Guide to Referencing with Harvard (Cite them Right)
About Harvard (Cite them Right)

This guide provides information on using Harvard (Cite them Right) - provided by the *Cite them Right* textbook and online edition.

The Library provides access to printed copies (for physical loan [https://library.liv.ac.uk/record=b3001905~S8](https://library.liv.ac.uk/record=b3001905~S8) and the online version: [http://www.citethemrightonline.com.liverpool.idm.oclc.org](http://www.citethemrightonline.com.liverpool.idm.oclc.org)

Harvard (Cite them Right) is supported by a wide range of educational organisations, Library platforms and reference management software.
Cite them Right (textbook and Online)

You can visit Cite them Right Online from the Library’s Referencing Library Guide http://libguides.Liverpool.ac.uk/referencing or the Library for Online Programmes http://libguides.Liverpool.ac.uk/online
Navigating Cite them Right

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:
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:

**Example**

**In-text citation**

The view proposed by Franklin (2012, p. 88) ...

**Reference list**

In addition to this guide, please also see our guideline Introduction to Principles of Referencing, Citation and Bibliographies at https://libguides.liverpool.ac.uk/online/referencing this 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.
Introducing 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).

- 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.
Example in-text citations

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).
The Bibliography (reference list)

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.

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


For further advice 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.
Example In-text citations

Harvey (2010, quoted in Lewis, 2012, p. 43) provides an excellent survey ...

White's views on genetic abnormalities in crops (2011, cited in Murray, 2012) support the idea that ...

For further advice 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 and 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 edition no. if it is not the first edition)
- Place of publication: publisher
- Series and volume number (where relevant)
The following examples show an in-text citation and full reference (for the bibliography):

**Book with one author**

According to Bell (2010, p. 23), the most important part of the research process is ...

**Book with two or three authors**

Goddard and Barrett (2007) suggested ...

**Book with more than three authors**

This was proved by Young et al. (2005) ...
The formation of professions was examined in Prest (1987).


Caroline (2007) points out ...

Further examples

Revised editions
The beautiful work by Moxon (2013)...

Book with no author
The Percy tomb has been described as 'one of the master-pieces of medieval European art' (*Treasures of Britain*, 1990, p. 84).
*Treasures of Britain and treasures of Ireland* (1990) London: Reader's Digest Association Ltd

For further advice see the BOOKS menu area of Cite them Right (either in print or online).
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

The view proposed by Franklin (2012, p. 88) ...


For further advice see BOOKS > Chapters or sections of edited books menu area of Cite them Right (either in print or online).
When an E-Book looks like a printed book, with publication details and pagination, you should reference as a printed book (see previous advice on referencing ‘Printed Books’).

Citation order:

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

Example

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

Personal E-Books (e.g. Kindle)

On some personal devices (Kobo, Kindle/Kindle Fire, Sony, smartphones and tablets), specific E-Book 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 E-Books, 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 device. 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


For further advice see the BOOKS > *Electronic books (E-Books)* menu area of Cite them Right (either in print or online).
Citing journal articles

If you wish to use a Digital Object Identifier (doi) follow the doi example as follows, 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 at https://libguides.liverpool.ac.uk/online/referencing

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)
Citing journal articles - examples

**Example: print or electronic journal article**

In their review of the literature (Norrie et al., 2012) ...


**Example: electronic journal article with DOI**

Shirazi's review article (2010) ...


For further advice see the JOURNALS menu area of Cite them Right (either in print or online).
Web pages

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
Illustrations of the houses can be found online (Palladio's Italian villas, 2005).


For further advice please see the DIGITAL & Internet menu area of Cite them Right (either in print or online).
Digital 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.)
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

Cook (2000) highlighted examples ...


For further advice please see the COMMS Conferences Individual conference papers menu area of Cite them Right (either in print or online).
Internal and 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

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


For further advice 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


For further advice see the RESEARCH Unpublished or confidential information Theses and dissertations menu area of Cite them Right (either in print or online).
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..

Note – law programmes typically use the OSCOLA style, see https://libguides.liverpool.ac.uk/online/referencing
If you use a citation application (such as EndNote Online) you can use ‘Harvard (Cite them Right)’ style to produce bibliographies or other functions in your citation application:

- **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](https://www.zotero.org/styles/harvard-cite-them-right)
- **Mendeley** - shown as “Harvard - Cite them Right” - go to “View > Citation Style > Get More Styles” (then search for ‘cite them right’ to add this to available styles)
- For further help using citation systems see our Library Referencing Guide [http://libguides.Liverpool.ac.uk/referencing](http://libguides.Liverpool.ac.uk/referencing)
Support and Advice

• For training video, guides and tutorials on using the Library please see the Training page shown in the left menu of the Library for Online Programmes http://libguides.liverpool.ac.uk/online/training

• For general enquiries using Library resources or login help please see our 24/7 support services at http://libguides.liverpool.ac.uk/online/support

• If you have any further questions, to schedule a consultation or to report ongoing problems please contact the Librarian at the first opportunity http://libguides.liverpool.ac.uk/online/support