.

Cottrell’s (2015, pp. 154 – 155) table about managing information for academic study shows... When referring to more than one page.

Reference list

3.2 Books with two authors– both are listed

In text citation
“Use the contents or index pages to identify the type of source you need to reference” (Pears and Shields, 2013, p. xiv).

Reference list

Checklist
- Author (surnames, initials)
- Year of publication in round brackets
- Title (and subtitle if applicable) in italics, followed by a full stop
- Edition (only if not the first edition), abbreviated to edn. followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop.

Checklist
- Authors (surnames, initials)
- Year of publication in round brackets
- Title (and subtitle if applicable) in italics, followed by a full stop
- Edition (only if not the first edition), abbreviated to edn. followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop.
3.4 Book with three authors – all three are listed

In text citation
“Most of the animals on earth are invertebrates, animals without backbones” (Breedlove, Watson and Rosenzweig, 2010, p.159).

Reference list

Checklist
- Author(s)’ surname, a comma, followed by their initials with a full stop after each initial and then a comma after the last initial before the next authors surname – no comma after the initial prior to the and
- Year of publication in round brackets
- Title (and subtitle if applicable) of book in italics, followed by a full stop
- Subtitle preceeded by a colon :
- Edition (only if not the first edition), abbreviated to edn. followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop

NB Always write the authors names as they appear on the title page of the book, do not change the order.

NB In the title only capitalize the first letter of the title unless it is a Proper noun.

3.5 Citing four or more authors/editors

Cite the first name listed in the source followed by et al. (meaning ‘and others’ in Latin), in italics.

In text citation
“Cognitive psychology has been defined as the psychology of mental processes” (Groome et al., 2006, p. 15).

Reference list

NB in the reference list you must include all the authors'/editors names however many there are.


Checklist
- Authors (surnames, initials) with a full stop after each initial and then a comma after the last initial before the next authors surname
- Year of publication in round brackets
- Title (and subtitle if applicable) in italics, followed by a full stop
- Edition (only if not the first edition), abbreviated to edn. followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop
3.6 No author – do not use Anon or Anonymous

Where the authors/editors name cannot be found, use the title of the work (in italics). Do no use ‘Anon’ or ‘Anonymous’, use the title of the resource (as below). In the reference list the entry will be under the first letter of the title.

In text citation
(Sociology introductory readings, 2010) for the whole book
(Sociology Introductory readings, 2010, p. 27) when referring to a single page
(Sociology Introductory readings, 2010, pp. 27-40) when referring to a range of pages

Reference list


Checklist

- Title (and subtitle if applicable) in italics, followed by a full stop
- Edition (only if not the first edition), abbreviated to edn. followed by a full stop
- Year of publication in round brackets
- Place of publication, followed by a colon:
- Publisher, followed by a full stop

3.7 Edited book

In text citation
“The book is designed as a standalone text for introductory level sociology” (Giddens and Sutton, 2010, p.1).

Reference list


Checklist

- Editor (surname, initials)
- In round brackets put ed. (or eds. if more than one editor)
- Year of publication in round brackets
- Title (and subtitle if applicable) of book in italics, followed by a full stop
- Edition (only if not the first edition), abbreviated to edn. followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop
3.8 Chapter/Sections in an edited book

In text citation
“Taking a comprehensive history from a woman relies on the midwife having excellent communication skills (Abbott, 2008, p. 31).

Reference list

Checklist
- Chapter author (surname, initials)
- Year of publication in round brackets
- Title of chapter or section, in single quotes
- in
- Editor(s) surname and initials
- In round brackets put ed. (or eds. if more than one editor)
- Title (and subtitle if applicable) of book in italics, followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop
- Page range, followed by a full stop

3.9 E-book – read online
Citing and referencing an e-book is exactly the same as you would a printed book, unless you choose to download it.

