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# YOUR HARVARD REFERENCING GUIDE

Guidance for students who enrolled  
before summer 2019

Library &  
Learning Services

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# About This Guide

This guide is designed to help you understand how to cite and reference your information appropriately using the Harvard system of referencing.

Our guide is intended to give you help with some of the common types of information you may need to cite and reference. It is not possible to include every single type of information but once you are familiar with our guidance, you should be able to use it to create references for types of information which are not included.

# What Is Referencing?



Referencing is a way of acknowledging that you have used the ideas and work belonging to someone else. It demonstrates that you have undertaken an appropriate literature search and carried out appropriate reading.

The following are examples of sources you might access and need to reference:

- Books and ebooks.
- Journal and e-journal articles.
- Web pages.
- Emails.
- Video, film, CDs and audio recordings/clips.
- Newspapers.
- Conference papers.
- Pamphlets.
- Radio/TV broadcasts – you must check with your lecturer that this type of material is okay to use in your assignment!
- Personal communication – you should ask permission from the other person(s) before quoting personal communication.
- Interviews – if this is a personal interview, you must always ask permission of the interviewee before using such material.



# Why Do It?

- Anyone reading your assignments should be able to trace the sources you have used in the development of your work.
- Referencing gives you the opportunity to demonstrate the work you have put into creating your assignment. If you've done a lot of hard work, why keep quiet about it?
- Referencing allows you to show which parts of the assignment are your own thoughts, ideas and evaluation.
- Good quality references give you a good basis for your argument.
- Accurate referencing is good academic practice and enhances the presentation of your work. If you have referenced fully and accurately you can be sure that you won't be accused of plagiarism.
- Accurate referencing can improve your marks!



# Citing



When you have used an idea from a book, journal article or other source, you must acknowledge this in your text. We refer to this as 'citing'.

When you cite someone else's work, you must always state the author or editor and the date of publication. If the work has two authors or editors you must cite both surnames when citing in the body of your own work. Only use the author and date; do not include the title, place of publication, and other information, because these are included in your reference list at the end of your assignment.

If the work has multiple authors or editors you should cite all names unless there are four or more authors/editors. If this is the case, you should use the abbreviation et al. (which is short for et alia and means 'and others') after the name of the first author.

However, in your reference list or bibliography you should include all the author names, regardless of how many there are.

Read on for more on where and how you will need to cite.

# Citing in the Body of the Text

## Citing an author or editor

When you cite a piece of work you must always state the **author/editor** and the date of publication. If the work has two authors/editors you must cite both names. When citing in-text, you only use the author and date; do not include the title, place of publication etc as these further details are written in your reference list at the end of your assignment.

The work of **Smith** (2002) emphasises that the research [...]

There has been considerable debate (**Theakston and Boddington** 2002) [...]

## Citing four or more authors

If the work has four or more authors/editors, then use the abbreviation '**et al.**' – this should be used after the name of the first author. (Remember: in your reference list or bibliography, you will need to include all author names, so make sure you keep a record of who they are!)

The work of **Smith et al.** (2002) emphasises that [...]. However, **Theakston and Boddington** (2001) considered that [...]

[...] however, this caused even further debate (**Smith et al.** 2006).

## → Citing in the Body of the Text

### Citing different work by the same author from the same year

If you cite an item which has the same author and was written in the same year as an earlier citation, you must use a **lowercase letter** after the date to differentiate between the two.

The work of Smith (2002a) emphasises that the research [...]

### Citing more than one author to support a point

If you cite several works in support of a single point then **include them all** in one set of brackets in chronological order of publication. List any works published in the same year in alphabetical order.

There has been some considerable debate (Smith 1993; Brown 2001; Jones 2009) [...]

### Citing from book chapters or sections

If you cite from an edited book that contains collections of chapters, poems or short stories written by different authors, cite the **author of the chapter** and not the editor of the overall collection.

For more information on referencing book chapters/sections, check the layout guidelines that can be found further on in this booklet.



### Citing a resource using its title

There are some works where the title appears before the year of publication in the reference list as oppose to the author. An example of this would be a film (for more information, check the layout guidelines that can be found further on in this booklet).

If citing these works in your text, then rather than state an author, state the **title** in your citation.

[...] as displayed by the characters' interaction (**Frozen** 2013).

The way the characters interact in **Frozen** (2013) reveals [...]



# Quoting in the Text

Often it is better to paraphrase than to use direct quotes. Paraphrasing is putting text from source material into your own words. This demonstrates that you have understood the meaning and context of what you have read. You must always reference paraphrased material. However, where direct quotes are used, you should:

- use **quotation marks**.

Either 'single' or "double" quotation marks may be used, but you should always remain consistent and not switch between the two.

- state the **page number** in addition to the author and year. Use a single 'p.' for a single page (eg p. 6), and 'pp.' for a range of pages (eg pp. 6–13).

Simpson (2002, p. 6) declared [...]

- where relevant, use an **ellipsis** (three dots, or full stops: ...) in square brackets to indicate that part of the original text has been omitted from the quotation.

"In 1664, the most common female crime [...] was that of battering men."

- have a **separate, indented paragraph** where quotes take up more than two lines of text (see below example). Indented quotes don't require quotation marks.

Boden (1998, p. 72) states:

In 1664, the most common female crime prosecuted at the Quarter Sessions was that of battering men. This would suggest that women were not the passive and obedient members of society that men would have liked to believe they were.

Duplication of **charts, diagrams, pictures etc** should be treated as direct quotes in that the author(s) should be acknowledged and page numbers shown (both in your text where the diagram is discussed or introduced, and in the caption written for it).

