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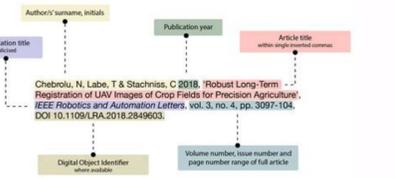
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Harvard referencing style pdf ukzn

What is harvard referencing style pdf. Harvard referencing style definition. What is harvard referencing style format. What is harvard referencing style. Types of harvard referencing style.

Referencing is an important part of academic writing. It tells your readers what sources you've used and how to find them. Harvard is the most common referencing style used in UK universities. In Harvard style, the author and year are cited in-text, and full details of the source are given in a reference list. In-text citation Referencing is an essential academic skill (Pears and Shields, 2019). Reference list entry Pears, R. and Shields, G. (2019) Cite them right: The essential referencing guide, 11th edn.

The anatomy of a reference in the Harvard style



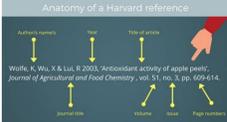
London: MacMillan. To automatically generate accurate Harvard references, you can use Scribbr's free reference generator: Harvard Reference Generator NoteSome universities publish their own guidelines for Harvard referencing – always check if there are specific rules you're expected to follow.

Paraphrasing

Paraphrasing is preferred to quoting as quotations generally do not demonstrate your understanding of the source.

Paraphrasing	Author's name	Information
A paraphrase is made up of an author's ideas but expressed in their own words. It does not use quotation marks because it is not a word-for-word quotation. The one way to paraphrase is to: • change the structure of the original and • change the words. It is not enough to do just one of these. When paraphrasing, providing a page number is optional. It is recommended you provide a page number when making reference to a specific section, sentence, paragraph or chapter.	This gives prominence to the author by using the author's surname (often named) as part of the grammatical structure of the sentence and the date and the page number in parentheses. According to Greenhalgh (2007, p. 5), equal treatment of the genders in education should be the goal of every just society.	This puts the information first, with all the required referencing details given in parentheses. The actual citation is not part of the grammatical structure of the sentence. Equal treatment of the genders in education should be the goal of every just society (Greenhalgh 2007, p. 5).

This quick guide presents the most common rules. Harvard in-text citation A Harvard in-text citation appears in brackets beside any quotation or paraphrase of a source. It gives the last name of the author(s) and the year of publication, as well as a page number or range locating the passage referenced, if applicable: The novel begins with the grim image of the train passengers' faces, which are described as 'pale yellow, the colour of the fog' (Dostoyevsky, 2004, p. 5). Note that 'p.' is used for a single page, 'pp.' for multiple pages (e.g. 'pp. 1-5'). An in-text citation usually appears immediately after the quotation or paraphrase in question. It may also appear at the end of the relevant sentence, as long as it's clear what it refers to. When your sentence already mentions the name of the author, it should not be repeated in the citation: Woolf introduces the essay's topic as 'women and fiction' (2000, p. 5), going on to discuss the various connotations of the phrase. Sources with multiple authors When you cite a source with up to three authors, cite all authors' names. For four or more authors, list only the first name, followed by 'et al.': Number of authors In-text citation example 1 author (Davis, 2019) 2 authors (Davis and Barrett, 2019) 3 authors (Davis, Barrett and McLachlan, 2019) 4+ authors (Davis et al., 2019) Sources with no page numbers Some sources, such as websites, often don't have page numbers. If the source is a short text, you can simply leave out the page number. With longer sources, you can use an alternate locator such as a subheading or paragraph number if you need to specify where to find the quote: Multiple citations at the same point When you need multiple citations to appear at the same point in your text – for example, when you refer to several sources with one phrase – you can present them in the same set of brackets, separated by semicolons. List them in order of publication date: Several in-depth studies have investigated this phenomenon during the last decade (Singh, 2011; Davidson, 2015; Harding, 2018). Multiple sources with the same author and date If you cite multiple sources by the same author which were published in the same year, it's important to distinguish between them in your citations.