In text citation
“The relationship between a client of patient and their therapist is probably unique for the majority of people who enter counselling” (McLeod, 2013, p. 401).

Reference list

Checklist
- Author/Editor(s)’ surname, a comma, followed by their initials with a full stop after each initial, or corporate author
- If the book has an editor, put (ed.) in round brackets. If it has more than one editor, use (eds.)
- Year of publication in round brackets
- Title (and subtitle if applicable) in italics, followed by a full stop
- Edition (only if not the first edition) followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop
3.10 E-book – downloaded

**In text citation**
McLeod (2013, p. 546) observed that “the practice of structuring counselling around time limits makes special demands on counsellors…”

**Reference list**

**Checklist**
- Author/Editor(s)’ surname, a comma, followed by their initials with a full stop after each initial, or corporate author
- If the book has an editor, put (ed.) in round brackets. If it has more than one editor, use (eds.)
- Year of publication in round brackets
- Title (and subtitle if applicable) in *italics*, followed by a full stop
- Edition (only if not the first edition) followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop
- Available from, followed by the web address
- In round brackets put Accessed and the date you accessed the e-book, followed by a full stop

3.11 E-book on a reader (Kindle etc.)

**In text citation**
(Bostock and Wood, 2012) for the whole text
(Bostock and Wood, 2012, chapter 2, %, loc.) When using a direct quotation from an e-book on a reader you should refer to whatever information you have, because often there are no page numbers

**Reference list**

**Checklist**
- Author/Editor(s)’ surname, a comma, followed by their initials with a full stop after each initial, or corporate author
- If the book has an editor, put ed. in round brackets. If it has more than one editor, use eds.
- Year of publication in round brackets
- Title (and subtitle if applicable) in *italics*, followed by a full stop
- Edition (only if not the first edition) followed by a full stop
- Available at: URL
- (Downloaded: date)
**3.12 Book review**

**In text citation**
(Mabbott, 2015, p. 30) when referring to a specific page  
(Mabbott, 2015, pp. 30 – 32) when referring to a page range

**Reference list**


**Checklist**

- Reviewer(s)' surname, a comma, followed by their initials with a full stop after each initial  
- Year of publication of review in round brackets  
- Title of the review in ‘single quotation’ marks  
- Title (and subtitle if applicable) of the book being reviewed  
- Put by, then the author(s)' or editor(s)' (of the book being reviewed) first name and surname  
- Put reviewed in, followed by the title of the publication containing the review in *italics*, then a comma  
- Volume number  
- If there is a part, issue, month or season, put this information in round brackets  
- Page numbers, followed by a full stop

**3.13 Sacred Texts**

**The Bible**

When quoting from the Bible or any sacred text, you should name the title of the text followed by chapter and verse.

**In text citation**

(Joshua 5: 1-12)

**Reference list**


**Checklist**

- Book of the Bible  
- Chapter: verse  
- Holy Bible (not in italics)  
- Version of the Holy Bible
The Qur’an

In text citation

(Qur’an 20:26)

Reference list

Qur’an 20:26 (2010) Translated by Abdel Hallem, M.A.S.
Oxford: Oxford University Press.

Checklist

- Qur’an (not in italics)
- Surah (or chapter): verse
- Year of publication (in round brackets)
- Translated by…
- Place of publication: publisher
4. Book illustrations, figures, diagrams, logos & tables

Depending on what you are using it is essential that you use an indication of illus = illustration, fig = figure, diagram, logo or table at the end of your reference in the reference list.

