

Imperial College
London

Citing & Referencing Guide: Harvard Style

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Please Note: There are different versions of Harvard referencing and this booklet is only a guide; if you have any doubts about your referencing you should always check with your lecturer.

What is Referencing?

Referencing is how you acknowledge that you have used the ideas and written material belonging to other authors in your own work. It demonstrates for example, that you have undertaken an appropriate literature search and that you have carried out appropriate reading. The following are examples of sources you might access and need to reference:

- Books;
- Journal articles;
- Electronic journal articles;
- World Wide Web pages, picture galleries, images, and diagrams;
- Emails;
- Video, films, CD-ROMs & audio tape recordings;
- Newspapers;
- Conference papers;
- Pamphlets;
- Radio/TV broadcasts (you must check that your lecturer is happy for you to use this type of material in your assignment);
- Personal communication;
- Interviews (If this is a personal interview, you must always ask permission of the interviewee before using such material); and,
- Theses and other academic work.

There are several styles that can be used to reference source material. This guide describes the Harvard referencing system, which uses an 'alphabetical-by-author' approach.

Why do it?

- So that anyone reading your assignments can trace the sources you have used in the development of your work, and give you credit for your research efforts and quality;
- If you do not acknowledge another writer's work or ideas, you could be accused of plagiarism; and,
- Accurate referencing is commensurate with good academic practice and enhances the presentation of your work: it shows that your writing is based on knowledge instead of guess work or mere opinion.

How many steps are there to Referencing?

Only two; citing and the referencing list. You must do both parts.

What is Citing?

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

How to do it – Citing

Citing in the body of your text

When you cite someone else's 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 the body of your own work. Only use the author and date; do not include the title, place of publication, etc., because these full details of the item are written in your reference list at the end of your essay.

Example – 1 Author cited in the body of your text:

The work of **Smith (2001)** emphasises that the research done by Holstein was in direct conflict with that produced by Greene.

Example – 2 Authors cited in the body of your text:

The work of **Theakston & Boddington (2001)** emphasises that the research done by Holstein was in direct conflict with that produced by Greene.

If the work has three or more authors/editors the abbreviation ‘**et al.**’ should be used after the first author’s name.

Example:

The work of **Smith et al. (2001)** emphasises that the research done by Holstein was in direct conflict with that produced by Greene. **Theakston & Boddington (2001)** however, considered that

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

Example – Same author, same year but different work:

The work of **Smith (2001a)** emphasises that the research done by Holstein was in direct conflict with that produced by Greene.

Citing from chapters written by different authors

Some books may contain chapters written by different authors. When citing work from such a book, the author who wrote the chapter should be cited, not the editor of the book.

Secondary referencing

Secondary references are when an author refers to another author’s work and the primary source is not available. When citing such work the author of the primary source and the author of the work it was cited in should be used.

Example – Citing an author who has cited another author:

Ellis (1990) cited by Cox (1991) discusses

NB: Secondary referencing should be avoided if possible. Try to find the primary source.

Quoting in the text

Often it is better to paraphrase than to use direct quotes. This demonstrates that you have understood the meaning and context of what you have read. If a direct quote from a book, article, etc., is used you must:

- Use single quotation marks (double quotation marks are usually used for quoting direct speech), and,
- State the page number.

Example – Short quotation:

Simpson (2002: p.6) declared that ‘the explosive behaviour was unexpected.’

- Have a separate, indented paragraph for quotes over two lines.

Example – Long quotation:

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.’

Alternatively...

'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.'

(Boden 1998: p.72)

Alternatively...

Part of the original text may be omitted from the quotation as long as three dots are used to indicate this.

Example – Indicating that some words are omitted from the quotation:

Boden (1998: p.72) states:

'In 1664 the most common female crime prosecuted at the Quarter Sessions was that of battering men ... women beating or dominating a man was a particularly sensitive issue as it threatened the perpetuation of the patriarchal society ...'

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 you write for it.

Citing and quoting from multi-media and online resources

Electronic journal (e-journals) articles:

When citing from an e-journal article it should be treated in the same way as a paper journal, using the author's surname and the publication date.

