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EIGHTH EDITION

# CITE THEM RIGHT

## THE ESSENTIAL REFERENCING GUIDE

RICHARD PEARS AND GRAHAM SHIELDS

# Cite them right

## The essential referencing guide

8th edition

Richard Pears
Graham Shields

palgrave
macmillan

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# Section D. How to cite and reference sources using the Harvard (author-date) style

**NB** Before looking at specific examples in this section, you should ensure that you have read about the basics of content and layout in Sections B and C.

## 1. Books

### 1.1 Information in books

Citation order:

- Author/editor
- Year of publication (in round brackets)
- Title (in italics)
- Edition (only include the edition number if it is not the first edition)
- Place of publication: publisher
- Series and volume number (where relevant)

**Example: book with one author**

**In-text citation**

According to Bell (2010, p. 23) the most important part of the research process is ...

**Reference list**

Bell, J. (2010) *Doing your research project*. 5th edn. Maidenhead: Open University Press.

**Example: book with two or three authors**

**In-text citation**

Goddard and Barrett (2007) suggested ...

**Reference list**

Goddard, J. and Barrett, S. (2007) *The health needs of young people leaving care*. Norwich: University of East Anglia, School of Social Work and Psychosocial Studies.

**Example: book with more than three authors**

**In-text citation**

This was proved by Young *et al*. (2005) ...

**Reference list**

Young, H.D., Freedman, R.A., Sandin, T. and Ford, A. (2000) *Sears and Zemansky's university physics*. 10th edn. San Francisco: Addison-Wesley.

**Example: book with an editor**

**In-text citation**

The formation of professions was examined in Prest (1987).

**Reference list**

Prest, W. (ed.) (1987) *The professions in early modern England*. London: Croom Helm.

**Example: book with no author**

**In-text citation**

The Percy tomb has been described as 'one of the master-pieces of medieval European art' (*Treasures of Britain*, 1990, p. 84).

**Reference list**

*Treasures of Britain and treasures of Ireland* (1990) London: Reader's Digest Association Ltd.

## 1.2 Electronic books (e-books)

**NB** Publication dates may vary for books available via an e-book collection (for example *Dawsonera, NetLibrary*) and their printed versions. Always use the publication date as given in the version you are using.

Citation order:

- Author
- Year of publication of book (in round brackets)
- Title of book (in italics)
- Name of e-book collection (in italics)
- [Online]
- Available at: URL
- (Accessed: date)

**Example**

**In-text citation**

In their analysis Graham and Marvin (2001, pp. 36–92) …

**Reference list**

Graham, S. and Marvin, S. (2001) *Splintering urbanism: networked infrastructures, technological mobilities and the urban condition. NetLibrary* [Online]. Available at: http://www.netlibrary.com (Accessed: 23 June 2010).

For material downloaded and accessed from *e-readers*, use this format:

Citation order:

- Author/editor
- Year of publication (in round brackets)
- Title (in italics)
- Title of download website (in italics)
- [e-book reader]
- Available at: URL
- (Accessed: date)

**Example**

**In-text citation**

Arthur's argument with the council was interrupted by the Vogon Constructor Fleet (Adams, 1979, p. 25).

**Reference list**

Adams, D. (1979) *The hitchhiker's guide to the galaxy. Ebooks.com* [e-book reader]. Available at: http://www.ebooks.com/ebooks/book_display.asp?IID=161294 (Accessed: 29 January 2010).

## 1.3 Historical books in online collections

Citation order:

- Author
- Year of publication (in round brackets)
- Title of publication (in italics)
- Title of online collection (in italics)
- [Online]
- Available at: URL
- (Accessed: date)

**Example**

**In-text citation**

Adam's measured plans (Adam, 1764) ...

**Reference list**

Adam, R. (1764) *Ruins of the palace of the Emperor Diocletian at Spalatro in Dalmatia. Eighteenth Century Collections Online* [Online]. Available at: http://galenet.galegroup.com/servlet/ECCO (Accessed: 2 June 2010).

**Example**

**In-text citation**

An early contribution by Henry (1823) ...

**Reference list**

Henry, W. (1823) *The elements of experimental chemistry. Google Books* [Online]. Available at: http://books.google.com/books (Accessed: 8 April 2010).

## 1.4 Reprint editions

For reprints of old books, usually only the year of the original publication (not the publisher) is given along with the full publication facts of the reprint.

**Example**

**In-text citation**

One of the first critics of obfuscation (David, 1968) ...

