Harvard: In-text referencing

**Simple in text citation**

Comma between surname and date and page

(Smith & Bruce, 1997, p. 8)

Author’s surnames Publication date Page number

Round-brackets

Here is an extract showing what in-text citations look like followed by the reference list

**Example: Paraphrasing from a book**

(This is an idea taken from a text but put in your own words)

On the subject of employee motivation Evenden and Anderson (1992, p. 45) suggest that in order to improve motivation for appraisal, that an objective for each key area of a job need to be developed

**Note:** 3 elements used – author surname, date and page.

**In-text citation for quotes:** Just add quotation marks on each end of the quote

'It would be foolhardy to think that all learning in organizations is planned' (French, 2005, p.123)

**In-text reference: Multiple Authors:**

3 or more authors can use 'et al.'

'All human psychology is influenced by upbringing'. (Critser et al., 2003, p.3).
In-Text reference for a source quoted in another source

If you refer to a source which you have not read, but which is mentioned in a source you have read, you cite both in the text of your essay but include only the work you have read in the list of references. This is also described as 'secondary citing'.

Example In text:

A study by Allen (2001, cited in Parker, 2009, p. 45) showed that...

In your list of references you should include only the work you have read, i.e. Parker
Harvard Referencing: Books

CITATION ORDER FOR BOOKS:

• Author (If editor; use abbreviation Ed after name)
• Year of publication (in round brackets)
• Title (in Italics)
• Edition (only if not first, format edn.)
• Place of publishing: Publisher

Practical example


NB: Minimal capitalization for Book titles: Only first letter of first word and Names or Places

NB.2: Book Titles in Italics

CITATION ORDER FOR ARTICLE OR CHAPTER IN EDITED BOOK. :

• Author of the Chapter/ Section
• Year of publication (in round brackets)
• Title of Chapter/ Section
• In: plus author/ editor of book
• Title of book (In Italics)
• Place of publication: Publisher
• Page reference

Practical example

Note: When referring to a work with editor/s, it is normally the case that each chapter/contribution is attributed to individual author/s. Therefore, it is the author of the chapter that you will be citing in-text. However, in the full reference you will need to insert the editor/s as well as the chapter author/s.

In the rare event that you may want to cite the whole of an edited book, you would simply reference it as a normal book but would replace author with editor in the in-text citation and put ed.or eds. after the editor/s name/s in the full reference.

CITATION ORDER FOR E-BOOKS

- Author
- Year of publication (in round brackets)
- Title (in Italics)
- [Online]
- Edition (only if not first, format edn.)
- Place of publishing:
- Publisher (if available)
- Available at: URL
- [Accessed: date]

Practical example

Harvard referencing: Journal articles

CITATION ORDER FOR JOURNALS

- Author (Surname, Initial.)
- Year of publication (in round brackets)
- Title of article (minimal capitalization & not in italics)
- Title of Journal (in Italics with maximum capitalization)
- Journal Volume
- (Journal Issue),
- Page range pp.6 – 56.
- Available at:
- [Date Accessed]

Practical Example

Harvard referencing: Websites

CITATION ORDER FOR WEB SITES

- Author / Owner / Creator of web site
- Year of publication (in round brackets)
- Title (in Italics)
- [Online]
- Available at: URL
- [Accessed: date].

Practical example


Note: A PDF report attached to a website are usually referenced just like a book or a report using the information available in the PDF; the reference then usually finishes with; Available at: The web url and Date accessed