



Student Guide: The Harvard System of Referencing and Citation

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1.1 The Harvard System

Appropriate use of a standard referencing procedure, indicating the use of others' work, is necessary in producing a piece of academic work of any style. One procedure commonly adopted is the Harvard System of referencing (British Standards Institute, 1990), sometimes referred to as the author-date method. This system is now acknowledged as the standard for St Martin's College.

The Harvard System of referencing expects only the use of the author's surname and the date of publication within your main body text (see **Section 2.2**). The full details of the citations are then gathered at the end of the document, as shown in **Section 2.3** and **Appendix 1**. This enables other readers/researchers to trace the sources used, which may lead them to further information within a recognised area of study.

When conducting a literature search, it is important that material is cited consistently (format, layout, punctuation, type-face) and accurately. This demands that you precisely record specific information about the sources used. Failure to do so will make it impossible to trace relevant information in the future. If you neglect to acknowledge sources of information in your work, you may be guilty of plagiarism. **Plagiarism** is a form of academic theft, i.e. the passing off of other's ideas or writing as your own. This not only includes failure to acknowledge the original author but also the use of verbatim text, without paraphrasing or quoting directly.

It is thus important to cite/reference in order to:

- acknowledge other researchers' or authors' work appropriately
- evidence depth and breadth of reading
- allow future readers of the work locate references for further understanding and evaluation of interpretation
- avoid the possibility of plagiarism

1.2 Nomenclature

It is important that you have an understanding of the terminologies associated with the process of referencing and citation:

- **Citation** – is the process of formally recognising the sources of your information (within your text).
- **Summary** – is a brief account of a section of a piece of work.
- **Paraphrase** – is the expression of a statement in other words.
- **Quotation** – is the use of a phrase or passage extracted from a source, verbatim (in exactly the same words), within your own written work.
- **Reference** – is the detailed description of the source from which your information was obtained. References can be further divided into **Primary** or **Secondary Sources**.

- **Primary Sources** – are original pieces of work or collections of data, for example a poem, a piece of artwork, a piece of music, census data etc.
- **Secondary Sources** – are articles written which take account of primary sources, such as literary criticism, as well as the thoughts or theories of the author him/herself.
- **Secondary Reference** – is the detailed description of a source that you haven't seen first hand, but have used the information as cited by a different author who observed the original source.
- **Bibliography** – is the entire collection of source material used to write your assignment.

You will also find, in **Appendix 2**, a translation of Latin expressions and abbreviations often found in various academic texts and, in **Appendix 4**, Greek symbols often used in science and statistics subjects.

2.1 The Process of Citation

When writing academic pieces of work, it is expected that you will draw on relevant statements, ideas, theories and conclusions from other authors or researchers within your chosen subject. This material may be used in the form of *summary* statements, *paraphrased* sections or *direct quotations*. Citation acknowledges the sources of ideas that you have borrowed in the course of constructing your argument. In simple terms, the academic community has a large bank of information and ideas from which you can draw. No interest is charged for borrowing, but you should, in all honesty, acknowledge the loan. If you do this conscientiously, your reader can then take note of, and give credit to, your ideas. The Harvard System is a simple method of citation as it requires the use of only the surname of the author of the work from which the information has been extracted, and the date the piece was published.

You must use this method each time reference is made to another's work (whether or not you have referred to it previously in your text). By doing this, you are able to precisely locate a source of information so that you can refer to it subsequently; your reader can verify that you have transcribed or interpreted the information correctly; and, in the event of dispute, you and your reader can return to the basic information or data from which your divergent arguments were developed.

These are the reasons why you should cite your sources. When you should do so is also quite straightforward.

• You cite sources of information when:

- a. you have quoted that source verbatim – distinguishable by the use of quotation marks for short quotes and by indentation for long quotes (see **Section 2.2.2**);
- b. the information is not common knowledge in the academic field and might, therefore, be open to question or controversy;
- c. you wish to refer the reader to your source (if comment is being made, for example);
- d. the information is of critical importance in sustaining your argument;

• You cite sources of ideas when:

- a. you have quoted that source verbatim;
- b. you have explicitly incorporated the borrowed idea in your own argument;
- c. you wish to refer the reader to the source of an idea (in the exposition of a theory, for example);
- d. an idea or method of enquiry or analysis used in the source has had a direct effect on your own ideas or form of argument, even though the idea or method of enquiry or analysis does not appear in its original form in your argument.

Failure to acknowledge the source of an idea, extensive verbatim copying from a source without due acknowledgement or the incorporation with only slight adjustment the original terms, phrases, style and organisation of ideas are types of academic theft. Such actions are known as **plagiarism** (see your **Student Handbook**) and are penalised when discovered.

The following comprises the main ways in which you may use the ideas, arguments and views of others.

2.1.1 The Summary

In a summary you present another's ideas more briefly than in their original form and in your own words; the original source should be accurately and explicitly cited. For example, the following is a section from a well known sports biomechanics textbook, followed by an appropriately cited summary.

• **Original Version:**

Assuming the throw conforms with the rules governing the event, the distance with which a discus thrower is credited is determined by the speed, height and angle at which he (or she) releases the implement and by the aerodynamic factors that influence its flight.

The speed and angle of release are determined by the magnitude and direction of the forces exerted on the discus and the distance at which these forces are applied.

(Taken from Hay, J.G. (1985). *The Biomechanics of Sports Techniques*. Englewood Cliffs: Prentice-Hall. p.112)

• **Summary Version:**

The distance a discus is thrown depends on the release speed and angle (determined by the forces acting on the implement), the release height and aerodynamic factors (Hay, 1985. p.112).