# Secondary Referencing



Secondary referencing occurs when you are reading an author who refers to another author's work, and you want to use this information to support an argument in your assignment.

Ideally, you should try to locate the original work so that you can cite directly from it. However, it may not be possible to access the original work, or it may not be appropriate (eg when referring to well-established theories).

When citing a secondary reference we recommend that both **the author of the primary source** and **the author of the work it was cited in** should be used:

Ellis (1990), cited by Cox (1991), discusses [...]

In your reference list you should only reference the work you have read and cited in your assignment. Therefore, if you haven't read and cited from the original work, you shouldn't reference it.

The same principle applies to your bibliography (if you decide to include one). You should only list the work you have read for your assignment. Therefore, if you haven't read the original work, you shouldn't reference it.

**NB:** Some subject areas ask that secondary referencing should be avoided where possible. Check with your Academic Liaison Librarian for more information.

# Reference Lists

The reference list is a list of all the sources that have been cited in the assignment. The list is inclusive showing books, journals, etc, in one list, not in separate lists according to source type.

- The list should be in alphabetical order by author/editor/organisation.
- All the author names of an item should be included, regardless of how many there are.
- Where an item in your reference list has multiple authors, these authors should be noted by the order in which they appear on the item itself (such as the first and third references from the example list below).

Books, paper journal articles, e-journal articles, etc, are laid out in a particular format that must be followed.

Your reference list contains all the items you have cited or directly quoted from. For example:

Gill, J., Hoffman, J. and Tawadros, G. (2006) *Alien nation*. London, Institute of the Contemporary Arts.

*Life on campus*. (2006) [DVD] London, Imperial College London.

Rymer, J., Smith, T. and Jones, E. (2001) *Nottingham Forest: dream team*. London, Blackwell.

For more information, check the layout guidelines that can be found further on in this booklet.



# Bibliographies



There may be items which you have consulted for your work, but not cited anywhere within your assignment's text. These can be listed at the end of your assignment in a bibliography. The items which form a bibliography should be listed in alphabetical order by author and laid out in the same way as items in your reference list.

If you cite from every source you consulted, you will only need a reference list. If you wish to show to your reader (examiner) the unused research you carried out, a bibliography will show your extra effort.

**NB:** Some subject areas don't accept bibliographies and will only accept a reference list. Check with your subject tutor for relevant guidance on this.

# Layouts for Your Reference List and Bibliography

When finding information for any of your essays, dissertations or other pieces of work, always remember to collect information on your source that you can use later to properly reference it. Once you have done this, you should then reference this source using the correct format.

Over the next few pages are some layout guidelines for you to use if you're ever unsure of how to correctly reference a source. Remember, it isn't possible to include every type of information source, but you can use these guidelines to help decide how to reference anything which isn't listed.



# A–Z Referencing Examples

<b>A</b>	App .....	<b>16</b>	<b>N</b>	Newspaper article .....	<b>50</b>
	Audio: broadcast/recording .....	<b>17</b>	<b>O</b>	Official publication .....	<b>52</b>
<b>B</b>	Blog .....	<b>18</b>	<b>P</b>	Patent .....	<b>56</b>
	Book .....	<b>19</b>		Personal communication .....	<b>57</b>
	Brochure/leaflet .....	<b>24</b>		Play .....	<b>59</b>
<b>C</b>	Conference paper .....	<b>25</b>		Podcast .....	<b>60</b>
	Conference proceedings .....	<b>26</b>		Poem .... <i>see Book: chapter/section</i>	
<b>D</b>	Data set .....	<b>27</b>		Presentation/lecture .....	<b>61</b>
	Database .....	<b>28</b>	<b>R</b>	Report/document .....	<b>64</b>
<b>E</b>	Exhibition catalogue .....	<b>29</b>	<b>S</b>	Scripture .....	<b>66</b>
<b>F</b>	Film .....	<b>30</b>		Short story .....	
<b>G</b>	Game .....	<b>31</b>		..... <i>see Book: chapter/section</i>	
<b>I</b>	Image/illustration .....	<b>33</b>		Standard .....	<b>67</b>
	Image: original work of art .....	<b>35</b>	<b>T</b>	Television .....	<b>68</b>
	Interview .....	<b>36</b>		Thesis .....	<b>70</b>
<b>J</b>	Journal article .....	<b>38</b>		Tweet .....	<b>71</b>
<b>L</b>	Lecture .... <i>see Presentation/lecture</i>		<b>V</b>	Video .....	<b>72</b>
	Live performance .....	<b>42</b>	<b>W</b>	Web page .....	<b>73</b>
<b>M</b>	Map .....	<b>46</b>			
	Music .....	<b>47</b>			

## App

- 1 Developer name
- 2 (Year of publication)
- 3 *Name of app, in italics*
- 4 [Application type, ie iPad, iPhone, Android application].
- 5 Vers. version number.
- 6 Available from source of app, ie Apple App Store, Google Play Store, etc).

### Example

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Media Applications Technologies Limited (2012) *BBC iPlayer* [iPad application]. Vers. 2.0.0. Available from Apple App Store.



## Audio: broadcast/recording

- 1 Author/Corporate author
- 2 (Year of publication/broadcast)
- 3 *Title of audio recording/broadcast, in italics*
- 4 [Material type, if relevant].
- 5 Country or city of origin/production,
- 6 Publisher,
- 7 Date of broadcast, if known.

### Example

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British Diabetic Association (2002) *Guidelines on nutrition* [CD]. London, BDA.

