

## Harvard (Bath) Referencing Style

There are many versions of 'Harvard' style, a name-date (or annotated) style, examples of which also include APA, Chicago and MLA. There are no definitive rules for Harvard style: this guide gives the University of Bath Library's interpretation, which is based on BS/ISO standards developed in 1989-1990 and adapted in line with local preferences. For more information, please see the Library webpage: <http://www.bath.ac.uk/library/infoskills/referencing-plagiarism/>

### Citation

Cite your sources *within your text* by giving the author's surname and year of publication.

- If there are two or three authors, cite all surnames, but if there are four or more, give the first surname only followed by 'et al.', meaning 'and others'.
- Differentiate between multiple sources by the same author published in the same year by adding lower case letters (a, b, c) after the year.
- Include page numbers if necessary e.g. to point out a particular page in a long document such as a book, or when referencing a specific quotation, image or figure.

#### Example:

The notion of an invisible collection has been explored in the sciences (Crane, 1972). Its absence amongst historians is noted by Stieg (1981b, p.556). It may be, as Burchard (1965) points out, that they have no assistants or are reluctant to delegate...

Organisations can be authors e.g. University of Bath, UNESCO, EU. If you *really* cannot identify a named author use 'Anon'. If no date is known, use 'n.d.'.

### Reference list

Detailed references are listed at the end of your work. This list can be entitled 'References' or 'Reference list'. Arrange references **alphabetically** by the author's surname. If there are two books by the same author, list the earliest one first. If there are two books by the same author published in the same year, add a letter to the citation AND the reference. Where there are multiple authors, list them in the order in which they appear on the title or copyright page of the published item.

#### Example:

Burchard, J.E., 1965. How humanists use a library. In: C.F.J. Overhage and J.R. Harman, eds. *Intrex: report on a planning conference and information transfer experiments*. Cambridge, Mass.: MIT Press, pp.41-87.

Rang, H.P., Dale, M.M., Ritter, J.M., Flower, R.J., and Henderson, G., 2012. *Rang and Dale's pharmacology*. 7<sup>th</sup> ed. Edinburgh: Elsevier Churchill Livingstone.

Stieg, M.F., 1981a. Continuing education and the reference librarian in the academic and research library. *Library Journal*, 105(22), pp.2547-2551.

Stieg, M.F., 1981b. The information needs of historians. *College and research libraries*, 42(6), pp.549-560.

## Reference examples

Each of the following gives a suggested standard format for the reference followed by examples of the most commonly-referenced document types. **For many more document types, see the extended version of this guide at <http://www.bath.ac.uk/library/infoskills/referencing-plagiarism/harvard-bath-style.html>**

### 1. Book with author(s)

Author's surname(s), INITIALS., Year. *Title*. Edition (if not the first). Place of publication: Publisher.

Rang, H.P., Dale, M.M., Ritter, J.M., Flower, R.J. and Henderson, G., 2012. *Rang and Dale's pharmacology*. 7th ed. Edinburgh: Elsevier Churchill Livingstone.

Open University, 1972. *Electricity and magnetism*. Bletchley: Open University Press.

*Note:* You can shorten the name of the publisher, e.g. for John Wiley and Sons Inc., use Wiley.

### 2. Book with editor(s) instead of author(s)

Editor's surname, INITIALS., ed. or eds. (as appropriate), Year. *Title*. Edition (if not the first). Place of publication: Publisher.

Rothman, K.J., Greenland, S. and Lash, T.L., eds., 2008. *Modern epidemiology*. 3rd ed. Philadelphia, Pa.: Lippincott Williams & Wilkins.

*Note:* For US-based publishers use the State's standard (not postal) abbreviation, e.g. Pa.= Pennsylvania.

### 3. One chapter/paper from a collection in a book

Author of paper's surname, INITIALS., Year. Title of paper or chapter. In: INITIALS. Surname of author/editor of book, followed by ed. or eds. if relevant. *Title of book*. Edition (if not the first). Place of publication: Publisher, page numbers of paper or chapter.

Reid, D.R., 1967. Physical testing of polymer films. In: S.H. Pinner, ed. *Modern packaging films*. London: Butterworths, pp.143-183.

### 4. Electronic book

Author's surname(s), INITIALS., Year. *Title* [Online]. Edition (if not the first). Place of publication: Publisher. Available from: URL [Accessed date].

Haynes, W.M., ed., 2014. *CRC handbook of chemistry and physics* [Online]. 94th ed. Boca Raton, Fla.: CRC Press/Taylor and Francis. Available from: <http://www.hbcnetbase.com> [Accessed 16/06/2016].

*Note:* if the e-book is a direct equivalent of a print book, i.e. in PDF format, you can reference it as a normal print book.

### 5. Journal article

Author's surname, INITIALS., Year. Title of article. *Title of journal*, Volume number(issue), page numbers.

Newman, R., 2010. Malaria control beyond 2010. *Brit. Med. J.*, 341(7765), pp.157-208.

*Note:* You can give journal titles in full or abbreviate them, depending on the preference of your Department/tutor. If you can't find the abbreviation, use the full title. See: <http://www.bath.ac.uk/library/help/infoquides/abbreviations.html>.

### 6. E-journal article

Author's surname, INITIALS., Year. Title. *Journal title* [Online], volume(issue). Available from: URL [Accessed date].

Williams, F., 1997. Electronic document delivery: a trial in an academic library. *Ariadne* [Online], 10. Available from: <http://www.ariadne.ac.uk/issue10/edd/> [Accessed 05/12/1997].