In text citation for an illustration

(Bolotowsky, 1934, p. 80)

Reference list


If seen online

In text citation

(Dixon & Humphrey, 1966)

Reference list


Checklist

<table>
<thead>
<tr>
<th>Printed</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Author of book</td>
<td>• Author of book</td>
</tr>
<tr>
<td>• Year of publication (in round brackets)</td>
<td>• Year of publication (in round brackets)</td>
</tr>
<tr>
<td>• Title of book (in italics)</td>
<td>• Title of book (in italics)</td>
</tr>
<tr>
<td>• Place of publication: Publisher</td>
<td>• Available at: URL</td>
</tr>
<tr>
<td>• Page reference of illustration and so on</td>
<td>• Accessed:</td>
</tr>
<tr>
<td>• Illus./fig./diagram/logo/table</td>
<td>• Illus./fig./diagram/logo/table [in square brackets]</td>
</tr>
</tbody>
</table>
5. British/Technical Standards & Patents

5.1 British Standards
In text citation
“Installing the correct wiring is extremely important” (British Standards Institution, 2011).

Reference list

Checklist

- Name of authorising organisation
- Year of publication (in round brackets)
- Number and title of standard (in italics)
- Place of publication: publisher

Or if viewed online

- Available at: URL
- (Accessed: date)

5.2 Patents
In text citation
The patent is “a coupling device for communication between operating systems in a cluster has a number of FIFO queues” (Reinhard *et al.*, 2011).

Reference list

Checklist

- Inventor(s)
- Year of publication (in round brackets)
- Title (in italics)
- Authorising organisation
- Patent number
- Available at: URL
- (Accessed: date)
6. Conference papers

6.1 Full conference proceedings

In text citation

The conference (Dadhich, 2012) held discussions on…

Reference list


Checklist

- Author(s)/Editor surname or organisation, a comma, followed by their initials with a full stop after each initial
- Year of publication in round brackets
- Title (and subtitle if applicable of conference paper in italics, followed by a colon):
- Location and date of conference
- Place of publication: publisher

NB There are many other variations on conference publications. If you are unsure how to reference please refer to pages 35 – 36 of Cite them right (Pears and Shields, 2016),
Before referring to any personal communication in your academic work should always seek permission from the sender.

Conversational, phone, Skype, Facetime, email, text message, letter or fax

In text citation

(Pettitt, 2015)

Reference list


Checklist

- Sender/speaker/author(s) surname, a comma, followed by their initials with a full stop after each initial
- Year of communication (in round brackets)
- Medium of communication
- Receiver of communication
- Day/month of communication

NB both the in-text citations and references begin with the name of the sender of the communication (for letters, emails, texts or faxes).
9. Film, television, radio

9.1 Films/movies
**In text citation**
(An American in Paris, 1951)

**Reference list**


**Checklist**

- Title of film (in italics)
- Year of distribution (in round brackets)
- Directed by
- [Film]
- Place of distribution: distribution company

9.2 Films on DVD/Blu-ray
**In text citation**
(Jayne Eyre, 2007)

**Reference list**


9.3 Broadcast television series/radio
**In text citation**
(The Apprentice, 2012)

**Reference list**


**Checklist**

- Title of programme (in italics)
- Year of broadcast (in round brackets)
- Name of channel
- Broadcast date (day/month)

9.4 Television series on DVD/Blu-ray
**In text citation**
(‘Creation’, 2011)

**Reference list**

9.5 Episodes of a television series

In text citation

(‘Reinventing Russia’, 2016)

Reference list

‘Reinventing Russia’ (2016) Empire of the Tsars: Romanov Russia with Lucy Worsley, Series 1, episode 1. BBC Four Television, 20 January.

Checklist

- Title of episode (in single quotation marks)
- Year of distribution (in round brackets)
- Title of programme/series (in italics)
- Series and episode numbers (if known)
- Director and writer (if available)
- Date of original broadcast (if known)
- [DVD] or [Blu-ray]
- Place of distribution: distribution company

9.6 Separate episodes from a DVD/Blu-ray box sets

In text citation

(‘Episode 3’, 2015)

Reference list


Checklist

- Title of episode (in single quotation marks)
- Year of distribution (in round brackets)
- Title of programme/series (in italics)
- ‘In’
- Title of compilation or box-set (in italics)
- [DVD] or [Blu-ray]
- Place of distribution: distribution company

