

## Guide to Bibliographic Referencing

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## Introduction

### What is bibliographic referencing and why is it required?

When submitting a piece of research, information on all the sources used during its compilation must be provided. Information about each individual source is known as a **reference**. A collective list of references is known as a **bibliography**. The bibliography appears at the end of your work. It shows the research your work is based on, enables others to easily identify books or articles you have referred to and ensures credit is given to the authors of the sources.

References must be consistent and accurate as bibliographies are examined carefully. It is good practice to make a bibliographic reference for each important source at the time of its use. This will save retracing sources to complete a bibliography – it can be impossible to track down an item if you don't have vital information such as title, author, date and publisher. This is another reason why referencing is necessary. Sources must be able to be traced.

This guide also offers advice on **citing** from the sources within the text and how to compile these citations in a list of references at the end of the text (a list of references is **not** the same as a bibliography). Quotations/comments from the source should be included within the text for several reasons. Firstly, it shows the sources have been read and if used correctly can also demonstrate understanding of them. Secondly, referring to sources or using word for word quotations from them may help to support an argument or point of view. It is important to cite in the correct form (especially when using word for word quotations) so credit is given to the original author or you may be accused of plagiarism.

The list of references at the end of the text shows the reader at a glance which sources have been used directly ie referred to and quoted from in the text. It also ensures all the vital information about the source is given so that it can be identified and traced by a reader. Listing references is not the same as a bibliography where all important sources are included even if they have not referred to directly ie a bibliography would include any books used for background reading or supplementary information.

### Why use the Harvard reference system?

There are several styles of accepted reference systems including British Standard and Harvard. Harvard developed in America and has become the most commonly used system – often being used as the standard style in academic texts. It is also the most simple and user friendly system to apply. Make sure whichever system chosen is used consistently. This guide will give citation information and examples for a Harvard style referencing system.

To recap, **citing** is recognizing, within the text, the information sources you are referring to. These citations are then compiled in a **list of references** that shows the sources you have used directly (see page 10 for further information). A **reference** is a detailed description of the information source ie author, date of publication, full title, publisher and place of publication. A **bibliography** is a list of references relating to the information sources that you have used to complete your work, including any background reading. The bibliography should be arranged by authors surname and year of publication and should not include page numbers.

### General points

- **et al.** - meaning 'and others' is used where a work has more than three authors. If a source has one, two or three authors cite all the author names. If a source has four

authors use et al. The reference will give the name of the first listed author followed by et. al.

**Example:**

Sheng, S. G. et. al. (2000) Doing business with China. London: Kogan Page.

- **Corporate authors** – if the title page indicates that the **content** of the work is the responsibility of a group or organisation their name should be given in place of an individual author.
- **Secondary referencing** – this refers to a book, journal article etc that you have not read directly, but read about in another book or journal article. This may have made a significant contribution to your research and therefore need referencing. This makes the work you are reading a secondary source – the original work would be a primary source. The reference you give a secondary source is therefore a secondary reference. Please note that where possible it is advisable to try and obtain the original source, even if this through inter-library loan.
- **Highlighting styles** - you must highlight the key part of each citation, which will vary according to the source. Each example given in this guide demonstrates which part of the citation that is. There are three accepted ways of highlighting information – **bold**, underlining or *italics*. You may choose any **one** of these styles and use it consistently ie if you underline your first two citations you must not then use italics for your third. Please note that it is **not acceptable to use all three styles at the same time**.

## Setting Out Citations

### **Books**

**Citation order:**

Author/Editor (surname followed by initials)(show an editor of a work by adding ed. after the name) •Year of publication (in brackets) •Full title of the work (underline, embolden or italicise the title – you may use any ONE of these techniques but whichever you choose you MUST apply it consistently)(if there is a title and subtitle separate the two with a colon (:)) •Edition number (if it is not the first edition) •Place of publication: •Publisher •If a series, title of series and volume number.

**Example:**

Saunders, M. (1994). Strategic purchasing and supply chain management. London: Pitman.

### **Parts of Books**

(eg chapters, sections, passages, contributions to a collection)

**Citation order:**

Author of contribution •Year of contribution (in brackets) •Title of contribution, followed by the word **In:** •Author/editor of whole book •Full title of book (underline or italicise) •Edition number (if it is not the first edition) •Place of publication: •Publisher •If a series, title of series, and volume number in such series •Pagination or chapter/section number.