World Wide Web (WWW):

- If the website has an obvious author and date of publication, the information should be cited like a book or journal article.
- If there is not an obvious author, but the work is situated on an organisational website, the organisation can be used as a 'corporate author'.

Example – Corporate author:

The Department of Health (2001)

If there is no author or corporate author use the title of the document as the main point of reference.

CD-ROMs:

If there is not an obvious author use the title of the CD-ROM as the main point of reference.

Example:

Encyclopaedia Britannica (2001)

Multi-media:

If a video/DVD recording or audio-cassette is cited, the series title should be used as the 'author'.

Example:

World in Action (2002)

Citing from an interview or personal communication

When citing from an interview always use the surname of the interviewee/practitioner.

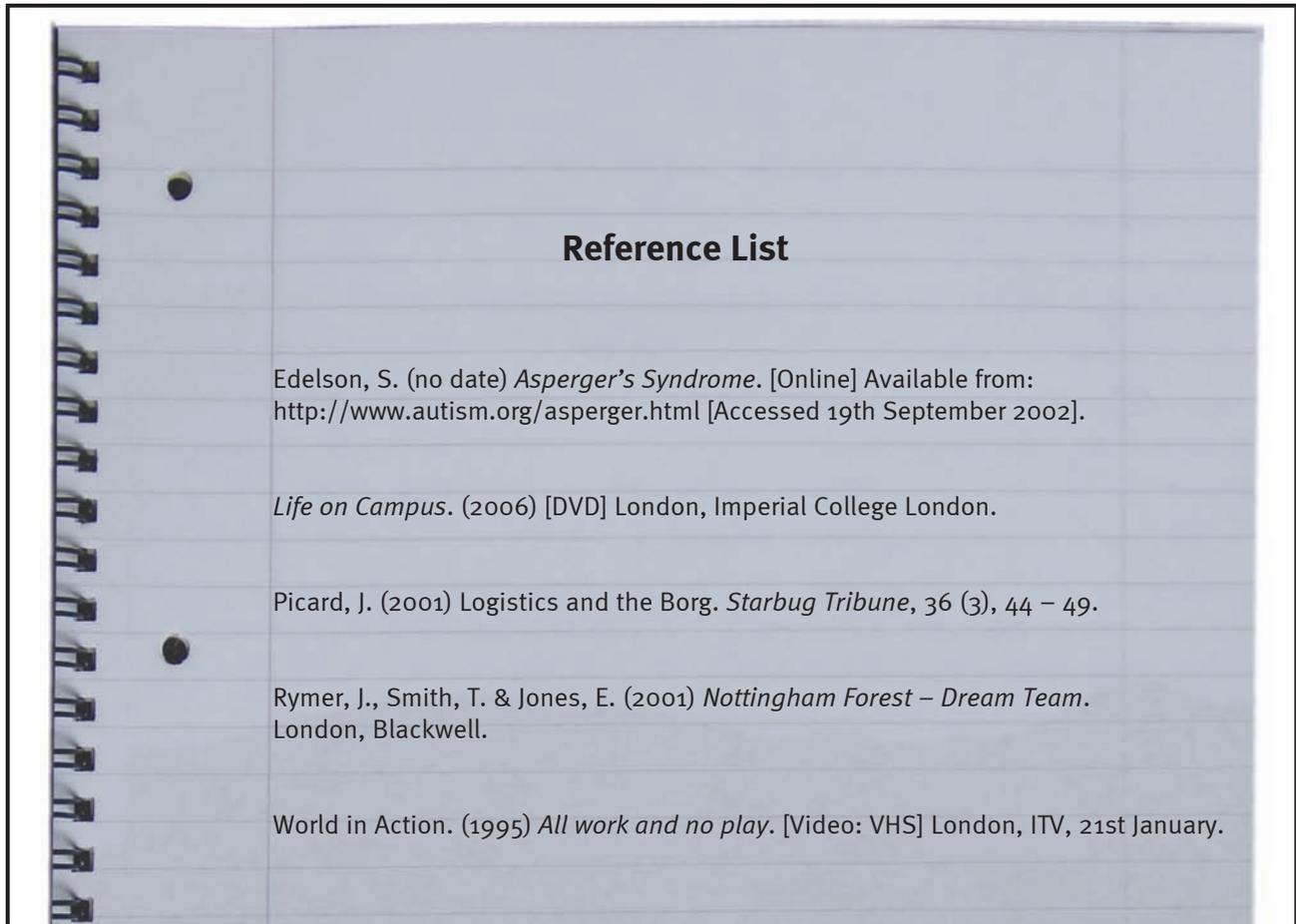
Reference list

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

- The list should be in alphabetical order by author/editor.
- Books, paper journals 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.