To do this, insert an 'a' after the year in the first one you reference, a 'b' in the second, and so on: The results of the first study (Woodhouse, 2018a) were inconclusive, but a follow up study (Woodhouse, 2018b) achieved a clearer outcome. Creating a Harvard reference list A bibliography or reference list appears at the end of your text.

Soran University: Harvard Style Citing and Referencing Guide

2.2. Reference Lists

Reference Lists appear at the end of your work and should be in alphabetical order by author / editor / corporate author, irrespective of the format (book, e-book, journal, website etc.) of the source used. (Note, the primary source – the book title, journal title etc – is italicized.):

Aaronson, A. and Biggins, B. (2005a) 'Quantitative methods', *European Journal of Research Methods*, 9(7), 10-13.

Aaronson, A. and Biggins, B. (2011) *A primer in essential methodology*, 3rd ed., London, Ontario: Niagra University Press.

Beetham, H. (2007) *Retail economics*, Abingdon: Routledge.

Bezemer, D. J. (2010) 'Understanding financial crisis through accounting models', *Accounting, Organisation and Society*, 35(7), 676-688, available: <http://www.sciencedirect.com> [accessed 12 January 2011].

Educause (2006) '7 things you should know about screencasting', [online], available: <http://net.educause.edu/te/library/pdf/ELI7012.pdf> [accessed 12 January, 2010].

Osman Akan, A. (2006) *Open channel hydraulics*, Butterworth-Heinemann [online], available: <http://www.dawsonera.com> [accessed 12 January 2012].

Palmer, A., Ketteridge, S. and Marshall, S., eds. (2010) *Political landscapes in Europe*, Oxford: Oxford University Press.

Slooman, J. and Wirde, A. (2009) *Economics*, 7th ed., Harlow: Pearson Education.

Understanding SPSS, (2009) London: SPSS Press.

2.3. Reference List or Bibliography?

- A **reference list** is a list of all of the sources you have cited in your work.
- A **bibliography** is a list of the sources you have used to help you write your assignment but not cited.
- A bibliography would be presented in the same way as your reference list and would be a separate list following your reference list.
- Remember to speak with your tutor if you have any doubts about what is expected from your written assignments!

SIPa g e Version 1.0 June, 2016 by Jagar A. Ali

It lists all your sources in alphabetical order by the author's last name, giving complete information so that the reader can look them up if necessary. The reference entry starts with the author's last name followed by initial(s). Only the first word of the title is capitalised (as well as any proper nouns). Harvard reference list example Sources with multiple authors in the reference list As with in-text citations, up to three authors should be listed; when there are four or more, list only the first author followed by 'et al.': Number of authors Reference example 1 author Davis, V. (2019) ... 2 authors Davis, V. and Barrett, M. (2019) ... 3 authors Davis, V., Barrett, M. and McLachlan, F. (2019) ... 4+ (2019) ... Harvard referencing examples Reference list entries vary according to source type, since different information is relevant for different sources. Formats and examples for the most commonly used source types are given below. Books Format Author surname, initial.

List of references:

BBC (2009) *BBC News - Divided US Senate starts healthcare reform bill debate*, [online], Accessed: 16 December 2009 Available: <http://news.bbc.co.uk/1/hi/world/americas/8387595.stm>

Braveman, P. (2006) 'Health disparities and health equity: concepts and measurement', *Annual Review of Public Health*, 27, pp. 167-94

Breit, A. S. (2009) 'American values' – A smoke screen in the debate on health care reform', *The New England Journal of Medicine*, 361, 5, pp. 440-1

Cohen, T. et al (2009) 'House: Senate health care bills grow further apart - CNN.com', CNN, [online], Accessed: 16 December 2009 Available: <http://www.cnn.com/2009/POLITICS/12/09/health.care.differences/>

Consumers' Union (2007) *CR health insurance survey reveals 1 in 4 people insured but not adequately covered*, [online], Accessed on 30 November 2009 Available: http://www.consumersunion.org/pubs/uc_health_care040908.html

