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## Referencing using the Harvard Style

### What is meant by the Harvard Style?

The *Harvard Style* is often called the “author/date” method of referencing because the brief *in-text citations* generally take the form of the author and date, where both of these elements are known, while the full reference details are contained in the *reference list* located at the end of the work arranged by author and date order. This guide gives an overview of this referencing method.

### In-text citations and the reference list

There are two separate components to referencing using the Harvard Style:

- **The in-text citations:** these appear *within the text*, and provide just enough information to allow the reader to find the full bibliographic reference in the *reference list* located at the end of the work.
- **The reference list:** this appears at the *end of the work*. It is distinct from a general bibliography in that it should contain the complete bibliographic details only for those references that have been included as in-text citations within the text.

### Stylistic variations and consistency

A critical point to remember when using the *Harvard Style* is that it permits considerable variation in the detailed way the citations and references are presented.

For example, the two following entries differ markedly in the style adopted – note, for instance, the way the page numbers and volume are indicated, and where and how the publication date is presented, yet both are perfectly permissible.

Tufano, Peter. "Business Failure, Judicial Intervention, and Financial Innovation: Restructuring U.S. Railroads in the Nineteenth Century." *Business History Review*, 71, no. 1 (spring 1997): 1-40.

Fernandes, K. Raja, V., White, A.D. and Tsinoopoulos, C. (2006). Adoption of Virtual Reality within Construction Processes: A Factor Analysis Approach, *Technovation*, Vol. 26 (1), pp. 111-120

However, whatever stylistic preference is applied, it **MUST** be applied consistently so that readers can unambiguously interpret the various bibliographical elements in a systematic way.

### **In-text citation examples**

The in-text citations appear as author and date (where both the author and date are known), and in parentheses, as per the examples provided below. Variations are given to indicate that stylistic variations are permissible within the Harvard method, as indicated throughout the examples provided.

#### **A work with a single author:**

- Organizations have been investing in training activities at an increasing rate. This is in part due to a shift towards a knowledge economy that requires a high level of competency development (**Tannenbaum, 2002**).

#### **A single author work, where a specific page reference is required:**

- The unjustly much-maligned Washington consensus (**Williamson 1996, 14-15**) provides a useful summary of the basic policy measures required to achieve an enabling environment.
- In order to engineer a massive restructuring requiring new managerial talent, “a major effort was launched to design an advanced management curriculum and build ... a campus-like setting in Ossing, New York “(**Tichy, 1989, p. 100**).

**\*note the variation in the use of the comma, page indicators and sentence punctuation in the above examples\***

#### **A work by two or more authors:**

- These outcomes can be distilled into two contrasting models: the competitive industrialization model and the staple trap model (**Auty and Gelb 2001**).
- The sustained interest in the use of fear as a persuasive tool has fueled substantial research in the area of fear-appeal communication. Three theories — (a) drive theory (**Janis & Feshbach, 1953**), (b) protection motivation theory (PMT; Rogers, 1983), and (c) parallel response theory (**Tanner, Hunt, & Eppright, 1991**) — have guided much of the extant research on fear appeals.

**\*note the variation in the use of the “and”/& in the above two examples\***

#### **For multiple works by multiple authors:**

- The dominant paradigm in fear-appeal research asserts that differences in level of fear lead to differences in the persuasiveness of the communication (**Keller & Block, 1996; Rogers, 1985; Witte, 1994**).

### For works by more than three authors:

- Those same countries have tended to strengthen their social capital, formal institutions and political accountability, so that their development policies are also becoming socially more sustainable (**Woolcock et al. 2001**).
- This was well argued in the article by Ross Garnaut, Stephen Howes, Frank Jotzo, and Peter Sheehan in this issue (**Garnaut et al., 2008**).

**\*note the variation in the use of the comma in the above two examples\***

### Corporate authors:

- Carbon emissions are predicted to rise by around 50 per cent by 2030 (**IEA, 2007**), on the back of a similar rise in energy demand.

### Citing multiple works by the same author(s):

- Others have shown that migrants were responsible for labor market signals (**Nicholas and Shergold, 1985a, 1985b**)

### Citing where the author(s) forms part of the narrative text:

- The structuralist ideas were opposed by mainstream economists such as **Bauer and Yamey (1957) and MacBean (1966)** who accepted the doctrine of comparative advantage, and argued that primary commodity exports are the only way.....
- **Bils (1989) and Barsky and Warner (1995)** argue, for different reasons, that elasticities tend to be procyclical and hence firms reduce markups in times of booms.
- **Chamon et al. (2008)** suggest that car ownership remains low up to a per capita annual income of about US\$5,000, and then takes off rapidly above that level.

**\*note while the use of “&” is generally permitted as a way of combining multiple authors within the parentheses, it is generally not recommended within the text itself\***

### Locating the in-text citation in the text:

How and where the in-text citations are located within the sentence can vary depending on the context, as well as the emphasis that is being created, as is demonstrated below. Where no particular emphasis is being sought, the more common practice is to place the citation **before the final punctuation mark**. Placing the citation at the end of the sentence on the other hand, reduces the emphasis.

- As Wright and others recommend (**2008, p. 1**), you should ensure that whatever choices you make regarding style of referencing, you should always aim to be consistent in the application of your chosen style.

