

LUSEM's Harvard Referencing Style Guide (2nd Edition)

LUND UNIVERSITY SCHOOL OF ECONOMICS AND MANAGEMENT

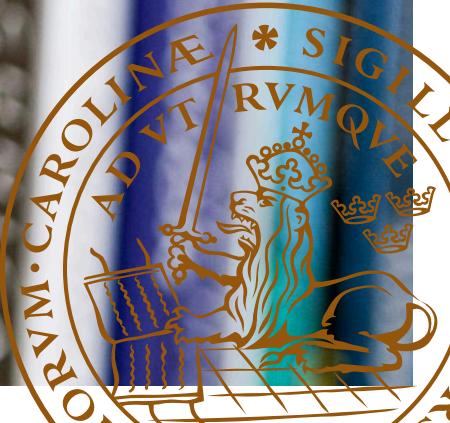
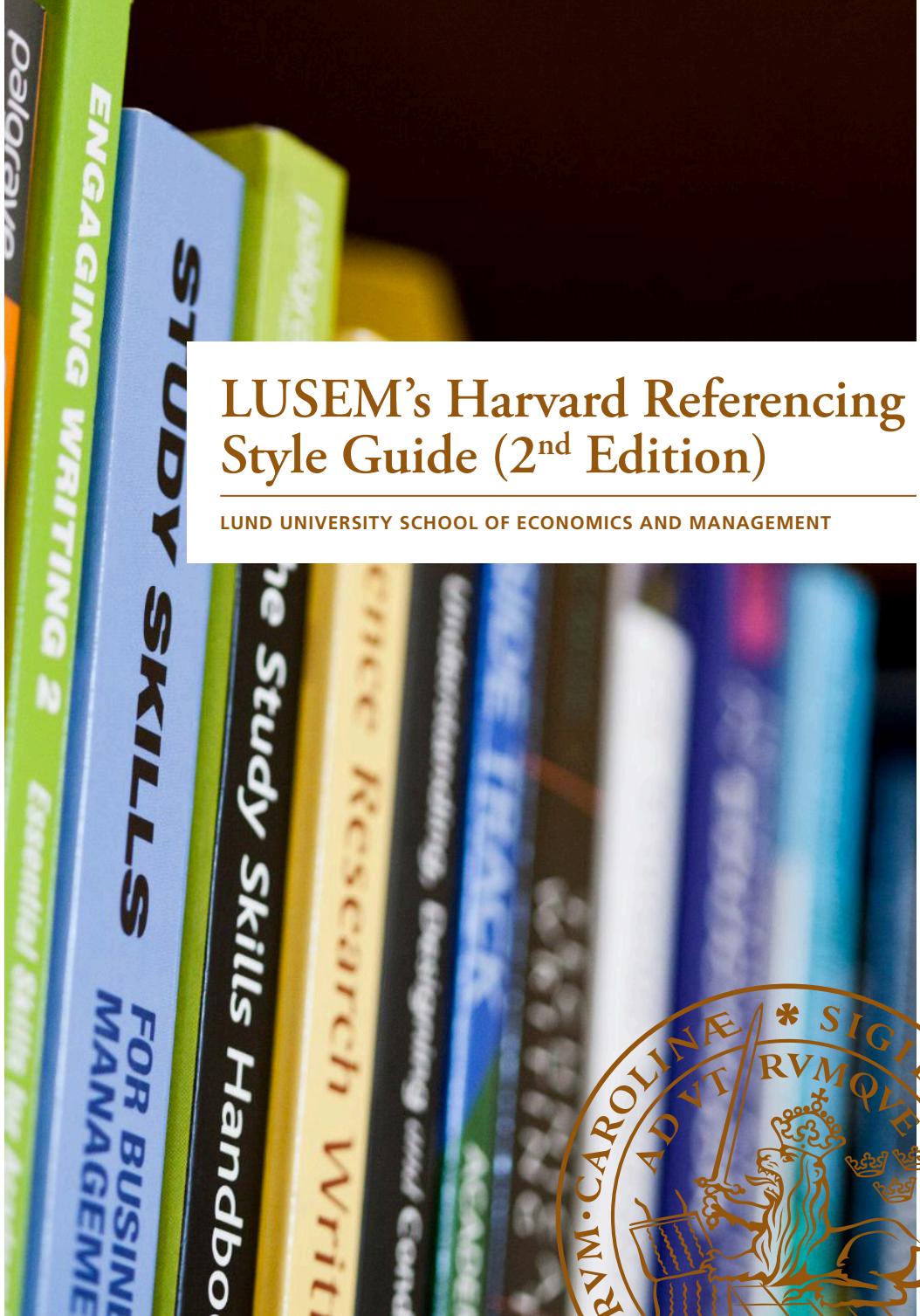


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LUSEM's Harvard Referencing Style

Lund University School of Economics and Management (LUSEM) recommends the Harvard Style (also known as author-date) as the standard. This style is very similar to the APA system, with the main difference being that Harvard does not have a manual and as a result, there are uncountable variations of the style. To ensure that there are no misunderstandings and to maintain consistency in the referencing style, LUSEM recommends that you adhere strictly to the following guidelines.

