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

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Get in touch: library@sheffield.ac.uk