

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/ebook

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

## Chapter or section in an edited book/ebook

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> . Edition (if not 1st). 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> . UOL Press, pp. 23–45.  <i>Note: If an ebook <b>doesn't have page numbers</b>, 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.</i>  Erikson, K. and Backhouse, S.H. (2018) 'Prevalence of doping in sport', in D.R. Mottram and N. Chester (eds) <i>Drugs in sport</i> . 7th edn. Routledge. Available at: <a href="https://ebookcentral.proquest.com/lib/yorks/jreader.action?docID=5289054&amp;c=RVBVQg&amp;ppg=57">https://ebookcentral.proquest.com/lib/yorks/jreader.action?docID=5289054&amp;c=RVBVQg&amp;ppg=57</a> (Accessed: 25 May 2025).

## 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	Weight, E. and Kendal, S. (2004) 'Staff attitudes towards inpatients with borderline personality disorder', <i>Mental Health Practice</i> , 17(3), pp. 34–38.  <i>Note: If the article <b>doesn't have page numbers</b>, 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>  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 30. Available at: <a href="https://doi.org/10.1186/s12937-017-0254-5">https://doi.org/10.1186/s12937-017-0254-5</a>

## 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: <a href="http://www.nhsdirect.nhs.uk/checksymptoms">http://www.nhsdirect.nhs.uk/checksymptoms</a> (Accessed: 17 October 2015).

## Online report or document

Formats	Author(s) (Published Year) <i>Title of report/document in italics</i> . Reference number (if available). Available at: URL (Accessed: date).
Example	Anders, J., Dorsett, R. and Stokes, L. (2018) <i>The relative effectiveness of blended versus face to-face adult English and maths learning: research report</i> . DFE-RR794. Available at: <a href="https://www.gov.uk/government/publications/blended-and-face-to-face-adult-learning-research-report">https://www.gov.uk/government/publications/blended-and-face-to-face-adult-learning-research-report</a> (Accessed: 12 May 2025).