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Harvard (Northumbria University) Referencing Style

Harvard is one of several styles for academic writing with a number of variations. This guide provides basic guideline and examples for citing sources using the Harvard Style according to the adaptation by the Northumbria University.

IN-TEXT CITATIONS

- HARVARD uses the 'author-date' style of referencing.
- In-text references (generally) appear in the following format: (Author's Surname, Year of Publication, Page Number).
Example: (Austen, 1813, p. 64).
Example: As written by Austen (1813, p.64) ...
- Page number(s) are only required when directly quoting from a text, or when referring to an idea or specific section of a larger work (e.g. a formula in an article, or a paragraph or chapter in a book).
Note: When referring to an entire work that covers a single topic, a page number is not required.
Note: For multiple pages, use the abbreviation 'pp.' and the abbreviation 'p.' for single page.

In-text citations example:

Harris (2008, p. 56) argued that 'nursing staff ...'

In a recent study (Evans, 2010), qualifications of school-leavers were analyzed ...

Citing for publications by up to three authors or editors:**Example:**

Recent educational research (Lewis and Jones, 2009) has shown that ...

In a newly published survey Hill, Smith and Reid (2010, p. 93) argued that ...

It has been found that 'newly qualified teachers are more likely to become involved in extracurricular activities than their longer serving colleagues' (Hill, Smith and Reid, 2010, p. 142).

Citing for publications by more than three authors or editors:

- For publications by more than three authors or editors, cite the first name listed in the work, followed by *et al.* (in italics).

Example:

Communication masking is a rising issue ... (Erbe *et al.*, 2016).

Citing for other formats:

FORMAT	EXAMPLE
Citing multiple sources	<ul style="list-style-type: none"> • When referring to two or more publications at the same time, cite them chronologically (latest publication first). If more than one work are published in the same year, list them alphabetically. • The publications are separated by semicolon (;). <p>Example: Recent environmental studies considered ... (Town, 2009; Williams, 2009; Andrews <i>et al.</i>, 2008; Martin and Richards, 2008).</p>
Citing several sources published in the same year, by the same author(s):	<ul style="list-style-type: none"> • When citing two (or more) publications by an author (or authors) published in the same year, you can distinguish between multiple items by allocating lower case letters in alphabetical order after the Year of Publication. <p>Example: In his study of the work of Rubens, Miller (2006a, p. 18) emphasized the painter's mastery of drama in his larger compositions. However, his final analysis on this subject (Miller, 2006b, pp. 143-152) argued that ...</p>
Citing different editions of the same work, by the same author(s)	<ul style="list-style-type: none"> • When referring to different editions of the same work by the same author(s), cite latest publication year first. • Separate the Year of Publication with a semicolon (;). <p>Example: In both editions, Hawksworth (2007; 2002) stated that ...</p>
Citing secondary sources	<ul style="list-style-type: none"> • When citing a source you have not read yourself, but which is referred to in a source you have read (also known as 'secondary referencing'), use the following method: <p>Example: Moore (as cited in Maxwell, 1999, p. 25) stated that ...</p> <p>Important: You would cite Maxwell, not Moore, in the Reference list Note: It is always preferable to cite the original source</p>
Group or corporate author	<ul style="list-style-type: none"> • In some cases, an organization is the author. <p>Example: Center for Chemical Process Safety (2007)</p>
No author	<ul style="list-style-type: none"> • Where the name of an author/editor cannot be identified, use the title of the work in italics and the date of publication.
No date	<ul style="list-style-type: none"> • Where the date of a work cannot be identified, use the phrase 'no date'.

REFERENCE LIST

- The Reference List should appear at the end of your work on a separate page.
- Only include references you have cited in your work.
- All references should have a hanging indent. That is, all lines of a reference subsequent to the first line should be indented (see examples according to the table of contents below).
- In general, references should be listed alphabetically by the last name of the first author of each work.
- Special Reference List cases:
 - ❖ In the case of works by different authors with the same family name, list references alphabetically by the authors' initials.
 - ❖ In the case of multiple works by the same author in different years, list references chronologically (latest publication first).
 - ❖ In the case of multiple works by the same author in the same year, list references alphabetically by title in the Reference List.
- When referring to Books, Book Chapters, Article Titles or Webpages, capitalize only the first letter of the first word of a title and subtitle, and proper nouns.

