

Harvard (Bath) Referencing Style

Introduction

This guide is the University of Bath Library's interpretation, adapted from BS (1989) and ISO (1990) standards. If you are uncertain whether you should use Harvard (Bath), check with your department. You can find further guidance at <https://library.bath.ac.uk/referencing>

In this guide you will find:

- Reference examples (A-Z): pages 1-10
- How to write a reference: pages 10-11
- How to write a citation: pages 11-13
- How to organise a reference list: pages 13-14
- Style files for reference management software: page 14

Reference examples (A-Z)

There are standard reference formats for most types of document. Below are examples of the most common types of document you might want to reference. Each of the following gives a suggested standard format for the reference followed by examples for the different document types.

1. Book with author(s)

Author's surname(s), INITIALS., Year. *Title*. Edition (if not the first). Place of publication: Publisher.

Rang, H.P., Dale, M.M., Ritter, J.M., Flower, R.J. and Henderson, G., 2012. *Rang and Dale's pharmacology*. 7th ed. Edinburgh: Elsevier Churchill Livingstone.

Open University, 1972. *Electricity and magnetism*. Bletchley: Open University Press.

Solomon, M.R., Askegaard, S., Hogg, M. and Bamossy, G.J., 2019. *Consumer behaviour: a European perspective*. 7th ed. Harlow: Pearson.

Note: You can shorten the name of the publisher, e.g. for John Wiley and Sons Inc., use Wiley.

2. Book with editor(s) instead of author(s)

Editor's surname(s), INITIALS., ed. or eds (as appropriate), Year. *Title*. Edition (if not the first). Place of publication: Publisher.

Rothman, K.J., Greenland, S. and Lash, T.L., eds, 2008. *Modern epidemiology*. 3rd ed. Philadelphia, Pa.: Lippincott Williams & Wilkins.

3. Book, electronic

Note: if an ebook is a PDF copy of the equivalent print book, you can use the standard book format instead.

Online ebook

Author's surname(s), INITIALS., Year. *Title* [Online]. Edition (if not the first). Place of publication: Publisher. Available from: URL [Accessed date].

Haynes, W.M., ed., 2014. *CRC handbook of chemistry and physics* [Online]. 94th ed. Boca Raton, Fla.: CRC Press/Taylor and Francis. Available from: <http://www.hbcnetbase.com> [Accessed 16 June 2016].

Blockley, D., 2021. *Engineering: a very short introduction* [Online]. Oxford: Oxford University Press. Available from: <https://www.amazon.co.uk/kindle> [Accessed 30 June 2021].

4. Book, known by its title

When referencing a book best known by its title (e.g. reference book), use the book title in place of the author:

Book title, Year. Edition. Place of publication: Publisher.

British National Formulary, 2020. 79th ed. London: Pharmaceutical Press.

If you wish to refer to a **particular entry within the book**, give the section title in italics after the year. Page numbers should be included only for print books. For online reference books, do not give page numbers but give a URL and access date.

Entry from a print book:

Book title, Year. Edition. *Section title*. Place of publication: Publisher, page numbers.

British National Formulary, 2020. 79th ed. *Aspirin*. London: Pharmaceutical Press, pp.280-281.

Entry from an online book:

Book title, Year. *Section title* [Online]. Place of publication: Publisher. Available from: URL [Accessed date].

British National Formulary, 2019. *Aspirin* [Online]. London: Pharmaceutical Press. Available from: https://www.medicinescomplete.com/#/content/bnf/_456850132 [Accessed 26 November 2019].

5. Chapter/paper from a collection (by different authors) in an edited book

Author of chapter/paper's surname(s), INITIALS., Year. Title of paper. In: INITIALS. Surname of author/editor of book, followed by ed. or eds. *Title of book*. Edition (if not the first). Place of publication: Publisher, page numbers of paper or chapter.

Reid, D.R., 1967. Physical testing of polymer films. In: S.H. Pinner, ed. *Modern packaging films*. London: Butterworths, pp.143-183.

6. Computer program

Author or company, Year. *Title of program* (version) [computer program]. Available from: distributor address or URL if downloaded [Accessed date].

@screencasto, n.d. *Screencast-O-Matic* (v.2) [computer program]. Available from: <https://screencast-o-matic.com/> [Accessed 16 May 2016].

Note: Citing computer code within your coding script.

When writing code you should include a comment above the code you are reusing. If you are adapting the code, you must indicate that you have done so, for example by stating 'Code adapted from:'. Your comment should include the Title (of the program/source code); Author of the code; Date (year the code was developed); Code version (if known); Available from: URL; Accessed date.

7. Conference paper (when proceedings have a named editor)

Author of paper's surname, INITIALS., Year. Title of paper. In: INITIALS. surname of editor, ed. *Title of conference proceedings*, full date, place of conference. Place of publication: Publisher, page numbers of paper.

Crawford, G.I., 1965. Oxygen in metals. In: J.M.A. Lenihan and S.J. Thompson, eds. *Activation analysis: proceedings of a NATO Advanced Study Institute, 2-4 August 1964, Glasgow*. London: Academic Press, pp.113-118.

8. Conference paper (when proceedings have no named editor or are part of a major series)

Author of paper's surname, INITIALS., Year. Title of paper. *Title of conference proceedings*, full date, place of conference. Place of publication: Publisher, page numbers of paper.

Soper, D., 1972. Review of bracken control experiments with asulam. *Proceedings of the 11th British Weed Control Conference*, 15-17 November 1972, Brighton. Brighton: University of Sussex, pp.24-31.

9. Database or dataset

Database

This format is **not** used to reference material from literature databases, such as *ProQuest* or *EBSCO*, but rather commercial databases used in industry (to which the Library subscribes), such as *Compendex*, *BSOL* or *Mintel*.

Database provider, Year. Title of report as appropriate. *Name of database* [Online]. Place of publication: Publisher [if known]. Available from: URL [Accessed date].

