



**Wiltshire
College**

**A Guide to Citing Literature
References Using the
Harvard System**

Why Cite References? If you quote from a book, magazine article, video or website in an assignment, or mention/closely copy an idea from somewhere, you **MUST** say where it has come from. This is called a 'literature reference' or 'citation'. References should be clear, accurate and should enable anyone reading your work to find the source material easily. The author and title just aren't enough! Always copy down the full details of books, etc, when you use them, so you don't waste time trying to re-find them once your essay is finished.

Follow the rules below, unless you are told otherwise by your lecturer - where possible always follow guidance given by the awarding body for your course. But whichever system you decide to use, stick to it and be consistent! This guide also covers plagiarism and the dangers of 'stealing' other people's work.

Harvard System

Quoting references in your assignment

In the main body of your assignment you should refer to references by the author's surname(s), year of publication and page numbers. **NOTE:** Use **p.** to refer to one page and **pp.** to refer to several pages.

If you **mention the author's name in your assignment**, give the year, and page numbers if needed, in brackets.

The chemical was first identified by Jacobsen (1905). Sharpe, Woodhouse and Carson (1989, pp.302-350) have recently shown that it is useful in treating pre-senile dementia.

If you **don't mention the author's name in your text**, give name, year, and page numbers if needed, in brackets.

The chemical was first identified in the 19th century (Jacobsen 1905) and it has been recently shown to be useful in treating pre-senile dementia (Sharpe, Woodhouse and Carson 1989, pp.302-350).

If there are two authors you must use both their surnames. **If there are more than two authors** write all their surnames the first time, but after that use the first surname only followed by '*et al*' but you must list all of them in your bibliography. **If the author is not named**, use the corporate author, e.g. Charity Commission, or use 'Anon', except if it is a newspaper or magazine article with no named author, in which case use the name of the newspaper.

A paper published last year (World Bank 2004, pp.15-19) declared that...

In a recent study on world poverty child labour has been shown to be increasing (Anon 2005)

Contrary to popular perception, violent crime has been shown to be decreasing (Economist 2003, p.21)

If you refer to a book that has been quoted in another work, then cite both in the text.

The first study of juvenile criminal behaviour (Pirro 1926, cited by McNish 2000, p.47) demonstrated that...

But only list the work by McNish (i.e. the work that you have actually read!) in your bibliography.

If you refer to something that someone has told you just put the details in the text. As you have no documentary source, there will be no reference in your bibliography.

Local people refer to Holy Well as the Starwell (S. Hunt, *pers. comm.*, 24th June 1994).

Writing the Bibliography

List the references you have used in alphabetical order at the end of your essay under the heading 'References' or 'Bibliography'. List only the references you have used in your essay. When referring to more than one book or article by the same author list them in date order (earliest first). If they were published in the same year, add a, b, c, etc. after the year, e.g. 1976a, 1976b (put this letter in the citation in your text too). If you are asked to list other works that you have read but not cited in your text, then list them under a separate heading such as *Further Reading*. The examples below show how to give references for the bibliography which will appear at the end of your assignment. Book and journal titles can be written in italics, underlined or put in quotation marks.

Books

AUTHOR'S SURNAME(S), INITIALS. Year. Title. Edition (if not the first). Place of publication: Publisher.

E.g. HILL, D., 1999. *German for beginners*. London: Routledge.

If the book has editor(s) instead of author(s) add 'ed' or 'eds' after their name(s).

EDITOR'S SURNAME(S), INITIALS. Year. Title. Edition (if not the first). Place of publication: Publisher.

E.g. ECCLESTONE, B. and MOSELEY, M., eds., 2005. *How to fail at crisis management*. 10th ed. Harmondsworth: Penguin.

If the book has a corporate author and no individual authors

CORPORATE AUTHOR, Year. Title. Place of publication: Publisher.

E.g. OPEN UNIVERSITY, 1979. *Electricity generation*. 2nd ed. Bletchley: Open University Press.

OR use the title E.g. THE KORAN. 1934. London: Tamarind Press.

If a book is better known by its title alone rather than by its authors or editors then just use the title instead.

