

Brief Guide to Referencing with Harvard

Why should you reference?

- Referencing your source material gives authority to your work, strengthens your argument and demonstrates the breadth of your research.
- A complete bibliography will enable the reader to find your sources of information themselves and allow them to verify your data.
- Failure to correctly cite and credit sources of information used within your work constitutes plagiarism and is a serious offence of academic misconduct. To avoid accusations of plagiarism always remember to state within your own work when you are using someone else's examples.

This guide gives advice on referencing using the Harvard System. This is the preferred referencing system for many of the departments at the University of Liverpool. There are numerous different types of referencing systems available and it is advised that you choose one system and stick with it to ensure consistency throughout your work. There are two key elements to the Harvard System:

- **Citing within the text of your work** – you need to acknowledge within your text the sources you have used.
- **Complete bibliographic citations** – you need to give complete details for the sources you have used. These should be included as an alphabetical list at the end of your work. This reference list is known as a bibliography.

Part 1: Citing within the text

- Whenever you refer to another person's work within your own work then you must include a reference to show where you have found this information.
- Wherever in the text you refer to a particular source then include the author's surname and the year of publication and also any page numbers if you are quoting from a specific page.
- If a work you are citing has more than 3 authors give only the first authors surname and initials followed by et al.
- If you state the authors name within your work then just include the date of publication to indicate the work being cited.

To cite within the text of your work:

Artificial intelligence can be defined as the science of making machines do things that would require intelligence if done by men (Minsky, 1968).

According to Striver (2001) all aspects of rational thought should be considered to involve some degree of experimentation.

Part 2: Full bibliographic citations

You must include all the references you make throughout a piece of work in a bibliography at the end. List the references in alphabetical order by the surname of the first author. Below are some examples of how to reference different types of material in your bibliography.

How to reference different information sources

Books

A reference to a book should include the following information:

- **Author(s), editor(s) or institutional author(s)**
- **Year of publication**
- **Title and any subtitle**
- **Edition (if it is not the first edition)**
- **Place of publication**
- **Publisher**
- **Also include page numbers if you are quoting from a specific section or chapter.**
- **If it is available electronically indicate that it is available online and include where it can be found and the date you accessed it.**

Book (one or more authors):

Halliday, D., Resnick, R. & Walker, J. (2005) *Fundamentals of physics*. 7th extended ed. New York: Wiley.

Book (more than three authors):

If a book has more than three authors then only include the first author's name followed by et al.
Rosemann, S.C. et al. (2005) *Discrete mathematical structures*. 4th ed. New Jersey: Prentice Hall.

Book (one editor):

Kramer, B. ed. (2002) *Advances in solid state physics*. Berlin: Springer.

Book (multiple editors):

Altarelli, G. & Winter, K. eds. (2003) *Neutrino mass*. Berlin: Springer.

Book (more than three editors):

Hicks, T. et al. eds. (1995) *Handbook of engineering calculations*. New York: McGraw-Hill.

Chapter in a book:

Murray, A.P. (1999) Fundamental equations of surface theory. In: Ledermann, W. & Vajda, S. eds. *Combinatorics and geometry*. Chichester: John Wiley, pp. 23-66.

Electronic book:

Lee, S.Y. (2004) *Accelerator physics* [Online]. 2nd ed. Hackensack, N.J.: World Scientific. Available from <http://site.ebrary.com/lib/liverpool/Doc?id=10106588> (Accessed: 9 August 2007).

Journal articles

A reference to a journal article should include the following information:

- **Author(s) of the article**
- **Year of publication**
- **Title of the article**
- **Journal title**
- **Volume and issue numbers**
- **First and last page numbers of the article. If it is an electronic article then instead of page numbers the publisher may use some other form of unique identifier and this should be included.**
- **If it is available electronically indicate that it is available online and include where it can be found and the date you accessed it.**

Print journal article:

Kim, H.S. (2007) 'A new model for communicative effectiveness of science'. *Science Communication*, 28(3), pp. 287-313.

Electronic journal article:

Hudson, A.C. et al. (2007) 'Design and performance of a curved-crystal x-ray emission spectrometer'. *Review of Scientific Instruments* [Online], 78 (5) 053101. Available online from <http://scitation.aip.org/> (Accessed: 12 August 2007).

For an e-journal article give an online link to the main journal or publisher's website. This is more stable than the URL for a particular page or article and will enable people to find the journal in the future. If you can you should also provide the article DOI (an identifying number that should appear on the first page of the article) but this is not essential if you cannot identify it.

Web pages or other online sources

A reference to a website, webpage or other online document should include the following information:

- **Author(s), editor(s) or institutional author(s) of the document if they can be identified**
- **Year of publication**
- **Title of the document or first few words of the document if you cannot identify the title**
- **Place of publication**
- **Publisher if ascertainable**
- **Indicate that it is available online and include where it can be found and the date you accessed it.**

Web documents:

Allen, S. (2007). *Referencing: a guide for University of Liverpool online students* [Online]. Liverpool: University of Liverpool. Available from <http://www.liv.ac.uk/library/ohecampus/ref.htm> (Accessed 15 August 2007).

British Broadcasting Corporation. (2006) *Help is at hand for web security* [Online] Available from <http://news.bbc.co.uk> (Accessed 4 June 2007).

Conference proceedings

A reference to conference proceedings should include the following information:

- **Editor(s)**
- **Year of publication**
- **Title of conference**
- **Date of conference**
- **Place of conference**
- **Place of publication**
- **Publisher**

Conference proceedings:

Gross, D., Henneaux, M. & Sevrin, A. (2007) *The quantum structure of space and time: proceedings of the 23rd Solvay conference on Physics*, 1-3 December 2005. Brussels, Belgium. London: World Scientific.

Paper published in conference proceedings:

Blum, C. & Molva, R. (1996) 'A software platform for distributed multimedia applications'. In *Proceedings of the International Workshop on Multimedia Software Development*, Berlin, 25-26 March 1996. Los Alamitos, CA: IEEE Computer Society Press, pp.56-59.

Other information sources

Unpublished reports or documents:

Hake, L. (2001) *Teaching and learning in the laboratory*. Unpublished

If you do not know the year in which the report was written then make a reasonable guess and use a question mark after the date to show you are unsure.

Theses or dissertations:

McDonald, L.R. (2005) *Assessment of body composition using magnetic resonance imaging*. Ph.D. thesis. University of Liverpool.

Need more help?

If you need further help with referencing and avoiding plagiarism then please contact your Librarian.