Example of a reference list page at the end of your written coursework item.



The layout for each type of publication can be found on pages 6 – 12. If you are using the bibliographic software Refworks, you should use the 'Imperial College London – Harvard' style which follows the same format as this guide.

Bibliography

There may be items which you have consulted for your work, but not cited. These can be listed at the end of your assignment in a 'bibliography'. These items should be listed in alphabetical order by author and laid out in the same way as items in your reference list. If you can 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, the bibliography will show your extra effort.

Layout:

What information must I collect about my source when I do my research? When I have collected it, what layout should I use to present it in my reference list?

Books – you need to collect the following details about your source:

Author/Editor (if it is an editor always put **(ed.)** after the name)
(Year of publication)
Title (this should be in italics)
Series title and number (if part of a series)
Edition (if not the first edition)
Place of publication (if there is more than one place listed, use the first named)
Publisher

You present that information as follows:

Layout examples: Autistic Association. (2002) *Understanding Autism*. London, Campion.
Kirk, J. (ed.) (1999) *Worlds Apart*. Florida, Enterprise.
Rymer, J. (2001) *Nottingham Forest – Dream Team*. London, Blackwell.

If there are three or more authors you must list every author in your reference list – **do not** use et al.

Layout example: Simpson, H., Jones, E. & Miles, C. (2002) *The History of Springfield*. 2nd edition. Derby, Bugle Press.

Chapters in books – details to collect:

Author of the chapter
(Year of publication)
Title of chapter followed by, In:
Editor (if it is an editor always put **(ed.)** after the name)
Title (this should be in italics)
Series title and number (if part of a series)
Edition (if not the first edition)
Place of publication (if there is more than one place listed, use the first named)
Publisher
Page numbers (use ‘p.’ before a single page number and ‘pp.’ where there are multiple pages)

Layout 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.

E-Books

Author/Editor (if it is an editor always put **(ed.)** after the name)
(Year of publication)
Title (this should be in italics)
Edition (if not the first edition)
[e-book]
Place of publication (if there is more than one place listed, use the first named)
Publisher
Available from: URL
[Date of access]

Layout example: Jones, E & Miles, C. (2002) *Computing Networking*. 2nd edition. [e-book] Derby, Bugle Press. Available from: <http://www.imperial.ac.uk/library/digitallibrary> [Accessed 10th July 2007].

Books that have been translated

Author/Editor (if it is an editor always put **(ed.)** after the name)
(Year of publication)
Title (this should be in italics)
Trans (followed by the name of the person who translated the book)
Series title and number (if part of a series)
Edition (if not the first edition)
Place of publication (if there is more than one place listed, use the first named)
Publisher

Layout example: Kawanishi, M. (2002) *The History of Japan*. Trans. Bean, S. Hakodate, Hakodate Publishing.

Books written in a foreign language

Author/Editor (if it is an editor always put **(ed.)** after the name)
(Year of publication)
Title (this should be in italics)
[Title in original language] (this should be in italics)
Series title and number (if part of a series)
Edition (if not the first edition)
Place of publication (if there is more than one place listed, use the first named)
Publisher

Layout example: Milani, F. (2001) *The Phantom of the Opera. [Le Fantome De L'Opera]* Paris, LeRoux.

Journal articles

Author/Editor
(Year of publication)
Title of journal article
Title of journal (this should be in italics)
Volume number
Issue number
Page numbers of the article (do not use 'p'. before the page numbers)

Layout example: Picard, J. (2001) Logistics and the Borg. *Starbug Tribune*, 36 (4), 44 – 49.