## Blog

- 1 Author/Corporate author
- 2 (Year of publication, if available)
- 3 *Title of blog, in italics*
- 4 [Internet].
- 5 Available from URL
- 6 [Accessed date of access].

### Example

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Little, J. (2015) *Blogs of war: covering the convergence of conflict, intelligence and technology since 2002* [Internet]. Available from <http://blogsofwar.com/> [Accessed 14th May 2016].

## Book

- 1 Author/Editor/Corporate author – if an editor, always follow with “ed.”
- 2 (Year of edition’s publication)
- 3 *Title: subtitle, in italics.*
- 4 Edition, if not first edition, followed with “ed.”
- 5 Series title and number, if part of a series.
- 6 Place of publication – if more than one place is listed, use the first named,
- 7 Publisher.

### Examples

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Duncan, E. ed. (2012) *Foundations for practice in occupational therapy*. 5th ed. Edinburgh, Elsevier.

Fox, R. (2005) *Teaching and learning: lessons from psychology*. Oxford, Blackwell.

White, S., Fook, J. and Gardner, F. (2006) *Critical reflection in health and social care*. Maidenhead, Open University Press.

## Book: chapter/section

- 1 Author of the chapter
- 2 (Year of edition's publication)
- 3 Title of chapter.
- 4 In: Editor ed.
- 5 *Title of publication, in italics.*
- 6 Edition, if not first edition, followed with "ed."
- 7 Series title and number, if part of a series.
- 8 Place of publication – if more than one place is listed, use the first named,
- 9 Publisher,
- 10 Page numbers – use p. before a single page and pp. where there are multiple pages.

### Example

Stone, T. (2002) Libraries in the twenty-first century. In: Woolley, M. ed. *The changing world of information retrieval*. Luton, UOL Press, pp. 23–45.



## Book: ebook

If the ebook is just an electronic version of the print you can reference it as you would a print book (see page 19).

If the ebook has no pagination, or otherwise differs from the print version, you will need to include the URL and the date you accessed it, as shown in the examples below.

### Examples

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Jones, S. (2013) *Literature, modernism, and dance* [Internet]. Oxford, Oxford University Press. Available from <https://capitadiscovery.co.uk/yorks/items/dda-27/EDZ0000155880> [Accessed 1st June 2018].

Parvini, N. (2012) *Shakespeare and contemporary theory: new historicism and cultural materialism* [Internet]. London, Bloomsbury. Available from <https://capitadiscovery.co.uk/yorks/items/dda-30/EDZ0001242956> [Accessed 1st June 2018].

## Book: translated

- 1 Author/Editor/Corporate author – if an editor, always follow with “ed.”
- 2 (Year of edition’s publication)
- 3 *Title of publication, in italics.*
- 4 Trans. Name of translator
- 5 Edition, if not first edition, followed with “ed.”
- 6 Series title and number, if part of a series.
- 7 Place of publication – if more than one place is listed, use the first named,
- 8 Publisher.

### Example

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Kawanashi, M. (2002) *The history of Japan*. Trans. Bean, S. Hakodate, Hakodate Publishing.

## Book: written in a foreign language

- 1 Author/Editor/Corporate author – if an editor, always follow with “ed.”
- 2 (Year of edition’s publication)
- 3 *Title of work in original language, in italics*
- 4 [*Title in English, in italics*].
- 5 Edition, if not first edition, followed with “ed.”
- 6 Series title and number, if part of a series.
- 7 Place of publication – if more than one place is listed, use the first named,
- 8 Publisher.

### Example

Milani, F. (2001) *Le fantôme de l’opéra* [*The phantom of the opera*]. Paris, Leroux.

## Brochure/leaflet

- 1 Author/Organisation
- 2 (Year of publication)
- 3 *Title of publication, in italics*
- 4 [Brochure].
- 5 Place of publication, if known,
- 6 Publisher, if known.

### Example

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York Art Gallery (no date) *Take your own grand tour: discover 600 years of British and European art* [Brochure]. York, York Art Gallery.

## Conference paper

- 1 Author/Editor/Corporate author – if an editor, always follow with “ed.”
- 2 (Year of publication)
- 3 Title of conference paper.
- 4 In: *Title of conference, in italics.*
- 5 Location of conference,
- 6 Date of conference.

### Example

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Callingham, R. (2010) Mathematics assessment in primary classrooms: making it count. In: *ACER Research Conference*. Melbourne, Australia, 16th–17th August.

## Conference proceedings

- 1 Author/Editor/Corporate author – if an editor, always follow with “ed.”
- 2 (Year of publication)
- 3 *Title of conference proceedings, in italics.*
- 4 Location of conference,
- 5 Date of conference.
- 6 Place of publication,
- 7 Publisher.

### Example

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Kenyon, J.R. and Williams, D.M. eds. (2010) *The impact of the Edwardian castles in Wales*. Bangor University, Wales, 7th–9th September 2007. Oxford, Oxbow.

## Data set

- 1 Data collector
- 2 (Year of publication)
- 3 *Title, in italics*
- 4 [Data set].
- 5 SN: set number, if applicable.
- 6 Place of publication,
- 7 Publisher (ie database, repository).
- 8 Available from URL
- 9 [Accessed date of access].

### Example

Tausch, N. & Spears, R. (2016) *Social-Psychological Predictors of Support for Terrorism, 2009–2011* [Data set]. SN: 7765. Colchester, UK Data Service. Available from <https://discover.ukdataservice.ac.uk/catalogue/?sn=7765> [Accessed 5th June 2018].

