

This is a quick guide to citing and referencing using the Cite Them Right Harvard referencing style. For more detailed examples, please go to [Cite Them Right Online](#).

Your 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. Cite Them Right advises that you also include page numbers (if available) for direct quotations and when paraphrasing. Page numbers are not required when summarising.

In-text citation:

Number or type of authors	Author inside the brackets	Author outside the brackets
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)	Advice from York St John University (2017) states that ...

Examples:

- Research findings may not support opinions you held prior to beginning your research (Greetham, 2014, p. 336).
- Greetham (2014, p. 336) highlights that your research findings may not support opinions you held prior to beginning your research.
- “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.*

Books

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

Chapter 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 Woolley, M. (ed.) <i>The changing world of information retrieval</i> . Luton: UOL Press, pp. 23–45.

Journal articles

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 is only available online, give the doi (digital object identifier) at the end of the reference. If there is no doi, include Available at: URL (Accessed: date) instead.</i> Hamley, S. (2007) '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> , 6. doi: 10.1186/s12937-017-0254-5.

Web pages

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	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. 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).

Newspaper article

Format	Author(s) (Published Year) 'Title of article', <i>Newspaper name in italics</i> , Day and month published, page number(s) if available.
Example	Mansell, W. and Bloom, A. (2012) '£10,000 carrot to tempt physics experts', <i>The Guardian</i> , 20 June, p. 5. <i>Note: add Available at: URL (Accessed: date) at the end for newspaper articles accessed online. If the article has no named author, move the newspaper name in italics to the start of the reference.</i>