CITING AND REFERENCING: USING HARVARD

What is citation?

Citation is the means by which you tell a reader about the sources (books, journals, webpages etc.) that you have referred to in your work.

Why it is important to reference other people's work?

It is important to cite sources accurately for four main reasons: giving credit to other authors; showing that you have read widely; letting the reader trace the works you have read; and avoiding plagiarism (using someone else's ideas as your own).

> **WARNING!**
>
> There are many citation systems. This advice sheet demonstrates one of the most popular, Cite Them Right Harvard. There are many types of Harvard, and there many other types of system e.g. MLA, APA, Chicago, Vancouver. Unless you are told otherwise by your Programme Leader, you should reference in Cite Them Right Harvard which is the default style for London students.

Examples in this guide

This guide will show you how to cite a wide range of resources, using one version of Harvard:

Books	Lecture slides	TV series episodes
Chapters from books	Assignments /Essays	Films
Journal articles	Conference papers	Vlogs and vodcasts
Websites	Theses	Podcasts
Newspaper articles	Online forum posts	Emails
Images	Wikis	Tweets
Reports	TV shows	Instagram posts

Citing references in your text – also known as "in text citations"

When using Harvard, cited items are referred to in the text of your work by giving the author's name and year of publication. (This is known as an author-date style)

If you are quoting directly, paraphrasing or using ideas from a specific page or pages of a work, you should also include the page number(s) in your citations:
e.g. Jenkins (2006, p.4) argued "......"
e.g. "Consumption has become a collective process" (Jenkins, 2006 p.4)

If you are referring to an argument or ideas which are throughout a work, cite using just the author and date details in brackets:
e.g. In a recent study (Jenkins, 2006), it was argued that…

The authors' last names will appear in alphabetical order at the end of your essay where you will give the full publication details of references.

Citing sources in your reference list
For each type of material you cite you will need specific details in your reference list. Remember to stay consistent when referencing each item.

Book
Author(s) (year) *Title,* edition – if not the 1st, Place of publication: Publisher.
e.g. Schilling, M. (2017) *Strategic management of technological innovation.* 5th edn. New York: McGraw-Hill Education.

Chapter from an edited book
Author(s) (year) 'Title of chapter' in: Author(s)/ Editor(s), (ed(s).) *Book title,*
Edition, Place of publication: Publisher, pages (use p. or pp.).
e.g. Von Hippel, E. (2015) 'User Innovation' in: Sigismund Huff, A., Moslein, K.M., and Reichwald, R. (eds.) *Leading open innovation*, Cambridge: MIT Press, pp. 117-133.

Journal article
Author(s) (year) 'Title of article', *Title of journal*, volume number (part or issue number or month), pages.
e.g. Kuznar, L.A., and Lutz, J.M. (2007) 'Risk sensitivity and terrorism', *Political studies,* 55(2), pp. 341–361.

Website (Some websites do not have all the citation elements so cite all the ones you can find)
Author(s) (year) *Title of webpage* [online], Organisation responsible (optional), available at: URL (Accessed: date)
e.g. Pierce, D. (2017) *Why Google Needs Gadgets* [online], Wired, available at: https://www.wired.com/story/why-google-needs-gadgets/ (Accessed: 3 August 2018)

Newspaper article
Author(s) (year) 'Article title', *Newspaper title*, date published, pages.
e.g. Brown, P. (2002) 'Virtual reality: Is this really how we will all watch TV in years to come?', *The Observer*, 9 April, pp. 34-35.

Image (including graph, table, diagram) from a book
Artist (year) *Title of the work* [Material type], in: Author/Editor (year) *Title,* Place of publication: Publisher, page.
e.g. Masolino, T. (1427) *The Temptation of Adam and Eve* [Painting], in: Bruce-Mitford, M. (1996) *The Illustrated Book of Signs and Symbols*, London: Dorling Kindersley, p.24.

Report e.g. company report, market research report
Author or organisation (year) *Title of report*, Place of publication: Publisher.
e.g. Design Council (2015) *The Design Economy 2015: The value of design to the UK*, London: Design Council.
Or if online: Author or organisation (year) *Title of report* [online] available at: URL (Accessed: date)
e.g. Mintel (2016) *Social and Media Networks* [online] available at: http://academic.mintel.com/display/748268/ (Accessed: 21 August 2018)

Paper in conference proceedings
Author(s) (year) 'Title' in: Editor(s) *Title of conference proceedings. Place and date of conference*, Place of publication: Publisher, pages.
e.g. Gibson, E.J. (1977) 'The performance concept in building' in: *Proceedings of the 7th CIB Triennial Congress, Edinburgh, September 1977,* London: Construction Research International, pp. 129-136.

Lecture slides

Author (year) *Title of lecture* [lecture slides], Module code: module title, Institution, Day/month, available at: URL (Accessed: date).

e.g. Fu, K. (2018) *Types and Patterns of Innovation* [lecture slides], LLP201: Innovation Management, Loughborough University London, 3/10, available at: https://learn.lboro.ac.uk/course/view.php?id=10958 (Accessed: 10 October 2018).