Sanciolo, P., Monis, P., Blackbeard, J., Salveson, A., Ryan, G., & Gray, S.R. (2015) *Pasteurisation for production of Class A recycled water: laboratory scale testing and pilot plan trial data* [Data set]. Melbourne, Victoria University Research Repository. Available from <http://vuir.vu.edu.au/30481/> [Accessed 5th June 2018].

## Database

Many different types of item, such as reports, can be found through databases. Simply name the item as you would in other references. If you would like to reference the database itself, this guide provides an outline layout.

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- 1 Database name
- 2 (Year of item's publication)
- 3 *Title of item, in italics*
- 4 [Internet].
- 5 Available from URL
- 6 [Accessed date of access].

### Example

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FAME (2012) *Company report: Nestle (UK) Limited* [Internet]. Available from <http://fame.bvdinfo.com> [Accessed 11th September 2013].



## Exhibition catalogue

- 1 Author\*
- 2 (Year of publication)
- 3 *Title of catalogue, in italics.*
- 4 Place of publication,
- 5 Publisher/Gallery.

### Example

Gill, J., Hoffman, J. and Tawadros, G. (2006) *Alien nation*. London, Institute of the Contemporary Arts.

**\*Author** If there is no named author or corporate author, simply keep this format and cite the name of the gallery/museum in the place of the author.

## Film

F

- 1 *Title of film, in italics.*
- 2 (Year of release)
- 3 [Material type, eg 'Film' if seen in cinema]
- 4 Directed by Director(s)\*.
- 5 Place of production,
- 6 Production company.

### Examples

*Frozen.* (2013) [Film] Directed by Chris Buck and Jennifer Lee. Hollywood, CA, Walt Disney Animation Studios.

*Up.* (2009) [DVD] Directed by Pete Docter and Bob Peterson. Hollywood, CA, Pixar Animation Studios.

\*Director In the case of directors etc, names are presented in the format Firstname Surname. (Note this is an exception to the usual format of Surname, F. that is conventional for most names.)

## Game: physical copy

- 1 Creator/Developer
- 2 (Year of release)
- 3 *Title, in italics.*
- 4 Edition or Version, if applicable.
- 5 Platform/Console.
- 6 [Game].
- 7 Place of publication/distribution,
- 8 Publisher/Distributor.

### Example

Ubisoft (2010) *Assassin's Creed: Brotherhood*. Standard edition. Xbox 360.  
[Game]. Montreal, Ubisoft.

## Game: online/downloaded copy

G

- 1 Creator/Developer
- 2 (Year of release)
- 3 *Title, in italics.*
- 4 Edition or Version, if applicable.
- 5 Platform/Console.
- 6 [Game].
- 7 Available from URL
- 8 [Accessed date of access].

### Example

Blue Byte Mainz (2015) *Anno 2205*. Standard edition. PC. [Game]. Available from <http://store.ubi.com/uk/anno-2205/56c4947888a7e300458b4570.html#start=29> [Accessed 16th November 2017].

## Image/illustration

- 1 Artist's name
- 2 (Year the work was produced)
- 3 Title of work
- 4 [Medium of work, if known].
- 5 In: Author/Editor/Corporate author of publication the work has appeared in
- 6 (Year of publication)
- 7 *Title of publication, in italics.*
- 8 Place of publication – if more than one place is listed, use the first named,
- 9 Publisher,
- 10 Page numbers – use p. before a single page and pp. where there are multiple pages.

### Example

Krasner, L. (1956) Birth. In: Weidemann, C., Larass, P. and Klier, M. (2008) *Fifty women artists you should know*. Munich, Prestel, p. 104.

## Image/illustration (online)

- 1 Artist's name
- 2 (Year the work was produced)
- 3 *Title of work, in italics*
- 4 [Internet].
- 5 Available from URL
- 6 [Accessed date of access].

### Example

Mehta, D. (1996) *Tiger yawn, Asia, 1996* [Internet]. Available from [http://photography.nationalgeographic.com/photography/wallpaper/tiger-yawn\\_pod\\_image.html](http://photography.nationalgeographic.com/photography/wallpaper/tiger-yawn_pod_image.html) [Accessed 22nd August 2008].

## Image: original work of art

- 1 Artist's name
- 2 (Year the work was produced)
- 3 *Title of work, in italics*
- 4 [Medium of work\*].
- 5 Location of gallery,
- 6 Name of gallery.

### Example

Monet, C. (1899) *The water lily pond* [Oil on canvas]. London, National Gallery.

\*Medium of work      Common media include those such as ceramic, acrylic on canvas, sculpture, etc.

## Interview: broadcast

- 1 Name of interviewee
- 2 (Year of interview)
- 3 Interviewed by: Name of interviewer
- 4 Title of interview, if any,
- 5 *Title of programme, in italics.*
- 6 Time of broadcast,
- 7 Day and month of broadcast – not necessarily first broadcast,
- 8 Production information.

### Example

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McDonnell, J. (2016) Interviewed by: Humphrys, J. *Today*. 7.00am, 23rd July, BBC Radio 4.



## Interview: personally conducted

- 1 Name of interviewee
- 2 (Year of interview)
- 3 *Title of interview, in italics*
- 4 [Interviewed by name of interviewer].
- 5 Place interview was conducted,
- 6 Date interview was conducted.

### Example

White, J. (2015) *Museums, art galleries and the community* [Interviewed by Smith, R.]. York St John University, 1st October.

## Journal article

- 1 Author
- 2 (Year of publication)
- 3 Title of journal article.
- 4 *Title of journal, in italics,*
- 5 Volume number
- 6 (Part number),
- 7 Page numbers of the article – use p. before a single page and pp. where there are multiple pages.

