

# HARVARD referencing guide

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## Introduction

Another common referencing style that uses the author-date scheme for in-text citations is Harvard. In-text citations only include the author names and the date of publication. The publication's other details are provided at the conclusion. There are two parts in referencing:

- In-text citation
- Reference list entry

## Definition

**Referencing:** is a standardized reference list which aims to acknowledge the books, journal articles, and other different sources of knowledge that you simply use when writing a paper.

**Citation:** providing readers with source information that you have cited for your work. In addition, it gives necessary information to help readers find these sources.

## Purpose

When writing an article or a research project, to support your arguments, you should reference a number of different sources, thus requiring to show where the ideas and quotations come from.

- To provide evidence that your research bases on a substantial background;
- To help readers able to find relevant literature about the topic;
- To help authors avoid plagiarism.

Detailed contents: In-text citation explanation;  
Author variations;  
Referencing list example

## 1. In-text citation explanation

### ➤ Direct quote

*Exactly copy the words, sentences, and paragraphs.*

- **30 words or less:** Quote marks should be used to surround short and direct quotations. These can be single or double quotation marks, but make sure they're all the same. Remember to provide other information regarding to the quote like: the author's name, Year of publication, and the page number.

**Example:**

According to (Otung, 2021, p 20), “optical fiber has numerous advantages over radio and copper lines as a transmission medium”.

- **More than 30 words:** Start with an independent block of text without quotation marks and indented from the left edge. Words can be in a smaller font size.

Example:

Distance education is a new trend in education that has benefited from developing information technology and tries to make the best use of new technologies for different geographical locations. That is why cloud computing is an attractive environment for students, teachers, and researchers (Al-Malah et al, 2021, p 4).

### ➤ Paraphrasing

Paraphrasing is rewriting someone else's ideas by writers' own words. Remember to keep the content original meaning and cite the source information properly.

#### ***Example:***

According to Machi and McEvoy (2016), a literature review is a written document that presents a logically argued case founded on a comprehensive understanding of the current state of knowledge about a topic of study.

*Paraphrasing:* A literature review is a document that provides a reasonably argued argument based on background of the existing information on a particular subject (Machi & McEvoy 2016).

### ➤ Authors citing other authors (secondary source)

Cite the original author when a secondary source discusses a certain topic and writer repeats the study's findings or arguments without consulting the primary source.

- Use the author-date citation system from the original source (author, Year publication and add “as cited in (Author and publication Year of the secondary source)”.
- The reference list includes only the secondary source.

<b>In-text citation</b>	"Refers to one's on-line awareness of comprehension and task performance" (G Schraw & Moshman 1995, cited in Follmer & Tise 2021, p.1)
<b>Reference list</b>	Follmer, DJ & Tise, J 2021, "Across-task relations among monitoring judgments: Differential effects of item feedback on monitoring bias during reading", <i>Learning and Individual Differences</i> , vol. 88.

### ➤ Citing sources if page numbers are unavailable

You can utilize major sections, chapters, paragraphs (para.) or headings for direct quotes from such sources without pagination:

#### **Examples:**

"The energy invested in building materials and construction is significant" (Kibert 2016, para. 4).

## 2. Author variations

### No author

If no personal author is given and you are sure that your source is credible, follow the guidelines below:

Replace the author by the article title in both the citation and reference list, abbreviate the work's title if it's too long in the in-text citation.

<b>In-text citation</b>	According to the <i>Young people band together to save the planet</i> (2021)
<b>Reference list</b>	<i>Young people band together to save the planet</i> 2021, viewed 8 February 2022, < <a href="http://www.unep.org/news-and-stories/story/young-people-band-together-save-planet">http://www.unep.org/news-and-stories/story/young-people-band-together-save-planet</a> >.

### One author

<b>In-text citation</b>	According to Piketty (2015)...OR ...(Piketty 2015)
<b>Reference list</b>	Piketty, T 2015, <i>The economics of inequality</i> , The Belknap Press of Harvard University Press, Cambridge, Massachusetts.