**Example:**

Imrie, R. (1994). The new partnership - the local state and the property development industry.  
**In:** Ball, R. Industrial property - policy and economic development. London: Routledge, pp. 129-151.

**Reprints****Citation order:**

Note that for a reprinted book the date of the first printing of the edition you have used should be given. Only add the reprinting date if it is of significance.

\_Author \_Year \_Reprinted year (in brackets) \_Title \_Edition number \_Place of publication  
\_Publisher

**Example:**

Darwin, C.R. (1882, reprinted 1928). Origin of the species. 6th ed. London: Dent.

**Journal Articles****Citation order:**

Author (surname followed by initials) •Year of publication (in brackets) •Title of article •Title of journal (underline or italicise) •Volume and part number (with the latter in brackets)  
•Page number

**Example:**

Ventura, J. (1997). Growth and interdependence. Quarterly journal of economics. 112 (1), pp. 57-84.

**Foreign Books and Journals****Citation order:**

**Journal** - \_Author \_Date \_Title (either as given or an English translation in square brackets)  
\_Journal Title \_Edition \_Page Number •Language of translation in round brackets

**Example:**

Thurfjell, W. (1975) [Where has our doctor gone?] Lakartidningen. 72. p. 789 (in Swedish)

**Book** – \_Author \_Date \_Title (either as given or an English translation in square brackets)  
\_Place of Publication \_Publisher •Language of translation in round brackets

**Example:**

Thurfjell, W. (1975) [Where has our doctor gone?] Lakar.

**Translations****Citation Order:**

\_Author \_Date \_Title \_‘Translated from’ give language, \_by Translator \_Place of Publication  
\_Publisher \_‘(Originally published in’ give year)

**Example:**

Alberti, L. (1974) Music through the ages. Translated from the Italian, by R. Pierce. London: Cassell. (Originally published in 1968)

## **Reports**

### **Citation order:**

Author (surname followed by initials) •Year of publication (in brackets) •Title of report (underline or italicise) •Publisher •Report code and number (in brackets).

### **Example:**

Smith, H. B. (1994). Information needs of students. Oxford University Press. (0011-6552).

## **Patents**

### **Citation order:**

Inventor •Year •Assignee •Title (underline or italicise) •Patent Number

### **Example:**

Faust, R. A. and Kennel, J. C. (1998). International Business Machines Corporation. Externally provided control of an IC2 bus. U.S. Pat. 6,205,504.

## **Government Publications (Non-Parliamentary)**

### **Citation order:**

Author (usually the name of a Government department, committee, or other official body) •Year of publication (in brackets) •Title of the work (underline or italicise) •Edition number •Publisher •If a series, title of series and volume numbers in such series (in brackets)

### **Example:**

*Note In order to avoid confusion, it is recommended that official publications are qualified by country, e.g. Great Britain. Department of Health.*

Great Britain. Department of the Environment (1997). The countryside - environmental quality and economic and social development. Stationery Office. (Planning Policy Guidance Note 7).

## **Government Publications (Parliamentary)**

### **Citation order:**

Great Britain. Parliament. House of Lords/Commons •Year (in brackets) •Title (underline or italicise) •Publisher •Bill or paper number (in brackets)

### **Example:**

Great Britain. Parliament. House of Lords. (1997). Building Societies Bill. Stationery Office. (HL Bill 105).

## **Acts of Parliament:**

### **Citation order:**

Name of Act •Year •Elizabeth II •Chapter number (underlined) •Publisher

### **Example:**

Criminal Justice and Public Order Act .(1994). Elizabeth II. Chapter 33. HMSO.

## **Statutory Instruments**

### **Citation order:**

Title (underline or italicise) • Statutory Instrument number

### **Example:**

The Crime and Disorder Act 1998 (service of prosecution evidence) regulations 2000. 2000/3305.

## **Command Papers**

### **Citation order:**

Great Britain. • Name of Committee or Royal Commission • Year of Publication • Title (underline or italicise) • Publisher • Paper Number (in round brackets)

### **Example:**

Great Britain. Competition Commission. (2000) Report by the Competition Commission on the proposed acquisition by NTL Incorporated of the Cable Business of Cable and Wireless Communication plc. Stationary Office. (Cmd. 4666).

