UNIVERSITY OF
Southampton

Guide to Harvard Referencing

Harry Gibbs, Library

Ian Harwood, Southampton Business School

Martin Broad, Southampton Business School

on behalf of the University of Southampton Library

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Introduction

Should I use this guide?

There are many different styles of referencing – this is a guide to the Harvard style. Different guides to Harvard referencing will often provide slightly different advice. You should check with your Faculty or academic department to find out which style you should use.

You **must** use this guide if:

- you are from the Southampton Business School.

You can use this guide if:

- you are required to follow any version of the Harvard style.

For alternative referencing guides, see Appendix 3.

Why reference?

Referencing is the usual way to acknowledge the work of other people when you use their writing, ideas or research in your own academic work. The process of referencing is important for a number of reasons:

- To avoid plagiarism (for more on plagiarism see Appendix 1).
- To demonstrate your ability to gather and use information from appropriate sources.
- To show the breadth of your reading and investigation into a topic.
- To allow readers of your work to trace the books, articles etc. that you have referred to.
- To provide evidence of and add weight to the academic arguments you have made.
- To recognise and acknowledge the work of others.

What do I have to do?

Basically, referencing is a two-step process.

1. You put a note, called a **citation**, in the text of your work whenever you refer to another author's work or ideas (see pp.5–10).
2. For each citation in your text, you write a full reference in a **list of references** at the end of your work (see pp.11–27).

Step One – Citation in your text

When should I add a citation?

You should add a citation to your text every time you **quote**, **paraphrase** or **summarise** another person's work or ideas (or even your own previous work – although be sure to read about the pitfalls of 'recycling' previously assessed work under the University's academic integrity policies – see Appendix 1).

Is there anything that I shouldn't cite (common knowledge)?

Common knowledge is facts that are widely known, such as Paris is the capital of France. It is not necessary to cite common knowledge. However, what's considered to be common knowledge often varies between academic subjects, so if you would like more guidance ask your lecturer.

About quoting

Quoting means reproducing the **exact words** of another person. It is important to ensure that you do not misquote someone by not quoting them accurately. It is also important that you take the context of the quote into account in your writing – your aim is to accurately represent what the person meant to say.

Short quotes (up to two lines) should be placed within your own paragraph, with quote marks ('..........') around them. You must also include a citation.

Longer quotes (more than two lines) should be indented, single line-spaced and have white space at the top and bottom. You must also include a citation. Quote marks are not required (see Appendix 2 for examples of quotes).

If available, the **page number** (or page range if the quote is over more than one page, e.g. pp.7-8) should be included in the citation.

Quotes can be shortened using … to replace unnecessary words. You can also add words for clarity using square brackets. If you use these options, ensure that you do not change the meaning of the quote. If you notice a mistake in a quote, add [*sic*] immediately after the mistake (see Appendix 5 for examples).

About paraphrasing

Paraphrasing means reading another person's work, understanding the meaning of what they have written and re-writing it in your own words. Be aware that copying an extract and then changing some words is not paraphrasing, it is plagiarism (for more on plagiarism see Appendix 1). Page numbers are not essential but you must always include a citation.

Should I quote or paraphrase?

In your written work you are normally aiming to synthesise, and comment on, the facts and arguments made in the literature (and other sources). You should do this in your own words and by paraphrasing/summarising the words of others. Quotes should be used sparingly. Your lecturer does not want to see lots of quotes joined together by a few of your words. Quotes should normally be short and concise, and are often used to emphasise a point.

How to add a basic citation

In the Harvard style, a citation is the **author's surname** and the **year of publication**. A page number should be added if you are quoting.

If the author's surname is not part of the sentence, you should put the citation in brackets, e.g.

> **Studies on larger populations have demonstrated this approach to be effective (Gerard, 1990).**

> **It has been found that, 'the effectiveness of this method is increased in populations over 100,000' (Gerard, 1990, p.15).**

If the author's name is included in the sentence, only the year (and page number if you are quoting) is in brackets, e.g.

> **Research by Gerard (1990) has proved that this approach is effective in larger populations.**

> **Gerard's paper (1990) has suggested that the approach is effective in a larger population.**

> **Gerard (1990, p.15) states that, 'the effectiveness of this method is increased in populations over 100,000'.**

Page numbers

When you are **quoting** you must always include a page number, if available. Websites, for example, do not have page numbers – where there is no page number, just give the author's surname and year.

When you are **paraphrasing or summarising**, it is not essential to include a page number but it will help your reader if you do.

If the information that you are referring to is on one page, use the prefix 'p.', e.g. **(Jones, 2015, p.67)**.

If the information that you are referring to is on more than one page, use the prefix 'pp.', e.g. **(Jones, 2015, pp.66–68)**.

Page numbers for ebooks

If you are viewing an ebook online, it will probably be a scanned version of the original hardcopy book, so you will be able to see the page numbers. If you download an ebook as a PDF, it is also likely to be a scanned version of the original hardcopy book. However, if you download an ebook in another format (e.g. EPUB, Kindle) page numbers are likely to be unavailable or unreliable (e.g. they change depending on the line–spacing/font etc.) and you should not use them.