### Example

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Weight, E. and Kendal, S. (2014) Staff attitudes towards inpatients with borderline personality disorder. *Mental Health Practice*, 17 (3), pp. 34–38.

## Journal article (online)

If an online journal article is also available in paper format and if the layout, page numbers, text and images are exactly the same, you can just reference it as you would a print journal article (see page 38).

If the article is only available online, or differs from its print version, you will need to include the URL and the date you accessed it as shown in the examples below.

### Examples

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. *Nutrition Journal* [Internet], 6. Available from <https://nutritionj.biomedcentral.com/articles/10.1186/s12937-017-0254-5> [Accessed 24th May 2017].

Nugent, A., Hancock, N. and Honey, A. (2017) Developing and sustaining recovery-orientation in mental health practice: experiences of occupational therapists. *Occupational Therapy International* [Internet], Art. No.: 5190901. Available from <https://www.hindawi.com/journals/oti/2017/5190901/> [Accessed 23rd March 2017].

Young, H. (2016) Busy yet passive: (non-)decision-making in school governing bodies. *British Journal of Sociology of Education* [Internet], Advance online publication. Available from <http://www-tandfonline-com.yorksj.idm.oclc.org/doi/full/10.1080/01425692.2016.1158641> [Accessed 6th April 2017].

## Journal article: post-print

- 1 Author
- 2 (Year of publication)
- 3 Title of journal article
- 4 [Post-print].
- 5 *Name of publication, in italics,*
- 6 Volume number
- 7 (Part number),
- 8 Page numbers of the article – use p. before a single page and pp. where there are multiple pages,
- 9 Available from URL
- 10 [Accessed date of access].

### Example

Zan, R., Brown, L., Evans, J. and Hannula, M. (2006) Affect in mathematics education: an introduction [Post-print]. *Educational studies in mathematics*, 63 (2), pp. 113–121. Available from <http://eprints.mdx.ac.uk/1701/> [Accessed 12th January 2016].

## Journal article: pre-print

- 1 Author
- 2 (Year of publication)
- 3 Title of journal article
- 4 [Pre-print].
- 5 To be published in *Name of publication, in italics.*
- 6 Available from URL
- 7 [Accessed date of access].

### Example

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Silas, P., Yates, J. and Haynes, P. (2008) Density-functional investigation of the rhombohedral to simple cubic phase transition of arsenic [Pre-print]. To be published in *Physical Review*. Available from <http://arxiv.org/abs/0810.1692> [Accessed 23rd July 2010].

## Live performance: classical music

- 1 *Title of concert, in italics*
- 2 (Year of performance).
- 3 Conducted by Conductor\*.
- 4 Name of orchestra.
- 5 Venue of concert,
- 6 Location of venue
- 7 [Day and month of concert].

### Example

*The virtuoso cello* (2012). Conducted by Vasily Petrenko. Royal Liverpool Philharmonic Orchestra. Liverpool Philharmonic Hall, Liverpool [3rd November].

\*Conductor In the case of conductors etc, names are presented in the format Firstname Surname. (Note this is an exception to the usual format of Surname, F. that is conventional for most names.)

## Live performance: dance

- 1 Choreographer
- 2 (Year of performance)
- 3 *Title of performance, in italics.*
- 4 Dance company.
- 5 Venue of performance,
- 6 Location of venue
- 7 [Day and month of performance].

### Example

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Tharp, T. (2007) *In the upper room*. American Ballet Theatre. Sadlers Wells, London [14th February].

L

## Live performance: popular music

- 1 Name of act
- 2 (Year of performance)
- 3 *Title of tour, in italics.*
- 4 Venue of concert,
- 5 Location of venue
- 6 [Day and month of concert].

### Example

Metallica (2012) *The full arsenal tour*. Rogers Arena, Vancouver, BC [24th August].



## Live performance: theatre

- 1 Author
- 2 (Year of performance)
- 3 *Title of performance, in italics.*
- 4 Directed by Director\*.
- 5 Name of theatre company, if known.
- 6 Venue of performance,
- 7 Location of venue
- 8 [Day and month of performance].

### Example

Middleton, T. (2007) *The revenger's tragedy*. Directed by Jonathan Moore.  
Royal Exchange Theatre, Manchester [4th June].

- \*Director      In the case of directors etc, names are presented in the format  
Firstname Surname. (Note this is an exception to the usual format of  
Surname, F. that is conventional for most names.)

## Map

- 1 Author/Corporate author
- 2 (Year of publication)
- 3 *Title, in italics.*
- 4 Scale.
- 5 Place of publication – if more than one place is listed, use the first named,
- 6 Publisher.

### Example

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Geographical Survey of Great Britain (1972) *Brighton*. 1:50,000. London, AA Publishing.

## Music: CD

- 1 Artist/Author/Corporate author
- 2 (Year of publication)
- 3 *Title of work, in italics*
- 4 [CD].
- 5 Place of publication\*,
- 6 Record label.

### Example

Lakeman, S. (2006) *Freedom Fields* [CD]. (s.l.), Relentless.

\*Place of publication      If there is no named place of publication, use the bracketed abbreviation (s.l.). This stands for sine locum, meaning no place.

## Music: score

- 1 Composer
- 2 (Year of publication\*)
- 3 *Title of work, in italics.*
- 4 Edited/Arranged/Scored by Editor/Arranger/Scorer\*\*, if named.
- 5 Place of publication,
- 6 Publisher.

### Example

Mozart, W.A. (1959) *Concerto in A major for piano and orchestra No. 23*.  
Edited by Hermann Beck. London, Barenreiter.

