Library Helpsheet

Harvard Referencing

What is Harvard referencing?

The Harvard system of referencing is one of many reference systems but is used across many universities and colleges. Therefore, becoming familiar with it will be of great use to those going onto further or higher education.

It is a way of citing (making reference to) sources of information in your report or essay. So, whenever you quote someone directly or refer to someone's ideas, statistics, theories or work, you are citing or referencing the source. Harvard referencing uses the format **Author's surname** and **year of publication** e.g. Vaughan 2020.

All cited/referenced sources are then included in your **bibliography** (list of items used for research) and **reference** list (quotations and citations). Your reader can then check the author/publication date in the bibliography to see where the reference was sourced.

Below are some examples of how to use Harvard referencing – use the same method for all sources i.e. internet, books, magazines, etc.

_____

Author's name cited in the text
When making reference to an author's work in your essay or report, their surname is followed by the year of publication of their work, in brackets, and forms part of the sentence:

e.g. Vaughan (2020) states that the Harvard reference system is one of many.

Author's name not cited directly in the text
If you make reference to a work without mentioning the author in the text, both the author's surname and the publication year are put at the end of the sentence in brackets:

e.g. The Harvard reference system is one of many systems (Vaughan 2020).

Two authors for the same work cited in the text
When there are 2 authors for a piece of work, then both should be cited in the text, as part of the sentence, with the publication year in brackets:

e.g. Smith and Jones (2019) in their recent research found….

Two authors for the same work not cited directly in the text
If you make reference to a work without mentioning the 2 authors in the text, both the authors' surnames and the publication year are put at the end of the sentence, in brackets, using '&' between names:

e.g. Recent research found…. (Smith & Jones, 2019)

Three authors for the same work cited in the text
When there are 3 authors for a piece of work, then all their surnames should be cited in the text, as part of the sentence, with the publication year in brackets:

e.g. Campbell, Cooke and Bell (2019) in their recent research found….

Three authors for the same work not cited directly in the text
If you make reference to a work without mentioning the 3 authors in the text, all the authors' surnames and the publication year are put at the end of the sentence in brackets, using '&' between names:

e.g. Recent research found…. (Campbell, Cooke & Bell, 2019)

More than 3 authors for the same work cited in the text
When there are more than 3 authors for a piece of work, then only the first author's surname should be cited in the text as part of the sentence, followed by et al. (which means 'and others'), with the publication year in brackets:

e.g. Stewart et al. (2019) in recent research found….

More than 3 authors for the same work not cited directly in the text
If you make reference to a work without mentioning the authors in the text, the first author's surname should be cited followed by et al. (which means and others) and the publication year, at the end of the sentence in brackets:

e.g. Recent research found…. (Stewart et al., 2019)

Corporate authors cited in the text
If there is not a named author (usually in internet sources), use the corporate author i.e. the group, organisation or publisher as the author, as part of the sentence, with the publication year in brackets:

e.g. North Ayrshire Council (2019) stated that…

Corporate authors not cited directly in the text
If you do not mention the corporate author in the text, use the corporate author and the publication date at the end of the sentence in brackets:

e.g. It has been stated that… (North Ayrshire Council, 2019).

Unknown author
If there is no author named, and there is nothing to indicate a particular group or organisation is the author, then use **Anon** (short for anonymous) but include the title of the article/work in *italics*:

e.g. Research in *Brain Storm* has shown that….. (Anon, 2019).

Page numbers
If you are directly quoting from a piece of work i.e. using the **exact wording** and using **quotation marks** around the words, then a page number is useful for your reader to trace the quote quickly:

e.g. Vaughan (2020, p.1) states that the "Harvard system of referencing is one of many reference systems".

Further help

For more information, see the Library Helpsheets *Referencing*; *Quotations*; and *Creating a Bibliography*.