If you are quoting from an ebook, you should try to get reliable page numbers from the hardcopy or a scanned version. If this is not possible, you should include the chapter/section number to help your reader, e.g. **(Jones, 2015, ch.4)**.

Citation with two authors

When there are two authors, just include the second author using 'and' within the citation, e.g.

> ....**can be a cause of failure (Rooney and Owen, 2006).**

> **Work by Rooney and Owen (2006) has suggested this is a cause of failure.**

Citation with three or more authors

Within the citation use the first author's surname followed by '*et al.*'

e.g. for an article by Beckham, Rooney and Best in 2004

> **Beckham *et al.* (2004) have suggested that**.........

> ....**has been suggested (Beckham *et al.*, 2004)**

What if there is no author's name?

Sometimes a document or piece of work does not include the name of the person who wrote it. The author in these cases is often the organisation or corporate body responsible for the work, for example BBC, United Nations, Tesco PLC, Department of Health. These are known as **corporate authors**.

e.g.

> **The proportion of people surviving on less than $1.25 per day has fallen (World Bank, 2013).**

For organisations with long names you can abbreviate the name if you are going to cite it more than once. To do this, show the **abbreviation** in square brackets the first time you cite the organisation.

e.g. first citation

> **Patients require a full assessment prior to any intervention (Royal College of Nursing [RCN], 2007).**

e.g. second and further citations

> **.....should be followed using professional guidelines (RCN, 2007).**

Occasionally, a piece of work may have no stated author and no corporate author. In this case, the name is replaced with 'Anon.' for **anonymous**.

e.g.

> **Wounds which are constantly traumatised can be slow to heal (Anon., 2006).**

What if there is no year?

Where no date is given on a work, substitute the date within the citation with 'n.d.'

e.g.

> **Capello (n.d.) has discussed new changes in training to improve performance.**

> **New changes in training have been discussed to improve performance (Capello, n.d.).**

What if an author has more than one work published in the same year?

If an author (or authors) has published more than one cited work in the same year, add a, b, c etc. after the year, where 'a' is the first work you cite, 'b' is the second, 'c' is the third etc.

e.g.

A study by Rooney and Gerard (2005a) found that………

Rooney and Gerard (2005b) have argued that………

You must also include a, b, c etc. after the year in your list of references (see [Appendix 2](#) for an example).

Citing multiple references

Where more than one author is making the same point, you can cite them all in a single set of brackets. Arrange the citations by year of publication, starting with the oldest and separate the authors with semi-colons.

e.g.

……..**this has been suggested many times (Terry, 1990; Carragher, 1998; Lennon and Terry, 2002; Lampard, 2007a; Lampard, 2007c).**

Where one author is making the same point in multiple works, you can give the surname once and then add the years. Arrange the years chronologically, starting with the oldest and separate with commas.

e.g

Orwell (1989, 1992, 2008)…….

Secondary Referencing

You should always try to read and cite the original source of a work. However, sometimes this is not possible or practical, so you will have to rely on another work that discusses the original work. This is called secondary referencing.

e.g.

You read a paper by McLaren (2006) that discusses the work of Cole published in 1997. The citation will be:
A study by Cole (1997 cited McLaren, 2006) demonstrated that…….

In your list of references, you should only include McLaren (2006) because you have not read the original by Cole.

Citing personal communications

Personal communications include conversations, e-mails, faxes and letters. As a professional courtesy, you should ask permission from the sender before citing a personal communication. It may also be helpful to provide a copy of the communication in an appendix.

Citing diagrams, tables and images

Diagrams, tables and images should be cited and referenced. Place the citation after the title of the diagram, image or table, and add the page number (if a page number is available).

e.g.

Table 1: Numbers of recorded cases of Leprosy in the UK (Rowntree and McIntosh, 2011, p.183)

	1951	2011
Male	345	12
Females	211	17

Citation in presentations

If you use the work of other people when you are writing PowerPoint slides or using other presentation methods, you should provide citations and references in the normal way. Citations should be added to the relevant slides. Put the list of references on one (or more) of the final slides.

Step Two – List of References

What should I call my list of references?

You may see lists of references headed 'References', 'Reference list', 'List of references' or 'Bibliography'. You should begin by checking whether or not your Faculty or academic department has a preference.

Some Faculties and academic departments expect a list of references and a bibliography. This usually means that the list of references contains only the references that you have cited in your work and the bibliography includes works that you read in the course of your research but have not cited. The **Southampton Business School** uses these definitions. Students from the Southampton Business School must check whether their lecturer requires a list of references, a bibliography or both.

Layout of the list of references

You must have a reference for every work that you have cited in your text, arranged as follows.

- Put the list of references at the end of your work, after the conclusion but before appendices and acknowledgements (if you have them).
- List the references alphabetically by the first author's surname (or by corporate author name).
- Unless specified by your lecturer, do not separate lists of references by type of source (books, journals, websites etc.), just have them all in one list.
- List all authors (i.e. do not abbreviate using *et al*.).
- The list should not be numbered or bulleted.
- If an author has more than one work, list them in date order with the oldest first.
- If an author has more than one work in the same year, list them alphabetically, e.g. Lampard, 2007a; Lampard, 2007b; Lampard, 2007c etc. (see p.9)

How to format each reference

Each type of reference (e.g. book, journal article, website) has a slightly different format. Below, the bulleted lists show you what information you should include, followed by examples. It is important that you follow the examples carefully, ensuring that your references are consistent and accurate.