Bureau van Dijk, 2008. BT Group plc company report. *FAME* [Online]. London: Bureau van Dijk. Available from: <http://www.portal.euromonitor.com> [Accessed 6 November 2014].

Dataset

Creator's Surname, INITIALS., Year. *Name of dataset* [Online]. Publisher. Available from: DOI [Accessed date].

Wilson, D., 2013. *Real geometry and connectedness via triangular description: CAD example bank* [Online]. Bath: University of Bath. Available from: <https://doi.org/10.15125/BATH-00069> [Accessed 20 April 2016].

10. Email discussion list

Author's surname, INITIALS., Day Month Year. Subject of message. *Discussion List* [Online]. Available from: list email address [Accessed date].

Clark, T., 5 July 2004. A European UK Libraries Plus? *Lis-link* [Online]. Available from: lis-link@jiscmail.ac.uk [Accessed 30 July 2004].

Note: Private emails are 'unpublished' please see the section called *Unpublished written material and personal communications*.

11. Film, video or DVD

Title, Year of release. Material designation. Directed by (followed by director's name in full). Production details i.e. Place: Organisation.

Macbeth, 1948. Film. Directed by Orson Welles. USA: Republic Pictures.

Note: for film streamed online, insert [Online] after the title information. At the end of the reference add Available from: name of streaming service [Accessed date].

The elephant man [Online], 1980. Film. Directed by David Lynch. USA: Brookfilms. Available from: BBC iPlayer [Accessed 4 May 2021].

12. Generative AI Content / ChatGPT

Acknowledgement

If you have used an AI tool to **assist in developing your work**, for example with editing a word/sentence, summarising your notes or for proofreading, the minimum requirement is to include it in an 'Acknowledgements' statement in your work. For example:

I acknowledge that this work is my own, and I used ChatGPT 3.5 (Open AI, <https://chat.openai.com/>) to summarise my initial notes and to proofread my final draft only.

The minimum requirement for an acknowledgement is:

- Name and version of the generative AI system used; e.g. ChatGPT-3.5
- Publisher (company that made the AI system); e.g. OpenAI
- URL of the AI system
- Brief description (single sentence) of context in which the tool was used.
- Confirmation work is the student's own.

However, where you have used an AI tool to **generate content or ideas which you refer to in your work**, you must acknowledge it as a secondary source. How you do this using Harvard Bath style will vary depending on whether the content is retrievable or non-retrievable:

Retrievable content:

Some AI-generated content, such as that generated by ChatGPT, can now be shared via a link. This means that it is possible to retrieve the output and therefore cite it in your text and provide a full reference for it as a published source. Harvard Bath's general Website or Webpage template should be used.

For example:

ChatGPT, 2023. *Why is citing and referencing your sources important?* [Online]. San Francisco, Calif.: OpenAI. Available from: <https://chat.openai.com/share/782cb099-a0dc-45b1-8da4-0e99713f2d45> [Accessed 4 September 2023].

Non-retrievable content:

Some AI-generated content can not be retrieved or recovered after it has been generated and therefore, it is not published content. Where content can not be retrieved, you must still acknowledge the source of the content in your text, but *don't* include a full corresponding reference in your reference list/bibliography. You can acknowledge non-retrievable AI content using one of the following two methods:

You could opt to download the AI generated conversation at the point it is generated and include this copy in an appendix to your work. You could then refer to the appendix and specific sections within it in your text e.g. (Appendix 1, paragraph 2).

If you have no copy of the source and there is no published version online that can be retrieved, you should instead just give an in-text, 'personal communications' citation, as described in 'Write a Citation' guidance, part D, 15.

This type of citation includes the author details followed by (pers. comm.) and the date of the communication. For example: (Google Gemini AI (pers. comm.) 22 August 2023) which would then appear within your sentence/paragraph/caption where you address the source directly. For example:

This section of the report incorporates ideas generated using an online AI tool (Google Gemini AI (pers. comm.) 22 August 2023).

13. Government or parliamentary document

These templates are primarily for sources used in print. **If you have accessed an online version**, you can adapt the format by adding the following to the reference: after the source title or equivalent, you can add [Online], whilst at the end of the reference add Available from: the web address (URL), and the [date you accessed the document]. For an example, see the Statutory instrument (online) template below. For further guidance on online documents, see the 'write a reference' section of this guide.

Note: Legal documents are covered in a separate entry of this guide. Other countries have their own conventions for referencing government documents and you may need to adapt this advice accordingly.

Act of Parliament (UK Statutes) before 1963

Note: before 1963, Acts were cited according to the regnal year (the number of years since the monarch's accession to the throne).

Short title of Act and year (regnal year and abbreviated name of monarch, chapter number).

Witchcraft Act 1735 (9 Geo.2, c.5).

Act of Parliament (UK Statutes) 1963 onwards

Title of Act and year, chapter number. Place of publication: Publisher.

Pensions Act 2014, c.19. London: TSO.

Command paper (green paper, white paper, treaty, international agreement, Government response to a select committee report, Royal Commission report etc)

Great Britain. Name of Department, Committee or Royal Commission, Year. *Title*. (Cm. number). Place of publication: Publisher.

Great Britain. Ministry of Defence, 2004. *Delivering security in a changing world: defence white paper*. (Cm. 6041). London: TSO.

House of Commons/House of Lords bill

Great Britain. Parliament. House of Commons or Lords, Year. *Title*. (Bills | session dates, bill number). Place of publication: Publisher.

Great Britain. Parliament. House of Commons, 1988. *Local government finance bill*. (Bills | 1987/88, 66). London: HMSO

House of Commons paper

Great Britain. Parliament. House of Commons, Year. *Title*. (HC session dates, paper number). Place of publication: Publisher.

Great Britain. Parliament. House of Commons, 2004. *National savings investment deposits: account 2002-2003*. (HC 2003/04, 30). London: National Audit Office.