2.1.2 The Paraphrase

In paraphrasing another's ideas you aim to convey the essential aspects of those ideas in your own words and style, the length being roughly that of the original.

While it is an integral part of academic work, the paraphrase is often where **plagiarism** occurs. An inability to paraphrase correctly, i.e. without undue reliance on the form and language of the original piece, shows that you have not really understood the original. It is the capacity to express the original piece in your own terms that precisely demonstrates that you have made its ideas an extension of your own.

The following illustrations of incorrect and correct paraphrase are based on the same extract from Hay (1985) above:

• *Plagiarised Version*

For a throw which conforms to the rules governing the event, the distance credited to a discus thrower is determined by the speed, height and angle at which he/she releases the discus and by aerodynamic influences on its flight. The speed and angle of release are fixed by the amount and direction of the forces on the discus and the length over which those forces are exerted.

A plagiarised version is often marked by an awkwardness of presentation, due in part to the attempt to disguise the original extract through minor word and phrase changes, and sometimes by a misrepresentation of ideas in the original. Also, no proper credit is given for the ideas through explicit citation of sources.

• *An Acceptable Version:*

The distance recorded for a valid discus throw depends upon the speed, height and angle at which the discus is released and also by "the aerodynamic factors that influence its flight". The release speed and angle depend, in turn, on both the magnitude and the direction of the forces which the thrower applies to the discus and on the distance over which the forces act (Hay, 1985, p.112).

In this version the source is acknowledged, the ideas are expressed in a clear, consistent way and the author chooses to quote directly a key phrase rather than run the risk of a clumsy or misleading paraphrase.

2.1.3 The Quotation

The quotation comprises a **direct copy** (verbatim) of part of the original source. It may be a single word, phrase, part of a sentence, whole sentence, or one or more paragraphs. Direct quotations should not be used indiscriminately or extravagantly, but when:

- no other words could adequately express the meaning;
- the author's words are needed, either to avoid misunderstanding or as an object of study in themselves;
- you are comparing and contrasting views.

Any direct quotation should be accurate to the original, even if the original includes errors of spelling, punctuation, etc. Short quotations (of less than 3 lines) are normally integrated into a sentence, and can be identified by the use of quotation marks. The quotation marks used may either be double ("...") or single ('...'), but if you find that you need to include a quote within a quote, you must ensure that you alternate, for example:

... considerable differences in self-perceptions and participation motivation exist among athletes who vary in playing time. "In short, players who 'ride the pine' don't perceive their skills to be improving, perceive themselves as less competent in physical and interpersonal skills, and don't have much fun ..."

Long quotations, of more than 3 lines, should be distinguishable within your work by indentation and centring. When using this method, quotation marks are not required, but you will be expected to include the correct punctuation, as it appears in the source. An example of this can be seen in **Section 2.2**.

If you wish to omit part of the original, you should indicate this by substituting three double-spaced full stops for the omitted material (as shown in the example above); care should be taken not to distort the original when you do this. Any amendment to the original material should be signified by placing it in squared brackets [thus]. You can also indicate that you have recognised errors in the original by placing (*sic*) immediately after the error (see **Appendix 2** for definition).

2.2 Correct Methods of Citation

2.2.1 The Summary and The Paraphrase

When citing the work of others, the method of including the citation within your text is dependent upon the flow of the sentence and its grammatical suitability. The following examples illustrate how this may be done, according to the number sources and the number of authors of each source:

• *Single author examples:*

... more recent research by Hilary (1999) has indicated that ...

or, it may be more appropriate to put both author and year in parentheses

... it has been demonstrated that the anxiety performance relationship is more complex than originally theorised (Jones, 1992), which has led to ...

• *Two or more authors:*

If there are two authors, the names of both should be included within the text and in the reference list at the end of your text. If there are more than two authors, the surnames of all authors should be included when first cited. If the same reference is used again, the surname of the first author only may be used, followed by the abbreviation *et al.* (see **Appendix 2** for definition).

Note: The format for using *et al.* is such that there is no comma after the first author's name. There is always a full stop after *et al.* (as it is an abbreviation) and it should be written in italics.

Examples:Two Authors

... Spencer and Willis (1986) developed this idea to ...

or,

... some researchers have suggested that such a mechanical relationship does exist (Bartlett and Inkle, 1993).

More Than Two Authors

... Egbert, Harrison and Tess (1974) illustrated that such historical principles exemplified ...

thereafter, when using the same source again

... during this period it had been noted that the Victorian government was responsible for such work (Egbert *et al.*, 1974).

• Two or more sources:

If two or more sources have been used, it is normal to list in chronological then alphabetical order. Each reference should be separated using a comma when within the text and by a semicolon when within parentheses.

Examples:

... Stevens (1932), James (1956) and Powers (1960) demonstrated this principle throughout their work ...

or,

... this issue has been investigated many times without any obvious conclusion (Brown, 1974; Jenkins and Dingle, 1982; Kirk *et al.*, 1990) ...

• Sources by the same author in the same year, and sources by different authors with the same surname:

If you have used sources written by authors who have the same surname, their first name initial(s) may be used, for example:

Further to this evidence, it was demonstrated that the primary option was valuable (Armstrong, D., 1967) ...

However, if you are using sources written by the same author, published within the same year, lower case letters may be used after the date to distinguish between each citation. The same system must then be used in the reference list at the end of your text.

Example:

... having argued that the Careers Service should be moved (Rowley, 1994a) it was then established that the initial decision was the most appropriate (Rowley, 1994b) ...

• Sources lacking necessary information

If you have sources for which the date of publication is not clear, you may wish to attend to the following examples:

Unpublished work:

Webb (unpub.) had decided that the previous ...

Work with no publication date:

Davids (n.d.) has suggested that the existing principle ...