LUSEM's Harvard Referencing Style consists of two (2) parts:

Part 1:

An in-text citation (also referred to as a reference or source) is provided by giving the author, publication date and in the case of quotes, a page number of your source of information. This is enclosed in brackets and placed within a sentence. For example:

Various questions have been raised about the issues concerning “skills and skill development” (Fenwick & Hall, 2006, p.575).

Fenwick and Hall (2006) question staff competencies and other issues related to personal development.

Note: a citation is always included in a sentence with the full stop (.) coming after the end of the bracket and an ampersand (&) separating the authors' surnames.

Part 2:

A reference list is provided on a separate page at the end of your text, sorted in alphabetical order and containing a complete and accurate description of the sources used in your in-text citations. This allows the reader to accurately and quickly locate your sources. For example:

Fenwick, T., & Hall, R. (2006). Skills in the Knowledge Economy: Changing meanings in changing conditions, *Journal of Industrial Relations*, vol. 48, no. 5, pp.571-592

The reference list page should be titled 'References'.

HOW TO REFERENCE

Integrating information, knowledge and ideas from other sources into your writing is a complex task involving several skills: quoting, paraphrasing and summarising. There are similarities and differences when using these tools and it is vital to your academic skills that you know these well. Quoting, paraphrasing and summarising all require a citation; however, there are differences when presenting these sources (see Table 1).

Table 1. Differences in Quoting, Paraphrasing and Summarising

Quotation	Paraphrase	Summarise
Matches the source word for word	Does not match the source word for word	Does not match the source word for word
Usually a short segment of the text	Putting a segment of the text into your own words	Putting the main ideas into your own words
Use double “quotation marks”, integrating the author, date and page number	Communicates the original meaning in your own words, integrating the author and date	Presents a broad overview in your own words, integrating the author and date
Exact length of the original text	Close to the same length as the original text	Much shorter than the original text

PLAGIARISM

Whenever drawing on ideas, knowledge or information that is not your own, you must acknowledge the source by providing a citation in the text and in the reference list.

SELF PLAGIARISM

This can occur if you use your old assignments when writing a new one and neglect to reference yourself. You must reference yourself with the same level of care as you would do for others.

Failure to document fully and adequately is to ignore scholarly rules, which in turn will risk plagiarism. More on plagiarism and reference management can be found at awelu.srv.lu.se.

Remember: Every sentence that is not your own **must** have a citation.

PLACEMENT OF IN-TEXT REFERENCES

In-text references are often called citations. They must always be placed within a sentence; that is, they must be placed before the full stop. Placing a citation at the beginning of a sentence emphasises the author, and it is usually used to compare studies. For example:

According to Jones (2007) ... However, a more recent study by Henderson (2011) showed...

When two (or more) ideas from different authors are used, the citation should be placed immediately after the ideas or information that you have used. For example:

Mergers and acquisitions often fail to achieve expected synergies (Crannock, 2008), but when their goals, and the strategies to achieve them, are objectively assessed, they are much more likely to lead to growth and increased shareholder value (Benson & Hodge, 2010).

SUMMARISING

When summarising a source, the in-text citation is placed near the beginning of the very first sentence of the paragraph. The sentences that follow should clearly indicate that you are writing about the source, such as those in bold print in the following example:

Jones (2008) disagrees with the critics of the state-led capitalism in Russia. Instead **he** thinks that the Putin model, while not perfect, is a realistic way to develop Russia's resources for the following three reasons. First, it is based on the strong and accepted influence of the state in the private sector. Second, **he** believes that this form of state-led capitalism is a great improvement on the chaotic capitalism that characterised the early period of transition. Finally, **he** concludes that there will not be any great renationalization of industry.

PARAPHRASING

When paraphrasing a source, the in-text citation does not include a page number. For example:

Hall and Liebman (1998) found that the U.S. pay-performance sensitivities had more than doubled between 1980 and 1998.

When you summarise or paraphrase someone else's knowledge/ideas in several sentences or more, it is important to include a citation for each sentence. However, it feels awkward to put in a citation at the end of each sentence. Nevertheless, LUSEM's Harvard Style requires that your reader knows exactly what information you obtained from someone else and when you started using it. Thus, an end-of-paragraph citation does not meet that requirement. To overcome this conundrum, the use of contextual cues and reminder phrases like 'the author' and 'they show' can be used to keep citations to a minimum, increasing the flow from idea to idea.