Example: *Aboriginals and the mining industry: Case studies of the Australian experience*
- When referring to Journal Titles, capitalize all major words (do not capitalize words such as 'of', 'and', & 'the' unless they are the first word in the title).

Example: *Journal of Exercise Science and Fitness*

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Disclaimer:

This guideline is limited to examples of materials illustrated in the printable version of Harvard style in the Northumbria University(NU) website. The extension of guideline for other types of materials should be referred to 'Cite Them Right' book as mentioned in the NU guide.

BOOKS

FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
CITATION GUIDELINE		Author's Surname, Initials. OR originators (Year) <i>Title of book (in italics)</i> . Edition (only if it is not the first edition e.g 2 nd edition, international edition). Place of publication: Publisher.	For the book title, only capitalize the first letter of the first word and proper nouns.
3 authors or less	"In order to meet the challenge of teaching in the FE sector, it is essential ..." (Huddleston and Unwin, 2007, p. 85).	Huddleston, P. & Unwin, L. (2007) <i>Teaching and learning in further education: Diversity and change</i> . 3rd edn. Abingdon: Routledge.	Use the ampersand symbol '&' between the last two authors' name instead of 'and'.
4 or more authors	This was proved by Young <i>et al.</i> (2000) *Note: Use the first author's surname followed by ' <i>et al.</i> ' (in italics)	Young, H.D., Freedman, R.A., Sandin, T. a& Ford, A. (2000) <i>Sears and Zemansky's university physics</i> . 10th edn. San Francisco: Addison-Wesley.	For reference list, list all of the authors' name.
Editor	The concept of key thinkers ... (Hubbard and Kitchin, 2011).	Hubbard, P. and Kitchin, R. (eds.) (2011) <i>Key thinkers on space and place</i> . London: SAGE Publication Ltd. Note: Include (ed.) for 1 editor and (eds.) for 2 and more editors.	For edited books, use the editor(s) name.
Author of a chapter in an edited book	Demirbas (2009, p. 24) offers solutions to ...	Author's Surname, Initials. (Year) 'Title of chapter', In Author/Editor of book (ed.) <i>Title of book</i> . Place of publication: Publisher, Page. Demirbas, M.F. (2009) 'World biofuel scenario', In Pandey, A. (ed.) <i>Handbook of plant-based biofuels</i> . Boca Raton: CRC Press, pp. 13-28.	

ELECTRONIC BOOKS

FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
CITATION GUIDELINE		Author's Surname, Initials. (Year) <i>Title of book (in italics)</i> . Edition. <i>Name of e-book collection (in italics)</i> [Online]. Available at: URL (Accessed: DD Month YYYY).	
Online	... (Feretti, Gioia and Giovanni, 2001)	Feretti, L., Gioia, I.M. & Giovanni, G. (2001) <i>Merging processes in galaxy clusters. Ebrary</i> [Online]. Available at: http://site.ebrary.com.ezproxy.taylors.edu.my/lib/taylorscollege/home.action?force=1 (Accessed: 17 August 2016).	

ENCYCLOPEDIA

FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
CITATION GUIDELINE		Name of Encyclopedia (Year). <i>Title of chapter/section</i> . Available at: URL (Accessed: DD Month YYYY).	
Online	Rutherford's contribution (Badash, 2004) ...	Encyclopaedia Britannica Online (2009) <i>Definition of 'Research'</i> . Available at: http://www.britannica.com/ (Accessed: 30 March 2016).	

JOURNAL ARTICLE

FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
CITATION GUIDELINE		Author's Surname , Initials. (Year) 'Title of article', <i>Name of Journal</i> , Volume number(Issue/Part number), page numbers.	
	(Assad <i>et al.</i> , 2015)	Assad, M., Hosny, O., Elhakeem, A. & Hagggar, S. (2015) 'Green building design in Egypt from cost and energy perspectives', <i>Architectural Engineering & Design Management</i> , 11(1), pp. 21-401.	

