



Citations and bibliographies:

Harvard style

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This guide describes Harvard style, a name-and-date system for citing references and setting out bibliographies. Your supervisor or tutor will tell you which of the many existing styles you should use. If you are using Harvard style, I recommend that you also refer to British Standards Institution (1990) *BS5605: 1990* and the *Chicago Manual of Style*, held in the library.

Citations are used to acknowledge the sources of direct quotations or other writers' ideas or opinions that you have used or considered. Make it clear when you are using other people's material, and when you are using your own. Always acknowledge your sources. Whichever style you are using, there are some basic principles to follow for citing references:

Correct: make sure that you note down and record all the required details of works you use as you proceed and ensure that you are taking down the information correctly.

Clear: you must include standard elements in citations and bibliographic references to make it possible for readers to identify and find your references. Standard punctuation is used which helps to make the reference clear.

Consistent: choose your style and stick to it.

Essays and dissertations in Harvard Style should include (in the following order):

- Text
- A list of images and their sources, if required
- A bibliography or list of sources, called a 'Reference list' or 'Works cited'

CITATIONS IN YOUR TEXT

When using the Harvard system you should cite the surname of the author or editor and the year of publication in brackets in your text. Where you are citing particular parts of a publication, include the page numbers after the date, using the abbreviation p. or pp. for a range of pages. If there is neither a named person nor a corporate author (an institution or organisation e.g. a museum), use the title followed by date. If a name occurs naturally in your text, add the date only in brackets. This reference links to the list of works cited or bibliography, which is arranged in name order, with name followed by date.

If the same author has two or more publications in the same year, the sources are distinguished by lower-case letters (a,b,c, and so on). Include author's initial/s in the text only if two or more authors you cite have the same surname and publish in the same year.

Numbered footnotes¹ or endnotes may be used to comment on the text or provide further information, if absolutely necessary. If these contain a citation, it should be in the same format as those in the text, including name, date and page, as explained by Turabian (1996, 4) with the full bibliographic details to be given only in the reference list.

¹ This is an example of the use of a footnote with the name-date system. An explanation is given by Turabian (1996, 4)

Quotations

Whenever you use a quote of less than three lines, use quotation marks, and keep the quote within the body of your main text. For short quotations within a short quotation, use single, then double quotation marks, i.e. 'Jan Assman says that "Ritual is more than an ornamentation of time," - but it is also just that' (Luhman, 2000, p.227)

For longer quotations of over 3 lines do not use quotation marks; instead, indent the quote. Therefore if you are using a short quotation within an indented quotation, use single quotation marks.

Always quote the source of the quotation; give page numbers or chapter number after the date in your citation. Page numbers for citations are not required in the bibliography.

LIST OF IMAGES AND THEIR SOURCES (SEPARATE FROM BIBLIOGRAPHY)

- Artist's name, surname first
- Date of work
- Title of work (in italics)
- Medium of original work
- Publication details of the source of the image, if a reproduction, in the same way as for a journal article. If it is an internet image, this will be the name and date of the website. If it is an original artwork, name the place and gallery or collection.
- Source format, if a reproduction (in square brackets) e.g. [slide] or [internet image]
- If an internet image, add 'Available from <URL>'
- If an internet image, add date accessed in square brackets

e.g. a slide from a video:

FLEURY, SYLVIE. (1995). *Beauty case*. Video: VHS. Paris, bdv. [slide]

e.g. an image from a website:

BHIMJI, ZARINA (1998-2003) *Memories Were Trapped Inside the Asphalt*.

Transparency in light box. [Internet image]. Available from <<http://www.iniva.org/assets/images/season/archive/bhimji.jpg>> [Accessed 19th January 2004].

REFERENCE LIST / BIBLIOGRAPHY

Note: you may choose to use the authors full name rather than initials, just be consistent.

Book references are set out as follows;

- Author's surname, followed by initial/s of forename/s or forename
- Date of publication (in brackets)
- Title of work (italics)
- Series and volume number, if any
- Edition if not 1st. Can add note here e.g.: Originally published 1900.
- Place of publication:
- Publisher.

STALLABRASS, J. (1999). *High art lite: British art in the 1990s*. London: Verso.

Essay or chapter in book/exhibition catalogue etc. (when essays or chapters have different authors):

- Surname of author of essay or article followed by initial/s of forename/s
- Date
- Title of chapter or essay
- Then write 'In' followed by:
- Surname and initial of overall editor or author,
- Title of book (italics) followed by vol. no. where appropriate
- Place of publication:
- Publisher
- Date of publication
- Page numbers of essay or chapter number (to identify this item).

