

This is a short guide to the Harvard System, you should also check with your tutor in case they have specific guidelines that they require you to follow. Your bibliography should include **ALL** of the resources you refer to in the text of your work and may also include material you have read to gather the ideas for your work

### Citations

A citation (or reference) is used when you refer to a statement, opinion, conclusion etc taken from another writer's work. The work could be quoted, paraphrased or summarised.

- This is done by inserting **(Author's surname & Date – and a Page number for direct quotations)** into the main body of your text. e.g. (Hughes, 1995, p32)
- If an author has published more than one book or article in a year then mark each one with a letter after the date. e.g. (Brittas, 1989a, p53)
- If quoting directly from another source use quotation marks. e.g. "The college policy is ... "
- Quotations of no more than two sentences can be incorporated into the main text and marked off with quotation marks, but if you quote a longer passage it must be placed in a separate paragraph and indented from the left margin of the main text.

### Examples

- In this text the author is citing **entire works** by other researchers to support her argument. There are examples of 3 different ways of referring to the authors work.  
Within the last ten years, teachers have reported these courses have helped to increase their confidence in using IT (see, for example, Higham and Morris, 1993; ESRC, 1990), yet despite the opportunities for more teachers to increase their skills in IT, weaknesses identified by McCoy (1992) seem to be still evident (Gillmon, 1998; Goldstein, 1997).
- Here the quotation is a direct one so a **page number** has been added.  
"MTV is quite simply the only global music television brand" (Tungate, 2004, p. 9).

### Reference lists

- All references used in the main body of assignment should appear listed on a separate page, headed **References** or **Bibliography** at the end of your piece of work.
- This is arranged in alphabetical order by the author's surname.
- Books, journals and other media are all included in the same list, do not use separate lists.

### Books

The standard information required for a book reference is:

- **Author or Editor** (written as surname, initials) e.g. Tolkien, J.R.R.
  - If the book has more than one author, list them in the order given on the book.
  - If it has 4 or more authors then use **et al** (written in italics).  
e.g. a book by Brown, Smith, Green and Jones would be Brown *et al* (Students on Huddersfield University validated courses should list all authors)
  - If a book has been edited, you must insert ed. (or eds.) after their names.  
e.g. Chadwick, E. and Allison, J. eds.
- **Date** (written in brackets) e.g. (1999)
- **Book title** (in *italics*)
- **Edition (if it isn't the first edition)** (written as a number) e.g. 3<sup>rd</sup>.  
**Place of publication & Publisher** (separated by a comma) e.g. London, Dorling Kindersley

### Chapters in edited books

- In your main text you quote the author of the **chapter** (not the editor/s of the book) and the date of the book.
- In the reference list you quote the author and date of the chapter first, and follow it with **In** and a colon, then the details of the book, then the page numbers.

### Example book references

Jefford, J. and Swain, A. (2002) *The encyclopaedia of nails*. London, Thomson.

Morrow Jr., J. R. *et al.* (2005) *Measurement and evaluation in human performance*. 3<sup>rd</sup> ed. New York, Human Kinetics.

De Salvo, D. ed. (2005) *Open systems: rethinking art c.1970*. London, Tate.

Spence, J. (2005) Concepts of youth. In: Harrison, R. and Wise, C. eds. *Working with young people*. London, Sage, pp.46-56.

### Journals, Magazines or Newspapers

The standard information required for a journal reference is:

- **Author** (if there is no author, put the title first)
- **Year of publication** (in brackets)
- **Title of article**
- **Title of Journal** (in *italics*)
- **Volume number, then Issue or Part number** (in brackets) or **Date** (Month, Day)
- **Page number(s)** (as for a chapter in a book)

### For example:

Tobacco firm plays down reports of safer cigarettes (2005) *Guardian*, November 7. p.12.

Bulpitt, H. and Martin, P.J. (2005) Learning about reflection from the student. *Active Learning in Higher Education*. 6 (3), pp. 218-229.

### Web Pages (Internet sites)

The standard information required for a webpage or website reference is:

- **Author/Editor/Constructor** (person or organisation who produced the webpage)
- **Year of publication** (if you cannot find a date, put (no date).)
- **Title of webpage** (in *italics*, followed by [Internet])
- **Available from:** and then the **URL** (the internet address shown in the location bar)
- **Accessed** (in square brackets e.g. [Accessed 7<sup>th</sup> November 2005])

### For example:

Betts, S. (2001) *Using online resources and tutorials within literacy teaching* [Internet], Available from: <<http://ferl.becta.org.uk/display.cfm?resID=1420>> [Accessed 7 November 2005]

BBC. (no date) *Key skills: introduction* [Internet], Available from:

<<http://www.bbc.co.uk/keyskills/comms/1.shtml>> [Accessed 7 November 2005]

### Video or DVD recordings

The standard information required for a reference is:

- Title (in *italics*)
- Date of Release/Broadcast
- Director (where relevant)
- Place and Production Company Name
- Medium: Format (in square brackets e.g. [video:DVD].)

### For example:

*Billy Liar*. (1962) Directed by John Schlesinger. UK, Studio Canal [video:DVD].

*Systems in travel: two travel agency case studies*. (2002) Bromley: TV Choice Productions. [video:VHS]

<http://library.hull-college.ac.uk>

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