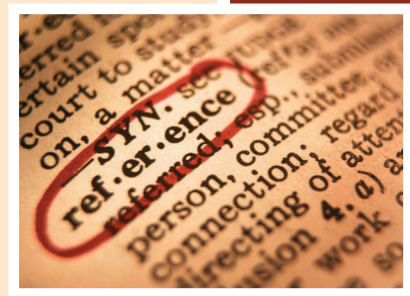


The Harvard style

(2012 Edition)

As used in:

Archaeology
Biochemistry (as well as Vancouver)
Biology (as well as Vancouver)
Economics
Environment
Health Sciences
Hull York Medical School (as well as Vancouver)
Language and Linguistic Science
Philosophy (as well as MLA)
Politics
Social Policy and Social Work
Sociology
Theatre, Film and Television
York Management School



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Using this Guide

This guide is intended to help you understand how to use source material effectively in this referencing style. It outlines the general features of the style, but **it is important that you follow your department's specific guidelines as there are some different interpretations and requirements that might be specifically required within your discipline. The guide has been compiled using EndNote X5 and the 'UoY – Harvard' output style.** It also uses Colin Neville's *'The complete guide to referencing and avoiding plagiarism, 2nd ed.'*, which is seen as a guiding authority on the format for Harvard in-text citation and referencing. The examples given are also consistent with the format of the larger set of example Harvard citations and references available at www.york.ac.uk/integrity.

Why Reference?

Citing and referencing source material is a crucial aspect of academic writing. You will probably be aware that plagiarism (using someone else's work as though it were your own) is a serious form of academic misconduct and it must be avoided at all costs. Referencing accurately and consistently is an important part of ensuring the distinction is clear between your words and the words and ideas of others in your assignments.

In-text citation is included in the body of your text and is there to directly show the reader where an idea, piece of information, and/ or a quotation is from. The reader will then be able to match the source cited in the text to the full reference given in your bibliography/ reference list where full details of the publication are presented.

Citing of source materials within your assignment is useful and beneficial to supporting your argument. However, be selective. Do not just use as many references as you can in a bid to impress the marker that you've read a massive amount. Your references should be relevant and are an integral part of your argument, that is you discuss or critique them in your writing.

For example, if you:

- Include data from your reading (eg tables, statistics, diagrams)
- Describe or discuss a theory, model or practice from a particular writer
- Want to add credibility to your argument by bringing in the ideas of another writer – for or against
- Provide quotations or definitions in your essay;
- Paraphrase or summarise information which is not common knowledge.

} cite the source

Frequently asked questions

► What is the Harvard Style?

The Harvard style originated at Harvard University, but has been much adapted by individual institutions. There is no set manual or formatting rules for Harvard as there is some other referencing systems. Harvard is a style for citing sources by giving the name of the author and the date of their publication in the text of a piece of writing, within (), for example (Smith, 2012). A reference list of full bibliographic details is then given at the end, with sources listed in alphabetical order by author.

► How do I format in-text citations?

The Harvard style requires you to include the name of the author and the date of their publication in () and, when appropriate, to add a page number. There are different ways in which you can integrate an in-text citation, depending on how you are using the source in your writing and where in the sentence the citation will be placed. For example:

“Choking under pressure refers to performing worse than expected in situations with a high degree of perceived importance (Baumeister, 1984; Beilock and Gray, 2007). Following a conceptual framework presented by Baumeister (1997) to explain...”

(Taken from: Jordet, G., Hartman, E. and Jelle Vuijk, P. (2012). Team history and choking under pressure in major soccer penalty shootouts. *British Journal of Psychology*, 103(2), 268–283).

The in-text citation examples given throughout this guide give the version (Neville, 2010) for illustrative purposes.

► How do I effectively cite quotations?

