

Harvard referencing style

Used by: Archaeology, Biochemistry (as well as Vancouver), Biology (as well as Vancouver), Economics, Environment, Health Sciences, HYMS (as well as Vancouver), International Pathway College, Management, Philosophy (as well as MLA), Politics, Sociology, Social Policy and Social Work, Theatre, Film, Television and Interactive Media (as well as MHRA)

Introduction to Harvard referencing style

The Harvard style originated at Harvard University. It's been adapted by individual institutions, and there is no set manual or formatting rules, so it is extremely important to **check and follow this guide**.

In-text citations

Information from sources in the text is shown with in-text citations that include the **author's surname** and the **publication year** (and a page number in some situations). These can appear after the information, or integrated into the sentence:

Passive tutorials (Anderson and Wilson, 2009) or text-based resources (Sachs *et al.*, 2013) can be as effective as interactive resources.

Parramore (2019) discusses online active learning in more depth...

The in-text citation examples given throughout this guide use the (Neville, 2010) version.

Reference list

The reference list at the end of the document includes the full details of each source so the reader can find them themselves. The list is organised alphabetically by author surname.

The information to include depends on the types of sources – see the examples on this page.

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Formatting for one, two or more authors

This guidance applies to all source types.

- 1 author

In-text citation: parenthetical (Wałowski, 2022); narrative Wałowski (2022)

Reference list:

Wałowski, G. (2022) “Assessment of polydisperse substrate flow in a fermentor for computational fluid dynamics modelling,” *Journal of Water and Land Development*, Spec. Iss., pp. 1–7. Available at: <https://doi.org/10.24425/jwld.2022.143715>.

- 2 authors

List both authors in the order they appear in the publication. Use 'and' between names.

In-text citation: parenthetical (Kalaji and Touchan, 2020); narrative Kalaji and Touchan (2020)

Reference list:

Kalaji, M. and Touchan, H. (2020) *Basics and applications of chlorophyll fluorescence in plant sciences*. Saarbrücken: Noor Publishing.

- 3 authors

In the reference list and the first citation, list all authors in the order they appear in the publication. Use 'and' before the final surname.

In-text citation: parenthetical (Plesiński, Radecki-Pawlik and Rivera-Trejo, 2022); narrative Plesiński, Radecki-Pawlik and Rivera-Trejo (2022)

Reference list:

Plesiński, K.K., Radecki-Pawlik, A. and Rivera-Trejo, F. (2022) “Using 1D and 2D computer models when predicting hydrodynamic and morphological parameters of a boulder block ramp: Poniczanka stream, Carpathians,” *Journal of Water and Land Development*, Spec. Iss., pp. 34–48. Available at: <https://doi.org/10.24425/jwld.2022.143719>.

- 4+ authors

In all in-text citations, give the first author's surname followed by *et al.* (the full stop is important!). In the reference list, you should include the first author's surname followed by *et al.*

In-text citation: parenthetical (Hewedy *et al.*, 2022); narrative Hewedy *et al.* (2022)

Hewedy, O.A. *et al.* (2022) “Plants take action to mitigate salt stress: Ask microbe for help, phytohormones, and genetic approaches,” *Journal of Water and Land Development*, 55 pp. 1–16. Available at: <https://doi.org/10.24425/jwld.2022.142299>.

In-text citations with multiple sources

If you are synthesising a number of sources to support your argument, you may want to use a number of sources in one in-text citation. For example:

As is widely stated in the literature... (Mioduszewski, 2006; Kalaji and Touchan, 2020; Wałowski, 2022).

They should appear in **date order**, the most recent source first.

Author(s) with 2+ sources in the same year

If an author (or a group of authors) has more than one publication in the same year, add lower-case letters (a, b, c, etc.) to the year to differentiate between them. Add a to the first source cited, b to the second course and so on. For example:

In-text citation: (Kamiński, 2011a; Kamiński, 2011b)

Reference list:

Kamiński, E. (ed.). (2011a) *Conservation tillage systems and environment protection in sustainable agriculture*. Falenty: Wydaw. ITP.

