

Citing and Referencing: Using British Standard Harvard

What is citation?

Citation is the means by which you tell a reader the sources – books, journals, Web pages that you have referred to in your work.

Why it is important to reference other peoples work.

It is important to cite sources accurately for four main reasons; giving credit to other authors, showing that you have read widely, letting others trace the works you have read, and avoiding plagiarism.

Warning!

There are many citation systems. This advice sheet demonstrates one of the most popular, British Standard Harvard, (BS ISO 690:2010, Annex A), but there are many others and each department in the University has its own preference. It is very important to check your department or module's handbook, or ask your tutor, for the style you will use.

Examples in this guide

This guide will show you how to cite a wide range of resources, using British Standard Harvard:

Books	Chapters from books	Podcasts
Journal articles	Conference papers	Media
Web sites	Newspaper articles	Wikis
Images	British Standards	Blogs
Theses	Exhibition catalogues	Emails

Citing references in your text – also known as “In text citations”

When using Harvard, cited items are referred to in the text of your work by giving the author's name, year of publication and page numbers. If you are naming an author in your text, the date and page reference should be typed with brackets around them as in this example below:

Jenkins (2007, p.54) argued that ...

If you are only summarising an argument or not referring to the author directly you should place all the details in brackets:

In a recent study (Jenkins, 2007, p.54) it was argued that ...

The authors' last names will appear in alphabetical order at the end of your essay where you will give the full publication details of references.

Citing sources in your reference list

For each type of material you cite you will need a slightly different arrangement:

Book

AUTHOR(S), Year. *Title*. Edition – if not the 1st. Place of publication: Publisher

e.g. KOOP, G., 2005. *Analysis of economic data*. 2nd ed. Chichester: Wiley

Chapter from an edited book

AUTHOR(S), Year. Title of chapter. In: AUTHOR(S)/EDITOR(S), ed(s). *Book title*. Edition. Place of publication: Publisher, Pages. (use p. or pp.)

e.g. DAVIES, S., 2002. The Professor, Agnes Grey and Wuthering Heights. In: GLEN, H., ed. *The Brontes*. Cambridge: Cambridge University Press, pp. 75

Journal article

AUTHOR(S), Year. Title of article. *Title of journal*, **Vol. no.**(Part no./Issue/Month), Pages.

e.g. KUZNAR, L.A., and LUTZ, J.M., 2007. Risk sensitivity and terrorism. *Political studies* **55**(2), 341 – 361.

Website

(Some websites do not have all the citation elements so cite all the ones you can find)

AUTHOR(S), Year. *Title of document*. [online]. Organisation responsible (optional). [date viewed]. Available from: web address

e.g. DARLING, A., 2009. *Speech by the Chancellor of the Exchequer at Mansion House*. [online]. HM Treasury, London. [viewed 17/06/2009]. Available from:
http://www.hm-treasury.gov.uk/speech_chex_2009_index.htm retrieved July 14th 2009.

Newspaper articles

AUTHOR(S), Year. Article title. *Newspaper title*, Day and Month (abbreviated), Pages, (use p. or pp.)

e.g. BROWN, P., 2002 New foot and mouth outbreak suspected. *Guardian*, 27th Feb, p. 1

Image:

ARTIST, Year. *Title of the work* [Material types]. At or In: (where found, for example in a book or museum).
IN: AUTHOR/EDITOR of book, Year. *Title*. Place of publication: Publisher.

e.g. MASOLINO, T., 1427 *The Temptation of Adam and Eve* [Painting]. In: BRUCEMITFORD, M., 1996. *The Illustrated Book of Signs and Symbols*. London: Dorling Kindersley

Papers in conference proceedings

AUTHOR(S), Year. Title. In: EDITOR(S) *Title of conference proceedings. Place and date of conference* (unless included in title). Place of publication: Publisher, Pages, use p. or pp.

e.g. GIBSON, E.J., 1977. The performance concept in building. In: *Proceedings of the 7th CIB Triennial Congress, Edinburgh, September 1977*. London: Construction Research International, pp. 129-136.

