



How to do your Referencing (2): Further examples using the Harvard System

This help sheet expands on the basic guidelines given in **Help Sheet 30: How to do your Referencing (1)** and adds examples of referencing other types of materials. However, it is not possible to cover all types of resource, so please ask advice from staff at one of our help desks if necessary.

If you also have to compile a **bibliography**, this should contain the sources you used in your research but did not refer to or quote from in your final work.

References in the text

Multiple references to the same author

If you have cited different documents by the same author published in the same year, to distinguish between them add the letters a, b, c, etc. in lower case after the year.

Example:.....(Williamson 2001a), (Williamson 2001b) etc.

Where there is no obvious author - use a brief form of the title.

Example:which was described in some detail (A writer's notebook, 1946)

Secondary Reference

If you refer to a document which you DID NOT read, but which was cited by somebody else whose work you DID read, you must make this clear. You must only cite the work in which you read it, when you do your references. Try to avoid this type of reference as you cannot always check the original and are relying on the interpretation of others.

Examples:

Dunn (1988), as cited by Campbell and Muncer (1998), believed that ...

Dunn (1988) revealed that (cited in Campbell, A and Muncer, S, 1998, p.226)



Quotations in the Text

If you quote the exact words directly from another source you must use quotation marks to indicate this. The author(s) and date must be stated, and if possible the page number from which the quote is taken. **Example:**

Jackson (2004) declared that “this is the finest example of postmodernism” (Jackson 2004, p.575).

Try to vary the way you introduce a quote into your text. Also, if the quote is long it is clearer to indent the text. **Example:**

Bender defines a marinade as
“a mixture of oil with wine, lemon juice, or vinegar and herbs in which meat or fish is soaked before cooking, both to give flavour and to make it more tender.”
(Bender 1999, p.250)

Don't use quotes too often or their impact is reduced and try to indicate the relevance of each within the text. They should not be a substitute for your own opinion. Remember to cite the source in full even if you put the original into your own words.

If you don't need to quote from the complete passage of the original quotation you can leave out any section as long as you make this clear by inserting three dots.

Example:

Flinders (2001) comments that “When MPs had an operational grievance they were encouraged to direct their question ...directly to the agency “(p.71).

Listing Your References at the End of your Work

Authors with the same surname

If two authors have identical surnames and first initials, distinguish between them by using both initials and file in order by using the second initial. (See also under the Date section on the next page) **Example:**

Smith, J.A.
Smith, J.T.

Where there is no obvious author e.g. in the case of a newspaper editorial, or as in the “Writer's notebook” example above, indicate this by using **[anon]** and file by title.

Date

If the date of publication is not clear look for the latest copyright date: © , usually on the reverse of the title page. If you cannot find a date at all, make it clear that this is the case, by adding this information in square brackets. **Example:**

[no date] or **[undated]**



Make sure the date and edition correspond and always check the details from the back of the title page.

n.b. Any date(s) after an author's name help distinguish between authors of the same name. This is nothing to do with the publication date. **Example:**

Burke, James, 1965 -

Further Examples

Government Publications

Major reports are known by the name of the chair of the committee which produced them, e.g. the Hutton Report, but they must be referenced from the exact information on the title page, even if lengthy.

Consultation papers and policy statements (White Papers and Green Papers) are referenced in the same way. Where there is a Command Paper number, in recent years these have been abbreviated to Cm. followed by the number. **Example:**

Department for Education and Skills (2005) *Higher standards, better schools for all, more choice for parents and pupil*. Cm. 6677. London: The Stationery Office.

Conference Papers / Proceedings

The title, date, and location of the conference need to be identified, giving the editor's name if available, plus the name and author of the actual paper, the precise pages within the proceedings in which the paper appears, and the publisher and place of publication. **Example:**

Cereti, C.F. *et al.* (2004) An Italian survey of pitches for soccer. In: *Proceedings of the 1st International Conference on Turfgrass Management and Science for Sports Fields*, Athens, Greece, June 2003. Leuven, Belgium: ISHS, pp. 117-122.

Thesis / Dissertation

You should indicate whether the research is published or not, the date approved, what level award it was, and the name and location of the awarding institution. Include the location of the institution if it is not clear from the name alone. **Example:**

Edwards, R. (1991) *Degrees of differences : family and education in the lives of mature mother-students*. Ph.D thesis, London: Polytechnic of the South Bank.

Standards

You should cite the standard number plus any specific part indicated, the year, title, and publisher. **Example:**

British Standards Institution (2005) BS 7000-6: 2005: *Guide to managing inclusive design*. London: BSI.

DVD / Video - Recorded (broadcast) material

This is unlikely to have an "author" so put the title first. If part of a series state this first, then the programme title (in italics). Give the year of the original broadcast in brackets, then the format, in square brackets, the name of the broadcasting company, and finally the actual date of the recording.

Example:

The 50 years war : Israel and the Arabs Part 2 (2005) [DVD] London: BBC 4.
Recorded off-air 27/09/2005.

Film

Title (in italics). Year in brackets and the format (medium) (in square brackets). Provide the name of the director or producer, and the location and name of the production company responsible. Where titles are now available on DVD or video, add details of the specific version you used, giving the date and distributor.

Example:

To Kill a Mockingbird (1962) [Film drama] directed by Robert Mulligan. Hollywood: Universal Studios.

Live Performances (theatre, ballet etc.)

You need to identify the playwright or choreographer, the date of the premiere performance, the title of the work and details of where and when it was seen.

Example:

Miller, A. (1955) *A View from the Bridge* [performance viewed 12 February 1987, National Theatre, London]

Illustrations

Make it clear whether you viewed the original in location or from a reproduction in a book or catalogue. If you reproduce ANY part of an illustration you need permission.

Example:

Fragonard, Jean-Honore (1766) *The Swing*. Oil on canvas. At: London: The Wallace Collection

Referencing an Interview

Keep notes and transcripts ready to produce on demand, or list them as appendices. Cite the surname and initials of the person interviewed using the title: *Personal Interview*. Indicate the subject matter (in brackets) and the interview date(s).

Example:

Patterson, I. *Personal Interview (memories of Southwark during the Second World War)*, 14/05/2003.