Book

- Author surname, initials (final two separated by 'and')
- Year of publication (in brackets)
- Title of book (in italics)
- Edition, if not the first edition
- Place of publication
- Publisher

e.g.

Dawber, R.P.R., Bristow, I.R. and Turner, W.A. (2001) *Text atlas of podiatric dermatology*. London: Dunitz.

Field, A. P. (2009) *Discovering statistics using SPSS,* 3rd ed. London: Sage.

eBook

If the ebook is available in both hardcopy and electronic formats you can reference the hardcopy version (see 'Book' above) even if you read the electronic version. If the ebook is only available online, or you are in doubt, you should reference it as an 'eBook'.

- Author surname, initials (final two separated by 'and')
- Year of publication (in brackets)
- Title of book (in italics)
- Edition, if not the first edition
- Place of publication
- Publisher
- Available from: URL
- [Accessed and date accessed]

e.g.

Waller, D.G. (2009) *Medical pharmacology and therapeutics*. Edinburgh: Saunders Elsevier. Available from: http://elsevierelibrary.co.uk/reader/medical-pharmacology-therapeutics [Accessed 5 June 2013].

Edited book

- Editor surname, initials (final two separated by 'and')
- ed. or eds. (in brackets)
- Year of publication (in brackets)
- Title of book (in italics)
- Edition, if not the first edition
- Place of publication
- Publisher

e.g.

Kofman, E. and Youngs, G. (eds.) (2003) *Globalization: Theory and practice,* 2nd ed. London: Continuum.

Edited ebook

- Editor surname, initials (final two separated by 'and')
- ed. or eds. (in brackets)
- Year of publication (in brackets)
- Title of book (in italics)
- Edition, if not the first edition
- Place of publication
- Publisher
- Available from: URL
- [Accessed and date accessed]

e.g.

Elliott, P. (ed.) (2009) *Infection Control: A psychosocial approach to changing practice*. Oxford: Radcliffe Publishing. Available from: http://lib.myilibrary.com?ID=206141 [Accessed 2 July 2013].

Chapter or article in an edited book

- Chapter author surname, initials (final two separated by 'and')
- Year of publication (in brackets)
- Title of chapter followed by IN:
- Editor surname, initials (final two separated by 'and')
- ed. or eds. (in brackets)
- Title of book (in italics)
- Edition, if not the first edition
- Place of publication
- Publisher
- Page numbers of the chapter

e.g.

Williams, M. (2003) Social movements and global politics IN: Kofman, E. and Youngs, G. (eds.) *Globalization: Theory and practice*, 2nd ed. London: Continuum, 234–275.

Chapter or article in an edited ebook

- Chapter author surname, initials (final two separated by 'and')
- Year of publication (in brackets)
- Title of chapter followed by IN:
- Editor surname, initials (final two separated by 'and')
- ed. or eds. (in brackets)
- Title of book (in italics)
- Edition, if not the first edition
- Place of publication
- Publisher
- Page numbers of the chapter
- Available from: URL
- [Accessed and date accessed]

e.g.

Waters, B. (2008) The legal issues relating to infection control IN: Elliott, P. (ed.) *Infection control: A psychosocial approach to changing practice.* Oxford: Radcliffe Publishing, 39–50. Available from: http://lib.myilibrary.com/Open.aspx?id=206141 [Accessed 1 July 2013].

Journal article

- Author surname, initials (final two separated by 'and')
- Year of publication (in brackets)
- Title of article
- Title of journal (in italics)
- Volume number
- Issue number (in brackets)
- Page numbers of the article

e.g.

Homer, C. (2002) Women's experiences of continuity of midwifery care in a randomised controlled trial in Australia. *Midwifery,* 18 (2),102–112.

If there are **no volume or issue numbers**, you can include the date of publication in their place.

In this example the author's name is not provided, so the name of the magazine has been used as the corporate author (see p.8).
The Spectator (1987) Better than a bishop. *The Spectator*, 14 February, 21–22.

Electronic journal article

If the journal article is available in both hardcopy and electronic formats you can reference the hardcopy version (see 'Journal article' above) even if you read the electronic version. If the journal article is only available online, or you are in doubt, you should reference it as an 'Electronic journal article'.

- Author surname, initials (final two separated by 'and')
- Year of publication (in brackets)
- Title of article
- Title of journal (in italics)
- Volume number
- Issue number (in brackets)
- Page numbers of the article (if available)
- Available from: URL
- [Accessed and date accessed]

e.g.

Fang, S., Fang, X. and Xiong, M. (2011) Psoriasis prediction from genome-wide SNP profiles. *BMC Dermatology*, 11 (1). Available from: http://www.biomedcentral.com/1471-5945/11/1 [Accessed 10 February 2011].

Conference paper published in a conference proceedings

- Author surname, initials (final two separated by 'and')
- Year of publication (in brackets)
- Title of paper followed by IN:
- Editor of proceedings surname, initials
- ed. or eds. (in brackets)
- Title of conference (in italics)
- Location of conference
- Date of conference
- Place of publication
- Publisher
- Page numbers of paper

e.g.

