

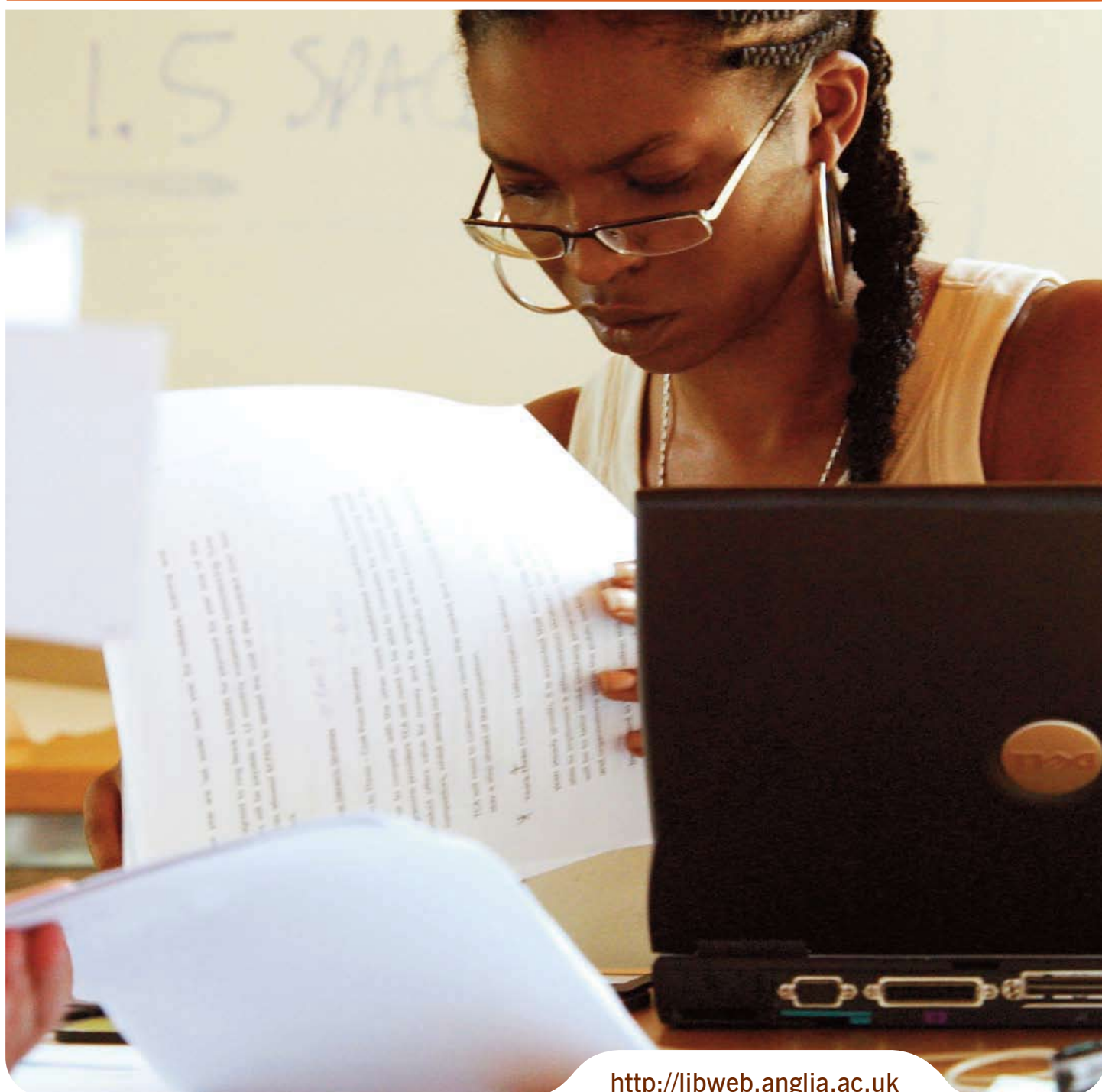


Anglia Ruskin
University

University Library

Guide to the Harvard Style of Referencing

July 2008



<http://libweb.anglia.ac.uk>

1. GENERAL INTRODUCTION	4
1.1 <i>Explanation of citation and referencing</i>	4
1.2 <i>Plagiarism</i>	4
1.3 <i>Referencing systems.....</i>	5
2. CITING REFERENCES IN TEXT USING THE HARVARD SYSTEM.....	6
2.1 <i>Author's name cited in the text.....</i>	6
2.2 <i>Author's name not cited directly in the text.....</i>	6
2.3 <i>More than one author cited in the text.....</i>	6
2.4 <i>More than one author not cited directly in the text</i>	7
2.5 <i>Two authors for the same work.....</i>	7
2.6 <i>More than two authors for a work.....</i>	7
2.7 <i>No date</i>	8
2.8 <i>Page numbers.....</i>	8
2.9 <i>Several works by one author in different years</i>	8
2.10 <i>Several works by one author in the same year</i>	9
2.11 <i>Quoting portions of published text.....</i>	9
2.12 <i>Chapter authors in edited works</i>	10
2.13 <i>Corporate authors</i>	10
2.14 <i>No author</i>	10
2.15 <i>Secondary sources (second-hand references)</i>	11
2.16 <i>Tables and diagrams.....</i>	12
3. COMPILING THE REFERENCE LIST AND BIBLIOGRAPHY.....	13
3.1 <i>General guidelines, layout and punctuation</i>	13
3.2 <i>Books.....</i>	13
3.2.1 <i>Books with two, three or four authors.....</i>	14
3.2.2 <i>Books with more than four authors</i>	14
3.2.3 <i>Books which are edited</i>	15
3.2.4 <i>Chapters of edited books</i>	15
3.2.5 <i>Multiple works by the same author.....</i>	16
3.2.6 <i>Books which have been translated.....</i>	16
3.2.7 <i>E-books.....</i>	17
3.3 <i>Journal articles and newspapers.....</i>	18
3.3.1 <i>Journal articles.....</i>	18
3.3.2 <i>Journal articles from an electronic source.....</i>	19
3.3.3 <i>Journal abstract from a database.....</i>	20
3.3.4 <i>Newspaper articles.....</i>	20
3.3.5 <i>Online newspaper articles.....</i>	21

4.	OTHER TYPES OF DOCUMENT	22
4.1	<i>Acts of Parliament.....</i>	22
4.2	<i>Statutory Instruments.....</i>	22
4.3	<i>Command Papers and other official publications</i>	22
4.4	<i>Law report.....</i>	23
4.5	<i>Annual report</i>	23
4.6	<i>British Standard and International Standards.....</i>	24
4.7	<i>Conference report.....</i>	24
4.8	<i>Conference paper</i>	24
4.9	<i>Dissertation.....</i>	25
4.10	<i>DVD or video, film and broadcasts.....</i>	25
4.11	<i>Map.....</i>	26
4.12	<i>Pictures, Images and Photographs</i>	26
5.	ELECTRONIC SOURCES	27
5.1	<i>Websites</i>	27
5.2	<i>Publications available from websites.....</i>	28
5.3	<i>E-mail correspondence/discussion lists</i>	29
6.	UNPUBLISHED WORKS.....	30
6.1	<i>Unpublished works.....</i>	30
6.2	<i>Informal or in-house publications</i>	30
6.3	<i>Personal communication.....</i>	30
7.	REFERENCES WITH MISSING DETAILS	31
8.	NOTES FROM COMPILERS	32

1. GENERAL INTRODUCTION

1.1 *Explanation of citation and referencing*

During the course of writing an essay, report or other assignment it is usual to support arguments by reference to other published work. These references may be from work presented in journal or newspaper articles, government reports, books or specific chapters of books, research dissertations or theses, material from the Internet etc.

