

## Bibliographic Citations & References: The Harvard Style

### Harvard (Author/Date) System

#### Introduction

In the Harvard (Author/Date) system quotations and references in the text are indicated by placing the author's name and the date of publication in brackets at the appropriate point. For example, (Gibaldi 1995). The bibliography at the end of the document then lists the references in alphabetical order according to the author's surname.

In the bibliography the titles of books, periodicals, newspapers, encyclopaedias etc., should be italicised and all journal titles should be written in full, for example:

Gibaldi, J. 1995. *MLA Handbook for writers of research papers*. New York: The Modern Language Association of America.

Stieg, M.F. 1981. The information needs of historians. *College and Research Libraries*, 42(6), 549-560.

**There are many variants of the Harvard style. Please check with your tutors which one they would like you to use.**

#### Quotations & Citations Within the Text

When quoting from another source you will need to indicate the page number/s as well as the author and date e.g. (Gibaldi, 1995:12). See the examples below:

**Short quotations:** (i.e. less than 20 words) are usually part of the text and are enclosed by quotation marks, for example:

It is claimed by Rees (1997:14) that 'those who attempt suicide ... give a prior warning of their intentions but only 16 per cent leave a suicide note'.

The dots shows that sections of the original text have been left out for the purposes of this particular quotation. If a long section has been omitted, put the dots in brackets; thus: (...).

**Long quotations:** more than 20-25 words. It is suggested that with long quotations you should leave a line's space above and below the quote, indent it from the left, and enclosing it in quotation marks.

"Most people would prefer to die in their own home and even when people die in a hospital or hospice most of their care will take place in their own homes with the help and unpaid work of their close family and friends ( lay carers). People who die at home will normally do so as the result of a long-term illness, often marked by persistent and distressing symptoms." (Taylor and Field 1997:175)

**Citations in the text:** the author's surname and the year of publication can be given in one of the forms shown below.

If the author's name occurs naturally in the sentence the year is given in brackets, for example:

In a recent study Dunham (1997) argued that.....

If, however, the name does not occur naturally in the sentence, both name and year are given in brackets, for example:

A recent study (Dunham 1998) shows that...

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 brackets, for example:

Johnson (1996a) discussed the subject...

If there are two authors, the surnames of both should be given, for example:

Matthews and Jones (1998) have proposed that...

If there are three authors, quote all three names the first time you cite them in the body of the essay, then abbreviate this by using et al. Give all three name in the reference list at the end. If there are more than three authors use et al in the text and the reference list, for example:

Wilson et al (1993) conclude that...

As references are listed in alphabetical order by authors' name, if you have cited more than one item by a specific author they should be listed chronologically (earliest first), and by letter (1996a 1998b) if more than one item has been published during a specific year.

**Citations in the text without an author:** if the item being cited does not have an author then it would be cited by title and date as shown below.

In the film Citizen Kane (1941) the main character...

The character of the Doctor (Remembrance of the Daleks, 1988) in this episode...

## Bibliographies

The following examples show how each type of material should be presented. Remember the bibliography should normally be listed in alphabetical order according to author's surname.

### Books and Monographs

#### Personal author(s):

Attard, Gary, 1998. *Surfaces*. Oxford : Oxford University Press.

#### Editor, compiler, chairman as author:

Berne, R.M. and Levy, M.N. (eds) 2000. *Principles of physiology*, 3rd ed. London : Mosby.

#### A chapter in a book:

Emsley, C, 1989. The social impact of the French wars. In Dickinson, H.T. (ed.), *Britain and the French Revolution, 1789-1815*. Basingstoke : Macmillan, 211-27.

## Electronic Books, Monographs and Databases

### Electronic Book:

Kramer, H and Sprenger, J, 1486. *The Malleus Maleficarum*, 1928 edition transcribed by Lovelace, W and Rice, C. <http://www.malleusmaleficarum.org/mmtoc.html>, (25/06/02).

**A chapter in a book:** Bowler, P.J, July 1999, Evolutionary Ideas: The Eclipse of Darwinism. In *Encyclopedia of Life Sciences*, <http://www.els.net>, (25/06/02).

## Journals

### An article in a journal:

Bonnell, A. G, 2002. Did They Read Marx? Marx Reception and Social Democratic Party Members in Imperial Germany, 1890-1914. *Australian Journal of Politics and History*, **48**(1), 4-15.

Blair, T, 1999. I was wrong: PM's U-turn on junior doctors pay and conditions. *The Times*; 15 Aug: 1-2.

