Brief Guide to Referencing with Harvard (Cite them Right)

The guide below provided information on using the Harvard style provided by the *Cite them Right* textbook and online edition.

The Library provides access to **printed copies** (for loan) and the **online version**.

You can also visit *Cite them Right* from the University Library's Referencing page [http://libguides.liv.ac.uk/referencing](http://libguides.liv.ac.uk/referencing)

If you use the Library for Online Programmes, you can see a link to *Cite them Right* in the Referencing page [http://libguides.liv.ac.uk/onlineprogrammes/referencing](http://libguides.liv.ac.uk/onlineprogrammes/referencing)

When you visit Cite them Right, use the navigation options shown in the top menu, e.g. **BOOKS, JOURNALS, DIGITAL & INTERNET**. After you have clicked one of these options you will see further choices, alternatively you can search for referencing advice by keyword using the search box shown in the top-right area or from centre of the Cite them Right homepage:

Updated 08/06/16 PC
In the following example we have selected BOOKS, then *Chapters or sections of edited books*, we can see a summary of citation details to be included in the full bibliographic citation and an examples showing how to use an in-text citation. In addition to these examples, you can use an interactive text box to create a citation:

**Citation order:**
- Author of the chapter/section (surname followed by initials)
- Year of publication (in round brackets)
- Title of chapter/section (in single quotation marks)
  - """ in plus author/editor of book
  - Title of book (in italics)
  - Place of publication: publisher
- Page reference

**Example**

**In-text citation**
The view proposed by Franklin (2012, p. 86)...

**Reference list**

**Note on additional citation principles and issues**

In addition to this guide, please also see our guideline *Introduction to Principles of Referencing, Citation and Bibliographies*. This guide provides further advice on issues such as self-referencing, avoiding plagiarism, use of encyclopaediae, citing
works from your programme of study, use of non-English texts and translations and use of URLs/ permalinks in citations.

Using Harvard (Cite them Right) with citation systems

After manually adding or exporting references from databases you should be able to select the ‘Harvard (Cite them Right)’ style for use within the following systems. ‘Harvard (Cite them Right)’ is shown within citation platforms as follows:

- Refworks - shown as “Cite them Right - Harvard”, you will need to make this available in your Refworks favourite list. See this guide for details: http://libguides.liv.ac.uk/referencing/adding_output_styles_reffworks_favourites_pdf

- EndNote - shown as “Cite them Right - Harvard” in your styles list.

- Zotero - this must be installed from the Zotero application repository at https://www.zotero.org/styles/harvard-cite-them-right for use in the desktop installation of Zotero. When you create a bibliography you will be able to choose the style “Harvard - Cite them Right” (with edition e.g. 9th Ed).

- Mendeley - shown as “Harvard - Cite them Right” (with edition e.g. 9th Ed), in the Mendeley application go to “View > Citation Style > Get More Styles” (then search for ‘cite them right’ to add this to available styles ) .

You can find further help using ‘Harvard (Cite them Right)’ with citation systems in our Library referencing site (http://libguides.liv.ac.uk/referencing/packages).

If you are seeking assistance using another referencing package with Harvard (Cite them Right) please consult our Referencing Library pages (http://libguides.liv.ac.uk/referencing) or consult your Librarian.

Introduction to Harvard (Cite them Right)

There are two key elements to the Harvard System:

- Citing within the text of your work – this approach is used when you need to acknowledge sources you have referred to within the body of your work.

- Complete bibliographic citation – this approach is used when you need to provide full details for the sources you have used. These should be included as an alphabetical list at the end of your work. This list of references is known as a bibliography.

An In-text citation is used where you refer to the works or ideas of another individual and indicate this source at the relevant point in the body of your writing. An in-text citation will require a brief summary of the source used, including the name of the author, year of publication and page number of the work (if referring to a specific page), an in-text citation includes:
- You should include the author's surname and the year of publication and also any page numbers if you are quoting from a specific page.
- For the in-text citation only, if a work you are citing has more than 3 authors give only the first authors surname followed by et al. (see examples below).
- If you state the authors name within your work then just include the date of publication to indicate the work being cited.

Examples of an in-text citation:

Grounded Theory provides a methodology for developing original theory (Glaser, 1998).

It can be seen that management skills should be fully integrated (Harris et al., 2006).