Citation is the practice of referring to the work of other authors in the text of your own piece of work. Such works are cited to show evidence both of the background reading that has been done and to support the content and conclusions. Each citation requires a **reference** at the end of the work; this gives the full details of the source item and should enable it to be traced. Referring accurately to such source materials is part of sound academic practice and a skill that should be mastered. Other reasons for accurate citation and referencing are:

- To give credit to the concepts and ideas of other authors.
- To provide the reader (often the marker/examiner of the assignment) with evidence of the breadth and depth of your reading.
- To enable those who read your work to locate the cited references easily.

Remember to note the details of all the documents you read.

The following pages give detailed guidance for various types of publication as there are major differences between books, journal articles and websites, but a minimum requirement is for the author, date, title, and further details which help to identify the source.

1.2 *Plagiarism*

Plagiarism is passing off the work of others as your own. This constitutes academic theft and is a serious matter which is penalised in assignment marking. The following extract is from the Anglia Ruskin University Academic Regulations (2006, p.86):

http://web.anglia.ac.uk/anet/academic/public/academic_regulations.doc

Plagiarism

Plagiarism is the submission of an item of assessment containing elements of work produced by another person(s) in such a way that it could be assumed to be the student's own work. Examples of plagiarism are:

- *the verbatim copying of another person's work without acknowledgement*
- *the close paraphrasing of another person's work by simply changing a few words or altering the order of presentation without acknowledgement*
- *the unacknowledged quotation of phrases from another person's work and/or the presentation of another person's idea(s) as one's own.*

Copying or close paraphrasing with occasional acknowledgement of the source may also be deemed to be plagiarism if the absence of quotation marks implies that the phraseology is the student's own.

Plagiarised work may belong to another student or be from a published source such as a book, report, journal or material available on the internet.

1.3 Referencing systems

There are a number of systems for the citation of references. Anglia Ruskin University expects students to use the alphabetical/name-date system, in a particular style, known as the HARVARD style. In this, the author's surname and year of publication are cited in the text, e.g. (Bond, 2004) and a reference list (of these citations) is included at the end of the assignment, in alphabetical order by author with date. This **reference list** also includes important details such as the title and publisher. A **bibliography** lists relevant items that you have used in the preparation of the assignment but not necessarily cited in your text. A bibliography should also be in the Harvard style and the inclusion of such a list shows that you have read widely beyond the items you have cited.

