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Cite Them Right Online is also available for guidance on the Harvard style (see IS guides www.euclid.int/is/is-guides.htm). Cite Them Right Online uses a slightly different Harvard style to the Harvard shown on the following pages.

If you have not been instructed otherwise by your teaching staff, either version can be used. Whichever version of Harvard you choose, use it consistently in the same piece of writing.

Please note: This guide will not be updated and Cite Them Right Online is the more comprehensive resource.

Please follow any citing and referencing guidance/instructions given by your teaching staff e.g. if a specific version of Harvard is required or if another completely different style is required. In these cases, please follow the advice/instructions given by your teaching staff.

1   About Harvard Citing and Referencing

Citing and referencing is an important part of the writing process. When writing an assignment, eg a paper, essay, project report, dissertation or thesis, whenever you use ideas, quotes or any other material from an external source (eg a book, journal, conference paper, newspaper, website etc.), you must show the source of that information in both the body of your text (an **in-text citation**) and at the end of your work (a **reference list**).

The Harvard System is one of the most commonly used referencing systems. It is one type of "author, date" referencing systems (as opposed to a "numeric system", which uses numbers for in-text citations).

There are different versions of the Harvard system, each with slightly different formatting. Your supervisor will specify a referencing style for you to follow, but will not normally say which version of Harvard you should choose. No version is "better" than another – you should follow one style throughout your work.

EUCLID University Information Services has chosen one version of Harvard for this guide. This style has also been loaded into EndNoteWeb and EndNote Desktop Reference Management Software. **If you are using this software to store and format your references, then you should choose "Harvard HWU" to be consistent with this guide.** However, you should note that when using reference management software to format your references, you should always check your references for consistency before submitting the work.

For more information and workshops on Harvard Citing and Referencing, and also on using EndNoteWeb and EndNote Desktop, see the Further Information section in this guide.

1.1   Why provide citations and references?

Citing and referencing allows you to acknowledge the work of others and to demonstrate that:

- you have gathered evidence to support your ideas and arguments
- you have used credible, good quality sources
- have read widely and at an appropriate academic level
- allows your tutor to differentiate between your own work and the work of others and to locate the sources you have used.

1.2   When must I provide a citation?

Whenever you use ideas from, refer to, or quote from, another person's work you should acknowledge this in your work by citing and referencing.

You must provide a citation whenever you use **ideas, theories, facts, experiments, case studies**, adopt another person's **research method**, **survey** or **experiment design** and whenever you use **statistics**, **tables**, **diagrams, drawings** etc. from a source.
You must also provide a citation whenever you:

Quote directly: this is where you use another person's ideas in their own words. If you present information exactly as it appears in a source, indicate this by using quotation marks. Use **p.** to indicate a page number, and **pp.** to indicate a range of pages

'Market segmentation is where the larger market is heterogeneous and can be broken down into smaller units' (Easy and Sorensen 2009, **p.133**).

Paraphrase: this is where you present another person's ideas in your own words. In the following example an original passage from a book has been changed using my own words. While sentence two has been re-written its meaning is the same as the original and so a citation must be provided:

> **Original:**
> MPs were not paid a salary until 1912. In medieval times constituents sometimes paid their members and met some of the expenses of sending an MP to Westminster, but the practice died out by the end of the 17th century and thereafter MPs needed personal wealth or a personal patron in order to sustain a political career (Rush 2005, **pp.114 - 115**).

> **Paraphrase:**

Until the 20th century, when MPs received a salary, personal wealth or the support of a patron was essential for a long-term career in politics. Financial support for MPs had on occasion come from their constituents in the medieval period but this system had ended by the 17th century (Rush 2005, **pp.114-115**.)

NOTE: You can provide a page number if you think it will be helpful, but this is not as important as with a direct quotation. Check with your supervisor if unsure. The School of Management and Languages, for example, only require a page number for direct quotations.

