

Guide to citing references **(Harvard system)**

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1. Introduction

Throughout the course of your studies, you will be expected to support the arguments made in your assignments, through references to other published works. These references can come from many different sources such as academic journals, textbooks, newspaper articles, websites etc.

“Citation” is the technical term given to the practice of referring to the work of other authors. It allows you to give due credit to the ideas of others, whilst also providing evidence of the breadth and depth of your own background reading. It also allows those who read your work, to easily identify and locate the references you have provided.

This guide provides you with examples of how to correctly cite references within the text of your assignments. It also provides guidance on how to compile an accurate list of references / bibliography.

The guide uses the Harvard system of referencing system throughout. The Harvard system does allow for some variations in style (e.g. In your list of references, the title of a book can be italicized or underlined), but you must remain consistent throughout your document. APA referencing is very similar Harvard and is sometimes considered a Harvard variation.

The following guidelines are based upon the conventions provided by the University of Manchester’s Faculty of Humanities (2008). You should however check with your supervisor that this method of citation is accepted within your department.

2. Citing references within the text of your work

The way in which you refer to a source within the text of your work will depend upon a number of factors. These include the nature of the sentence/ paragraph being written and the nature / number of authors of the source.

2.1: Single author

Direct citation:

If the author’s name forms a natural part of your sentence, then the surname should be followed by the year of publication (within parentheses).

- Boatright (2006) argues that there are six questions that should be considered, before making a decision on whether to blow the whistle in a case.

Single author continued; In-direct citation:

If you do not mention the author's name within your text, then you should place the author's name and year of publication, in parentheses, at the end of the sentence.

- There are six distinctive conditions, which need to be satisfied, in order for a whistle-blowing case to be justified (Boatright 2006).

2.2: Two authors

Direct citation:

Both authors should be noted within your text.

- Hirst and Thompson (1999) identify enormous variations between countries in terms of the importance of foreign holdings.

Indirect citation:

Place at the end of the sentence, in parentheses.

- The importance of foreign holdings varies significantly from country to country (Hirst and Thompson 1999).

2.3: Multiple authors

Direct citation:

When there are more than two authors for a work, you should give only the first author's name, followed by the Latin term '*et al*' (and all) in italics, and the year of publication in parentheses.

- Kotler *et al* (2005) argue that business markets are very similar to consumer markets.

Indirect citation:

Your citation should be placed within parentheses at the end of the sentence.

- There are a number of similarities between the business and consumer market sectors (Kotler *et al* 2005).

2.4: Authors of different titles

Direct citation:

Cite both names, and follow name with the year of publication in parentheses.

- [Hollensen \(2004\) and Palmer \(2008\) are in agreement about the importance of service led marketing.](#)

Indirect citation:

Cite both names at the end of the sentence, with author's name, followed by date of publication, and separated by a semi-colon in parentheses.

- [Service led marketing should form an important part of an organisation's overall marketing strategy \(Hollensen 2004; Palmer 2008\).](#)

2.5: Several works by a single author (in different years)

If more than one publication by a particular author illustrates your point, and these are published in different years, you should cite the references in chronological order.

Direct citation:

- [Handy \(1999, 2001\) argues that...](#)

Indirect citation:

Place at end of sentence within parentheses

- [\(Handy 1999, 2001\)](#)

2.6: Several works by a single author (in the same year)

When the same author has published more than one cited document within the same year, lower case letters should be used to differentiate each document.

- [Mintzberg \(1973a\) took a new approach to the concept of leadership...
Mintzberg \(1973b\) speculated further on the manager's leadership role...](#)

If you wish to refer to the works on a single occasion, or if the same point is made by both publications, then refer to both within parentheses by using lower case letters.

- [Mintzberg \(1973a, b\) summarised eight current schools of thought on the different roles of the manager.](#)

2.7: Author of a chapter within an edited text

If the author's work appears as a chapter within part of a larger work that is edited by somebody else (quite common with academic textbooks), use the author of the chapter for the citation within your text. You will however, need to provide the full bibliographic details in your list of references (See section 3 for further details).

- Lane (1996) argues that there are distinctive national patterns in the organisation of firms and inter-firm relations.

2.8: Corporate authors

If the work is by a recognised organisation, and has no personal author, then use the organisation's name for the citation.