N.B. Faculty regulations may differ in the use of bibliographies and reference lists, students are advised to check with their Faculty.

2. CITING REFERENCES IN TEXT using the Harvard System

References to sources may be cited in the text in different ways depending on the nature of the sentence/paragraph that is being written.

2.1 *Author's name cited in the text*

When making reference to an author's work in your text, their name is followed by the year of publication of their work, and page reference, in brackets (parentheses) and forms part of the sentence.

Cormack (1994, pp.32-33) states that 'when writing for a professional readership, writers invariably make reference to already published works'.

In general, when writing for a professional publication, it is good practice to make reference to other relevant published work. This view has been supported in the work of Cormack (1994, pp.32-33).

2.2 *Author's name not cited directly in the text*

If you make reference to a work or piece of research without mentioning the author in the text then both the author's name and publication year are placed at the relevant point in the sentence or at the end of the sentence in brackets:

Making reference to published work appears to be characteristic of writing for a professional audience (Cormack, 1994).

2.3 *More than one author cited in the text*

Where reference is made to more than one author in a sentence, and they are referred to directly, they are both cited:

Jones (1946) and Smith (1948) have both shown.....

2.4 *More than one author not cited directly in the text*

List these at the relevant point in the sentence or at the end of the sentence, putting the author's name, followed by the date of publication and separated by a semi-colon and within brackets:

Further research in the late forties (Jones, 1946; Smith, 1948) lead to major developments.....

2.5 *Two authors for the same work*

When there are two authors for a work they should both be noted in the text:

White and Brown (1964) in their recent research paper found.....

with regard to PREP and the role of libraries, Crane and Urquhart (1994) suggest...

or indirectly, using an ampersand (&) :

During the mid nineties research undertaken in Luton (Slater & Jones, 1996) showed that.....

Earlier research (White & Brown, 1966) demonstrated that the presence of certain chemicals would lead to.....

2.6 *More than two authors for a work*

Where there are several authors (more than two), only the first author should be used, followed by 'et al.' meaning 'and others':

Green, et al. (1995) found that the majority

or indirectly:

Recent research has found that the majority of.....(Green, et al., 1995)

2.7 No date

The abbreviation n.d. is used to denote this:

Smith (n.d.) has written and demonstrated.....

or indirectly:

Earlier research (Smith, n.d.) demonstrated that.....

Every effort should be made to establish the year of publication if you intend to use this work as supporting evidence in an academic submission. See also section 7.

2.8 Page numbers

Including the page numbers of a reference will help readers trace your sources. This is particularly important for quotations and for paraphrasing specific paragraphs in the texts:

Lawrence (1966, p.124)

or indirectly:

(Lawrence, 1966, p.124)

2.9 Several works by one author in different years

If more than one publication from an author illustrates the same point and the works are published in different years, then the references should be cited in chronological order (i.e. earliest first):

as suggested by Bloggs (1992, 1994)

or indirectly:

(Bloggs 1992, 1994).....

2.10 Several works by one author in the same year

If you are quoting several works published by the same author in the same year, they should be differentiated by adding a lower case letter after the year for each item:

Earlier research by Smith (1993a) found that.....but later research suggested again by Smith (1993b) that.....

If several works published in the same year are referred to on a single occasion – or an author has made the same point in several publications they can all be referred to by using lower case letters (as above):

Bloggs (1993a, b) has stated on more than one occasion that...

2.11 Quoting portions of published text

If you want to include text from a published work in your essay then the sentence(s) must be included within quotation marks, and may be introduced by such phrases as:

the author states that '.....' or ...the author writes that '.....'

In order for a reader to trace the quoted section it is good practice to give the number of the page where the quotation was found. The quotation should also be emphasized (especially if it runs to several lines) by indenting it and using quotation marks. This clearly identifies it as the work of someone else:

On the topic of professional writing and referencing Cormack (1994, p.32) states:

'When writing for a professional readership, writers invariably make reference to already published works'.

2.12 Chapter authors in edited works

References to the work of an author that appears as a chapter, or part of a larger work, that is edited by someone else, should be cited within your text using the name of the contributory author and not the editor of the whole volume:

In his work on health information, Smith (1975) states...

In the reference list at the end of your document, you should include details of both the chapter author and the editor of the entire work:

(See section 3.2.4 for further details)

2.13 Corporate authors

If the work is by a recognised organisation and has no personal author then it is usually cited under the body that commissioned it. This applies to publications by associations, companies, government departments etc. such as Department of the Environment or Royal College of Nursing.

