Harvard (Bath) Referencing Style

The Library provides an extended version of this guide, which gives further advice and more worked examples at https://library.bath.ac.uk/referencing

Please note that there are many versions of ‘Harvard’ style which is a name-date style. Examples of Harvard include APA, Chicago and MLA. This guide gives the University of Bath Library’s interpretation, which is based on BS/ISO standards developed in 1989-1990 and adapted in line with local preferences.

Citation

Cite your sources within your text by giving the author’s surname and year of publication.

If there are two or three authors, cite all surnames, but if there are four or more, give the first surname only followed by ‘et al.’, from the Latin et alia, meaning ‘and others’ e.g. (Winston et al., 2018)

Differentiate between multiple sources by the same author published in the same year by adding lower case letters (a, b, c) after the year. e.g. (Stieg, 2019a) or (Stieg, 2019b) etc

Include page numbers if necessary e.g. to point out a particular page in a long document such as a book, or when referencing a specific quotation, image or figure, e.g. (Burchard, 1965, p.556)

Organisations can also be authors e.g. University of Bath, UNESCO, EU. If you really cannot identify a named author use ‘Anon’. If no date is known, use ‘n.d.’. If place published is unknown, use ‘s.l.’, if publisher is unknown use ‘s.n.’

Reference list

Detailed references are listed at the end of your work. This list can be entitled ‘References’ or ‘Reference list’ and is arranged alphabetically by the author’s surname. If there are two books by the same author, list the earliest one first.

For further advice please refer to the extended online guide: https://library.bath.ac.uk/referencing

Reference examples

For more document types, see the extended version of this guide at https://library.bath.ac.uk/referencing/harvard-bath

1. Book with author(s)

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


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


*Note*: For US-based publishers use the State’s standard (not postal) abbreviation, e.g. Pa.= Pennsylvania.

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


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


*Note*: if the e-book is a direct equivalent of a print book, i.e. in PDF format, you can reference it as a normal print book.

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


*Note*: You can give journal titles in full or abbreviate them, depending on the preference of your Department/tutor. If you can’t find the abbreviation, use the full title. https://www.bath.ac.uk/guides/guide-to-understanding-journal-abbreviations/

6. **E-journal article**
Author’s surname, INITIALS., Year. Title. *Journal title* [Online], volume(issue). Available from: *URL* [Accessed date].


*Note*: Look for a PDF version of the article online. This will usually be identical to the print version, so even if you read it online you can reference it as a print journal article, without the *URL* or [Online].

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

If a website has no personal author use the organisation publishing the website as author


8. Conference paper (when proceedings have a named editor)
Author of paper’s surname, INITIALS., Year. Title of paper. In: INITIALS. surname of editor(s), ed. or eds. Title of conference proceedings, full date, place of conference. Place of publication: Publisher, page numbers of paper.


9. 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.


10. 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.


11. Thesis/dissertation
Author’s surname, INITIALS., Year. Title. Designation (type). Name of institution.


12. Reports (e.g. research, company, government, NGO, society or annual reports), working papers or research briefings
Author, Year. Title. (Report or working paper number, if given). Place of publication: Publisher.


13. Standard
Standards issuing body, year published. Standard number and title. Place of publication: Publisher.


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


15. Images
Reference an image in a book using the book format, adding the page number to the citation. For an image from the Web, use the webpage format. See our Referencing Images guide at: https://library.bath.ac.uk/images/referencing
16. Streamed video/audio
Videos streamed on YouTube, TED Talks etc. Podcasts and other audio recordings online.

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


17. Unpublished written material
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 below reference examples.

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


18. Unpublished personal communications
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 as a ‘personal communication’ using the informant’s name (if they are willing to give it), (pers.comm.), and the date of the communication e.g.

“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 student to attend teaching sessions after 6pm (Anon. (pers.comm.) 30/08/2006).”

19. Databases
Here we are not talking about material from literature databases, such as ProQuest or EBSCO, but rather commercial databases used in industry and for which the Library has subscriptions, such as 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].


20. Datasets
Creator’s Surname, INITIALS., Year. *Name of dataset* [Online]. Place of publication: Publisher. Available from: DOI [Accessed date].


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