



## Learning Services Study Guides

### Bibliographies and Referencing: Harvard Style

#### 1. Introduction

This guide is not exhaustive. It gives broad guidelines which you can work from and develop. You are always welcome to ask LRC staff for help.

## 2. Reference Lists and Bibliographies

### 2.1 Introduction

*What is a Reference List?* You will need to include a Reference List **and** a full Bibliography at the end of your essay. A Reference List is a list of all the sources that have been **cited** in the text of your work. It should be placed at the end of your essay and arranged alphabetically by author surname.

*What is a bibliography?* A comprehensive list of all information sources used within an essay, **whether you refer to them directly or not**. These include: books, journal articles, newspaper articles, internet web sites, DVDs, CDs etc. It should be placed **after** your Reference List and be arranged alphabetically by author surname. The Reference List and Bibliography should both be set out according to the recommended style at LIPA, which is the **Harvard Referencing System**.

**In text references** also need to be given as you write. Examples are shown under each heading. Do not use footnotes for references. Remember:

- Use author's surname, year e.g. (Smith, 2009)
- Include page number if you quote directly from a book or article e.g. (Smith, 2009, p.56)
- Use brackets

*Why have a reference list/bibliography?* It will show the research you have done and your range of sources, directing the reader to further information, and also prevent you from being charged with plagiarism. Do some work on your bibliography first before you begin to write; continue to add to it as you go along and **always keep detailed records**.

- A reference list/bibliography should always be arranged alphabetically by author, with no sub-sections.

- The 'author' can be the name of an organisation such as 'BBC'
- If there is no author then list the item alphabetically by title.
- If an author has more than one publication, list the publications chronologically with the earliest first.
- Use lower case letters to distinguish between publications that have been published in the same year (e.g. Smith (2006a) and Smith (2006b))



## 2.2 Books

The entry in your **bibliography** must include:

**Author's name** - last name, first name, in capitals

BENNETT, ALAN

**Year of publication** - in brackets followed by a comma

(1985),

**Title and subtitle (if there is one) of the book** - in italics, followed by a full stop.

*Talking Heads. (2<sup>nd</sup> ed.)*

**Edition** - don't include the 1<sup>st</sup> edition, only include this when the book is a 2<sup>nd</sup> or subsequent edition.

**Place of publication** - followed by a colon

London:

**Name of publisher** - followed by a full stop

Faber and Faber.

So the full entry should be:

**BENNETT, ALAN (1985), *Talking heads. (2<sup>nd</sup> ed.)* London: Faber and Faber.**

**In the text:** (Bennett, 1985)

**Watch out for:**

**Editors:** these are treated as an author but with ed. or eds. After their name. For example:

**SHIELDS, ROB (ed.) (2007), *Lifestyle shopping: the subject of consumption.* London: Routledge.**

**In the text:** (Shields, 2007)

**More than one author:** give all their names in alphabetical order.

**If there are more than three authors,** give all of them in the Bibliography, but give only the first followed by *et al.* in the text. (*Et al.* means 'and the others' in Latin). For example:

**BROWN, F., BLOGGS, W., WHALES, H. & SMITH, M. (2008), *Enterprise Management.* London: Penguin.**

**In the text:** (Brown *et al.*, 2008)

**Organisations as authors:** these can be treated as normal authors. For example:

**THE HEAVY METAL SOCIETY (2006), *A Survey of Heavy Metal Audiences: annual report 2005*. London: The Heavy Metal Society.**

**In the text:** (The Heavy Metal Society, 2006)

### **2.3 Chapters in books by different authors**

The entry must include:

**Author's name -**

SMITH, I.

**Year of Publication -** in brackets, followed by comma

(1997),

**Title and subtitle (if there is one) of the chapter or article -** in inverted commas followed by a full stop.

'Theatres and performing arts schools'.

**Follow this by 'In' and the author and name of the book (italics) from which the article was taken followed by a comma**

In JONES, S.M. (ed.) *Performing Arts Schools*,

**Page numbers of the article and a full stop**

pp.345 - 369.