- It has been suggested that the proposed grocery market reforms might have a detrimental effect on competition within the industry (British Retail Consortium 2008).

N.B. It is acceptable to use standard abbreviations for associations, companies, institutions, within your text, providing that the full name is given at the first citation with the abbreviation in parentheses.

- Citation 1: (Manchester Business School [MBS] 2008).
- Citation 2: (MBS 2008).

2.9: No author

If you cannot identify the author of a document (quite common with online sources) then you can use "Anon" to identify the author. You should also provide the title of the document (in italics), and the date of publication.

- *Marketing strategy* (Anon 2001)

2.10: No date

The abbreviation "n.d." should be used if you cannot identify a date of publication.

Direct citation:

- Cosgrove (n.d.) states that total sales measures are often used to assess overall trends within the retail sector.

No date continued, Indirect citation:

- Total sales measure is used to assess market level trends in retail sales (Cosgrove n.d.)

2.11: Citing secondary sources

If you have read about a particular author's work, but have been unable to consult the actual work (the primary source) directly, then you need to acknowledge this.

Direct citation:

- Sabel (1993 cited in Kristensen 1996) argues that Japan has been successful in creating a hierarchy of careers amongst subcontractors.

Indirect citation:

- It can be argued that the organizing abilities of the manufacturing concern in Japan, have succeeded in creating a hierarchy of careers among their subcontractors (Sabel 1993 cited in Kristensen 1996).
- Sabel's 1993 article argues that Japan has been successful in creating a hierarchy of careers amongst subcontractors (Kristensen 1996, p.87).

2.12: How to quote portions of a published text

If you want to include a direct statement from a published work, then the sentence(s) must be included within quotation marks. It is also good practice to include the page number, so that the quotation can be easily located if necessary.

- Hirst and Thompson (1999, p.1) feel that "domestic strategies of national economic management are increasingly irrelevant".

If the quotation runs to several lines, then you should indent it. This clearly identifies the quotation as somebody else's work.

- Kotler *et al* (2005, p.11) provide a clear definition of the product concept:

"The product concept holds that consumers will favour products that offer the most quality, performance and innovation features, and that an organisation should thus devote energy to making continuous product improvements".

3. Creating the list of references and bibliography

3.1: Introduction

The list of references enables readers to easily trace the sources cited within your work. It is a list of the documents from which direct quotations, or examples have been taken.

N.B. A bibliography (where you give credit to sources that were used for background reading, but were not quoted within the body of the text), is NOT required according to the University of Manchester's (2008) guidelines.

Your list of references (and bibliography if you choose to provide one) should be arranged alphabetically by author and then, where necessary, by year of publication.

Different types of publication require different amounts of information. The Harvard system lays down standards for the amount of information required for each document type. These are detailed in the section below:

3.2: Books (single author)

- **Author:** Surname with capital letter, followed by comma.
- **Initials:** In capitals with full-stop after each.
- **Year:** Publication year (not printing or impression) in parentheses, followed by full stop.
- **Title:** Full title in italics. Only the first word and proper nouns should be capitalized. Follow with a full stop (unless there is a subtitle).
- **Sub-title:** Follows a colon at the end of the full title. Only proper nouns should be capitalized. Followed by a full stop.
- **Edition:** Only include if it is not a first edition. Use the number followed by "ed."
- **Place of publication:** Give town or city, and country if there is possible confusion with the UK. Follow with a colon
- **Publisher:** Publisher name followed by full stop.

Examples

- Boatright, J. (2006). *Ethics and the conduct of business*. 5th ed. New Jersey: Pearson Prentice Hall.
- Cameron, S. (2008). *The business student's handbook: learning skills for study and employment*. 4th ed. Harlow: Pearson Education Limited.

3.2.1: Books (2, 3 or 4 authors)

For books with two, three or four authors of equal status the names should all be included in the order they appear in the document. Always use “and”, or always use an ampersand (&), to link the last two authors.

Required elements:

- Authors, Initial(s). (Year of publication). *Title of book*. Edition (if not 1st edition). Place of publication: Publisher.

N.B. If two authors use “and” to link the authors, if more than two use commas, followed by “and” to link the final two authors.