**Reference list**

David, M. (1968) *Towards honesty in public relations*. Reprint, London: B.Y. Jove, 1990.

## 1.5 Translated books

**Example**

**In-text citation**

In his biography of Bach, Schweitzer (1911, p. 32) considered ...

**Reference list**

Schweitzer, A. (1911) *J.S. Bach*. Translated by Ernest Newman. Reprint, New York: Dover Publications, 1966.

## 1.6 Chapters/sections of edited books

Citation order:

- Author of the chapter/section (surname followed by initials)
- Year of publication (in round brackets)
- Title of chapter/section (in single quotation marks)
- 'in' plus author/editor of book
- Title of book (in italics)
- Place of publication: publisher
- Page reference

**Example**

**In-text citation**

The view proposed by Franklin (2002, p. 88) ...

**Reference list**

Franklin, A.W. (2002) 'Management of the problem', in Smith, S.M. (ed.) *The maltreatment of children*. Lancaster: MTP, pp. 83–95.

## 1.7 Multi-volume works

Citation order:

- Author or editor
- Year of publication (in round brackets)
- Title of book (in italics)
- Volumes (in round brackets)
- Place of publication: publisher

**Example**

**In-text citation**

Butcher's (1961) guide ...

**Reference list**

Butcher, R. (1961) *A new British flora* (2 vols). London: Leonard Hill.

Citing a *single volume of a multi-volume work*

Add the title of the relevant volume to your reference list.

**Example**

**In-text citation**

*Part 1* of Butcher's work (1961) ...

**Reference list**

Butcher, R. (1961) *A new British flora. Part 1: lycopodiaceae to salicaceae*. London: Leonard Hill.

## 1.8 Chapters in multi-volume works

Citation order:

- Author of the chapter/section (surname followed by initials)
- Year of publication (in round brackets)
- Title of chapter/section (in single quotation marks)
- 'in' plus author/editor of book
- Title of book (in italics)
- Place of publication: publisher
- Page numbers of chapter/section

**Example**

**In-text citation**

In analysing ports (Jackson, 2000) ...

**Reference list**

Jackson, G. (2000) 'Ports 1700–1840', in Clark, P. (ed.) *Cambridge urban history of Britain: Vol. 2 1540–1840*. Cambridge: Cambridge University Press, pp. 705–731.

## 1.9 Reference books

In many cases reference material (for example encyclopedias, bibliographies) does not have an obvious author or editor, and is usually known and therefore cited by its title.

Citation order:

- As for 1.1 Information in books

**Example: with author**

**In-text citation**

Beal (2008, p. 171) identified ...

**Reference list**

Beal, P. (2008) 'Folio', *A dictionary of English manuscript terminology: 1450 to 2000*. Oxford: Oxford University Press.

**Example: with no author**

**In-text citation**

The definition (*Collins beginner's German dictionary*, 2008, p. 21) ...

**Reference list**

*Collins beginner's German dictionary* (2008) New York: Collins.

## 1.10 Online reference books

As with other print sources, a growing number of reference books are now available as e-books. There are two examples given below. The first is an example of a print book made available online. The second is an example of a reference work that was published in print and online. The online version is being updated regularly; the print version will not be updated until a new edition is published. As with other examples where print and online versions exist, be careful to reference the version you have used as this example shows how they can vary.

Citation order:

- As for 1.6 Chapters/sections of edited books but replace Place of publication: publisher with [Online] Available at: URL (Accessed: date)

**Example**

**In-text citation**

The process of adaptation is difficult to detect (Rose, 2007, p. 19).

**Reference list**

Rose, M.R. (2007) 'Adaptation' in Levin, S.A. (ed.) *Encyclopedia of biodiversity*, pp. 17–23 [Online]. Available at: http://www.sciencedirect.com/science/referenceworks/9780122268656 (Accessed: 5 March 2010).

Example of *printed reference work that is being updated online:*

**In-text citation for print version**

Rutherford's contribution (Badash, 2004) …

**Reference list for print version**

Badash, L. (2004) 'Rutherford, Ernest, Baron Rutherford of Nelson (1871–1937)', in *Oxford dictionary of national biography*. Oxford: Oxford University Press, pp. 381– 389.

**In-text citation for online version**

Rutherford's contribution (Badash, 2008) …

**Reference list for online version**

**(which is being updated but print is not):**

Badash, L. (2008) 'Rutherford, Ernest, Baron Rutherford of Nelson (1871–1937)', in *Oxford dictionary of national biography* (2004) [Online]. Available at: http://www.oxforddnb.com/view/article/35891 (Accessed: 25 May 2010).