Kamiński, E. (ed.). (2011b) *Development trends in soil cultivation and fertilization engineering in the aspect of organic farming standards*. Falenty: Wydaw. ITP.

No author name or publication date

- No author name

It is important to use quality sources to support your arguments and so you should carefully consider the value of using any source when you cannot identify its author.

For online sources, look carefully for named contributors, such as in the 'about us' sections. For printed material look carefully at the publication/copyright information, which is often on the inside cover of a book or back page of a report. If you cannot locate the information you could use the name of the organisation (e.g. Eurostat, FAO, OECD) for the author. Do not include a URL in a citation.

In-text citation: (Eurostat, 2011)

Reference list:

Eurostat (2011) *Energy, transport and environment indicators*. Brussels.

- No publication date

Knowing when a source was created, published, or last updated is important as this helps you to determine the relevance and reliability of the source.

For online sources look carefully for created and/ or last updated dates on the page(s) you are using and similarly look carefully for named contributors, such as in the 'about us' sections. For printed material, especially historical sources where the exact date is unclear you could use 'circa' or 'c' before the date to indicate the approximate date of publication. For example:

In-text citation: (Qian, no date)

Reference list:

Qian, S. (no date) *Sea garden city*. Archinect People. Available at: <https://archinect.com/sisiqian/project/sea-garden-city> (Accessed: December 18, 2019).

Books

- printed books published in English

In-text citation: (Kalaji and Touchan, 2020)

Reference list:

Information to include

Author(s) surname, initials. (year) *Name of book*. Place: Publisher name.

Kalaji, M. and Touchan, H. (2020) *Basics and applications of chlorophyll fluorescence in plant sciences*. Saarbrücken: Noor Publishing.

- printed books translated to English

In-text citation: (Shen, 2022)

Reference list:

Information to include

Author(s) surname, initials. (year) *Name of book*. Translated by initial/initials surname. Place: Publisher name.

Shen, F. (2022) *The Artisans: A vanishing Chinese village*. Translated by J. Tiang. New York: Astra House.

- non-English printed books

In-text citation: (Zawadzki, 2002)

Reference list:

Information to include

Author(s) surname, initials. (year) *Original name of book [Name of book translated into English]*. Place: Publisher name.

Zawadzki, S. (2002) *Podstawy gleboznawstwa [Fundamentals of soil science]*. 2nd edn. Warszawa: PWRiL.

- printed, edited books as a whole

In-text citation: (Mioduszewski, 2012)

Reference list:

Information to include

Editor(s) surname, initials (ed./eds.). (year) *Title of edited book*. Place: Publisher name.

Mioduszewski, W. (ed.) (2012) *Role of water management in protection of water quality in rural areas*. Falenty: Wydaw. ITP.

- E-books (online)

If page markers are not available on the e-book version you are using, cite the chapter for specific references to the source (e.g. “...” (Schlick, 2010, ch. 1)).

In-text citation: (Schlick, 2010)

Reference list:

Schlick, T. (2010) *Molecular modelling and simulation: An interdisciplinary guide*. Springer. Available at: <https://link.springer.com/book/10.1007/978-1-4419-6351-2> (Accessed: July 5, 2011).

- E-books (using e-reader)

If viewing an e-book using an e-book reader it is important to reference the specific version of the publication for this reader. If page markers are not available on the e-book version you are using cite the chapter for specific references to the source (e.g. “quote” (Kunstler, 2007, ch. 2)).

In-text citation: (Kunstler, 2007)

Reference list:

Kunstler, J.H. (2007) *The long emergency: Surviving the end of oil, climate change, and other converging catastrophes of the twenty-first century* [Kindle]. New York City: Grove Press. Available at: https://www.amazon.com/Long-Emergency-Converging-Catastrophes-Twenty-First-ebook/dp/B008UX3KY2/ref=sr_1_3?qid=1675415186&rnid=11552285011&s=digital-text&sr=1-3.

Chapters in the books

In-text citation: (Roszkowski, Szeptycki and Chigarew, 2011)

Reference list:

Information to include

Chapter author(s) surname, initials. (year) “Title of chapter,” in editor(s) initial(s) surname(s) (ed./eds.) *Title of edited book*. Place: Publisher name, pp. page numbers.