Silver, K. (2001) Electronic mail – the new way to communicate IN: Raitt, D. (ed.*) 9th International Online Information Meeting*, London, 3-5 December 1999. Oxford: Learned Information, 332-340.

Conference paper not published in a conference proceedings

- Author surname, initials (final two separated by 'and')
- Year of publication (in brackets)
- Title of paper
- Paper presented at
- Name of conference
- Location of conference
- Date of conference

e.g.

Owen, M. (2006) Loss of fitness in professional sportsmen. Paper presented at Annual Meeting of UK Sports Medicine Group, London, 25–26 June.

Working/Discussion/Research paper

- Author surname, initials (final two separated by 'and')
- Year of publication (in brackets)
- Title of paper (in italics)
- Title of working paper series
- Publisher (usually a University or research organisation)
- Paper number
- Available from: URL (if online)
- [Accessed and date accessed]. (if online)

e.g.

Broad, M. and Goddard, A. (2009) *Internal performance management with UK higher education; strategising and performancing.* Discussion Papers in Centre for Research in Accounting, Accountability and Governance, University of Southampton, CRAAG-09-01.

e.g. (for an online working paper)

Correa, J.A. (2010) *Innovation and competition in a memory process.* Discussion Papers in Economics and Econometrics, University of Southampton, 1005. Available from:
http://www.southampton.ac.uk/socsci/economics/research/papers/documents/20 10/1005.pdf [Accessed 23 July 2013].

Thesis

- Author surname, initials
- Year of submission (in brackets)
- Title of Thesis (in italics)
- Degree type
- Name of University or Institution

e.g.

Abadie, P. (2009) *Funding higher education in Uruguay: a policy question*, PhD thesis, University of Southampton.

Case study

If the case study is in a book, reference it like a book chapter (see) but add [Case study] after the title. If the case study is in a journal, reference it like a journal article (see) but add [Case study] after the article title.

e.g. (for a case study in a book)

Jensen, B.A. (2011) The Lego Group: Working with strategy [Case study] IN: Johnson, G., Whittington, R. and Scholes, K. *Exploring strategy: Text & cases*, 9th ed. Harlow: Financial Times Prentice Hall, 542–546.

Otherwise you should reference a case study as follows.

- Author surname, initials (final two separated by 'and')
- Year of publication (in brackets)
- Title of case study (in italics)
- Title of case study series (if applicable)
- Place of publication
- Publisher
- Available from: URL (if online)
- [Accessed and date accessed]. (if online)

e.g. (for a case study provided by lecturer as a PDF)

Fruhan, W.E. and Stephenson, C. (2010) *Flash Memory, Inc.* [Case study], HBS Brief Cases. Watertown, MA: Harvard Business Publishing.

Newspaper Article

- Author surname, initials (if no author, use the name of the newspaper)
- Year of publication (in brackets)
- Title of article
- Name of newspaper (in italics)
- Date and month
- Page numbers of article

e.g.

Traynor, I. and Roberts, D. (2013) Obama scrambles to limit crisis amid EU outrage over bugging. *The Guardian*, 2 July, 6–7.

The Times (1912) Titanic sunk. *The Times*, 16 April, 9–10**.**

Articles from newspaper websites are sometimes reproductions from the hardcopy newspaper but can be published **online** only. For this reason, you should add the URL and access date to make it clear that you accessed it online.

e.g.

The Independent (2013) Chris Froome hopes victory is the first of many: The Brit wants to dominate the race in the years to come. *The Independent*, 22 July. Available from: http://www.independent.co.uk/sport/cycling/tour-de-france-2013-chris-froome-hopes-victory-is-the-first-of-many-8726479.html [Accessed 23 July 2013].

Website or web page

- Author surname, initials (or the name of the website owner, often a 'corporate author', see p.8)
- Year of publication (in brackets)
- Title of website or web page (in italics)
- Available from: URL
- [Accessed and date accessed]

e.g.

Tesco PLC (2013) *Vision and strategy.* Available from: http://www.tescoplc.com/index.asp?pageid=12 [Accessed 2 July 2013].

Report/Online report

- Author surname, initials (final two separated by 'and')
- Year of publication (in brackets)
- Title of report (in italics)
- Place of publication
- Publisher
- Report number (if available)
- Available from: URL (if online)
- [Accessed and date accessed]. (if online)

e.g.

Jensen, M. and Esterhuysen, A. (2001) *The community telecentre cookbook for Africa: Recipes for self-sustainability: How to establish a multi-purpose community telecentre in Africa.* Paris: UNESCO, CI-2001/WS/2.

e.g. (for an online report)

Rolls-Royce Holdings PLC (2012) *Annual report.* London: Rolls-Royce Holdings PLC. Available from: http://www.rollsroyce.com/investors/financial_reporting/annual_report/ [Accessed 22 July 2013].

Government document or report

- Name of government department
- Year of publication (in brackets)
- Title of document (in italics)
- Place of publication
- Publisher

e.g.

NHS Executive (1997) *The new NHS: Modern and dependable.* London: TSO.

Statutory Instrument

- Short title (in italics)
- The abbreviation 'SI'
- Year of publication/SI number
- Place of publication
- Publisher

e.g.