Summarise: this is where you express another person's ideas in fewer words. In the following example I have taken a passage from a book and shortened it but while the summary has been shortened its meaning is the same as the original, requiring a citation.

Original:

The proportion of manual workers in the ranks of the parliamentary Labour Party declined from 1945 to 1979, from approximately 1 in 4 to 1 in 10….. Of the 412 Labour MPs elected in 2001, 12% were drawn from manual backgrounds (Criddle cited in Norton 2005, **p.23**).

Summary:

Since 1945 the proportion of manual workers in the parliamentary Labour Party has fallen from 25% (approx.) to 12% in 2001 (Criddle cited in Norton 2005, **p.23**).

NOTE: You can provide a page number if you think it will be helpful, but this is not as important as with a direct quotation. Check with your supervisor if unsure. The School of Management and Languages, for example, only require a page number for direct quotations.

1.3   When do I not need to provide a citation?

- When you express your own ideas, theories, arguments, conclusions
- Where surveys and experiments are designed and carried out by you
- When you develop your own research method
- When conveying very basic common knowledge: i.e. Glasgow is in the west of Scotland

But common knowledge for you, and those studying within your subject area, may not be common knowledge for all. Also, information that may be viewed as being very basic, such as the statistical information in the following example, must also be cited:

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- Glasgow is in the west of Scotland and has a population of 530,000 (cite source!)

1.4 Plagiarism

- If you do not cite and reference ideas, quotes or any other material that you have used from a source you may be accused of plagiarism.

Plagiarism is defined as presenting someone else's *work* as your own. It's academic theft! To avoid plagiarism you should always note accurately and fully the details of all the sources you use.
- The following EUCLID guide aims to help you avoid plagiarism:

    http://www.euclid.int/registry/resources/PlagiarismGuide.pdf

2   How to cite and reference using the Harvard Style
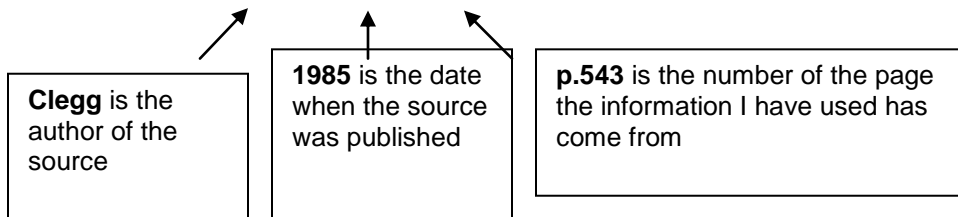
2.1   In-text citations

These appear in the body of your work. Citations must provide the following information:

- The name of the author(s) or editor(s) of the source being cited
- The publication date (year) of the source being cited
- And the page numbers you have taken material from (when quoting directly from a source). Some Heriot-Watt University Schools (such as Management and Languages) do not require page numbers here for anything other than a direct quote". Ask your Supervisor or Tutor what is required.

Example 1

In the following example I have used data from a source (a book, written by Clegg) and therefore made reference to his name in the text of my essay:

According to Clegg (1985, p.543) the inter-war period was "significantly different" to the previous

Clegg is the author of the source	**1985** is the date when the source was published	**p.543** is the number of the page the information I have used has come from

Example 2

In this example I have used information from a source but placed information about the author in brackets (with date and page number information) at the end of the sentence:

25% of manufacturing jobs were lost in the 1980's (Jones 1995, pp.64-65).

Jones is the author of the source	**1995** is the date when the source was published	**pp.64-65** are the pages I have taken information from
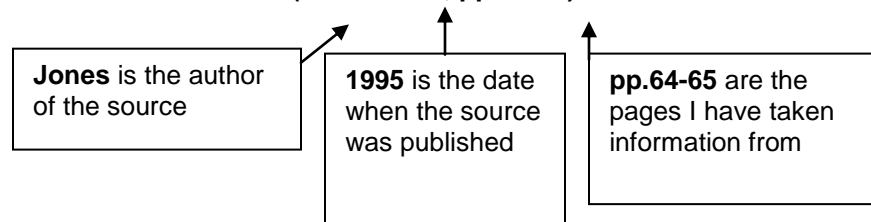
You can also use this system at an appropriate point in a sentence. For example:

Production fell by one fifth in 2009 (Smith 2010, p.6) and continued to fall….