It is acceptable to use standard abbreviations for these bodies, eg. RCN, in your text, providing that the full name is given at the first citing with the abbreviation in brackets:

1st citation: Royal College of Nursing (RCN) (2007)

2nd citation: RCN (2007)

Note that the full name is the preferred format in the reference list. Some reports are written by specially convened groups or committees and can be cited by the name of the committee:

Committee on Nursing (1972)

Select Committee on Stem Cell Research (2002)

2.14 No author

If the author cannot be identified use '**Anonymous**' or '**Anon.**' and the title of the work and date of publication. The title should be written in italics. Every effort should be made to establish the authorship if you intend to use this work as supporting evidence in an academic submission:

Marketing strategy (Anon., 1999)

2.15 Secondary sources (second-hand references)

While you are consulting an original work, you may come across a summary of another author's work, which you would like to make reference to in your own document. This is called secondary referencing:

A direct reference:

Research recently carried out by

Brown (1966 cited in Bassett, 1986, p.142) found that.....

In this example, Brown is the work, which you wish to refer to, but have not read directly for yourself. Bassett is the secondary source, where you found the summary of Brown's work..

Or indirectly:

(Brown, 1966 cited in Bassett, 1986, p.142)

In the example below White is the primary or original source and Black is the secondary source. It is important to realise that Black may have taken White's ideas forward, and altered their original meaning. It is recommended that where possible, you read the original source for yourself rather than rely on someone else's interpretation of a work.

White, (1990) as cited in Black (1994), suggests that...

The reference list at the end of your document should only contain works that you have read.

2.16 Tables and diagrams

When reproducing selected data from a diagram or table, or copying the entire table or diagram, a reference must be made to the source.

A reference within the text to a table taken from eg. a book, should include the author and page (Smith, 2005, p.33) to enable the reader to identify the data. If the source of the data is not the author's own, but obtained from another source, it becomes a secondary reference and needs to be cited as such:

(United Nations, 1975 cited in Smith, 2005, p.33)

If the table is reproduced in its entirety, place the citation as a footnote. Be particularly careful to note the original source of data, as well as the authorship of the document. Full details should be included in the reference list.

In the following example, a table is reproduced from page 267, of a book written by Robert Amazon which is the 4th edition and published by FT Prentice Hall of Harlow, England in 2005. The title of the book is *Management in the media: decision makers*.

- ◆ If you wish to reproduce the table in your own work – replicate the table

Television ownership in England (Percentage of households)		
Date	1970	1980
Percentage	60	70
Source : National Statistics Office, 1985 *		

And add a Footnote – at the bottom of the page in your own work acknowledging the source of the reproduced table.

*National Statistics Office 1985 cited in Amazon, 2005, p.267

- ◆ If you wish to quote from a table in the above book in your essay:

.....historical figures demonstrate that only sixty percent of households had televisions in Britain by the 1970s (National Statistics Office 1985 cited in Amazon, 2005, p. 267).

- ◆ If you wish to reference the book in the reference list or bibliography:

Amazon, R., 2005. *Management in the media: decision makers*. 4th ed. Harlow: FT Prentice Hall.

3. COMPILING THE REFERENCE LIST AND BIBLIOGRAPHY

3.1 *General guidelines, layout and punctuation*

The purpose of a reference list is to enable sources to be easily traced by another reader. Different types of publication require different amounts of information but there are certain common elements such as authorship, year of publication and title.

Section 7 deals with references where some of the details are unknown.

The Harvard Style lays down standards for the order and content of information in the reference. Some variations of layout are acceptable provided that they are used consistently.

All Items should be listed alphabetically by author or authorship, regardless of the format, ie. whether books, websites or journal articles etc. Where there are several works from one author or source they should be listed together but in date order with the earliest work listed first.

3.2 *Books*

Use the title page, not the book cover, for the reference details. The required elements for a book reference are:

Author, Initials/First name., Year. *Title of book*. Edition. Place of publication: Publisher.

Redman, P., 2006. *Good essay writing: a social sciences guide*. 3rd ed. London: Open University in assoc. with Sage.

Baron, David P., 2008. *Business and the organisation*. 6th ed. Chester (CT): Pearson.

Please note

Author: Surname with capital first letter and followed by a comma.

Initials: In capitals with full-stop after each and comma after full-stop of last initial.

Year: Publication year (not printing or impression) followed by full-stop.

Title: Full title of book/thesis/dissertation in italics with capitalization of first word and proper nouns only. Followed by full-stop unless there is a sub-title.

Sub-title: Follows a colon at end of full title, no capitalization unless proper nouns. Follow by full-stop.

Edition: Only include this if not first edition and use number followed by abbreviation ed. Followed by full-stop.

Place of publication: Town or city, follow by colon. If there may be confusion with UK place names, for USA towns include the State in abbreviated form, eg. Chester(CT).

Publisher: Company name followed by full-stop.

3.2.1 Books with two, three or four authors

For books with two, three or four authors of equal status the names should all be included in the order they appear in the document. Use an ampersand (&) to link the last two multiple authors.

The required elements for a reference are:

Authors, Initials., Year. *Title of book*. Edition. (only include this if not the first edition) Place: Publisher.

Barker, R. Kirk, J. & Munday, R.J., 1988. *Narrative analysis*. 3rd ed. Bloomington: Indiana University Press.

3.2.2 Books with more than four authors

For books where there are more than four authors, use the first author only with surname and initials followed by et al.

