

Harvard System



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Introduction

The following notes are based on British Standards:

BS 5605:1990. Recommendations for citing and referencing published material. 2nd ed. B.S.I. (Dorset House Library - 028.7 BRI)

BS 1629:1989. Recommendations for references to published materials. B.S.I. (Dorset and Bournemouth House Libraries - 028.7 BRI)

When writing a piece of work you will need to refer in your text to material written or produced by others. This procedure is called citing or quoting references. Consistency and accuracy are important to enable readers to identify and locate the material to which you have referred. The same set of rules should be followed every time you cite a reference. The system used in Bournemouth University is the Harvard System. However, if you are providing work for scholarly journals you should check whether they use alternative methods.

References need to be cited in two different places. Firstly at the point at which a document is referred to in the text of the work; secondly in a list at the end of the work - the bibliography.

Citation in the Text

The Harvard System (Author-date method)

All statements, opinions, conclusions etc. taken from another writer's work should be cited, whether the work is directly quoted, paraphrased or summarised. In the Harvard System cited publications are referred to in the text by giving the author's surname and the year of publication in one of the forms shown below.

If details of particular parts of a document are required, e.g. page numbers, they should be given after the year within the parentheses.

1.1 If the author's name occurs naturally in the sentence the year is given in parentheses:-

e.g. In a popular study Harvey (1992, p.556) argued that ...

1.2 If, however, the name does not occur naturally in the sentence, both name and year are given in parentheses:-

e.g. More recent studies (Bartlett 1996; James 1998) show that ...

1.3 When an author has published more than one cited document in the same year, these are distinguished by adding lower case letters (a,b,c, etc.) after the year and within the parentheses:-

e.g. Johnson (1994a) discussed the subject ...

1.4 If there are two authors, the surnames of both should be given:-

e.g. Matthews and Jones (1993) have proposed that...

1.5 If there are more than two authors the surname of the first author only should be given, followed by et al :-

e.g. Wilson et al. (1997) conclude that...

1.6 If there is no originator then "Anon" should be used:-

e.g. A recent article (Anon 1993) stated that...

However, if it is a reference to newspapers where no author is given the name of the paper can be used in place of author or Anon whichever seems most helpful. You will need to use the same style in the reference list so the name of the newspaper may be more helpful.

e.g. The Times (1996) stated that....

1.7 If you refer to a source quoted in another work you cite both in the text:-

e.g. A study by Smith (1960 cited Jones 1994 p.24) showed that...

(You need to list the work you have used, i.e. Jones, in the main bibliography.)

1.8 Quotations:-

A short quotation of less than a line may be included in the body of the text in quotation marks but if it is longer start a new line and indent it. Include the page number if desired.

e.g.: so "good practices must be taught" (Smith 1996, p.15)
and we should...

or: Theory rises out of practice, and once validated, returns
to direct or explain the practice. (Stevens 1997, p.92).

1.9 Diagrams:-

Diagrams should be referenced as though they were a quotation with the author and date given alongside and full details in the list of references.

Additional notes about citations:

1.0 Personal communications:-

Taken from : APA, 1983. *Publication Manual of the American Psychological Association*. 3rd ed. Washington: APA.

They do not provide recoverable data and so are not included in the reference list. Cite personal communications in the text only. Give initials as well as the surname of the communicator and provide as exact a date as possible.

e.g. Many designers do not understand the needs of disabled people according to J. O. Reiss (personal communication, April 18, 1997).

The bibliography at the end of a piece of work

The term bibliography describes references to cited documents given in a list at the end of the text. These are usually described as bibliographic references.

(In some departments the bibliography is called a references list and there is a separate bibliography of works that have been read but not cited.)

In the Harvard System, the references are listed in alphabetical order of authors' names. If you have cited more than one item by a specific author they should be listed chronologically (earliest first), and by letter (1993a, 1993b) if more than one item has been published during a specific year.

Whenever possible, elements of a bibliographical reference should be taken from the title page of the publication.

Each reference should use the elements and punctuation given in the following examples for the different types of published work you may have cited.

Reference to a book

Elements to cite:

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

e.g. MERCER, P.A. AND SMITH, G., 1993. *Private viewdata in the UK*.
2nd ed. London: Longman.

Reference to a contribution in a book

Elements to cite:

- Contributing author's SURNAME , INITIALS.,
Year of publication.
Title of contribution. Followed by *In*:
INITIALS. SURNAME, of author or editor of publication followed by
ed. or
eds if relevant.
Title of book.
Place of publication:
Publisher,
Page number(s) of contribution.

e.g. BANTZ, C.R., 1995. Social dimensions of software development.
In: J.A. ANDERSON, ed. *Annual review of software management
and development*. Newbury Park, CA: Sage, 502-510.

Reference to an article in a journal

Elements to cite:

- Author's SURNAME, INITIALS.,
Year of publication.
Title of article.
Title of journal,
Volume number and (part number),
Page numbers of contribution.

e.g. EVANS, W.A., 1994. Approaches to intelligent information retrieval.
Information processing and management, 7 (2), 147-168.

Reference to a conference paper

Elements to cite:

- Contributing author's SURNAME, INITIALS.,
Year of publication.
Title of contribution. Followed by *In*:
INITIALS. SURNAME, of editor of conference proceedings
(if applicable) followed by ed. or eds.
Title of conference proceedings including date and place of
conference
Place of publication:
Publisher,
Page numbers of contribution.

e.g. SILVER, K., 1991. Electronic mail: the new way to communicate.
In: D. I. RAITT, ed. 9th *international online information meeting*,
London 3-5 December 1990. Oxford: Learned Information, 323-330.