2.2   Reference Lists

Reference Lists appear at the end of your work and should be in alphabetical order by author / editor / corporate author, irrespective of the format (book, e-book, journal, website etc.) of the source used. (Note, the primary source – the book title, journal title etc – is italicized.):

Aaronson, A. and Biggins, B. (2005a) 'Quantitiative methods', *European Journal of Research Methods,* 9(7), 10-13.

Aaronson, A. and Biggins, B. (2011) *A primer in essential methodology,* 3rd ed.*,* London, Ontario: Niagra University Press.

Beetham, H. (2007) *Retail economics,* Abingdon: Routledge.

Bezemer, D. J. (2010) 'Understanding financial crisis through accounting models', *Accounting, Organisation and Society*, 35(7), 676-688, available: http://dx.doi.org/10.1016/j.aos.2010.07.002 [accessed 12 January, 2012].

Bezemer, D. J. (2010) 'Understanding financial crisis through accounting models', *Accounting, Organisation and Society*, 35(7), 676-688, available: DOI:10.1016/j.aos.2010.07.002 [accessed 12 January, 2012].

Bezemer, D. J. (2010) 'Understanding financial crisis through accounting models', *Accounting, Organisation and Society*, 35(7), 676-688, available: http://www.sciencedirect.com [accessed 12 January, 2001].

Educause (2006) '7 things you should know about screencasting', [online], available: http://net.educause.edu/ir/library/pdf/ELI7012.pdf [accessed 12 January, 2010].

Hendry, S. (n.d.) *Flora and fauna of Scotland,* Glasgow: Collins.

Macleod.A. (2010) 'Public sector pay freeze', *The Times,* 21 January, 3.

Osman Akan, A. (2006) *Open channel hydraulics,* Butterworth-Heinemann [online], available: http://www.dawsonera.com [accessed 12 January 2012].

Palmer, A., Ketteridge, S. and Marshall, S., eds. (2010) *Political landscapes in Europe,* Oxford: Oxford University Press.

Sloman, J. and Wirde, A. (2009) *Economics,* 7th ed.*,* Harlow: Pearson Education.

Solomon, M., Bamossy, G., Askegaard, S. and Hogg, M. K. (2006) *Consumer behaviour: a European perspective,* 3rd ed.*,* Harlow: Financial Times.

Tiesdell, S. (2010) 'Glasgow: Renaissance on the Clyde?' in Punter, J., ed. *Urban design and the British urban renaissance*, Abingdon: Routledge, 262-279.

Understanding SPSS, (2009) London: SPSS Press.

2.3   Reference List or Bibliography?

- A **reference list** is a list of all of the sources you have **cited** in your work
- A **bibliography** is a list of the sources you have used to help you write your assignment but **not** cited
- A bibliography would be presented in the same way as your reference list and would be a separate list following your reference list.
- Remember to speak with your tutor if you have any doubts about what is expected from your written assignments!

3   Books

Below are examples of how to cite and reference different kinds of resources.

To ensure that your citations and references are complete, accurate and consistent, keep note of the sources you have used and where you found them. Whenever you use information from a book, you must note the following details:

- Author(s) or editor(s) surname(s) / and the initial(s) of their first name(s)
- Publication date (year)
- Book title
- Book edition (where the book is beyond the 1st edition)
- Place of publication (town/city)
- Publisher name
- Page numbers you have taken information from (if a direct quote or a diagram, picture etc)

When using a chapter from an edited book also take note of:
- The **title of the chapter and the chapter author(s) surname(s) and initial(s)**
- The **title of the book and the surname(s) and initial(s) of the editor(s) of the book**

3.1   Books with 1 author

In-text citation:
- According to Ransom (2002) the sales of blue jeans….
- In the 1980's sales of blue jeans slowed and then declined (Ransom 2002).
- Sales of blue jeans declined in the 1980s (Ransom 2002) and then ….