The required elements for a reference are:

Author, Initials., Year. *Title of book*. Edition. (only include this if not the first edition) Place: Publisher.

Grace, B. et al., 1988. *A history of the world*. Princeton, NJ: Princeton University Press.

3.2.3 Books which are edited

For books which are edited give the editor(s) surname(s) and initials, followed by ed. or eds.

The required elements for a reference are:

Author, Initials., Year. *Title of book*. Edition. (only include this if not the first edition) Place: Publisher

Keene, E. ed., 1988. *Natural language*. Cambridge: University of Cambridge Press.

Silverman, D.F. & Propp, K.K. eds., 1990. *The active interview*. Beverly Hills, CA: Sage.

Allouche, Jose. ed., 2006. *Corporate social responsibility, Volume 1: concepts, accountability and reporting*. Basingstoke: Palgrave Macmillan.

3.2.4 Chapters of edited books

For chapters of edited books the required elements for a reference are:

Chapter author(s) surname(s) and initials. Year of chapter. Title of chapter followed by "In:"

Book editor(s) initials and surnames with ed. or eds. after the last name. Year of book. *Title of book*. Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.

Smith, J., 1975. A source of information. In: W. Jones, ed. 2000. *One hundred and one ways to find information about health*. Oxford: Oxford University Press. Ch.2.

Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. 1980. *Humanities information research*. Sheffield: CRUS, pp.44-68.

3.2.5 Multiple works by the same author

Where there are several works by one author and published in the same year they should be differentiated by adding a lower case letter after the date.

Remember that this must also be consistent with the citations in the text.

For multiple works the required elements for a reference are:

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

Soros, G., 1966a. *The road to serfdom*. Chicago: University of Chicago Press.

Soros, G., 1966b. *Beyond the road to serfdom*. Chicago: University of Chicago Press.

This also applies if there are several authors with the same surname. As an alternative their initials can be included in the citation.

Works by the same author should be displayed in chronological order, earliest first.

3.2.6 Books which have been translated

For works which have been translated the reference should include details of the translator, the suggested elements for such references are:

Author, Year. *Title of book* .. Translated from (language) by (name of translator)

Place of publication: Publisher.

Canetti, Elias., 2001. *The voices of Marrakesh: a record of a visit*.
Translated from German by J.A.Underwood. San Francisco: Arion.

For major works of historic significance, the date of the original work, may be included along with the date of the translation.

Kant, I., 1785. *Fundamental principles of the metaphysic of morals*.
Translated by T.K. Abbott., 1988. New York: Prometheus Books.

3.2.7 E-books

For e-books the required elements for a reference are:

Author, Year, *Title of book*. [type of medium] Place of publication: Publisher.
Followed by "Available at:" include e-book source and web site
address/URL(Uniform Resource Locator) and routing details if needed.
[Accessed date].

Fishman, R., 2005. *The rise and fall of suburbia*. [e-book] Chester: Castle Press.

Available at: University Library/Digital Library/e-books

<http://libweb.anglia.ac.uk / E-books>

[Accessed 5 June 2005].

Carlsen, J. & Charters, S., eds. 2007. *Global wine tourism*. [e-book] Wallingford: CABI Pub.

Available at: University Library Catalogue/

[https://oscar.lib.anglia.ac.uk/F/F95IURDNARA89KU3SBA5FNN9MSPXKN2KQ6U47XYS7R4Q1PI12J-18026?func=full-set-](https://oscar.lib.anglia.ac.uk/F/F95IURDNARA89KU3SBA5FNN9MSPXKN2KQ6U47XYS7R4Q1PI12J-18026?func=full-set-set&set_number=002001&set_entry=000059&format=999)

[set&set_number=002001&set_entry=000059&format=999](https://oscar.lib.anglia.ac.uk/F/F95IURDNARA89KU3SBA5FNN9MSPXKN2KQ6U47XYS7R4Q1PI12J-18026?func=full-set-set&set_number=002001&set_entry=000059&format=999)

[Accessed 9 June 2008].

For a pdf version of a Government Publication or similar:

Authorship, Year, *Title of book*. [type of medium] Place of publication: Publisher.
Followed by "Available at:" include address/URL(Uniform Resource Locator) and
routing details if needed. [Accessed date].

Department of Health, 2008. *Health inequalities: progress and next steps*. [pdf] London: Department of Health.

Available at:

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationPolicyAndGuidance/DH_085307

[Accessed 9 June 2008].

N.B. the URL should be underlined.

3.3 *Journal articles and newspapers*

3.3.1 Journal articles

For journal articles the required elements for a references are:

Author, Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page numbers.

Boughton, J.M., 2002. The Bretton Woods proposal: an in depth look. *Political Science Quarterly*, 42 (6), pp.564-78.

Perry, C., 2001. What health care assistants know about clean hands. *Nursing Times*, 25 May, 97(22), pp.63-64.

Please note

Author: Surname with capital first letter and followed by comma.

Initials: In capitals with full-stop after each and comma after full-stop of last initial.

Year: Publication year followed by full-stop.

