

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.

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.

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.

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

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.

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

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].

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].

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.

Newman, R., 2010. Malaria control beyond 2010. *Brit. Med. J.*, 341(7765), pp.157-208.

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].

Williams, F., 1997. Electronic document delivery: a trial in an academic library. *Ariadne* [Online], 10. Available from: <http://www.ariadne.ac.uk/issue10/edd/> [Accessed 5 December 1997].

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].

Holland, M., 2002. *Guide to citing internet sources* [Online]. Poole: Bournemouth University. Available from: http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html [Accessed 4 November 2002].

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

Wiltshire Council, 2015. *Get Wiltshire walking* [Online]. Trowbridge: Wiltshire Council. Available from: <http://www.wiltshire.gov.uk/leisureandrecreation/sportphysicalactivity/getwiltshirewalking.html> [Accessed 19 August 2015].

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.

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.113-18.

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.

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.

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.

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.

11. 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.

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.

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

13. 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.

14. 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.

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].

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].

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.

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.

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].

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

20. Datasets

Creator's Surname, INITIALS., Year. *Name of dataset* [Online]. Place of publication: 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: <http://doi.org/10.15125/BATH-00069> [Accessed 20 April 2016].