## **Law Reports**

### **Citation order:**

Case (underline or italicise) • Date • Volume Number • Name of Report Series (in accepted abbreviation ie WLR – Weekly Law Reports) • Page Number

### **Example:**

Monsanto v. Transport and General Workers' Union [1987] 1 WLR 617.

## **Conference Proceedings**

### **Citation order:**

Editor(s) • Year • Title of conference (with number in series if appropriate) • Place and date of conference • Place of publication: • Publisher.

### **Example:**

Francis, T (ed.) (1994) Insider trading in Western Europe current status: annual seminar on international financial law (9th). Rome, May 14th-17th 1992. London: Graham & Trotman.

## **Conference Papers**

### **Citation order:**

A reference to a specific paper included in the proceedings of a conference should include the full details of the paper; i.e. author, title, pagination, **in addition to** the details of the conference, as follows:

Author of paper • Year of publication • Title of paper **In:** • Title of conference (underline or italicise) as detailed above • Editor(s) • Place of publication: • Publisher • Pagination for the paper

### **Example:**

Hamada, T. (1996). Tina accounting management architecture. **In:** Tina '96 conference on the convergence of telecommunications and distributed computing technologies. Heidelberg, 3-5 September 1996. Hatton. B. (ed.) London: MacMillan, p. 193-202.

## **Theses**

### **Citation order:**

Author •Year of publication •Title of thesis (underline/italicise) •Degree statement •Degree-awarding body.

### **Example:**

Bell, B. (1995). Trade union decline and the distribution of wages in the UK; evidence from kernel density estimation. Ph.D. thesis. University of Oxford.

## **Newspapers**

### **Citation order:**

Article title or description (ie Editorial) (underline/italicise) •Newspaper •Date (day, month, year) •Column number •Page number

### **Example:**

Police give firms warning over extended Christmas holidays. Independent. 21 December 1999, p. 5.

## **Reference/Multi-Volume Works**

### **Citation order:**

Many reference works are known simply by the title (ie Encyclopedia Britannica) and no author is given. If this is the case use the title in place of the author and show it in capitals. Author •Title (underline or italicise) •Publisher •Number of volumes

### **Example:**

Kazdin, A. E. (ed.) (2000). Encyclopedia of psychology. American Psychological Association. Vols 1-8.

or (if no editor's name is present)

ENCYCLOPEDIA OF PSYCHOLOGY. (2000). American Psychological Association. Vols 1-8.

## **Videos**

### **Citation order**

Title (underline or italicize) •(format) •Date of Recording •Place of Recording •Publisher •Special credits (if any)

### **Example:**

The balance sheet barrier. (video recording), 1993, London, Visual Arts, Script Anthony Jay.

## **Electronic Information**

It may be difficult to get enough information for a complete reference for an electronic source. The minimum acceptable information is •Author/editor (of the content **not** the web designer) •Date of publication (in round brackets) (This should be the date created or last updated. If no date is given state this ie (No date)) •Title •Medium/type of resource [in square brackets] •URL/location (enclosed in < > brackets) •Date accessed [in square brackets].

## **Computer Software**

### **Citation order**

Author (if given) •Year of publication (if given) •Title of program (underline or italicise)  
•Version (in round brackets) •Form; i.e. Computer Program (in square brackets) •Availability;  
i.e. distributor, address, order number.

### **Example:**

MacConcord, I. (1994). KJC. (Apple Macintosh version 1.2). [Computer Program]. Available distributor: Medina Software, Longwood, Florida. Order no.: 48842-500.

## **Abstracts From Online or CD-ROM Databases**

### **Citation order**

Author (if given) •Year of publication (in round brackets) •Title of article •Title of journal/conference/newspaper/report etc. (underline or italicise) •Volume and part number (with the latter in brackets) •Pagination •Abstract [CD-ROM] or [online] as appropriate  
•Database name and provider •Date accessed [in square brackets]

### **Example:**

Rowett, G. (1999). The psychology of fandom. British Journal of Psychology. 6 (4), p. 23-29. Abstract [CD-ROM]. PsycINFO, Ovid Technologies Inc. [Accessed 29 December 2001].