For more information and examples, check the Teaching and Learning platform under: Summarising via lusem.lu.se/asks

QUOTING

A quotation is an exact reproduction of the original spoken or written words. Quotes can vary in length, depending on their purpose in your text and used sparingly.

Quotations of less than 30 words or 3 lines are always integrated within the sentence. Whenever quoting, you must use your source's exact words, enclose the exact words with double quotation marks and include the page number where the quoted words were found. For example:

Corporate Culture has been defined as "collectively shared norms, values and beliefs" (Alvesson, 2007, p.3).

Long quote

Long quotations are typically longer than 30 words or 3 lines. They are separated from the rest of the text by an extra line space and the left side of the margin is indented. Quotation marks are not required because the spacing indicates that it is a quote. For example:

There are various definitions of an engineer, with each definition suiting its own purpose. This research sees an engineer as a:

unique body of knowledge to provide a particular range of services relating to the design and construction of projects; thus, the competitiveness of an engineering consultancy firm is firmly based on its knowledge resources (Baark, 2001, p.4).

This definition indicates that a company's primary resource is possibly its knowledge.

Words omitted from quotations

It is possible to omit words from quotations as long as the meaning is the same. The omitted words are to be replaced with ... (three dots). For example:

Jones (2012, p.7) describes branding as "[t]he process involved in creating a unique name and image for a product ... aiming to establish a significant and differentiated presence in the market".

The square brackets in quotations

Sometimes it is necessary to insert a word that explains the meaning of another word or change the punctuation in a quotation. Place the explanation and/or change in square brackets []. For example:

... that “[t]he curriculum of the national schools in the 1870s included reading, writing, arithmetic, drill [physical exercises] and music” (James et al. 2000, p.21).

Making changes to quotes

The Latin abbreviation [sic] means thus or such, meaning intentionally so written. This term is used when the original quote has:

- a spelling or grammatical error
- language that is sexist (gender specific)

The term [sic] appears immediately after the original error to show that the error is in the original. For example:

Jones (2010) claims that a successful manager “establishes links throughout [sic] an organisation” (p.6).

Jones (2010) argues that “salesmen [sic] often establish links through social media” (p.6).

SYNTHESISING

Using more than one source within the same citation is called synthesising. Unlike summarising and paraphrasing, which use the ideas of one author at a time, synthesising combines the ideas from more than one source and integrates them into your argument. The authors must be listed alphabetically within the in-text citation and listed separately in the reference list.

Synthesising allows you to:

- focus on the issues and ideas rather than the authors,
- combine information from multiple sources. This helps develop and strengthen your argument/s.

It shows that:

- you have read all the literature, and
- all the authors belong to a category and that they are all concerned with the same issue/s or idea/s.

For example:

It is difficult to make general conclusions on cross-border M&A deals, as there seems to be two opposing groups. First, those who argue in favour of value creation through these transactions (Boateng, 2007; Bhagat, Malhotra & Zhu, 2011; Chakrabarti et al. 2009; Gubbi et al. 2010; Kang, 1993; Kohli & Mann, 2011; Markides & Ittner, 1994; Morck & Yeungm, 1992; Soongswang, 2010) and second, those who argue against it (Aybar & Ficici, 2009; Danbolt, 1995; Datta & Puia, 1995; Eun et al. 1996; Malhotra, Sivakumar & Zhu, 2011; Marthur et al. 1994).

USING THE SAME SOURCE MORE THAN ONCE

Each time you use a source, even if it is the same author, you must provide an in-text citation. When using the same source more than once, only list the source once in the reference list. LUSEM's Harvard referencing style **does not** use the abbreviation *ibid*.

USING SECONDARY SOURCES

Secondary sources (a source referenced within another source) are acceptable within academic writing; however, where possible, avoid using them. Only use secondary sources if you are unable to find or retrieve the original (primary) source of information. If the primary source is unavailable, you must refer to both the primary and secondary source for the in-text citation. For example:

However, Main (1955 cited in Kay, 2004) has supported the view that black market economies are not culture dependent.

In the reference list, only cite the source you have read yourself. For example:

Kay, W. (2004). *The Power of Europe*, Dover: Kentish Press

Note: LUSEM's Harvard referencing style **does not** use footnotes.