Example of a bibliographic reference included in a Reference List (Bibliography):


You must also include all the references you make throughout a piece of work in a bibliography at the end. List the references in alphabetical order by the surname of the first author. The following pages provide examples of how to reference different types of material in your bibliography.

**Further help**

For further advice on approaches for in-text citation and Harvard (Cite them Right) please see the BASICS menu area of Cite them Right (either in print or online).

**Secondary Referencing**

In some cases you will want to cite a work mentioned or quoted in another author's work. This is known as *secondary referencing*, as you have not actually seen this original source yourself. If you can, you should try to locate and verify the details of the source referred to. If you can locate it, then you can reference it as normal.

In the text of your essay or assignment, you should cite both sources and use the phrase 'quoted in' or 'cited in', depending on whether the author of the work you are reading is directly quoting or summarising from the original. If you were unable to read Harvey's or White's works yourself, you cannot include them in your reference list. You should include the original text from which the citation was derived in your bibliography as a normal full bibliographic citation, including the page number referring to the citation. The following examples illustrate the approach for an in-text citation for secondary sources:
Example In-text citation:
Harvey (2010, quoted in Lewis, 2012, p. 43) provides an excellent survey ...

Example In-text citation:
White’s views on genetic abnormalities in crops (2011, cited in Murray, 2012) support the idea that ...

Further help

For further advice on approaches for secondary referencing and Harvard (Cite them Right) please see the BASICS > How do I reference a source quoted in another author’s work? (Secondary referencing) menu area of Cite them Right (either in print or online).

Printed Books including advice on electronic books

Printed and online books can be referenced using similar advice as shown below. If the online source includes all the elements seen in print versions (i.e. publication details, edition and page numbers), reference in the same way as print.

Citation order:

- Author/editor
- Year of publication (in round brackets)
- Title (in italics)
- Edition (only include the edition number if it is not the first edition)
- Place of publication: publisher
- Series and volume number (where relevant)

Book with one author

Example In-text citation:
According to Bell (2010, p. 23), the most important part of the research process is ...

Example Reference list item:

Book with two or three authors

Example In-text citation:
Goddard and Barrett (2007) suggested ...
Example Reference list item:


**Book with more than three authors**

Example In-text citation:

This was proved by Young *et al.* (2005) ...

Example Reference list item:


**Book with an editor**

Example In-text citation:

The formation of professions was examined in Prest (1987).

Example Reference list item:


**Book with author(s) and editor(s)**

Example In-text citation:

Caroline (2007) points out ...

Example Reference list item:


**Book with author(s) and editor(s)**

Example In-text citation:

Caroline (2007) points out ...

Example Reference list item:

Revised editions

Example In-text citation:
The beautiful work by Moxon (2013)...

Example Reference list item:

Book with no author

Example In-text citation:
The Percy tomb has been described as 'one of the master-pieces of medieval European art' (*Treasures of Britain*, 1990, p. 84).

Example Reference list item:
*Treasures of Britain and treasures of Ireland* (1990) London: Reader's Digest Association Ltd

Further help

For further advice on approaches for referencing entire books and Harvard (Cite them Right) please see the BOOKS menu area of Cite them Right (either in print or online).

Chapter in a book

Citation order:

- Author of the chapter/section (surname followed by initials)
- Year of publication (in round brackets)
- Title of chapter/section (in single quotation marks)
- 'in' plus author/editor of book
- Title of book (in italics)
- Place of publication: publisher
- Page reference

Example In-text citation:
The view proposed by Franklin (2012, p. 88) ...

Example Reference list item:
Further help

For further advice on approaches for referencing book chapters and Harvard (Cite them Right) please see the BOOKS > Chapters or sections of edited books menu area of Cite them Right (either in print or online).

Electronic book

When an ebook looks like a printed book, with publication details and pagination, you should reference as a printed book (see advice on referencing ‘Printed Books’ above).

Citation order:

- Author/editor
- Year of publication (in round brackets)
- Title of book (in italics)
- Place of publication: Publisher

Example In-text citation:

In their analysis, Hremiak and Hudson (2011, pp. 36–39) ...

Example Reference list item:


On some personal edevices (Kobo, Kindle/Kindle Fire, Sony, smartphones and tablets), specific ebook pagination details are often not available, so use the information you do have (loc, %, chapter/page), for example (Richards, 2012, 67%); (Winters, 2011, ch. 4, p. 12).