\*Year of publication      Note that the dates refer to the particular published article you have referenced, not to the original publication dates.

\*\* Editor/  
Arranger/  
Scorer      In the case of arrangers etc, names are presented in the format  
Firstname Surname. (Note this is an exception to the usual format of  
Surname, F. that is conventional for most names.)

## Music: sleeve notes

- 1 Author/Corporate author
- 2 (Year of notes' publication)
- 3 Title of notes.
- 4 Programme notes in: Artist/Author/Corporate author
- 5 (Year of work's publication)
- 6 *Title of work, in italics.*
- 7 Place of publication,
- 8 Record label.

### Example

Fricke, D. (2007) Hot, new English group Led Zeppelin. Programme notes in: Led Zeppelin (2007) *Mothership*. (s.l.), Atlantic Records.

## Newspaper article

- 1 Author
- 2 (Year of publication)
- 3 Title of article.
- 4 *Title of newspaper, in italics,*
- 5 Day and month of publication,
- 6 Page numbers of the article – use p. before a single page and pp. where there are multiple pages.

### Examples

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Crystal, D. (2016) A defence of grammar. *Times Educational Supplement*, 3rd June, pp. 26–32.

Furness, H. (2012) Facebook is a nightmare, says head. *Daily Telegraph*, 23rd October, p. 16.

## Newspaper article (online)

- 1 Author
- 2 (Year of publication)
- 3 Title of article.
- 4 *Title of newspaper, in italics*
- 5 [Internet],
- 6 Day and month of publication,
- 7 Page numbers of the article, if known – use p. before a single page and pp. where there are multiple pages.
- 8 Available from URL
- 9 [Accessed date of access].

### Example

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Hardman, R. (2011) One man and his hi-tech dog; killed off by the BBC 11 years ago, sheep dog trials are back on TV – with speedometers on the collies. *Daily Mail* [Internet], 17th September, p. 32. Available from <http://search.proquest.com.yorks.jidm.oclc.org/docview/890385401?accountid=17386> [Accessed 23rd October 2012].

## Official publication: Act of Parliament

- 1 *Title of Act, including year, in italics*
- 2 (c. Chapter number\*)
- 3 Place of publication,
- 4 Publisher.

### Example

*National Health Service Act 2006* (c. 41) London, TSO.

#### \*Chapter number

The chapter number indicates which number of Act it is to have been passed that year. For instance, (c. 41) indicates the 41st Act to have been passed in that particular year.

For Acts passed prior to 1963, you should include the Regnal years in addition to the chapter:

*The Forgery Act 1913* (3 & 4 Geo. 5 c.27) London, HMSO.

**NB:** Until 1995, government acts were published by HMSO. From 1996, TSO is the publisher.



## Official publication: Hansard – House of Lords/ House of Commons parliamentary debates

- 1 HL/HC Deb – delete HL or HC as appropriate
- 2 (Year of publication)
- 3 [Internet]
- 4 Date of debate,
- 5 col column number.
- 6 Available from URL
- 7 [Accessed date of access].

### Example

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HC Deb (2016) [Internet] 23rd March, col 1553. Available from <http://www.publications.parliament.uk/pa/cm201516/cmhansrd/cm160323/debtext/160323-0001.htm#16032339001054> [Accessed 11th July 2016].

## Official publication: policy document

- 1 Author – typically a department or committee of the Government
- 2 (Year of publication)
- 3 *Title of publication, in italics.*
- 4 Policy number, if present.
- 5 Place of publication,
- 6 Publisher – typically HMSO (Her Majesty's Stationery Office) or TSO (The Stationery Office).

### Examples

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HM Government (2003) *Every child matters*. Presented to Parliament by the Chief Secretary to the Treasury. Cm 5860. Norwich, TSO.

Department for Education and Department for Health (2014) *Special Educational Needs (SEN) Code of Practice*. DFE-00205-2013. London, HMSO.

## Official publication: statutory instrument

- 1 *Title of statutory instrument, in italics*
- 2 (Year of publication)
- 3 SI Statutory instrument number.
- 4 Place of publication,
- 5 Publisher.

### Example

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*The Public Contract Regulations* (2006) SI 2006/5. London, TSO.

## Patent

- 1 Inventor(s)
- 2 (Year of publication)
- 3 *Title of patent, in italics.*
- 4 Authorising organisation or Place.
- 5 Patent no. Patent number.

### Example

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Allard, M.J.R., Dyson, J. and Spaven, J.W. (2004) *A cleaning head for a cleaning appliance*. UK Intellectual Property Office. Patent no. GB2402047.

## Personal communication: email

- 1 Sender
- 2 (Sender's email address)
- 3 Day, month and year of sending.
- 4 *Subject title of message, in italics*
- 5 [Email].
- 6 Message to: recipient's name
- 7 (Recipient's email address)
- 8 [Accessed date of access].

### Example

Whitaker, W. (willwhitaker2@gmail.com) 15th June 2015. *Centenary celebrations* [Email]. Message to: Colley, A. (AColley@sky.com) [Accessed 16th June 2015].

## Personal communication: letter/conversation

- 1 Name(s) of person/people conversed with, written to, etc
- 2 (Year of communication)
- 3 *Title of communication, in italics.*
- 4 [Personal communication, day and month of communication].

### Example

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Mulholland, J. (2013) *The weather in York*. [Personal communication, 26th April].

## Play

- 1 Playwright/Dramatist
- 2 (Year of publication\*)
- 3 *Title of work, in italics.*
- 4 Series title.
- 5 Place of publication – if more than one place is listed, use the first named,
- 6 Publisher.