### Two – three authors

<b>In-text citation</b>	(Crane & Weber 2012) OR Crane and Weber (2012)
<b>Reference list</b>	Crane, R & Weber, R 2012, <i>The Oxford handbook of urban planning</i> , Oxford University Press, New York.

### More than three authors

For in-text citations, include only the Surname of the first author followed by et al Include all authors in the reference list entry.

<b>In-text citation</b>	This was proved by Leal et al. (2019)...
<b>Reference list</b>	Leal, N, Moreno, S & Zurek, E 2019, 'Simple method for detecting visual saliencies based on dictionary learning and sparse coding', <i>14th Iberian Conference on Information Systems and Technologies (CISTI)</i> , Portugal, 19-22 June 2019, viewed 18 February 2022, < <a href="https://ieeexploreieeeorg/document/8760988">https://ieeexploreieeeorg/document/8760988</a> >.



### Printed book with an Editor

<b>In-text citation</b>	This was clearly shown in ..... (ed. Salmons 2011) OR edited by Salmons (2011)
<b>Reference list</b>	Salmons, J (ed.) 2011, <i>Cases in online interview research</i> . SAGE Publications.



### Printed book with Organization as Author

Organization names can be abbreviated for the in-text citation.

<b>In-text citation</b>	( World Intellectual Property 2004) OR World Intellectual Property (2004) reported that...
<b>Reference list</b>	World Intellectual Property 2004, <i>WIPO intellectual property handbook: policy, law and use</i> .

### 3. REFERENCE LIST EXAMPLE

No	Reference sources	In-text citation	Reference list
1.	Book 1 author	<p><b>Structure:</b> (Author Year) OR Author (Year)</p> <p><b>Example:</b> (Bettencourt 2010) OR Bettencourt (2010)</p>	<p><b>Structure:</b> Author Surname, Initial(s) Year of publication, <i>Title (in italics)</i>, edition (edn), Publisher, Place of Publication.</p> <p><b>Example:</b> Bettencourt, Lance 2010, <i>Service innovation: how to go from customer needs to breakthrough services</i>, McGraw-Hill, New York.</p>
2.	Book 2 authors	<p><b>Structure:</b> (Author Year) OR Author (Year)</p> <p><b>Example:</b> (Thibodeau &amp; Freier 2014) OR Thibodeau and Freier (2014)</p>	<p><b>Structure:</b> Author Surname, Initial(s) Year of publication, <i>Title (in italics)</i>, edition (edn) (edn), Publisher, Place of Publication.</p> <p><b>Example:</b> Thibodeau, JC &amp; Freier, D 2014, <i>Auditing and accounting cases: investigating issues of fraud and professional ethics</i>, 4th edn, McGraw-Hill, New York.</p>
3.	Book 3 authors	<p><b>Structure:</b> (Author Year) OR Author (Year)</p> <p><b>Example:</b> (Kezar et al 2005) OR Kezar et al (2005)</p>	<p><b>Structure:</b> Author Surname, Initial(s) Year of publication, <i>Title (in italics)</i>, edition (edn) (edn), Publisher, Place of Publication.</p> <p><b>Example:</b> Kezar, AJ, Chambers, TC &amp; Burkhardt, John 2005, <i>Higher education for the public good: emerging voices from a national movement</i>, 1st edn, Jossey-Bass, San Francisco.</p>
4.	Book 4 authors and more	<p><b>Structure:</b> (Author Year) OR Author (Year)</p>	<p><b>Structure:</b> Author Surname, Initial(s) Year of publication, <i>Title (in italics)</i>, edition (edn), Publisher, Place of Publication.</p>