When downloading ebooks, you may find it helpful to add a general statement at the end of your reference list informing your tutor that the texts are available on your edevice. You should also include the date that you downloaded them.

Citation order:

- Author/editor
- Year of publication (in round brackets)
- Title of book (in italics)
- Available at: URL
- (Downloaded: date)
Example In-text citation:
Arthur's argument with the council was interrupted by the Vogon Constructor Fleet (Adams, 1979, loc 876).

Example Reference list item:

Further help
For further advice on approaches for referencing electronic books and Harvard (Cite them Right) please see the BOOKS > Electronic books (ebooks) menu area of Cite them Right (either in print or online).

Journal articles

If you wish to use a Digital Object Identifier (doi) follow the doi example below, also see our guide Introduction to Principles of Referencing, Citation and Bibliographies. For further advice on use of links in your citations please see our guide Introduction to Principles of Referencing, Citation and Bibliographies.

Citation order:
- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Issue information, that is, volume (unbracketed) and, where applicable, part number, month or season (all in round brackets)
- Page reference
- doi (if available)

Example: print or electronic journal article

Example In-text citation:
In their review of the literature (Norrie *et al.*, 2012) ...

Example Reference list item:
Example: electronic journal article with doi

Example In-text citation:
Shirazi's review article (2010) ...

Example Reference list item:

**Further help**

For further advice on approaches for secondary referencing and Harvard (Cite them Right) please see the JOURNALS menu area of Cite them Right (either in print or online).

**Web pages with no authors**

Use the title of the web page.

Citation order:

- Title of the web page (in italics)
- Year that the site was published/last updated (in round brackets)
- Available at: URL
- (Accessed: date)

Example In-text citation:
Illustrations of the houses can be found online (Palladio's Italian villas, 2005).

Example Reference list item:

**Further help**

For further advice on approaches for secondary referencing and Harvard (Cite them Right) please see the DIGITAL & Internet menu area of Cite them Right (either in print or online).
Other digital/ WWW Sources and Communications

You can see further guidance on referencing other digital or online sources in the print or online version of Cite them Right (see the DIGITAL & INTERNET and also the COMMS and MEDIA & ART menu areas), these include detailed advice for referencing material such as:

- WWW sources
- Digital Repositories
- CD-ROMs
- Computer Programs
- Blogs
- Social networking communications
- Wikis
- Digital media (photos, film, video etc.)

Individual Conference Papers

Citation order:

- Author of paper
- Year of publication (in round brackets)
- Title of paper (in single quotation marks)
- Title of conference: subtitle (in italics)
- Location and date of conference
- Place of publication: publisher
- Page references for the paper

Example In-text citation:

Cook (2000) highlighted examples ... 

Example Reference list item:

Further help

For further advice on approaches for secondary referencing and Harvard (Cite them Right) please see the COMMS Conferences Individual conference papers menu area of Cite them Right (either in print or online).

Internal Reports (Unpublished Reports)

Citation order:

- Author or organisation
- Year produced (in round brackets)
- Title of report (in italics)
- Internal report (including name of institution)
- Unpublished

Example In-text citation:

Recommendations in the report (Harris, 2013) ...

Example Reference list item:


Further help

For further advice on approaches for secondary referencing and Harvard (Cite them Right) please see the COMMS > Reports menu area of Cite them Right (either in print or online).

Theses or dissertations

Citation order:

- Author
- Year of submission (in round brackets)
- Title of thesis (in italics)
- Degree statement
- Degree-awarding body

If viewed online:

- Available at: URL
- (Accessed: date)
Example In-text citation
Research by Tregear (2001) and Parsons (2011) ...

Example Reference list

Further help
For further advice on approaches for secondary referencing and Harvard (Cite them Right) please see the *RESEARCH Unpublished or confidential information Theses and dissertations* menu area of Cite them Right (either in print or online).

Legal and Official Sources
Cite them Right (print or online) provides advice on citing a wide range of legal materials in the Harvard style (see the *LEGAL MATERIALS* menu area in Cite them Right), these include:

- Bills
- Command papers
- Law commission reports
- Statutory instruments
- UK statutes/ Acts of Parliament
- Legal cases
- Other legal materials...

Further Help
If you have any questions please contact your Librarian (see list of Liaison Librarians and Librarian for Online Programmes).