Roszkowski, A., Szeptycki, A. and Chigarew, O. (2011) "Conditions of technological progress in soil tillage," in E. Kamiński (ed.) *Development trends in soil cultivation and fertilization engineering in the aspect of organic farming standards*. Falenty: Wydaw. ITP, pp. 96–114.

Journal papers

- Journal papers (electronic)

Most journal papers are now available in electronic form, usually with a DOI (a special type of link). If there isn't a DOI, include the URL instead.

In-text citation: (Wałowski, 2022) or (Kravkaz Kuşcu and Karaöz, 2015)

Reference list:

Information to include

Author(s) surname, initials. (year) "Title of paper," *Name of journal*, volume(issue), page numbers. Available at: DOI URL.

or:

Author(s) surname, initials. (year) "Title of paper," *Name of journal*, volume(issue), page numbers. Available at: URL (Accessed: Month day, year).

Wałowski, G. (2022) "Assessment of polydisperse substrate flow in a fermentor for computational fluid dynamics modelling," *Journal of Water and Land Development*, Spec. Iss., pp. 1–7. Available at: <https://doi.org/10.24425/jwld.2022.143715>.

Kravkaz Kuşcu, İ.S. and Karaöz, M.Ö. (2015) "Soil enzymes and characteristics". *International Journal of Engineering Sciences & Research Technology*, 4(1), pp. 34–38. Available at: <https://www.academia.edu/10227557> (Accessed: September 2, 2021).

- Journal papers (printed copy)

In-text citation: (Mioduszewski, 2006)

Reference list:

Information to include

Author(s) surname, initials. (year) "Title of paper," *Name of journal*, volume(issue), page numbers.

Mioduszewski, W. (2006) "Management of water resources in rural areas: The Polish approach," *Journal of Water and Land Development*, 10, pp. 3–14.

Newspaper or magazine articles

- Newspaper or magazine articles with an author's name

Include the most precise date of publication given – usually full date for newspaper articles, month, and year for magazines.

In-text citation: (Krugman, 2007)

Reference list:

Information to include

Author surname, initial. (year) "Title of article," *Name of newspaper/magazine*, day month, pp. page numbers.

Krugman, A. (2007) "Fear of eating," *New York Times*, late edn., 21 May, p. A1.

- Articles without a named author

Give the name of the newspaper or magazine in place of the author's name.

In-text citation: (The Guardian, 2022)

Reference list:

Information to include

Name of newspaper/magazine (year) *Title of article*, day month, pp. page numbers or:
Available at: URL (Accessed: Month day, year).

The Guardian (2022) *Fear of the F-word: Somalia avoids famine declaration as hunger spreads*, 23 Dec. Available at: <https://www.theguardian.com/global-development/2022/dec/06/fear-of-the-f-word-somalia-dodges-famine-declaration-as-hunger-spreads> (Accessed: January 27, 2023).

- Online articles

In-text citation: (Leung, 2020)

Reference list:

Information to include

Author(s) surname(s), initial(s). (year) "Title of article, *Name of newspaper/magazine*, day month year. Available at: URL (Accessed: Month day, year).

Leung, H. (2020) "66 people have died in Indonesia's devastating floods. Here's what to know," *Time*, 8 January. Available at: <https://time.com/5761097/jakarta-indonesia-floods/> (Accessed: February 14, 2023).

Conference papers & proceedings

- Conference proceedings

In-text citation: (EGF, 2013)

Reference list:

EGF (2013) "The role of grasslands in a green future. Threats and perspectives in less favoured areas" in Á. Helgadóttir and A. Hopkins (eds.) *Proceedings of the 17th Symposium of the European Grassland Federation 2013*, Akureyri, Iceland 23–26 Jun 2013. Reykjavík: European Grassland Federation, Agricultural University of Iceland.

- Conference papers (unpublished)

In-text citation: (Ostrowski, 2010)

Reference list:

Ostrowski, J. (2010) *Modelling the assessments and cartographic presentation of the soil usefulness for growing energetic plants*. Unpublished paper presented at Scientific seminar „Popularization of R&D studies on renewable energy sources”. Seminar 21 Oct 2010. Falenty.