Frostick, K. et al (2002) 'Disparities in Health Care by Race, Ethnicity, and Language among the Insured: Findings from a National Sample', *Medical Care*, Vol. 40, No. 1, pp. 52-59

Hacker, J. S. (2009) 'Yes we can? The new push for American health security', *Politics and Society*, 37, 3, pp. 2-31

Kutrin, J. (2009) *Towards universal health care: A goal-oriented framework for policy analysis*, Washington: The World Bank

Mills, A. J. and Ratnon, K. (2006) 'The design of health systems', in Messon, M. H., Black, R. E. and Mills, A. J. (eds) *International public health, diseases, programs, systems, and policies*, MD: Aspen

Murray, C. J. L. and Frenk, J. (2000) 'A framework for assessing the performance of health systems', *Bulletin of the World Health Organization*, pp. 717-731

Note, M., McKee, M. and Wai, S. (2005) 'Describing and evaluating health systems', in Bowling, A. and Ehrlich, S. (eds) *Handbook of health research methods*, Maidenhead: Open University Press

Nelson, A. R. et al (eds), [Institute of Medicine], (2002) *Unequal Treatment: Confronting Racial and Ethnic Disparities in Healthcare*, Washington: National Academies Press

Slooman, J. (2003) *Economics*, 5th edition, Harlow: Prentice Hall

Tudor Hart, J. (1971) 'The inverse care law', *Lancet*, 7696, pp. 405-12

U.S. Census Bureau (2009) *Health Insurance Coverage: 2008 - Highlights*, [online], Accessed: 30 November 2009 Available: <http://www.census.gov/hhes/www/hihs/hh08/hh08asc.html>

(Year) Book title. City: Publisher. Example Smith, Z. (2017) *Swing time*. London: Penguin. Notes The city mentioned is the location of the publisher's headquarters. Format Author surname, initial. (Year) 'Chapter title', in Editor name (ed(s.)) Book title. City: Publisher, page range. Example Greenblatt, S. (2010) 'The traces of Shakespeare's life', in De Grazia, M. and Wells, S. (eds.), *The new Cambridge companion to Shakespeare*. Cambridge: Cambridge University Press, pp. 1-14. Notes The first name listed is the author of the individual chapter you're referencing. The editor of the book appears later in the reference, followed by 'ed.' (or 'eds.' if there are two or more). The page range at the end shows the chapter's location in the book. Format Author surname, initial. (Year) Book title. Edition. City: Publisher. Example Tokarczuk, O. (2019) *Drive your plow over the bones of the dead*. Translated from the Polish by A. Lloyd-Jones. London: Fitzcarraldo. Notes The translator's name, unlike other names, is not inverted: the initial comes first. Format Author surname, initial. (Year) Book title. Edition. City: Publisher. Example Danielson, D. (ed.) (1999) *The Cambridge companion to Milton*. 2nd edn. Cambridge: Cambridge University Press. Notes The edition appears only when it's a second or later edition. 'Edition' is always abbreviated to 'edn'. Note that this example is an edited collection of essays from different authors, and thus the editor is listed as the main author. Journal articles Format Author surname, initial. (Year) 'Article title', Journal Name, Volume(Issue), pp. page range. Example Thagard, P.

(1990) 'Philosophy and machine learning', Canadian Journal of Philosophy, 20(2), pp. 261-276. Notes This format is also used for journal articles which you accessed online but which are available in print too. There is no space between the volume and issue number (in brackets). The page range shows where the article is located in the journal. Unlike other titles, the name of a journal uses headline capitalisation; capitalise every important word. Format Author surname, initial. (Year) 'Article title'. Journal Name, Volume(Issue), page range. DOI Example Adamson, P. (2019) 'American history at the foreign office: Exporting the silent epic Western', Film History, 31(2), pp. 32-59. doi:10.2979/filmhistory.31.2.02. Notes When an article you accessed online has no print equivalent, include the DOI if available. The DOI is preceded by 'doi:' - no capitalisation, no space. Format Author surname, initial. (Year) 'Article title', Journal Name, Volume(Issue), page range.