Quotations are word-for-word text included in your work and must be clearly distinguished from your own words and ideas. For short quotations (of less than 40 words), use a brief phrase within your paragraph or sentence to introduce the quotation before including it inside double quotation marks “ ”. For example: **As Neville (2010) emphasises, “you should cite all sources and present full details of these in your list of references” (p.37).**

For longer quotations (of 40 words or more) you use block quotation, without quotation marks, but clearly indented to indicate these words are not your own. For example:

Neville (2010, p. 38) comments that:

It can sometimes be difficult, if not impossible, to avoid using some of the author’s original words, particularly those that describe or label phenomena. However, you need to avoid copying out what the author said, word for word. Choose words that you feel give a true impression of the author’s original ideas or action.

NB: Note the inclusion of page numbers to the in-text citations for the above examples.

► When must I use page numbers in my in-text citations?

It is important to give a page number to an in-text citation in the following circumstances:

- when quoting directly
- when referring to a specific detail in a text (for example, a specific theory or idea, an illustration, a table, a set of statistics).

This might mean giving an individual page number or a small range of pages from which you have taken the information. Giving page numbers enables the reader to locate the specific item to which you refer.

► Are in-text citations included in my word count?

Usually in-text citations will be included in your word count as they are integral to your argument. This may vary depending on the assignment you are writing and you should confirm this with your module tutor. If in-text citations are included this does not mean you should leave out citations where they are appropriate.

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

References are the items you had read and specifically referred to (or cited) in your assignment. A bibliography is a list of everything you consulted in preparation for writing your assignment, whether or not you referred specifically to it in the assignment. You would normally only have one listed, headed 'references' or 'bibliography', and you should check with your department which you are required to provide.

► What if an author I am referencing has published two or more works in one year?

In this case you can simply use lower-case letters: a, b, c, etc to differentiate between different works within one given year. For example:

In-text: (Carroll, 2007a; Carroll 2007b)

Bibliography/ reference list:

Carroll, J. (2007a). *A handbook for deterring plagiarism in higher education*. Oxford: Oxford Centre for Staff and Learning Development, Oxford Brookes University.

Carroll, J. (2007b). Do national statistics about plagiarism tell you about your students? *LINK Newsletter on Academic Integrity*. The Hospitality, Sport and Leisure Subject Centre, 18, 3-9.

► What if I cannot locate the name of an author of a source?

It is important to use quality sources to support your arguments and so you should carefully consider the value of using any source when you cannot identify its author. For online sources, look carefully for named contributors, such as in the 'about us' sections. For printed material look carefully at the publication/ copyright information, which is often on the inside cover of a book or back page of a report. If you cannot locate the information you could use the name of the organisation, for example 'OECD' for the author.

► What if I cannot locate the date of a source?

Knowing when a source was created, published, or last updated is important as this helps you to determine the currency of the source. How current a source is relates, for example, to being contemporary to an event or containing the latest research findings. For online sources look carefully for created and/ or last updated dates on the page(s) you are using and similarly look carefully for named contributors, such as in the 'about us' sections. For printed material, especially historical sources where the exact date is unclear you could use 'circa' or 'c' before the date to indicate the approximate date of publication. For example:

Jones, M. (circa 1897). *Memories of the diamond jubilee*. London: Back Street Press.

► Should I include web addresses in an in-text citation?

No. If the website has an author, cite the source as you would anything else, for example (Gillett, 2012). If there is no author, use the organisation name or the title of the web page. Full details of the website will be given in the bibliography/ reference list.

► Should I use secondary references?

A secondary reference is given when you are referring to a source which you have not read yourself, but have read about in another source, for example referring to Jones' work that you have read about in Smith. **Avoid using secondary references wherever possible** and locate the original source and reference that. Only give a secondary reference where this is not possible and you deem it essential to use the material. It is important to think carefully about using secondary references as the explanation or interpretation of that source by the author you have read may not be accurate.

► What if I want to use a number of sources in one in-text citation?

If, for example, you are pulling together a number of sources to support your argument you may want to use a number of sources in one in-text citation. For example:

As is widely stated in the literature... (Carroll and Ryan, 2005; Davies, 2011; Warwick, 2007).

They should appear alphabetically, matching the order in which they will appear in your bibliography/ reference list.

► What is the Harvard convention for using capital letters?

You should only capitalise the first letter of the first word of a book, journal article etc. The exception is the names of organisations.