Examples:

- Hirst, P. and Thompson, G. (1999). *Globalization in question*. 2nd ed. Cambridge: Polity Press.
- Kotler, P., Wong, V., Saunders, J. and Armstrong, G. (2005). *Principles of marketing: European edition*. 4th ed. Harlow: Pearson Education Limited.

3.2.2: Books (more than 4 authors)

Use the first author only with surname and initials followed by “*et al*”.

Required elements:

- Author, Initial(s). *et al*. (Year of publication). *Title of book*. Edition (if not 1st edition). Place of publication: Publisher.

Example:

- Georgiou, L. *et al*. (2008). *The handbook of technology foresight*. Cheltenham: Edward Elgar Publishing Limited.

3.2.3: Books which are edited

For books that are edited, give the editor(s) surname(s) and initial(s), followed by “ed.” or “eds.”

Required elements:

- Author(s), Initial(s). ed(s). (Year of publication). *Title of book*. Edition (if not 1st edition). Place of publication: Publisher.

Example:

- Whitley, R. and Kristensen, P.H. eds. (1996). *The changing European firm: limits to convergence*. London: Routledge.

3.2.4: Chapter(s) from an edited book

Required elements

- Chapter author(s) surname(s), Initial(s). (Year). Title of chapter (followed by “In:”) Book editor(s) initials and surnames (followed by “ed.” or “eds.”) *Title of book*. Place of publication: Publisher. Chapter number (or first and last page numbers).

Examples:

- Mayer, M. and Whittington, R. (1996). The survival of the European holding company: institutional choice and contingency. In: R. Whitley and P. H. Kristensen, eds. *The changing European firm: limits to convergence*. London: Routledge. Ch.4.
- Lane, C. (1996). The social constitution of supplier relations in Britain and Germany: an institutionalist analysis. In: R. Whitley and P.H. Kristensen, eds. *The changing European firm*. London: Routledge. 271-304.

3.2.5: Multiple works by a single author within the same year

When there are several works by one author published in the same year they should be differentiated by adding a lower case letter after the date.

Example:

- Paxson, D. (2001a). Real football options in Manchester. In: Howell, S. *et al.*, *Real options: evaluating corporate investment opportunities in a dynamic world*. London: Pearson Education Limited. 95-112.
- Paxson, D. (2001b). Real options in managing a football club. In: Howell, S. *et al.*, *Real options: an introduction for executives*. London: Pearson Education. 67-71.

3.2.6: Electronic books

Required elements:

- Author, Initial(s). (Year of publication) *Title of book*. [type of medium].
Place of publication: Publisher.
Available from: URL [accessed date].

Example:

- Cook, S., Macaulay, S. and Coldicott, H. (2004). *Change management excellence: using the four intelligences for successful organizational change*. [e-book]. London: Kogan Page.
Available from: <http://www.netlibrary.com/> [accessed 6 May 2008].

3.3: Journal articles

Required elements:

- Author(s), Initials(s). (Year). Title of article. *Full title of journal*, Volume number (Issue / Part number), Page numbers.

Example:

- Snowden, D.J. and Boone, M.E. (2007). A leader's framework for decision making. *Harvard Business Review* 85(11), 68-76.

For electronic versions of a journal article, you can choose to provide details of how you accessed the article. This is necessary if the article is only available online:

N.B. If you accessed the article through a bibliographic database, than you can provide the database details in place of the URL.

Required elements:

- Author(s), Initials(s). (Year). Title of article. *Full title of journal*, [type of medium] Volume number (Issue / Part number), Page numbers (if provided).
Available from: URL [accessed date].

Examples:

- Hamblin, Y. (2005). Library and information management employability skills: LIMES. *Sconul Focus* [online] 35 (Summer / Autumn 2005).
Available from: <http://www.sconul.ac.uk/publications/newsletter/35/4.rtf> [accessed 6 May 2008].
- Snowden, D.J. and Boone, M.E. (2007). A leader's framework for decision making. *Harvard Business Review* [online] 85 (11), 68-76.
Available from: Business Source Premier via EBSCO Host. [accessed 18 December 2007].

3.4: Newspaper articles

Required elements:

- Author, Initials. (Year). Title of article. *Full title of newspaper*, Day & month, page numbers.

Example:

- Wallace, S. (2008). Barry to reject record pay deal and join Benitez. *The Independent*, 6 May. 55.