Work in the process of publication:

Heather (in press) expected that the outcome ...

Work with an approximate publication date (usually very old work):

Use of the abbreviation 'c.' meaning circa (=about), for example:

Alexander (c.1656) demonstrated this using the technique developed ...

Work with a questionable publication date:

Dickson (?1742) illustrated this ...

Similarly, if the name(s) of the author(s) are unknown, unnecessary or unavailable, the following systems may be adopted:

Anonymous work:

Where the author is unknown the title of the work may be used. You must always refrain from using the terms 'anonymous' or 'Anon.', for example:

The most difficult principle was derived from working with other species (Arbuckle's Masterpiece, 1903) ...

Films and Videos:

It is normal to cite films and videos by their title, for example:

The Thin Red Line (1999; motion picture) illustrated the emotional ...

or

The World at War (1993; VHS tape) emphasised this issue repeatedly ...

Television Programmes:

Normally identified, at present, as video recordings, for example:

The Rise of the British Empire (1986; video recording) illustrated that ...

Newspaper Articles where the author is unknown:

The *Lancaster Guardian* (12 Sep. 1996. p.17) featured ...

Note: the initial article (The) would be italicised if it formed part of the official title of the newspaper.

Official Publications:

The subsequent report (Department of Defence, 1984) contained similar ...

2.2.2 The Quotation

The citation of direct quotations adopts an identical system to those listed above. However, the format for their inclusion differs to that of paraphrased or summarised information.

If the quotation is short, i.e. less than one line, it may be included as a continuation of text but presented in quotation marks. For example:

... therefore, when "better measures are expected" (Aitken, 1973. p.76) the outcome would ...

However if the quotation is longer, it should begin a new line, and be indented from the main body text. Inclusion of page numbers (in all cases) is expected. For example:

... this was emphasised in the following statement:

Generally, empirical experiments studying the effects of foods, supplements and dietary manipulation are unlikely to provide useful information. Whether food can have ergogenic effects depends on the outcome which is desired. (Deakin and Brotherhood, 1995. p.97)

An extension of this research demanded the involvement of subjects from a variety of socio-economic backgrounds ...

2.2.3 Secondary References

It is not uncommon, when reading various sources, for you to discover cited information that you consider important to your work. It is obvious that having a copy of the original work would be much more appropriate than accepting the word of another, and you should try and find this source yourself. However, obtaining such work can occasionally prove difficult. If you find yourself in this situation, and you feel it appropriate to accept the interpretation of another author, as a fair reflection of the content of the original work, the process of citation differs slightly.

Within your main body text, you must cite the original author and year (using the methods shown above) and also the author and year of the source from which you obtained the information. For example:

... but no definitive results are yet available (Stolker *et al.*, 1994; cited in Bloomfield, Fricker & Fitch, 1995).

Additionally, when compiling your bibliography at the end of your text, the process is also slightly different, as illustrated in the final section of **Appendix 1**. As you will see, it is necessary to include specific detail of both the primary and secondary references.

2.2.4 Illustrations, Charts etc.

If it is appropriate for you to use diagrams or charts from the work of another, it is necessary that you cite the source. You should do so using exactly the same method as that adopted for citing quotations, with the author, date and page numbers given alongside the illustration and the full details in your list of references.

NOTE: If you find that you are in a position to publish some of your written work, for example your dissertation, you will have to seek permission from the original author to use their illustrations or charts.

2.3 Organisation of Sources at the End of the Text - 'The Bibliography'

A list of sources must always be included at the end of your text, as evidence of the extent of literature and other sources that have been used to write your document. Clarity is the key when compiling your bibliography, and it is common practice for individuals to have just one section, organised first alphabetically, then chronologically. It is necessary to include the first two elements of your citation (author, year) followed by the specific details of the source, as shown in **Appendix 1**.

However, you may find arranging your bibliography into the following subsections (according to the types of source material used) valuable, in order to account for not only the sources cited but also where they came from and any other supporting material you may have used (and not cited).

