

This is a quick guide to citing and referencing using the Harvard referencing style. For more detailed examples, go to [Cite Them Right Online](#) or refer to '[Cite them right: the essential referencing guide](#)' by Pears & Shields.

Referencing includes two main parts:

- a citation within the text of your assignment
- a list of references at the end of your assignment

Referencing in your text – citations

When you summarise, refer to, or quote from an author's work in your document, you need to acknowledge your source in the text. This is done by including the author's surname and year of publication. For direct quotations, you should also include the page number (if available).

In-text citation:

| Number or type of authors | Author inside the brackets (see examples 1 & 3) | Author outside the brackets (see example 2) |
|---------------------------|--|---|
| One author | (Duncan, 2009) | ... Duncan (2009) argues that ... |
| Two authors | (Duncan and Smith, 2017) | ... according to Duncan and Smith (2017) ... |
| Three authors | (Duncan, Smith and Jones, 2008) | Research by Duncan, Smith and Jones (2008) shows that ... |
| Four or more authors | (Duncan <i>et al.</i> , 2015) | Duncan <i>et al.</i> (2015) proved that ... |
| Organisation | (York St John University, 2017) | York St John University (2017) advises ... |

Examples:

- 1) Research findings may not support opinions you held prior to beginning your research (Greetham, 2014).
- 2) Greetham (2014) highlights that your research findings may not support opinions you held prior to beginning your research.
- 3) "Your research may not reveal what you expect" (Greetham, 2014, p. 336).

The reference list – key examples

Your reference list should be completed in alphabetical order by author's surname, regardless of the type of source.

Only sources that you have directly cited in your work should be included. Instead of a reference list, some subjects ask for a bibliography which includes things you've cited in your essay, and everything else you may have consulted – speak to your tutor or Academic Liaison Librarian.

Multiple authors rule: all authors should be included in the reference list, i.e. do not use *et al.*

This guide tells you how to reference a book, a chapter or section in an edited book, a journal article, a webpage and a report/document.

Book

| | |
|---------|---|
| Format | Author(s) (Published Year) <i>Title of book in italics</i> . Edition (if not 1st). Place of Publication: Publisher. |
| Example | Hennessey, I. and Japp, A. (2016) <i>The psychology of attitudes and attitude change</i> . 2nd edn. Edinburgh: Churchill Livingstone. |

Chapter or section in an edited book

For books where each chapter is written by a different author, you need to reference the individual chapters within the complete book:

| | |
|---------|--|
| Format | Chapter author(s) (Published Year) 'Title of chapter', in Editor(s) of book followed by (ed.) or (eds) <i>Title of book in italics</i> . Place of publication: Publisher, Page numbers of whole chapter. |
| Example | Stone, T. (2002) 'Libraries in the twenty-first century', in M. Woolley (ed.) <i>The changing world of information retrieval</i> . Luton: UOL Press, pp. 23–45. |

Journal article

| | |
|----------|---|
| Format | Author(s) (Published Year) 'Title of article', <i>Title of Journal in italics</i> , Volume number (issue number), Page numbers of whole article. |
| Examples | <p>Weight, E. and Kendal, S. (2004) 'Staff attitudes towards inpatients with borderline personality disorder', <i>Mental Health Practice</i>, 17(3), pp. 34–38.</p> <p><i>Note: If the article is only available online, include Available at: DOI (Digital Object Identifier) at the end of the reference. If there is no DOI, include Available at: URL (Accessed: date) instead. Include the article number if available.</i></p> <p>Hamley, S. (2017) 'The effect of replacing saturated fat with mostly n-6 polyunsaturated fat on coronary heart disease: a meta-analysis of randomised controlled trials', <i>Nutrition Journal</i>, 16, article number 30. Available at: https://doi.org/10.1186/s12937-017-0254-5</p> |

Web page

| | |
|---------|--|
| Format | Author(s) (Published Year) <i>Title of webpage in italics</i> . Available at: URL (Accessed: date). |
| Example | National Health Service (2015) <i>Check your symptoms</i> . Available at: http://www.nhsdirect.nhs.uk/checksymptoms (Accessed: 17 October 2015). |

Report or document

| | |
|----------|--|
| Formats | Author(s) (Published Year) <i>Title of report in italics</i> . Place of Publication: Publisher. <i>Or, if accessed online:</i> Author(s) (Published Year) <i>Title of report in italics</i> . Available at: URL (Accessed: date). |
| Examples | <p>Bradshaw, J., Middleton, S., Davis, A., Oldfield, N., Smith, N., Cusworth, L. and Williams, J. (2013) <i>A minimum income standard for Britain: what people think</i>. York: Joseph Rowntree Foundation.</p> <p>Bradshaw, J., Middleton, S., Davis, A., Oldfield, N., Smith, N., Cusworth, L. and Williams, J. (2013) <i>A minimum income standard for Britain: what people think</i>. Available at: http://www.jrf.org.uk/sites/files/jrf/2226-income-poverty-standards.pdf (Accessed: 3 July 2015).</p> |