9.7 TV programmes viewed on the internet

In text citation

(‘The great car crash con’, 2016)

Reference list

WSC Harvard Referencing Guide

Checklist

- Title of episode (in single quotation marks) if known; if not, use title of programme
- Year of broadcast (in round brackets)
- Title of programme/series (in italics)
- Series and episode numbers (if known)
- Name of channel
- Broadcast date (day/month)
- Available at: url
- (Accessed: date you access the site)

9.8 Podcasts

In text citation

(Scott, 2016)

Reference list


Checklist

- Author/Presenter
- Year that the site was published/last updated (in round brackets)
- Title of the podcast in italics
- [Podcast]
- Day and month of the posted message
- Available at: URL
- (Accessed: date)

9.9 Vodcasts or vidcasts

In text citation

The vodcast (Walker and Carruthers, 2008) explained the proposal.


Checklist

- Author
- Year that the site was published/last updated (in round brackets)
- Title of vodcast (in italics)
- [Vodcast]
- Available at: URL
- (Accessed: date)

9.10 Films on YouTube

In text citation

(RyanSawyerWalker, 2014)

In text citation

9.11 Radio programmes – a single radio broadcast

In text citation

*(Queen Anne: myself alone, 2015)*

In text citation

*Queen Anne: myself alone (2015) BBC Radio 4, 11 August.*

Checklist

- Title of programme (in italics)
- Year of transmission – (in round brackets)
- Name of channel
- Date of transmission (day/month)

9.12 Radio programmes heard on the internet

In text citation

*(Anthropology is born, 2016)*

Reference list
10. Interviews

10.1 Interviews
You should always seek permission from the interviewee/interviewer before referring to a personal interview in your academic work.

In text citation
Callow’s (2016) travel essentials are earplugs and an eye mask.

Reference list

Checklist
- Name of person interviewed
- Year of interview (in round brackets)
- Title of the interview (if any) in single quotation marks
- Interview with/interviewed by
- Interviewers name
- Title of publication or broadcast (in italics)
- Day and month of interview, page numbers (if relevant)
- If the interview is online Add –
- Available at:
- (Accessed: date)
11. Journals and magazines

11.1. Journal articles

In text citation

“The original goal of the ‘Voices from a disused quarry’ project was for me to interview twenty ‘key’ people for a book I wanted to write” (Shepherd, 2016, p. 35).

Reference list


1. Author(s) surname, a comma, initials, full stop. If there is more than one author you should name all of them in the order they are given in the article.
2. Year of publication in ()
3. Title (and subtitle if applicable) of article in single quotation marks, followed by a comma
4. Title of the journal in italics, followed by a comma
5. Volume number
6. Page numbers followed by a full stop

Checklist

- Author(s) surname, a comma, followed by their initials with a full stop after each initial – if there is more than one author, you should name all of them in the order they are given in the article
- Year of publication in round brackets
- Title (and subtitle if applicable) of article in single quotation marks, followed by a comma
- Title of the journal in italics, followed by a comma
- Volume number
- If there is a part/issue/month/season, put this information in round brackets
- Page numbers, followed by a full stop
11.2 Online Journal articles

The rules for referencing articles from e-journals is the same as those for the printed versions with some extra pieces of information.

In text citation

“It is generally thought that bathing a preterm or sick baby may have adverse effects and should be avoided until the child is physiologically stable” (Watkins, 2016, p. 12).

Reference list


This is the extra bit of information you include in an online journal article. Called the doi (Digital Object Identifier) it is quite often found on the abstract or citation information of an article. Sometimes it is on the article itself.

NB. if the doi isn’t available please use a portion of the URL (web address) from your browser e.g. http://web.a.ebscohost.com/ehost/detail/detail? And when you accessed it

In the reference list the information is the same as for a printed journal.