**Place, colon, name of publisher and a full stop**

London: Penguin Books.

So the full reference would be:

**SMITH, I. (1997), 'Theatres in performing arts schools'. In JONES, S.M. (ed.) *Performing Arts Schools*, pp.345 - 369. London: Penguin Books.**

**In text:** (Smith, 1997)

**Note: the name of the author of the chapter goes in the in text reference not the author of the book**

### **2.4 Secondary Referencing**

Occasionally you will read a text which refers to the work of someone else, or quotes their words. Wherever possible you should track down and read this original work. If this is not possible, but you still want to use the information you can mention it as a reference. Use the phrase 'cited by' or 'quoted by' or similar, and include the date of the original publication if available.

**In text:** (Adebayo, 2007, quoted by Smith, 2010, p.42)

Smith (2010, p.42) cites Adebayo's views on dance (2007), believing that the...

If you have not read Adebayo's original work yourself then you cannot include it in your

bibliography. Instead your tutor will have to go to Smith's book and find full details of Adebayo's publication from there.

## 2.5 Journals

### 2.5.1 Articles in journals

The entry must include:

**Author's name -**

EVERETT, K., WALKER, J., SMITH, M. & JONES, G.

**Year of publication -** in brackets followed by a comma  
(2005),

**Title (and subtitle) of article -** in inverted commas followed by a full stop.  
'Conveying Emotions in Song Lyrics'.

**Title of journal -** italics followed by a comma  
*Journal for Song and Dance,*

**Volume and part and date including page numbers. –** For volume 30, part 4 the entry would be: 30(4), pp.24-31

So the full entry should be:

**EVERETT, K., WALKER, J., SMITH, M. and JONES, G. (2005), 'Conveying Emotions in Song Lyrics'. *Journal for Song and Dance*, 30(4), pp.24-31.**

**In text:** (Everett *et al.*, 2005)



### 2.5.2 Articles in newspapers, magazines etc.

The entry must include:

**Author's name -**

WILLIAMS, J.

**Year of publication -** in brackets followed by a comma  
(1995),

**Title and subtitle of article -** in inverted commas followed by a full stop.  
'Mad cow disease epidemic'.

**Title of journal, newspaper -** italics followed by a comma  
*The Guardian,*

**Date of article and page numbers.**  
20 March 1995, p. 4.

So the full entry should be:

**WILLIAMS, J. (1995), 'Mad cow disease epidemic'. *The Guardian*, 20 March 1995, p.4.**

**In text:** (Williams, 1995)



### 2.5.3 Electronic versions of journals, newspaper, magazine articles etc.

The entry must include:

**Author's name** -

BRUCE, K.

**Year of publication** - in brackets followed by a comma

(2010),

**Title and subtitle of article** - in inverted commas followed by a full stop.

'Trouble at mill'.

**Title of journal, newspaper** - italics followed by a comma

*The Guardian*,

**Volume and part and date.** If a newspaper article it's just the date followed by online in brackets.

23<sup>rd</sup> May 2010 (online).

For a journal article the volume and number would be (for example) 30(4).

**The full web page address and the date you accessed the article.**

So the full entry should be:

BRUCE, K. (2010), 'Trouble at mill'. *The Guardian*, 23<sup>rd</sup> May 2010 (online). Available <http://guardian.co.uk/news/2010/may/23/trouble-at-mill> (28<sup>th</sup> May 2011).

**In text:** (Bruce, 2010)

## 2.6 Other types of media

### 2.6.1 Film and Video

For a pre-recorded film or video you need to specify the medium after the title.

**Director** - last name, first name and note that they are the director too

SPIELBERG, STEPHEN (dir.)

**Date** - in brackets with a comma after the second bracket:

(1983),

**Title** - italics:

*ET*

**Media** - in brackets after the title and a full stop after the second bracket:

(DVD recording).