Reference list:

Author (date of publication) *Title*, Place of publication: Publisher.

Ransom, D. (2002) *The no-nonsense guide to fair trade*, Oxford: New Internationalist.

3.2   Books with 2 or 3 authors

In-text citation

- As Sloman and Wirde (2009) point out…
- Unemployment rates are higher among women (Sloman and Wirde 2009).
- Companies that discriminate against various groups lose talent (Torrington, Hall and Taylor 2008) and….
- According to Torrington, Hall and Taylor (2008) companies that…...

Reference list

Sloman, J. and Wirde, A. (2009) *Economics*, 7th ed., Harlow: Pearson Education.

Torrington, D., Hall, L. and Taylor, S. (2008) *Human resource management*, 7th ed., Harlow: Prentice Hall.

7th ed. = 7th edition of the book.

3.3   Books with 4 authors

When you cite a book (or any other source) with 4 or more authors use the Latin abbreviation 'et al.' (and others) in the citation rather than listing all of the authors.

Citation examples

- Solomon et al. (2006, p.69) suggest that….
- Consumption has recently become a focus for study (Solomon et al. 2006).

Reference list

In the reference list you must provide all authors surnames and initials:

Solomon, M., Bamossy, G., Askegaard, S. and Hogg, M.K. (2006) *Consumer behaviour: a European perspective*, 3rd ed., Harlow: Financial Times.

3.4   Chapters in an edited book

Many academic books are collections of chapters written by a range of authors, and edited by one or more individuals. In the following example Tiesdell has written a chapter entitled 'Glasgow: renaissance on the Clyde?' that appears in a book edited by Punter entitled *Urban design and the*

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British urban renaissance.

Reference list

Tiesdell, S. (2010) 'Glasgow: Renaissance on the Clyde?', in Punter, J., ed. *Urban design and the British urban renaissance*, Abingdon: Routledge, 262-279. ←————————

Provide page numbers of entire chapter

Citation examples

- Tiesdell (2010) provides an overview of…
- The Clyde waterfront has been a major development (Tiesdell 2010).

3.5   Books with an editor

There may be occasions when a book has an editor and not an author. You would reference such a source using the abbreviation ed. (editor):

Palmer, A., ed. (1996) *Who's who in world politics*: *from 1860 to the present day*, London: Routledge.

Citation example

- Palmer (1996, p.74) notes that…

3.6   Books with no author

Where a book provides no information about an author you can present the source in your reference list by title:

Black's medical dictionary, (1979) 32nd ed.*,* London: A. & C. Black.

Citation example

- *Black's medical dictionary* (1979 p.65) defines….

3.7   E-books

E-books can be accessed via the library catalogue (http://hw.lib.ed.ac.uk) and are supplied by Netlibrary, Dawsonera etc. Cite the author(s) of the book in the usual way:

- Chudley and Greeno (2006 p.26) conclude that ….

- ………… (Chudley and Greeno, 2006 p.26).

Reference list

State that the book is online

Chudley, R. and Greeno, R. (2006) *Building construction handbook,* Elsevier [online], available: http://www.netlibrary.com/ [accessed 21 January 2012].

Use available from: followed by e-book's web address

State the date you accessed the e-book

3.8   Books in translation

Provide information about the translator in your reference list entry:

Vondung, K. (2000) *The apocalypse in Germany*, translated by S.D. Ricks, Columbia: University of Missouri Press.

Citation examples

- According to Vondung (2000, p.64)…..

- In Vondung's *The apocalypse in Germany* (2000, pp.36-50)….