Title: Full title of article NOT in italics with capitalization of first word and proper nouns only. Followed by full-stop unless there is a sub-title.

Sub-title: Follows a colon at end of full title, no capitalization unless proper nouns. Followed by full-stop.

Journal title: Full title of journal, in italics, with capitalization of key words. Followed by comma.

Volume number:

Issue/Part number: In brackets, followed by comma.

Page numbers: Preceded by pp. for a range of pages and p. for a single page. Followed by full-stop.

3.3.2 Journal articles from an electronic source

For journal articles from an electronic source the required elements for a reference are:

Author, Initials., Year. Title of article. *Full Title of Journal*, [type of medium] Volume number (Issue/Part number), Page numbers if available.
Available at: include web site address/URL(Uniform Resource Locator) and additional details of access, such as the routing from the home page of the source. [Accessed date].

Boughton, J.M., 2002. The Bretton Woods proposal: an in depth look. *Political Science Quarterly*, [Online]. 42 (6),
Available at: Blackwell Science Synergy <http://www.pol.upenn/articles> [Accessed 12 June 2005].

Hamill, C., 1999. Academic essay writing in the first person: a guide for undergraduates. *Nursing Standard*, [Online] 21 Jul., 13 (44), pp. 38-40.
Available at: <http://libweb.anglia.ac.uk/ejournals/333> [Accessed 12 June 2005].

Jenkins, R., 1989. Clashing with caching. *ARIADNE*, [Online] 10 September, Issue 21.
Available at: <http://www.ariadne.ac.uk/issue21/web-cache/> [Accessed 2 December 2004].

N.B. the URL should be underlined.

3.3.3 Journal abstract from a database

For a journal abstract from a database where you have been unable to access the full article, the required elements for a reference are:

Author, Initials., Year. Title of article. *Full Title of Journal*, [type of medium]
Volume number (Issue/Part number), Page numbers if available, abstract only.
Available at: include web site address/URL(Uniform Resource Locator) and
additional details of access.
[Accessed date].

Boughton, J.M., 2002. The Bretton Woods proposal: an in depth look.
Political Science Quarterly, [e-journal] 42 (6). Abstract only.
Available at:BlackwellScienceSynergydatabase
<http://www.pol.upenn/articles>, Blackwell Science Synergy
[Accessed 12 June 2005].

N.B. the URL should be underlined

Every effort should be made to read the article in full if you intend to use this work as supporting evidence in an academic submission

3.3.4 Newspaper articles

For newspaper articles the required elements for a reference are:

Author, Initials., Year. Title of article. *Full Title of Newspaper*,
Day and month before page number and column line.

Slapper, G., 2005. Corporate manslaughter: new issues for lawyers.
The Times, 3 Sep. p. 4b.

3.3.5 Online newspaper articles

For newspaper articles found in online newspapers, the required elements for a reference are:

Author or corporate author, Year. Title of document or page. *Name of newspaper*, [type of medium] additional date information.
Available at: include web site address/URL(Uniform Resource Locator) and additional details of access, such as the routing from the home page of the source.[Accessed date].

Chittenden, M., Rogers, L. & Smith, D., 2003. Focus: 'Targetitis ails NHS.
Times Online, [internet] 1 June.
Available at: <http://www.timesonline.co.uk/printFriendly/0,,11-1506-669.html>
[Accessed 17 March 2005].

N.B. the URL should be underlined

It is good practice to keep in your files a copy of the front page of any website you use.

4. OTHER TYPES OF DOCUMENT

There are other types of documents which you may wish to include in your reference list or bibliography. There is no official Harvard guide for these but some suggestions are set out below:

4.1 *Acts of Parliament*

The required elements are:

Short title with Key words capitalized, which includes the year followed by the chapter number in brackets. Key words of titles are capitalized. Place of publication: Publisher.

Higher Education Act 2004. (c.8), London: HMSO.

For Acts prior to 1963, the regal year and parliamentary session are included:

Road Transport Lighting Act 1957. (5&6 Eliz. 2, c.51), London: HMSO.

4.2 *Statutory Instruments*

The required elements for a reference are:

Short title with Key words capitalized. Year. the abbreviation 'SI' followed by the year of publication and the SI number. Place of publication: Publisher.

Public Offers of Securities Regulations 1995. SI 1995/1537, London: HMSO.

4.3 *Command Papers and other official publications*

The required elements for a reference are:

Authorship, which may be part of the title. Year. *Title, in italics if a separate element*, Command number as it is on the document, within brackets, Place of publication: Publisher.

Royal Commission on civil liability and compensation for personal injury, 1978. (Pearson Report) (Cmnd. 7054) London: HMSO.

Select Committee on nationalised industries (1978-9). Consumers and the nationalised industries: prelegislative hearings (HC 334 of 1978-9) London: HMSO.

4.4 Law report

Following normal legal practice the required elements for a reference are:

Name of the parties involved in the law case, Year of reporting (in square brackets, where there is no volume) number Law reporting series, Volume and number, Page reference if available.

R v White (John Henry) [2005] EWCA Crim 689, 2005 WL 104528.