Income Support (Pilot Scheme) Regulations, SI 1996/1252. London: HMSO.

Act of Parliament

- Country
- Short title (in italics)
- The year of the Act (in italics)
- Chapter number (in brackets and prefixed with c.)
- Place of publication
- Publisher

e.g.

Great Britain. *Companies Act 2006* (c.46). London: TSO.

If you are **citing the same Act many times** in your text, you can abbreviate the title (but this is not essential). The first time you cite the Act you can give the full title and the abbreviation. For subsequent citations you can give the abbreviation only.

e.g. (first citation in text)

(Great Britain. Companies Act, 2006 [CA 06])

e.g. (subsequent citations in text)

(CA 06)

If you are referring to a particular **section** of an Act, you can include this in your citation, using the prefix s. (for one section) or ss. (for more than one section).

e.g.

(Great Britain. Companies Act, 2006 [CA 06], s.14)

(CA 06, ss.21–27)

You do not have to include section numbers in your list of references.

Other UK Government and Parliamentary publications

Please see the guide called 'Harvard citation of official publications' (see Appendix 3 for details).

Broadcast (television and radio)

- Title of broadcast (in italics)
- Year of broadcast (in brackets)
- Name of channel
- Date of broadcast

e.g.

Newsnight (2011) BBC2 [TV], 24 August.

For TV and radio series, the number and title of the episode should also be included if appropriate.

e.g.

*The Young One*s (1982) Episode 1: Demolition, BBC1 [TV], 9 November.

The Bottom Line (2011) The Future of the Web, BBC Radio 4 [Radio], 30 June.

Film

- Title of film (in italics)
- Year of production (in brackets)
- Directed by and director's name
- Material type [in square brackets] e.g. [Film]
- Production details – place: organisation

e.g.

The King's Speech (2010) Directed by Tom Hooper [Film]. UK: Bedlam Productions.

CD-ROM

- Author surname, initials (final two separated by 'and')
- Year of publication (in brackets)
- Title (in italics)
- Media Type [in square brackets]
- Place of publication
- Publisher

e.g.

Robinson, P. (2004) *Living anatomy* [CD-ROM]. Oxford: Medipublications.

Podcast

- Broadcaster/author surname, initials
- Year (in brackets)
- Series Title (if applicable)
- Podcast title (in italics) followed by [Podcast].
- Available from: URL
- [Accessed and date accessed]

e.g.

Coles, M. (2013) BBC World Service Documentaries: *Media futures – Internet age* [Podcast]. Available from: http://www.bbc.co.uk/podcasts/series/docarchive [Accessed 3 July 2013].

Tweets and Twitter

As tweets are short in nature (140 characters) you should include the whole text within the reference list.

- Sender's surname, initials (or the name of the organisation, see p.8)
- Year (in brackets)
- Text of Tweet (in italics) followed by [Tweet]
- Date and time of posting
- Available from: URL
- [Accessed and date accessed]

e.g.

University of Southampton Library (2013) *Avenue Library open on both May Bank Holidays (Mon 6th & 27th) from 09.00-16.55. Come and join us in the Spring sunshine!* [Tweet], 1 May, 6.58am. Available from: https://twitter.com/unisotonlibrary [Accessed 3 July 2013].

Unpublished lecture notes

- Lecturer's surname, initials
- Year of lecture (in brackets)
- Title of lecture (in italics)
- Details of lecture including module number and module title
- Place of lecture delivery
- Date of lecture

e.g.

Harwood, I.A. (2008) *A brief history of management theory (Part 1)*, lecture notes distributed in the module MANG1003, Introduction to Management, at the University of Southampton. Southampton, 14 October.

Interview

- Interviewee surname, initials
- Year of interview (in brackets)
- Title of interview (if applicable)
- Interviewed by
- Name of interviewer
- Title of publication or broadcast (in italics) (if applicable)
- Broadcasting channel, e.g. Channel 4 (if applicable)
- Date of interview
- Page number (if applicable)

e.g.

Cameron, D. (2012) Interviewed by Andrew Marr. *The Andrew Marr Show*, BBC1, 12 January.

Archive documents or manuscripts

- Author surname, initials (final two separated by 'and')
- Year of publication (in brackets)
- Title of document (in italics)
- Date (if available)
- Name of collection containing item
- Reference number
- Name of archive or repository
- Location of archive or repository

e.g.

Thatcher, M.H. (1971) *Financing of Student Unions*, 30 July. Cabinet Memoranda (CP Series), CAB 129/158/23. The National Archives, London.

Please note: Harvard referencing is not compatible with the conventional method of referencing documents from archives. For this reason, the conventional method has been heavily adapted to suit the Harvard style. The National Archives (TNA) requires that you include all relevant reference numbers for the document in your reference. The reference numbers can be found on TNA catalogue. If you are referencing documents from other archives, you should check their guidance and ensure that you include all necessary elements in your reference. Guidance for the Special Collections, Hartley Library, University of Southampton is available at: http://www.southampton.ac.uk/archives/about_us/citation.html

Patent

- Inventor surname, initials (final two separated by 'and')
- Rights owner/Assignee (optional, and unnecessary if same as inventor)
- Year of publication (in brackets)
- Title of patent (in italics)
- Authorising organisation
- Patent number
- [Status of patent, if an application] e.g. [patent pending], [application]

e.g.