**Place of publication** - followed by a colon:

London:

**Name of publisher** - followed by a full stop:

Rank Video.

So the full entry should be:

SPIELBERG, STEPHEN (dir.) (1983), *ET* (DVD recording). London: Rank Video.

**In text:** (Spielberg, 1983).

### 2.6.2 Music video accessed via the internet

For a pre-recorded music video you need to specify the medium after the title.

**Director** - last name, first name and note that they are the director too  
GOWERS, BRUCE (dir.)

**Date** - in brackets with a comma after the second bracket:  
(1975),

**Title** – italics, followed by the name of the artist not in italics:  
*Bohemian Rhapsody* by Queen

**Media** - in brackets after the title and a full stop after the second bracket:  
(music video).

**The full web page address and the date you accessed the music video.**

So the full entry should be:

GOWERS, BRUCE (dir.) (1975), *Bohemian Rhapsody* by Queen (music video). Available <http://video.google.com/videoplay?docid=2734287104054737756#> (1<sup>st</sup> February 2011).

**In text:** (Gowers, 1975)

### 2.6.3 Television & Radio Programmes

Television programmes are referenced in the same manner as video recordings, but you need to include the date that the programme was shown and instead of publication details include the channel/station. For example:



*Later with Jools Holland* (6<sup>th</sup> March 2007) (video recording). London: BBC2.

**In text:** (Later with Jools Holland, 2007)

*The Evening Session* (28<sup>th</sup> July 1998) (audio recording). London: BBC Radio 1.

**In text:** (The Evening Session, 1998)

### 2.6.4 Live Performances

You probably won't need all the information below. For example 'performed by' information is only required if the performer differs from name of the band/artist. A gig might not have a title.

**Band/Artist/Composer/Choreographer** - last name, first name  
BALDWIN, MARK

**Year** - in brackets with a comma after the second bracket:  
(2011),

**Title** – italics, followed by a full stop:  
*Seven for a Secret*.

**Performed/conducted by** – followed by a full stop:  
Performed by the Rambert Dance Company.

**Place of performance** - followed by a comma & the city

The Lowry, Salford  
**Date seen** – in brackets followed by a full stop:  
(21<sup>st</sup> September 2011).

So the full entry should be:

**BALDWIN, MARK (2011), *Seven for a Secret*. Performed by the Rambert Dance Company. The Lowry, Salford (21<sup>st</sup> September 2011).**

**In text:** (Baldwin, 2011).

**LLOYD, JAMIE (2010), *The Little Dog Laughed*. Garrick Theatre, London (17<sup>th</sup> January 2010).**

**In text:** (Lloyd, 2010).

**Blondie (2011), O2 Academy, Liverpool (11<sup>th</sup> August 2011).**

**In text:** (Blondie, 2011).

### **2.6.5 Recorded Music**

Similar to a book entry, but include the format of the item:

**BOWIE, D. (1972), *The Rise and Fall of Ziggy Stardust and the Spiders from Mars* (audio recording on compact disc). London: EMI.**

**In text:** (Bowie, 1972)

For a song from an album, reference as follows:

**BLUR (1994), 'Girls and boys' in *Parklife* (audio recording on CD). London: EMI.**

**In text:** (Blur, 1994)

### **2.6.6 Online Databases**



You can also cite information from on-line databases such as Web of Science, BIDS, IIPA and EBSCOHost. Include the author's surname and initials, the title of the document in inverted commas, the journal title in italics, the journal details, the media (online), the online database name in italics and the date accessed.

**ROBERTS, T. (2001), 'Performing Arts Libraries'. *Library Review*, 2000, 50(3), pp. 230-256 (online). *Web of Science*. (24<sup>th</sup> June 2000).**

**In text:** (Roberts, 2001)

### 2.6.7 The Internet

If you know the author of a web site include the author, if not use the name of the 'organisation' (such as BBC or RIHANNA NOW), the title in italics, the media (online), the web page address and the date you accessed the document (as they often change). Remove the live hyperlink:

**JONES, H. (1997), *Music in education (online)*. Available <http://www.musiced.com/education.html> (25<sup>th</sup> August 1998).**

**In text:** (Jones, 1997)



If there are a few web sites where a document appears, try to use the site which seems to be the most permanent and long lasting and which you judge to be the most 'academic'. As web sites change rapidly and information is often difficult to find again at a later date, it is a good idea to make hard copies of any information sources you use from the Internet.

