

# BIBLIOGRAPHIC REFERENCES : THE HARVARD SYSTEM

## 1 THE NEED FOR REFERENCING

The Harvard System is also called the **Author-Year** or **Name-Date** system.

All written assessed work must include full references to the sources of information you have used. These should be the main sources you have consulted in writing your report or dissertation, those which have been the most useful, and not everything you might have looked at. These references will be cited at the end of the work in a bibliography.

A bibliography consists of a **single list** of the items you have read, together with the references for quotations you have given, in **alphabetical order** by author's surname, or institutional (corporate) name, or by title where no name is given.

### Example bibliography

*AGRICULTURAL holdings (Scotland) act.* (1991) HMSO

*ANIMALS, England : animal health : the foot-and-mouth disease (Amendment) (England) (No. 14) order.* (2001) SI 4029. The Stationery Office

Appleyard, S. (2001) *Using the internet to satisfy the needs of the equine community.* [Unpublished MSc dissertation, Royal Agricultural College]

Boardman, J. (1995) Soil erosion and its impacts. **In**, *Soil erosion and land use : towards a sustainable policy : proceedings of the seventh Professional Environmental Seminar, February 1995, Cambridge.* Ed. by B. Evans. Cambridge Environmental Initiative : 37-53

Brown, J. (2002 Sept 20) Conversation about local woodlands with the author.

Derbyshire, D. (2002 Sept 30) Superbug fears over antibiotics for chickens. *Daily telegraph* : 14

Environment Agency (2002) *Fisheries action plans* [online]. Environment Agency. Available from: [www.environment-agency.gov.uk/subjects/fish](http://www.environment-agency.gov.uk/subjects/fish) [Date accessed: 30.9.02]

*Farmers guardian* (1996 May 17) Beef sales up again: 1

Food and Agriculture Organisation (1993) *Soil tillage in Africa: needs and challenges.* FAO. (FAO soils bulletin; 69)

Henneberry, J. and Rowley, S. (2002) Developers' decisions and property market behaviour. **In**, *Development and developers : perspectives on property.* Blackwell Science: 96-114

Horesh, R. (2002) Better than Kyoto : climate stability bonds. *Economic affairs.* [online]. 22(3):48-52 Available from: [www.ica.org.uk](http://www.ica.org.uk) [Date accessed 30.9.02]

Howie, S. (sarah.howie@rac.ac.uk) (2001 June 3) *Electronic journals* [online]. Email to P. Brooks ([peter.brooks@rac.ac.uk](mailto:peter.brooks@rac.ac.uk))

Jamison, A. (2001) *The making of green knowledge : environmental politics and cultural transformation*. CUP

Ladley, L. (2001 Feb 27) Customer feedback : summary of responses. *Lis-link* [online]. Available from: [www.jiscmail.ac.uk](http://www.jiscmail.ac.uk). [Date accessed: 30.9.02]

Nix, J. (2002) *Farm management pocketbook*. 33<sup>nd</sup> ed. Imperial College at Wye

Ordnance Survey (1996) *Cheltenham and Cirencester*. 1:50 000 (Landranger series ; sheet 163)

Oxley, T (1976) *Care of grain*. [videotape] Pathway

Pickles, J. (2000 Sept) Raising awareness on copyright issues. *Managing information*. 9(7): 46,47,49

Royal Institution of Chartered Surveyors (1988) *Building conservation* [audio cassette]. RICS

Sims, J. T. (1994) Animal waste management. In, *Encyclopedia of agricultural science*. Academic Press. 1:185-201

## 2 MAKING REFERENCE WITHIN YOUR TEXT

If you refer to a specific idea, argument or topic from another author within your writing, you should acknowledge the name and date of that source, whether or not an actual quotation is made.

A quotation may consist of a word, phrase, sentence, paragraph or longer expression from the text of another writer. Quotations may also be in the form of images, tabulated data, equations, graphs, maps etc. Quoting an authority on a subject is a way of reinforcing an argument and strengthening a point of view. Quotations also add colour and feeling to writing, but take care not to overdo it. Choose quotations selectively and use them sparingly.