Websites

Include last updated: if the page is likely to be updated again (e.g. news sites)

- Websites with authors

In-text citation: (Andaya, 2012)

Reference list:

Information needed:

Author(s) surname(s), initial(s). (year) *Name of specific webpage*. Name of full website. Last updated: day month year. Available at: URL (Accessed: Month day, year).

Andaya, B. (2017) *Introduction to Southeast Asia. History, geography, and livelihood*. Center for Global Education, Asia Society. Available at: <https://asiasociety.org/education/introduction-southeast-asia> (Accessed January 27, 2023).

- Website without a named author

In-text citation: (McKinsey&Company, 2016)

Reference list:

Information needed:

Organisation (year) *Name of specific webpage*. Name of full website. Last updated: day month year. Available at: URL (Accessed: Month day, year).

McKinsey&Company (2016) *Developing offshore wind power in Poland. Outlook and assessment of local economic impact*. Available at: https://www.mckinsey.com/pl/~/_/media/McKinsey/Locations/Europe%20and%20Middle%20East/Polska/Raporty/Rozwoj%20morskiej%20energetyki%20wiatrowej%20w%20Polsce/Developing%20offshore%20wind%20power%20in%20Poland%20-%20report%20in%20English.pdf (Accessed: August 2, 2019).

Further sources

Examples of in-text citations and reference list entries for other source types.

Use these examples alongside the information given in the 'Guidance for all source types' box. Pay particular attention to the guidance on formatting for one, two or more authors.

Acts of Parliament/European Union regulations

In-text citation: (Planning Act, 2008) or (Council Directive, 1992) or (Rozporządzenie, 2019)

Reference list:

Planning Act (2008) *Promotion of Renewable Energy Act no. 1392 of 27 December 2008*. Available at: <http://www.legislation.gov.uk/ukpga/2008/29/contents> (Accessed: September 28, 2018).

Council Directive (1992) "Council directive 92/43/EEC of 21 May 1992 on the conservation of natural habitats and of wild fauna and flora," *Official Journal*, L 206, Consolidated version 1.1.2007.

Rozporządzenie (2019) "Rozporządzenie Ministra Gospodarki Morskiej i Żeglugi Śródlądowej z dnia 12 lipca 2019 r. w sprawie substancji szczególnie szkodliwych dla środowiska wodnego oraz warunków, jakie należy spełnić przy wprowadzaniu do wód lub do ziemi ścieków, a także przy odprowadzaniu wód opadowych lub roztopowych do wód lub do urządzeń wodnych [Regulation of the Minister of Maritime Economy and Inland Navigation of 12 July 2019 on substances particularly harmful to the aquatic environment and conditions to be met during sewage discharge into the water or into the ground and during rainwater or snowmelt discharge into the water or into the water devices]," *Dz.U.* 2019 poz. 1311.

Interviews

If referring to an interview conducted by someone else that has been e.g. in newspapers or journals, reference as follows:

In-text citation: (Hromadske Radio, 2020)

Reference list:

Hromadske Radio (2020) *Interview of Mykhailo Romashchenko to Public Radio*. Available at: https://static.hromadske.radio/2020/04/hr-hh-20-04-27_romashenko.mp3 (Accessed: February 5, 2021).

Computer applications/programs/software

In-text citation: (Autodesk, 2023)

Reference list:

Autodesk (2023) *AutoCAD 2023*. [Computer program]. Available at: <https://www.autodesk.com/products/autocad/overview?term=1-YEAR&tab=subscription> (Accessed: January 27, 2023).

Databases

- Databases (online, DVD or CD) with author's surname

Omit [Online] if published on the internet, but state [CD] or [DVD] if published in such data storage formats.

In-text citation: (Ralchenko, Kramida and Reader, 2011)

Reference list:

Ralchenko, Y., Kramida, A. and Reader, J. (2011) *NIST atomic spectra database. Version 4*. Available at: <http://www.nist.gov/pml/data/asd.cfm> (Accessed: April 21, 2012).