## 1.11 Atlases

(see also 18.4 Maps)

Citation order:

- As for 1.1 Information in books

**Example**

**In-text citation**

As illustrated in the text (*The Times atlas of the world*, 2002, p. 201) …

**Reference list**

*The Times atlas of the world* (2002) London: Times Books.

## 1.12 Audiobooks

Citation order:

- As for 20.4 Music or spoken word recordings on audio CDs/audio CD-ROMs and 20.5 Music or spoken word recordings on audio cassettes

## 1.13 Pamphlets

Citation order:

- As for 1.1 Information in books

**Example**

**In-text citation**

Bradley's pamphlet (1994) gave instructions in the use of …

**Reference list**

Bradley, M. (1994) *CD-ROMs: how to set up your workstation*. London: ASLIB.

## 1.14 Exhibition catalogues

Citation order:

- Author of catalogue
- Year (in round brackets)
- Title of exhibition (in italics)
- Location and date(s) of exhibition
- [Exhibition catalogue]

**Example**

**In-text citation**

Urbach (2007, p. 8) noted the demands for reform …

**Reference list**

Urbach, P. (2007) *Reform! Reform! Reform!* Exhibition held at the Reform Club, London 2005–2006 and at Grey College, Durham University, March 2007 [Exhibition catalogue].

## 1.15 Anthologies

Citation order:

- Editor/compiler of anthology (surname followed by initials)
- Year of publication (in round brackets)
- Title of book (in italics)
- Place of publication: publisher

**Example**

**In-text citation**

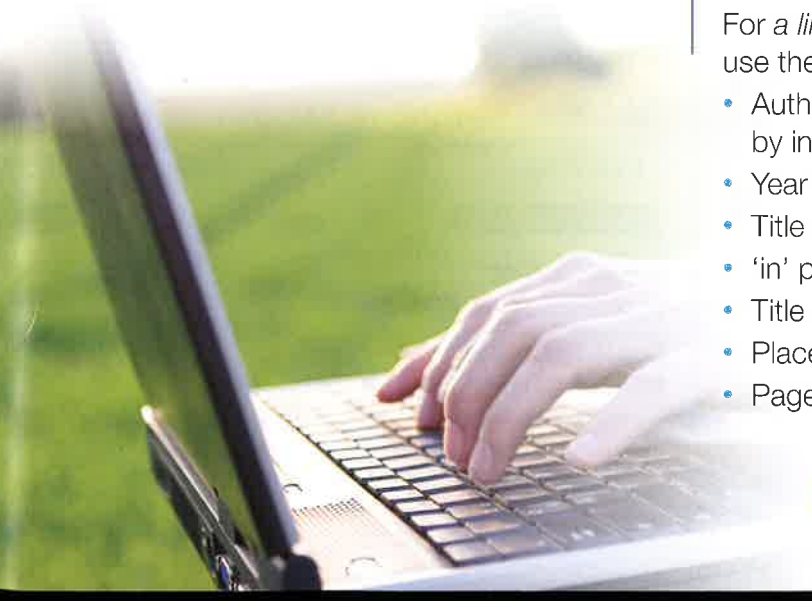
In his collection of humorous poems, West (1989) …

**Reference list**

West, C. (compiler and illustrator) (1989) *The beginner's book of bad behaviour*. London: Beaver Books.

For *a line of a poem within an anthology*, use the following citation order:

- Author of the poem (surname followed by initials)
- Year of publication (in round brackets)
- Title of poem (in single quotation marks)
- 'in' plus author/editor/compiler of book
- Title of book (in italics)
- Place of publication: publisher
- Page reference



**Example**

**In-text citation**

'The lion made a sudden stop
He let the dainty morsel drop' (Belloc, 1989, p. 89).

**Reference list**

Belloc, H. (1989) 'Jim', in West, C. (compiler and illustrator) *The beginner's book of bad behaviour*. London: Beaver Books, pp. 88–92.

## 1.16 Lines within plays

Citation order:

- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title (in italics)
- Edition information
- Place of publication: publisher
- Act. Scene: line

**Example**

**In-text citation**

'I prithee do not mock me fellow student' (Shakespeare, 1980, 1.2: 177).

**Reference list**

Shakespeare, W. (1980) *Hamlet*. Edited by Spencer, T.J.B. London: Penguin. 1.2: 177.