USING SOURCES WITH MORE THAN ONE AUTHOR

In-text citations and the reference list must show the authors in the exact order as shown on the title page of the source. For example:

No. of Authors	In-text citation	Reference List
1	Nelson (2012) argues that (Nelson, 2012).	Nelson, J. (2012).
2	... family policy (Jones & Thomas, 2009) According to Jones and Thomas (2009)...	Jones, T., & Thomas, L. (2009).
3	...these policies (Smith, James & Shields, 2012). Smith, James and Shields (2012) claim that ...	Smith, L., James, J., & Shields, T. (2012).
4 or more	... in some instances (Johnsson et al. 2010). Johnsson et al. (2010) claim that ... Note: 4 or more authors - use all the authors' names for the first citation, thereafter, use et al.	Johnsson, T., Lever, B., State, A., & Hansson, F. (2010).

Note: the ampersand “&” is used for all bracketed in-text citations and the reference list, whereas “and” is used for unbracketed in-text citations.

USING DIFFERENT SOURCES WITH THE SAME AUTHOR(S) AND YEAR

To distinguish between each source, add a suffix to the dates (e.g. 2010a, 2010b) for the in-text citation and the corresponding reference list entry. Reference list items should be ordered alphabetically. The letters follow the same order as the entries appear in the reference list. For example:

In-text citation	Reference List
According to Johnsson (2010a) ...	Johnsson, T. (2010a). Balancing Economic ...
... as a result (Johnsson, 2010b).	Johnsson, T. (2010b). A Transition of Economic ...

USING PAGE NUMBERS

All quotes must include the page number only in the in-text citation. For example:

If the quote was found on page 25	James states that, "brands are ... " (2011, p.25) Some claim that "brands are ... " (James, 2011, p.25)
If the quotation runs over the page break	James states that, "brands are ... " (2011, pp.25-26)
If the quotation is not from sequential pages	Some claim that "brands are ... " (James, 2011, pp.25-29) James states that, "brands are ... " (2011, pp.25, 52-57)
If the quote is from a webpage	Some claim that "brands are ... " (James, 2011, pp.25, 52-57) James states that, "brands are ... " (2011, n.p.)

More often than not, webpages do not supply page numbers. If this is the case, use n.p. (no page). For example: (Volvo, 2013, n.p.). If there is no date, use the copyright date, which is usually recent, or 'online'. For example: (Volvo, online, n.p.).

Formatting a Reference List

The reference list is found at the end of a document and consists of all the in-text citations found in the text. It must be in alphabetical order according to the first author listed. For ease of readability, it is recommended that you use paragraph spacing so that there is a gap between each reference entry.

A major purpose of the reference list is so other readers are able to retrieve and use the source; therefore, reference data must be accurate and complete. Each entry usually contains the following elements: Author/Date>Title/Publication

- All major words in titles are capitalised with only the first word of a subtitle being capitalised.
- Journal names are in italics
- Edited book titles are in italics
- All online references require a date of access – state when you actually viewed the online site
- Be consistent with how you present all your entries
- All citations within the text must also be entered in full, in the reference list. This is also applicable for the reference list – all entries in the reference list must also be found in citations within the text
- Do not separate book, journal articles, online sources etc.

ABBREVIATIONS

The following are the acceptable abbreviations used in the reference list for parts of books and other publications:

chapter chap.

edition edn

revised edition rev. edn

second edition 2nd edn

editor (editors) ed. (eds)

page (pages) p. (pp.)

volume (volumes) vol. (vols)

number no.

no date n.d.

Example of reference list

- Coale, Ansley. J. (1967). The Voluntary Control of Human Fertility, *Proceedings of the American Philosophical Society*, vol. 111, no. 3, pp.164-169
- Creanga, Andreea. A., Gillespie, Duff., Karklins, Sabrina., & Tsui, Amy. (2011). Low Use of Contraception Among Poor Women in Africa: An equity issue, *Bulletin of the World Health Organization*, Available online: <http://www.who.int/bulletin/volumes/89/4/10-083329/en/index.html> [Accessed 25 January 2011]
- Easterlin, Richard. A. (1975). An Economic Framework for Fertility Analysis, *Studies in Family Planning*, vol. 6, no. 3, pp.54-63
- Feeney, G. (1994). Fertility Decline in East Asia, *Science*, vol. 266, no. 5190, pp.1518-1523
- Spicer, John. (2004). Making Sense of Multivariate Data Analysis: An intuitive approach, London: Sage
- Wiklund, J., & Shepherd, D. (2009). The Effectiveness of Alliances and Acquisitions: The role of resource combination activities, *Entrepreneurship: Theory & Practice*, vol. 33, no. 1, pp.193-212

Reference Management Tools

ENDNOTE

LUSEM has their HARVARD referencing guidelines available in EndNote. EndNote is a software tool for reference management from Thomson Reuters. The Lund University Libraries Head office and LDC have a site licence agreement which makes EndNote available to students and faculty at Lund University. The licence is financed by the Lund University Libraries Head office and distributed by LDC.