2.3.1 When Primary Sources Have Been Used

BIBLIOGRAPHY	
Primary Sources	
~~~~ (nn)~~~~	
~~~~ (nn)~~~~	
~~~~ (nn)~~~~	
<b>Secondary Sources</b>	
• <b>Primary References</b>	
~~~~ (nn)~~~~	
~~~~ (nn)~~~~	
~~~~ (nn)~~~~	
• Secondary References	
~~~~ (nn)~~~~	
<b>Other Sources</b>	
~~~~ (nn)~~~~	
~~~~ (nn)~~~~	

### 2.3.2 When Primary Sources Have Not Been Used

BIBLIOGRAPHY	
<b>References</b>	
~~~~ (nn)~~~~	
~~~~ (nn)~~~~	
~~~~ (nn)~~~~	
Secondary References	
~~~~ (nn)~~~~	
~~~~ (nn)~~~~	
~~~~ (nn)~~~~	
<b>Other Sources</b>	
~~~~ (nn)~~~~	
~~~~ (nn)~~~~	

### 2.3.3 Groups of Source Material

- **PRIMARY SOURCES** – this should be a list of all **primary** sources that have been cited within the text, as defined in Section 1.2 and that you have had access to first hand.
- **SECONDARY SOURCES / REFERENCES** – this should be a list of all sources (other than Primary) that have been cited within your text, i.e. all those that you have had access to first hand.
- **SECONDARY REFERENCES** – this is a list of any sources you may have felt it necessary to acknowledge, as second-hand information. This is normally a result of a lack of accessibility/availability of the article/source. Thus the author must rely on the interpretation of another to provide the necessary understanding. Note: The process including the detail of Secondary References in your Bibliography is slightly different to that of Primary or Secondary Sources (see **Appendix 1**, Section A16)
- **OTHER SOURCES** – this is a list of any other sources that may have been used to support the piece of work, but have not been cited within the main body of the text. This is often restricted to reference books.

The acceptable method for referencing a source is shown below in the most basic form. However, this pattern varies according to the nature of the source used. **Appendix 1** illustrates, in detail, how to reference various sources that you might encounter whilst studying at St Martin's.

• **Basic Method of Referencing:**

Author's surname, Initials. (Year). Title of paper/chapter. *Title of Source Text*. Other Information.



# Appendix 1

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## A1. THE BIBLIOGRAPHY – Referencing Various Sources

**Note 1:** all elements of a reference are divided by a full stop. Also, the titles are reproduced as they are seen in the source itself.

### A1.1 BOOKS & EDITED TEXTS

When citing information from texts, the elements to cite include:

- Author's Surname and Initials – with correct punctuation (see example below)
- Year of Publication – in parentheses
- Title of Book – in italics and title case (see Note 2 below)
- Edition (if not the first)
- Place of publication – followed by colon
- Publishers

**Examples:**

Hay, J.G. (1986). *Biomechanics of Sports Techniques. 2nd ed.* Champaign, Illinois: Human Kinetics Publishers.

or

Bishop, J. and Lawrence, T. (1993). *A History of Victorian Employment.* Edinburgh: Edinburgh University Press.

**Note 2:** It is expected that all students will word-process their work. However, if you are not able to do so, you may underline the title of the text, rather than use italics.

**Note 3:** If there are more than two authors, you must list all names. It is not appropriate to use the abbreviation *et al.* in this section of your text.

**Example:**

Bloomfield, J., Fricker, P.A. and Fitch, K.D. (1992). *Science and Medicine in Sport, 2nd ed.* Victoria, Australia: Blackwell Science. Pp. 17-19.

If the information has been extracted from an edited source the chapter/section title should be used as the primary authority, rather than the title of the book.

- Author's Surname and Initials of the chapter/section used – with correct punctuation
- Year of Publication – in parentheses
- Title of Chapter/Section – in sentence case
- In: Author(s)/Editors of book (Initials followed by Surname)

- Title of Book – in italics and title case
- Place of publication – followed by colon
- Publishers
- Page numbers of article

**Examples:**

Powell, L. (1994). Personal and social education: A vehicle for prejudice reduction. In: B.R. Singh (ed.) *Improving Gender and Ethnic Relations: Strategies for Schools and Further Education.* London: Cassell. Pp. 36-68.

### A1.2 ILLUSTRATIONS & TABLES

When citing illustrations and tables, the abbreviations *illus.* or *fig.* are used, but the terms *table* or *map* are used in full.

- Author's Surname and Initials – with correct punctuation (see example below)
- Year of Publication – in parentheses
- Title – in italics and title case
- Place of publication – followed by colon
- Publisher
- Page numbers used
- Illus./fig./table./map

**Example:**

Melton, J.G. (1994). *The Vampire Book: The Encyclopedia of the Undead.* New York, Visible Ink, *illus.* P.64.

### A1.3 JOURNALS/PERIODICALS

- Author's Surname and Initials – with correct punctuation
- Year of Publication – in parentheses
- Title of Paper – in sentence case
- Name of Journal – in title case and italics
- Volume number and Part number (if necessary) – in bold
- Page Number(s)

**Example:**

Schlenzka, D., Roussa, M., Seitsalo, S., Ylokoski, M., Hurri, H. and Osterman, K. (1993). Operative treatment of severe isthmic spondylolisthesis in adolescents: Reduction and fusion versus fusion *in situ*. *Journal of Bone and Joint Surgery*, 17. Pp. 299 - 321.

## A1.4 THESES &amp; DISSERTATIONS

- Author's Surname and Initials – with correct punctuation
- Year of Publication – in parentheses
- Title of Thesis – in italics and sentence case
- Designation (and type) – in title case
- Name of University/Institute to which the thesis was submitted

**Example:**

Benrimoj, S.L. (1980). *Pharmacy in health centre areas*. PhD Thesis. University of Bradford, Yorkshire.

