

School of Information Management Guide to using the Harvard Citation System

Introduction

When writing reports, essays or dissertations it is important that you give your reader sufficient details to trace the references you use. This guide shows you how to use the *Harvard Citation System*, which is commonly used in academia because it is concise and makes citing other peoples work clearer to read and looks more professional.

Citations appear in the body of the text and references appear separately in a list called a Bibliography. This guide shows how to write citations and references. If you follow the examples in this guide your work will be correctly cited and referenced.

The importance of citing authors' work

Citing the authors you have consulted shows that you have researched your subject and where you got your information or arguments. It also acknowledges that previous authors have proposed arguments you raise. By not citing an author's work you may be accused of **plagiarism** (theft of ideas) which within Academia is considered as theft.

Citations

When you cite you should include the originator's name and the year of publication after each reference in your text. If the originator's name

occurs naturally in the text, the year follows in brackets (parentheses). If it does not, then both name and year appear in brackets. You should also provide the page number wherever you can. This will help the reader when using your Bibliography.

When citing documents with two authors, the surnames of both are given before the date (all in brackets). If there are three or more authors, only the surname of the first author is cited followed by *et al* (which means and others). If no author's name is given, then use *Anon*. If two or more authors make the same point, include both citations but make sure you clearly state that they are separate and not co-authors of the same paper. The example below shows how citations look within your text.

Example

The problems of image retrieval are extenuated by the convergence of technology (Enser, 1995). This convergence has led to a number of intellectual property problems, noted by Horner *et al* (1994, p 231). It may be, as Gill (1989) pointed out, that we live in a techno-centric society which ignores the social needs of communities in the Information Society (Day, 1993; Leach, 1995).

References

References (Bibliographies) appear at the end of your text. Each reference has a number of parts which **MUST** be written in the correct order using the correct layout. The order of reference elements in the Harvard Systems are:

1. Author(s) name
2. Year of Publication

3. Titles of the publication
4. Place of publication and publisher
5. Numeration of the item (e.g. Volume & Edition and page numbers)
6. Location or type of the item, if rare or non print format (Website, archive film, TV programme)

Presentation

The Harvard System has strict guideline on how to present references in Bibliographies and this is as important as writing the reference correctly.

Author's name

The author's name(s) **must** be in capital letters. Surnames are written first followed by their initials. If there are two authors their order of appearance is exactly as they appear on the title page. If the source is from a corporate organisation then the author's name is the organisation. The name is followed by a comma (,).

Year of Publication

After the author's name write the year of publication followed by a full stop. If you cite two sources by the same author written in the same year you must differentiate the two by labelling them **a** or **b** etc. This must also be made clear in your citation.

Title of the publication

This must be written in italics or underlined. Only the first letter of the first word of the title needs to be in capital letters. Look at the examples below as journal articles and book chapters are referenced differently and it can get confusing!

Place of publication

The place is written followed by a colon (:) followed by the name of the publisher.

Numeration

For books this is the page numbers. For journals, this is the Volume, edition and page numbers.

Location or type

This is only used for non-print sources such as TV programmes, films, Websites or for rare documents.

Books (monographs)

References must follow the order of elements. Use the following example as a guide:

Example

BRIDE, M., 1996. *Teach Yourself HTML Publishing on the World Wide Web*. London: Hodder & Stoughton.

Chapters in edited books

If the source you are citing is written by one author and the book has been edited by other authors, you must treat the citation as being within a citation and the name of the book is written in italics (or underlined). Use pp.<starting page number> - <finishing page number> to indicate the range of pages.

Example

HARRAR, H.J., 1975. Photographs, pictures and prints. In: GROVE, P.S. (ed), *Non-print media in academic libraries*. Chicago: American Library Association. pp.173-192.

Journal articles

The name of the Journal and **NOT** the name of the article should be written in italics (or underlined)

Example

McLEOD, J., *et al*, 1998. Records Management Today. *Managing Information*. 5 (7) pp.23-26.

Newspaper articles

Some newspaper articles will not have an author. If this is the case use the newspaper's name instead. You must put the date at the end of the citation.

Examples

ANON, 1998. Chocs away. *The Times*. 22 September, p31.

FENNELL E, 1998. The harsh law of averages. *The Times*. 22 September p41.

Electronic documents (Websites)

The same format must be applied to websites as far as possible. Many websites do not give a publication date so do not guess when it was published. However, you **must** give the full web Uniform Resource Locator (URL) and the **date** when you looked at it.

Examples

NICHOLAS D, 1998. Hacking the net. *Ariadne* (Web version) Issue 16, July. <http://www.ariadne.ac.uk/issue16/cover> [Viewed 22-9-98].

HM TREASURY, 1997. *EMU Practical information for business*. <http://www.hm->

treasury.gov.uk/pub/html/docs/emubus/main.html [Viewed 22-9-98].

HMSO, 1998. Data Protection Act. C29. <http://www.hmso.gov.uk/acts1998/19980029.htm> [Viewed 22-9-98].

Additional help

Hopefully, by following the examples in this guide you should be able to cite and reference your work correctly. If you need more help ask your lecturer or use some of the books about how to carry out research projects in the library.

Quotes

It is sometimes useful (but not essential) to quote an author/s directly. The change in pace and style of writing often adds impact and draws the readers attention to an important point. However, don't be tempted to overdo the use of quotes. You do not need to quote every time you cite someone else's work. Separate quotes from the body of text by use of space lines before and after and indent the quote on both sides of the page.

Example

The proper way to quotes someone else's work is to indent the quote on both sides of the page and separate the quote from the body of the text by use of space lines.
(Day, 1998, p.17)

Note also how the page number of the quote has been indicated for the quote, i.e. p.17. If a quote goes over a page then the correct form is pp.17-18. This is the same approach you would use for indicating chapters in books or articles in journals, newspapers, etc. and must **always** be used for quotes.