		<b>Example:</b> (Karreman et al 2018) OR Karreman et al (2018)	<b>Example:</b> Karreman, B, Werner, G, Van der Molen, H, Osseweijer, E, Ackermann, M, Schmidt, H & Van der Wal, E 2018, <i>Academic writing skills for economics and business administration</i> , Boom, Amsterdam.
5.	No Author	<b>Structure:</b> (Title Year) OR Title (Year)  <b>Example:</b> ( <i>Water institutions in India: economics, law and policy</i> 1996)	<b>Structure:</b> <i>Title</i> , Year, edition (edn), Publisher, Place of Publication.  <b>Example:</b> <i>Water institutions in India: economics, law and policy</i> 1996, Commonwealth Publishers, New Delhi.
6.	Book chapter	<b>Structure:</b> (Author Year)  <b>Example:</b> (Gad & Jarmouni 2021) OR Gad and Jarmouni (2021)	<b>Structure:</b> Author Surname, Initial(s) Year of publication, Title of chapter, in editor(s), <i>Title of book</i> , Publisher, Place of Publication, page range (pp).  <b>Example:</b> Gad, AF & Jarmouni, FE 2021, Running neural networks in Android, in Gad, AF, Jarmouni, FE (eds), <i>Introduction to deep learning and neural networks with Python<sup>TM</sup></i> Academic Press, pp 247–280.
7.	Translation book	<b>Structure:</b> (Author Year)  <b>Example:</b> (Couto 2021) OR Couto (2021)	<b>Structure:</b> Author Surname, Initial(s) Year of publication, <i>Title (in italics)</i> , trans., Publisher, Place of Publication.  <b>Example:</b> Couto, M 2021, <i>Sword and the spear</i> , trans. Brookshaw, D, Farrar, Straus and Giroux.
8.	E-book	<b>Structure:</b> (Author Year)	<b>Structure:</b> Author Surname, Initial(s) Year of publication, <i>Title (in italics)</i> , Publisher, Place of Publication, viewed date, <URL>. <ul style="list-style-type: none"> <li>• <b>For ebooks from the Library database, omit Viewed date and URL.</b></li> </ul>

		<b>Example</b> (Bjarkefur et al 2021) OR Bjarkefur et al (2021)	<b>Example:</b> Bjarkefur, K, Cardoso de Andrade, L Daniels, B & Jones, M 2021, <i>Development research in practice: the dime analytics data handbook</i> , World Bank, Washington, viewed June 20 2021, < <a href="https://openknowledge.worldbank.org/handle/10986/35594">https://openknowledge.worldbank.org/handle/10986/35594</a> License: CC BY 30 IGO>.
9.	Journal article	<b>Structure:</b> (Author Year)  <b>Example:</b> (Yong 2021) OR Yong (2021)	<b>Structure:</b> Author Surname, Initial(s) Year of publication, 'Article title', <i>Journal Title</i> , Volume of journal, Issue number of journal, Page range of article (pp.).  <b>Example:</b> Yong, EL 2021, 'Understanding the economic impacts of sea-level rise on tourism prosperity: conceptualization and panel data evidence', <i>Advances  in Climate Change Research</i> , vol. 12, no. 2 pp. 240–253 .
10.	Journal article with two authors	<b>Structure:</b> (Author Year) OR Author (Year)  <b>Example:</b> (Chatterjee & Mishra 2020) OR Chatterjee and Mishra (2020)	<b>Structure:</b> Author Surname, Initial(s) Year of publication, 'Article title', <i>Journal Title</i> , Volume of journal, Issue number of journal, Page range of article (pp.).  <b>Example:</b> Chatterjee, S & Mishra, V 2020, 'Green chemistry – Remedy to societal hygiene: a graphical review', <i>Current Research in Green and Sustainable  Chemistry</i> , vol. 3, p100025.
11.	Journal article with three authors	<b>Structure:</b> (Author Year) OR Author (Year)  <b>Example:</b> Child, Gibbs and Rowley (2016) OR (Child, Gibbs & Rowley 2016)	<b>Structure:</b> Author Surname, Initial(s) Year of publication, 'Article title', <i>Journal Title</i> , Volume of journal, Issue number of journal, Page range of article (pp.).  <b>Example:</b> Child, C, Gibbs, BG, Rowley, KJ 2016, 'Paying for success: an appraisal of social impact bonds', <i>Global Economics and Management</i> , vol. 21, no. 1-2, pp. 36–45.