## A1.5 UNPUBLISHED MATERIAL

- Author's Surname and Initials – with correct punctuation
- Year/Date of publication (if known) – in parentheses
- Title/Nature of Work – in title case (not italics, because it hasn't been published)
- Followed by term 'unpublished', plus any further information available (such as name of University, country etc.

**Example:**

Tinberg, C.M. (1993). The Relation of Practice Time to Coaches' Objectives, Players' Improvement and Level of Expertise. Unpublished Masters Thesis. Arizona State University, Tempe.

**Note 4:** For material which is soon to be published, but is 'in press' at the time of writing your piece, use the same process as above, but substitute the term 'in press' for 'unpublished'.

## A1.6 CONFERENCES &amp; CONFERENCE PROCEEDINGS

- Name of Conference
- Conference Number (if appropriate)
- Date – in parentheses
- Title of Published Work (if different from the name of the conference) – in title case and italics

- Author/Editor of Proceedings
- Place of Publication
- Publisher

**Example:**

International Conference on Industrial Robot Technology, 7th. (1984). *Industrial Robot Technology*. N. Matteson (ed.). Gothenburg, IFS.

## A1.7 CONFERENCE PAPERS

- Author's Surname and Initials – with correct punctuation
- Year of Publication – in parentheses
- Title of Paper – sentence case
- 'In': Initials, Surname of Editor of Proceedings (if applicable)
- Title of Proceedings – in italics and title case
- Details of Conference, e.g. date, place etc.
- Place of Publication
- Publisher
- Page Number(s)

**Example:**

Lemmond, E.H. (1990). A study of library networks in type. In D.C. Genaway and T.H. Hogan (editors). *Proceedings of the 5th Integrated Online Library Systems Meeting*. New York, May 2-3, 1990. New York, Learned Information, pp. 137-162.

## A1.8 NEWSPAPERS &amp; MAGAZINES

- Author's Surname and Initials – with correct punctuation
- Year of Publication – in parentheses
- Title of Article - sentence case
- Title of Newspaper – in italics and title case
- Date, or Edition (if magazine)
- Page Number

**Examples:**

Norman, M. (1984). The once-simple folk tale analyzed by academe. *New York Times*, 5 March, p.15.

Or, if the author is unknown

*The Independent* (1994). 8 January. London, p.6.

**Note 5:** It is unnecessary to include the year after the date of the paper, as it has already been used after the title.

## A1.9 AV RESOURCES

Generally adopt the same format of books They may include the following:

### **A1.9.1. Pre-recorded Video**

- Broadcast Company, instead of author
- Year of Production – in parentheses
- Title of Programme – in italics and title case
- Medium: Format - e.g. video: VHS

**Example:**

Film Four (1999). *The Filth and the Fury: A Sex Pistols Film*. VHS

### **A1.9.2. Film**

- Title of Film
- Year of Production – in parentheses
- Person/Body responsible for production
- Running Time – in parentheses
- Production Company
- Place of Production (if known)
- Format – e.g. video tape, cine film etc.

**Example:**

*A Few Good Men* (1992). A David Brown Production. Running time: 133 min. Columbia Tristar Film Distributors. Video tape.

### **A1.9.3. Off-Air Recording**

If recorded from television or radio, rather than in a pre-recorded format.

- Series Title
- Year of Production – in parentheses
- Title of Programme – in sentence case
- Place of Production –
- Producers
- Transmission Date – in parentheses
- Medium: Format – e.g. video, audio-tape etc.

**Example:**

Profile of Ellen MacArthur (2002). *Extreme Lives*. London, BBC. 6 March. Video recording.

## A1.10 CARTOGRAPHICAL MATERIAL

### **A1.10.1. Atlases**

- Title of atlas – in italics and title case
- Year of Publication – in parentheses
- Place of publication and publisher

**Example:**

*Times Atlas of the World, 2nd ed.* (1992). London, Times Books.

### **A1.10.2. Ordnance Survey Maps**

- Ordnance survey
- Year of Publication – in parentheses
- Title – in italics and title case
- Sheet number, scale.
- Series – in parentheses

**Example:**

Ordnance Survey (1988). *Preston and Blackpool*. Sheet 102, 1:50,000. (Landranger Series).

**A1.10.3. Geological Survey Maps**

- Corporate author
- Year of Publication – in parentheses
- Title – in italics and title case
- Sheet number, scale

**Example:**

Geological Survey of Great Britain, England and Wales (1972). *Alnwick (drift)*. Sheet 6, 1:50,000.

## A1.11 PATENTS

- Originator (Usually name of person, but may be name of company)
- Date of Publication – in parentheses
- Title of Patent – in italics and title case
- Series Designation

**Example:**

Philip Morris Inc. (1981). *Optical Perforating Apparatus System*. European Patent Application 0021165A1

## A1.12 BRITISH STANDARD PUBLICATIONS

- ‘British Standards Institution’
- Year – in parentheses
- Code Number – in italics
- Title – in sentence case and italics
- Place
- Publishers – ‘BSI’

**Example:**

British Standards Institution (1990). *BS5605:1990 Recommendations for citing and referencing published material*. Milton Keynes, BSI.

## A1.13 LAW REPORTS

- Case – in italics and title case
- Year – in parentheses
- Volume number and abbreviation for name of report and first page of report

**Example:**

Hazell v. Hammersmith and Fulham London Borough Council [1992]. 2 A.C. 1.

## A1.14 OFFICIAL PUBLICATIONS

For purposes of clarity, this section has been subdivided into those publications of the UK and those of the ECU.

**A1.14.1. UK Official Publication****A1.14.1.a. Non-Parliamentary****Examples:**

Department of the Environment. (1986). *Landfilling wastes*. London, HMSO (Waste Management paper, 26).

or

Department of National Heritage. (1997). *Guide to safety in sports grounds. 4th ed.* London, HMSO.