Every quotation must be fully acknowledged immediately beneath where it appears in your text with the **name and date of publication and the page number(s)** of the original text. This will correspond to the name and date as they appear in the alphabetical sequence of citations in your bibliography.

Generally textual quotations should correspond precisely to the original regarding wording, spelling, capitalisation and punctuation. Punctuation should be included within the quotation marks when it forms part of the quotation. Other punctuation, forming part of the sentence you are writing, goes outside the quotation marks. Quotations should also read properly, ie the syntax of your sentence should be grammatically consistent with the quotation. Enclose all the words quoted with quotation marks, eg “. . .”, except for longer

quotations (see below). With short quotations incorporate passages of not more than four lines directly into your text, identified by quotation marks.

eg In considering the place of environmental politics Jamison (2001 : 123) examines the “challenge of green commerce” .

With longer quotations (two or more sentences or more than four lines) set the quotation off from your text and indent from the left margin. Introduce the passage with a colon but do not use quotation marks.

Authors retain all rights to reuse their own article that they would have if they retained the copyright, but none of the hassle associated with the administration of permissions and protection of rights. For example, authors retain unlimited free reproduction rights of their own work for course notes, republication in another journal or book, or even electronically on their own or institutional web site.  
(Pickles 2002 : 49)

A quotation may be made within another quotation. Double quotation marks are required for the main quotation and single marks for the inner one. It is not necessary to quote a passage in full. Words may be omitted and shown by the use of three dots, known as ellipsis points. A quotation may be modified by the insertion of words for the purposes of clarification, or to give additional information. Such insertions, called interpolations, should be contained in square brackets, [ ], not parentheses ( ). In order to distinguish between two or more publications by the same author, which share the same year-date of publication, the style Jamison 2001a, Jamison 2001b is used.

Whenever maps have been copied into your text, either by photocopying or electronically (eg from the Internet), it is essential that full acknowledgement is given immediately below the map. Suitable wording would be: “Reproduced from the [date] Ordnance Survey [scale and name of map] map.”

### 3 SECONDARY CITATION

It is best practice to obtain original source texts whenever possible, but occasionally this is not practicable. Then you may need to make a secondary citation, using a reference given in the book you are reading to another author whose work you do not have. In the example below, you are reading Brace’s article, but do not have McHarg’s work to hand. Your text might read thus:

In his writings of 1991 McHarg asserts that, “in the act of gardening reside both ideology and a desire to create physical order” (*cited by* Brace 1999: 367)

Full reference in your final bibliography:

Brace, C (1999) Gardenesque imagery in the representation of regional and national identity : the Cotswold garden of stone. *Journal of rural studies* 15: 365-376

You do not give any reference in your bibliography to items you have not personally read.

## 4 ELEMENTS OF THE REFERENCES

Note particularly the use of punctuation and capital letters, and be consistent throughout. The following elements are needed:

### Author

- Surname first, followed by initial(s)
- Where more than one author, list up to three with "and" before the last one. More than three, put first named followed by ... *et al.* (meaning "and the rest").
- If editors, put ed. or eds. in brackets after the name(s).
- Corporate authors: where initials are commonly used eg FAO Food and Agriculture Organisation, make sure that somewhere in your paper, (perhaps as a separate appendix) you have a list of abbreviations and the full names.

### Title

- Must be in *italics*
- Capital letter for the first word only, or second word if the first is an article.
- Take the wording from the title-page of the book (not the cover as it may differ).
- A colon precedes the subtitle. (Always include subtitles because they often give extra useful information.)

### Edition

- Use standard abbreviations eg 3rd ed. 2nd rev. ed.
- If first edition, put nothing.

### Journal numbering

- Use ordinary ie Arabic numbers for the volume and part number, putting the month or quarter after the year in brackets. There is no need to include the words "volume" or "part" or their abbreviations. eg 19(3)
- Dailies – give full date after the year in brackets (or preceding the pagination if preferred – be consistent!)