4   Journal articles

Whenever you use information from a journal article you must note the following details:

- The surname(s) and initial(s) of the author(s) of the article
- Date when the journal was published
- Title of the article AND title of the journal
- Volume and issue numbers
- The page numbers you have taken information from
- The page number(s) of the journal article

Journals contain articles by different authors. In the following example Motluk has written an article entitled 'Who killed the Maples?' in a journal entitled *New Scientist*.

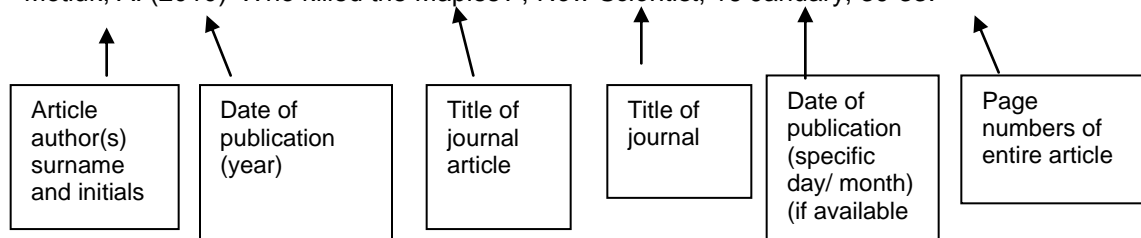In your citation, cite the article author not the journal title:

Citation examples

- Chalk River reactor is the largest supplier of radioactives (Motluk 2010, p.30).
- Motluk (2010, p.31) discusses …
- According to one source (Motluk 2010, p.30) the….

Reference list

The article by Motluk would appear in your reference list in the following way

Motluk, A. (2010) 'Who killed the Maples?', *New Scientist*, 16 January, 30-33.

Article author(s) surname and initials	Date of publication (year)	Title of journal article	Title of journal	Date of publication (specific day/ month) (if available	Page numbers of entire article

For journal articles with 4+ authors, you can use "et al." in your citation:

Citation examples

- Krams et al. (2009, p.513) note that…
- In a recent article in the Proceedings of the Royal Society B, Krams et al. (2009, pp.513-518) propose that…

Reference List

Krams, I., Berzins, A., Krama, T., Wheatcroft, D., and Rantala, M.J., (2009) 'The increased risk of predation increases cooperation', *Proceedings of the Royal Society B,* 277(168), 513-518.

> Volume and issue number

4.1   Online Journal Articles

Many of the journals subscribed to by the library are available in electronic format. There are also an increasing number of freely available (open access) journals online. Articles can be downloaded/viewed in a number of formats - as pdf files, as HTML files/web pages, or in both formats.

For a pdf file, it is **acceptable to reference this as you would reference a print journal article**. However, some supervisors may wish you to include information on where and when the journal article was accessed. If in doubt, check with your supervisor/lecturer.

Reference

Hogan, J. (2006) 'Snapshot, face facts: a blow for Mars conspiracy theorists', *Nature,* 443, 28 September, 379, available: http://www.nature.com/nature/journal/v443/n7110/full/443379a.html [accessed 24 January 2010].

> Use available from: followed by e-journal's web address

> State the date you accessed the e-journal

Citation examples

- As Hogan (2006, p.379) considers. ..
- …………..(Hogan, 2006, p.379).

Digital Object Identifiers

Some publishers or databases (such as ScienceDirect) provide a DOI: a unique permanent identifier provided by publishers so that an article can always be found online. You can use this instead of the web address:

Geraskin, S.A., Fesenko, S.V.and Alexakhin, R.M. (2008) 'Effects of non-human species irradiation after the Chernobyl NPP accident', *Environmental International*, 34 (6), 880-897, available from: doi:10.1016/j.envint.2007.12.012 [accessed 21 January 2010].

If the journal article you are citing is an HTML file/web page, then use the convention above. (In EndNoteWeb, select the "e-journal article" option.)