British Standards

NAME OF AUTHORISING ORGANISATION, Year. *Number and title of standard*. Place of publication: Publisher.

e.g. BRITISH STANDARDS INSTITUTE, 2008. *BS ISO 81782: Reciprocating internal combustion engines – Exhaust emission measurement*. London: British Standards Institute.

Theses and dissertations

AUTHOR, Year. *Title*. Designation (Level, e.g. MSc, PhD.), Institution.

e.g. MARSHALL, J., 2002. *The Manuscript tradition of Brunetto Latini's "Tresor"*. Unpublished thesis (PhD), University of London.

Exhibition catalogues

ARTIST, Year. *Title of exhibition*. [Exhibition catalogue]. Place of publication: Publisher.

e.g. HARRIS, W., 1983. *William Harris as designer*. [Catalogue of an exhibition held at the Whitworth Art Gallery, 3 May – 4 June 1983]. London: Arts Council.

Electronic messages from a public domain. e.g. discussion boards or conferences.

AUTHOR (of message), Year. Title. In: *Electronic conference or bulletin board*. [online]. [date viewed]. Available from: web address.

e.g. WOODPUD [sn. of Bert]. 2006. Problems with kernel 2.6.17-4. In: *Ubuntu forums: Edgy Eft development* [online]. [viewed 10 July 2006]. Available from: <http://www.ubuntuforums.org>

Weblogs (Blogs)

AUTHOR, Year. Title of the posting (if applicable). In: *Title of the blog* [online]. [date viewed]. Available from: web address.

e.g. LOUGHBOROUGH UNIVERSITY LIBRARY, 2010. Preserving the great central railway. In: *ad-lib* [online]. [viewed 18/09/2010]. Available from: <http://blog.lboro.ac.uk/blog/>

Wiki

WIKI NAME, Year. *Title of article*. [online]. [date viewed]. Available from: web address.

e.g. LIBRARYWIKIS, 2008. *Collaboration between libraries*. [online]. [viewed 17/09/2010] Available from: <http://librarywikis.pbworks.com/Collaboration-between-Libraries>

Media (video, film, or broadcast)

Title, Year. [Type of media]. ORIGINATOR (e.g. director). Place of production: Production company.

e.g. *The last command*, 1928. [silent film]. Directed by Josef VON STERNBERG. Paramount Pictures, London: distributed in the UK by Universal International Pictures (UK)

Podcasts

BROADCASTER (if available), Year. *Name of podcast* [type of resource e.g. podcast]. Organisation/publisher responsible (optional), [date accessed]. Available from: web address

e.g. 6 MUSIC, 2010. *Stuart Maconie's Freak Zone* [podcast]. BBC. [accessed 17/09/2010] Available from: <http://www.bbc.co.uk/podcasts/6music>

Example Bibliography

Arrange your references in alphabetical order of author:

6 MUSIC, 2010. *Stuart Maconie's Freak Zone* [podcast]. BBC. [accessed 17/09/2010] Available from: <http://www.bbc.co.uk/podcasts/6music>

HARRIS, W., 1983. *William Harris as designer*. [Catalogue of an exhibition held at the Whitworth Art Gallery, 3 May – 4 June 1983]. London: Arts Council.

KUZNAR, L.A. and Lutz, J.M., 2007. Risk sensitivity and terrorism, *Political studies* **55**(2), pp.341-361

LOUGHBOROUGH UNIVERSITY LIBRARY, 2010. Preserving the great central railway. In: *ad-lib* [online]. [viewed 18/09/2010]. Available from: <http://blog.lboro.ac.uk/blog/>

What is the difference between a reference list and a bibliography?

This will vary from department to department. For some departments, a reference list contains all the citations from your work, and a bibliography contains all the items you have read irrespective of whether they have been cited or not. For others, the bibliography contains all the citations from your work, and a list of references contains all the items you have read irrespective of whether they have been cited or not. Check with your department.

Note: If you have accessed a resource electronically, or used a mobile device/e-book reader, you may need to add information to the citation. Please see your Departmental handbook or ask your tutor for advice.

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