

Info skills

How to Harvard reference

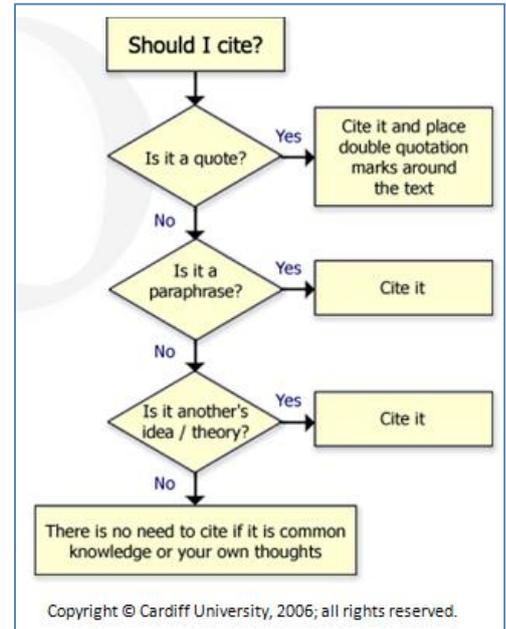


Introduction

The University has implemented a standard referencing format for all student work. All schools (with the exception of the field of Psychology) are following the standard Harvard referencing format as laid out in the book 'Cite Them Right: the essential referencing guide'.

This guide will provide you with details of how to access 'Cite Them Right', a brief overview of in-text citations and reference lists and examples of resources referenced in the correct Harvard reference style.

This guide is based on Pears, R. and Shields, G. (2013) *Cite Them Right: the essential referencing guide*. 9th edn. Basingstoke: Palgrave Macmillan (Palgrave Study Skills). For complete guidance please refer directly to 'Cite Them Right'.



Accessing 'Cite Them Right'

An electronic version of 'Cite Them Right' is available to all students. It can be accessed via the Library databases page:

- Navigate to the UEL Library homepage www.uel.ac.uk/lis
- Click on 'Databases & E-journals' under Quick Links on the left hand side
- Select 'C' in the A-Z list
- Then click on 'Cite Them Right'
- The online version of 'Cite Them Right' will be displayed.

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Welcome to Cite them right online

Cite them right: the essential guide to referencing to avoid plagiarism

Richard Pears and Graham Shields

Welcome to Cite them right online - the essential referencing resource. This site will help you to reference just about any source, and understand how to avoid plagiarism.

Visit Basics for more guidance, or simply start a search now.

In-text citations

You must use in-text citation to provide concise details of the information you are referencing/quoting from. These in-text citations then link to the complete citation provided in your bibliography. In-text citations are brief to enable the flow of the words to continue.

Elements of in-text citation

An in-text citation has 3 elements

1. Author/editors name.
2. Year of publication.
3. Page number(s) – only required if you are directly quoting or using ideas from a specific page.

Depending on your sentence structure, these elements can be used in slightly different ways, but you must ensure all appropriate elements are provided. Footnotes and endnotes are not used in Harvard referencing.

Examples of in-text citations

Some examples of common in-text citations are provided below. For a full list of possible in-text citations including, citing multiple sources, citing a web page or, citing multiple publications by the same source in the same year please see the 'Cite Them Right' publication.

In a recent report (Jones, 2010) the use of business processes were reviewed...

The whole report is referenced, so no page number is required.

Dixon (2007, p. 85) explains that 'the role of women in...'

The author name is provided in the sentence so is not needed in the citation.

A direct quote is referenced so the page number is provided.

Recent biological research (Ricks and Wilson, 2009) has shown that...

If the reference has up to 3 authors add all to the in-text citation

It has been noted in educational research (Cooke *et al.*, 2006, p. 35) that 'the growth of...'

If a publication has more than 3 authors cite the 1st name listed followed by et al.

All authors should be listed in the bibliography.