► What abbreviations can I use?

Abbreviation	Meaning
ch. or chap.	chapter
ed.	edition
Ed. or Eds.	editor(s)
et al.	and others
n.d.	no date
no.	(issue) number
p.	page (single)
pp.	pages (page range)
ser.	series
supp.	supplement
tab.	table
vol.	volume

Further resources

University of York referencing guides and A to Z of examples www.york.ac.uk/integrity

'Referencing the Discussion' tutorial available in the Academic Skills Tutorials module on Yorkshare <http://vle.york.ac.uk>

Neville, C. (2010). *The complete guide to referencing and avoiding plagiarism, 2nd ed.* Maidenhead: Open University Press.

Pears, R. and Shields, G. (2010). *Cite them right: the essential referencing guide, 8th ed.* Basingstoke: Palgrave Macmillan.

Examples of the Harvard Style

► Book (one author):

In-text: (Becker, 2007)

Bibliography/ reference list:

Becker, H. S. (2007). *Writing for social scientists: how to start and finish your thesis, book, or article*. 2nd edn. London: The University of Chicago Press.

► Book (two or three authors):

In-text: (Peck and Coyle, 2005)

Bibliography/ reference list:

Peck, J. and Coyle, M. (2005). *The student's guide to writing*. Basingstoke: Palgrave Macmillan.

► Book (four or more authors):

In-text: (Moore et al., 2010)

Bibliography/ reference list:

Moore, S., Neville, C., Murphy, M., and Connolly, C. (2010). *The ultimate study skills handbook*. Maidenhead: Open University Press.

OR:

Moore, S., et al. (2010). *The ultimate study skills handbook*. Maidenhead: Open University Press.

► Chapter in an edited book:

In-text: (Dobel, 2005)

Bibliography/ reference list:

Dobel, J. P. (2005). Public management as ethics. In E. Ferlie, L.E. Lynn Jr, and C. Pollitt, (Eds.). *The Oxford handbook of public management*. Oxford: Oxford University Press, pp. 156–181.

► Journal article:

In-text: (Selman, 2012)

Bibliography/ reference list:

Selman, P. (2012). The global decline of intercountry adoption: what lies ahead? *Social Policy and Society*, 11(03), 381–397.

► Journal article (electronic):

In-text: (Yuill, 2012)

Bibliography/ reference list:

Yuill, C. (2012). The North Laine: a visual essay. *Sociological Research Online*, 17(1). [Online]. Available at: <http://www.socresonline.org.uk/17/1/4.html> [Accessed 12 April 2012].

► **Newspaper article (with author):**

In-text: (Brady and Dutta, 2012)

Bibliography/ reference list:

Brady, B. and Dutta, K. (2012). 45,000 caught cheating at Britain's universities. *Independent on Sunday*, 11 March 2012, pp. 4-5.

► **Newspaper article (with no author):**

In-text: (The Guardian, 2012)

Bibliography/ reference list:

The Guardian. (2012). Editorial: *French elections*. Bitter-sweet victory for the left, 23 April 2012, p. 26.

► **Website with author:**

In-text: (Gillett, 2012)

Bibliography/ reference list:

Gillett, A. (2012). *Writing a list of references* [Online]. Available at <http://www.uefap.com/writing/writfram.htm> [Accessed 12 April 2012].

► **Website with no author:**

In-text: (BBC, 2011)

Bibliography/ reference list:

BBC (2011). *Working in nursing and care*. [Online]. Available at: <http://www.bbc.co.uk/skillswise/factsheet/jo09care-e3-f-working-in> [Accessed 12 April 2012].

► **Secondary referencing:**

In-text: Campell (1976) highlighted...
(as cited in Becker, 2007, p.178)

Bibliography/ reference list:

Becker, H. S. (2007). *Writing for social scientists: how to start and finish your thesis, book, or article*. 2nd edn. London: The University of Chicago Press.

NB Only the source you have actually read is referenced in the bibliography/ reference list.

www.york.ac.uk/integrity

15701 / The Studio: www.york.ac.uk/design/copyandprint

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