**A1.14.1.b. Parliamentary Publications****Examples:****• Acts of Parliament**

*Further & Higher Education Act 1992* (c.13) London, HMSO.

**Note 6:** Acts are organised numerically throughout the year. Public General Acts use Arabic numerals. Local and Personal Acts use lower-case roman numerals.

Additionally, a different system operated prior to 1963, based on the date of the sovereign's accession to the throne and the dates of the Parliamentary session. For example:

*Education Act 1944* (7&8 Geo 6 c.31). London, HMSO.

### • Parliamentary Bills

- Parliamentary Bills are also organised numerically and in accordance with the house from which they originated.
- Each Bill has a number on the lower left hand corner of the title page
- House of Commons Bills enclose the number in square parentheses
- House of Lords Bills use round parentheses. More recently, however, the Bills now carry a label 'HL Bill' followed by a number without parentheses.

**Note 7:** A Bill is renumbered whenever it is reprinted during its passage through Parliament.

References to a Parliamentary Bill should include:

- Parliamentary Session, in round parentheses
- The Bill's serial number

*HC Bill (1989-90) [51]*

*HL Bill (1991-02) 27*

### • Statutory Instruments

*National assistance (assessment of resources) regulations (1992) SI 1992/2977.*  
London, HMSO.

### • Hansard (Official reports of Parliamentary Debates)

Hansard references must include the abbreviation of the House of Lords (HL) or the House of Commons (HC). The abbreviation 'Deb.' is used to illustrate that the documentation is that of a debate. The abbreviation 'col.', followed by a number, indicates the column within the report from which the information was extracted. For example:

*HC Deb. (1990-91) 195, col.311*

*HC Deb. (1990-91) 195 written answers col.41*

### • Official Reports of Parliamentary Debates in Standing Committees

In this instance, the abbreviation 'Stg Co Deb.' is used instead of the full title (above). The identifying letter of the Standing Committee and the title of the legislation discussed is also included, for example:

*Stg Co Deb. (1980-81) Co E Finance Bill, col.46.*

### • Parliamentary Papers

- Are organised numerically in accordance with the House from which they originated
- Both Houses have serial numbers printed on the bottom left hand side of the page.

However, the House of Lords has the number in round parentheses.  
For example:

*HL (244) (1984-85)*

*HC 7 (1990-91)*

### A1.14.1.c. Command Papers

Command papers are presented to Parliament by command of the reigning monarch. They include:

- Reports of Royal commissions
- Statements of government policy (White Papers)
- Discussion or consultation documents (Green Papers – although not all Green Papers are published as command papers)
- Reports of Departmental Committees
- Reports of tribunals or commissions of enquiry
- Reports of permanent investigatory bodies such as the Monopolies and Mergers Commission or the Law Commission
- Treaties and agreements with other countries or international organisations
- Annual accounts

Command papers are numbered sequentially regardless of Parliamentary session. The running number and prefix appears on the bottom left hand corner of the cover and the title page.

**Note 8:** The prefix has been changed over the years. The series of Command Papers published thus far have been numbered as follows:

1st series	[1]-[4222]	1833-1869
2nd series	[C. 1] - [C. 9550]	1870-1899
3rd series	[Cd. 1] - [Cd. 9239]	1900-1918
4th series	[Cmd. 1] - [Cmd. 9889]	1919-1956

5th series	Cmnd. 1 – Cmnd. 9927	1956 – 1986
6th series	Cm. 1 -	1986 – ongoing

The papers, when cited, must include the following information:

- The title of the Paper
- The Command Paper number
- The year of Publication

**Example:**

*Royal Commission on Local Government, 1966-1969* (Cmnd. 4040, 1969) London, HMSO.

**A1.14.2. EC Union Publications**

The system illustrated below does not conform to the Harvard system *per se* owing to the specific methods adopted in organising the range of publications available. Its value is in demonstrating a method that is consistent.

**A1.14.2.a. COM documents**

COM documents are proposals by the European Community for new legislation. It is normal that the processing time for such papers is quite lengthy and that only the final version is available for public viewing.

**Example:**

*Proposal for a Council directive on uniform procedures for checks on the transport of dangerous goods by road, COM (93) 965, final.*

**A1.14.2.b. Secondary legislation (from the European Commission or Council)**

**Example:**

*Council Regulations (EC) No. 40/94 of 20 December 1993 on the Community trade mark*

**A1.14.2.c. Directives and Decisions**

**Examples:**

*Council Directive 90/365/EEC of 28 June 1990 on the right of residence for employees and self employed persons who have ceased their occupational activity.*

or

*Commission Decision 94/10/EC of 21 December 1993 on a standard summary form for the notification of a decision to award the Community eco-label.*

**A1.14.2.d. Official Journal of the European Community References**

Must include the following information:

- OJ series – including the abbreviations:

L (Legislation)

C (Communications and Information)

S (Supplement)

- Issue number
- Date of issue
- Page number

**Example:**

*OJ No. C311, 17.11.93, p.6*

A comprehensive citation would read:

*Council Regulation (EEC) No 2015/92 of 20 July 1992 amending Regulation (EEC) No. 1432/92 prohibiting trade between European Economic Community and the Republics of Serbia and Montenegro (OJ No. L205, 22.7.1992, p.2)*