TITLE, Year. Edition (if not the first). Place of publication: Publisher.

E.g. OXFORD ENGLISH DICTIONARY, 1989. 2nd ed. Oxford: Clarendon Press.

If you are quoting from one paper from a collection in a book

SURNAME OF PAPER'S AUTHOR, INITIALS., Year. Title of paper. In: INITIALS. SURNAME of author/editor of book, followed by ed. or eds. if relevant. Title of book. Place of publication: Publisher, page numbers of paper.

E.g. MONTOYA, J.P., 1967. The films of Woody Allen. In: M.WEBBER, ed. *Modern American humour*. London: Butterworth Heinemann, pp.143-183.

Journal and Magazine articles

Journal titles need not be abbreviated, but if you do, remember that there are international standards on abbreviations which must be followed. Correct abbreviations can be found at www.bath.ac.uk/library/guides/abbreviations.html

The volume number, issue number or date must be included for journals.

AUTHOR'S SURNAME, INITIALS., Year. Title of article. Title of journal, Volume number (part), page numbers.

E.g. HARPO, T.H., 1933. Carbon monoxide poisoning in social housing. *Industrial and engineering chemistry*, 41(3), p.25
LLOYD, H., 1996. CFC production in India. *Mfg. Chem. Aerosol News*, 69(3), 50-65. pp.602-730

Conference papers

Use the same method as for quoting from one of a collection of papers in a book

SURNAME OF PAPER'S AUTHOR, INITIALS., year. Title of paper. In: INITIALS. SURNAME OF EDITOR, ed.

Title of conference proceedings, date and place of conference. Place of publication: Publisher, paper's page numbers.

E.g. IRVINE, E., 1991. Use of morphine in cancer care. In: (M. SALO and J. MAGNUSSEN, eds.), *Opiate analysis: Proceedings of a WHO Study Seminar, May 1990, Dublin*. New York: Harvester Wheatsheaf. pp. 271-283

But if the conference is one of a series and does not form part of another publication use the journal method instead,
SURNAME OF PAPER'S AUTHOR, INITIALS., year. Title of paper. Title of conference proceedings, full date and place of conference. Place of publication: Publisher, page numbers of paper.

E.g. ASKEY, A. 1936. The roots of Lancashire dialect in Saxon English. *Proc.25th Brit. Linguistics Conf.*, 11-13 Sep. 1936. Hull: Kingston University Press, pp.45-51.

Newspaper article

AUTHOR'S SURNAME, INITIALS. (or NEWSPAPER TITLE if author unknown), Year. Title of article. Title of newspaper, Day and Month, page number/s and column letter.

E.g. KRISTENSEN, T., 2004. The Le Mans legend. *Guardian*, 20 June, p.30b.
INDEPENDENT, 1992. Picking up the bills. *Independent*, 4 June, p.28a.

Theses/dissertations Use similar methods to those for books

AUTHOR'S SURNAME, INITIALS., Year. Title. Designation (type). Name of institution.

E.g. HAZELL, J. R. 1986. *The importance of beer to the British economy*. Ph.D. thesis, Bristol University, Bristol.
WICKHAM, G. S. 1989. *Fungal infections of the foot*. M. A. thesis, University of Iowa. Order no.89 - 45689.

Report

AUTHOR, Year. Title. Place of publication: Publisher, (Report number).

E.g. TRINDER, T. 1975. *Post-traumatic stress disorder in East End children during the Blitz*. London: Institute of Psychiatry, (BLRD - 39020).

BRDC. 1999. *Race track safety and spectator welfare*. London: BRDC, (SP/4/99).

NOTE all report numbers which appear on the document are quoted.

British Standards and other international standards

Standard number: Year. Title. Standards Issuing Body.

E.g. BS 5605:1990. *Recommendations for citing and referencing published material*. BSI.

Map

ORIGINATOR'S SURNAME, FIRST NAME OR INITIALS, Year. Title, Scale. Place of publication : Publisher.

E.g. ANDREWS, J. and DURY, A., 1773. *Map of Wiltshire*, 1 inch to 2 miles. Devizes: Wiltshire Record Society.