### Example

Shakespeare, W. (1975) *Twelfth night*. The Arden Shakespeare. London, Arden Shakespeare.

\*Year of  
publication

Note that the dates refer to the particular published article you have referenced, not to the original publication dates.

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## Podcast

- 1 *Title of podcast, in italics*
- 2 (Year of publication)
- 3 [Podcast].
- 4 Available from URL
- 5 [Accessed date of access].

### Example

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*Nature podcast* (2006) [Podcast]. Available from <http://www.nature.com/environmental/index.html> [Accessed 25th May 2006].



## Presentation/lecture

- 1 Speaker(s)
- 2 (Year of presentation/lecture)
- 3 *Title of presentation/lecture, in italics.*
- 4 Presented at title of conference/meeting/event.
- 5 Place of event
- 6 [Day and month of lecture].

### Example

McCluskey, C. and Watt, V. (2015) *Academic integrity: a pilot for a compulsory module for all new starters at York St John University*. Presented at the Librarians' Information Literacy Annual Conference. Newcastle University, Newcastle [10th April].

## Presentation/lecture: external lecturer

- 1 Speaker
- 2 (Year of lecture)
- 3 *Title of lecture, in italics*
- 4 [Lecture].
- 5 Series, if applicable.
- 6 Venue of lecture,
- 7 Location of venue
- 8 [Day and month of lecture].

### Example

Afshar, H. (2011) *The politics of fear: what does it mean to those who are otherised and feared* [Lecture]. Ebor Lectures. Fountains Lecture Theatre, York St John University, York [9th February].

## Presentation/lecture: internal lecturer

- 1 Lecturer/tutor
- 2 (Year of lecture)
- 3 *Title of lecture, in italics*
- 4 [Lecture].
- 5 Course module and title.
- 6 Venue of lecture
- 7 [Day and month of lecture].

### Example

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Edgar, R. (2010) *Film noir* [Lecture]. 1FT010 Introduction to Film Studies.  
Fountains Lecture Theatre, York St John University, York [20th November].

## Report/document

- 1 Author or organisation
- 2 (Year of publication)
- 3 *Title of report, in italics.*
- 4 Report no. report number, if applicable.
- 5 Place of publication,
- 6 Publisher.

### Example

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Leatherwood, S. (2002) *Whales, dolphins, and porpoises of the western North Atlantic*. Report no. 63. Washington D.C., U.S. Dept. of Commerce.

## Report/document (online)

- 1 Author or organisation
- 2 (Year of publication)
- 3 *Title of report, in italics*
- 4 [Internet].
- 5 Report no. report number, if applicable.
- 6 Place of publication,
- 7 Publisher.
- 8 Available from URL
- 9 [Accessed date of access].

### Example

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Leatherwood, S. (2002) *Whales, dolphins, and porpoises of the western North Atlantic* [Internet]. Report no. 63. Washington D.C., U.S. Dept. of Commerce. Available from <http://www.gutenberg.org/files/33527/33527-h.htm> [Accessed 31st December 2012].

## Scripture

References to the Bible should include book (abbreviated), chapter and verse – never a page number. Traditionally a colon is used between chapter and verse.

- 1 Book
- 2 Chapter:Verse(s).

### Examples

Isaiah 4:5–6.

Ruth 1:22.

Luke 2:7–16.

References to the Bible are not typically included in your bibliography, but if you want to reference the particular Bible that you have been using, please do so as you would a book (see relevant guidance on this format earlier in this booklet). Treat references to the sacred and highly revered works of other religious traditions similarly to how those of the Judeo-Christian tradition are treated.

If this remains unclear, please contact Library & Learning Services for assistance.

## Standard

- 1 Standard body/institution
- 2 (Year of publication)
- 3 *Standard number, in italics*
- 4 *Title of standard, in italics.*
- 5 Place of publication,
- 6 Publisher.

### Example

British Standards Institution (1998) *BS 5950-5:1998 Structural use of steelwork in building: code of practice for design of cold formed thin gauge sections*. London, BSI.

## Television: broadcast/recording

- 1 Episode title\*
- 2 (Year of first broadcast)
- 3 *Programme title, in italics*
- 4 [Material type, if relevant].
- 5 Country or city of origin/production,
- 6 Publisher/studio,
- 7 Date of first broadcast, if known.

### Examples

Snow leopard: beyond the myth (2008) *Natural world*. London, BBC 2, 4th January.

Ink and incapability (1987) *Blackadder the third* [DVD]. London, BBC.

\*Episode title      If a show is a one-off or there is otherwise no named episode title, skip this detail and place the programme title before the year.



## Television: broadcast/recording (online)

- 1 Episode title\*
- 2 (Year of first broadcast)
- 3 *Programme title, in italics*
- 4 [Internet].
- 5 Date of broadcast.
- 6 Available from URL
- 7 [Accessed date of access].

### Examples

The wild places of Essex (2010) *Natural world* [Internet]. BBC 2, 10th February. Available from <https://learningonscreen.ac.uk/ondemand/index.php/prog/O141596C> [Accessed 29th June 2016].

*Lucy Worsley: Mozart's London odyssey* (2016) [Internet]. BBC 4, 22nd June. Available from <https://learningonscreen.ac.uk/ondemand/index.php/prog/OCCC6276> [Accessed 29th June 2016].

\*Episode title      If a show is a one-off or there is otherwise no named episode title, skip this detail and place the programme title before the year.

## Thesis

- 1 Author
- 2 (Year of publication)
- 3 *Title, in italics.*
- 4 Type of thesis, eg MSc thesis,
- 5 Academic institution\*.

