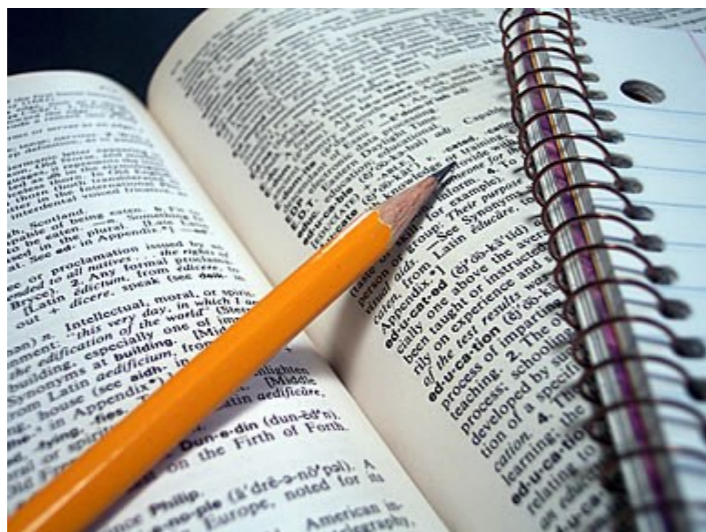


# The Harvard Referencing System Guide



## What is Referencing?

A reference is an acknowledgement that you have used someone else's work to help you create your own. In the academic world it's considered good manners to do this.

To reference is to say, 'I acknowledge my debt to this writer (or writers) for helping me with my work.' You don't write that, of course. That is the message implied by the act of referencing.

When you reference you also allow your reader to approach those articles, books or texts themselves.

Referencing has to be used in your work as if the work of other people is used but not cited (the place or document of origin mentioned) it is classed as plagiarism (academic theft) and this can lead to failure of a course or even expulsion.

## What are the different types of referencing?

There are three distinct types of referencing known as footnotes, author-date and author-title. This guide will focus on author-date or Harvard referencing as it is the type that is preferred and expected in most academic pieces of work.

### Footnotes

Footnotes give a little mark or number next to a quotation or idea that has been cited (mentioned) in a text

This is then referenced at the bottom of the page next to the same mark or number.

Example of Footnotes:

Theoretical views about the import of fact surface, quite frequently, in fiction. Marilyn Robinson, in her recent novel, *Housekeeping*, for instance, invites us to reconsider the weight we have afforded the "facts" in our century.<sup>1</sup> Saul Bellow, too, has his character Henderson comment on the problematics of tangible value in the novel *Henderson the Rain King*, telling his companion that "reality may be terrible," but it is, from his point of view, "better than what we've got."<sup>2</sup>

It seems, in fact, to be the case that at least in the views of those writers we have examined in this essay, facts are generally suspect.

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<sup>1</sup>Marilyn Robinson, *Housekeeping* (New York: Bantam Books, 1972): 217.

<sup>2</sup>Saul Bellow, *Henderson the Rain King* (New York: Penguin Books, 1965): 105.

## Parenthetical referencing:

There are two types of Parenthetical referencing listed below. The word Parenthetical simply means 'In Brackets'.

All parenthetical referencing must happen within the text rather than separately as in footnotes.

- **Author-date (Harvard Referencing system)**

The author-date system references immediately after the cited (mentioned) material

For example

It is thought that "all of the victims are predominantly affluent males" (Jones. 1990)

- **Author-title**

The author-title style is uncommon but used in some arts or humanities settings.

For example

It is thought that "all of the victims are predominantly affluent males" (Jones. Victims of the plague)

## Why Harvard Referencing?

The Harvard parenthetical referencing is the type that is preferred and expected in most academic pieces of work, and therefore the most useful to learn. It also helps for consistency when an academic is assessing the work.

## Why it's called Harvard Referencing

An essay written in 1896 on types of bibliography and referencing by Charles Sedgwick Minot attributes the author-date system to Edward Laurens Mark, a professor of anatomy and zoology at Harvard University who, it seems, adapted it from the system used in cataloging zoological specimens at the university.

It is still not clear how the author-date method became attributed to "Harvard" . According to an editorial note in the *British Medical Journal* in 1945, an unconfirmed anecdote is that the term "Harvard system" was introduced by an English visitor to Harvard's Museum of Zoology and was who was impressed by its author-date cataloguing system and dubbed it "Harvard system" upon his return to England

## How to do it!

When you reference using the Harvard system you must immediately precede or follow the quotation with the authors name, year of publication, page numbers or range of pages used

**Example:**

(Smith 2008, page 1) or (Smith 2008:1).

If a whole work is being mentioned you do not have to include page numbers

**Example:**

(Smith 2008)

If a body of work has two authors it should be listed using 'and' or '&'.

**Example:**

(Smith & Jones 2008. pages 3-5)

If a body of work has more than two authors the first author should be cited followed by the phrase 'et al.'

**Example:**

(Smith et al. 2008. pages 4-7)

If a work has no date of publication it should be listed with the notation 'N.D.' for no date.

**Example:**

(Smith. N.D. Page 4)

Works without page numbers should be listed as n.pag.

**Example:**

(Smith 2008. N.pag)

All references must be in the same font as the main text.

After work has been mentioned in this way within the text it must be backed up with a more thorough reference in a bibliography.

A bibliography is a list of all the texts and other items that have helped you in writing the essay.

# Bibliographies

A bibliography is required when using the Harvard Referencing System. This is the list of all the materials that you used to create your essay.

You must list any of the following that you have used.

- Books
- Magazine articles/newspaper reports
- Television programmes
- Films
- Websites

All of this information should be included at the very end of your essay and be listed alphabetically by the authors surname.

## Example: Referencing a book in a bibliography

Authors surname, Authors initial(s), (the date of publication—in brackets)  
*The title of the book*, place of publication: publisher

The title of the book must be written in italics or underlined. The publisher and place of publication can be found on the copyright page of the book.

So, a properly referenced book might appear:

Britton, J. (1970) *Language and Learning*, London: Penguin

## Example: Referencing a website in a bibliography

Surname of author, Initial of author. (if available), (Date of publication (if available)) *title of web page*, The URL (web address) of the site you accessed, (the date you accessed the page dd/mm/yyyy)

So a properly referenced website might appear:

Klanges, M. (2001) *Jaques Lacan*, internet WWW page at URL:  
<http://www.colorado.edu/english/engl2012klages/lacan.html> (accessed 27/05/2010)

If there is no date information available for the page you have viewed enter (no date) instead.

If no title information is available, enter the name of the website as a whole or the page's URL.

## Referencing a newspaper article in a bibliography:

Surname of author, Initial(s) of author, (date of publication) *Title of article*, *The name of the newspaper*, Day and month of publication, Page number and column of text (lettered)

So a properly referenced Newspaper article might appear:

Smith, J. (2005) *new educational policy*, *The Times*. 4th October. Page 7b

# Tips for Bibliographies

- If you have two items from the same author that are in the same year these must also be given a letter. E.g.

Smith, J. (1990a)  
Smith, J. (1990b)

- Two authors are cited using "and" or "&": (Deane and Jones, 1991) or (Deane & Jones, 1991). More than two authors are cited using the phrase "et al.": (Smith et al., 1992).
- Works without pagination (page numbers) are referred to in the references list as "not paginated" with the abbreviation for that phrase (n. pag.).
- If a work has not listed a place of publication and/or publisher both are indicated in the same way (n.p.) and placed in the appropriate spot in the bibliographical citation.
- For a document that has given no date of publication you must use the citation 'N.D.' for no date.  
E.g. Jones. S. (N.D.)