ELECTRONIC JOURNAL ARTICLE

FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
CITATION GUIDELINE		Author's Surname , Initials. (Year) 'Title of article', <i>Name of Journal</i> , Volume(Issue/Part number), <i>Name of Database</i> [Online]. Available at: URL (Accessed: DD Month YYYY).	When referencing an electronic article, use the homepage URL wherever possible rather than the full and extended URL, e.g:
	In his study, Jian (2014) stated that the increase of ...	Jian, W. (2014) 'On the development of sports tourism in China', <i>Journal Of Chemical & Pharmaceutical Research</i> , 6(6), pp. 1918-1924. <i>EBSCOhost</i> [Online] Available at: http://eds.a.ebscohost.com (Accessed: 17 May 2016).	<ul style="list-style-type: none"> ➤ Homepage URL - http://search.ebscohost.com ➤ Full URL - http://search.ebscohost.com/login.aspx?irect=true&db=buh&AN=32842031&site=ehost-live
With DOI	According to Assad <i>et al.</i> (2015), the industry of ...	Assad, M., Hosny, O., Elhakeem, A. & Hagggar, S. (2015) 'Green building design in Egypt from cost and energy perspectives', <i>Architectural Engineering & Design Management</i> , 11(1), pp. 21-401. <i>EBSCO</i> [Online]. doi: 10.1080/17452007.2013.775100 (Accessed: 8 April 2015).	<p>DOI: Digital Object Identifier.</p> <p>A unique system of numbers which tag individual digital (online) resources. A DOI is a permanent way of keeping track of items on the web and remains the same even if the publishers change the name of the journal or amends its website. For Harvard referencing, to use the DOI instead of URL is optional.</p>

WEB PAGES

FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
CITATION GUIDELINE		Author OR Organisation (Year the site was published OR last updated) <i>Title of work – main title and subtitle (screen heading and subheading)</i> ,. Available at: full URL or DOI (Accessed: DD Month YYYY).	<p>You can also include other identifying features such as:</p> <ul style="list-style-type: none"> - a page or screen reference, paragraph or line number or perhaps a labelled section or part of a table or graph. - Type of medium. E.g online database, online bulletin board. - Publisher and place of publication. E.g documents on portable databases, which organisation has prepared the materials and where they are located. - Name of database.
Organizational website	According to RICS (2014), ...	Royal Institution of Chartered Surveyors (2014). <i>Making more brownfield land available for housing</i> . Available at: http://www.rics.org/my/knowledge/research/research-reports/making-more-brownfield-land-available-for-housing/ (Accessed: 8 April 2015).	
Personal website		David Melonie (2014) <i>Everything you see is not really here</i> . Available at: http://www.dia.org.au/index.cfm?news=2727&id=101 (Accessed: 8 April 2015).	

ONLINE REPORT (GOVERNMENT DEPARTMENT)

FORMAT	IN-TEXT CITATION	REFERENCE LIST	REMARK
CITATION GUIDELINE		Country name. Name of government department (Year) <i>Title</i> . [Online] Available at: full URL or DOI (Accessed: DD Month YYYY).	<p>It is important that you include the country of origin as many governments publish documents via the Internet.</p>
	MOSTI (2011) identified ...	Malaysia. Ministry of Science, Technology & Innovation: Malaysian Meteorological Department (2016). <i>General Weather Forecast</i> [Online] Available at: http://www.met.gov.my/index.php?option=com_weathergeneral&Itemid=960 (Accessed: 9 February 2016)	

REFERENCES

Northumbria University (2016) *Referencing: the basics*. Available at: <https://cragside.northumbria.ac.uk/everyone/skillsplus/55388728/story.html>

(Accessed: 20 December 2016).

Northumbria University (2016) *Quick guide to referencing*. Available at:

http://nclmoodle.org.uk/pluginfile.php/47051/mod_resource/content/0/Guide_to_Referencing.pdf (Accessed: 20 December 2016).