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
- Chapters from books
- Journal articles
- Websites
- Newspaper articles
- Patents
- Standards
- 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.

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

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

**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-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).

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

**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)

**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)

Standard
Name of organisation (year) Number and title of standard. Place of publication: Publisher.
London: British Standards Institution.

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

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.


For more help with referencing and citation please see your Academic Librarian

Or go to https://www.citethemrightonline.com/
Click:  http://www.lboro.ac.uk/services/library/students/learningsupport/adviceandplanningsheets/
Email:  library@lboro.ac.uk

The information provided in this referencing guide is advisory only. The University, its employees or agents cannot be held liable for any loss or detriment suffered as a result of the advice given.

University Library, September 2019.