Checklist

- Author(s) surname, a comma, followed by their initials with a full stop after each initial – if there is more than one author, you should name all of them in the order they are given in the article
- Year of publication in round brackets
- Title (and subtitle if applicable) of article in single quotation marks, followed by a comma
- Title of the journal in italics, followed by a comma
- Volume number
- If there is a part/issue/month/season, put this information in round brackets
- Page numbers, followed by a full stop
- doi: cut and paste the doi

If the doi isn’t available do the following:

- Available at: URL
- (Accessed: date).
12. Legal and Official UK Publications

12.1 UK Statues/Acts of Parliament
Before 1963 an Act was coded according to the Regnal year (that is the number of years since the monarch’s accession). You may see references to legislation in this format in early publications…for all Acts, (including pre-1963) you should use the short title of the Act, with the year in which it was enacted. Most Acts and parts of Acts are now available as PDFs or web pages to be viewed online, so reference the website where you located the act (Pears and Shields, 2016, pp. 51-52).

In text citation
(Human Rights Act, 1998) for the whole act
(Human Rights Act, 1998, c.42) when referring to a specific section
(Human Rights Act, 1998, c.42(19)) when referring to a specific subsection

Reference list

12.2 Statutory Instruments
In text citation
Referring to the The Motor Vehicles (variation of speed limits), Regulations 2014….

Reference list

Checklist
- Title of Statutory Instrument including year in *italics*, followed by a comma
- In round brackets, SI, followed by the year of enactment, a forward slash number of SI
- Available at: URL
- (Accessed: date)

12.3 Bills: House of Commons and House of Lords

In text citation
According to the Asset Freezing (Compensation) Bill (2016)….

Reference list

Checklist
- Title of Act including year and chapter number (*in italics*)
- Country/jurisdiction (only if referencing more than one country’s legislation)
- Available at: URL
- (Accessed: date)
12.4 Papers: House of Commons and House of Lords

In text citation


Reference list


NB For House of Lords papers, the final number is itself in round brackets to distinguish it from identical House of Commons papers.

12.5 Command Papers (including Green and White Papers)

In text citation

“There is no doubt” (Secretary of State for Business, Innovation & Skills, 2016)

Reference list

Reference list online version


Checklist

- Department
- Year of publication (in round brackets)
- Title of report of consultation (in italics)
- Command Paper number (in round brackets)
- Place of publication: Publisher
- OR if viewed online:
- Available at: URL
- (Accessed: date)

12.6 Law reports (Cases) from LexisLibrary (Law database available on UoS Summon) (neutral citations)
(For cases not from a database please see page 55 of Cite them Right (Pears & Shields, 2016)).

In text citation


Reference list

You should include the party names, year and information about where the case has been reported in your reference list exactly as it appears at the beginning of a Law Report.


Checklist

- Name of parties involved in the case (in italics and single quotation marks)
- Year (Round brackets)
- Court and case no.
- Database or website (In italics)
- [Online]
- Available at: URL
- (Accessed: date).
13. Music

13.1 Music – live performances

Classical concert

In text citation

(Beethoven, 2016)

Reference list


Checklist

- Composer
- Year of performance (in round brackets)
- Title (in italics)
- Performed by … conducted by …
- Location. Date seen in [square brackets]

Popular music

In text citation

*(Little Mix, 2015)*

Reference list


Checklist

- Group or band *(in italics)*
- Year of performance (in round brackets)
- Title (and subtitle if applicable) of performance in *Italics*, followed by a full stop.
- In square brackets put location and date seen

13.2 CDs or vinyl

In text citation

(Justin Bieber, 2015)

Reference list


Checklist

- Artist
- Year of distribution (in round brackets)
- Title of CD (in italics)
- [CD] or [vinyl]
- Place of distribution: distribution company.
13.3 Music track

**In text citation**

One of their recent tracks (Muse, 2012)...