Graham, C.P., Fonti, L. and Martinez, A.M., American Sugar Co. (1972) *Tableting sugar and compositions containing it*. United States Patent and Trademark Office, 3,642,535.

Leonard, Y., Super Sports Limited (2008) *Tin can manufacture and method of sealing*. Canadian Intellectual Property Office, 12,789,675.

Standard (including British Standards)

- Name of authorising organisation
- Year of publication (in brackets)
- Number and title of standard (in italics)
- Place of publication
- Publisher

e.g.

British Standards Institution (1990) *BS 5555:1990: Recommendations for wiring identification*. London: BSI.

International Standards Office (1998) *ISO 690 - 2: Information and documentation: Bibliographical references: Electronic documents*. Geneva: ISO.

Dataset

- Creator surname, initials (final two separated by 'and')
- Year (in brackets)
- Title of dataset (in italics)
- Date/edition/version of dataset (if applicable)
- Place of publication
- Publisher
- DOI (Digital Object Identifier) (if available)

e.g.

World Bank (2012) *World Development Indicators*, September, Edition 17. Manchester: Mimas, University of Manchester. DOI: http://dx.doi.org/10.5257/wb/wdi/2012-09.

If the data is available online but there is no DOI, add Available from and the date accessed (see the next section).

Some data providers specify how they would like you to reference their data. If this is the case, you should ensure that your reference contains the required information.

Online versions of papers, theses etc.

If you have an ebook (p.12), ejournal (p.15), online newspaper article (p.18), online report (p.19) or online working paper (p.16) see the relevant sections above. Many other works, including conference papers, theses, government publications, and datasets, are also made available online. If you access a work online you should add the following to the end of your reference after the full stop:

- Available from: URL
- [Accessed and date accessed].

e.g. (for a thesis)

Abadie, P. (2009) *Funding higher education in Uruguay: a policy question*, PhD thesis, University of Southampton. Available from: http://eprints.soton.ac.uk/167483/ [Accessed 11 June 2014].

Translations

After the title of the book or work add:

- Translated from
- Language
- by
- Translator's name

e.g. (for a book)

Larsson, S. (2008) *The girl with the dragon tattoo*. Translated from Swedish by Reg Keeland. London: MacLehose Press.

For historical works, the date in brackets should be the date that the original was published. Add the date of publication of the translation after the translator's name.

e.g.

Kant, I. (1785) *Fundamental principles of the metaphysic of morals*. Translated by Thomas Kingsmill Abbott, 1988. Amherst: Prometheus.

Foreign language materials

The University does not have a policy on the use of foreign language materials (i.e. non-English language materials) in academic work. If you would like to use these, you should ask permission from your academic department or lecturer.

The **Southampton Business School** has no written policy but you should follow this advice. You can reference foreign language materials but you must apply the same critical rigour to the selection of your references, whether they are written in English or not. You should also be prepared to explain to your lecturer/supervisor why you have not used an English language reference (if an appropriate one exists).

If you decide to reference a foreign language item you should follow this guidance:

Follow the standard guidance for the type of reference you are using (e.g. book, journal article etc.) but add an English translation of the book/article/item title in square brackets, plus the language in round brackets.

e.g. (for a book)

Grass, G. (1968) *Die Blechtrommel* [*The Tin Drum* (in German)]. Berlin: Luchterhand.

(Note: you don't have to translate journal titles, only the titles of journal articles)

If the original is written in another alphabet (e.g. Chinese characters), you should transliterate the reference, translate the title into English and format the reference like the example above.

This guide doesn't cover what I need– what should I do?

This guide does not cover all types of references – for example you won't find webinars or poems. If you want to reference something which is not covered, look for an example of a similar type of reference and adapt it. Alternatively, you could look at the book called 'Cite them right' for guidance (see Appendix 3 for details). Remember, you must include all the information that your reader would need to trace the work and your reference must be consistent with your other references.

For UK Government and Parliamentary publications, see the guide called 'Harvard citation of official publications' (see Appendix 3).

Acknowledgements

This guide is based on:

And the following were referred to in its preparation:

Anglia Ruskin University (2013) *Harvard system*. Available from: http://libweb.anglia.ac.uk/referencing/harvard.htm [Accessed 23 July 2013].

Bournemouth University (2012) *BU guide to citation in the Harvard style.* Bournemouth: Poole: Bournemouth University. Available from: http://www.bournemouth.ac.uk/library/local-assets/how-to/docs/citing-references.pdf [Accessed 10 June 2013].

British Standards Institution (1990) *BS 5605:1990: Recommendations for citing and referencing published material*. London: BSI.

Harwood, I., Leah, J. and Lindsay, F. (2009) *Harvard referencing guide.* Southampton: University of Southampton.

Pears, R. and Shields, G. (2010) *Cite them right: The essential referencing guide,* 8th ed. Basingstoke: Palgrave Macmillan.

