

The Harvard Referencing System

Part 2

Compiling the Bibliography

The Harvard system does not give a full reference in the text of the assignment, so it is essential that you do this in the bibliography. The bibliography should be in alphabetical order & is located at the end of the assignment.

1. Book References

Book references should appear as follows:

- Author's main name
- Author's initial(s)
- Year of publication in brackets. If you cite more than one publication by the same author, from the same year, then indicate each publication with a suffixed letter e.g. 1998a, 1998b, etc.
- Title of the publication. All main words should have capitalised first letters & the whole title should be underlined or in italics
- Place of publication
- Publisher.

For example:

Schon, D.A. (1991) *the Reflective Practitioner*, London; Basic Books.

2. References to Journal Articles

Journal articles should appear as follows:

- Author's main name
- Author's initial
- Year of publication in brackets. If you cite more than one publication by the same author, from the same year, then indicate each publication with a suffixed letter e.g. 1998a, 1998b, etc.
- Title of the article in single quotation marks, in plain text without italics or underlining. The title is in lower case except for the first letter.
- The name of the journal, underlined or in italics, with capitalised first letters.
- The number of the volume, if any
- The number of the part of the volume, if any
- The page numbers of the article

For example:

Kolb, D. (1983) 'On education & reflective practice', *The Education Journal*, 3; 1, 7-20.

Journal titles do not have to be abbreviated, but if you do abbreviate, remember there are international standards on abbreviations which must be adhered to. Correct abbreviations for most journals can be found in British Humanities Index.

3. Book References to Edited Books

If the book has editors, instead of authors, add 'eds.' after their names.

For example:

Fuller, C. & Petch, A. eds. (1997) *Sociology & Social Work*, Harmondsworth; Penguin Books.

You may prefer to use brackets to separate the elements of the reference:

Fuller, C. & Petch, A. (eds.) (1997) *Sociology & Social Work*, Harmondsworth; Penguin Books.

4. Corporate Authors

Use the corporate author for books without individual authors.

For example:

Open University (1979) *Childhood & Society*, Health & Social Care Foundation Course Unit 6, Bletchley; Open University Press.

5. Series Statements

Series statements are added after the publisher only if you think it will help to identify the book. If a book is much better known by its title than by its authors or editors then use it instead.

For example:

Shorter Oxford English Dictionary (1964) prepared by Little, W., revised & edited by Onions, C.T., 3rd ed., Oxford; Clarendon Press.

6. Edition Statements

Write edition statements only when quoting a 2nd or later edition.

For example:

Mason, B. C. (1967) *Crisis Management for Beginners*, 6th ed., Oxford; Clarendon Press.

For a book which has been reprinted, use the date of the first printing of the edition referred to. The date of reprinting is only added if it is important.

For example:

Darwin, C.R. (1882, reprinted 1928) *Origin of the Species*, 6th ed., London; Dent.

7. Selected Chapters

You may wish to refer to one chapter from a book in your bibliography.

For example:

Evry, T. R. (1989) 'Woody Allen on film', in Cale, J. (1990) *American Humour*, pp.9-18, London; Penguin.

8. Abstracts

If you refer to an article of which you have seen an abstract but not the original, you need to acknowledge this in your bibliography.

For example:

Khan, R. (1991) 'Chloride poisoning in Bhopal', *Chemical Review*, 6, 11-23; through Chemical Abstracts (1975), 83, 199383.

9. Books in Languages other than English

You should either give the title exactly as it appears or an English translation of it in square brackets with a language descriptor at the end.

For example, either:

Thurfjell, W. (1975) *Vart hav varan doktor tagit vagen?* *Lakartidningen*, 72, 789.

Or:

Thurfjell, W. (1975) [*Where has our doctor gone?*] *Lakartidningen*, 72, 789, (in Swedish).

Had there been an English summary you would have noted this as follows:

Thurfjell, W. (1975) [*Where has our doctor gone?*] *Lakartidningen*, 72, 789, (Swedish with English summary).

10. Translations

Translations of books are treated differently

For example:

Milo, D. (1984) *Lute Music*, translated from the Greek, by D. Hill, London: Longman (originally published in 1981).

11. Conference Papers

In the case of one paper from a conference, use the same methods as for books.

For example:

Irvine, E. (1991) *Use of morphine in cancer care*, in *Opiate Analysis: Proceedings of WHO Study Seminar, Dublin, May 1990* (M. Salo & J. Magnussen, eds.), pp. 271-283, New York: Piatkus.

If the conference is one of a series & is not part of another publication use the Journal method instead.

For example:

Askey, A. (1936) 'Lancashire dialect roots in Saxon English', *proc. 25th British Linguistics Conference, Hull, Sep.1936*, pp.45-51.

12. Reports

Reports follow the following convention. Note that all report numbers which appear on the document need to be listed

- Author(s)
- (Year)
- Title.
- Place
- Publisher or distributor
- Report numbers.

For example:

Department of Health (1967) *Rickets*, London; H.M.S.O., Cmnd. 4800.

13. Theses

Use similar methods to those for books.

For example:

Highgate, S. (1998) *Counselling Techniques in Working with Children*, Ph.D. thesis, University of Bath, Bath.

14. Internet Sources

For the World Wide Web (WWW) use the same method as for books, but also write the URL (Universal resource Locator) & the date that you accessed the web page.

- Author.
- Year in brackets
- Title
- [WWW] or [Online] Location of web pages
- Date accessed in brackets.

For example:

General Social Care Council (2002) *Code of Practice for Social Care Workers* [WWW]. Available at http://www.gsc.org.uk/NR/rdonlyres/8E693C62-9B17-48E1-A806-3F6F280354FD/0/Codes_of_Practice.doc (Accessed 5th September 2008).

15. Electronic Journals

Articles follow the following convention:

- Author
- Initials
- Year in brackets
- Article title.
- [WWW] or [Online] location of web pages
- Date accessed in brackets

For example:

Stevenson, O. (2005) 'Genericism & specialisation: the story since 1970' *British Journal of Social Work*, 35, 5, July 2005, [Online] Available at <http://bjsw.oxfordjournals.org/> (accessed 5th September 2008).