Essay or assignment (either your own or another student's)

Author (year) *Title* [unpublished essay (Level, e.g. MSc, BA)] Module code and title, Institution.

e.g. Wang, A. (2016) *Innovation management in Silicon Valley: a cross-comparison of two FinTech companies* [unpublished essay MSc] LLP201: Innovation Management, Loughborough University London

Thesis or dissertation

Author (year) *Title* [unpublished thesis (Level, e.g. MSc, PhD.)] Institution.

e.g. Ansorge, J.T. (2012) *The technics of politics : information technology in international relations* [unpublished thesis (PhD)] University of Cambridge.

Electronic message from a public domain. e.g. discussion board or forum

Author of message (year) 'Title of thread/message' in: *Bulletin board /forum name* [online] available at: URL (Accessed: date)

e.g. dtarrant (2017) 'User experiences with Ubuntu tablet' in: *Ubuntu forums: Mobile Technology Discussions* [online] available at: https://ubuntuforums.org/showthread.php?t=2356576 (Accessed: 5 June 2018)

Wiki entry

Wiki name (year) *Title of article* [online] available at: URL (Accessed: date)

e.g. Hadoop Wiki (2008) *How to commit* [online] available at: https://wiki.apache.org/hadoop/HowToCommit (Accessed: 25 June 2018)

TV show (one off)

Title of episode (year) Name of channel, broadcast date.

e.g. *India's Partition: The Forgotten Story* (2017) BBC2, 22 August.

Episode from a TV series

'Title of episode' (year) *Title of programme/series*, Season and Episode numbers (if known), Name of channel, Broadcast date.

e.g. 'Battle of the Bastards' (2016) *Game of Thrones,* Season 6 Episode 9, Sky Atlantic, 19 June.

If viewed online:

'Title of episode' (year) *Title of programme/series*, Season and Episode numbers (if known), Name of channel, Broadcast date [online] available at: URL (Accessed: date)

e.g. 'Sister Surrogacy' (2017) *Keeping Up with the Kardashians,* Season 13 Episode 14, E!, 11 June [online] available at: http://www.ventlyfe.com/video/vip/3896/ (Accessed: 3 September 2018)

Film

Title of film (year of distribution) Directed by ... [Film] Place of distribution: Distribution Company.

e.g. Blade Runner (1982) Directed by Ridley Scott [Film] Burbank, California: Warner Bros.

Vlog or Vodcast

Author(s) (year) *Title of vlog/vodcast: Episode title* [Vodcast / Vlog post] available at: URL (Accessed: date).

e.g. Clark, K. (2016) LISTEN UP: Consumerism [Vlog post] available at: https://youtu.be/HPExBWjcm9c (Accessed: 3 September 2018)

Podcast

Author/presenter (year) *Title of podcast: Episode* title [Podcast] Day/month released/posted online, available at: URL (Accessed: date)

e.g. Mars, R. (2016) *99% Invisible: The Age of the Algorithm* [Podcast] 9 May 2017, available at: https://99percentinvisible.org/episode/the-age-of-the-algorithm/ (Accessed: 5 June 2018)

Email

Author (year) Email to Receiver, date of email.

Harris, D. (2016) Email to Angie Applegate, 5 August.

Tweet

Author (year posted) [*Twitter*] Day/month of tweet post, available at: URL (Accessed: date)

e.g. Uber (2017) [Twitter] 28 September, available at: https://twitter.com/Uber (Accessed: 3 October 2017)

Instagram post

Author (year posted) [*Instagram*] Day/month of Instagram post, available at: URL (Accessed: date)

e.g. Apple (2017) [Instagram] 30 August, available at: https://www.instagram.com/p/BYbH-zVj1tZ/?taken-by=apple (Accessed: 3 October 2017)

Example Reference List / Bibliography

Arrange your references in alphabetical order of author, e.g.:

Brown, P. (2002) 'Virtual reality: Is this really how we will all watch TV in years to come?', *The Observer*, 9 April, pp. 34-35.

Kuznar, L.A., and Lutz, J.M. (2007) 'Risk sensitivity and terrorism', *Political studies*, 55(2), pp. 341–361.

Mintel (2016) Social and Media Networks. Available at: http://academic.mintel.com/display/748268/ (Accessed: 21 August 2018)

Pierce, D. (2017) *Why Google Needs Gadgets*, Wired. Available at: https://www.wired.com/story/why-google-needs-gadgets/ (Accessed: 3 August 2018)

Schilling, M. (2017) *Strategic management of technological innovation*. 5th edn. New York: McGraw-Hill Education.

Uber (2017) [Twitter] 28 September, available at: https://twitter.com/Uber (Accessed: 3 October 2017)

Von Hippel, E. (2015) 'User Innovation' in: Sigismund Huff, A., Moslein, K.M., and Reichwald, R. (eds.) *Leading open innovation*, Cambridge: MIT Press, pp. 117-133.

For more help with referencing and citation please contact your Academic Librarian:
london-library@lboro.ac.uk

Or go to https://www.citethemrightonline.com/