You can download EndNote via the Student Portal: student.lu.se

You can find the EndNote style for LUSEM at the Teaching and Learning platform: lusem.lu.se/asks

ZOTERO AND MENDELEY

LUSEM has its HARVARD referencing guidelines available in two free referencing management systems: Zotero and Mendeley.

Zotero is a Web-based Firefox extension. It is an easy-to-use tool to help you collect, organise, cite, and share your research sources. Search for "Lund University School of Economics and Management".

Mendeley is a reference manager and academic social network. Make your own fully-searchable library in seconds, cite as you write, and read and annotate your PDFs on any device. Showcase your work on your profile and assess the impact of your research. Search for "Lund University School of Economics and Management".

Resources used when writing this guide

American Psychological Association. (2010). *Publication Manual of the American Psychological Association, 6th edn*, Washington, DC

Anglia Ruskin University Library. (2013). *Guide to the Harvard Referencing System*, Available online: <http://libweb.anglia.ac.uk/referencing/harvard.htm> [Accessed 1 February 2013]

Dean, M. (2010). *Inside Track: Academic research, writing & referencing*, England: Pearson Education Limited

University of Sydney. (2013). *University of Sydney Business School Referencing Guide*, Available online: http://sydney.edu.au/business/learning/students/study_research_writing/academic_writing [Accessed 1 February 2013]

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In-text Citation and Reference List Entry Examples

JOURNAL ARTICLES

Source	In-Text Citation	Reference List Entry
Journal Article in Print	... (Goux & Maurin, 2005). According to Goux and Maurin (2005) ...	Goux, D., & Maurin, E. (2005). The Effect of Overcrowded Housing on Children's Performance at School, <i>Journal of Public Economics</i> , vol. 89, no. 5–6, pp.797–819
		Note: The journal name in italics and supply the page numbers of the article.
Journal Article Online	Soyer and Hogarth (2015) explain that ...	Soyer, E., & Hogarth, R. (2015). Fooled by Experience, <i>Harvard Business Review</i> , Available online: https://hbr.org/2015/05/fooled-by-experience [Accessed 21 March 2019]
Journal Article published free online	... (Clark, 2001). As Clark (2001) argues ...	Clark, P. (2001). Recruitment and Selection Practices in a Selected Organisation, <i>Journal of Management Practice</i> , vol. 4, no. 1, pp.166-177, Available online: http://www.usq.edu.au/business/research/jmp/articles [Accessed 28 July 2010]
Accessed through LUSEM's library	... (Boughton, 2002). Boughton (2002) claims that ...	Boughton, J.M. (2002). The Bretton Woods Proposal: An in-depth look, <i>Political Science Quarterly</i> , [e-journal] vol. 42, no. 6, Available through: LUSEM Library website http://www.lusem.lu.se/library [Accessed 12 June 2005]
Journal Article Abstract	... (Boughton, 2002). Boughton (2002) attempts to ...	Boughton, J.M. (2002). The Bretton Woods Proposal: A brief look, <i>Political Science Quarterly</i> , [e-journal] vol. 42, no. 6, Abstract only, Available through: LUSEM Library website http://www.lusem.lu.se/library [Accessed 12 June 2005]
Journal Article Preprint	According to Nalchigar and Ingmar (2012) from the ArXiv e-print archive at Cornell University (arXiv.org), online shopping behaviour has ...	Nalchigar, S., & Weber, I. (2012). A Large-Scale Study of Online Shopping Behavior, preprint, pp.1-42, Available online: http://arxiv.org/abs/1212.5959 [Accessed 10 January 2013]

BOOKS, E-BOOKS AND PDF REPORTS

Source	In-Text Citation	Reference List Entry
Single Author	... (Balchin, 1996). According to Balchin (1996)...	Balchin, P. (1996). Housing Policy in Europe, London: Routledge
2 or 3 Authors	... (Ball, Harloe & Martens, 1988). According to Ball, Harloe and Martens (1988) ...	Ball, M., Harloe, M., & Martens, M. (1988). Housing and Social Change in Europe and the USA, London: Routledge
Multiple Part Author	... (Torres Cacoullos, 2012).	Torres Cacoullos, R. (2012). What Do Subject Pronouns Do In Discourse?, Available online: https://scholar.google.se [Accessed 10 January 2013]
More than 3 Authors and the use of et al.	... (Bond et al. 1996). According to Bond et al. (1996) ... Note: use all the authors' names for the first in-text citation and then use et al. thereafter.	Bond, W.R., Smith, J.T., Brown, K.L., & George, M. (1996). Management of Small Firms, Sydney: McGraw-Hill Note: et al. is never used in the reference list. All authors must be listed.
No Author	... (A History of Sweden, 2011). As stated in A History of Sweden (2011) ...	A History of Sweden. (2011). Sweden: Studentlitteratur
Editor	Carlson (ed. 2008) defines SMS as (ed. Carlson, 2008).	Carlson, T. (ed.). (2008). Understanding Information Security Management Systems, NY: Cambridge University