**NB** If citing from a *live performance*, see 19.3 Plays.

## 1.17 Sacred texts

### 1.17 a. The Bible

There is a well-established system for citing references from the Bible in your text. This uses the book name, chapter and verse (not page number, as this will vary between printings). It also avoids stating authors, as the actual authorship of some books is unclear.

Citation order:

- Book of the Bible (not in italics)
- Chapter: verse
- Version of the Bible (not in italics)

**Example**

**In-text citation**

The Beatitudes (Matthew 5: 3–12) ...

**Reference list**

- Add the version of the Bible you have read
- Publisher and publication date are not required, for example:

Matthew 5: 3–12, Revised Standard Version of the Bible.

### 1.17 b. The Torah

Citation order:

- Torah (not in italics)
- Book
- Chapter: verse

**Example**

**In-text citation**

The reply (Shemot 3: 14) is the most profound ...

**Reference list**

Torah. Shemot 3: 14.

## 1.17 c. The Qur'an

Citation order:

- Qur'an (not in italics)
- Surah (or chapter): verse

**Example**

**In-text citation**

'And ease for me my task' (Qur'an 20: 26).

**Reference list**

Qur'an 20: 26.

## 1.18 Bibliographies

Although print bibliographies have been largely replaced by electronic sources for current information, they may provide commentary and highlight earlier writings.

**Example**

**In-text citation**

Ushpol (1958) noted the key research …

**Reference list**

Ushpol, R. (1958) *Select bibliography of South African autobiographies*. Cape Town: University of Cape Town, School of Librarianship.

# 2. Journal articles

## 2.1 Articles in printed journals

Citation order:

- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Issue information, that is, volume (unbracketed) and, where applicable, part number, month or season (all in round brackets)
- Page reference

**Example**

**In-text citation**

… the customer playing the part of a partial employee (Dawes and Rowley, 1998, p. 352).

**Reference list**

Dawes, J. and Rowley, J. (1998) 'Enhancing the customer experience: contributions from information technology', *Management Decision*, 36(5), pp. 350–357.

**NB** *Printed magazine/comic articles* reference just like printed journal articles.

**Example: magazine**

**In-text citation**

A recent article (Foster, 2009) looks at new public access rights to almost the entire English coast.

**Reference list**

Foster, D. (2009) 'The coast is clear!', *Walk* (no. 25, winter), pp. 33–37.

**Example: comic**

**In-text citation**

The hilarious article ('Desperate Dan', 2005) …

**Reference list**

'Desperate Dan' (2005) *The Beano*, 24 July, pp. 21–24.

## 2.2 Journal/newspaper articles in online collections (e-journals/online newspapers)

**NB** For *articles in individual online journals/ newspapers*, see 2.3, 2.4 and 3.2.

The great majority of electronic journals/ newspapers available through library web pages are part of journal collections, for example *Academic Search Complete, Ingentaconnect, JSTOR, Nexis UK, Proquest, ScienceDirect*. You should refer to the fact that you obtained the title online, because online versions sometimes omit sections found in the printed version, such as advertisements and letters from readers.

Citation order for *journals*:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Volume, issue, page numbers
- Name of collection (in italics)
- [Online]
- Available at: URL of collection or Digital Object Identifier (see pp. 11–12 and example opposite)
- (Accessed: date)

**Example: journal article with one author**

**In-text citation**

Bright (1985, p. 269) found the word 'poetry' ambiguous ...

**Reference list**

Bright, M. (1985) 'The poetry of art', *Journal of the History of Ideas*, 46(2), pp. 259–277, *JSTOR* [Online]. Available at: http://uk.jstor.org/ (Accessed: 16 February 2010).

**Example: journal article with multiple authors**

**In-text citation**

A review by Liu *et al.* (2008) ...

**Reference list**

Liu, B.C., Ivers, R., Norton, R., Boufous, S., Blows, S. and Lo, S.K. (2008) 'Review of professional training', *Cochrane Database of Systematic Reviews*, 2, *Ovid* [Online]. Available at: http://ovidsp.uk.ovid.com/spb/ovidweb.cgi (Accessed: 23 June 2010).

**Example: journal article with Digital Object Identifier (DOI)**

**In-text citation**

Observations by Horsh *et al.* (2008) ...

**Reference list**

Horsh, E.P., van Altena, W.F., Cyr, W.M., Kinsman-Smith, L., Srivastava, A. and Zhou, J. (2008) 'Charge-coupled device speckle observations of binary stars with the WIYN telescope. V. Measures during 2001–2006', *Astronomical Journal*, 136, pp. 312–322. [Online] DOI: 10.1088/0004-6256/136/1/312 (Accessed: 7 January 2010).