Reference to a publication from a corporate body (e.g. a government department or other organisation).

Elements to cite:

- NAME OF ISSUING BODY,
Year of publication.
Title of publication .
Place of publication:
Publisher,
Report Number (where relevant).

e.g. UNESCO, 1993. *General information programme and UNISIST*.
Paris: Unesco, (PGI-93/WS/22).

Reference to a thesis

Elements to cite:

- Author's SURNAME, INITIALS.,
Year of publication.
Title of thesis.
Designation, (and type).
Name of institution to which submitted.

e.g. AGUTTER, A.J., 1995. *The linguistic significance of current British slang*. Thesis (PhD). Edinburgh University.

Reference to a patent

Elements to cite:

- ORIGINATOR,
Date of publication.
Title of patent .
Series designation.

e.g. PHILIP MORRIS INC., 1981. *Optical perforating apparatus and system*. European patent application 0021165 A1.

Reference to a video, film or broadcast

Elements to cite:

Title,
Year. (For films the preferred date is the year of release in the county of production).
Material designation.
Subsidiary originator. (Optional but director is preferred.) SURNAME in capitals.
Production details - place: organisation.

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

Birds in the Garden, 1998. Video. London: Harper Videos.

Programmes and series: the number and title of the episode should normally be given, as well as the series title, the transmitting organisation and channel, the full date and time of transmission.

Yes, Prime Minister, Episode 1, The Ministerial Broadcast, 1986. TV, BBC2. 1986 Jan 16.

News at Ten, 1996. Jan 27. 2200 hrs.

Contributions: individual items within a programme should be cited as contributors.

BLAIR, Tony, 1997. Interview. *In: Six O'clock News*. TV, BBC1. 1997 Feb 29. 1823 hrs.

Citing unpublished material

See BS 6371:1983. Citation of unpublished documents. B.S.I.

(Dorset, Weymouth and Bournemouth House Libraries 028.7 BRI)

Electronic material - following the Harvard System.

No standard method for citing electronic sources of information has yet been agreed upon. The recommendations in this document follow the practices most likely to be adopted and are intended as guidance for those needing to cite electronic sources of information now. Those intending to use such citations in papers submitted to scholarly journals should check whether an alternative method is used by that journal.

This section taken from:

Holland, M. (1996). Harvard system [online]. Bournemouth University.

Available from:

http://www.bournemouth.ac.uk/service-depts/newlis/LIS_Gen/citation/harvardstint.html [15 Apr 1996].

Citation in the Text

Follow the author, date procedure specified above.

Elements to include in the list of references at the end of a work

2.1 Reference to individual works

Author/editor. (Year). *Title* [online]. (Edition). Place of publication, Publisher (if ascertainable). Available from:

URL [Accessed Date].

e.g. Holland, M. (1996). *Harvard system* [online]. Poole, Bournemouth University. Available from: -
http://www.bournemouth.ac.uk/service-depts/lis/LIS_Pub/harvard_syst.html [Accessed 15 Apr 1996].

Library Services. (1995). *Internet user glossary* [online]. North Carolina, North Carolina State University.

Available from:
gopher://dewey.lib.ncsu.edu:70/7/waisrc%3A/.wais/Internet-user_glossary [Accessed 15 Apr 1996].

2.2 Reference to E-Journals

Author. (Year). Title. *Journal Title* [online], volume (issue), location within host.

Available from: URL
[Accessed Date].

e.g. Korb, K.B. (1995). Persons and things: book review of Bringsjord on Robot-Consciousness. *Psycoloquy* [online], 6 (15). Available from:

gopher://wachau.ai.univie.ac.at:70/00/archives/Psycology/95.V6 /0162
[Accessed 17 Jun 1996].

2.3. Reference to mailbase/listserv e-mail lists

Author. (Day Month Year). Subject of message. *Discussion List*
[online]
Available from: list e-mail address [Accessed Date].

e.g. Brack, E.V. (2 May 1995). Re: Computing short courses. *Lis-link*
[online]. Available from: mailbase@mailbase.ac.uk
[Accessed 17 Apr 1996].

Jensen, L.R. (12 Dec 1995). Recommendation of student
radio/tv in English. *IASTAR* [online]. Available from:
LISTSERV@FTP.NRG.DTU.DK [Accessed 29 Apr 1996].

It should be noted that items may only be kept on discussion group servers for a short time and hence may not be suitable for referencing. A local copy could be kept by the author who is giving the citation, with a note to this effect.

2.4. Reference to personal electronic communications (E-mail)

Sender (Sender's E-mail address). (Day Month Year). *Subject of Message*. E-mail to
Recipient (Recipient's E-mail address).

e.g. Lowman, D. (deborah_lowman@pbsinc.com). (4 Apr 1996).
RE>> *ProCite and Internet Refere*. E-mail to P. Cross
(pcross@bournemouth.ac.uk).

2.5. Reference to CD-ROMs

This section refers to CD-ROMs which are works in their own right and not bibliographic databases.

Author/editor. (Year). *Title* [type of medium CD-ROM].
(Edition). Place of publication, Publisher (if
ascertainable). Available from: Supplier/Database identifier
or number (optional) [Accessed Date] (optional).

e.g. Hawking, S.W. (1994). *A Brief history of time: an interactive
adventure* [CD-ROM]. Crunch Media.