**A1.15 ELECTRONIC AND INTERNET INFORMATION**

**A1.15.1. CD-ROM**

It is important to note that if you are using a CD-ROM to obtain a journal reference, you need only cite the journal as your source, not the CD-ROM. However, if the information is only available on CD-ROM, for example as a database, you may cite as follows:

- Author's Surname and Initials – using correct punctuation
- Year of Production – in parentheses
- Title of CD-ROM – in italics and title case
- Volume – if appropriate
- Production Company

**Example:**

Franks, A (1993). *Anatomy in Action*. Volume 2. Aerial Electronic Productions

**A1.15.2. URLs (Uniform Resource Locator/Internet Address)**

- Author's Surname and Initials – using correct punctuation
- Year of Production – in parentheses
- Title of page followed by [online]
- Edition – if appropriate
- Place of Publication – if available
- 'Available from:'(URL/Internet address)
- Access date – the date on which you downloaded the material

**Example:**

Holland, M. (1996). *Harvard System* [online]. Poole: Bournemouth University. Available from: [http://www.bournemouth.ac.uk/service_depts/lis/LIS_Pub/harvardsys.html](http://www.bournemouth.ac.uk/service_depts/lis/LIS_Pub/harvardsys.html) [Accessed 18:10:00]

**A1.15.3. Electronic Journal Articles**

- Author's Surname and Initials – using correct punctuation
- Year of Production – in parentheses
- Title of Article – in sentence case
- Title of Journal – in italics and title case
- Medium – in square parentheses
- Date of Publication
- Volume Number (issue number) – in bold
- 'Available from:'(URL/Internet address)
- Access date – the date on which you downloaded the material

**Example:**

Smith, J. (1996). "Time to go home". *Journal of Hyperactivity* [Internet]. 12 October, **6 (4)**, pp. 122-3. Available from: <http://www.lmu.ac.uk>. [Accessed 14:12:98]

**A1.15.4. On-Line Images**

- Title of Image, or a description – in italics
- Year of Production – in parentheses
- '[OnLine image]'
- 'Available from:'(URL/Internet address)
- Filename, including extension
- Access date – the date on which you downloaded the material

**Example:**

*Hubble space telescope release in the Space Shuttles payload bay*. (1997) [OnLine image]. Available from: <http://explorer.arc.nasa.gov/pub/>SPACE/GIF/s31-04-015.gif>. [Accessed 12:09:99]

**A1.15.5. Mailbase/Listserv email Lists**

- Author's Surname and Initials
- Year – in parentheses
- Title of message
- Discussion List Name and Date of Message - underlined
- '[OnLine]'
- 'Available from:'(email list address)
- Access date – the date on which you accessed the material

**Example:**

Brack, E.V. (1996) Re: Computing short courses. [Lis-link2May 1996](#). [OnLine]. Available from: [mailbase@mailbase.ac.uk](mailto:mailbase@mailbase.ac.uk) [Accessed 24:08:97]

**A1.16 SECONDARY REFERENCES**

When compiling a list of Secondary References, it is important to include as much information as possible. You must begin with the original source details (based on the methods illustrated above), followed by the details of the primary source (the text from which you extracted the secondary information).

**Example:**

Williams, J.G.P. (1980). *Atlas of Injury in Sport*. London: Wolfe Publications, p. 58. Cited in: Bloomfield, J., Fricker, P.A. and Fitch, K.D. (1992). *Science and Medicine in Sport, 2nd ed.* Victoria, Australia: Blackwell Science, pp. 17-19.

However, if you have previously referenced the primary source in your list of references, you may abbreviate the citation.

**Example:**

In your list of primary references you would have:

Jones, P. (1996). *A Family Affair*. London, Butterworth, p.67-94.

Then, in your list of secondary references you would write the following.

Pollock, T. (1995). *Children in Contemporary Society*. Cambridge: Macmillan. Cited in: Jones, P. (1996).

## Appendix 2

### A2. LATIN ABBREVIATIONS & EXPRESSIONS

You may discover some of the following abbreviations or expressions within source texts. Alternatively, you may wish to make use of them within your own work.

#### 1. Latin Abbreviations

ABBREVIATION	LATIN	ENGLISH
A.M.	<i>ante meridiem</i>	before noon
c. or ca	<i>circa</i>	about, approximately
cf.	<i>confer</i>	compare
c.v.	<i>curriculum vitae</i>	curriculum vitae
ead.	<i>eadem</i>	the same author as before (female form of idem)
e.g.	<i>exempli gratia</i>	for example, for instance
et al.	<i>et alii, et alia</i>	and other people/things
etc.	<i>et cetera</i>	and so on, and other things
et seq.	<i>et sequens</i>	and the following pages
ib, ibid.	<i>ibidem</i>	in the same place, as the immediately preceding book, chapter, or passage
id.	<i>idem</i>	the same author as before (male form of eadem)
i.e.	<i>id est</i>	that is to say
loc. cit.	<i>loco citato</i>	in the place previously cited/mentioned
N.B.	<i>nota bene</i>	note well/carefully
op. cit.	<i>opere citato</i>	in the work previously cited/mentioned
P.M.	<i>post meridiem</i>	after noon
P.S.	<i>post scriptum</i>	after writing
pro tem.	<i>pro tempore</i>	for the time, temporarily
Q.E.D.	<i>quod erat demonstrandum</i>	which was to be shown
q.v.	<i>quod vide</i>	which see, elsewhere in the same book
sc.	<i>scilicet</i>	that is to say
v., vs.	<i>versus</i>	against
viz.	<i>videlicet</i>	namely, that is to say
v.v.	<i>vice versa</i>	the other way round



## 2. Latin Expressions

LATIN	ENGLISH TRANSLATION
<i>a fortiori</i>	with even stronger reason
<i>a posteriori</i>	from effects to causes, reasoning based on past experience
<i>a priori</i>	from causes to effects, from what comes before, deductive reasoning
<i>ab initio</i>	from the beginning
<i>ad hoc</i>	improvised
<i>ad hominem on</i>	appealing to feelings or prejudices rather than intellect; marked by an attack on an opponent's character rather than by an answer to the contentions made.
<i>ad infinitum</i>	never ending
