

SCIENCE

CITING REFERENCES - HARVARD STYLE

When you write an essay, report or dissertation you should always cite the published sources to which you quote, refer to or use as evidence. References need to be made both within the text and in a list at the end.

The aim in doing this is to ensure that somebody reading your work can easily find these sources for themselves. This applies to whether you are using a book, a report, a journal article or an Internet site. You will probably know from your own experience how much easier it is to find a reference when a reading list or bibliography is clear and unambiguous. It also demonstrates the breadth of your research and avoids the charge of plagiarism. There are several conventions for making references in your text and listing them, this help sheet outlines the Harvard Style of Referencing. Your tutor will direct you as to which system you should use. It does not matter which you use **but be consistent**.

Terminology

Citing means formally recognising, within your text, the resources from which you have obtained information. A *Reference* is the detailed description of the item from which you have obtained your information. The *Reference list* is a list of all the sources that you have cited in the text of your assignment. It is not the same thing as A *Bibliography* which uses the same format but is a list of all the sources you have used in the preparation of your work.

Making a Citation within a Text

At every point in the text at which you refer to a document, include the author's surname and the year of publication in brackets. If the author's surname occurs naturally in the sentence, it is sufficient to give the year of publication alone.

If there are two authors, give the surname of both. If there are more than three, it is sufficient to give the name of the first followed by *et al.* (*et al.* should be *italicised*.)

If you are referring to a specific part of a document from a book, give the page or section numbers after the date. With a journal do not include the page numbers. For example:

In a recent study (Johnson, 1992, p123) it is shown...
Johnson (1992) discusses the subject in a recent study...
In an earlier study (Johnson *et al.* 1992)...

Bibliographies/Lists of References at the end of a Text

The full references to cited documents should be given in a bibliography at the end of the text, arranged in alphabetical order by author's surname, and then by year of publication. Cite elements of the reference in the order shown below and be consistent in your punctuation and typographic style (*italics* can be used instead of underlining).

Citing Printed Material

Citing Books, Reports or Conference Proceedings

You should include: Author(s)/editor(s). (Year of publication). Title of publication. Edition if not first. Place of publication: Publisher.

Example: Fessenden, Ralph and Fessenden, Joan. (1998). Organic Chemistry. 6th edition. London: Brooks/Cole

If you are referring to a **numbered report**, give the report number at the end.

A reference to the **proceedings of a conference** should include in the title the full name of the conference, as well as the place and date it was held.

Citing Journal Articles

You should include: Author(s) of article. (Year of publication). Title of article. Title of journal, **volume no.** (part no.), page numbers.

Example: Anderson R. S. *et al.* (1999). The generation and degradation of marine terraces. Basin Research, **11** (1), p7-19.

For daily or weekly publications, you need only give the date of the issue rather than the volume and part numbers.

Example: Roberts, Y. (1999). Health: gamble of a lifetime. The Guardian, 14th September, p8.

Citing Separate Contributions in Books or Conference Proceedings

You should include: Author(s) of contribution. (Year of publication). Title of contribution. In: Author(s)/editor(s). Title of overall publication. Edition if not the first. Place of publication: Publisher. Page numbers.

Example: Diem, M. (1987). Infrared vibrational circular dichroism. In: Schmid, E.D. *et al.* Spectroscopy of biological molecules: new advances. Proceedings of the Second European Conference on the Spectroscopy of Biological Molecules. Chichester: Wiley. p57-62.

Citing Illustrations

You should include: Author(s)/editor(s). (Year of publication). Title of book. Place: Publisher. Page number, illus./fig./table/map. (Depending on the type of illustration you wish to cite).

Example: Swash, M. (1995). Hutchison's Clinical Methods. London: W.B. Saunders. P. 276, fig.12.5.

Citing Electronic Material

When citing information from electronic material you will need to include enough information to enable a reader to find the same material.

- Many website addresses are long and include control codes, in these cases it is acceptable to just include the main body of the address so that a reader can identify the website from where the material came.
- If possible, you should cite the date the web document was last updated but if this is not available then cite the date you accessed the site.

- To avoid any confusion with full stops and commas in the web address, it is now common to use <and> to show the beginning and end of a URL.
- If the material (e.g. website, CD ROM, video) does not have an explicit author, then treat the material as an anonymous work and use the title as the first piece of information in the reference.
- It is a good idea to print out a copy of any potentially temporary material (such as e-mails) as you may need to prove a source after it has been removed from the website.