Jones v Lipman [1962] 1 WLR 832.

Saidi v France (1994) 17 EHRR 251, p.245

4.5 Annual report

The required elements for a reference are:

Corporate author, Year*. *Full title of annual report*, Place of publication: Publisher.

Marks & Spencer, 2004. The way forward, annual report 2003-2004, London: Marks & Spencer.

For an **e-version** of an annual report the required elements for a reference are:

Author or corporate author, Year. *Title of document or page*, [type of medium]
Available at: include web site address/URL(Uniform Resource Locator) and additional details of access, such as the routing from the home page of the source. [Accessed date]

Marks & Spencer, 2004. Annual report 2003-2004. [Online]
Available at: <http://www-marks-and-spencer.co.uk/corporate/annual2003/>
[Accessed 4 June 2005]

N.B. the URL should be underlined

It is good practice to keep in your files a copy of the front page of any website you use.

4.6 **British Standard and International Standards**

The required elements for a reference are:

Corporate author, Year. *Identifying letters and numbers and full title of BS*, Place of publication: Publisher.

British Standards Institution, 1990. *BS 5555:1990 Recommendations for wiring identification*. Milton Keynes: BSI.

International Standards Office, 1998. *ISO 690 – 2 Information and documentation: Bibliographical references: Electronic documents*. Geneva: ISO.

4.7 **Conference report**

The required elements for a reference are:

Authorship author, editor or organisation, Year. *Full title of conference report*. Location, Date, Publisher: Place of publication.

UNDESA (United Nations Department of Economic and Social Affairs), 2005. *6th Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea 24-27 May 2005. United Nations: New York.

4.8 **Conference paper**

The required elements for a reference are:

Authorship, Year. Full title of conference paper. In: followed by Editor or name of organisation, *Full title of conference*. Location, Date, Publisher: Place of publication.

Brown, J., 2005. Evaluating surveys of transparent governance. In: UNDESA (United Nations Department of Economic and Social Affairs), *6th Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea 24-27 May 2005. United Nations: New York.

4.9 *Dissertation*

The required elements for a reference are:

Author, Year of publication. *Title of dissertation*. Level. Place of University (If not clear from the name of the University): Name of University.

Richmond, J., 2005. *Customer expectations in the world of electronic banking: a case study of the Bank of Britain*. Ph. D. Chelmsford: Anglia Ruskin University.

4.10 *DVD or video, film and broadcasts*

The required elements for a reference are:

Full title of DVD or video. Year of distribution. [Medium] Director (if relevant) Country or origin: Film studio or maker. (Other relevant details).

Great films from the 80s: a selection of clips from Warner Brothers top films from the 1980s. 2005 [DVD] New York: Warner Brothers.

Health for all children 3: the video., 2004. [Video] London: Child Growth Foundation. (Narrated by D.B.M. Hall).

For a Film the suggested elements should include:

Title. Year of release. [Medium] Director. Country of origin: Film studio.

Macbeth, 1948. [Film] Directed by Orson Wells. USA: Republic Pictures.

For a broadcast the suggested elements should include:

Series title and episode name and number if relevant, Year of broadcast. [Medium] Broadcasting organisation and Channel, date and time of transmission.

Little Britain, 2006. [TV programme] BBC, BBC2, 30 January 2006 20.00.

4.11 Map

The required elements for a reference are:

Map maker, Year of issue. Title of map. *Map series*, Sheet number, scale, Place of publication: Publisher.

Ordnance Survey, 2006. Chester and North Wales. *Landranger series*, Sheet 106, 1:50000, Southampton: Ordnance Survey.

4.12 Pictures, Images and Photographs

The suggested elements for a reference are:

Artist/Photographers name, Year of production. Title of image. [Medium] (Collection details).

Beaton, C., 1956. Marilyn Monroe. [Photograph] (Marilyn Monroe's own private collection).

Beaton, C., 1944. *China 1944: A mother resting her head on her sick child's pillow in the Canadian Mission Hospital in Chengtu*. [Photograph] (Imperial War Museum Collection).

For an electronic reference the suggested elements are:

Artist/Photographers name, Year of production. Title of image. [medium]
Available at: include web site address/URL(Uniform Resource Locator) and additional details of access, such as the routing from the home page of the source.[Accessed date].

Dean, Roger, 2008 Tales from Topographic Oceans. [electronic print]
Available at:
http://rogerdean.com/store/product_info.php?cPath=48&products_id=88
From home page/store/calendar/august
[Accessed 18 June 2008].

5. ELECTRONIC SOURCES

5.1 Websites

For websites found on the world wide web the required elements for a reference are:

Authorship or Source, Year. *Title of web document or web page*. [Medium] (date of update)

Available at: include web site address/URL(Uniform Resource Locator) and additional details such as access or routing from the home page of the source. [Accessed date].

National electronic Library for Health, 2003. *Can walking make you slimmer and healthier?* (Hitting the headlines article) [Online] (Updated 16 Jan 2005)

Available at: <http://www.nhs.uk.hth.walking> [Accessed 10 April 2005].