**Reference list**


**Checklist**

- Artist or band
- Year of distribution (in round brackets)
- Title of track (in italics)
- [CD] or [vinyl]
- Place of distribution: distribution company

13.4 Music track download

Music downloads are available from many different websites including iTunes, Amazon, Spotify and the artist’s websites. If you download music it may be a good idea to indicate that the tracks are available on your device.

**In text citation**

The long awaited new album (Rihanna, 2016)...

**Reference list**


**Checklist**

- Composer
- Year of publication (in round brackets)
- Title of score (in italics)
- Notes
- Place of publication: publisher

13.5 Musical scores & sheet music

**In text citation**

Rodgers was a master of especially lyrical melody...(Rodgers, 1998)

**Reference**

14. Newspapers

14.1 Newspaper articles – print and electronic

National Daily Newspaper

In text citation

Experts have discovered that dog intelligence works the same way as human intelligence (Ferguson, 2016, p. 9).

Reference list


Checklist

- Author/byline
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of newspaper (in italics – capitalise first letter of each word in the title, except for linking words such as and, of, the, for)
- Edition if required (in round brackets)
- Day and month
- Page reference

Regional Newspaper

When referencing a regional newspaper include the edition to distinguish it from others with the same title.

In text citation

Highways England is suspending work on the A12...(Geater, 2015, p. 26).

Reference list


Checklist

- Author/byline (if available)
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of newspaper (in italics)
- Edition if required (in round brackets)
- Day and month
- Page reference

NB Where there is no author of an article use the following citation order

- Title of newspaper (in italics)
- Year of publication (in round brackets)
- Title of article (in single quotes)
- Day and month
- Page reference
15. Plays

15.1 Complete plays

In text citation

…moments that teach us about ourselves and the world that we live in (Contained, 2016).

Reference list

Contained by Mind the gap (2016) Directed by Alan Lyddiard [Wolsey Theatre, Ipswich. 9 February].

Checklist

- Title of play (in italics)
- By author
- Year of performance (in round brackets)
- Directed by
- Location. Date seen. [in square brackets]

15.2 Text/lines within plays

In text citation

‘Your hand, your tongue; look like th’innocent flower,’ (Shakespeare, 1.5: 65).

Reference list


Checklist

- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title (in italics)
- Edition information
- Place of publication: publisher
- Act. Scene: line
16. Social Media including Blogs and Vlogs

16.1 Social Media

Facebook

In text citation

Fast paced and funny…(Conservatoire East, 2016).

Reference list


Checklist

- Author (if available, if not use the title as above)
- Year that the page was published/last updated
- [Facebook] (in italics)
- Title of page (in italics)
- Day/month of posted message
- Available at: URL
- (Accessed: date)

Twitter

In text citation

Honoured perhaps, but obviously not especially excited (Fry, 2016)

Reference list


Checklist

- Author of message
- Year that the site was published/last updated (in round brackets)
- Title of the message (in single quotation marks)
- Title of the internet site (in italics)
- Day/month of posted message
- Available at: URL
- (Accessed: date)

16.2 Blogs and Vlogs

As blogs and vlogs are produced by individuals and organisations the information they give are opinions and may not provide objective, reasoned discussion of an issue.

In text citation

A deal still needs to be found at the February EU summit (Raoul Ruparel, 2016).

Reference

17. Software

17.1 Games

In text citation

Call of Duty: Advanced Warfare is a military science fiction first-person shooter video game (Activision, 2014).