Citation order for *newspapers*:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Day, month, page
- Name of collection (in italics)
- [Online]
- Available at: URL
- (Accessed: date)

**Example: newspaper article with author**

**In-text citation**

The article considered business plans (Devey, 2010, p. 13) …

**Reference list**

Devey, R. (2010) 'New group is the business', 5 February, p. 13. *Nexis UK* [Online]. Available at: http://www.lexisnexis.co./uk/ (Accessed: 9 February 2010).

Where no author is given, use the following citation order:

- Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Day, month, page
- Name of collection (in italics)
- [Online]
- Available at: URL
- (Accessed: date)

**Example: newspaper article with no author**

**In-text citation**

The article (*The Times*, 2008, p. 7) reported …

**Reference list**

*The Times* (2008) 'Bank accounts', 14 June, p. 7. *Nexis UK* [Online]. Available at: http://www.lexisnexis.co./uk/ (Accessed: 9 February 2010).

## 2.3 Articles in individual online journals (e-journals)

There are a growing number of journals that are published solely on the internet, with no printed issue available.

Citation order:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in italics and capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Volume, issue or month/season
- [Online]
- Available at: URL of web page
- (Accessed: date)

**Example**

**In-text citation**

… whilst Pauli (2008) reported …

**Reference list**

Pauli, M. (2008) 'Libraries of the future', *Ariadne*, 55, April [Online]. Available at: http://www.ariadne.ac.uk/issue55/jiscdebates-rpt/ (Accessed: 16 March 2010).

## 2.4 Articles in open access journals (e-journals)

The internet provides a means for high-quality academic research to be made available to scholars in open access archives without the involvement of commercial publishers, who often charge educational institutions to access the research. Check the website to see that the journal is **peer-reviewed** or edited by academic experts who have checked the accuracy of the research.

Citation order:

- Author
- Year (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Volume, issue numbers and page numbers if known
- Name of open access archive (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- [Online]
- Available at: URL
- (Accessed: date)

**Example**

**In-text citation**

Zhang, Pare and Sandford (2008) provided an update.

**Reference list**

Zhang, J., Pare, P.D. and Sandford, A. (2008) 'Recent advances in asthma genetics', *Respiratory Research*, 9(4), *BioMed Central* [Online]. Available at: http://respiratory-research.com/content/9/1/4 (Accessed: 4 July 2010).

# 3. Newspaper articles

## 3.1 Printed newspapers

Where the author of a newspaper article is identified, use the following citation order:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Edition if required (in round brackets)
- Day and month
- Page reference

**Example**

**In-text citation**

House prices fell by 2.1 per cent last month (Old, 2008).

**Reference list**

Old, D. (2008) 'House price gloom', *Evening Chronicle* (Newcastle edn), 26 June, p. 25.

When citing a regional newspaper include the edition to distinguish it from others with the same title.

Where no author is given, use the following citation order:

- Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Day and month
- Page reference

**Example**

**In-text citation**

The article (*The Times*, 2008, p. 7) reported …

**Reference list**

*The Times* (2008) 'Bank accounts', 14 June, p. 7.

**NB** If you are citing several articles published in the same year, use a, b, c and so on after the year, for example *The Times* (2008a) …

## 3.2 Articles from individual online newspapers

**NB** For *articles in online newspaper collections*, see 2.2.

Many printed newspapers produce internet editions. These are often selections of stories from the printed source and may exclude some material or add other features. You should therefore use [Online] to make it clear that you have used the internet version.

Citation order:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Day and month
- [Online]
- Available at: URL
- (Accessed: date)

**Example**

**In-text citation**

Financial incentives were offered to graduates (Mansell and Bloom, 2008).

**Reference list**

Mansell, W. and Bloom, A. (2008) '£8,000 carrot to tempt maths experts', *Times Educational Supplement*, 20 June [Online]. Available at: http://www.tes.co.uk/2635138 (Accessed: 23 June 2010).

## 3.3 Journal/newspaper articles from full-text CD-ROM databases

Citation order:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Journal/newspaper title (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Volume, date (day/month), page references
- [CD-ROM]
- Producer (where identifiable)
- Available: publisher/distributor

**Example**

**In-text citation**

The political situation had a detrimental impact on oil exports (Lascelles, 1999, p. 18).

**Reference list**

Lascelles, D. (1999) 'Oil's troubled waters', *Financial Times*, 11 January, p. 18 [CD-ROM]. Financial Times. Available: Chadwyck Healey.

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