If you are preparing written material for NWAS that requires citation and referencing please use this Harvard Style Guide. You may also be writing material for a university/college programme in which case use the Harvard style required by your university/college. If you have any questions relating to the Harvard style, in particular publication types which do not fit the examples in this guide, please contact Matt Holland, Outreach Librarian [Matt.Holland@nwas.nhs.uk].

Introduction
When writing a piece of work you may need to refer in your text to material written or produced by others. This procedure is called citing or quoting references. Consistency and accuracy are important to enable readers to identify and locate the material to which you have referred. The same set of rules should be followed every time you cite a reference.

The principles used in the Harvard System, also known as the ‘Author Date’ method, are widely applied and interpretations exist which differ from the advice in this guide. This guidance is based on British Standards for the citation of references in the Harvard Style and interpretations of that system used in academic and research institutions.

The Harvard System (Author Date Method)
All statements, opinions, conclusions etc. taken from another writer’s work should be cited, whether the work is directly quoted, paraphrased or summarised.

In the Harvard System cited publications are referred to in the text by giving the author’s surname and the year of publication (see Section 1. Citation in the text) and are listed in a bibliography at the end of the text (see Section 2. References at the end of a piece of work).

Originators/authors: name(s) of the person or organisation shown most prominently in the source as responsible for the content in its published form should be given. For anonymous works use ‘Anon.’ instead of a name. For certain kinds of work, e.g. dictionaries or encyclopaedias, or if an item is the co-operative work of many individuals, none of whom have a dominant role the title may be used instead of an originator or author.
Dates: if an exact year or date is not known, an approximate date preceded by ‘ca.’ may be supplied and given in square brackets. If no such approximation is possible, that should be stated, e.g. [ca.1990] or [no date].

Section 1. Citation in the text

Quotations – as a general rule, if the quote is less than a line it may be included in the body of the text in quotation marks. Longer quotations are indented and single-spaced, quotation marks are not required. For citations of particular parts of the document the page numbers etc. should be given after the year in round brackets.

Summaries or paraphrases – give the citation where it occurs naturally or at the end of the relevant piece of writing.

Diagrams, illustrations – should be referenced as though they were a quotation if they have been taken from a published work.

If details of particular parts of a document are required, e.g. page numbers, they should be given after the year within the round brackets.

Rules for citation in text for printed documents also apply to electronic documents except where page numbers are absent. If an electronic document does not include page numbers or an equivalent internal referencing system, the extent of the item may be indicated in terms such as the total number of lines, screens, etc., e.g. "[35 lines]" or "[approx. 12 screens]."

Examples

1. If the author’s name occurs naturally in the sentence, the year is given in round brackets:-
   - e.g. In a popular study Harvey (1992) argued that we have to teach good practices...
   - e.g. As Harvey (1992, p.21) said, “good practices must be taught” and so we...

2. If the name does not occur naturally in the sentence, both name and year are given in round brackets:-
   - e.g. A more recent study (Stevens 1998) has shown the way theory and practical work interact.
   - e.g. Theory rises out of practice, and once validated, returns to direct or explain the practice (Stevens 1998).

3. When an author has published more than one cited document in the same year, these are distinguished by adding lower case letters (a,b,c, etc.) after the year and within the round brackets:-
   - e.g. Johnson (1994a) discussed the subject...

4. If there are two authors the surnames of both should be given:-

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e.g. Matthews and Jones (1997) have proposed that...

5. If there are more than two authors the surname of the first author only should be given, followed by et al.:-
   e.g. Office costs amount to 20% of total costs in most business (Wilson et al. 1997)
   A full listing of names should appear in the bibliography.

6. If the work is anonymous then “Anon.” should be used:-
   e.g. In a recent article (Anon. 1998) it was stated that...

7. If it is a reference to a newspaper article with no author the name of the paper can be used in place of “Anon.”:-
   e.g. More people than ever seem to be using retail home delivery (The Times 1996)
   You should use the same style in the bibliography.

8. If you refer to a source directly quoted in another source you cite both in the text:-
   e.g. A study by Smith (1960 cited Jones 1994) showed that...
   You should list only the work you have read, i.e. Jones, in the bibliography.