House of Lords paper

Note: These are treated exactly the same as House of Commons papers except that the paper number is enclosed in round brackets, to further distinguish them from identical HC paper numbers.

Great Britain. Parliament. House of Lords, Year. *Title*. (HL session dates, (paper number)). Place of publication: Publisher.

Great Britain. Parliament. House of Lords, 1987. *Social fund (maternity and funeral expenses) bill*. (HL 1986/87, (66)). London: HMSO.

Parliamentary debates

Great Britain. Parliament. House of Commons or Lords, Year of publication. Name of debate. *Hansard* [Online], vol number, date. Available from: URL [Accessed 12 December 2023].

Great Britain. Parliament. House of Commons, 2024. Rwanda Plan Cost and Asylum System. *Hansard* [Online], 744, 9 January 2023. Available from: <https://hansard.parliament.uk/Commons/2024-01-09/debates/57105D77-72DE-4246-9F6E-ED87FCB9A088/RwandaPlanCostAndAsylumSystem> [Accessed 12 December 2023].

Statutory instrument

Name of statutory instrument date [Online], number, Place of publication: Publisher. Available from: URL [Accessed date].

The Human Medicines Regulations 2012 [Online], No.1916, United Kingdom: HMSO. Available from: <https://www.legislation.gov.uk/ukSI/2012/1916/contents> [Accessed 22 April 2021].

14. Image (graph, diagram, design, illustration, photograph...)

How you reference an image depends on where it comes from: an image in a book will be referenced using the book format, adding the page number to the citation. An image from the Web will be referenced using the webpage format. For more information, refer to our guide on referencing images: <https://library.bath.ac.uk/images/referencing>

15. Journal article

Author's surname(s), INITIALS., Year. Title of article. *Title of journal*, Volume number(issue), page numbers.

Newman, R., 2010. Malaria control beyond 2010. *British medical journal*, 341(7765), pp.157-208.

Wetzstein, G., Ozcan, A., Gigan, S., Fan, S., Englund, D., Soljacic, M., Denz, C., Miller, D.A.B. and Psaltis, D., 2020. Inference in artificial intelligence with deep optics and photonics. *Nature*, 588(7836), pp.39-47.

Note: You can give journal titles in either full or abbreviated format, depending on the preference of your department/tutor. See our guide to understanding journal abbreviations: <https://www.bath.ac.uk/guides/guide-to-understanding-journal-abbreviations/>. If you enter the full title, only the first letter is entered in upper case; for example: *British medical journal*. If you use the abbreviated title it must be capitalised; for example: *Brit. Med. J.*

Note for articles you read online: if you are sure the article is an exact copy from the equivalent print journal, with the same pagination, then it is correct to use the standard journal article format. The 'electronic only' template (below) applies to journals that have no print equivalent.

16. Journal article, electronic only

Note: if you are sure the article is an exact copy from the equivalent print journal, with the same pagination, use the standard **journal article** format instead.

Author's surname(s), INITIALS., Year. Title. *Journal title* [Online], volume(issue). Available from: URL [Accessed date].

Devlin, S.M., Martin, A. and Ostrovnaya, I., 2021. Identifying prognostic pairwise relationships among bacterial species in microbiome studies. *PLOS computational biology* [Online], 17(11). Available from: <https://journals.plos.org/ploscompbiol/article?id=10.1371/journal.pcbi.1009501> [Accessed 9 December 2021].

Note: You can give journal titles in either full or abbreviated format, depending on the preference of your department/tutor. See our guide to understanding journal abbreviations: <https://www.bath.ac.uk/guides/guide-to-understanding-journal-abbreviations/>. If you enter the full title, only the first letter is entered in upper case; for example: *British medical journal*. If you use the abbreviated title it must be capitalised; for example: *Brit. Med. J.*

Note on the use of DOIs: this template requires the inclusion of a URL. If you prefer to use a DOI (Digital Object Identifier) rather than a URL, simply convert the DOI to a URL by adding <https://doi.org/> as a prefix e.g. 10.1080/13556207.2019.1628514 becomes <https://doi.org/10.1080/13556207.2019.1628514>.

Note: If you cannot find volume and/or issue number information (this might happen with some digital only journals), you can skip this part of the reference. Do not forget to include the URL. For example:

Steward, S., Connelly, D. and Robinson, J., 2020. Everything you should know about the coronavirus outbreak. *The pharmaceutical journal* [Online]. Available from: <https://www.pharmaceutical-journal.com/news-and-analysis/features/everything-you-should-know-about-the-coronavirus-outbreak/20207629.article> [Accessed 30 April 2020].

Pre-publication e-journal article

You may find an electronic version of a journal article before it is in its final, published version in print. These can still be cited and referenced. As they will not yet have the volume, issue and page range details, that information can be omitted from the e-journal article reference. Instead, immediately following the '*Journal title* [Online],' you can insert **one** of the following terms (appropriate to the stage the article is at in the publishing process):

- 'preprint' – an author's original draft of the article that they have distributed prior to peer-review and publication
- 'in press' – a publisher's accepted, peer-reviewed, pre-publication version on its website or the author's accepted and edited manuscript in their institutional repository (prior to the official publication date)

Author's surname(s), INITIALS., Year. Title. *Journal title* [Online], in press/preprint. Available from: URL [Accessed date].

Liontou, C., Kontopodis, E., Oikonomidis, N., Maniotis, C., Tassopoulos, A., Tsiafoutis, I., Lazaris, E. and Koutouzis, M., 2019. Distal radial access: a review article. *Cardiovascular revascularization medicine* [Online], in press. Available from: <https://www.sciencedirect.com/science/article/pii/S1553838919303367> [Accessed 19 June 2019].

17. Legal document

These templates are primarily for sources used in print. **If you have accessed an online version**, you can adapt the format by adding the following to the reference: after the source *title* or equivalent, you can add [Online], whilst at the end of the reference add Available from: the web address (URL), and the [date you accessed the document]. For further guidance on online documents, see the 'write a reference' section of this guide.