### Examples

Anderson, C. (1996) *Local government in transition: LCC to GLC 1962-1967*. PhD thesis, University of Luton.

Gilroy, H. (2015) *Identity construction in a virtual learning environment*. PhD thesis, University of Leeds/York St John University.

\*Academic institution      If the name or status of the institution has changed since the publication of the thesis, refer to the name as it was at the time of publication.

## Tweet

- 1 Author
- 2 (Year of publication)
- 3 *Tweet*, in italics
- 4 [Twitter post].
- 5 Available from URL
- 6 [Accessed date of access].

### Example

Bell, R. (2014) *Loving Karen Munro's tactical urbanism talk at #i2c2 "short term doing, experimenting, testing". This appeals to me. A lot.* [Twitter post]. Available from [https://twitter.com/ros\\_bell/status/441557237467975680](https://twitter.com/ros_bell/status/441557237467975680) [Accessed 29th June 2016].

## Video

- 1 Author/Username
- 2 (Year of publication)
- 3 *Title of video, in italics*
- 4 [Internet video].
- 5 Available from URL
- 6 [Accessed date of access].

### Example

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UWELibraryServices (2014) *Search strategy* [Internet video]. Available from [https://www.youtube.com/watch?v=97vGoh8Af\\_Y](https://www.youtube.com/watch?v=97vGoh8Af_Y) [Accessed 29th June 2016].

## Web page

- 1 Author/Editor/Corporate author\*
- 2 (Year of publication\*\*)
- 3 *Title of page, in italics*
- 4 [Internet].
- 5 Available from URL
- 6 [Accessed date of access].

### Example

Edelson, S. (no date) *Asperger's Syndrome* [Internet]. Available from <http://www.autism.org/asperger.html> [Accessed 19th September 2002].

**\*Author** If there is no named author or corporate author, skip this detail and place the title of page before the year.

**\*\* Year of publication** If no date can be found, substitute this detail for (no date) – see example above.

# Frequently Asked Questions

## What do I do if the publication has no date?

Write “no date” where the date should be (retain the round brackets):

York Art Gallery (no date) *Take your own grand tour [...]*

## What if there is no obvious author for an item on the web?

You can use the organisation whose website it is (such as the BBC) as the corporate author. However, if there is no author and it is not a site belonging to an organisation, you need to question whether or not this is a reliable source of information.

## There is no obvious publisher or place of publication, what should I do?

This would be fairly unusual. Usually you would have at least one of these pieces of information. If you can't determine the publisher, then you can use the name of the organisation responsible. If you don't have this information either, then you can use (s.n.) which is an abbreviation for sine nomine which means no name.

If you don't have the publisher's name then it will probably be very difficult to find out the place of publication. In the unlikely event of this happening you can use (s.l.), an abbreviation for sine locum: no place.

These abbreviations should only be used if you really cannot find the information.

## Can I mix referencing styles?

No. You must only use one referencing style. Be consistent!

## What is the difference between a bibliography and a reference list?

A reference list is a list of all the sources you have cited from. A bibliography is a list of items you have read during the course of your research, but not cited in that particular assignment.

## I can't find guidance on how to reference an item, what should I do?

You can use the principles outlined in our guidance to create a reference for an item which isn't listed. Think carefully about the item and what information you need to include about it. Have a go at creating a reference and you can ask Library & Learning Services for advice if you are unsure.

# Study Support: Your Academic Liaison Librarians

**E:** [academicliaisonteam@yorksj.ac.uk](mailto:academicliaisonteam@yorksj.ac.uk)

**www.yorksj.ac.uk/library**

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## **Rachel Hogg**

- Psychological & Social Sciences  
(Criminology, Law, Police Studies, Sociology)

## **Katherine Hughes**

- Humanities, Religion & Philosophy  
(Creative Writing, English Literature, Geography, Media Studies)

## **Clare McCluskey-Dean**

- Education
- Humanities, Religion & Philosophy  
(American Studies, History, Politics, Theology & Religious Studies)

## **Jane Munks**

- Psychological & Social Sciences  
(Counselling, Psychology)
- York Business School

## **Ruth Patterson**

- Health Sciences
- Sport

## **Thomas Peach**

- Art, Design & Computer Science
- Languages & Linguistics
- Performance & Media Production

The Academic Liaison Librarians can provide expert assistance to help you get the most out of the Library, advising on a range of topics and issues, including referencing. If you're unclear on any of the guidance you've read in this booklet, the ALLs are your first port of call.

# Study Support: Online Help

## Library Success

Library & Learning Services offers Search Success and Dissertation Success.

Search Success can help students to develop effective search and study methods, including referencing, and support skills that will be used far beyond University.

Dissertation Success is here to help you with plenty of practical hints, tips, and advice for writing your dissertation, whether or not you've written one before.

Access both from the [Library Success](#) link at:

[www.yorks.ac.uk/library](http://www.yorks.ac.uk/library)

## ZoteroBib

Once you understand how to reference, you can use a referencing tool to help you create your reference list (or bibliography). The referencing tool we recommend is ZoteroBib. This allows you to create references in a variety of styles, including York St John Harvard. You should always check the accuracy of references produced using a referencing tool.

Access ZoteroBib at:

[zbib.org](http://zbib.org)

## Online Guide

This Harvard referencing guide is also available online, both as a PDF and in e-reader format on Issuu.

Access both of these online formats from the [Referencing](#) link at:

[www.yorks.ac.uk/library](http://www.yorks.ac.uk/library)



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This booklet can be provided in  
other formats; let us know of your  
requirements.