Source	In-Text Citation	Reference List Entry
Translator & Author	In his view, Kant (1785) sees (Kant, 1785).	Kant, I. (1785). <i>Fundamental Principles of the Metaphysic of Morals</i> , Translated by T.K. Abbott, 1988, New York: Prometheus Books
Organisation as Author	(Swedish Bureau of Agricultural and Resource Economics, 2010)	Swedish Bureau of Agricultural and Resource Economics. (2010). <i>Aquaculture Development in Sweden: A review of key economic issues</i> , Stockholm: SBARE
Chapter or Article in Edited Book	A contributing factor that seems to affect progress is attitude (Larsson, 2011).	Larsson, R. (2011). <i>The New American Workplace: High road or low road?</i> , in P. Thompson & C. Warhurst (eds), <i>Workplaces of the Future</i> , London: Macmillan Press, pp.22-34
Note: The book title is in italics and the page numbers of the chapter are included.		
Edition Other than First	... (Andersson, 2009). In his view, Andersson (2009) ...	Andersson, M. (2009). <i>The Human Side of Organizations</i> , 10th edn, Upper Saddle River, NJ: Pearson/Prentice Hall
Different Works by Same Author in Same Year	... (Bond, 1991a) ... as Bond (1991b) claims.	Bond, G. (1991a). <i>Business Ethics</i> , Sydney: McGraw-Hill Bond, G. (1991b). <i>Corporate Governance</i> , London: Irwin
E-book	... (Carlsen & Charters, 2007). Initially, Carlsen and Charters (2007) argue that ...	Carlsen, J., & Charters, S. (2007). <i>Global Wine Tourism</i> , [e-book] Wallingford: CABI Pub, Available through: LUSEM University Library website http://www.lusem.lu.se/library [Accessed 25 January 2010]
Note: Supply the URL and the date of access		
Google Books	... (Cookson & Church, 2007). Cookson and Church (2007) claim that ...	Cookson, J., & Church, S., (eds). (2007). <i>Leisure and the Tourist</i> , [e-book] Wallingford: ABS Publishers, Available at: Google Books: books.google.com [Accessed 25 January 2011]
PDF Documents	... (Bank of England, 2008). As suggested in the report from the Bank of England (2008) ...	Bank of England. (2008). Inflation Report [pdf], Available at: http://www.bankofengland.co.uk/publications/inflationreport/ir08nov.pdf [Accessed 1 February 2012]

INTERNET, WEBSITES

Source	In-Text Citation	Reference List Entry
Website	<p>IKEA (2019) present several alternatives to ...</p> <p>... Skandinaviska Enskilda Banken AB (2013).</p>	<p>IKEA. (2019). IKEA Family, Available online: https://m2.ikea.com/se/sv/ikea-family/ [Accessed 22 March 2019]</p> <p>Skandinaviska Enskilda Banken AB. (2013). Veckans Tanke: När ska fed lämna krispolitiken?, Available online: http://www.seb.se/pow/wcp/index.asp?website=TAB1 [Accessed 8 February 2014]</p>
No Author	<p>... (European Housing Review, 2011).</p> <p>According to the European Housing Review (2011) ...</p>	<p>European Housing Review. (2011). RICS, Available online: http://www.rics.org/site/scripts/downloadinfo.aspx?fileID=8882&categoryID=726 [Accessed 8 February 2012]</p>
Author	... as presented in Jones (2015) ...	Jones, L. (n.d.). Internet Trends, Available online: http://future-internetsociety.org [Accessed 1 April 2020]
No Date	<p>... (UKÄ, n.d.).</p> <p>... states UKÄ (n.d.).</p>	UKÄ. (n.d.). Analys och Uppföljning, Available online: http://uka.se/statistik-analys [Accessed 8 February 2019]
Web document	(Department of Industry, Innovation, Science and Tertiary Education, 2006)	Department of Industry, Innovation, Science and Tertiary Education. (2006). Being Prepared for an Influenza Pandemic: A kit for small businesses, Government of Australia, Available online: http://www.innovation.gov.au [Accessed 28 January 2013]
Video online	David Lawee (2014) currently has ...	Lawee, D. (2014). DEMO One-on-One Interview with David Lawee, Google, [video online], Available at: http://www.seb.se [Accessed 9 May 2014]
Web Based Image, Table Figure, Graph Screenshot	Table/Figure 3 (adapted from Australian Bureau of Statistics 2011) shows a sustained downward trend in private sector house approvals ...	Australian Bureau of Statistics. (2010). Building Approvals, Australia, November 2011, Available online: http://www.abs.gov.au/ausstats/abs@.nsf/mf/8731.0 [Accessed 30 January 2013]
	Note: If making any changes to the date, "adapted from" must be added to the citation.	Note: Captions for Tables are placed above the Table and captions for Figures are placed below the Figure.