For an online version of a newspaper article, you should provide the details of how you accessed the article. If you have accessed the article through a database then provide these details in place of the URL.

Required elements (electronic versions):

- Author, Initials. (Year). Title of article. *Full title of newspaper*, [type of medium]
Available from: URL(or database details) [accessed date].

Examples:

- Wallace, S. (2008). Barry to reject record pay deal and join Benitez. *The Independent*, [online]
Available from: <http://www.independent.co.uk/sport/football/premier-league/barry-to-reject-record-pay-deal-and-join-benitez-821643.html>
[accessed: 6 May 2008].
- Wallace, S. (2008). Barry to reject record pay deal and join Benitez. *The Independent*, [online]
Available from: Dow Jones Factiva [accessed: 6 May 2008].

3.5: Annual reports

Required elements:

- Corporate author. (Year of publication). *Full title of annual report*, Place of publication: Publisher.

Example:

- General Motors. (2005). *2004 Annual report*, Detroit: General Motors.

Required elements (electronic version):

Corporate author. (Year of publication). *Full title of annual report*, [type of medium].

Available from: URL [accessed date].

Example:

- General Motors. (2005). *2004 Annual report*, [online]
Available from:
http://www.gm.com/corporate/investor_information/docs/fin_data/gm04ar/index.html [accessed: 6 May 2008].

3.6 Information from a website

Required elements:

- Author(s) or corporate author. (Year). Title of document. [type of medium].
Available from: URL [accessed date]

Example

- BBC News. (2007). *King denies criticising Treasury* [online].
Available from:<http://news.bbc.co.uk/1/hi/business/7149384.stm>
[accessed 19 December 2007].

Information from a website continued; required elements for online publications:

- Author or corporate author. (Year). *Title of document*. [type of medium]. Available from: URL [accessed date]

Example:

- Department of the Environment. (2006). *Business plan 2007 – 08*. [online]
Available from: http://www.doeni.gov.uk/doe_business_plan_07-08.pdf [accessed 9 May 2008].

3.7: Conference proceedings / papers

Required elements:

- Author's name(s) and initials. (Year). Title of paper. *Full title of conference*. Location. Date

Example

- Sandberg, E.A. (2003). The face of embeddedness. *Proceedings of the 19th IMP conference*. University of Lugano, Switzerland. 4th – 6th September 2003.

3.8: Dissertations

Required elements

- Author's name and initials. (Year). *Title*. Level. Educational establishment.

Example

- Naude, P. (1992). *Modelling organisational buying behaviour incorporating judgemental methods*. Ph. D. Manchester Business School.

3.9: Acts of Parliament

Required elements:

- *Short title with key words capitalized, (chapter number). Place of publication: Publisher*

Example:

- *Further Education and Training Act 2007, (ch.25). London: HMSO*

N.B. For Acts prior to 1963, you also need to include the regal year and parliamentary session i.e.

- *Charities Act 1960, (8&9 Eliz. 2, c.58). London: HMSO*

3.10: Statutory Instruments

Required elements:

- *Short title with key words capitalized.(Year). Abbreviation “SI” followed by year of publication and SI number. Place of publication: Publisher*

Example:

- *The Television Broadcasting Regulations. (2000). SI 2000/54, London: HMSO*

3.11 Command papers

Required elements:

- *Authorship. (Year). Title, (Command number) Place of publication: Publisher*

Example:

- *Secretary of State for Education and Skills. (2006). Further Education: raising skills, improving life chances, (Cmnd. 6768) London: HMSO*

3.12 British Standards

Required elements

- Corporate author. (Year of publication). *Identifying letters and numbers plus full title of BS*, Place of publication: Publisher

Example:

- British Standards Institution. (2006). *BS 2869:2006 Fuel oils for agricultural, domestic and industrial engines and boilers. Specification*. Milton Keynes: BSI

3.13 Law reports

Required elements

- Name of parties involved in the case. (Year of reporting). Law reporting series, Volume and number, reference.

Example:

- *R. v Spence (Anthony)*. (2007) EWCA Crim 987, 2007 WL 1292606.

List of references

The University of Manchester: Faculty of Humanities. (2008). *How to reference* [online]

Available from:

<http://www.humanities.manchester.ac.uk/studyskills/assignments/reference/>

[accessed 16 May 2008]

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9 May 2008]