Video and DVD

Title, Year. Material designation. Place of publication: Publisher.

E.g. *The history of Le Mans*, 1997. Video. London: Duke Marketing.

Film

Title, Year of release. Material designation. Subsidiary originator (usually director: SURNAME in upper case).

Production details i.e. Place: Organisation.

E.g. *Macbeth*, 1948. Film. Directed by Orson WELLES. USA: Republic Pictures.

Electronic sources

As yet there is no agreed standard format for electronic documents, but those given below are widely used.

Webpages and e-books

AUTHOR'S SURNAME, INITIALS., Year (if known). Title [online]. (Edition if known). Place of publication: Publisher (if known). Available from: URL [Accessed date].

E.g. HOLLAND, M., 2002. *Guide to citing Internet sources* [online]. Poole: Bournemouth University. Available from: http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html [Accessed 4 November 2002].

E-journal articles (treat PDF versions of print journal articles just like print journals - see above)

AUTHOR'S SURNAME, INITIALS., Year. Title. Journal title [online], volume (issue). Available from: URL [Accessed date].

E.g. WILLIAMS, F., 2005. Engine development - how far can we go?. *Autosport* [online], 5. Available from: <http://www.autosport.co.uk/issue5/fwa/> [Accessed 18 Jun 2005].

Email discussion lists (jiscmail/listserv etc)

AUTHOR'S SURNAME, INITIALS., Day Month Year. Subject of message. Discussion List [online]. Available from: list email address [Accessed date].

E.g. SALO, M., 2 May 2001. Live fast... *Lis-link* [online]. Available from: lis-link@jiscmail.ac.uk [Accessed 30 June 2004].

Personal emails

SENDER'S SURNAME, INITIALS., (Sender's email address), Day Month Year. Subject of Message. Email to Recipient's Initials. Surname (Recipient's email address).

E.g. LEHTO, J. J., (J.J.Lehto@wiltscoll.ac.uk), 30 May 2005. *Foot fractures - new treatments*. Email to J. Herbert J.Herbert@wiltscoll.ac.uk.

CD-ROMs

This applies to works in their own right, it does not apply to bibliographic databases (databases which give you references to magazine articles or full text articles, like British Education Index or the Guardian).

AUTHOR'S SURNAME, INITIALS., Year. Title [CD-ROM]. (Edition). Place of Publication: Publisher (if known).

E.g. HAWKING, S.W., 1994. *A brief history of time: an interactive adventure*. [CD-ROM]. London: Crunch Media.

Sound recording - Audio CD, Cassette, Vinyl Records

ARTIST - SURNAME, INITIALS (Year of publication - in brackets). Title-in italics or underlined [Material type-in square brackets]. Place of Distribution: Distribution Company.

E.g. DYLAN, B. (2001). *Love and Theft* [CD] UK. Columbia Recordings.

Computer Games/Programs

ORIGINATOR/AUTHOR. (year of publication - in brackets). Game or program title - in italics or underlined. [Medium of item - in square brackets]. Series information and any dates or numeric information - if necessary. Place of Publication: Publisher

E.g. ELECTRONIC ARTS. (2003). *The Sims*. [DISC] PlayStation2. London: Electronic Arts

Plagiarism

Plagiarism is when you deliberately present another person's work as if it were your own. This doesn't just mean copying a whole essay; if you take information or ideas from anywhere and include them in your own work without referencing them, you might be accused of plagiarism and serious misconduct. Cite your sources systematically and fully every time you refer to them in your text to ensure that you do not accidentally plagiarise anybody else's work. Please see the Study Skills website www.wiltscoll.ac.uk/learning/study_skills/plagiarism_14.asp for more advice on avoiding plagiarism.

Latin Abbreviations You may come across these in references in academic publications. With the possible exception of 'et al.' and 'ibid.' their use is not recommended when quoting literature references.

ibid. = in the same place. It is used in a bibliography to avoid repetition of an immediately preceding publication.

op. cit. = in the work [previously] quoted

loc. cit. = in the [identical] passage [previously] quoted

et al. = and others