<i>ad lib</i>	at will, off the top of the head
<i>bona fide</i>	in good faith
<i>Carpe diem</i>	[literally, pluck the day] the enjoyment of the pleasures of the moment without concern for the future.
<i>Casus belli</i>	an event or action that justifies or allegedly justifies a war or conflict
<i>caveat</i>	a caution/warning (e.g., caveat emptor - let the buyer beware)
<i>circa</i>	about, approximately
<i>curriculum vitae</i>	the course of one's life
<i>de facto</i>	from the fact (rather than by right)
<i>de jure</i>	from the law
<i>Dictum</i>	a noteworthy statement, as a: a formal pronouncement of a principle, proposition, or opinion b: an observation intended or regarded as authoritative; a judicial opinion on a point other than the precise issue involved in determining a case.
<i>Et alii</i>	and others; abbreviated as et al.
<i>Et cetera</i>	and others esp. of the same kind: and so forth; abbreviated as etc.
<i>ex officio</i>	out of one's duty or office
<i>Ex parte or</i>	on or from one side or party only--used of legal proceedings; from a one-sided partisan point of view.
<i>ex post facto</i>	after the fact, retrospectively
<i>In camera</i>	[literally, in a chamber] in private: secretly.
<i>infra</i>	below
<i>In loco parentis</i>	in the place of a parent. n. regulation or supervision by an administrative body (as at a university) acting in loco parentis.
<i>In medias res</i>	[literally, into the midst of things] in or into the middle of a narrative or plot
<i>in situ</i>	in its original place
<i>in toto</i>	in its entirety
<i>inter alia</i>	among other things
<i>Ipse dixit</i>	[literally, he himself said it] an assertion made but not proved.
<i>ipso facto</i>	by the fact itself

<i>locus classicus</i>	standard or most authoritative source
<i>Magna cum laude</i>	with great distinction.
<i>Magnum opus</i>	a great work, esp. the greatest achievement of an artist or writer.
<i>Ne plus ultra</i>	[literally, (go) no more beyond] the highest point capable of being attained: acme; the most profound degree of a quality or state.
<i>Non sequitur</i>	[literally, it does not follow] an inference that does not follow from the premises; specif: a fallacy resulting from a simple conversion of a universal affirmative proposition or from the transposition of a condition and its consequent; a statement (as a response) that does not follow logically from anything previously said.
<i>Nota bene</i>	used to call attention to something important.
<i>passim</i>	here & there, throughout, in several places
<i>per capita</i>	per head
<i>Per diem -</i>	by the day; for each day; adj. based on use or service by the day:
<i>Persona grata</i>	personally acceptable or welcome.
<i>Persona non grata</i>	personally unacceptable or unwelcome
<i>Prima facie</i>	At first view: on the first appearance; adj. true, valid, or sufficient at first impression: apparent; self-evident; legally sufficient to establish a fact or a case unless disproved.
<i>Pro forma formality;</i>	[literally, for form] made or carried out in a perfunctory manner or as a provided in advance to prescribe form or describe items
<i>pro rata</i>	in proportion
<i>Quod erat demonstrandum</i>	which was to be proved.
<i>quid pro quo</i>	something in return
<i>Res ipsa loquitur</i>	the affair speaks for itself.
<i>sic</i>	thus used, spelt, etc.
<i>sine die</i>	without a day, with no time fixed
<i>sine qua non</i>	without which not, essential precondition
<i>status quo</i>	things as they are
<i>stet</i>	as it was originally
<i>Sui generis</i>	constituting a class alone: unique, peculiar.
<i>Summa cum laude</i>	with highest distinction.
<i>supra</i>	above
<i>Tabula rasa</i>	the mind in its hypothetical primary blank or empty state before receiving outside impressions; something existing in its original pristine state.
<i>verbatim</i>	using exactly the same words; word for word
<i>vide</i>	see
<i>viva (voce)</i>	oral examination

## Appendix 3

### A3. ROMAN NUMERALS

You may discover use of roman numerals within various sources of reference material. The following table is a conversion from roman to English.

1 = I	29 = XXIX	57 = LVII	85 = LXXXV
2 = II	30 = XXX	58 = LVIII	86 = LXXXVI
3 = III	31 = XXXI	59 = LIX	87 = LXXXVII
4 = IV	32 = XXXII	60 = LX	88 = LXXXVIII
5 = V	33 = XXXIII	61 = LXI	89 = LXXXIX
6 = VI	34 = XXXIV	62 = LXII	90 = XC
7 = VII	35 = XXXV	63 = LXIII	91 = XCI
8 = VIII	36 = XXXVI	64 = LXIV	92 = XCII
9 = IX	37 = XXXVII	65 = LXV	93 = XCIII
10 = X	38 = XXXVIII	66 = LXVI	94 = XCIV
11 = XI	39 = XXXIX	67 = LXVII	95 = XCV
12 = XII	40 = XL	68 = LXVIII	96 = XCVI
13 = XIII	41 = XLI	69 = LXIX	97 = XCVII
14 = XIV	42 = XLII	70 = LXX	98 = XCVIII
15 = XV	43 = XLIII	71 = LXXI	99 = XCIX
16 = XVI	44 = XLIV	72 = LXXII	100 = C
17 = XVII	45 = XLV	73 = LXXIII	200 = CC
18 = XVIII	46 = XLVI	74 = LXXIV	300 = CCC
19 = XIX	47 = XLVII	75 = LXXV	400 = CD
20 = XX	48 = XLVIII	76 = LXXVI	500 = D
21 = XXI	49 = XLIX	77 = LXXVII	600 = DC
22 = XXII	50 = L	78 = LXXVIII	700 = DCC
23 = XXIII	51 = LI	79 = LXXIX	800 = DCCC
24 = XXIV	52 = LII	80 = LXXX	900 = CM
25 = XXV	53 = LIII	81 = LXXXI	1000 = M
26 = XXVI	54 = LIV	82 = LXXXII	2000 = MM
27 = XXVII	55 = LV	83 = LXXXIII	
28 = XXVIII	56 = LVI	84 = LXXXIV	

## Appendix 4

### A4. GREEK ALPHABET

You may find the use of letters of the Greek alphabet within various texts, particularly those in the sciences where they are used as symbols to identify specific variables/properties. You may find the following table of value:

UPPER CASE	LOWER CASE	ENGLISH NAME
Α	α	alpha
Β	β	beta
Γ	γ	gamma
Δ	δ	delta
Ε	ε	epsilon
Ζ	ζ	zeta
Η	η	eta
Θ	θ	theta
Ι	ι	iota
Κ	κ	kappa
Λ	λ	lambda
Μ	μ	mu

UPPER CASE	LOWER CASE	ENGLISH NAME
Ν	ν	nu
Ξ	ξ	xi
Ο	ο	omicron
Π	π	pi
Ρ	ρ	rho
Σ	σ or ς	sigma
Τ	τ	tau
Υ	υ	upsilon
Φ	φ	phi
Χ	χ	chi
Ψ	ψ	psi
Ω	ω	omega