Harvard references are commonly used in the social sciences.

Cited publications are referred to in the text by giving the author’s surname and the year of publication, and are listed in a bibliography at the end of the text.

EndNote for Windows and Macintosh is a valuable all-in-one tool used by researchers, scholarly writers, and students to search online bibliographic databases, organize their references, and create bibliographies instantly. There is now an EndNote output style available if you have access to the software in your library (please visit http://www.endnote.com/support/enstyles.asp and look for TF-V Harvard).

1. **How to cite references in your text**
2. **How to organize the reference list**
3. **Book**
4. **British Standards**
5. **CD-ROM or DVD**
6. **Conference proceedings**
7. **Dissertation or thesis**
8. **Encyclopedia**
9. **Film, video, TV**
10. **Government document**
11. **Illustration**
12. **Internet**
13. **Journal article**
14. **Legal reference**
15. **Map**
16. **Music**
17. **Newspaper**
18. **Official publication**
19. **Patent**
20. **Personal communication**
1. **How to cite references in your text.**

   If the author’s name occurs naturally in the sentence, the year is given in parentheses:

   In a popular study Harvey (1992) argued…

   As Harvey (1992, p. 21) said, …

   If the name does not occur naturally in the sentence, both name and year are given in parentheses:

   A more recent study (Stevens 1988) has shown…

   Matthews and Jones (1997) have proposed that…

   Theory rises out of practice, and once validated, returns to direct or explain the practice (Stevens 1998).

   If two or more references by the same author published in the same year are cited, distinguish these by adding a,b,c, etc. after the year:

   Johnson (1994a) discussed…

   If you want to include two or more references within the same parentheses, use chronological order and separate with commas:

   …as discussed by several authors (Smith 1993, 2003, Brown 1995, Smith and Jones 1997, Green 2004,).

   **Three or more authors**

   If more than two authors, give the surname of the first author followed by *et al.*

   Office costs amount to 20% of total costs in most businesses (Wilson *et al.* 1997).

   **A source quoted in another source**

   If you refer to a source quoted in another source, cite both in the text, but only list the work you read in the bibliography:

   A study by Smith (1960 cited Jones 1994) showed that…

   **Anonymous work**

   Use Anon in the text

   (Anon 1988)

2. **How to organize the reference list.**

   List references to all documents cited in the text, under the heading References. They are listed in alphabetical order of authors’ names. If you have cited more than one item by a specific author, they should be listed chronologically (earliest first), and by letter (1993a, 1993b) if more than one item has been published during a specific year.


Four or more authors


Edited book


Corporate author

Name of issuing body, Year. *Title of publication*. Place: Publisher, Report Number (where relevant).


Chapter


Place of publication

Give the city. If more than one city is listed, give the first one or the location of the publisher’s head office. If the city is not well known, add a country, region or state. States should be denoted by a two-letter code, e.g. Hillsdale, NJ.

Publisher’s name

Omit superfluous terms such as Publishers, Co, Inc., but retain the words Books or Press. Where the publisher is a university and the place or location is included in the name of the university, do not repeat the place of publication.


5. **CD-ROM or DVD.**


**Bibliographic database**

Database [CD-ROM]. (dates). Place: Publisher


6. **Conference proceedings.**

Author, A.A., Year. Title of contribution. *In*: B.B. Editor, ed. (if applicable) *Title of conference proceedings* including date and place of conference. Place: Publisher, page numbers.


7. **Dissertation or thesis.**


8. **Encyclopedia.**

Reference by the title.


9. **Film, video, TV.**

**Film**


**TV broadcast**


10. **Government document.**

11. Illustration.


12. Internet.

**Web page, website, e-book**


If no author, reference by title.

**Mailbase, listserv, email list**

It should be noted that items may only be kept on discussion group servers for a short time and hence may not be suitable for referencing. A local copy could be kept by the author, with a note to this effect.


**Email**

Author, B. (email address), 4 Jan 2006. *RE: Harvard references*. email to C. Author (email address).

13. Journal article.


**Online journal**


Volume and issue details can be omitted if you can’t find them, and pages are often not given for electronic journals. Give the paragraph number if available.


**Act of Parliament**

Include the chapter number if possible.
Further and Higher Education Act 1992 (c. 13).

**Parliamentary Bill**
For House of Commons Bills use square brackets for the serial number, and for House of Lords Bills use no brackets.

Education (Student Loans) Bill HC Bill (1989–90) [66].


**Statutory Instrument**
Include short title, SI, year of publication, number.


**Law report**
Include abbreviation of law report series, the year that the case was reported, the volume number if appropriate, and the starting page number.


15. **Map.**
Author’s surname, first name or initials (may be cartographer, surveyor, compiler, engraver, etc.) year of publication. *Title*, Scale. Place: Publisher.

Mason, James, 1832. *Map of the countries lying between Spain and India*, 1:8,000,000. London: Ordnance Survey.

16. **Music.**


17. **Newspaper.**
Author, P. (or paper title), Year. Title of article. *Newspaper*, day month, page and column.


18. **Official publication.**

**Command paper**
**European Union publication**

Proposal for a Council directive establishing a European Fund to promote cinema production, COM (95)546, final.


**Hansard**

HC Deb (1990–91) 195 col. 311.

**Official journal**

OJ No. C311, 17.11.93, p. 6.

**Parliamentary paper**


**Standing Committee**


19. **Patent.**

Originator, (name of applicant) Year of publication. *Title of patent*. Series designation.


20. **Personal communication.**

As these do not provide recoverable data, they should not be included in the reference list. Cite personal communications in the text only. Give initials as well as the surname of the communicator and provide as exact a date as possible.

According to J. Green (personal communication, 19 Jan 2007).