

Quick Guide to Harvard Referencing System

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What is Referencing?

- Referencing is a standard practice for **acknowledging information sources** in academic writing.
- Whenever you write an assignment that requires you to find and use information, you are expected **to reference all the sources** of information and ideas included in your writing.

Citation styles

- **Various citation styles exist.**
- They convey the same information, only the **presentation** of that information **differs**.
- Most style guides fall into **two commonly used systems**:
 - **Author-date system (e.g. Harvard);**
 - **Numeric system (e.g. Vancouver, MLA, IEEE).**

Harvard Referencing System

- The **origins of the system are not clear although it is *not* thought to be directly related to Harvard University.**
- The Harvard reference system has **seven key components.**
 1. Author's name and initials,
 2. Date of publication,
 3. Title,
 4. Journal name,
 5. Publisher,
 6. Place of publication and
 7. edition.

Components of HRS

- There are two components to a Harvard reference:
 - 1) an **in-text reference** in the body of your assignment:
 - Chan (2011) explores a range of themes and ideas ...
 - 2) **full reference details** in your reference list:
 - Chan, D.P., 2011. Business in China. Hong Kong: Dragon Press

In-text Citations

When to use In-text Reference

- Every time you include someone else's words, ideas or information in your assignment, an in-text reference must be provided. Insert an in-text reference whenever you:
 - paraphrase someone else's ideas in your own words
 - summarize someone else's ideas in your own words
 - quote someone else's ideas in their exact words
 - copy or adapt a diagram, table or any other visual material

Two ways of in-text citations

- **Integral referencing** - This type of reference is often used when you want to give **prominence to the author**.
 - Lam (2010) argues that Hong Kong needs to further assimilate into the Pearl River Delta economy if its long term growth is to be assured.
- **Non-integral referencing** - This type of reference is often used when you want to give **prominence to the information**.
 - The Hong Kong economy expanded by 2.3% in the third quarter of 2011 (Census and Statistics Department, 2012).

Use of “et al.”

- Where there are several authors (more than four), only the first author should be used followed by “et al.” (which is Latin for *et alia*) meaning ‘and others’:
 - **Wong et al. (2005) found that the majority ...**
- or as a non-integral reference:
 - Recent research (**Wong et al., 2005**) has found **that the majority of ...**

The following chart shows how to format in-text citations for Harvard referencing style:

| Type of citation → | Integral | | Non-integral | |
|--|---|---|--|--|
| Number of authors ↓ | First citation in text | Subsequent citations in text | Citation in brackets, first citation in text | Citation in brackets, subsequent citations in text |
| One author | Chan (2010) argues ... | Chan (2010) argues ... | (Chan, 2010) | (Chan, 2010) |
| Two authors | Chan and Leung (2010) suggest ... | Chan and Leung (2010) suggest ... | (Chan & Leung, 2010) | (Chan & Leung, 2010) |
| Three authors | Tsui, Leung and Collins (2010) find ... | Tsui, Leung and Collins (2010) find ... | (Tsui, Leung & Collins, 2010) | (Tsui, Leung & Collins, 2010) |
| Four or more authors | Wong et al. (2010) mention ... | Wong et al. (2010) mention ... | (Wong et al., 2010) | (Wong et al., 2010) |
| Groups (easily identified by abbreviation) as authors | The Hong Kong Housing Authority (HKHA, 2008) states ... | The HKHA (2008) states ... | (The Hong Kong Housing Authority [HKHA], 2008) | (HKHA, 2008) |
| Groups (no abbreviation) as authors | Animals Asia (2007) defines ... | Animals Asia (2007) defines ... | (Animals Asia, 2007) | (Animals Asia, 2007) |
| With page number for quotation | Chan (2010, p.15) argues ... | | (Chan, 2010, p.15) | |

No Author/No Organization

Referencing newspaper articles where no author can be identified:

Title of newspaper (Year) 'Title of article', day and month, page number(s).

Referencing websites where no author or organization can be identified:

Title (Year) Available at: URL (Accessed: date).

