

Harvard Reference Style:

There is no available official manual guide for the Harvard Style and very few organisations have published for this Style as referencing guides. These include British Standard Institution and Australian Government Publishing Service (AGPS) the first edition being published in 1972 and the latest one in 2002.

This formatting style is used in the humanities, natural and social sciences. As in the APA style, the Harvard referencing system also relies on the author-date system for in-text citations. Yet, there is no common agreed source for the Harvard citation style and hence, formatting, punctuation, capitalization, abbreviations and the use of the italic form may vary from one institution to another.

Referencing sources within the text using the Harvard Style:

The Harvard style is known as in text-citation style as it provides the source of the references used in the text, whether paraphrased or quoted, in the body of the text. This acknowledgement is called a citation and it is formatted in this way:

-Direct citations: in Harvard Style in-text citations for direct quotations include the following details:

The author or the editor of the cited work, the year of publication, and the page number formatted in this way:

-The quotation of less than 30 words is enclosed in single quotation marks and the publication date along with the page(s) number (s) should be used in parentheses as it is shown through this example:

Huntington (1993, p. 62) explains his theory about the contemporary world as ‘the fundamental source of conflict in this new world’.

Or

Huntington (1993, n.p.) “meaning no page” if the page is not available.

-Long/block quotations, on the other hand, should be double spaced and indented (1.3 cm) with no quotation marks at the beginning or the end of the quote as it is illustrated in this example:

It was stated that:

In the eighteenth century African culture was not surviving: It was arriving. Whatever the brutalities of the middle passage or slave life, it was not going to cause the African-born to forget their mother language or change their ideas about beauty in design or music; nor would it cause them to abandon the ideological underpinnings of religion or ethics-not on arrival in America, not ever in their lives (Thornton 1992, p. 320).

Or

Thornton (1992) stated that:

In the eighteenth century African culture was not surviving: It was arriving. Whatever the brutalities of the middle passage or slave life, it was not going to cause the African-born to forget their mother language or change their ideas about beauty in design or music; nor would it cause them to abandon the ideological underpinnings of religion or ethics-not on arrival in America, not ever in their lives (p.320).

-Indirect citations or paraphrased statements:

In-text citations for paraphrased statements and indirect quotations include the following details:

The author or the editor of the cited work and the year of publication

.....(Author's last name, date of publication)

Or

Author X (date of publication)

Citing one author:

Most of the Turks who came to the United States in post World War II were professionals including many engineers, doctors, scientists and other professionals too (Evinch, 2009).

Or

Evinch (2009) claimed that most of the Turks who came to the United States in post World War II were professionals including many engineers, doctors, scientists and other professionals too.

Citing two authors:

Only 45.000 to 65.000 of those 200.000 Muslim immigrants were Muslim Turks. (Altschiller & Ahmed, 1986).

Citing three authors:

Research on nursing has shown that the number of(Schneider, Whitehead & Elliot, 2007).

Citing more than three authors: when more than two author contribute to the same book, only the last name of the first author that appears on the title page is written followed by "et

al., meaning “and others”. (This is for purely citation purposes, the bibliographical list, however, should contain the names of all the authors as they appear on the cover page of the book)

Feminism is essential for Indian emancipation (Murthy et al., 2007).

Citing from an unknown/no author: when the name of the author is not found, only the title and the year of publication are cited in this way:

The law is dynamic and it can impact multiple business lines (*The entrepreneur's guide to law and Strategy* 2017).

Citing multiple works by the same author: when two or more works of the same author are cited at one point in the text, the sources must be arranged chronologically with the earliest date used first as it is shown:

The Berlin Conference was held for the partition of Africa (Fage 1974, 1978, 2002).

(In the bibliographical reference list each source is presented on a separate reference list entry).

Citing from an author who published more than one work in the same year: two or more works with the same authorship and date of publication are distinguished from one another by attaching a lower case letter (a, b, c ...) after the year of publication as it is demonstrated in the examples below:

Slavery in America was strengthened through the slave codes (Hope, 1976 a).

In his series of published articles about black history published later that year, Hope (1976b) claimed that

(In the reference list each source is presented on a separate reference list entry).