N.B. the URL should be underlined

The title of a web page is normally the main heading on the page.

It is good practice to keep a copy of the front page of any website you use.

5.2 Publications available from websites

For publications found on the internet the required elements for a reference are:

Author or corporate author, Year. *Title of document*. [type of medium] Place: Producer/Publisher.

Available at: include web site address/URL(Uniform Resource Locator) and additional details of access, such as the routing from the home page of the source.[Accessed date].

N.B. the URL should be underlined

Scottish Intercollegiate Guidelines, 2001. *Hypertension in the elderly*. (SIGN publication 20) [internet] Edinburgh : SIGN (Published 2001)
Available at: <http://www.sign.ac.uk/pdf/sign49.pdf>
[Accessed 17 March 2005].

Boots Group Plc., 2003. *Corporate social responsibility*. [Online] Boots Group Plc. Available at: <http://www.Boots-Plc.Com/Information/Info.Asp?Level1id=447&Level 2id=0>
[Accessed 23 July 2005].

Defoe, D., 1999. *The fortunes and the misfortunes of the famous Moll Flanders*. [Online] Champaign, Illinois: Project Gutenberg. Available at: <http://Promo.Net/Cgi-Promo/Pg/T9.Cgi?Entry=370&Full=Yes&Ftpsite=Http://www.Ibiblio.Org/Gutenberg/>
[Accessed 18 November 2005].

It is good practice to keep a copy of the front page of any website you use.

5.3 *E-mail correspondence/discussion lists*

Particular care needs to be taken if you are quoting from these as they may include personal e-mail addresses and be from a restricted source. Permission should be sought before these sources are quoted.

For e-mail correspondence or discussion lists the suggested elements for a reference are:

Name of sender and e-mail address, Year. *Message or subject title from posting line*. [type of medium] Recipient's name and e-mail address. Date sent: Including time.

Available at: URL (e.g. details of where message is archived).
[Accessed date].

Jones, P., jones@jones.com, 2005. *Mobile phone developments*. [E-mail] Message to R G. Schmit (r.g.schmit@syy.ac.uk). Sent Monday 7 June 2005, 08:13.

Available at: http://gog.defer.com/2004_07_01_defer_archive.html
[Accessed 7 July 2005]. i

Copies of such correspondence should be kept, as these may need to be submitted as an appendix in an academic submission.

6. UNPUBLISHED WORKS

6.1 *Unpublished works*

You may occasionally have access to a document before it is published and will therefore not be able to provide full details:

Bloggs, J., (in press) *A new book that I have written*. London: Vanity.

Woolley, E. & Muncey, T., (in press) Demons or diamonds: a study to ascertain the range of attitudes present in health professionals to children with conduct disorder. *Journal of Adolescent Psychiatric Nursing*. (Accepted for publication December 2002).

6.2 *Informal or in-house publications*

For informal publications, such as class handouts and leaflets, provide what details you can:

Anglia Ruskin University, 2007. *Using the Cochrane Library*. [Leaflet] August 2007 ed. Cambridge: Anglia Ruskin University.

6.3 *Personal communication*

Where you refer to a more informal personal communication, e.g. letter, email, phone call or conversation, provide as much detail as possible and note the nature of the communication:

Permission should be sought before these sources are quoted, and a copy retained for reference.

Hindle, E., 2000. *Introducing Cow & Gate Omneo Comfort: an infant milk for digestive comfort*. [Letter] (Personal communication, 2 June 2000).

O'Sullivan, S., 2003. *Discussion on citation and referencing* [Letter] (Personal communication, 5 June 2003).

7. REFERENCES WITH MISSING DETAILS

Where there is no obvious publication date, check the content and references to work out the earliest likely date, for example:

1995?	probable year
ca. 1995	approximately 1995
199-	decade certain but not year
199?	probable decade

Occasionally it may not be possible to identify an author, place or publisher. This applies particularly to what is known as 'grey literature', such as some government documents, leaflets and other less official material.

Anon	author anonymous or not identifiable
s.l.	no place of publication (Latin: <i>sine loco</i>)
s.n.	no named publisher (Latin: <i>sine nomine</i>)

Information such as place and publisher not found on the document, but traced from other sources, should be placed in square brackets.

You should however be very cautious about using as supporting evidence material where you cannot identify the author or source.

8. NOTES FROM COMPILERS

If you require further assistance with citing and referencing please contact the University Library for guidance.

The sources quoted in this guide have been compiled for the purposes of illustration only. Any similarity with published work is coincidental.

This guide has been compiled with reference to the BS 5605:1990 and BS 1629:1998 for referencing published material, using the Harvard style examples. The BS ISO 6902:1997 standard has been consulted for guidance on details of referencing electronic sources since there is no British Standard for electronic resources in the Harvard style. The layout has been informed by (Harvard style) conventions currently being followed in UK Universities.

Anglia Ruskin University Library
July 2008

This Harvard System of Referencing guide is copyright of Anglia Ruskin University. If you wish to reproduce any part of this guide then please contact the University Library.