Appendix 1: Academic integrity & plagiarism

As a student at the University of Southampton you are expected to behave with academic integrity. Academic integrity includes avoiding plagiarism, cheating, falsification and recycling. The correct use of referencing is an essential part of good academic practice. The University defines academic integrity for you at:

http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-statement.html

The University takes breaches of academic integrity very seriously and penalises students who break the rules – see the link above for details.

Plagiarism

Plagiarism is the reproduction, paraphrasing or use of other work without acknowledgement. By referencing your work you are providing acknowledgement in a standardised format that readers are familiar with.

Plagiarism can be deliberate but is often the result of poor referencing or a misunderstanding of paraphrasing. If you paraphrase properly (see p.6), follow the rules for quoting (see p.5) and reference your work thoroughly, accurately and consistently then you will avoid plagiarism.

Appendix 2: An example of Harvard referencing

This is an edited selection of extracts from a literature review that demonstrates various aspects of referencing and citation. You'll notice that citations and quotes are in bold to make them easier to see – **you should NOT put your citations and quotes in bold.**

<u>A Literature Review, by Harry Gibbs</u> (2007)

DataShare is a collaborative project led by the University of Edinburgh, with the University of Oxford, the London School of Economics (LSE) and the University of Southampton. Its central aim is to develop a model for the deposit of social science datasets in institutional repositories (IRs). **Lewis *et al.* (2007, p.99) note that,** whilst many institutions have developed IRs over the last few years to store and disseminate their published research outputs, **'…there is currently no equivalent drive to manage primary data in a co-ordinated manner.'**

> Short Quote

The Digital Repositories Roadmap, published last year, is intended to inform JISC's future work on digital repositories and presents a vision for data access in 2010. It sees a place for IRs in filling gaps where no suitable data archive is available and states that 'Institutions need to invest in research data repositories' (Heery, 2006, p.16). However, Heery goes on to caution that,

> Longer Quote

> **No single institution is likely to have the appropriate mix of individuals to maintain and migrate for the future all the data and metadata it has produced in the previous 12 months, let alone over the institution's digital lifetime. It is therefore unlikely that departmental or institutional repositories will be the long term home of academic research data for preservation purposes (Heery, 2006, pp.17-18).**

Both **Lewis *et al.* (2007) and RIN (2007a)** found considerable unease towards IRs amongst stakeholders.

RIN (2007a) also found that universities themselves hold reservations about IRs in this context. In general, institutions have tended to leave data management to researchers and departments, considering it to be specialised work and correspondingly, they expect subject repositories to remain dominant, at least for the time-being. They share Heery's concern over skills, believing that more in-depth disciplinary knowledge is required in working with datasets than with publications.

The GRADE workshop, found that participants reacted positively to the idea of a national geospatial repository and a portal for locating geospatial datasets, but were less keen on local or departmental repositories **(Smith, 2007)**.

The SPECTRa Project reported that there was generally more trust in departmental repositories than in centralised institutional services, and as a result **Tonge and Morgan (2007)** conclude that it may be beneficial to keep data temporarily within the department during the embargo period and transfer it to the IR once it can be made more widely available.

> Paraphrasing & Summarising

On a broader level, policy makers cite cost-effectiveness as one of the key drivers for making data available **(OECD 2007; RIN 2007b)**.

References

Heery, R. (2006) *Digital repositories roadmap: Looking forward.* Oxford: Polity Press. | Book |

Lewis, L., O'Hagan, J. and Richards, T. (2007) *Working with d*ata: Roles, responsibilities and relationships. *Journal of Electronic Information*, 24 (2), 97-112. | Journal Article |

OECD (2007) *OECD principles and guidelines for access to research data from public funding.* Paris: OECD. Available from: http://www.oecd.org/dataoecd/9/61/38500813.pdf [Accessed 10 August 2007].

RIN (2007a) *Research funders' policies for the management of information outputs*. London: RIN. Available from: http://www.rin.ac.uk/files/Funders'%20Policy%20&%20Practice%20%20Final%20Report.pdf [Accessed 9 August 2007].

RIN (2007b) *Stewardship of digital research data: A framework of principles and guidelines (Draft for consultation)*. London: RIN. Available from: http://www.rin.ac.uk/files/Research%20Data%20Principles%20and%20Guidelines%20-%20published%20draft%20for%20consultation.pdf [Accessed 10 August 2007].

| Online Reports |

Smith, R.S. (2007) Geospatial data-sharing in UK Higher Education: Informal repositories and users' perspectives. *Higher Education Review*, 40 (4), 365-381. | Journal Article |

Tonge, A. and Morgan, P. (2007) *A guide to project SPECTRa.* London: Palgrave Macmillan. | Book |

Appendix 3: Other referencing guides

Recommended for users of this guide

Beasley, C. and Gibbs, H. (2012) *Harvard citation of official publications.*
Southampton: University of Southampton. Available from:
http://library.soton.ac.uk/referencing/harvard [Accessed 24 July 2013].

(for UK government and parliamentary publications not covered in this guide)

Pears, R. and Shields, G. (2013) *Cite them right: the essential referencing guide,* 9th
ed. Basingstoke: Palgrave Macmillan.