Citing illustrations (tables, maps, graphs and figures): all the illustrations reproduced in the text must be acknowledged in an in-text-citation by providing the author's name, the date of publication, and the page number both in the text where the illustration is being introduced and explained and also in a caption as it is shown through this example:

Table illustrating the total mortality rate in WWI (Collins, 2002:p.65).

Or

‘Slave population and distribution in the eighteenth century’ (Shelly et al, 2007:p.234).

Citing multimedia works: in-text citation for a multimedia work includes the name of the author (if available), the title of the video recordings, films, online broadcasts... and DVDs, and the date of publication as it is illustrated with these examples:

Film: (*Apocalypse now* 1979)

Video : (*Effective performance appraisals* 1994)

Television program: (Crystal 1993)

DVD : (*Aida's secrets* 2017)

Facebook and Twitter : (Brown 2014).

Youtube : (*The History of Humankind* 2012).

Harvard Reference List:

The Harvard reference list containing all in-text references used include the following basic details:

1. Name of the author(s)
2. Year of publication (between brackets)
3. The title (in italics for books)
4. Place of publication
5. Publisher(s)

Additional details depending on the source material used may require additional details like:

-The edition (if other than the first edition)

-Volume number.

-Issue number.

-URL (Uniform Resource Locator: for web resources).

-DOI (Digital object Identifier to refer to the link for online journal articles).

-Report number.

-Date of access for online material.

Referencing printed books:

-Author/editor (writing (ed.) after the name for editors.

-Year of publication (between brackets).

-Title of the book (in italics).

-Series number if any.

-The edition (if there is more than one).

-Place of publication.

-Publisher(s).

Examples:

-Referencing one author:

Legum, C. (1962). *Pan-Africanism: A Short Political Guide*. New York: Praeger.

-Referencing two authors:

Fishel, L. H. and Quarles, B. (1976). *The Black American: A Documentary History* 3rd Edition. USA: Scott Foreman and Company.

Referencing three or more authors:

Higgs, S., Cooper, A., Lee, J. and Harris, M. (2015). *Biological Psychology*. London: Sage Publications.

(Note that the reference should contain the names of all authors as they appear on the title page of the book).

Referencing a printed book with an unknown/no author:

The entrepreneur's guide to law and Strategy (2017) 5th edn. Yale: Constance E. Bagley.

Referencing multiple works by the same author:

Fage, J. D. (1969). *A History of West Africa: An Introductory Survey* 4th edn. Cambridge: Cambridge University Press.

Fage, J. D. (1988). *A History of Africa* 2nd edn. London: Unwin Hyman LTD.

Referencing multiple works published by the same author in the same year:

Pellow, M. (1994a). *Goodnight Girl: Finding Love in a Wet Place*. Glasgow: WWW Inc.

Pellow, M. (1994b). *Love is All Around: A Geolocational Study*. London: Troggs Publishing.

Online books:

- Author/editor (writing (ed.) after the name for editor(s).
- Date of publication between brackets.
- The title of the online book in italics.
- The number of the edition (if there is more than one edition).
- [online].
- Place of publication (if there is more than one place, write only the first).
- Publisher(s).
- URL
- Date of access.

Example:

Freud, S. (1913). *The Interpretation of Dreams*. [online] London, Macmillan Publishers. Available from: <http://books.google.com/books> [accessed 16th June 2007].

A book Chapter in an edited book:

- Author of the chapter.
- Year of publication between brackets.
- Title of the chapter.
- Editor (the name always followed by “ed.”).
- Title in italics.
- Series number (if any).
- Edition (if other than the first one).
- Place of publication (if there is more than one place, write only the first).
- Publisher(s).
- Page number(s).

Example:

Wade, S. E. (1981) Statistical Designs for Survey Research. In G. H. Stempel III & B.H. Westley (eds.) *Research Methods in Mass Communication*. Englewood Cliffs, NJ: Prentice Hall, pp.167-195.

Printed Article in a Journal:

-Author of the article.

-Year of publication between brackets.

-Title of the article.

-Title of the journal in italics.

-Volume number.

-Issue number.