Citing Electronic Journal Articles

You should include: Author(s)/editor(s). (Year of publication). Title of article. Title of journal. [type of medium]. volume no. (part no), page numbers. <Web address of the article>. [Date accessed].

Example: Cramer, S.B. (1998). A united approach to healthy schools. British Food Journal. [Internet]. 100 (8), p.380-384. <<http://www.emerald-library.com>>. [Accessed 11th January 2001].

Citing World Wide Web Documents

You should include: Author/editor. (Year of publication). Title of document. [Internet]. Edition. Place of publication: Publisher (if ascertainable). <URL> [date accessed].

Example: The space science enterprise: integrated technology strategy. (1998) [Internet]. NASA. <<http://spacescience.nasa.gov/osstech/sse/>>. [Accessed 11th January 2001].

Citing CD ROMs

You should include: Author/editor. (Year of publication). Title of CD ROM. [CD ROM]. Place of publication: Publisher.

Example: Interactive skeleton. (1998). [CD ROM]. London: Mosby: Primal Pictures.

Citing E-mail Discussion Lists

You should include: Author/editor. (Year). Title of message. Discussion list name and date of message. [medium]. <e-mail list address>.

Example: Pinto, A.J. (2000). Ungodly Global Warming, Genocide, World Hunger, and Hope. Ecological-genetics. October 2000. [Internet Discussion List]. <ecological-genetics@mailbase.ac.uk> [accessed 12th January 2001].

Citing a Newsgroup/Bulletin Board Message

You should include: Author. (Year). Title of message. Newsgroup name and date of message.

Example: Yee, A. (2001). Solar power farm begins gamma ray astronomy. sci.astro January 2001. [Internet Newsgroup]. <Liszt Newsgroups: sci.astro> [accessed 12th January 2001].

Citing Personal E-mail

If you wish to cite a personal e-mail you must have the sender's permission to quote their message.

You should include: Sender (Sender's e-mail address) (Day Month Year). Subject of message. E-mail to recipient (Recipient's e-mail address).

Example: Doe, J. (j.doe@kingston.ac.uk) (12th January 2001). Survey results. Personal e-mail to J. Bloggs (j.bloggs@kingston.ac.uk).

Citing Online Images

You should include: Title of image, or a description. (Year). [Online image]. <URL>. Filename including the extension. [Date accessed].

Example: Early & middle Jurassic climate. (2000). [Online image]. <<http://www.scotese.com/ejurclim.htm>>. l180_zonef.jpg. [accessed 12th January 2001].

Citing Videos

You should include: Author/editor. (Year of publication). Title of Video. [Video]. Place of publication: Publisher.

Example: Volcanoes of the deep. (1999). [Video]. London: BBC.

Glossary

The following outlines some common conventions used in bibliographies. They are not a part of the Harvard style but may be useful to know when reading the work of others.

Ibid. (Latin). This is used to when referring to the preceding reference in the bibliography.

Example: 1. Haines, P.J. (1995). Thermal methods of analysis. London: Chapman & Hall.
2. Ibid. p. 93

Op. Cit. (Latin). This is used after an author's name to mean the same work as last cited for this author.

Example: 1. Haines, P.J. (1995). Thermal methods of analysis. London: Chapman & Hall.
2. Rendell, D. (1987). Fluorescence and phosphorescence. Chichester: John Wiley & Sons.
3. Haines, P.J. op.cit. p. 57.

et al. (Latin). Where there are more than two authors, *et al.* is used after the first author to mean 'and others'.

Example: Ellis, T. *et al.* (1994). Fortran 90 programming. Harlow: Addison-Wesley.

Bibliography

The following documents have been used in the compilation of this guide.

Dee, M. (1998). Quote, unquote: the Harvard style of referencing published material. [Internet]. Leeds: Leeds Metropolitan University. <<http://www.lmu.ac.uk.lss/ls/docs/harvfron.htm>>. [accessed 11th January 2001].

Shields, G. and Walton, G. (1998). Cite them right! [Internet]. Newcastle: University of Northumbria at Newcastle. <<http://www.unn.ac.uk/central/isd/cite/>>. [accessed 19th January 2001].

University of Sheffield Library. (2000). Citing electronic sources of information. [Internet]. Sheffield: University of Sheffield. <<http://www.shef.ac.uk/~lib/libdocs/hslidvc2.html>>. [accessed 11th January 2001].