12.	<b>Journal article with more than three authors</b>	<p><b>Structure:</b> (Author et al. Year) OR Author et al. (Year)</p> <p><b>Example:</b> (Bernardino et al. 2021) OR Bernardino et al. (2021)</p>	<p><b>Structure:</b> Author Surname, Initial(s) Year of publication, 'Article title', <i>Journal Title</i>, Volume of journal, Issue number of journal, Page range of article (pp.).</p> <p><b>Example:</b> Bernardino, W, Ospina, R, Souza, FC de, Rêgo, L, Pereira, F 2021, 'Risk curves: a methodology to evaluate the risk of fraud by stock price manipulation based on game theory and detection software', <i>Journal of Economics and Business</i>, vol. 113, pp. 105953.</p>
13.	<b>Journal article from a Website</b>	<p><b>Structure:</b> (Author Year)</p> <p><b>Example:</b> (Sharara et al. 2017) OR Sharara et al. (2017)</p>	<p><b>Structure:</b> Author Surname, Initial(s) Year of publication, 'Article title', <i>Journal Title</i>, vol., viewed date, &lt;URL&gt;.</p> <ul style="list-style-type: none"> <li>• <b>For Journal articles from the Library database, omit Viewed date and URL.</b></li> </ul> <p><b>Example:</b> Sharara, M, Sampat, A, Good, LW, Smith, AS, Porter, P, Zavala, VM, Larson, R, Runge, T 2017, 'Spatially explicit methodology for coordinated manure management in shared watersheds', <i>Journal of Environmental Management</i>, vol. 192, viewed 20 June 2021, &lt;<a href="https://doi.org/10.1016/j.jenvman.2017.01.033">https://doi.org/10.1016/j.jenvman.2017.01.033</a>&gt;.</p>
14.	<b>Newspaper: Print</b>	<p><b>Structure:</b> (Author Year) OR Author (Year)</p> <p><b>Example:</b> (Jie, Yang &amp; Fitch 2021) OR Jie, Yang and Fitch (2021)</p>	<p><b>Structure:</b> Author Surname, Initial(s) Year of publication, 'Article title', <i>Newspaper Title</i>, publication date, page.</p> <p><b>Examples:</b> Jie, Y, Yang, S &amp; Fitch, A 2021, 'The world relies on one chip maker in taiwan leaving everyone vulnerable', <i>Wall Street Journal</i>, June 20 2021, p.10.</p>
15.	<b>Newspaper from a Website</b>	<p><b>Structure:</b> (Author Year) OR Author (Year)</p>	<p><b>Structure:</b> Author Surname, Initial(s) Year of publication, 'Article title', <i>Newspaper Title</i>, viewed date, &lt;URL&gt;.</p>

		<b>Example:</b> (Harris & Pulice 2021) OR Harris and Pulice (2021)	<b>Example:</b> Harris, B & Pulice, C 2021, 'Worst drought in a century hits Brazil as it fights to overcome Covid', <i>Financial Times</i> , viewed 20 June 2021, < <a href="https://www.ft.com/content/958e313a-c474-4b0a-80c5-2679ee4bb307">https://www.ft.com/content/958e313a-c474-4b0a-80c5-2679ee4bb307</a> >.
16.	<b>Conference Paper: Published</b>	<b>Structure:</b> (Author Year) OR Author (Year)  <b>Example:</b> (Angerami 2016) OR Angerami (2016)	<b>Structure:</b> Author Surname, Initial(s) Year of publication, 'Title of paper', Title of conference, Editors of Conference Proceedings, Location of Conference, date of conference, page range (pp.).  <ul style="list-style-type: none"> <li>• <b>For online Conference papers, include Viewed date and &lt;URL&gt;.</b></li> </ul> <b>Example:</b> Angerami, A 2016, 'Recent highlights from the ATLAS heavy-ion program Nuclear Physics A', <i>The XXV International Conference on Ultrarelativistic Nucleus-Nucleus Collisions: Quark Matter 2015</i> , Columbia University, New York, December 2016, pp. 19–26.
17.	<b>Website</b>	<b>Structure:</b> (Author Year)  <b>Example:</b> ( World Health Organization 2014) OR World Health Organization (2021)	<b>Structure:</b> Author Surname, Initial(s) Year, <i>Title</i> , Publisher, viewed date, <URL>.  <b>Example:</b> World Health Organization 2021, <i>Health and climate change: country profile 2021: the Bahamas</i> , World Health Organization, viewed 21 June 2021, < <a href="https://www.who.int/publications-detail-redirect/10665341759">https://www.who.int/publications-detail-redirect/10665341759</a> >.
18.	<b>Lecture note</b>	<b>Structure:</b> (Author Year) OR Author (Year) <b>Example:</b> (Doyon 2008) OR Doyon (2018)	<b>Structure:</b> Author Surname, Initial(s) Year, <i>Title of lecture</i> , format, Unit Name and Unit Code, University, delivered date. <b>Example:</b> Doyon, B 2018, <i>Generalised hydrodynamics</i> , lecture notes, Integrability in Atomic and Condensed Matter Physics, King's College London, delivered 30 July 2018.