-Page numbers (as they figure in the journal written in numbers without the letters “pp”).

Example:

Lovejoy, P. E. (1982). “The Volume of the Atlantic Slave Trade: A Synthesis”, *Journal of African History*, vol.3, no.4. 473-502.

Online article in a journal:

-Author.

-Year of publication between brackets.

-Title of the article (in single quotation marks).

-Title of the journal in italics.

-[Online]

-Volume number.

-Issue number.

-Page numbers (if they are available and as they figure in the journal written in numbers without the letters “pp”).

-URL or DOI.

-Date of access (written between square brackets).

Example:

Raina, S. (2015). ‘Establishing Correlation Between Genetics and No response’. *Journal of Postgraduate Medicine*, [online] vol 61(2). Available at: <http://www.proquest.com/products-services/ProQuest-Research-Library.html> [Accessed 8 Apr. 2015].

A printed newspaper or magazine:

-Last name, first initial.

-Year of publication (between brackets).

-The title of the article (in single quotation marks).

-The newspaper or magazine (in italics).

-Date of publication (day and month) or volume and issue.

-The pages.

Example:

Hardcastle, G. (2015) ‘The White Rose of Yorkshire is Still Flying High in the Cricket’, *The Press of York*, 18 June, 67-99.

Online newspaper or magazine:

-Last name, first initial.

-Year of publication (between brackets).

-The title of the article (in single quotation marks).

- The newspaper or magazine (in italics).
- Date of publication (day and month) or volume and issue.
- available at (URL).
- Date of access (between square brackets).

Example:

Hardcastle, G. (2015) 'The White Rose of Yorkshire is still Flying High in the Cricket', *The Press, York*, 18 June. Available at:
http://www.yorkpress.co.uk/sport/13339665.Gale_gears_up_for_pivotal_spell_for_Yorkshire/

[Accessed: 11 May 2017].

Conference Proceeding:

- Author
- Year of publication between brackets.
- The title of the conference paper.
- Organization or editor (if known).
- Title of conference proceeding in italics.
- Date of the conference.
- Location of the conference.
- Place of publication.
- Publisher(s).
- Page number(s).

Example:

Fredericks, S. (2017) 'Developing Effective Strategies for the Acquisition of a Foreign language'. In *Language and Technology Conference*. 17-19 May. University of Accra, Ghana: Institute of Foreign Languages, pp.7-12.

Websites:

- Author/editor.
- Date of publication if available (when the date is not found, write "n.d" meaning no date).
- Title in italics.
- [Online].
- URL
- [Date of access]

Example:

Davidson, M (2012). *MLA Citation* [online].Referencing and citing. Available at: <https://www.referencingandciting.com/MLAcitation> (Accessed: 12 April 2012).

Mail: (with the permission of the sender and the receiver if the mail is not personal)

- Sender.
- Year of communication
- Email sent to
- Name of the receiver
- Date and month of the communication

Example:

Davidson, S. (2019) Email sent to Marry Jones, 17th May.

Lecture/Presentation:

- Name of the lecturer or the presenter.
- Year of lecture/presentation in italics.
- Lecture/presentation written in italics
- Name of the college/institution/University...

-Date of lecture/Presentation.

Example:

Nadu, S. (2018) *Promoting Technology in Elementary Education*. [Lecture] Indian Institute of Technology and Sciences, Pilani, 16th October.

- **Multimedia works:**

-The title in italics.

-Year of publication (between brackets).

-Format (between square brackets).

Place of publication/recording.

-Publisher(s)/film maker(s).

Examples:

Film: *Apocalypse now* (1979). [Film]. San Francisco: Zoetrope Studios.

Video: *Effective performance appraisals* (1994). [Video recording]. Melbourne: Educational Media Australia.

DVD: *Aida's secrets* (2017). [DVD]. Chicago: Music Box Films.

Facebook or Twitter: Brown (2014). *Social networking group*, [Facebook]. 7 December. Available from: <http://facebook.com>. [28 december 2014].

Youtube : *The History of Humankind* (2012). [Video file]. Available from: <http://youtube.com/watch?v=B2uxCBx-UQ>. [18 November 2014].