## **Full Text Journal Articles from Online or CD-ROM Databases**

### **Citation order**

Author •Year of publication (in brackets) •Title of article •Title of Journal (underline/italicize)  
•Volume and part numbers •Pagination •Full text [CD-ROM] or [online] as appropriate  
•Database name and provider •[Date accessed]

### **Example:**

Brewer, P. C. (1997). International cultural diversity and the design of management accounting systems. Mid-American Journal of Business. 12 (1), pp. 69-77. Full text [CD-ROM]. PsycINFO, Ovid Technologies Inc. [24 January 1999].

## **Personal Electronic Mail Correspondence**

Please note you **must** get the sender's permission to quote a message – you **must not** cite a personal e-mail address without permission

### **Citation order**

Author of message •Author details (e-mail address) •Date of message (in round brackets)  
•Subject of the message (underline/italicise) •E-mail to recipient's name (in square brackets)  
•Available from: recipient's e-mail address

### **Example**

Latchford, B. [b.latchford@anyuniversity.ac.uk](mailto:b.latchford@anyuniversity.ac.uk) (10 May 1997). Stock market fluctuations. [e-mail to Frank Worthington]. Available from: [f.worthington@anyuniversity.ac.uk](mailto:f.worthington@anyuniversity.ac.uk).

## **Mailing Lists and Bulletin Boards**

### **Citation order:**

Author •Author's details (e-mail address) •Date of message (in round brackets) •Subject/title of message •Mailing list or bulletin board name (underline or italicise) [online] •List/board owner •[Date accessed] •Available from: e-mail address.

**Example:**

Peters, W.R. w.peters@anyuniversity.ac.uk (11 August 2001). International finance questions. Business libraries discussion list. [online] [24 January 2003]. Available from: Buslib@ldbsu.Bitnet.

**Usenet Correspondence****Citation order**

Author •Author's details (e-mail address)•Date of message (in round brackets) •Subject (underline/italicise) •[Discussion] •Available from: USENET Newsgroup: name of the group.

**Example:**

Hatton, B. [b.hatton@anyuniversity.ac.uk](mailto:b.hatton@anyuniversity.ac.uk) (10 June 1997). Accountancy careers. [Discussion]. Available from: USENET Newsgroup: uk.net.finance.

**Internet****Citation order**

Author •Date (in round brackets) •Title (underline or italicise) •[Internet] •Place of publication and publisher) •Available from: URL (in < > brackets) •[Date accessed]

**Example:**

Triesman, D. (1997). AUT's Dearing submission. [Internet]. Association of University Teachers. Available from: <<http://www.aut.org.uk/dearing/dearing.html#sections>> [8 July 1997].

**Quotations and citing in the text**

It is important that information taken from another author's work is properly cited and referenced, giving credit to the original author. This includes the use of direct quotations as well as summaries, paraphrased information, statements and conclusions. If you do not information in the correct way you will be accused of plagiarism. Plagiarism is taking another authors work or ideas and presenting them as your own. Forms of plagiarism include using very long quotations, not presenting quotations in an acceptable format or using unacceptable paraphrasing. Paraphrasing should convey information in your own words and phrases. It is **not** changing one or two words so that the information sounds slightly different. Credit must be attributed to the original author.

Short quotations of a sentence or two are enclosed with quotation marks (" ") and included in the main text. Longer quotations are separated from the text, placed in their own paragraph and do not need to be enclosed in quotation marks. Long word for word quotations should be avoided but it is acceptable to include them if they are presented in this way.

A Harvard style system requires the author's surname, year of publication and page numbers be stated at every point in the text where reference to an information source is made. Page numbers are only required for direct quotes and should be given after the date, separated by a comma. Include the abbreviation p. or pp. followed by the page number(s) ie (p. 4 or pp. 4-5) at the end of your reference.