- Databases (online, DVD or CD) without a named author

Omit [Online] if published on the internet, but state [CD] or [DVD] if published in such data storage formats.

In-text citation: (FAO, no date)

Reference list:

FAO (no date) *Soil maps and databases*. Rome: Food and Agriculture Organization. Available at: <https://www.fao.org/soils-portal/data-hub/soil-maps-and-databases/en/> (Accessed: January 27, 2023).

Entries in online dictionaries

In-text citation: (Biology Online, 2022)

Reference list:

Biology Online (2022) "Abiotic factor - Definition and examples - Biology online dictionary," *Biology Articles, Tutorials & Dictionary Online*. Available at: <https://www.biologyonline.com/dictionary/abiotic-factor> (Accessed: January 31, 2023).

Entries in online encyclopedias

- Encyclopedia (single entry)

In-text citation: ("Bryophytes (mosses, liverworts, and hornworts)," 2020)

Reference list:

"Bryophytes (mosses, liverworts, and hornworts)" (2020) *Plantsnap – Identify plants, trees, mushrooms with an app*. Available at: <https://www.plantsnap.com/plant-encyclopedia/bryophytes/> (Accessed: January 30, 2023).

European Court of Justice cases

In-text citation: According to "Karl Heinz Bablok and Others v. Freistaat Bayern" (2011)

Reference list:

"Karl Heinz Bablok and Others v. Freistaat Bayern" (2011) Case no. C-442/09. European Court Reports, I, 07419.

Films

In-text citation: (Szelachowski, 2003)

Reference list:

Szelachowski, M. (Director) (2003) *Biebrzański Park Narodowy* (Biebrza National Park). [Film]. Warszawa: Agencja Artystyczna Nr 1.

Government publications (command papers, e.g. white papers, green papers)

In-text citation: (Great Britain. Defra, 2007)

Reference list:

Great Britain. Defra (2007) *Waste strategy for England 2007*. Cm. 7086. London: The Stationery Office.

You can omit 'Great Britain' if you are only referring to UK central government publications and this will be clear to your reader. If you are referring to publications by devolved government bodies or to international government publications, you should state the jurisdictions. The 'Cm. 7086' refers to the reference number given to this particular document. If you can locate the Cm. number, you should include it.

Graphs, charts, figures, or tables

- Graphs/Charts/Tables/Figures (print copies)

Give the title for the table/ figure etc. and include a full in-text citation.

In-text citation: [INSERT IMAGE / CREATE TABLE] The 'Soloman four-group' design (Field and Hole, 2010, p. 79, Fig. 3.7) / Characterisation of waters used for laboratory tests using WA-VSSF bioreactors (Guardia-Puebla *et al.*, 2019 p. 43, Tab. 2)

Reference list:

Field, A. and Hole, G. (2010) *How to design and report experiments*. London: SAGE.

- Graphs/Charts/Tables/Figures (online)

Give the title for the table/ figure etc. and include a full in-text citation.

In-text citation: [INSERT IMAGE] Nearly all countries provided supports household and firms, but the type varied by income group (*International Bank for Reconstruction and Development*, 2022, p. 120, Fig. 4.3).

Reference list:

International Bank for Reconstruction and Development (2022) "Protecting households and firms with fiscal policy," in *Poverty and shared prosperity 2022. Correcting course*, p. 120. Available at <https://openknowledge.worldbank.org/bitstream/handle/10986/37739/9781464818936.pdf> (Accessed: January 27, 2023).

Patents

In-text citation: (Sekula, Leszczyński and Kaczmarek, 2003)

Reference list:

Sekula, R., Leszczyński, S. and Kaczmarek, K. (2003) *A method of metal arts recovery from waste products or semi-finished products of electric power and electronic industries*. European Patent Office. Patent specification EP 1504077 B1. Int. Cl. C10J 3/66(2006.01); C10G 1/02(2006.01); C10B 53/00(2006.01). Appl. no. 03733680.7. Date of filing 16.04.2003. Date of publ. 02.08.3006 WO 2003/093401 (13.11.2003 Gazette 2003/46).