Creating a bibliography

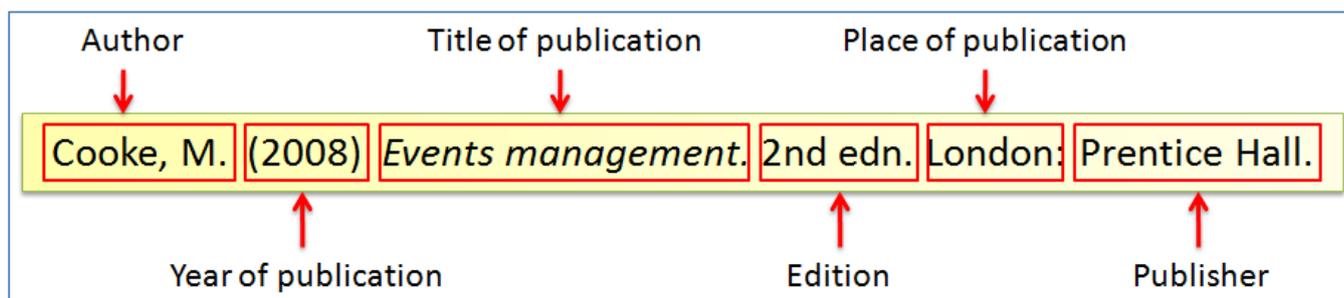
In-text citations should link directly with the references provided in your bibliography. A reader should be able to take an in-text citation and locate the exact reference within your bibliography. A Harvard reference is made up of a number of elements. Each of these elements appears in a predefined order in the reference.

Elements of a Harvard reference

There are slight differences in reference depending on the type of information being referenced. There are eleven different elements that could be included in a reference. The table below provides a quick reference for the main types of reference. For further details for each of the information types provided below please see the 'Cite Them Right' publication.

	Author	Year of publication	Title of article/chapter	Title of publication	Issue information	Place of publication	Publisher	Edition	Page number(s)	URL	Date accessed
Book	✓	✓		✓		✓	✓	✓			
Chapter from book	✓	✓	✓	✓		✓	✓	✓	✓		
e-book	✓	✓		✓			✓	✓		URL if required	✓
Journal article	✓	✓	✓	✓	✓				✓		
Electronic Journal Article	✓	✓	✓	✓	✓				✓	DOI if required	✓
Internet Site	✓	✓		✓						✓	✓
Newspaper article	✓	✓	✓	✓	✓				✓		

An example, containing all the relevant elements, of a Harvard reference for a book is provided below.



Examples of Harvard referencing

The list below provides you with some examples of Harvard referencing for different information sources. For further detailed guidance please visit the 'Cite Them Right' publication.

- **Book with one author and edition**
Christopher, M. (1998) *Logistics and supply chain management: strategies for reducing cost and improving service*. 2nd edn. London: Prentice Hall.
- **Book by more than three authors**
Smith, J., Jones, W., March, M. and Chapman, B. (2004) *Harvard citations in easy stages*. London: Academic Press.
- **Chapter from an edited book**
Jones, D. (2004) 'Understanding Harvard referencing', in Brown, P. (ed.) *Writing references in extremely easy stages*. London: Academic Press, pp. 21-25.
- **E-book**
Burnapp, D. (2009) *Getting ahead as an international student*. Maidenhead: McGraw-Hill Open University Press.
- **Print journal**
Haddock, M. (1994) 'Are you thinking of writing a bibliography?', *College and Research Libraries News*, 55(8), pp. 471-474.
- **Journal article in a database (without DOI)**
Coughlin, E. (2010) 'High schools at a crossroads', *Educational Leadership*, 67(7), pp. 48-53.
- **Journal article in a databases (with DOI)**
Donovan, C. and Griffiths, S. (2013) 'Domestic violence and voluntary perpetrator programmes', *British Journal of Social Work*, 43(6), pp. 1-17. doi: 10.1093/bjsw/bct182.
- **Government publication**
Department of Health (2002) *Promoting the health of looked after children*. London: Department of Health.
- **Web page with an individual author**
Spillius, E. (2006) *Psychoanalysis: then and now*. Available at: <http://www.melanie-Klein-trust.org.uk> (Accessed: 27 January 2009).