



Harvard Referencing Guide

In-text Citations

An in-text citation is written within brackets. You must provide the last name of the author(s) and the year of publication. You must cite the relevant source(s) of information within the sentence it is referenced – usually at the end.

E.g. (Smith, 1987)

Significant things to note:

- Every idea or concept included or paraphrased within your work must be referenced; not only direct quotations.
- A paragraph or sentence, may contain more than one reference.
- Wikipedia and similar websites should not be used in research / academic work. These sites can be edited by anyone, and therefore may contain inaccurate information.

Sources with multiple authors

When you cite a source with up to three authors, cite all authors' names. For four or more authors, list only the first name, followed by 'et al.'

E.g. (Smith, 1987)

(Smith & Laurence, 1994)

(Smith, Laurence & Tivat, 1989)

(Smith et al., 2001)

Multiple citations within a sentence

List citations in order of descending publication date, separated by a semi-colon. i.e. the most recent publications first.

E.g. (Laurnce et al., 2005; Riga & Tivat, 2001; Smith, 1987)

Multiple sources with the same author and date

To distinguish between them, insert an 'a' after the year in the first one you reference, a 'b' in the second, and so on.

E.g. (Smith, 2009a) ... (Smith, 2009b)

Note:

- If the Author(s) name is already mentioned in the text, only the date must be included within the brackets.
E.g. xxx xxxx xxx xxxx Smith xxxx xxx xxxx xxxxx (2003).
- If you are quoting directly from, or using ideas from a specific page(s), you should include page numbers in your citation. 'p.' is used for a single page and 'pp.' for multiple pages.
E.g. (Toker et al., 2020, pp. 586-589)
- If there is no date available, put 'n.d.'
E.g. (Smith, n.d.)
- If there is no Author name, put 'Anon.'
E.g. (Anon., 2012)

Reference List

A reference list is given at the end of the paper. It will list, in full, all sources cited within the main body of the document in alphabetical order.

Journal

Author's last name, Author's initial(s). (Year of publication) Article title, *Journal Name*, Volume number(issue number): Page numbers. DOI Link

E.g. Duarte, C.M., Losada, I.J. and Hendriks, I.E. (2013) The role of coastal plant communities for climate change mitigation and adaptation, *Nature Climate Change*, 3(1): 961–968. <https://doi.org/10.1038/nclimate1970>

Book

Author's last name, Author's initial(s). (Year of publication) *Title*, Publisher.

- A single authored book
E.g. Smith, J. (2003) *Gender and rural geography*, Pearson.
- A book with two authors
E.g. Rose, S. and Lisa, A.R. (2007) *The geology of Dorset*, Sage.
- An edited book with one editor
E.g. Milne, A.A. ed. (1956) *Winnie-the-Pooh*, Dutton.
- Edited books with two or more editors
E.g. Martin, R. and Rohan, J. eds. (2012) *The Botanical Garden*, Pearson.

Chapter in a book

Author's last name, Author's initial(s). (Year of publication) Chapter title, in *Book title*, Publisher: Page numbers.

E.g. Geisel, T.S. (1971) Saving the planet, in *The Lorax*, Random House Books for Young Readers: 15-24.

Chapter in an edited book

Chapter author(s) last name, Author's initial(s). (Year of publication) Chapter title, in Book editor's last name, Book editor's initial(s). ed(s). *Book title*, Publisher: Page numbers.

E.g. Geisel, T.S. (1971) Saving the planet, in Williams, A. and Downing, B. eds. in *The Lorax*, Random House Books for Young Readers: 15-24.

Electronic book

Author's last name(s), Author's initial(s) (Year of publication / last modification) *Title*, edition (if applicable), Publisher, accessed Day Month Year, <URL>.

E.g. Callum, L.M. (1999) *Jersey's as an island laboratory*, Pearsons, accessed 21 September 2005, <<http://www.islandrepository.ac.je/examplepaper>>.

Note, for a chapter in an electronic book:

Author's last name(s), Author's initial(s) (Year of publication / last modification) 'Chapter title', in book editor(s) ed(s)., *Book title*, Publisher, accessed Day Month Year, <URL>.

Newspaper or Magazine article

Author's last name, Author's initial(s). (Year of publication) Article title, *Newspaper or magazine name*, Full date of publication: Page number(s).

Note, if you the article is online:

Author (Year), Article title, *Newspaper Title*, Day Month, page number (if applicable), accessed Day Month Year, <URL>.

Online images, Figures or Tables

Author(s), (Year) *Title of image, figure or table*, description of document (if applicable), Publisher, accessed Day Month Year, <URL>.

Note, if there is no named author or organisation:

Title of image (or description) (Year), Publisher or source, accessed Day Month Year, <URL>.

Official publications

Organisation (Year) *Title*, Publisher.

Unpublished sources

Author's last name, Author's initial(s). (Year if given) *Title*, Organisational source, unpublished.

Theses

Author's last name, Author's initial(s). (Year of completion) *Title*, Unpublished theses, University.

Website

Author's last name, Author's initials. (Date of posting) *Title*, accessed Day Month Year, <URL>.

Database

Title, Producer, Vendor, frequency of updating.

Note, if accessed online:

Title, Produce, Vendor, frequency of updating, accessed Day Month Year, <URL>.

Audio-visual material

Title (date) format, publisher.

Personal communications

This includes, emails, phone calls, letters, memos, interviews, and informal conversations. Personal communications are cited within the main body of text but not in the reference list.

Persons last name, Initial(s) and date of contact.

E.g. (Summer, AR 2017, pers. comm., 21 July).

AR Summer (2017, pers. comm., 21 July) said...

On 21 July 2017, AR Summer stated ...

Useful referencing software: Endnote, Mendeley, Zotero

If a source has a **DOI hyperlink**, include this at the end of your reference. To find DOI links, paste your reference list into a site such as CrossRef to find known hyperlinks <<https://apps.crossref.org/SimpleTextQuery>>.