YOUR HARVARD REFERENCE GUIDE

Guidance for students who enrolled before summer 2019

Library & Learning Services
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.
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!
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 more than four 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 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 (e.g., 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:


For more information, check the layout guidelines that can be found further on in this booklet.
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.
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A–Z Referencing Examples

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

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**

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

Book

1 Author/Editor/Corporate author – if an editor, always follow with “ed.”
2 (Year of edition’s publication)
3 Title: subtitle, in italics.
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


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.
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

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**


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
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

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].
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**

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

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.
5. Location of conference,
6. Date of conference.

Example

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

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


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.

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

Exhibition catalogue

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

Example


*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

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**


*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

A–Z Referencing Examples

Game: online/downloaded copy

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

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

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

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**


*Medium of work*

Common media include those such as ceramic, acrylic on canvas, sculpture, etc.
A–Z Referencing Examples

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**

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

A–Z Referencing Examples

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

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


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

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

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


*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

A–Z Referencing Examples

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

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**


*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**

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


*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


*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**

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**


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

**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

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


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

A–Z Referencing Examples

**Patent**

1. Inventor(s)
2. (Year of publication)
3. *Title of patent, in italics.*
4. Authorising organisation or Place.

**Example**

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].
A–Z Referencing Examples

**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**

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


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

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

Example

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

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

## 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

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

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

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.

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**

A–Z Referencing Examples

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


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**


*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.
A–Z Referencing Examples

Thesis

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

Examples


*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

**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].

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**Example**

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**


*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

www.yorksj.ac.uk/library
→ “Subject Help from Your Librarians”

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.

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