

BIBLIOGRAPHY & CITATION

The main purpose of a bibliography is to enable readers of your work to trace the materials you have used and read further if they want to do so.

It is a good idea to note the bibliographic details of any materials you use at the time of using them - it is very boring and a waste of time to have to find them again at a later date!

HARVARD CITATION

A) REFERENCING IN THE TEXT

Harvard does not use footnotes in the main text (which actually makes life easier for you!); references in the text are made by listing the AUTHOR, YEAR OF PUBLICATION and PAGINATION in the text.

EG: In a popular study Smith (2001, p.673) argues that ..

Or A more recent study (Smith 2001) shows that ..

If the author has published more than one cited document in the same year, add a,b,c,etc after the year.

EG: Smith (2001a) discussed the subject..

Full details about the document would then be found in the bibliography at the end of the document.

B) THE BIBLIOGRAPHY

References are listed alphabetically in order of the authors' names.

If you have more than one document by a particular author, list them chronologically, and then by letter (2001a, 2001b) if more than one item has been published during a specific year.

If you are using mixed media resources, you may want to sort them into media types, eg. Printed resources, e-resources etc. Try to arrange items in a way that will be the most useful to your readers!

C) THE RULES:

Books:

Author's NAME and Initials

Year of publication, in brackets

Title of the book, underlined or in *italics*

Edition, if other than the first

Place of publication

Publisher

EG: FIELD, A. C. (1998) *Alternative energy sources* 3rd ed. New York: Academic Press.

Contribution in a book (e.g. a book chapter):

Contributing author's NAME and Initials

Year of publication, in brackets

Title of contribution, followed by 'IN'

Author or editor's NAME and Initials

Title of the book, underlined or in *italics*

Place of publication

Publisher

Page number(s) of contribution

EG: WILLIAMS, M. (2003) *Social Movements and Global Politics*

IN: KOFMAN, E. and YOUNGS, G., eds. *Globalization: Theory and Practice*, London: Continuum, 257-274.

Journal articles:

Author's NAME and Initials

Year of publication, in brackets

Title of the article (not underlined or in italics)

Title of the journal, underlined or in *italics*

Volume no. and (Part no.)

Page number(s)

EG: BOWEN, B.N. (2001) The life of British trees. *Nature*, 68 (3), 23-37.

Newspaper articles:

Author's NAME and Initials (or newspaper title)

Year of publication, in brackets

Title of the article (not underlined or in italics)

Title of the newspaper, underlined or in *italics*

Date and Month

Page number(s)

EG: INDEPENDENT (2005) Sven's complicated private life is played out on Swedish stage. *Independent*, 9 April, 7.

Websites:

Author's NAME and Initials

Year of publication, in brackets

Title of the website, underlined or in *italics* [online]

Place of publication

Publisher (if ascertainable)

Available from: URL [Date accessed]

EG: SMITH, J. (2000) *Curly's Airships* Polegate, Masters of Arts
Available from: <http://www.curlysairships.com> [Accessed 29 May 2001]

E-journals:

Author's NAME and Initials

Year of publication, in brackets

Title of the article (not underlined or in italics)

Title of the journal, underlined or in *italics* [online]

Volume no. and (Part no.)

Page number(s)

Available from: URL [Date accessed]

EG: GINZBURG, S. (2000) *Journal of Workplace Learning* [online]
12(8), 327-332. Available from: <http://www.emerald-library.com/brev/08612hb1.htm>

Conference papers:

Contributing Author's NAME and Initials

Year of publication, in brackets

Title of paper, followed by 'IN'

NAME, and Initials of editor of the conference proceedings

Title of the conference, underlined or in *italics*, including the date and place.

Place of publication

Publisher

Page numbers

EG: SILVER, K. (2001) Electronic mail: the new way to communicate. IN: RAITT, D, ed. *9th International online information meeting*, London 3-5 December 1999. Oxford: Learned Information, 332-340.

Working/Discussion/Research papers:

Contributing Author's NAME and Initials

Year of publication, in brackets

Title of paper, underlined or in *italics*

Paper type

Publishing Organisation

Paper number

EG: OZKAN, F. G. *et al* (1997) *Monetary union, entry conditions and economic reform*, Discussion paper, Centre for Economic Policy Research, No. 1720.

Theses:

Author's NAME and Initials

Year of publication, in brackets

Title of the thesis, underlined or in *italics*

Designation, (and type)

Name of institution to which submitted

EG: LINDSAY, F. (1996). *The motivation of adult learners* Dissertation (M.A.(Ed.)), University of Southampton.

Videos, Films or Broadcasts:

Title, underlined or in *italics*.

Year of publication, in brackets

Material designation.

Subsidiary originator (eg. Director)

Production details - place: organisation

EG: *Macbeth* (1948). Film. Directed by Orson Welles. USA: Republic Pictures.

NB. Programmes and series - the number and title of the episode should be given as well as the series title, the transmitting organisation and channel, the full date and time of the transmission.

VARIATIONS ON THE GENERAL RULES:

- a) Two authors - cite both, in the order they appeared in the original document.
- b) Three or more authors - cite the first author and use 'et al' in the place of the others.
- c) Editors - add 'ed.' after an editor's name to distinguish an editor from an author.
- d) Corporate body (eg government department) - use the name of the issuing body as the author.
- e) Series - enter the series title between the title and the publishing details.
- f) Reference taken from, or is part of, another document - cite the first document as fully as possible and then put 'IN' and cite the second document in full.

For further information:

Look on the Information Skills page in the Management area of the library's website.

A NOTE ABOUT PLAGARISM!!

Plagiarism is the deliberate use of another person's work as if it were your own, without acknowledgement of where it has come from. If you use other peoples' words, diagrams or ideas, you **MUST** acknowledge this by referencing them in your text **AND** citing them in your bibliography. Far from being a sign of poor work, you are proving that you have read around your subject and are familiar with the major theorems and ideas. Provided you have done this correctly and accurately, you will **GAIN** marks by referring to other peoples' work!

Fiona Lindsay & Harry Gibbs
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