E-journal articles

Author
(Year of publication)
Title of journal article
Title of journal (this should be in italics)
[Online]
Volume number
Issue number
Page numbers of the article (do not use 'p'. before the page numbers)
Available from: URL
[Date of access]

Layout example: Smith, B. (2002) Time to go Home. *Journal of Hyperactivity*, [Online] 6 (3), 122 – 123 Available from: <http://www.alu.ac.uk> [Accessed 6th June 2002].

Theses

(Final written work by PhD and postgraduate students, dissertations, project reports, discourses and essays by any student.)

Author
(Date of publication)
Title (this should be in italics)
Type of thesis
Academic institution

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

N.B. Publishers may vary in their use of capital letters in titles. You should always follow the format of the publication you are referring to.

Newspaper articles

Paper copy

Reporter
(Day, month and year of publication)
Title of article
Title of newspaper (this should be in italics)
Page numbers of the article (use 'p.' before a single page number and 'pp.' where there are multiple pages)

Layout example: Klingon, J. (Friday 3rd October 2002) Starfleet Command. *Startrek News*. p. 27.

Online copy

Reporter
(Day, month and year of publication)
Title of article
Title of Newspaper (this should be in italics)
[Online]
Page numbers of the article (use 'p.' before a single page number and 'pp.' where there are multiple pages)
Available from: URL
[Date of access]

Layout example: Paakkinen, Jouni. (Wednesday 16th October 2002) All Singing, All Dancing. *The Springfield Times*. [Online] Available from: <http://www.snpp.com/news.html#songbook> [Accessed 15th November 2002].

N.B. Some publishers just use the initial of the first name of author(s)/editor(s), others may use the full name. Always follow the format of the publisher you are referring to. If there is no author/editor use the name of the newspaper as a corporate author.

Conference proceedings

Published conference proceedings with author or editor(s):

Author/Editor (if it is an editor always put **(ed.)** after the name)
(Year of publication)
Organisation
Title (this should be in italics)
Place of publication
Publisher

Layout example: Ryker, W. (2002) Federation Council. *The astrologics of warp engines*. Aberdeen, FCP.

N.B. If there is no author/editor use the organisation as a corporate author.

Paper in conference proceedings:

Author
(Year of publication)
Title of conference paper followed by, In:
Author/Editor (if it is an editor always put **(ed.)** after the name)
Organisation
Title of conference proceeding (this should be in italics)
Place of publication
Publisher
Page numbers (use 'p.' before a single page number and 'pp.' where there are multiple pages)

Layout example: Grigio, P. (2002) Aphides and the Pasqua grape. In: Rosemount, T. (ed.) WASS. *Proceedings of the 5th annual conference*. Florida, Florida Press. pp. 56 –78.

White and Green papers

(Government consultation papers to inform the debate on new policy and laws.)

Government department
(Year of publication)
Title (this should be in italics)
Paper number
Place of publication
Publisher

Layout example: Department of Health. (2004) *Choosing Health: making healthier choices easier*. CM6374. London, Stationery Office.

Statutory Instruments

(Documents detailing the rules written by the civil service under powers delegated from parliament.)

Title (this should be in italics)
(Year of publication)
The abbreviation: SI
Statutory Instrument number
Place of publication
Publisher

Layout example: *The Public Contract Regulations 2006*. (2006) SI 2006/5. London, TSO (The Stationery Office).

Patents

Author
(Year of publication)
Title (this should be in italics)
Patent number
(Patent)

Layout example: Wetting, W. (1995) *Fluke board variant of surf board – has extension in shape of lobe of dolphin’s tail attached by joint to underside of board*. DE4412911-A1 (Patent).

Standards

Name of Standard Body/Institution
(Year of publication)
Standard number
Title (this should be in italics)
Place of publication
Publisher

Layout 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.

Reports

Author
(Year of publication)
Title (this should be in italics)
Organisation
Report number: (this should be followed by the actual number in figures)

Layout example: Leatherwood, S. (2001) *Whales, dolphins, and porpoises of the western North Atlantic*. U.S. Dept. of Commerce. Report number: 63.