The format varies according to the type of reference, the following is a list of examples:

- If the author's name would naturally be included in the sentence the date follows in brackets ie *In a recent study Ndlovu (1996) argued that...*
- If the author's name would not naturally be included in the sentence add the author's name and year of publication in brackets ie *Management theories have become much more diverse (Ndlovu 1996).*
- If your information source has an editor rather than an author use the editor's name ie *In a recent study (ed. Ndlovu 1996) it was argued that....*
- If you are referring to a particular page or section of a work and the author's name would naturally be included in the sentence the date and page numbers follow in brackets ie *In a recent study Ndlovu (1996, p.26) argued that...* or *In a recent study Ndlovu (1996, pp. 26-27) argued that...*
- If the author's name would not normally be included in the sentence all information is in given in brackets ie *In a recent study (Ndlovu 1996, p.26) it was argued that...*
- When more than one reference is given at the same point references should be listed in chronological order ie *Ndlovu (1996), Furlong (1997) and Ventura (1998) all agree that ...*
- For publications written by two or three authors, all names are given ie *In a recent study (Ndlovu and Furlong, 1996) it was argued that...* or *In a recent study (Ndlovu, Furlong and Ventura, 1996) it was argued that...*
- For publications with more than three authors give only the main author's name followed by the abbreviation et al. (meaning 'and others') ie *In a recent study Ndlovu et al. (1996) argued that...*
- For anonymous publications or articles where no author is given the abbreviation 'Anon' is acceptable ie *In a recent study (Anon, 1996) suggested that...* Alternatively, in the case of a newspaper article you may use the name of the newspaper ie *The Guardian (1996) stated that....*
- Two or more publications by one author in the same year are distinguished between by adding lower case letters to the year ie *Ndlovu (1995a) disagreed. In a later study Ndlovu (1995b) suggested that....* You must include the letter in your reference list at the end of the text also. (See the next section for examples).
- If two authors have the same surname you may use the initials to prevent confusion ie *In a recent study Ndlovu, J (1996) disagreed with the initial findings of Ndlovu, R (1995)...*
- If the work is a translation, put the name of the translator(s) in between the name of the author and the title, italics. e.g. Smith, J. (tr Jones, R. and Green, D. 1972) *The finer points of Hungarian grammar ...*
- In the case of a corporate author the name of the group/organization should replace the surname ie *Management theories have become much more diverse (JMRS, 1996)....*
- If you have been unable to trace an original work but need to cite a reference commenting upon it include both the original author and the author of the reference in which you found the information ie *Management theories have become much more diverse (Ndlovu, 1996 in JMRS, 1996)...* and give full details of both sources in your reference list. This is known as secondary referencing – see page four for further information.

## Listing references at the end of the text

Listing references at the end of the text shows a reader which sources you have used directly ie referred to and quoted from in your text. It ensures all the information about the sources is given so they can be identified and traced. Listing references is **not** the same as a **bibliography**. A bibliography lists all sources including those not referred to directly ie books used for background reading or supplementary information. Entries are listed at the end of the text in alphabetical order of author surname. If no author name is given the work should be listed by title. Where more than one work by an author is cited, list them in chronological order

If citing more than one work from the same year use a letter (1995a, 1995b etc.), for example:

It was suggested by Ndlovu (1995) and Furlong (1996a) that this was true, however, Furlong (1996b) later retracted this statement. This meant the theory was put on hold until Ventura (1997) conducted new research which claimed....

would create the following list:

Furlong, J. (1996a) Psychology in management. American Psychological Review, 14, pp. 24-29.

Furlong, J. (1996b) Changing dimensions of corporate management. Prentice Hall.

Ndlovu, R. S. (1995) Stress in the work place. Management Review, 12 (1), pp. 1-24.

Ventura, J. (1997). Growth and interdependence. Quarterly journal of management. 112 (1), pp. 57-84.

## Further Information

Further information about referencing can be found at:

- [www.bournemouth.ac.uk/using\\_the\\_library/html/harvard\\_system.html](http://www.bournemouth.ac.uk/using_the_library/html/harvard_system.html)
- <http://link.bubl.ac.uk/bibliography>
- <http://www.lmu.ac.uk/lss/lss/docs.harv.htm>
- <http://www.usq.edu.au/library/resources/genref/harvardonlinereferencing.htm>
- <http://anulib.anu.edu.au/training/citations/harvard>
- [http://www.kingston.ac.uk/library\\_media/harvard.html](http://www.kingston.ac.uk/library_media/harvard.html)
- Li, X. and Crane, N. B. (1996) Electronic styles: an expanded guide for citing electronic information. 2nd ed. Information Today.
- Hunchliffe, E. (1993) Chicago manual of style, 14th ed. University of Chicago Press.