Other expressions used in referencing

- **Ibid.** is Latin for ibidem, which means '**in the same place**'. You can use **ibid.** when your next citation is the same as the last one i.e.
 - Y. Anzai and H. A. Simon. The theory of learning by doing. *Psychological Review*, 86, 124-180, 1979, p. 126
 - **ibid., p.157**

Two or more works of an author published in the same year

In-text citation example:

Vighi and Feldner (2007a; 2007b) examine Zizek's critique of Foucault's discourse analysis.

Reference list example:

Vighi, F. and Feldner, H. (2007a) 'Ideology critique or discourse analysis? Zizek against Foucault', *European Journal of Political Theory*, 6(2), pp. 141-159.

Vighi, F. and Feldner, H. (2007b) *Zizek: beyond Foucault*. Basingstoke: Palgrave MacMillan.

Reference List

- The reference list is titled “**References**” and **must be:**
 - arranged alphabetically by author's family name (or title/sponsoring organization where a source has no author).
 - a single list where books, journal articles and electronic sources are listed together. Do not divide into separate lists.

Referencing a printed journal article

For a journal reference, use the order shown below: author(s), year, article title, journal title, issue information and page numbers. Issue information is the volume of the journal followed by the part number in brackets. In some cases, the issue information may be a month or even a season. 'pp.' is the abbreviation for 'pages'.

Author(s)

Year of publication

Article title

Journal title

Issue information

Page numbers

Bremmer, I. & Zakaria, F. (2006) 'Hedging political risk in China', *Harvard Business Review*, 84 (11), pp. 22-25.

Comma

Full stop

Brackets

Quotation marks

Comma

Italics

Comma

Full stop

Referencing a book

When writing a book reference, use the order and punctuation as shown below. The Author(s) will appear first, followed by year, title, edition (only include the book's edition if it's later than the first edition), place and publisher.



Referencing an electronic journal article

If you read the article from an electronic source, you reference it as you would a print journal but include the electronic journal collection eg Swetwise or EBSCO, the website address and the most recent date that you accessed it.

Author(s)

Year of publication

Article title

Journal title

Page numbers

Name of collection

Mustard, S. (2007) 'Communications conundrum', *Computing & Control Engineering*, 18(2), pp.16-17. EBSCO [Online]. Available at: <http://search.ebscohost.com> (Accessed: 12 June 2007).

[Online]

Full stop

Brackets

URL

Quotation marks

Access date

Italics

Issue information



Referencing a web page

In some cases, it is not possible to identify the author of a webpage. In these cases, you should use the apparent title of the website instead of the author.

Author(s)

Year of publication

Website title

Website URL

Access date

Nielson, J. (2007) *Jakob Nielsen's website*. Available at: <http://www.useit.com/> (Accessed: 12 May 2008).

Comma

Full stop

Italics

Full stop

Colon

Full stop

Important about referencing an electronic source

- If access to the database is password protected, there is no point in giving a URL address.
- Web addresses are given if access to the source is freely accessible to others.

Referencing Images/Pictures

Photographs - prints or slides

Photographer (Year) *Title of photograph* [Photograph]. Place of publication/Location: Publisher (if available).

In-text citation example:

His photograph (Wall, 1993) ...

Reference list example:

Wall, J. (1993) *A sudden gust of wind (after Hokusai)* [Photograph]. Tate: London.

Tips

- To cite an image of a photograph in a book, see: **Book illustrations**.
- To cite a photograph seen online, see below: **Photographs from the internet**.

Photographs from the internet

Photographer (Year) *Title of photograph*. Available at: URL (Accessed/Downloaded: date).

In-text citation example:

Yanidel's *Lady in red Havana* (2012) is an example of ...

Secondary referencing

Take your information from what you have actually read. If you can't read the original source, only what another author has written about it, then give a secondary reference. Remember, you are relying on the author you are reading giving an accurate representation of the original work – this may not always be the case!

You must be clear in your text that you have not read the original source and are referring to it from a secondary source. For example, you could say:

A description of education in the 1930s by Ella Ruth Boyce (Santer, Griffiths & Goodall 2007, p.8) is very interesting because...

You have not read Ella Ruth Boyce so you will not cite it in your reference list.

You have read Santer, Griffiths & Goodall so you will cite it in your reference list.

Santer, J., Griffiths, C. & Goodall, D. (2007) *Free play in early childhood: a literature review*. London: National Children's Bureau.

Thanking you