### 2.6.8 Interviews



When citing interviews include the following information: who the interview was with, the year in brackets, with the person who did the interviewing, the media (transcribed or recorded interview), and the date when the interview took place.

**OBAMA, B. (2011), *Interviewed by Emma Riley (transcribed from audio recording)*. (14 June 2011).**

**In text:** (Obama, 2011)



### 2.6.9 Emails

You may want to cite information that someone has given you via email. Include the author's surname and initials, the title of the email (from the subject line) in italics, the media (email), and the date of the communication.

**OBAMA, B. (2011), *Information about US modern dance policy (email)*. Personal email to OLDHAM, L. (23 July 2011).**

**In text:** (Obama, 2011)

Seek the permission of the sender to cite the message, otherwise you may be breaking Copyright and Data Protection laws.

### 2.6.10 Images, photos etc

Make sure that you are not infringing copyright by using an image in your assignment. An image should be used only if it helps to explain something you are writing about. If it is your own photo, you must still reference it.



- Find an author (which may be the name of the organisation that publishes the image)
- If it is from an online source, use Internet referencing guidelines.

See the following examples:

**HOLMES, C. (2011) *Private photographs of performance of Sweeney Todd.***

**In text:** (Holmes, 2011)

**OXFORD DICTIONARY OF NATIONAL BIOGRAPHY (2011) *Cover of Sergeant Pepper's Lonely Heartsclub Band LP* (online). Available <http://www.oxforddnb.com/public/sgtpepper/> (4<sup>th</sup> May 2011).**

**In text:** (Oxford Dictionary of National Biography, 2011)

## 3. Using references in your work

### 3.1 When to reference

You need to reference a source when you:

- Use direct quotations from a text,
- Summarise an author's words or
- Use one of their ideas expressed in your own way.

You must do this in order to avoid accusations of plagiarism and to show how well you have researched your subject.

You will need to provide a citation within the body of the actual essay, which will direct the reader to the full entry in the bibliography. Note: The Harvard style does not use footnotes for referencing.

The Harvard system is also called the author-date system, which means the citation, no matter what the source is, would include the author's surname and the year of publication.

### **3.2 How to reference in the text**

Include the author, year and page number (if relevant) in brackets after you refer to a source. For example:

Recent surveys by Smith (2011, p.56) suggest that...

Brown highlights the importance of “the growing European film industry” (2010, p.72).

**Note: you don't have to put the author's name in brackets in the second example as this is mentioned within the sentence.**

The full stop always comes after the reference. If there's one at the end of the quotation, omit it.

If you are citing an author who has published more than once in the same year, use lower case letters (a, b, c, d, etc.) after the date to distinguish the different publications. For example:

Turner (2009a) maintains that...

**When listing these sources in the bibliography, you would need to identify them with the same letters.**

If a book has two or three authors, all surnames must be given in the text. For example:

Jones and Smith (2011) argue...

### **3.3 Quotations**

Try to avoid using very long quotations in your work. Quotations of up to three lines can be included in the text and set in double quotation marks. Quotations of three lines or more should be separated from the main text, indented and single-spaced. For example:

Singh (2011, pp.56 - 9) has argued that:

Performing Arts libraries cater for the different needs of students and academic staff, and must therefore have a larger collection of digital material in the form of CDs and DVDs. They also tend to have specialist material such as musical scores or even examples of dance notation.

**Note: With indented quotations you do not need to use inverted commas**

**For further help and advice please ask at the LRC,  
staff will be happy to help you!**

**0151 330 3111    LRC@lipa.ac.uk**