



CITING AND REFERENCING: USING CITE THEM RIGHT STYLE HARVARD

What is citation?

Citation is the means by which you tell a reader about the sources (books, journals, webpages etc.) that you have referred to in your work.

Why it is important to reference other people's work?

It is important to cite sources accurately for four main reasons: giving credit to other authors; showing that you have read widely; letting the reader trace the works you have read; and avoiding plagiarism (using someone else's ideas as your own).

Examples in this guide

This guide will show you how to cite a wide range of resources, using the Cite Them Right version of Harvard:

Books including e-books	Newspaper articles
Chapters from books	Patents
Journal articles	Standards
Websites	Images

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

When using Cite Them Right Style Harvard, cited items are referred to in the text of your work by giving the author's name and year of publication. (This is known as an author-date style)

If you are quoting directly, paraphrasing or using ideas from a specific page or pages of a work, you should also include the page number(s) in your citations:

e.g. Jenkins (2006, p.4) argued “.....”

e.g. “Consumption has become a collective process” (Jenkins, 2006 p.4)

If you are referring to an argument or ideas which are throughout a work, cite using just the author and date details in brackets:

e.g. In a recent study (Jenkins, 2006), 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 specific details in your reference list. Remember to stay consistent when referencing each item.

Book (up to three authors)

Author(s) (year) *Title*. edition – if not the 1st, Place of publication: Publisher.

e.g. Goller, I. and Bessant, J.R. (2017) *Creativity for innovation management*. London: Routledge.

Book (more than three authors)

First author *et al.* (year). *Title*. edition – if not the 1st, Place of publication: Publisher.

e.g. Hillier, D. *et al.* (2016) *Corporate finance*. 3rd edn. London: McGraw-Hill Education.

Edited book

Editor(s) (ed.) (year) *Title*. edition – if not the 1st, Place of publication: Publisher.

e.g. Mayle, D. (ed.) (2006) *Managing innovation and change*. London: Sage.

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. Von Hippel, E. (2015) 'User innovation' in: Sigismund Huff, A., Moslein, K.M., and Reichwald, R. (eds.) *Leading open innovation*. Cambridge: MIT Press, pp. 117-133.

e-book

Note: When an e-book looks like a printed book, with publication and page details you should reference it as a printed book – however do check this with your tutor or department.

For other e-books

Author(s) (year) *Title*. edition – if not the 1st, DOI or Available at: URL (Accessed: date).

e.g. Holt J. and Perry S. (2010) *Modelling enterprise architectures*. Available from: <http://dx.doi.org/10.1049/PBPC008E> (Accessed: 23 Jun 2019)

Journal article

Author(s) (year) 'Title of article', *Title of journal*, volume number (part or issue number or month), pages.

e.g. Kuznar, L.A., and Lutz, J.M. (2007) 'Risk sensitivity and terrorism', *Political Studies*, 55(2), pp. 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 webpage*. Organisation responsible (optional). Available at: URL (Accessed: date)

e.g. Pierce, D. (2017) *Why Google needs gadgets*. Wired. Available at: <https://www.wired.com/story/why-google-needs-gadgets/> (Accessed: 3 August 2018)

Newspaper article

Author(s) (year) 'Article title', *Newspaper title*, date published, pages.

e.g. Brown, P. (2002) 'Virtual reality: Is this really how we will all watch TV in years to come?', *The Observer*, 9 April, pp. 34-35.

Patent

Inventor(s) (year) *Title*. Authorising organisation Patent number. Available at: URL (Accessed: date)

e.g. Grewell, D. (2019) *Closed loop 3D printing*. United States Patent Office no. 10,442,118 Available at: <http://patft.uspto.gov/netahtml/PTO/srchnum.htm> (Accessed 23 Sep 2019)

Standard

Name of organisation (year) *Number and title of standard*. Place of publication: Publisher.

e.g. British Standards Institution (2019) *BS ISO 11855-7:2019: Building environment design*. London: British Standards Institution.

If accessed online – Name of organisation (year) *Number and title of standard*. DOI or Available at: URL (Accessed: date)

e.g. British Standards Institution (2019) *BS ISO 11855-7:2019: Building environment design*. Available at: <https://bsol.bsigroup.com/> (Accessed 12 Oct 2019)

Image (including graph, table, diagram) from a book

Artist (year) *Title of the work* [Material type], in: Author/Editor (year) *Title*, Place of publication: Publisher, page.

e.g. Masolino, T. (1427) *The temptation of Adam and Eve* [Painting], in: Bruce-Mitford, M. (1996) *The illustrated book of signs and symbols*. London: Dorling Kindersley, p.24.

Example Reference List / Bibliography

Arrange your references in alphabetical order of author or organisation, e.g.:

Brown, P. (2002) 'Virtual reality: Is this really how we will all watch TV in years to come?'. *The Observer*, 9 April, pp. 34-35.

Kuznar, L.A., and Lutz, J.M. (2007) 'Risk sensitivity and terrorism'. *Political Studies*, 55(2), pp. 341–361.

Mintel (2016) *Social and media networks*. Available at: <http://academic.mintel.com/display/748268/> (Accessed: 21 August 2018)

Pierce, D. (2017) *Why Google needs gadgets*. *Wired*. Available at: <https://www.wired.com/story/why-google-needs-gadgets/> (Accessed: 3 August 2018)

Schilling, M. (2017) *Strategic management of technological innovation*. 5th edn. New York: McGraw-Hill Education.

Von Hippel, E. (2015) 'User innovation' in: Sigismund Huff, A., Moslein, K.M., and Reichwald, R. (eds.) *Leading open innovation*. Cambridge: MIT Press, pp. 117-133.



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