Note: Government or parliamentary documents are covered in a separate entry of this guide (see point 13). Other countries have their own conventions for referencing legal documents and you may need to adapt this advice accordingly.

EU regulation, directive, decision, recommendation or opinion

Legislation type and number and title [year] OJ series issue/first page.

Council Regulation (EC) 1984/2003 of 8 April 2003 introducing a system for the statistical monitoring of trade in bluefin tuna, swordfish and big eye tuna within the Community [2003] OJ L295.

Judgment of the European Court of Justice

Note: The European Court of Justice is made up of three courts: Court of Justice; General Court (Court of First Instance until 2009) and Civil Service Tribunal. ECR in the reference below stands for European Court Report.

Case name (case number) [year] ECR citation.

Alessandrini Srl and others v. Commission (C-295/03 P) [2005] ECR I-5700.

Legal case reports

Note: if you are referencing a report published since c2001, it will probably include a *neutral citation* which presents the following elements (and in the same order): the year in which the case was heard, the initialised name of the court (e.g. UKSG represents the UK Supreme Court) and the case number. Where documents include a neutral citation, use the same year and case number within your reference. However, where possible, always enter the full name of the court.

Reports on a website/database

Party name v party name, year. Name of the court (court division if provided), case number. *Title of website/database* [Online]. Available from: URL [Accessed date].

Seldon v Clarkson Wright & Jakes, 2009. England and Wales Court of Appeal (Civil Division), 889. *Bailii* [Online]. Available from: <http://www.bailii.org/ew/cases/EWCA/Civ/2009/889.html> [Accessed 23 April 2024].

Reports in a series

Party name v party name, neutral citation year. Name of the court (court division if provided), case number. *Title of series*, volume(issue) number(s), page numbers.

Braceurself Ltd v NHS England, 2013. England and Wales Court of Appeal (Civil Division), 39. *Construction law reports*, 212, pp.95-135.

18. Map

Originator's surname, first name or INITIALS., Year. *Title*, Scale. Place of publication: Publisher.

Andrews, J. and Dury, A., 1773. *Map of Wiltshire*, 1 inch to 2 miles. Devizes: Wiltshire Record Society.

Online map

Map publisher, Year published. *Title of map section* [Online], scale, map product name (where available). Available from: URL or DOI [Accessed date].

Ordnance Survey, 2020. *Street view map of University of Bath* [Online], 1:5000, OS VectorMap® Local. Available from: <https://digimap.edina.ac.uk/roam/map/os> [Accessed 30 April 2020].

Google, 2020. *Harbourside, Bristol* [Online], Google Maps. Available from: <https://www.google.co.uk/maps/place/Harbourside,+Bristol/> [Accessed 30 April 2020].

Note: Dynamic online map products are unlikely to feature an obvious title for your map section (or custom selection). In such cases you can devise a title based on the location information in the map. In addition to location keywords, you may include coordinates or grid references to help define the main map feature.

If you need to cite and reference more than one online map from the same map publisher with the same publication year, you will need to distinguish between them. Follow the guidelines in the 'write a citation' section of this guide.

19. Music score

Composer, Year. *Title of work*. Edition. Place of publication: Publisher.

Beethoven, L. van, 1950. *Symphony no. 1 in C, Op.21*. Harmondsworth: Penguin.

20. Newspaper article

Author's surname, INITIALS. (or newspaper title if author unknown), Year. Title of article. *Title of newspaper*, day and month, page number/s and column letter.

Haurant, S., 2004. Britain's borrowing hits £1 trillion. *The Guardian*, 29 July, p.16c.

The Independent, 1992. Picking up the bills. *The Independent*, 4 June, p.28a.

Page numbers and column letters can only be included if you are referencing a printed newspaper article (or PDF equivalent). With online-only newspaper articles, please adapt the above format by referring to our advice on referencing online documents. To find this advice, see the 'write a reference' section in this guide. Here is an example:

Cogley, M., 2020. Corporate confidence slumps to record low. *The Telegraph* [Online], 4 May. Available from: <https://www.telegraph.co.uk/business/2020/05/03/corporate-confidence-slumps-all-time-low/> [Accessed 5 May 2020].

21. Online video/audio (YouTube, TED Talks, podcasts...)

Creator's surname, INITIALS., Year video/audio posted. *Title of film or programme* [Online]. Available from: URL [Accessed date].

Moran, C., 2016. *Save our libraries* [Online]. Available from: <https://youtube/gKTfCz4JtVE> [Accessed 29 April 2016].

Chakrabarti, V., 2016. *How architecture and city planning can combat social inequality* [Online]. Available from: <https://www.curbed.com/2016/5/5/11593058/vishaan-chakrabarti-pau-curbed-appeal-podcast> [Accessed 28 March 2019].

22. Patent

Originator [i.e. name of applicant], Year. *Title of patent*. Series designation which may include full date.

Phillipp Morris Inc., 1981. *Optical perforating apparatus and system*. European patent application 0021165A1. 1981-01-07.

23. Preprint or trial study in a digital repository or registry

Preprints are electronic articles that are yet to be formally published (e.g. not yet allocated a volume/issue number in a journal). The University of Bath's Research Portal is an example of a digital repository.

Author's Surname(s), INITIALS., year. *Title*. Place of publication: Publisher (if stated). *Name of digital repository* [Online]. Available from: URL [Accessed date].

Shah, I. and Corrick, I., 2016. *How should central banks respond to non-neutral inflation expectations?* Bath: University of Bath. *OPUS* [Online]. Available from: <http://opus.bath.ac.uk> [Accessed 4 May 2016].

