# **Quickstart Harvard Referencing Guide**

More guidance and further referencing examples can be found in the full Harvard referencing guide: <https://librarydevelopment.group.shef.ac.uk/referencing/harvard.html>

## **Introduction**

Referencing in the Harvard style is a two–part process:

* Citation in the text
* Reference list – in alphabetical order

## **Citation in the text**

* If the author(s) name appears in the text as part of the body of the assignment, then the year will follow in round brackets, e.g. According to Smith (2017).
* If the author(s) name does not appear in the body of the text, then the name and date should follow in round brackets, e.g. It was discovered...(Smith, 2017).
* Citations which are used with direct quotations, or are referring to a particular part of a source, should include the page number in your citation, e.g. (Smith, 2017, p. 42) or Smith (2017, p. 42).
* For a source with four or more authors you would cite the name of the first author followed by et al., which should be written in italics. It means “and others”.

### Examples:

#### **One author**

Bryman (2016) recommends…

Quantitative data is more suited to the study due to... (Bryman, 2016).

#### **Two authors**

Wallace and Wolf (2006) found that...

Globalization is a theory that has many concepts... (Wallace and Wolf, 2006).

#### **Three authors**

Greig, Taylor and MacKay (2013) found that...

Finding the reasons behind a child's behaviour... (Greig, Taylor and MacKay, 2013).

#### **Four or more authors**

Begg et al. (2014) found that...

The elasticity of demand demonstrates... (Begg et al., 2014).

## **References**

### **Book/ebook**

**Author Surname, Initial(s). (Year) Title. Edition (if not first edition). Place of publication: Publisher.**

Bryman, A. (2016) Social research methods*.* 5th edn. Oxford: Oxford University Press.

#### **Notes**

* If there are two or three authors, put all the names in the reference, using “and” rather than “&” before the final author.
* If there are four or more authors, put the first author in the reference followed by et al.

### **Book – chapter in an edited book**

**Chapter Author Surname, Initial(s). (Year) 'Title of chapter', in Editor(s) Surname, Editor(s) Initial. (ed. or eds.) Title of book. Edition (if not first). Place of publication: Publisher, Page numbers.**

Zheng, X. (1997) 'Chinese business culture from the 1920s to the 1950s', in Ikeo, A. (ed.) Economic development in twentieth century East Asia: the international context. London: Routledge, pp. 35–54.

### **Images and Figures**

This guidance is for referencing images and figures that you are **referring** to in your work. If you have **inserted** an image or figure into your work please see the "Guidance for taught course students inserting images and figures into university work.": <https://xerte.shef.ac.uk/play.php?template_id=836>

#### **Image from an online collection/social media site, e.g. Flickr, Instagram, etc.**

**Artist/Creator Surname, Initial(s). OR screen name (Year) Title of image/figure [Description]. Available at: URL (Accessed: date).**

andy\_c (2005) Ladybower Plughole [Photograph]. Available at: https://www.flickr.com/photos/andycpics/3035948922 (Accessed: 6 July 2016).

#### **Image from a museum/gallery (either viewed in person or online)**

**Artist/Creator Surname, Initial(s). (Year) Title of image/figure [Description]. Name of museum/gallery, Location. [If viewed in person] (Viewed: Date). [If viewed online] Available at: URL (Accessed: date).**

Nicholls, H. (1919) Preparations for the Peace Day Celebrations, July 1919 [Photograph]. Imperial War Museum, London. Available at: http://www.iwm.org.uk/collections/item/object/205297061 (Accessed: 2 January 2016).

#### **Image from a journal**

**Artist/Creator Surname, Initial(s). (Year) ‘Title of image/figure’ [Description], in Author of journal article (if different to Artist/Creator) Surname, Initial(s). (Year) ‘Title of article’, Title of Journal Volume(Issue), Page number. [If online] Available at: URL (Accessed: date) OR doi:**

Schnabel, J. (1984) ‘Ethnic Types #15 and #72’ [Oil, animal hide, modeling paste on velvet], in Sans, J. (2020) ‘Julian Schnabel: The Myth Unfurls’, Art in Translation 12(3), p. 400. doi: https://doi.org/10.1080/17561310.2020.1876831

#### **Image from a book/ebook**

**Artist/Creator Surname, Initial(s). (Year) ‘Title of image/figure’ [Description], in Author of book (if different to Artist/Creator) Surname, Initial(s). Title of book (Year). Place of publication: Publisher, Page number.**

Sutherland, G. (1941) ‘Devastation 1941: City, twisted girders’ [Painting], in Mellor, L. Reading the ruins: Modernism, bombsites and British culture (2011). Cambridge: Cambridge University Press, p. 119.

### **Journal article**

#### **Online**

**Author of article Surname, Initial(s). (Year) 'Title of article', Title of Journal, Volume(Issue), Page range (if available). doi: OR Available at: URL (Accessed: date).**

Ashby, A. (1999) 'Frank Zappa and the anti–fetishist orchestra', The Musical Quarterly, 83(4), pp. 557–606. Available at: http://www.jstor.org/stable/742617 (Accessed: 8 April 2021).

Dobson, H. (2006) 'Mister Sparkle meets the 'Yakuza': depictions of Japan in The Simpsons', Journal of Popular Culture, 39(1), pp. 44–68.doi: https://doi.org/10.1111/j.1540-5931.2006.00203.x

#### **Physical item**

**Author of article Surname, Initial(s). (Year) 'Title of article', Title of Journal, Volume(Issue), Page range.**

Austin, T. (2012) 'Takers keepers, losers weepers: theft as customary play in southern Philippines', Journal of Folklore Research*,* 49(3), pp. 263–284.

### **Reports**

#### **Online**

**Author Surname, Initial(s) or Corporate Author (Year of publication) Title of report. Paper number (if applicable). doi: OR Available at: URL (Accessed: date).**

Snowdon, C. (2017) Cheap as chips: Is a healthy diet affordable? IEA Discussion Paper No. 82. Available at: https://iea.org.uk/wp-content/uploads/2017/03/Cheap-as-Chips-PDF.pdf  (Accessed: 30 March 2017).

Schonfeld, R.C. and Sweeney, L. (2019) Organizing the work of the art museum. doi: https://doi.org/10.18665/sr.311731

#### **Physical item**

**Author Surname, Initial(s) or Corporate Author (Year of publication) Title of report. Paper number (if applicable). Place of Publication: Publisher.**

Johnson, S. and Fitzpatrick, S. (2007) The impact of enforcement on street users in England. Bristol: The Policy Press.

### **Web page**

**Author Surname, Initial(s). OR Corporate Author (Year site was published/last updated) Title of web page. Available at: URL (Accessed: date).**

Rosen, M. (2021) Michael Rosen Biography. Available at: https://www.michaelrosen.co.uk/for-adults-biography/ (Accessed: 26 April 2021).

NHS (2019) Diabetes. Available at: https://www.nhs.uk/conditions/diabetes/ (Accessed: 26 April 2021).

## **Summary**

Why not look at some of our other Research Skills and Critical Thinking resources? Book onto a Workshop or take an Online Tutorial: <https://www.sheffield.ac.uk/library/study/research-skills>

Visit our FAQs: <http://libraryhelp.shef.ac.uk/>

Get in touch: [library@sheffield.ac.uk](mailto:library@sheffield.ac.uk)

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