Maps

Author
(Year of publication)
Title (this should be in italics)
Scale
Series title and number (if part of a series)
Place of publication (if there is more than one place listed, use the first named)
Publisher

Layout example: Geographical Survey of Great Britain. (1972) *Brighton*. 1:50.000. London, AA Publishing.

WWW

Author/Editor
(Year)
Title (this should be in italics)
[Online]
Available from: URL
[Date of access]

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

Podcasts

Title (this should be in italics)

(Year)

Podcast

[Online]

Available from: URL

[Date of access & GMT] (this should include hours, minutes & seconds)

Layout example: *Nature Podcast*. (2006) Podcast. [Online]
Available from: <http://www.nature.com/environmental/index.html>
[Accessed 25th May 2006. GMT 18:11:06].

Weblogs

Author/Corporate Author

(Year)

Title (this should be in italics)

Weblog

[Online]

Available from: URL

[Date of access & GMT] (this should include hours, minutes & seconds)

Layout example: Tyler, R. (2006) *The Mechanical Interface of the Tardis*. Weblog. [Online]
Available from: <http://www.darlikcity.org/publication3.html> [Accessed 19th
April 2006. GMT 07:49:37].

N.B. If there is no author or corporate author use the title of the document as the main point of reference.

Emails

Sender

(Sender's email address)

(Day-Month-Year)

Subject of message (this should be in italics)

E-mail to: recipients name

(Recipient's email address)

Layout example: Hornblower, H. (h.hornblower@HMS.Renown.uk) (16th May 2002) *Treaty of
Luneville*. E-mail to: Pellew, C. (c.pellew@HMS.Justinian.uk).

Multi-media

Video recordings – recorded from the TV:

Layout example: World in Action. (1995) *All work and no play*. [Video: VHS] London, ITV, 21st
January 1996.

Video recordings – commercial:

Layout example: Fragile Earth, 5. (1982) *South American Wetland: Pantanal*. [Video: VHS] Henley,
Watchword Video.

DVD:

Layout example: *Life on Campus*. (2006) [DVD] London, Imperial College London.

Audio cassettes:

Layout example: British Diabetic Association. (2002) *Guidelines on Nutrition*. [Audio Cassette]
London, BDA.

CD-ROMs:

Author/Editor (if no author is available use 'Anon')
(Year of publication)
Title of information used
CD-ROM title (this should be in italics)
[CD-ROM]
Place of publication
Publisher

Layout example: James, A. (2002) Heart Attack. *Encyclopaedia Britannica*. [CD-ROM] London, Encyclopaedia Britannica.

Films:

Title of film (this should be in italics)
(Year)
[Film]
Director
Place of production and production company

Layout example: *Harry Potter and the Chamber of Secrets*. (2002) [Film] Directed by: Chris Columbus. USA, Warner Brothers.

Personal communication

Name of Practitioner
Occupation
(Personal communication and date information was provided)

Layout example: Law, James. Engineering consultant. (Personal communication, 26th April 2004).

Interviews

Broadcast interviews:

Name of person interviewed
Interviewed by: Name of interviewer
Title of interview (if any)
Title of Programme (this should be in italics)
(Date and time)
Production information

Layout example: Kirk, T. Interviewed by: Picard, J. *News Night Live*. (24th June 2001) 10pm Channel 6.

Personal interviews:

Name of person interviewed
Interviewed by: Name of interviewer
(Date and time)

Layout example: Potter, H. Interviewed by: Snape, S. (24th June 2005).

Presentations/lectures

Author
(Year)
Title of presentation/lecture
Presented at the conference/meeting title (this should be in italics)
Conference/meeting location

Layout example: Yoda, M. (2005) Code of Ethics for the Jedi: are they outdated? *Presented at the Annual Jedi Conference*. Coruscant.

Online version:

Author
(Year)
Title of presentation/lecture
Presented at the conference/meeting title (this should be in italics)
Conference/meeting location
[Online]
Available from: URL
[Date of access]

Layout example: Solo, H. (2004) Light speed and prevailing problems. *Presented at the School of Aeronautics*. London. [Online] Available from: <http://starwars.org.uk> [Accessed 20th May 2005].



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