A Quick Guide to Referencing – Harvard Style
Referencing Books

SINGLE AUTHOR


In-text: Rickets (2002) or (Ricketts, 2002)

SINGLE AUTHOR, MORE THAN ONE EDITION


In-text: Child (2007) or (Child, 2007)

MULTIPLE AUTHORS


In-text (First citation): Jordan, Carlile and Stack (2007) or (Jordan, Carlile and Stack, 2007)

In-text Subsequent citation: Jordan et al. (2007) or (Jordan et al., 2007)

Note: If a work has two authors, give both names every time you cite it.

BOOK WITH AN EDITOR, NO AUTHOR


In-text: Curren (2007) or (Curren 2007)

CHAPTER IN AN EDITED BOOK


In-text: Levitt and March (1988) or (Levitt and March, 1988)
Referencing Journals

SINGLE AUTHOR


In-text: Nonaka (1991) or (Nonaka, 1991)

MULTIPLE AUTHORS


In-text (First citation): Mercer, Wegerif and Dawes (1998) or (Mercer, Wegerif and Wegerif, 1998)

In-text Subsequent citation: Mercer et al. (1998) or (Mercer et al., 1998)

NO AUTHORS


Referencing Electronic Resources

INTERNET SOURCE WITH AUTHOR OR ORGANISATION


In-text: Winston (1999) or (Winston, 1999)

Note: Include the date when the site was created or last updated. If no creation/update can be found, write ‘Undated’ after the author/organisation. Date of access should always be included.

INTERNET SOURCE WITH NO AUTHOR


Or


In-text: (Anon, 2007) or (Land for sale on moon, 2007)

INTERNET SOURCE WITH AUTHOR AND PUBLISHER


In-text: Wertsch (1985) or (Wertsch, 1985)
Referencing Other Resources

DOCUMENTS PRODUCED BY ORGANISATIONS


NEWSPAPER ARTICLE


In-text: Martin (2010) or (Martin, 2010)

GOVERNMENT PUBLICATIONS


UNPUBLISHED MATERIAL

(For example: working papers, dissertations and conference papers)


In-text: Fitzsimmons (2005) or (Fitzsimmons, 2005)

Secondary Referencing

If you are reading a source by one author who cites or quotes work by another author, you may cite or quote the original work as a SECONDARY reference.


In this example, Carter and Davidson are authors of work which you wish to refer to but have not directly read. Barrett is the secondary source where you found the summary of their work.

Note: The reference list at the end of your document should only contain works that you have personally read. The original reference should only be included if you have read it yourself.
Referencing Direct Quotes

A direct quotation is where you copy what the author said word for word and place them unchanged directly into your work. Direct quotations must be in quotation marks (“…”). Remember, direct quotes should only be used to illustrate a specific point or view. In most cases, it is preferable to present information in your own words.

“Making the best use of scarce resources will therefore involve forming agreements with others, and economics then becomes the study of the social mechanisms which facilitate such agreements” (Ricketts 2002, p. 4).

Note: For long direct quotes over 4 lines, you need to indeed the entire quote. An indented quote is written as a separate paragraph. It does not have quotation marks around it.

As part of a community of individuals, however, individuals ...usually find that their best strategy is not to cut themselves off from all communication with their fellows, but rather co-ordinate their activity with that of other people. Making the best use of scarce resources will therefore involve forming agreements with others, and economics then becomes the study of the social mechanisms which facilitate such agreements (Ricketts 2002, p. 4).