*Note:* Look for a PDF version of the article online. This will usually be identical to the print version, so even if you read it online you can reference it as a print journal article, **without** the URL or [Online].

## 7. Websites

Author's surname, INITIALS., Year (if known). *Title* [Online]. (Edition if known). Place of publication: Publisher (if known). Available from: URL [Accessed date].

Holland, M., 2002. *Guide to citing internet sources* [Online]. Poole: Bournemouth University. Available from: [http://www.bournemouth.ac.uk/library/using/guide\\_to\\_citing\\_internet\\_sourc.html](http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html) [Accessed 04/11/2002].

If a website has no personal author use the organisation publishing the website as author.

Wiltshire Council, 2015. *Get Wiltshire walking* [Online]. Trowbridge: Wiltshire Council. Available from: <http://www.wiltshire.gov.uk/leisureandrecreation/sportphysicalactivity/getwiltshirewalking.html> [Accessed 19/08/2015].

## 8. Conference paper (when proceedings have a named editor)

Author of paper's surname, INITIALS., Year. Title of paper. In: INITIALS. surname of editor(s), ed. or eds. *Title of conference proceedings*, full date and place of conference. Place of publication: Publisher, page numbers of paper.

Crawford, G.I., 1965. Oxygen in metals. In: J.M.A. Lenihan and S.J. Thompson, eds. *Activation analysis: proceedings of a NATO Advanced Study Institute*, 2-4 August 1964 Glasgow. London: Academic Press, pp.113-18.

## 9. Conference paper (when proceedings have no named editor or are part of a major series)

Author of paper's surname, INITIALS., Year. Title of paper. *Title of conference proceedings*, full date and place of conference. Place of publication: Publisher, page numbers of paper.

Soper, D., 1972. Review of bracken control experiments with Asulam. *Proceedings of the 11th British Weed Control conference*, 15-17 November 1972 Brighton. Brighton: University of Sussex, pp.24-31.

## 10. Newspaper article

Author's surname, INITIALS. (or newspaper title if author unknown), Year. Title of article. *Title of newspaper*, Day and Month, page number/s and column letter.

Haurant, S., 2004. Britain's borrowing hits £1 trillion. *The Guardian*, 29 July, p.16c.

The Independent, 1992. Picking up the bills. *The Independent*, 4 June, p.28a.

## 11. Thesis/dissertation

Author's surname, INITIALS., Year. *Title*. Designation (type). Name of institution.

Burrell, J.G., 1973. *The importance of school tours in education*. Thesis (M.A.). Queen's University, Belfast.

## 12. Report

Author, Year. *Title*. Place of publication: Publisher, (Report number, if given).

UNESCO, 1993. *General information programme and UNISIST*. Paris: UNESCO, (PGI-93/WS/22).

## 13. Standard

Standard number: Year. *Title*. Standards Issuing Body.

BS 5605:1990. *Recommendations for citing and referencing published material*. BSI.

#### 14. Patent

Originator [i.e. name of applicant], Year. *Title of patent*. Series designation which may include full date.

Phillipp Morris Inc., 1981. *Optical perforating apparatus and system*. European patent application 0021165A1. 1981-01-07.

#### 15. Images

Reference an image in a book using the book format, adding the page number to the citation. For an image from the Web, use the webpage format. See *How to Reference Images* <http://www.bath.ac.uk/library/pass.bho/images-referencing.pdf>

#### 16. Streamed video

Videos streamed on YouTube, TED Talks etc.

Creator's surname, INITIALS., Year video posted. *Title of film or programme* [Online]. Available from: URL [Accessed date].

Moran, C., 2016. *Save our libraries* [Online]. Available from: <https://www.youtube.com/watch?v=gKTfCz4JtVE&feature=youtu.be> [Accessed 29/04/2016]

#### 17. Unpublished material including lecture notes

Notes collected by you during interviews or lectures, comments made to you during conversations etc.

Because they are unpublished and inaccessible to your readers, there is effectively nothing to reference. All you can do is to cite them in your text as a 'personal communication' using the informant's name (if they are willing to give it), (*pers.comm.*), and the date of the communication e.g.

"The Vice-Chancellor of one HE institution asserted that the recent rise in student numbers is having a detrimental effect on many aspects of university life, in particular forcing staff and student to attend teaching sessions after 6pm (Anon. (*pers.comm.*) 30/08/2006)."

*Note:* if you are citing notes (e.g. by your lecturer) where they have been published on a **public webpage**: then reference them using the format for a webpage.

#### 18. Databases

Here we are not talking about material from literature databases, such as *ProQuest* or *EBSCO*, but rather commercial databases used in industry and for which the Library has subscriptions, such as *BSOL* or *Mintel*.

Database provider, Year. Title of report as appropriate. *Name of database* [Online]. Place of publication: Publisher [if known]. Available from: URL [Accessed date].

Bureau van Dijk, 2014. BT Group plc company report. *FAME* [Online]. London: Bureau van Dijk. Available from: <http://www.portal.euromonitor.com> [Accessed 6/11/2014].

#### 19. Datasets

Creator's Surname, INITIALS., Year. *Name of dataset* [Online]. Place of publication: Publisher. Available from: DOI [Accessed date].

Wilson, D., 2013. *Real geometry and connectedness via triangular description: CAD example bank* [Online]. Bath: University of Bath. Available from: <http://doi.org/10.15125/BATH-00069> [Accessed 20/04/2016].