### Pagination

- Simply give page number(s), with no "p". eg :123-145 (preceded by a colon)

### Series

Include the title of the series and the numbering, preceded by a semi-colon, in brackets. eg (FAO soils bulletin ; 69)

## 5 EXAMPLES OF DIFFERENT TYPES OF MATERIAL

### 5.1 PRINTED INFORMATION

#### Books : Personal author

Surname, initial(s). (Year) *Title : subtitle*. Edition. Publisher

Jamison, A. (2001) *The making of green knowledge : environmental politics and cultural transformation*. CUP

Nix, J. (2002) *Farm management pocketbook*. 33<sup>nd</sup> ed. Imperial College at Wye

#### Books : Corporate author

Name of Organisation (Year) *Title*. Edition. Publisher. (Series ; number)

Food and Agriculture Organisation (1993) *Soil tillage in Africa: needs and challenges*.  
FAO. (FAO soils bulletin; 69)

Repeat the name or acronym as necessary and always ensure that you have given the full name of all acronyms somewhere, perhaps in an initial listing.

Note **series** information in brackets.

#### Chapter in book

Cite the author(s) of the chapter, use the word **In**, to indicate where that chapter is, then give the title of the book in italics and editor name(s) where appropriate. Include the pagination for the chapter preceded by a colon.

Henneberry, J. and Rowley, S. (2002) Developers' decisions and property market behaviour. **In**, *Development and developers : perspectives on property*. Blackwell Science: 96-114

#### Conference proceedings

A paper in a collection of conference proceedings is cited in similar fashion:

Boardman, J. (1995) Soil erosion and its impacts. **In**, *Soil erosion and land use : towards a sustainable policy : proceedings of the seventh Professional Environmental Seminar, February 1995, Cambridge*. Ed. by B. Evans. Cambridge Environmental Initiative : 37-53

#### Journal and newspaper articles

Author(s). (Year) Title of article. *Title of journal*. Volume (part number) :  
pagination

Pickles, J. (2000 Sept) Raising awareness on copyright issues. *Managing information*. 9(7): 46,47,49

ie Volume 9, part 7, pages 46,47 and 49 (ie *not* page 48)

If there is **no author**, begin with the title of the journal and do not use "Anon":

*Farmers guardian* (1996 May 17) Beef sales up again: 1

An article without an author, listed by journal title; the article appears on page 1.

Derbyshire, D. (2002 Sept 30) Superbug fears over antibiotics for chickens. *Daily telegraph* : 14

An article with an author. The article appears on page 14.

### Reference work

Always cite a specific encyclopaedia article (not the whole book!), search carefully for the author's name, either at the end of the article, or looking up the initials in a list at the beginning of the volume. If there is no author, begin the entry by title. If it is a multi-volume work, always give the number of the volume as well as the pagination.

Sims, J. T. (1994) Animal waste management. In, *Encyclopedia of agricultural science*. Academic Press. 1:185-201

ie volume 1, pages 185-201

### Unpublished dissertations or theses

Appleyard, S. (2001) *Using the internet to satisfy the needs of the equine community*. [Unpublished MSc dissertation, Royal Agricultural College]

### Legislation

*AGRICULTURAL holdings (Scotland) act*. (1991) HMSO

An Act of Parliament.

*ANIMALS, England : animal health : the foot-and-mouth disease (Amendment) (England) (No. 14) order*. (2001) SI 4029. The Stationery Office

A Statutory Instrument.

### Maps

For maps and other cartographic materials, give the scale of the map, and details of the series in the form in which it appears on the map.

Ordnance Survey (1996) *Cheltenham and Cirencester*. 1:50 000 (Landranger series ; sheet 163)

## Personal communication

Brown, J. (2002 Sept 20) Conversation about local woodlands with the author.