Reference list


Checklist

- Company/individual developer (if given)
- Release yes (in round brackets)
- Title of game (*italics* and capitalise initial letters)
- [Computer game]
- Publisher

Or if downloaded from the internet:

- URL
- (Downloaded: date)

17.2 Mobile Apps.

In text citation

(Referencing Handbook, Harvard, 2013)

Reference list


Checklist

- Developer[s]’ surname, a comma, and initials or corporate author
- Year of release/update/copyright in round brackets
- Title in *italics*
- Put app [in square brackets]
- Put version (only if not the first version) followed by a full stop
- Place of publication (if available) followed by a colon
- Publisher, followed by a full stop
- Available from followed by URL
- Accessed: date (in round brackets)
18. Translations

In text citation

(Chekhov, 1986) for the whole text
(Chekhov, 1989, p. 15) for a specific page
(Chekhov, 1989, pp. 1-12)

Reference list


Checklist

- Author (surname, initials)
- Year of publication in round brackets
- Title (and subtitle if applicable) in italics, followed by a full stop
- Put Translated by, the translator(s)' initials followed by their surname(s)
- Place of publication: reprint publisher

19. Public communications

These include lectures, seminars, webinars, *PowerPoint* presentations, videoconferences/electronic discussion groups, bulletin boards/press releases, announcements/leaflets, advertisements/display boards, minutes of meetings and RSS feeds.

In text citation

“Knowing how to structure an essay properly is imperative for all students” (Dunnock, 2016).

Reference list


Checklist

- Author/speaker
- Year (in round brackets)
- Title of communication (in italics)
- Medium (in square brackets)
- Module code: module title (in italics) (if known)
- Institution
- Day/Month
20. Websites

20.1 Website with a Personal Author

In text citation

Starting your baby on solids is an incredibly exciting time (Oliver, 2016).

Reference list


Checklist

- Author (Surname, initials)
- Year of publication/last updated in round brackets. If no date available, put undated
- Title (and subtitle if applicable) of website in italics, followed by a full stop.
- Available at: URL
- (Accessed: date)

20.2 Web pages with companies, organisations or a professional body as authors (corporate authors)

In text citation

The code presents the professional standards that nurses and midwives must uphold (Nursing and Midwifery Council, 2015).

Reference list


Checklist

- Company, organisation or professional body
- Year of publication/last updated in round brackets. If no date available, put undated
- Title (and subtitle if applicable) of website in italics, followed by a full stop.
- Available at: URL
- (Accessed: date)
WSC Harvard Referencing Guide

21. Other useful information regarding citing and referencing

21.1 Paraphrasing - Referring to a complete work or ideas that run through an entire work

Paraphrasing is expressing someone else’s writing in your own words in order to achieve greater clarity. It is another way of discussing an author’s ideas or arguments without using direct quotations (Pears & Shields, 2016, p.10).

NB This example is not a direct quote so omit quotation marks

The findings (Giddens, 2009, p.49), from separate quantitative and qualitative studies can also be combined. For example, some feminist sociologists favour qualitative methods...

21.2 Citing a single author or editor when paraphrasing

NB This example is not a direct quote so omit quotation marks

In his textbook Giddens (2009, p.9), argues that one important distinction between theoretical perspectives...

21.3 Summarising – providing a brief statement

Summarising from an article or webpage provides a brief statement of the main points taken from the source. It is different from paraphrasing in that it only lists the main topics or headings with the most detailed information being left out. For example you don’t need to give a page number when summarising (Pears & Shields, 2016).

NB This example is not a direct quote so omit quotation marks

The book Cite them right distinguishes paraphrasing and summarising quite clearly (Pears & Shields, 2016).

22. Two or more publications at the same time

Should you need to refer to two or more publications at the same time, these can be listed separated by semicolons (;). The publications should be cited in chronological order (earliest date first) and if both publications are published in the same year then they should be listed in alphabetical order.

“Sociology could be considered to be a study of people of society however, it is much deeper than that (Giddens, 2009; Giddens and Sutton, 2010) because …”

22.1 Citing two sources by the same author published in the same year

To distinguish between the items in the text you will need to allocate lower case letters in alphabetical order after the publication date.