9. If you refer to a contributor in a source you cite just the contributor:-
   e.g. Software development has been given as the cornerstone in this industry (Bantz 1995).
   See Section 2 below for an explanation of how to list contributions (chapters in books, articles in journals, papers in conference proceedings) in the bibliography.

10. If you refer to a person who has not produced a work, or contributed to one, but who is quoted in someone else’s work it is suggested that you should mention the person’s name and you must cite the source author:-
    e.g. Richard Hammond stressed the part psychology plays in advertising in an interview with Marshall (1999).
    e.g. “Advertising will always play on peoples’ desires”, Richard Hammond said in a recent article (Marshall 1999, p.67).
    You should list the work that has been published, i.e. Marshall, in the bibliography.
Section 2. References at the end of a piece of work

At the end of a piece of work list references to documents cited in the text. This list may be called a Bibliography or References.

In the Harvard System, the references are listed in alphabetical order of authors’ names. If you have cited more than one item by a specific author they should be listed chronologically (earliest first), and by letter (1993a, 1993b) if more than one item has been published during a specific year.

Whenever possible, elements of a bibliographical reference should be taken from the title page of the publication.

For place of publication give the city. If more than one town/city is listed give the first one or the location of the publishers head office.

Where authorship is attributed to an organisation or corporation instead of an individual author, e.g. NHS, ascribe authorship to the smallest identifiable organisational unit. Give the author as it is written e.g. NHS Wales - Health of Wales Information Service or NWAS.

Each reference should use the elements and punctuation given in the following examples for the different types of published work you may have cited.

Reference to a book
Author’s Surname, INITIALS., Year of publication. Title. Edition (if not the first). Place of publication: Publisher.


Reference to a contribution in a book
Contributing author’s Surname, INITIALS., Year of publication. Title of contribution. Followed by In: Surname, INITIALS., of author or editor of publication followed by ed. or eds. if relevant. Title of book. Place of publication: Publisher, Page number(s) of contribution.


Reference to an article in a journal
Author’s Surname, INITIALS., Year of publication. Title of article. Title of journal, Volume number and (part number), Page numbers of contribution.

Reference to a newspaper article
Author’s Surname, INITIALS., (or Newspaper Title,) Year of publication. Title of article. *Title of newspaper*, Day and month, Page number/s and column number.

e.g. Independent, 1992. Picking up the bills. Independent, 4 June, p.28a.

Reference to a conference paper
Contributing author’s Surname, INITIALS., Year of publication. Title of contribution. Followed by *In: Surname, INITIALS.,* of editor of proceedings (if applicable) followed by ed or eds if relevant. *Title of conference* including date and place of conference. Place of publication: Publisher, Page numbers of contribution.


Reference to a report from a corporate author (e.g. a government department or other organisation).
Name of Issuing Body, Year of publication. *Title of publication*. Place of publication: Publisher, Report Number (where relevant).


Reference to a thesis
Author’s Surname, INITIALS., Year of publication. *Title of thesis*. Designation, (and type). Name of institution to which submitted.


Reference to a book located in a database
Author's /Editor’s Surname, INITIALS., Year. *Title.* (Edition). Place of publication: Publisher (if ascertainable). Available from: URL [Accessed Date].

Reference to a journal article located in a database
Author’s Surname, INITIALS., Year. Title. *Journal Title*, volume (issue), page numbers (if available). Available from: URL [Accessed Date].


Reference to web pages and e-books
Author’s /Editor’s Surname, INITIALS., Year. *Title* (Edition). Place of publication: Publisher (if ascertainable). Available from: URL [Accessed Date].


Reference to photographs/images on the Internet
Photographer/Artist’s Surname, INITIALS., Year of publication. *Title of image* [type of medium photograph/image]. Place of publication: Publisher (of online image) if ascertainable. Available from: URL [Accessed Date].


Reference to Twitter
User Name, Day Month Year. *Tweet text in its entirety*. [Twitter post]. Available from: Tweet address [Accessed Date].


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