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

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.


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.


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).


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:
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:


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.


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).


Physical item

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

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).


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.


Web page

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


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

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Get in touch: library@sheffield.ac.uk

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