Source	In-Text Citation	Reference List Entry
Social Media	Roger Federer currently has 12 Million fans on Facebook (2013a), 33000 followers on Twitter (2013b) and his own Youtube Channel (2013c)	Federer, R. (2013a). Federer [Facebook], Available from: https://www.facebook.com/Federer [Accessed 2 February 2013]
	Note: The date used is the year that you personally viewed the pages	Federer, R. (2013b). Federer Official [Twitter], Available from: https://twitter.com/FedererOfficial [Accessed 2 February 2013]
		Federer, R. (2013c). Roger Federer Tennis Channel, [video online], Available at: http://www.youtube.com/user/rftennischannel [Accessed 2 February 2013]
Video	According to Arika Okrent in Words That Seem Related, But Aren't (2016, 00:00:10), "there's no male in female".	Words That Seem Related, But Aren't. (2016). YouTube video, added by Arika Okrent [Online], Available at: https://www.youtube.com/watch?v=_f_3PNlkaKs [Accessed 8 November 2016]
		Title of Video. (date uploaded). YouTube video, added by Username of uploader [Online], Available at: URL [Accessed date]
MOOC video	... as presented in Austin's (2015) MOOC ...	Austin, R. (2015). Strategic Management, Copenhagen Business School Coursera MOOC, 15 February – 21 March, Available from: https://www.coursera.org/learn/strategic-management [Accessed 8 February 2015]
Blog post	As presented in Hagon's blog post (2009) ...	Hagon, P. (2009). Immediate Sharing, What's New, web blog post, Available at: http://www.paulhagon.com/blog/2009/09/27/immediate-sharing [Accessed 1 February 2009]

LEGAL CASES, GOVERNMENT REPORTS, COMPANY REPORTS AND STANDARDS

Legal Cases are not part of the Harvard System; therefore, it is recommended that accepted legal citation be used – check with your department for guidelines.

Source	In-Text Citation	Reference List Entry
Legal Cases	(J v Andersson, 2010, 232 CLR 1)	J v Andersson. (2010). 232 CLR 1 Thomas v Larsson. (1962). 1 WLR 832 Italy v France. (1994). 17 EHRR 251, p.245 R v White (Tom Brown). (2005). EWCA Crim 689, 2005 WL 104528
	In the recent case of R v White (Tom Brown) (2005), the defence noted ...	Note: only quote law reports if you have used them.
Acts of Parliament	... as seen in the Disability Discrimination Act (1995).	Disability Discrimination Act. (1995). London: HMSO
Company Reports	... (Volvo Group Global, 2013) Volvo Group Global (2013) presented a convincing argument in their 2011 annual report where ...	Volvo Group Global. (2013). Volvo Group Annual Report 2011, Available online: http://www.volvogroup.com/group/global/en-gb/investors/reports/annual_reports/pages/annual_reports.aspx [Accessed 28 January 2013]
Accounting Standards	The IFRS and IASB work together to set high quality and enforceable standards throughout the world (IFRS, 2013) The world financial crisis emphasised the need for ... (IFRS, 2011).	International Financial Reporting Standards (IFRS) Organisation. (2013). Standards Development, Available online: http://www.ifrs.org/How-we-develop-standards/Pages/How-we-develop-standards.aspx [Accessed 22 August 2013] International Financial Reporting Standards (IFRS) Organisation. (2011). IFRS 13 Fair Value Measurement, Available online: http://www.ifrs.org/Current-Projects/IASB-Projects/Fair-Value-Measurement/IFRS-13-Fair-Value-Measurement/Documents/FairValueMeasurementFeedbackstatement_May2011.pdf [Accessed 2 September 2013]

COURSE CASES

Course cases are referenced differently from legal cases. It is not uncommon for course cases to lack referencing information, such as dates or the original source.