Smith, A. (2012) 'Life is just dandy', *Applied Hospitality International*, 24 Sept 2012, available: http://www.ahi.wordpress.com [accessed 26 September 2012].

5   Newspaper Articles

Whenever you use information from a newspaper article you must note the following, (where available):

- The surname(s) and initial(s) of the newspaper article author(s)

- Title of the newspaper article AND title of the newspaper

- Date when newspaper was published

- The page number(s) of the newspaper article

- The page number's you have taken information from

- The web address (URL) - when accessing an electronic newspaper

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5.1   Online newspapers

Present an online newspaper article in your reference list in the following way:

Travis, A. (2010) 'Crime drops 8% despite recession', *The Guardian*, (21 January), available: http://www.guardian.co.uk/uk/2010/jan/21/police-figures-unexpected-drop-crime [accessed 3 January 2010].

Citation examples
- Travis (2010) identifies…..
- An article in *The Guardian* by Travis (2010)….

Also: The library provides access to a wide range of newspapers via a database entitled **Factiva** (http://www.euclid.int/library/electresa2z.php#F). A newspaper article available from Factiva would appear in your reference list in the following way:

Baldwin, T. (2010) 'High principles and a great orator', *The Times*, (4 March), available: http://global.factiva.com/ha/default.aspx [accessed 4 March 2010]

5.2   Print newspapers

Reference list

Macleod, A. (2010) 'Public sector pay freeze', *The Times*, 21 January, 3

Citation examples
- Macleod (2010, p.3) views….
- Macleod's article in *The Times* (2010, p.3) points out…

If the newspaper has no author, use the title of the article in your citation:

Citation example

- An article in *The Times* ('Diplomacy without arms' 2010, p.2) argues…

Reference list

'Diplomacy without arms', (2010) *The Times, February 1,* 2.

Theses & Dissertations

5.3   Theses

Reference list

Arnold, R.J. (1985) *The Schekino experiment: the question of control over the Soviet industrial workforce*, MSc dissertation University of Glasgow, unpublished.

Arnold, R.J. (1988) *The Schekino experiment: the question of control over the Soviet industrial workforce*, unpublished thesis University of Glasgow.

Citation examples

- As Arnold (1985, p.67) argues….
- The experiment took place over a 10 year period (Arnold 1988, p.70).
-

Electronic theses are increasingly available online from university research repositories. When referencing an electronic theses, provide the following information:

Author surname, initials / thesis year / thesis title / thesis level / university location / university name / available from & web address / date you accessed thesis

6   Web Resources

Whenever you use information from the web you must note the following details, (where available):

- Surname(s) and initial(s) of author

- Web address (URL)

- Website name

- Title of page or article

- Date of publication

- Date when you accessed the website

- Page numbers used i.e. if you access a PDF document

6.1   Web document with an author

Reference list

Kenway, P. (2008) Addressing in-work poverty [online], available:

http://www.jrf.org.uk/publications/addressing-work-poverty [accessed 21 January 2010].

Citation examples

- Kenway (2009, pp.10-13) emphasizes…

- A Joseph Rowntree Foundation report entitled *Addressing in-work poverty* (2008) considers a range of issues…

6.2   Web document with no author

The following example is a news story from the BBC website, with no author.

Reference list

BBC (2010) Obama makes jobs priority [online], available:

http://news.bbc.co.uk/1/hi/world/americas/8484400.stm [accessed 21 January 2010].

In your citation you can use the organisation name:

- A BBC (2010) report queries….

6.3   Web document with a corporate author

Reference list

Vodafone Group Plc (2010) 'Code of ethical purchasing' [online], available:
http://www.vodafone.com/start/responsibility/supply_chain/code_of_ethical_purchasing.html
[accessed 21 January 2010].