Ganju, V., 2021. *A study of EnGeneIC Dream Vectors (EDV's) packaged with the chemotherapy, E-EDV-D682 given simultaneously as non-targeted EDVs carrying an immune enhancer called EDV-GC, in participants with advanced pancreatic and other cancers whose disease has progressed after one or two treatment regimes, or where other standard therapies are not appropriate.* Sydney: University of Sydney. *Australian and New Zealand Clinical Trials Registry* [Online]. Available from: <http://www.anzctr.org.au/Trial/Registration/TrialReview.aspx?id=365258> [Accessed 29 April 2021].

24. Report (eg. research, company, government or annual reports), working paper or research briefing

Author, Year. *Title*. (Report or working paper number, if given). Place of publication: Publisher.

UNESCO, 1993. *General information programme and UNISIST*. (PGI-93/WS/22). Paris: UNESCO.

BRE, 2007. *Designing quality buildings: a BRE guide*. (Report 497). Bracknell: BRE.

Deneulin, S. and Dinerstein, A.C., 2010. *Hope movements: social movements in the pursuit of human development*. (Bath papers in international development and wellbeing, no. 8). Bath: University of Bath.

25. Social media

Creator's surname, INITIALS. [handle if known], Year posted. *Platform post* [Online], Date posted. Available from: URL [Accessed date].

Gaiman, N., 2021. *Facebook post* [Online], 21 April. Available from: <https://www.facebook.com/neilgaiman/posts/305187897642814> [Accessed 13 May 2021].

Library at University of Bath [@bathunilibrary], 2021. *X post* [Online], 10 May. Available from: <https://twitter.com/BathUniLibrary/status/1391774402618998795?s=20> [Accessed 12 May 2021].

University of Bath Library [@unibathlib], 2021. *Instagram post* [Online], 15 March. Available from: https://www.instagram.com/p/CMb5GHjFv9A/?utm_source=ig_web_copy_link [Accessed 7 May 2021].

26. Standard

Standards issuing body, year published. *Standard number and Title*. Place of publication: Publisher.

BSI, 1990. *BS 5605:1990 Recommendations for citing and referencing published material*. London: BSI.

ASTM, 2019. *ASTM D1655 - 19 Standard specification for aviation turbine fuels*. West Conshohocken, Pa: ASTM.

27. Television or radio broadcast

Title of episode (if available, if not use series title and episode number), Year. *Series title, Episode number*. Medium. Transmitting organisation and channel, full date. Time of transmission.

Hurry up and wait, 2021. *Inside no.9, Episode 6:4*. TV. BBC2, 31 May. 21.30 hrs.

Rick Stein's French odyssey: Episode 5, 2006. TV. BBC2, 23 August. 20.30 hrs.

The Archers, 2006. Radio. BBC Radio 4, 23 August. 19.02 hrs.

Note: for tv/radio streamed online, insert [Online] after the italicised episode information. Substitute the transmission organisation and channel, full date with Available from: the name of the streaming service followed by **[Accessed date]**.

The secret, 2020. *Tiger king: murder, mayhem and madness, Episode 3* [Online]. TV. Available from: Netflix [Accessed 4 May 2021].

28. Thesis/Dissertation

Author's surname, INITIALS., Year. *Title*. Designation (type). Name of institution.

Burrell, J.G., 1973. *The importance of school tours in education*. Thesis (M.A.). Queen's University Belfast.

29. Unpublished written material and personal communications

Internal reports or guidelines, lecturer's handouts, emails, interviews and conversations are examples of sources that are often unpublished. Interviews can include interviews that you have conducted yourself. If you make use of **unpublished written material**, you can follow the reference examples below. If you want to refer to **personal communications** in your writing, you do not need to include a reference to them as there is effectively nothing to reference. All you can do is cite them in your text. You can find more information on how to **cite** personal communications under section 15 of 'write a citation' of this guide.

Author's surname(s), INITIALS., Year. *Title*. Institution (if known). Unpublished.

Harris, G., 2013. *Focus group recommendations: internal task group report*. Unpublished.

Hadley, S., 2015. *Biomechanics: introductory reading, BM289: sport biomechanics*. University of Bath. Unpublished.

Thomas, D., 2015. Word count and referencing style. *Frequently asked questions discussion board: PHYS 2011: housing studies*. University of Bath. Unpublished.

Note: If you make use of a presentation, email, letter, interview or conversation that **has been published** (for example, on a public website or in a book/article), you should reference it as you would any published source of information.

30. Website or webpage

Author's surname, INITIALS., Year. *Title* [Online]. Place of publication: Publisher (if known). Available from: URL [Accessed date].

World Health Organization, 2018. *The top 10 causes of death* [Online]. Geneva: World Health Organization. Available from: <https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death> [Accessed 29 June 2020].

Manco, J., 2013. *Vernacular architecture* [Online]. Available from: <https://www.buildinghistory.org/style/vernacular.shtml> [Accessed 20 February 2020].

31. Work in language other than English and translated work

Work in translation

When referencing a work that you have read in translation, cite the original author and acknowledge the version you have read in your reference.

Author(s) Surname, INITIALS, Date. *Title* (Name of translator, Trans.). Place of publication: Publisher.

Aristotle, 2007. *Nicomachean ethics* (W.D. Ross, Trans.). Sioux Falls, S.D.: NuVisions.

Work in the Roman alphabet

Use the standard format for the type of literature (e.g. books, journal articles). Give the title of the work in the original language, and add the translated title in square brackets after it. Giving the translation simply helps the reader understand what the work is about. For a journal article, give a translation of the article title, but there's no need to translate the journal title.

Example for a book:

Esquivel, L., 2003. *Como agua para chocolate* [Like water for chocolate]. Barcelona: Debolsillo.

Example for a journal article:

Thurfjell, W., 1975. Vart har våran doktor tagit vägen? [Where has our doctor gone?]. *Läkartidningen*, 72, p.789.

Work in a non-Roman alphabet

Here we really need to think about things like enabling filing order in the manuscript and what would be helpful to the English-speaking reader.