19.	<b>Theses online</b>	<p><b>Structure:</b> (Author Year) OR Author (Year)</p> <p><b>Example:</b> (Bui 2019) OR Bui (2021)</p>	<p><b>Structure:</b> Author Surname, Initial(s) Year, <i>Title</i>, Level of thesis, University, City, viewed date, &lt;URL&gt;.</p> <ul style="list-style-type: none"> <li>• <b>Omit Viewed date and URL for printed theses.</b></li> </ul> <p><b>Example:</b> Bui, HC 2021, <i>Customers' perception and brand switching behavior toward online food delivery services in Vietnam</i>, Bachelor thesis, Vietnamese-German University, viewed 19 June 2020, &lt;<a href="http://epubvgueduvn/handle/dlibvgu/1053">http://epubvgueduvn/handle/dlibvgu/1053</a>&gt;.</p>
20.	<b>Blog</b>	<p><b>Structure:</b> (Author Year) OR Author (Year)</p> <p><b>Example:</b> (Cowen 2019) OR Cowen (2019)</p>	<p><b>Structure:</b> Author Surname, Initial(s) Year, 'Title of post', <i>Title of Internet Site</i>, type of blog, Day Month posted, viewed date, &lt;URL&gt;.</p> <p><b>Example:</b> Cowen, T 2021, 'Long-term gene–culture coevolution and the human evolutionary transition', <i>Marginal Revolution</i>, weblog post, 20 June, viewed 21 June 2021, &lt;<a href="https://marginalrevolutioncom/marginalrevolution/2021/06/long-term-gene-culture-coevolution-and-the-human-evolutionary-transitionhtml">https://marginalrevolutioncom/marginalrevolution/2021/06/long-term-gene-culture-coevolution-and-the-human-evolutionary-transitionhtml</a>&gt;.</p>
21.	<b>Instagram</b>	<p><b>Structure:</b> (Author Year) OR Author (Year)</p> <p><b>Example:</b> (Skriver 2019) OR Skriver (2019)</p>	<p><b>Structure:</b> Author Surname, Initial(s) Year of post, 'Title of post', Instagram, Day Month of post, viewed date, &lt;URL&gt;.</p> <p><b>Example:</b> Skriver, J 2019, 'Pride month', Instagram, 20 June, viewed 27 June 2019, &lt;<a href="https://www.instagramcom/p/By74Nv9HTD0/">https://www.instagramcom/p/By74Nv9HTD0/</a>&gt;.</p>
22.	<b>Facebook</b>	<p><b>Structure:</b> (Author Year) OR Author (Year)</p>	<p><b>Structure:</b> Author Surname, Initial(s) Year, 'Title of the post', <i>Title of the Internet Site</i>, Facebook, Day Month posted, viewed date, &lt;URL&gt;.</p>