Information gathered in conversation or correspondence with you, the author of the work in progress.

## 5.2 INTERNET AND ELECTRONIC INFORMATION

More and more work is being published online and electronically and again you should follow the Harvard system as closely as possible. The recommended method for citing Internet sources is as follows:

- name of the organisation or person responsible for writing the document or maintaining the site
- the date of the information used - if none is available put (no date) in brackets
- indicate the medium by putting [online] or [CD-ROM] in square brackets immediately following the title
- quote the document's URL (Uniform Resource Locator, or Internet address), preceding with: Available from:
- give the access date, which is the date on which you viewed or downloaded the information, as documents are liable to change. Put the date accessed by you in square brackets at the end.

In the citation the URL should be split, only if necessary, at the end of a line after the forward slashes in the address. No further punctuation, such as hyphens, should be added, nor should the case of any characters in the address be altered.

### Individual works

Author (Year) *Title*. [online]. Edition. Publisher. Available from: URL  
[Date accessed]

The term Publisher is used to cover the organisation responsible for maintaining the site on the Internet (corporate author). If it is not immediately obvious, delete sections of the URL one by one, going higher up the chain of the internet address to find out who created the website.

Environment Agency (2002) *Fisheries action plans* [online]. Environment Agency.  
Available from: [www.environment-agency.gov.uk/subjects/fish](http://www.environment-agency.gov.uk/subjects/fish) [Date accessed: 30.9.02]

### Electronic journal articles

Author (Year) Title of article. *Journal title*. [online or CD-ROM] volume (issue), pagination.  
Available from: URL. [Date accessed]

Horesh, R. (2002 Sept) Better than Kyoto : climate stability bonds. *Economic affairs*.  
[online]. 22(3):48-52 Available from: [www.iea.org.uk](http://www.iea.org.uk) [Date accessed 30.9.02]

## Email communications

Discussion lists generate email messages which are sent directly to the subscriber. References to these messages should be treated in a similar fashion to journal references. Use the list name in place of the journal title and the subject line of the message in place of the article title. After "Available from", use the email address of the list administrator or URL of the archive.

Author (Year, month, day). Subject of message. *Discussion list* [online]. Available from: list email address [Date accessed]

Ladley, L. (2001 Feb 27) Customer feedback : summary of responses. *Lis-link* [online]. Available from: [www.jiscmail.ac.uk](http://www.jiscmail.ac.uk). [Date accessed: 30.9.02]

## Personal email

The subject line of the message is given as a title and the full date is given. In place of an availability statement, use "Email to recipient" and include both the sender's and recipient's email addresses in the reference.

Sender (Sender's email address) (Year, month, day) *Subject of message* [online]. Email to recipient (recipient's email address)

Howie, S. (sarah.howie@rac.ac.uk) (2001 June 3) *Electronic journals* [online]. Email to P. Brooks ([peter.brooks@rac.ac.uk](mailto:peter.brooks@rac.ac.uk))

## 5.3 AUDIO-VISUAL SOURCES

These are non-print, non-electronic materials, and include videos and audio-cassettes. In references, you must give:

Name of organisation (date) *Title*, [medium] Publisher

The name of the publisher may refer to the producer of the item or the information supplier and it is acceptable to use this name as a corporate author (rather than beginning with the title). Place the format or medium description in square brackets after the date.

Royal Institution of Chartered Surveyors (1988) *Building conservation* [audio cassette]. RICS

If there is an author, give the name in the usual way, at the beginning:

Oxley, T (1976) *Care of grain*. [videotape] Pathway

## **FURTHER READING**

British Standards Institution (1989) *British Standard recommendations for references to published materials*. (BS 1629) BSI

Li, X. and Crane, N. (1997) *Bibliographic formats for citing electronic information* [online]. Available at: <http://www.uvm.edu/~ncrane/estyles/> [Accessed: 16/09/99]

*MHRA style book : notes for authors, editors, and writers of theses*. (1991) 4th ed. Modern Humanities Research Association