For non-Roman-alphabet languages you may need to include both a translation and a transliteration. Chinese or Japanese characters, immediately following the romanised version of the item they represent, help readers identify references cited or terms used.

For the author (or organisation), you definitely need to use a transliteration of the name into the Roman alphabet. This will allow you to have one single list of references/bibliography in alphabetical order. Use a consistent transliteration system (e.g. pinyin for Chinese names or romaji for Japanese names).

For journal articles and other sources, you have a choice of two options (bullet points below). Whichever you choose, be consistent and use it throughout your bibliography.

- The Author's name is given in Roman characters first (to allow the reference to file properly in your bibliography) and then the name in original characters immediately afterwards. The article title and journal title are given in their original language (both transliterated and in the original characters) followed by an English translation in square brackets. The rest of the reference follows the standard format.
- The author's name in Roman characters; the title transliterated into Roman alphabet with a translation in square brackets. There is no need to translate the journal title, just transliterate it. The rest of the reference follows the standard format.

Examples:

Hua, L. 華林甫, 1999. Qingdai yilai Sanxia diqu shuihan zaihai de chubu yanjiu 清代以來三峽地區水旱災害的初步研究 [A preliminary study of floods and droughts in the Three Gorges region since the Qing dynasty]. *Zhongguo shehui kexue* 中國社會科學, 1, pp.168–79.

OR

Hua, L., 1999. Qingdai yilai Sanxia diqu shuihan zaihai de chubu yanjiu [A preliminary study of floods and droughts in the Three Gorges region since the Qing dynasty]. *Zhongguo shehui kexue*, 1, pp.168–79.

OR

Pamporov, A., 2006. *Romskoto vsekidnevie v Balgariya* [Roma everyday life in Bulgaria]. Veliko Tarnovo: Faber.

If you would like to include a **quote from a work in non-Roman alphabet**, then there are a few options to consider:

- Include the quote in the original characters followed by the English translation in square brackets.
- Include the quote in its transliterated form followed by the English translation in square brackets.
- Paraphrase instead of quote.

Whichever option you choose, be consistent and use it throughout your work. In all cases a citation and reference to the original work is required.

Write a reference

General guidelines

When writing a piece of academic work, it is essential that you fully acknowledge all of the books, articles and other sources that you have used. You need to be thorough and consistent when referencing a source (for example, in the use of commas and italics). Otherwise, you may lose marks.

- **Authors:** list every single author/editor of a source in your full reference and in the same order that they appear on the back of the title page. The same surname (or organisational name) that appears at the start of your citation should appear at the start of your reference. If you are unable to identify either an individual named author or an organisation, you should enter Anon. (short for anonymous) instead.
 - **For non-English names:** see [Non-English naming conventions](#) guidance from Cite Them Right.
- **Editions of books:** do not include an edition number if you have used a 1st edition of a book.
- **Titles:** Use uppercase only for the first letter of the title and names (persons, organisations or places).
- **Subtitles:** All of the subtitle, including the first letter, should be entered in lower case (with the exception of names). The subtitle should be entered after a colon. For example: Reflective reader: social work and mental health.
- **Year of publication:** if this is not provided within the source, you should enter n.d. (short for no date) instead. If you entered a letter at the end of a publication year (e.g. 2000b) within your in-text citation, the same year+letter should appear in the reference. However, if you entered n.d. in your citation (because no year of publication is provided), n.d. should appear in your corresponding reference instead e.g. Taylor, n.d.
 - **For reprinted and translated books:** use the year in which the reprint or translation was published, rather than the original year of publication (even if it's an ancient text). You can choose to refer to the original year within the main body of your argument but **not** within either the reference or citation.

- **Publisher:** enter the name of the publisher that published the specific edition/version that you are using. If a shortened name of a publisher appears on the title page, you can use this. For example, rather than John Wiley and Sons Inc., you could enter Wiley. If one of the following words appear within the publisher's name, don't include these in your reference: Ltd., Publisher or Publishing. If one of the following words appear, **do** include them: Press or Books. If you cannot identify a publisher, enter s.n. (short for sine nomine) instead.
 - **If you cannot identify a publisher,** enter s.n. (short for sine nomine) instead.
- **Place of publication:** if multiple places are listed, use the city or town that is listed first. Don't confuse a location of printing with a place of publication. USA-based publishers: after entering the name of the city/town, enter a comma followed by the abbreviated form of the state, for example Pa. = Pennsylvania. For more examples, please refer to standard USA state abbreviations: <https://www.stateabbreviations.us/>. **If no place of publication** is provided, enter the following: s.l. (short for sine loco).
- **Online documents:** if you use a source that you found online, you may need to indicate this as follows:
 - PDFs: if you are referencing a PDF which is a copy/equivalent of a print publication (with the same page numbers), your reference does not need to indicate that you found it online. For example, you do not need to include a web address or accessed date. However, if you are not sure about the PDF's origins, you need to use the format for other types of online document as outlined below.
 - Other types of online document (including PDFs and other sources that are **not** copies/equivalents of print publications): these are "online-only" sources and you need to indicate their online origins. Some reference examples already indicate this (e.g. electronic book, electronic article, website). However, you may need to adapt a format (e.g. adapt the 'report' format for an online-only report) by adding the following to the reference: [Online]. Available from: the web address/URL [the date that you accessed the document]. Example of a reference to an online-only source:

Haynes, W.M., ed., 2014. *CRC handbook of chemistry and physics* [Online]. 94th ed. Boca Raton, Fla.: CRC Press/Taylor and Francis. Available from: <http://www.hbcnetbase.com> [Accessed 16 June 2016].

- **Anonymising sources:** If you need to anonymise a source, use the appropriate reference template (e.g. book; webpage) and replace any identifiers (e.g. author; publisher) with alternative elements in square brackets. For example, an author/interviewee name could appear in the reference as [Subject 1]; a specific school a placement took place in could become e.g. [Placement] school.