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## Reference list examples

The entries in the reference list should:

- include **only the works cited in the text**, and
- be arranged **alphabetically by the author(s), or by title** where no author is identifiable
- **titles** of books, titles of journals and titles of newspapers are always presented **in italics**, while **contents** – such as journal articles or book chapters – are often, but not always, presented **in quotation marks**.

### Single author book:

- Yukl, G 2002, *Leadership in organizations*, 5th edn, Prentice Hall, Upper Saddle River.

### Multiple author books:

- Brealey, A, Myers, S & Allen, F 2006, *Principles of corporate finance*, 8th edn, McGraw-Hill/Irwin, New York.

### Corporate bodies as authors:

- Committee on Governmental Affairs of the United States, 2002. *The Role of the Board of Directors in Enron's Collapse*. Report prepared by the Permanent Subcommittee on Investigations, 107th Congress, 2nd Session, Report 107–70 (July 8).

### Edited works:

- Baum, JAC (ed.) 2002, *The Blackwell companion to organizations*, Blackwell, Oxford

### Chapters from books:

- Cioffi, John W. 2006 'Building finance capitalism', in Levy Jonah D. (ed.), *The state after Stalinism*, Cambridge, Mass., Harvard University Press

### Journal articles:

- Gillan, S.L., 2006. Recent developments in corporate governance: an overview. *Journal of Corporate Finance* 12 (3), pp 381-399
- Denis, D., Sarin, A., 1999. "Ownership and Board Structures in Publicly Traded Corporations". *Journal of Financial Economics* 52 (2), 187–223.
- Helm, D & Jenkinson, T, "Introducing competition into Regulated Industries" *Economic Policy*, Vol 13:1, 1997, pp 1-14

**\*note variations in the use or non-use of capitals for title words; inclusion or omission of pp or pp. for pages, and use or omission of quotation marks for article titles\***

### **Newspapers:**

- Barker, G 2004, 'Learning how to cite', *The Oxford Review*, 24 February, p 2.

**\*note that the reference above is very similar to a reference for a journal article, but differs significantly in that newspaper article references need to include the full date, as in the above\***

### **Magazine articles:**

- Parker, D 2008, 'The rise of the silicon dragon', *Intheblack: For People Who Mean Business*, May 2008, pp. 36– 39.

### **Electronic sources**

When referencing electronic sources, it is important to include the web address where the work was located, or electronic database from which the source was accessed, and the date when this was done. Various ways may be used to indicate this: *viewed* or *accessed* or *downloaded* are all equally permissible.

#### **Web-site:**

- Mueller, JK, Heckathorn, SA and Fernando, D 2003, 'Identification of a chloroplast dehydrin in leaves of mature plants', *International Journal of Plant Sciences*, vol. 164, no. 4, pp 535-542, viewed on 10 September 2003, from <<http://www.journals.uchicago.edu/IJPS/journal/issues/v164n4/164053/164053.html>>.

#### **Database:**

- Moncrief, M 2007, 'Market on rise as investors at ease with Rudd', *The Age*, November 27, 2007 via Factiva viewed November 2007.
- Datamonitor 2008, *Merck & Co., Inc Company Profile*, via EBSCO, viewed June 2008.

#### **Electronic article from an online newspaper:**

- 'Bank of England warns recession worse than feared', *The Guardian*, accessed 12 November 2008, from < <http://www.guardian.co.uk/>>

**\*Where no author is shown on the page, omit the author altogether\***

**\*note, if you have accessed an electronic journal directly from its own web platform as opposed to via a database set such as Lexis-Nexis, you will need to add the URL for the direct website as in the example above\***

### Podcasts:

- Searls, D., 2013, Searls on the intention economy, podcast, *Econtalk*, 08 April, accessed 10 April 2013, from <<http://www.econtalk.org/>>

### Web videos:

- EconomicsSummit, 2013, Vince Cable – The Economics Landscape in Today's World – *Warwick Economics Summit 2013*, online video, accessed 10 April 2013, from <<http://www.youtube.com/user/EconomicsSummit>>

### Blogs:

- Halper, S., 2013, Get UK Managers Reading and Rating your Articles, *British Library Management Research Blog*, weblog post, 06 March, accessed 11 March 2013, from <<http://britishlibrary.typepad.co.uk/managementresearch/2013/03/get-uk-managers-reading-and-rating-your-articles.html>>

### Wiki:

- Wikinews, 2013, European Commission warns Eurozone economy to shrink further, online, accessed 16 March 2013, from <[http://en.wikinews.org/wiki/European\\_Commission\\_warns\\_Eurozone\\_economy\\_to\\_shrink\\_further](http://en.wikinews.org/wiki/European_Commission_warns_Eurozone_economy_to_shrink_further)>

### Email:

Under no circumstances is it permissible to include an e-mail without the other party's specific authorization.

Generally it is preferable not to include e-mails in the reference list, but rather to include information regarding the email correspondence as text within your narrative sentence, as (personal communication, the name of the parties to the communication, and the e-mail date).

However, should you decide to include the email as a reference list item, consider this below as a style option.

- John Smith *Answer to exam question*, to B. Devans (personal communication) June 1, 2008.