Citation example

- Vodafone's *Code of ethical purchasing* (2010) claims…

6.4   PDF document

Where a document is in PDF format, cite page numbers:

Citation examples

- According to a H.M Treasury report (2009, p.16)…..
- In *Reforming financial markets* (H.M. Treasury, 2009, p.20) it is stated…

Reference list

H.M. Treasury (2009) *Reforming financial markets* [online]. London: TSO, available:
http://www.hm-treasury.gov.uk/d/reforming_financial_markets080709.pdf [accessed 25 January 2010]

6.5   Blog

Reference list

Plait, P., (2010) 'Wise uncovers its first near-Earth asteroid!', *Bad Astronomy*, 25 January,
available: http://blogs.discovermagazine.com/badastronomy/ [accessed 26 January 2010]

Citation examples

- Plait (2010) identifies….
- According to Plait (2010), writing in *Bad Astronomy*……

7   Secondary Referencing & Quoting Directly

7.1   Secondary referencing

This occurs when the author of the source you are reading refers to the work of another author. And you want to use information from the work of the other author in your work.

For example: Clarke's book provides information from a book written by Taylor. You wish to include information from Taylor's work in your own work If you can't locate the original work (i.e. by Taylor) and you believe that Clarke's interpretation of Taylor's work is reliable you can cite Taylor's work in the following way:

- According to Taylor, cited in Clarke (2008, p.17)…
- Clarke (2008, p.17) citing Taylor notes that….
- ....(Taylor cited in Clarke 2008, p.17).

Reference list

Clarke would appear in your reference list – not Taylor (unless you have been able to access and read Taylor's work!)

7.2   Short quotes

To quote directly from a source means to take and use information exactly as it appears in the original source. Whenever you do this you must use quotation marks. For example:

- According to Royle (2000, p.167) 'the British state was strong because it was militarily effective and relatively efficient at raising taxes.'
- The state in Britian was strong because it was 'militarily effective and relatively efficient at raising taxes' (Royle 2000, p.167).

If you wish to quote directly but want to leave some words that appear in the original text out of your work, show this by replacing the missing words with dots:

- According to Royle (2000, p.167) 'the British state was strong because it was…relatively efficient at raising taxes.'

7.3   Long quotes

Long quotes should be presented in your work as a block, indented from the left and with a space above and below the quote. You don't need quotation marks. For example:

According to Solomon et al. (2006, p.177):

> The effectiveness of celebrities as communications sources often depends upon their perceived credibility. Consumers may not trust a celebrity's motives for endorsing a product or they may question the star's competence to evaluate the product's claims.

Therefore ……..

or

It has been argued that:

> The effectiveness of celebrities as communications sources often depends upon their perceived credibility. Consumers may not trust a celebrity's motives for endorsing a product or they may question the star's competence to evaluate the product's claims (Solomon et al. 2006, p.177).

This…..

8   Further sources of information

For further information and guidance on citing materials see:

Book

For advice and details of what to include in your reference (the style in this book is a slightly different version of author-date referencing from this guide):

Cite them right: the essential referencing guide / by Richard Pears & Graham Shields
Available in the library on 3 hour & 1 week loan: Class mark: 810.61 PEA

EndNote Desktop /EndNote Web

Endnote Desktop is a computer package that helps you to organize your references, installed on the Edinburgh Campus PCs, and to download for Researchers at the Scottish Borders Campus. EndNoteWeb is a web-version of this program, available to use off-campus. The two are compatible.

We recommend that EndNote Desktop is more useful for research post-graduate students, and EndNoteWeb for under-graduate and taught post-graduate students. We provide support for both packages.

See:

Workshops and tutorials

- http://isguides.euclid.int/itskills
- http://isguides.euclid.int/powerhours

Workbook for EndNoteWeb

- http://www.euclid.int/is/endnoteweb-worksheet-August-2012.pdf

Help:

Email: libhelp@euclid.int

Smith, T. (2002) *Web resources,* Oxford: OUP.

Williams, J., Kane, D., Sagu, S. and Smith, E. (2008) *Exploring the National Study Survey: Assessment and feedback issues*, York: Higher Education Academy.