(available in the Library and online via http://library.soton.ac.uk/referencing/harvard)

Other referencing guides

Specific guides for some Faculties/academic departments and other general Harvard
guides are available at:

http://library.soton.ac.uk/referencing/harvard

More general referencing guidance and guides to other styles of referencing,
including Chicago, MLA and Vancouver are available at:

http://library.soton.ac.uk/referencing

Appendix 4: Notes for Endnote users

An Endnote style that is compatible with this guide is available on University workstation computers or can be downloaded from:
http://library.soton.ac.uk/endnote/downloads
(see under 'Harvard Style for Southampton')

You will need two files:

1. The installation instructions for either PC or Mac
2. 'Harvard Endnote Style' – the style file called Harvard_SotonUNI2015.ens

Unfortunately, for technical reasons, it is not possible for this style to cover all reference types. It does cover the most commonly used reference types, such as books and journal articles but does not cover the more unusual reference types such as Tweets. Additionally, some of the reference type names in Endnote are different to those used in the guide – please use this table for details.

Reference type in this guide	Reference type in Endnote	Notes
Book	Book	
eBook	Electronic Book	
Edited book	Edited Book	
Edited ebook	Edited Book	Use the 'Access Date' and 'URL' fields to add the date of access and URL
Chapter or article in an edited book	Book Section	
Chapter or article in an edited ebook	Electronic Book Section	
Journal article	Journal Article	For journals without a volume or part number, put the date of publication in the 'Volume' field
Electronic journal article	Electronic Article	
Conference paper published in a conference proceedings	Conference Proceedings	For year of publication scroll down and use 'Year Published' field (not 'Year of Conference'). For date of conference use 'Date' field.
Conference paper not published in a conference proceedings	Conference Paper	
Working/Discussion/ Research paper	Serial	For paper number use 'Report Number' field
Thesis	Thesis	For degree type use 'Degree' field
Case study	not covered	You can create your own under Edit> Output Styles – Bibliography> Templates
Newspaper article	Newspaper Article	For date and month use 'Issue Date' field
Website or web page	Web Page	

Report	Report	
Government document or report	Government Document	
Act of Parliament	Statute	For chapter number use 'Sections' field and include the prefix c. For place of publication use 'International Source' field Add abbreviated title to end of 'Name of Act' field
Statutory Instrument	Legal Rule or Regulation	Put SI title in 'Author' field For SI number use 'Title Number' field
Broadcast	Audiovisual Material	Put title of broadcast in 'Author' field Put episode details in 'Title' field For broadcasting channel use 'Publisher' field For material type use 'Type' field For episode title use 'Alternate Title' field
Film	Film or Broadcast	Put title of film in 'Director' field Put director's name in 'Title' field For material type use 'Medium' field For production organisation use 'Distributor' field
CD–ROM	not covered	You can create your own under Edit> Output Styles – Bibliography> Templates
Podcast	Podcast	
Tweets and Twitter	not covered	You can create your own under Edit> Output Styles – Bibliography> Templates
Unpublished lecture notes	Unpublished Work	For details of lecture use 'Type of Work' field For place of lecture use 'Place Published' field
Interview	Interview	For title of publication or broadcast use 'Program' field For broadcasting channel use 'Publisher' field
Archive documents or manuscripts	Manuscript	For location of archive use 'Place Published' field For reference number use 'Manuscript Number' field
Patent	Patent	For rights owner use 'Assignee' field For authorising organisation use 'Issuing Organisation' field For status of patent use 'Patent Type' field
Standard	Standard	For authorising organisation use 'Institution' field For number use 'Document Number' field

Dataset	Dataset	For date/edition/version use 'Version' field For publisher use 'Distributor' field
Translations	use appropriate reference type	Add translation details to the end of the 'Title' field
Foreign Language Materials	use appropriate reference type	Add translated title and language to the end of the 'Title' field

If you find any errors in this Endnote style, please contact Harry Gibbs at the Hartley Library – hgibbs@soton.ac.uk

Appendix 5: Changing quotes

Quoting generally means reproducing the exact words of another person. However, it is acceptable to edit quotes as shown below, provided that you accurately represent what the person meant to say.

Shortening quotes

Sometimes quotes include words that are not essential to the meaning. You might want to remove these words to make the quote more concise or to reduce your word count.

For example, here the underlined words could be removed without changing the meaning of the sentence.

> When a work has no author (including legal materials) or the author is anonymous, cite in-text the first few words of the reference list entry (usually the title) and the year.

The unnecessary words could be removed and replaced with … , i.e.

> 'When a work has no author … cite in-text the first few words of the reference list entry… and the year.'

Clarifying quotes

Sometimes the meaning of a quote becomes unclear when you take it out of the context of the original work. You can clarify meaning by adding words in square brackets.

For example, here the 'list' referred to in the second sentence is the 'list of references' mentioned in the first sentence.

> A list of references contains only details of those works cited in the text. If relevant sources that are not cited in the text are included, the list is called a bibliography.

If you decide to quote only the second sentence, you should clarify this as follows:

> 'If relevant sources that are not cited in the text are included, the list [of references] is called a bibliography.'

Mistakes in quotes

If you notice a mistake in a quote, do not correct it. Instead add [*sic*] immediately after the mistake, e.g. (here 'maid' should be spelt 'made')

> 'To provide evidence of the academic arguments maid [*sic*] in your work.'