

Harvard (Bath) Referencing Style

This referencing style sheet is to be used in conjunction with the Library's *Guide to Citing & Referencing*. There are many versions of 'Harvard' style because it is synonymous with name-date (or annotated) style, examples of which also include APA, Chicago, MLA. This version of Harvard is a variant based on standards developed in 1989 and 1990. Make sure you check with your department to establish their preferred style. For example, some departments prefer Harvard (Bath) style references with numeric citations rather than the usual name-date citations as below.

EndNote and **EndNote Online** currently include several variants of Harvard style. A basic Harvard (Bath) style developed to match this style sheet is available with EndNote on BUCS workstations and with EndNote Online accounts registered through the University.

Citation

Following the Harvard (Bath) style means you cite your sources within your text by giving the author's surname, year of publication and, when appropriate, page numbers. This brief citation tells the reader that there is a detailed list of references at the end of your text. If there are two authors, cite both names, but if there are any more give the first surname only followed by 'et al.'. However, include all authors in the full reference list. Differentiate multiple sources by the same author published in the same year by adding lower case letters (a, b, c) after the year. *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...

If you cannot identify a named author, use 'Anon'. If no date is known, 'n.d.' should be used.

Reference list

Detailed references are listed at the end of your work. This list can be titled 'References' or 'Reference list'. They are arranged alphabetically by author's surname, subdivided, if necessary, by year and letter. *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.

Crane, D., 1972. *Invisible colleges*. Chicago: University of Chicago Press.

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 for the different document types. Remember to include the full details of every single author or editor if there is more than one.

If you are referencing e-books and e-journals or chapters / articles from these that are PDF versions of the print equivalent, you can use the suggested standard format for the print equivalent.

1. Book with author(s)

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

Fineman, S. and Gabriel, Y., 1996. *Experiencing organizations*. London: Sage.

Wells, A.F., 1975. *Structural inorganic chemistry*. 4th ed. Oxford: Clarendon Press.

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

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

Wisemen, S., ed., 1967. *Intelligence and ability*. Harmondsworth: Penguin.

3. Book with corporate author

Corporate author, Year. *Title*. Edition (if not the first). Place of publication: Publisher.

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

4. One chapter / paper from a collection in a book

Author of paper's surname, INITIALS., Year. Title of paper. In: INITIALS. Surname of author/editor of book, followed by ed. or eds if relevant. *Title of book*. Place of publication: Publisher, page numbers of paper.

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

5. Electronic book

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

Carroll, L., 2008. *Alice's adventure in Wonderland* [Online]. Salt Lake City: Project Gutenberg. Available from: <http://www.gutenberg.org/ebooks/11> [Accessed 22 November 2012].

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

6. Journal article

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

Brunner, F.H., 1949. Synthetic gasoline from natural gas. *Industrial and engineering chemistry*, 41(3), pp.251-255.

Note: Use this format for PDF versions of print journals.

7. 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 5 December 1997].

Note: PDF versions of print journal articles are direct copies of the print edition, so treat them just like print journals – see no.6 above.

8. 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 [Accessed 4 November 2002].

9. Conference paper (when proceedings have a named editor)

Author of paper's surname, INITIALS., Year. Title of paper. In: INITIALS. surname of editor, ed. *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.

10. 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.

11. 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.

12. 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.

13. 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).

14. Government publication

Author, Year. *Title*. Place of publication: Publisher.

Department for Culture, Media and Sport: Architecture and Historic Environment Division, 2004. *Review of heritage protection: the way forward*. London: HMSO.

Note: If you can find an individual or company who has been commissioned to write the document for the Government, then use that. In all other cases use the name of the government department responsible. This can make for a very long author, particularly if there is a division to name as well, as in this case.

15. Patent

Originator (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.

16. Standard

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

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

17. Map

Originator's surname, first name or INITIALS, Year. *Title*, Scale. Place of publication: Publisher.

Andrews, J. and Dury, A., 1773. *Map of Wiltshire*, 1 inch to 2 miles. Devizes: Wiltshire Record Society.

18. Film, video or DVD

Title, Year of release. Material designation. Subsidiary originator (this is usually the director): directed by (followed by director's name in full). Production details i.e. Place: Organisation.

Macbeth, 1948. Film. Directed by Orson Welles. USA: Republic Pictures.

19. Television or radio broadcast

Series title: Episode number, Title of episode, Year. Medium. Transmitting organisation and channel, full date. Time of transmission.

Rick Stein's French Odyssey: Episode 5, 2006. TV. BBC2, 23 August. 20.30 hrs.

The Archers, 2006. Radio. BBC Radio 4, 23 August. 19.02 hrs.

20. Music scores

Composer, Year. *Title of work*. Edition. Place of publication: Publisher.

Beethoven, L. Van, 1950. *Symphony no.1 in C, Op.21*. Harmondsworth: Penguin.

21. Illustrations, images (see also no. 24 below)

Illustrator, Year. *Title*. Material type. At: Location. Archive/register number (if available).

Williams, S., 1805. *Portrait of Major John Norton (Teyoninhokarawen)*. At: Canadian War Museum, Ottawa. AN: 18850096-001.

22. Email discussion lists (jiscmail/listserv etc)

Author's surname, INITIALS., Day Month Year. Subject of message. *Discussion List* [Online]. Available from: list email address [Accessed date].

Clark, T., 5 July 2004. A European UK Libraries Plus? *Lis-link* [Online]. Available from: lis-link@jiscmail.ac.uk [Accessed 30 July 2004].

23. Personal emails

Sender's surname, INITIALS., (Sender's email address), Day Month Year. *Subject of Message*. Email to Recipient's Initials. Surname (Recipient's email address).

Alston, S., (S.J.Alston@bath.ac.uk), 19 July 2004. *Society of Architectural Historians of GB*. Email to K.M.Jordan (K.M.Jordan@bath.ac.uk).

24. Unpublished material held in a public archive

Author, Year(s). *Title*. Archive name, Archive number.

Woodborough C.E. School, 1873-1917. *Log book*. Wiltshire & Swindon Record Office, F8/500/297/1/1.

Post Office, 1870-1925. *Appointments of rural postmen (Wiltshire)*. Wiltshire & Swindon Record Office, 3144/2/2.

25. Unpublished material

e.g. notes collected by you during interviews or lectures, comments made to you during conversations etc.

These are your known notes, unpublished and inaccessible to your readers. Because they are unpublished and inaccessible, there is effectively nothing to reference. All you can do is to cite them in your text as 'personal comment' using their name (if they are willing to give it), (*pers.comm.*), and the date of the comment 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 August 2006)."

Note: if you are citing notes (e.g. by your lecturer) where they have been published on a **public webpage**: then you can reference them using the format for a webpage in **section 8** on page 3 of this guide.