Reports

- Reports (online)

In-text citation: (International Bank for Reconstruction and Development, 2022)

Reference list:

International Bank for Reconstruction and Development (2022) *World development report 2022. Finance for an equitable recovery*. International Bank for Reconstruction and Development. Available at: <https://openknowledge.worldbank.org/bitstream/handle/10986/36883/9781464817304.pdf> (Accessed: January 27, 2023).

- Reports (hard copy)

In-text citation: (World Health Organization, 2022)

Reference list:

World Health Organization (2022) *World health statistics 2022: monitoring health for the SDGs, sustainable development goals*. Geneva: World Health Organization.

Standards

In-text citation: (International Organization for Standardization, 2018) or (Polski Komitet Normalizacyjny, 1999)

Reference list:

ISO 31000:2018. *Risk management – Principles and guidelines*. Geneva: International Organization for Standardization.

PN-B-06050:1999. *Geotechnika – Roboty ziemne – Wymagania ogólne* [Geotechnique – Earth works – General requirements]. Warszawa: Polski Komitet Normalizacyjny.

Statutory instruments

In-text citation: (Control of Substances Hazardous to Health Regulations, 1988)

Reference list:

Control of Substances Hazardous to Health Regulations, 1988, SI 1988/1657.

Theses

In-text citation: (Chen, 2011) or (Yahiaoui, 2012)

Reference list:

Chen, C.I. (2011) *Impacts of climate warming on range shifts with emphasis on tropical mountains*. PhD Thesis. University of York.

Yahiaoui, A. (2012) *Inondations torrentielles, cartographie des zones vulnérables en Algérie du Nord (Cas de l'oued Mekerra, Wilaya de Sidi Bel Abbès) [Torrential floods, cartography of vulnerable areas in Northern Algeria (Case of Wadi Mekerra, Wilaya of Sidi Bel Abbès)]*. PhD Thesis. Université de Bechar.

Direct quotes

Quotations are word-for-word text included in your work and must be clearly distinguished from your own words and ideas. Quotations are word-for-word text included in your work and must be clearly distinguished from your own words and ideas. You must also include the page number(s) in the in-text citation.

- Short quotations (less than 40 words)

Use a brief phrase within your paragraph or sentence to introduce the quotation before including it inside double quotation marks “ ”. For example:

As Neville (2010) emphasises, “you should cite all sources and present full details of these in your list of references” (p. 37).

Citing a source you have read somewhere else (secondary referencing)

A secondary reference is given when you are referring to a source which you have not read yourself, but have read about in another source, for example referring to Jones’ work that you have read about in Smith.

Avoid using secondary references wherever possible and locate the original source and reference that. Only give a secondary reference where this is not possible, and you deem it essential to use the material. It is important to think carefully about using secondary references as the explanation or interpretation of that source by the author you have read may not be accurate.

If it is essential to use a secondary reference, follow:

In-text citation: Campell (1976) highlighted... (as cited in Becker (2007), p. 178)

Reference list:

Becker, H.S. (2007) *Writing for social scientists: How to start and finish your thesis, book, or article*. 2nd edn. London: The University of Chicago Press.

Only the source you have actually read is referenced in the Reference list.

When to include page numbers in in-text citations

It is important to give a page number to an in-text citation in the following circumstances:

- when quoting directly
- when referring to a specific detail in a text (for example, a specific theory or idea, an illustration, a table, a set of statistics).

This might mean giving an individual page number or a small range of pages from which you have taken the information. Giving page numbers enables the reader to locate the specific item which you refer to.

When to use capital letters in titles

You should only capitalise the first letter of the first word of a book, journal article etc. The exception is the names of organisations.

Using abbreviations

You can use the following abbreviations in Harvard style citations and references:

- ch./chap. (chapter)
- edn. (edition)
- ed./eds. (editor/editors)
- et al. (and others)
- n.d. (no date)
- p. (single page)
- pp. (page range)
- ser. (series)
- supp. (supplement)
- tab. (table)
- vol. (volume)

Questions about referencing?

Contact your [Editorial Office](#) if you have any questions about referencing.