		<b>Example:</b> (Curtin University 2019) Curtin University (2019)	<b>Example:</b> Curtin University 2019, 'The newly upgraded CBS trading room is looking mighty fresh', <i>Curtin University</i> , Facebook, 11 June, viewed 21 June 2021, < <a href="https://www.facebook.com/curtinuniversity">https://www.facebook.com/curtinuniversity</a> >.
23.	Company report	<b>Structure:</b> (Author Year) OR Author (Year) <b>Example:</b> (UNICEF 2019) OR UNICEF (2019)	<b>Structure:</b> Author Surname, Initial(s) Year, <i>Title of report</i> , viewed date, <URL>. <b>Example:</b> UNICEF 2019, <i>UNICEF annual report 2019</i> , viewed 5 May 2021, < <a href="https://www.unicef.org/reports/annual-report-2019">https://www.unicef.org/reports/annual-report-2019</a> >.
24.	Government report	<b>Structure:</b> (Author Year) OR Author (Year) <b>Example:</b> (Mnuchin 2018) Mnuchin (2018)	<b>Structure:</b> Author Surname, Initial(s) Year, <i>Title of report</i> , viewed date, <URL>. <b>Example:</b> Mnuchin, S 2018, <i>Financial report of the United States government</i> , viewed 20 June 2021, < <a href="https://www.fiscal.treasury.gov/files/reports-statements/financial-report/2018/03282019-FR(Final).pdf">https://www.fiscal.treasury.gov/files/reports-statements/financial-report/2018/03282019-FR(Final).pdf</a> >.
25.	DVDs	<b>Structure:</b> ( <i>Title of work</i> Year) <b>Example:</b> ( <i>A beautiful mind</i> 2001) OR <i>A beautiful mind</i> (2001)	<b>Structure:</b> <i>Title of work</i> Year, Format, Place of Distribution, directed by.... <b>Example:</b> <i>A beautiful mind</i> 2001, Prime Video, Beverly Hills, directed by Howard.
26.	TV/Radio	<b>Structure:</b> (Title Year) OR Title (Year) <b>Example:</b> ( <i>Saving my tomorrow</i> 2021) OR <i>Saving my tomorrow</i> (2021)	<b>Structure:</b> <i>Title of program</i> Year, Name of Channel, Day month transmission. <b>Example:</b> <i>Saving my tomorrow</i> 2021, HBO, 19 July.
27.	Standard	<b>Structure:</b> (Author Year) OR Author (Year)	<b>Structure:</b> Author Surname, Initial(s) Year, <i>Title of standard</i> , Standard number, Place of Publication.

		<b>Example:</b> (Raizen 2019) OR Raizen (2019)	<b>Example:</b> Raizen, Senta A 1997, <i>Standards for science education</i> , B0006R68QW, Madison.
28.	Patent (online)	<b>Structure:</b> (Author Year) OR Author (Year)  <b>Example:</b> (Gold et al. 2020) OR Gold et al. (2020)	<b>Structure:</b> Author Surname, Initial(s) Year, <i>Title of patent</i> , Patent number, retrieved from...  <b>Example:</b> Gold, B, Watkins, E, Jibaja, I, Ostrovsky, I & Kim, R 2020, <i>Artificial intelligence and machine learning infrastructure</i> , US10649988B1, retrieved from Google.
29.	Speech	<b>Structure:</b> (Author Year) OR Author (Year)  <b>Example:</b> (Clinton 2018) OR Clinton (2018)	<b>Structure:</b> Speaker, Year of speech, 'Title of speech', speech, viewed date, <URL>.  <b>Example:</b> Clinton, H 2018, 'Women's voices are not shutting up', speech, viewed 5 February 2018, < <a href="https://www.theguardian.com/us-news/video/2018/feb/05/womens-voices-are-not-shutting-up-says-hillary-clinton-in-speech-at-georgetown-university-video">https://www.theguardian.com/us-news/video/2018/feb/05/womens-voices-are-not-shutting-up-says-hillary-clinton-in-speech-at-georgetown-university-video</a> >.
30.	Online image	<b>Structure:</b> (Author Year) OR Author (Year)  <b>Example:</b> (Nunez & National Geographic Staff 2022)	<b>Structure:</b> Author Surname, Initial(s) Year, <i>Title including the image</i> , image, Source, viewed date, <URL>.  <b>Example:</b> Nunez, C & National Geographic Staff 2022, <i>Sea level rise, facts and information</i> , image, National Geographic, viewed 18 February 2022, <a href="https://www.nationalgeographic.com/environment/article/sea-level-rise-1">https://www.nationalgeographic.com/environment/article/sea-level-rise-1</a> .