



## CITING AND REFERENCING: 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 the work of other people?

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.

### Examples in this guide

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

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

### 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 and year of publication.

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:

Jenkins (2007, p.54) argued “.....”

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

In a recent study (Jenkins, 2007), 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

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.

e.g. FILO, G., E. BRIANT and P. DONALD, 2013. *Bad news for refugees*. London: Pluto Press.

### Edited book

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

e.g. MUNCIE, J. and E. McLAUGHLIN, eds., 2001. *Controlling crime*. 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. DAVIES, S., 2002. The Professor, Agnes Grey and Wuthering Heights. In: H. GLEN, ed. *The Brontes*. Cambridge: Cambridge University Press, p. 75.

### E-book

AUTHOR(S), Year. *Title* [online]. Edition – if not the 1st. Place of publication: Publisher (if available) [viewed date] Available from: URL

e.g. HOLT, J. and S. PERRY, 2010. *Modelling enterprise architectures* [online]. Stevenage: IET, [viewed 5 Sep 2018] Available from: <http://dx.doi.org/10.1049/PBPC008E>

**Note:** Your tutor or department may prefer you to reference the print version of an e-book if there is an identical version, so do check this.

### Journal article

AUTHOR(S), Year. Title of article. *Title of journal*. Vol. no.(Part no./Issue/Month), Pages (Note p or pp are not used in this case).

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

For works with four or more authors, the standard states that all names should be given if possible. However, for many more than three authors, it is acceptable to just include the name of the first author followed by “et al.”.

e.g. WANG, T., et al. 2014. The efficacy of plasma biomarkers in early diagnosis of Alzheimer's disease. *International Journal of Geriatric Psychiatry*. **29**(7), 713-719.

## Website

Some websites do not have all the citation elements so cite all the ones you can find. It is acceptable to use an organisation as author if a named individual can't be identified.

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

e.g. UK HYDROGEN AND FUEL ASSOCIATION, 2020. *Fuel cells*. [online]. UKHFCA [viewed 11/01/2020]. Available from: <http://www.ukhfca.co.uk/the-industry/fuel-cells/>

## Newspaper articles

AUTHOR(S), Year. Article title. *Newspaper title*, Day and Month (abbreviated), Pages. (use p. or pp.) (you may also include [viewed: date] and Available from: URL if the newspaper is online)

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

## 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.

## Patents

NAME OF PATENT ASSIGNEE, Year. Title of patent, Inventor: INVENTOR's NAME (optional). Country name or code/Issuing patent office, Patent number, Date.

e.g. FORD GLOBAL TECHNOLOGIES LLC., 2015. Autonomous vehicle with adaptive side view mirrors. United States patent application US 2015/0253536 A1. 2015-09-10.

## Image (including graph, table or diagram)

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

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

## Example Bibliography

Arrange your references in alphabetical order based on the last name of the first author / organization name:

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

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

HOLT, J. and S. PERRY, 2010. *Modelling enterprise architectures* [online]. Stevenage: IET, [viewed 5 Sep 2018] Available from: <http://dx.doi.org/10.1049/PBPC008E>

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

UK HYDROGEN AND FUEL ASSOCIATION, 2020. *Fuel cells*. [online]. UKHFCA [viewed 11/01/2020]. Available from: <http://www.ukhfca.co.uk/the-industry/fuel-cells/>

## 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. Other departments may use different definitions so please 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.

For more help with referencing and citation please see your [Academic Librarian](#)

**Click:** <https://www.lboro.ac.uk/services/library/students/learningsupport/topics/referencesandcitations/>

**Email:** [library@lboro.ac.uk](mailto:library@lboro.ac.uk)

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University Library, April 2020.