Source	In-Text Citation	Reference List Entry
Course Case	Gore & Associates, Inc. (n.d.) argued that ...	Gore & Associates, Inc. (n.d.). Case 6-13, Case Study course material, Available online: https://liveatlund.lu.se/departments/BusinessAdministration/BUSN44, Autumn, 2014 [Accessed 15 December 2014]

LECTURES, PRESENTATIONS, SEMINARS, CONFERENCE PAPERS, WORKING PAPERS, DISCUSSION PAPERS AND THESES

Source	In-Text Citation	Reference List Entry
Lectures	Andersson (2014), explained	Andersson, B. (2014). Lecture 4: Business Process
Presentations	that ...	Modelling, INFN50, powerpoint presentation, LUSEM
Seminars		Lund, 1 December 2014
Discussion Papers		For other services, contact ASKS for advice.
Guest Lectures	A recent guest lecturer from ... pointed out the importance of employee mobility in firms (Pontén, 2014).	Pontén, A. (2014). Human Resources Management in Practice: Deloitte, Guest Lecture, Lund University School of Economics and Management, Sweden, 5 November, 2014
		If the presentation has been loaded up on your course pages, then this information needs to be added:
		Pontén, A. (2014). Human Resources Management in Practice: Deloitte, Guest Lecture, Lund University School of Economics and Management, Sweden, 5 November, 2014, Available online: https://liveatlund.lu.se/departments/BusinessAdministration/BUSN44/BUSN44_2014HT_50_1_NML__1281/Pages/default.aspx [Accessed 13 December 2014]

Source	In-Text Citation	Reference List Entry
Published Conference Papers	... (Lee, Fayard, Leitch & Kettinger, 2012).	Lee, L., Fayard, D., Leitch, R., & Kettinger, W. (2012). A Relational View of Accounting Information Sharing, AMCIS 2012 Proceedings, Paper 9, Available online: http://aisel.aisnet.org/amcis2012/proceedings/AccountingInformationSystems/9 [Accessed 28 January 2013]
Working Papers	Corporate social responsibility is ... (Tomas, 2003).	Tomas, N. C. (2003). Corporate Social Responsibility: A case study, Department of Business Administration, working paper, no.03-701, Lund University School of Economics and Management
Theses	... (Andersson, 2003). In Andersson's work, he revealed that ... (2003).	Andersson, Fredrik, C.A. (2003). Interest Groups and Government Policy, A Political Economy Analysis, PhD thesis, Department of Economics, Lund University, Available online: http://www.lu.se/lup/publication/465771 [Accessed 28 January 2013]
Unpublished Theses	... (Larsson, 2003).	Larsson, T. E. (2003). Implementing Strategic Change in the Recruitment Advertising, unpublished, Business Management Project, Lund University, School of Economics and Management's Library

NEWSPAPERS AND MAGAZINES

Source	In-Text Citation	Reference List Entry
Printed	(Andersson, 2013)	Andersson, A. (2013). Sweden's Future, Aftonbladet, 1 April, p.31
Electronic Database	(Mason, 2006)	Mason, J. (2006). Wages in the Increase, Sydsvenska Dagbladet, 7 October, p.5, Available From: Factiva [Accessed 28 January 2013]
Website	(Reilly, 2013)	Reilly, P. (2013). Swedish Ref Slammed by Jose Mourinho, The Local, 31 August, Available Online: http://www.thelocal.se/49976/20130831/ [Accessed 2 September 2013]
No author	(Tidningen Metro, 7 May 2012, p.15)	Not required

SELF-TRANSLATED WORKS

If you speak different languages and have referenced non-English language words that you have translated yourself, you state your name in the reference list entry.

Source	In-Text Citation	Reference List Entry
Translated Works	As stated in Marquez (1998) ...	Marquez, G.G. (1998). <i>One Hundred Years of Solitude</i> , trans. First initial and surname, New York: Perennial Classics
	Marquez claimed that “...” (1998, own translation)	Marquez, G.G. (1998). <i>One Hundred Years of Solitude</i> , trans. First initial and surname, New York: Perennial Classics
For example:		
Marquez, G.G. (1998). <i>One Hundred Years of Solitude</i> , trans. J Persson, New York: Perennial Classics		

PERSONAL COMMUNICATION

Source	In-Text Citation	Reference List Entry
Private letters	J. Francis (personal communication, 6 August 2011) was able to confirm that the company was in good shape.	The source is cited in the in-text only. It is not included in the Reference list entries because the work has not been published.
Memos		
Email		
Telephone conversations		
Personal interviews	Pelle Andersson (interview, 29 September 2013) had specific suggestions regarding the market in Sweden.	

SECONDARY SOURCES

Secondary sources are acceptable within academic writing; however, where possible, avoid using them. Only use secondary sources if you are unable to find or retrieve the original (primary) source of information. If the primary source is unavailable, you must refer to both the primary and secondary source for the in-text citation.

In the reference list, only cite the source you have read yourself.

Source	In-Text Citation	Reference List Entry
Secondary Source	However, Main (1955 cited in Kay, 2004) has supported the view that black market economies are not culture dependent.	Kay, W. (2004). <i>The Power of Europe</i> , Dover: Kentish Press

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