### An article with more than three authors:

Legrand, C et al, 2002. Treatment outcome studies pitfalls in current methods and practice. *European Journal of Cancer*, **38**(9), 1173-1180.

### A corporate author:

The Royal Marsden Hospital Bone-Marrow transplantation Team, 1977. Failure of syngeneic bone-marrow graft without preconditioning in post-hepatitis marrow aplasia. *Lancet*, **2**, 242-4.

### No author given:

Anon, 1981. Coffee drinking and cancer of the pancreas (Editorial). *British Medical Journal*, **283**, 628.

## Electronic Journals

### An article in an electronic version of a print journal:

Bonnell, A. G, 2002. Did They Read Marx? Marx Reception and Social Democratic Party Members in Imperial Germany, 1890-1914. *Australian Journal of Politics and History*, **48**(1), 4-15.

[http://swets2.nesli.ac.uk/link/access\\_db?issn=0004-9522](http://swets2.nesli.ac.uk/link/access_db?issn=0004-9522), (08/07/02).

### An article in an electronic journal:

Hamilakis, Y, Pluciennik, M & Tarlow, S, August 2001. Academic Performances, Artistic Presentations. *Assemblage*, 6. [http://www.shef.ac.uk/assem/issue6/art\\_web.html](http://www.shef.ac.uk/assem/issue6/art_web.html), (08/07/02).

## Conferences

Treat the proceedings of a conference like a book, adding pertinent information about the conference and cite a presentation from the proceedings like a work in a collection of pieces by different authors:~

### Conference Paper:

Bengtsson, S & Solheim, B.G. Enforcement of data protection, privacy and security in medical informatics. In: Lun, K. C, et al (eds), 1992. *MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics*; Sep 6-10; Geneva, Switzerland. Amsterdam: North-Holland, 1561-5.

### Conference:

Kimura, J. & Shibasaki, H. (eds), 1996. Recent advances in clinical neurophysiology. *Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology*, Oct 15-19, 1995; Kyoto, Japan. Amsterdam: Elsevier.

## Web Sites

MSU - Bozeman Libraries, 02/07/99. *Evaluating Information Sources*. <http://www.lib.montana.edu/about/libguide/guide7.html>, 08/07/02.

Royal College of General Practitioners, 1998. *The primary health care team*. <http://www.rcgp.org.uk/informat/publicat/rcf0021.htm>, 22/09/99.

## Films & Videos

*Gastrointestinal tract: Physical examination for medical students*, 1995. [Video]. Leicester: Leicester University Audio Visual Services.

*Citizen Kane: including the documentary Reflections on Citizen Kane*, 1941. [Video] S.I.: Polygram Video, 1996.

### Online Film/Trailer:

Ambush, 2002. [Film]. *BMW: North America*.

[http://www.bmwfilms.com/site\\_layout/film\\_synopsis.asp?FilmID=1](http://www.bmwfilms.com/site_layout/film_synopsis.asp?FilmID=1), 10/07/02.

### Episode of a TV Series:

Remembrance of the Daleks: Part 1, *Doctor Who*, 1988. [TV], BBC2, 5th October.

### Individual Item within a TV Programme:

Thatcher, Margaret, 1986. Interview. In: *Six O'Clock News*. [TV], BBC1 29th January.

## Lectures (Oral Presentations):

Lock, S, 2002 (17th July). *Learning Styles*. University of Leicester

## Bulletin Boards, Newsgroups and Discussion Lists

### Bulletin Boards/Discussion Forums:

Slade, R, 2002 (10th July). Lovat Scouts in Boer War. In: *Scottish Military History Discussion Forum*.

<http://www.network54.com/Hide/Forum/message?forumid=6243&messageid=1026260131>, 10/07/02.

### Newsgroups:

Schwittay, B, 2002 (13th June). Effects of low temperature on the heart. In:

*cardiors/bionet.biology.cardiovascular*.

<http://www.bio.net/hypermail/cardiors/cardiors.200206/0003.html>, 10/07/02.

### Discussion Lists/Email Lists:

Dixon, C, 2002 (1st July). BASA: Researching the history of black and Asian peoples in the U K. In: *Lis-*

*Link@JISCmail.ac.uk*. <http://www.jiscmail.ac.uk/cgi-bin/wa.exe?A2=ind0207&L=lis-link&T=0&F=&S=&P=1528>, 10/07/02.