Available at: URL (Accessed: Day Month Year). Example Theroux, A. (1990) 'Henry James's Boston', The Iowa Review, 20(2), pp. 158-165. Available at: (Accessed: 13 February 2020). Notes When an article you accessed online has no print equivalent and no DOI, include a URL and an access date. Use the stable URL provided by the database if there is one. Websites Format Author surname, initial. (Year) Page title. Available at: URL (Accessed: Day Month Year). Example Google (2019) Google terms of service. Available at: (Accessed: 27 January 2020). Notes Reference list entries for pages without a clearly identified author can begin with the name of the relevant site or organisation instead. Format Author surname, initial. (Year) 'Article title', Blog name, Date. Available at: URL (Accessed: Day Month Year).

Example Leafstedt, E. (2020) 'Russia's constitutional reform and Putin's plans for a legacy of stability', OxPol, 29 January. Available at: (Accessed: 13 February 2020). Notes Here you include the year at the start as usual, but also the exact day of publication later in the reference. Format Author surname, initial. [username] (Year) Title or text [Website name] Date. Available at: URL (Accessed: Day Month Year).

Example Dorsey, J. (@jack) (2018) We're committing Twitter to help increase the collective health, openness, and civility of public conversation ... [Twitter] 1 March. Available at: (Accessed: 13 February 2020). Notes Include the author's username on the site in square brackets, if available. If the post has a title, use it (in italics). If the post is untitled, use the text of the post instead. Do not use italics. If the text is long, you can save space by replacing some of it with an ellipsis, as above. Sometimes you won't have all the information you need for a reference. This section covers what to do when a source lacks a publication date or named author.

No publication date When a source doesn't have a clear publication date - for example, a constantly updated reference source like Wikipedia or an obscure historical document which can't be accurately dated - you can replace it with the words 'no date': In-text citation (Scribbr, no date) Reference list entry Scribbr (no date) How to structure a dissertation.

Available at: (Accessed: 14 February 2020). Note that when you do this with an online source, you should still include an access date, as in the example. No author When a source lacks a clearly identified author, there's often an appropriate corporate source - the organisation responsible for the source - whom you can credit as author instead, as in the Google and Wikipedia examples above. When that's not the case, you can just replace it with the title of the source in both the in-text citation and the reference list: In-text citation ('Divest', no date) Reference list entry 'Divest' (no date) Available at: (Accessed: 27 January 2020). Frequently asked questions about Harvard referencing What's the difference between Harvard and Vancouver referencing styles? Harvard referencing uses an author-date system. Sources are cited by the author's last name and the publication year in brackets. Each Harvard in-text citation corresponds to an entry in the alphabetised reference list at the end of the paper. Vancouver referencing uses a numerical system. Sources are cited by a number in parentheses or superscript. Each number corresponds to a full reference at the end of the paper. Harvard style Vancouver style In-text citation Each referencing style has different rules (Pears and Shields, 2019). Each referencing style has different rules (1). Reference list Pears, R. and Shields, G. (2019). Cite them right: The essential referencing guide. 11th edn. London: MacMillan. 1. Pears R, Shields G. Cite them right: The essential referencing guide. 11th ed. London: MacMillan; 2019. When do I need to use a Harvard in-text citation? A Harvard in-text citation should appear in brackets every time you quote, paraphrase, or refer to information from a source. The citation can appear immediately after the quotation or paraphrase, or at the end of the sentence. If you're quoting, place the citation outside of the quotation marks but before any other punctuation like a comma or full stop. If you want to cite this source, you can copy and paste the citation or click the 'Cite this Scribbr article' button to automatically add the citation to our free Reference Generator. Caulfield, J. (2022, November 07). A Quick Guide to Harvard Referencing | Citation Examples. Scribbr. Retrieved 12 June 2023, from You have already voted. Thanks :-) Your vote is saved :-) Processing your vote...