Write a Citation

To acknowledge a source: you must write a **citation** at the point in your writing where you have made use of a specific source of information. You need to be thorough and consistent when citing sources (for example, in the use of commas and italics). Otherwise, you may lose marks.

A) The essentials

1. If the author's name occurs naturally within your writing, enter the surname and then enter the year in parentheses.

Although first prepared by Benedikt (1879), it was not until much later that Osborn and Jay (1975) confirmed its structure.

2. If the author's name does NOT occur naturally within your writing, enter both the surname and year in parentheses. Note the use of the comma.

Although it was first prepared in the later nineteenth century (Benedikt, 1879), its structure was not confirmed until much later (Osborn and Jay, 1975).

3. Year of publication: this needs to be entered, where possible, when referencing any type of source (printed, online or software). With books, enter the date relevant to the edition of the book that you have used. **If no date is provided** by the source, enter n.d. (short for no date).

4. Page information/location: if you are quoting an author or citing an image/figure, always enter the relevant page number(s). It is also good practice to enter page numbers if you are citing a very specific piece of information that appears within a long document, such as a book. If you are entering a range of page numbers, enter pp. rather than p..

James and Williams (2003, p.75) have argued that...

Citing a specific part of a source that has no page numbers

If your source doesn't have page numbers, you can refer to the specific location after the author-date part of your citation, e.g. a chapter, a paragraph, a time stamp, a slide number, or another labelled part of a source.

- Webpages: you can identify the relevant paragraph from a webpage; for example: (Hodds, 2016, para.4).

- Videos: you can use a time stamp with the format hours: minutes; seconds: for example (Chakrabati, 2016, 00:28:41).

5. Citing multiple sources in a single citation (where they are making the same point): enter these in chronological order, starting with the earliest. For example: (Adams, 2005; Dass, 2012; Carter, 2015).

If the multiple sources in a single citation are written by the same author, they would appear in the chronological order as follows: (Adams, 2009; 2014; 2017).

6. Citing a document that has been cited in another document: where it has not been possible for you to read the original, then cite both in the text. However, in your list of references, you would only list the work that you actually read (in the example below, you would only reference the work by Jones). Also note the use of the commas and the semi-colon.

An early interpretation (Walters, 1883; cited by Jones, 1987, p.73) suggested...

B) Authors: general rules

7a. No individual person(s) as author: if the document is produced by an organisation, you can enter the organisation's name as the author. If neither a person or an organisation can be identified, enter the title of the work where you would normally enter the author. If none of these alternative options are viable, enter Anon. (short for anonymous). Please note that with some legal or government documents (including, for example, UK Acts of Parliament), you should always enter the title of the document as the author - for detailed information about this, refer to the government or parliamentary document section of this guide under point 13 of the Reference Examples A-Z.

Statistics from a recent report (World water resources, 2011) indicated...

This was recently discussed in a House of Commons paper (Great Britain. Parliament. House of Commons, 2004).

The law specifies that... (Pensions Act, 2014).

7b. Use of acronyms: If you wish to abbreviate a long organisational author's name using an acronym, it's best to enter the full name in the text followed by the abbreviation in the citation.

- "The World Health Organization (WHO, 1986) reported that..."
- "The World Health Organization (WHO) has been studying this issue for several decades; in one report (WHO, 1986), it..."

Ensure to start your reference with the same abbreviation used in the citation:

- WHO (World Health Organization), 1986. *Nutrition and Development in East Africa*. Geneva: WHO.

8a. Multiple sources by the same author(s) published in the same year: See also our guidance in the 'Organise a reference list' section of this guide. To differentiate between the different sources, the first source listed in your reference list (alpha-numerically) has 'a' added after the year in both the citation and reference, the next source by the same author(s) in the same year cited, has 'b', and so on.

Tavernor's initial review of Palladio's work (2001a) is extended and examined in much more detail in his later work (2001b).

8b. If citing multiple sources from the same author(s) but neither has a publication year i.e. no date (n.d.), leave a space before the letter that differentiates the publication year:

(Jones, n.d. a) and (Jones, n.d. b).

9. Different lead authors with the same surname: To enable the reader to differentiate between different lead authors with the same surname, you will need to include their initials in the citation. For example, for a single author source by John Wang in 2018 and one by Kathy Wang in 2020, the citations would be (Wang, J., 2018) and (Wang, K., 2020). If both these sources were published in the same year, this differentiation by author is sufficient to make them distinct.

C) Multiple authors

10. Two or three authors: cite both/all surnames in your text.

Smith and Jamal (2010) have argued that...

10a. Refer to the section above re: authorship issues as needed e.g. if citing more than one source by the same pair of authors, these would be easily differentiated by year published. However, if citing more than one source published **in the same year** by the same pair of authors, follow rule 8.:

(Smith and Jamal, 2010a) and (Smith and Jamal, 2010b) ...

11. Four or more authors: cite the first author's/editor's name, followed by et al., which is a notation meaning 'and others'. You will need to list all the authors in your reference list.

Case studies have been developed to support these claims (Andersen et al., 2004).

11a. Refer to the section above re: authorship issues as needed e.g. if citing more than one source by the same group of four or more of authors, these would be easily differentiated by year published. However, if citing more than one source published **in the same year** by the same group of four or more authors, follow rule 8.:

(Andersen et al., 2004a) and (Andersen et al., 2004b) ...

11b. In rare cases you may need to refer to **more than one source with four or more authors, where the first authors are different but share the same surname**. You would follow rule 9. to differentiate by adding the first author initials.

For example, where citing a 2020 paper by Smith, A., Jones, B., Stacey, D. and Rogers, T. as well as a 2021 paper by Smith, J., Bloggs, C., Reilly, T. and Luscott, M. they could appear in citations as (Smith, A. et al., 2020) and (Smith, J. et al., 2021).

If these two sources were instead published in the same year, differentiating the different first authors is still sufficient to distinguish them e.g. (Smith, A. et al., 2002) and (Smith, J. et al., 2002).