BOYLAND, P.J.(1997). British art in the 1980s and 1990s: the social and political background. In Murphy, B., ed. *Pictura Britannica: art from Britain*. Sydney: Museum of Contemporary Art, 1997, pp.147-159.

Journal article

- Author of article followed by initials or forenames
- (Date), in round brackets
- Title of article
- Title of journal (italics) followed by vol. no., part no., or month/season as given (in brackets)
- Page no's of article

FORD, S. (1996). Myth making. *Art Monthly* no. 194 (March). pp.1-9.

Thesis (unpublished - so note italics are not used for title)

CHAMBERS, E. (1997). The emergence and development of Black Visual Art activity in England between 1981-1986. PhD thesis, University of London.

Internet sources

Use the same layout as for books, periodical articles etc. These elements should be included, in the following order and using particular kinds of brackets, items beginning * are optional. You can sometimes find helpful hidden details by going to View|Page info in your Browser's menu:

- Main Author(s)/Editor(s) or failing that corporate author (e.g. name of organisation) if there is one,
- (Year),
- EITHER *Title of main document* in italics if you are citing the whole web site
- OR Title of article or part, if you are citing part of a web site, in normal font style.
- IF you cited a title of an article or part, then put *Title of journal* OR 'In' then the name of author or organisation name of main document, followed by *Title of main document*, in italics or underlined
- [Medium] in square brackets, e.g. [Internet], [CD-ROM], [Internet discussion list], [Internet journal]
- *Date of publication of the site, if different from that above, and date of update/revision if available
- Edition or volume number (issue number) of journal, *page number, if available.
- *Place of publication: Publisher - if ascertainable but usually the URL will replace the publisher, so:

- Available from: <URL>, with URL in angle brackets.
- [Accessed date] in square brackets

e.g.: an article in an **electronic journal**

HORNSTEIN, S. (1997). Of identities and nationalism seen from far and near: Narelle Jubelin and the politics of space. *n-Paradoxa* [Internet journal] 2nd February 1997, Issue 2. Available from <<http://web.ukonline.co.uk/n.paradoxa/montre4.htm>> [Accessed January 9th, 2001]

e.g.: a section on a gallery or museum's **world wide web site** without a specific author:

FREUD, BELLA (2000). Memo. In Fig-1, *50 projects in 50 weeks* [Internet] London: Fig-1, 7-14th August. Available from <<http://www.fig-1.com>> [Accessed August 10th, 2000].

e.g.: a section on a **CD-ROM**, by an institution, without a specific author:

ARTS COUNCIL OF ENGLAND (1998). Michael Landy: scrapheap services. In *ACE: Arts Council of England Acquisitions 1989-1995* [CD-ROM] London: Arts Council of England.

Films and videos

These are usually collaborations, so are listed under the title rather than an individual or corporate author. You should include the following information, in this order:-

- Series Title for television programmes and off-air recordings.
- Series Number for television programmes and off-air recordings.
- Programme Title, in Italics
- Year.
- Any significant people, e.g. for a film; Directed by
- Place of publication.
- Publisher.
- Date of transmission.
- Medium:Format []. E.g. VHS

The late show. *Big art in a one-horse town* (1995). Written and presented by Matthew Collings, directed by Ian Macmillan. BBC, 1995 [Videocassette: VHS].

FURTHER READING

British Standards Institution (1990) *BS5605: 1990. Recommendations for citing and referencing published material*. Milton Keynes, BSI. (The standard - specifies Harvard style, but beware also gives examples of running-numbered footnotes style).

Dee, M. (1998) *Quote, unquote: the Harvard style of referencing published material including electronic information, version 2*. [Internet] Leeds, Leeds Metropolitan University. Available from <<http://www.lmu.ac.uk/lss/lis/docs/harvfron.htm>> [Accessed 13th February 2001] (clear and accessible online guide with specific examples for many kinds of materials).

Documentation 2: Author-Date citations and reference lists. In *Chicago manual of style* (1993) 14th ed., Chicago, University of Chicago Press, pp. 637-699 (thorough and discursive, although not purely Harvard and slightly old-fashioned)

ISO (2000) *Excerpts from International Standard ISO 690-2. Information and documentation - bibliographic references, part 2: bibliographic references to electronic documents*. Available at <<http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm>> [Accessed 13th February 2001]. (Not specifically Harvard style, lists the elements to include when citing electronic sources).

Turabian, K. L. (1996) *A manual for writers of term papers, theses and dissertations*. Chicago, University of Chicago Press. (Explains the Harvard style in comparison to other styles).