Colyer, an author or several papers on the subject discusses the following, health sociology in Australia grew from within its parent discipline, continues to be primarily conducted from within departments of sociology (2006a) and our starting point would have to be the nineteenth century, for there were a handful of recognisably sociological works in this era (2006b)
Reference list


23. Missing information

23.1 No author – do not use Anon or Anonymous

Where the authors/editors name cannot be found, use the title of the work (in italics). Do no use ‘Anon’ or ‘Anonymous’, use the title of the resource (as below). In the reference list the entry will be under the first letter of the title.

It was an interesting fact that Benjamin had already discovered (*The book with no author*, 2014, p. 3).

Reference list


23.2 Source with no date

“In an interesting survey of youth participation in sport, the authors”. (Harvey and Williams, no date...)

Reference list

Harvey, P. and Williams, J. (No date) *Sport participation*. London: Hodder.

23.3 No date or publisher

Use the title and ‘no date’

“Integrated transport systems clearly work” (*Trends in European transport systems, no date*).

Reference list

*Trends in European transport systems* (no date)

23.4 Web pages with no authors

Use the title of the web page “About 8 in 10 people have one or more bouts of low back pain” (*Low back pain: sTarT back information leaflet, 2014*).

Reference list


23.5 Web pages with no authors or dates

If the author or title cannot be identified you should use the web page’s URL. If it is a very long URL it may be necessary to shorten it.

“Video files may need to be compressed” ([http://www.newmediarepublic.com/dvideo/compression.html](http://www.newmediarepublic.com/dvideo/compression.html), no date).

Reference list

23.6 Web pages with no dates
If the web page has no obvious date of publication/revision, use the URL (no date). However, if it has no date it may not be a valid and reliable resource.

“Organic farming offers UK farmers the chance to diversify into new farming methods and markets while benefiting biodiversity and sustainability within agriculture and rural communities”. (https://www.gov.uk/converting-to-organic-farming, no date).

Reference list
## Referencing Grid – Harvard Referencing - Components required in a reference list for most commonly used resources

<table>
<thead>
<tr>
<th>Source</th>
<th>Author(s) or Editor(s)</th>
<th>Year</th>
<th>Title</th>
<th>Edition (if present)</th>
<th>Journal Title</th>
<th>Place &amp; Publisher</th>
<th>Date</th>
<th>Volume, Part &amp; page Nos.</th>
<th>URL (If online)</th>
<th>(Date accessed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Newspaper</td>
<td>Wade, M.</td>
<td>(2014)</td>
<td>&quot;Nerves and excitement as the big day dawns: patriots living side by side&quot;</td>
<td></td>
<td>The Times Online.</td>
<td></td>
<td></td>
<td>18 Sept.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**WSC Harvard Referencing Guide**

**Referencing Grid – Harvard Referencing** - Components required in a reference list for art materials

<table>
<thead>
<tr>
<th>Source</th>
<th>Author/Artist/ Title of exhibition/ Photographer</th>
<th>Year</th>
<th>Title of painting/image / photograph</th>
<th>Magazine title</th>
<th>Medium</th>
<th>Place &amp; Publisher or institution or collection that houses the work</th>
<th>Exhibition</th>
<th>Location. Dates of exhibition</th>
<th>Volume, Part &amp; Page(s)</th>
<th>What it is e.g illus./diag/ram/chart etc.</th>
<th>If available online</th>
</tr>
</thead>
</table>
WSC Harvard Referencing Guide

How a reference list should be compiled using some of the references throughout this guide


Dixon, F.J. & Humphrey, J. H. (1966) Advances in immunology, volume 5. Available at: https://books.google.co.uk/books?id=NMpfPusXc-


WSC Harvard Referencing Guide


Little Mix (2015) Tour. [Cardiff Arena. 13 May].


Mental Health Act 1959 ( 7 & 8 Eliz. 2, c. 72) (1950) London: HMSO.


WSC Harvard Referencing Guide


‘Reinventing Russia’ (2016) *Empire of the Tsars: Romanov Russia with Lucy Worsley,* Series 1, episode 1. BBC Four Television, 20 January.