12. Citing multiple sources by four or more authors, where each source has the same first author, but where at least one of the subsequent authors is different: If published in different years, it is sufficient to differentiate them by year even though some of the subsequent authors are different. For example, if citing a 1998 paper by R. Smith, C. Taylor, T. Rogers and D. Wang and a 2015 paper by R. Smith, D. Jones, D. Stacey and J. Lee, you could cite them as:

(Smith et al., 1998) and (Smith et al., 2015).

However, if the publications are from the same year, it is not sufficient to differentiate by the publication year. You will need to differentiate the citations by providing author surnames up to and including the first unique author. For example, if citing two 2020 papers, the first authored by R. Smith, C. Taylor, T. Rogers and D. Wang and the second by R. Smith, D. Jones, D. Stacey and J. Lee, you could cite them as:

(Smith, Taylor et al., 2020) and (Smith, Jones et al., 2020).

D) Unconventional sources

13. Citing an anonymised source: use the anonymised identifiers as appropriate e.g. ([Subject 1], 2021). See advice in the Organise a reference list section re: Anonymising sources.

14. Images (graphs, diagrams, designs, illustrations, photographs): refer to the Referencing Images guide: <https://library.bath.ac.uk/images/referencing>

15. Personal communications: emails, letters, conversations and interviews are examples of unpublished personal communications. Interviews can include interviews that you have conducted yourself. You must cite all unpublished sources by providing the informant's name (if they are willing to give it, otherwise use Anon., short for anonymous) followed by (pers. comm.) and the date of the communication.

The Vice-Chancellor of one HE institution asserted that the recent rise in student numbers is having a detrimental effect on many aspects of university life, in particular forcing staff and students to attend teaching sessions after 6pm (Anon. (pers. comm.) 30 August 2006).

Note: If you make use of an email, letter, interview or conversation that has been published (e.g. on a public website or in a book/article), you should cite it as you would cite any published source of information.

E) Multiple citations of the same source

16. Enter the same full citation each time you cite the same source. Harvard (Bath) does **not** include use of Latin abbreviations (e.g. *ibid*, *idem*, *op. cit.*) to indicate subsequent citations. For advice on how best to cite a single source of information that's relevant throughout an entire paragraph, contact the University's [Academic Writing Support team](#).

Organise a reference list

- **Title of list:** either Reference List or References is fine (unless your department has specified one or the other). If you have been asked to list other works that you have read but not used in your writing, then provide a separate list for these under the heading Bibliography.
- **Be thorough:** the list should include a full reference for each cited source from within your main text (unless the source is unpublished material).

- **List references alphabetically** by the author's surname or organisational name (or title if there is no author). The surname, organisational name or title that appears at the start of your reference should be the exactly the same as the one that appears at the start of your citation.
- **Multiple sources by the same author(s)**: list them in chronological order, starting with the earliest publication date.
- **Multiple sources by the same author(s) published in the same year**: List your references to the author in year/alphabetical order (2000a, 2000b). The year and letter should correspond to the one that you entered in your main text (an 'a' is added for the first cited source, a 'b' is added for the second, and so on).
- **Multiple sources by the same first author with different co-author(s)**: list them in alphabetical order by the second author. If the first and second co-authors are the same for multiple references, list them in alphabetical order by third author (and so on). For example, a work by Taylor, S., and Morris, A. (2014) would be listed before a work by Taylor, S. and Williams, A. (2011).

Example of a reference list:

Burchard, J.E., 1965. How humanists use a library. In: C.F.J. Overhage and J.R. Harman, eds. *Intrex: report on a planning conference and information transfer experiments*. Cambridge, Mass.: MIT Press, pp.41-87.

Rang, H.P., Dale, M.M., Ritter, J.M., Flower, R.J. and Henderson, G., 2012. *Rang and Dale's pharmacology*. 7th ed. Edinburgh: Elsevier Churchill Livingstone.

Stieg, M.F., 1981a. Continuing education and the reference librarian in the academic and research library. *Library journal*, 105(22), pp.2547-2551.

Stieg, M.F., 1981b. The information needs of historians. *College and research libraries*, 42(6), pp.549-560.

Style files

You will find below a list of style files, allowing you to import the Harvard (Bath) style referencing into your reference management software such as **EndNote Desktop** (also known as EndNote 20 / X9).

You can **not** import these style files into *EndNote Online*. Harvard (Bath) is already installed, along with many other referencing styles, within *EndNote Online*.

- **BibTeX file for Harvard Bath**: <https://ctan.org/pkg/bath-bst> This package provides a BibTeX style to format reference lists in the Harvard style recommended by the University of Bath Library
- **BibLaTeX file for Harvard Bath**: <https://ctan.org/pkg/biblatex-bath> This package provides a BibLaTeX style to format reference lists in the Harvard style recommended by the University of Bath Library
- **ENS file for Harvard Bath**: [https://www.bath.ac.uk/library/gen/referencing/Harvard_\(Bath\).ens](https://www.bath.ac.uk/library/gen/referencing/Harvard_(Bath).ens) style file can be used to format Harvard Bath references in EndNote
- **CSL file for Harvard Bath**: <https://github.com/citation-style-language/styles/blob/master/harvard-university-of-bath.csl> This style file can be used to format Harvard Bath references in Mendeley and other reference management software that uses this file type.
 - For Mendeley users, this style is already available to find (search 'Bath') from their csl style repository, where it can be installed for Mendeley - go to: <https://csl.mendeley.com/about/> Staff and researchers using a University of Bath Windows device can download Mendeley desktop via the 'Software Center'.
- **Mendeley CSL style repository**: <https://csl.mendeley.com/about/> Find and edit CSL citation styles. Search 'Bath' to find and install CSL Harvard Bath style file in Mendeley.

DS, MF, PB, TW, JH and CB October 2024.

