Guide to citing and referencing using the Harvard style
CONTENTS

Introduction 4

Books 5
  Parts of a book citation (diagram) 7

Journal Articles 12
  Parts of a journal citation (diagram) 12

Newspaper Articles 13

Electronic Information 14
  1. Internet Pages 14
  2. Blogs 15
  3. Articles in Electronic Journals 16
  4. Articles from Internet Newspapers 17

Communications 18

Virtual Learning Environments eg Blackboard 19

Legal and Official Materials 21

Reference Material 25

Reports 26

Conferences 27

Theses 29

Archival Material 30

Cartographic Material (atlases and maps) 31

Standards 32

Patents 33

Reviews 34

Microform (microfilm and microfiche) 35

Television Programme 36

Films on DVD/Blu-ray 37

Films on Video Cassette 38
INTRODUCTION

This guide to the Harvard citation style explains the components of citation entries, as well as providing examples of cited books, journals and electronic media among many other potential sources.

The aim is to provide an easy to follow format that will cover most queries about the Harvard style. According to Pears and Shields (2013, xiv) 'there is no single authority to define 'Harvard'; hence there are many versions, with slight variations, of the systems in use'.

Citation Styles
There are many different citation styles, which have been developed for particular subject areas. For example the MLA style for Humanities, or APA for Psychology. Therefore, you should always check with your School or lecturer about what type of citation style is required. Many Schools will provide their own guide.

Finally and most importantly:
Remember that the source you use in an essay or thesis needs to be referenced. It demonstrates that you are not claiming work that is not your own, but also that your research is built on strong academic foundations. Any type of plagiarism is unacceptable.

For further information about referencing, reference management software and citation styles please consult the Library website at:

http://www.library.nuigalway.ie/support/training/usefulguides/guidetomanagingyourreferences/

You may also view a module on Referencing and Understanding Plagiarism which is available on The Learning Centre (Skills4StudyCampus) on Blackboard.
BOOKS

GENERAL RULES:

1. AUTHORS

- Single author: Surname first, initials of forename(s) eg Mulligan, J.
- Two authors: use above form with & between them eg Mulligan, J. & Flanagan, E.
- Three authors: cite all with comma after the first and & after the second eg Mulligan, J., Flanagan, E. & Kelly, H.
- More than three: cite the first only followed by et al. eg Mulligan, J. et al.
- If the book is compiled by an editor insert (ed.) or (eds.) after the name eg Mulligan, J. (ed.)

- If publications are produced by a society; professional body; company, use the organisation or company as a corporate author eg Coopers & Lybrand

- A government publication should begin with the country: eg Ireland. Department of Health and Children

2. SECONDARY REFERENCING

Secondary referencing is citing/referencing a work that has been cited in another source, without having seen the original source.

EXAMPLE:

In text:

According to Colluzzi and Pappagallo (2005, cited in Holding et al, 2008) most patients given opiates do not become addicted to such drugs.
3. CITING A DIRECT QUOTATION

If a direct quote from a book (or article, etc) is used you must:

- Use single quotation marks (double quotation marks are usually used for quoting direct speech) and
- State the page number

EXAMPLE:

In text:

Simons et al (2001, p4) state that, to date, the discipline of nursing ‘has no central focus, only loose and largely unverified domains of knowledge’.

4. PLACES OF PUBLICATION

If there is more than one place of publication listed eg London, New York, Philadelphia, etc use the first place named.
BOOKS

Parts of a citation for a book

1. SINGLE AUTHOR

CITATION ORDER:
- Author/Editor
- Year of publication (in round brackets)
- Title *(italics)*
- Edition (only include the edition number if it is not the first edition)
- Place of publication: Publisher
- Series and volume number (where relevant).

EXAMPLE:
In text:
Muncie (1999, p. 32) describes ...

Reference List:

2. EDITION OTHER THAN FIRST

EXAMPLE:
In text:
According to Silverman (2005, p.196) applying quality criteria...

Reference list:
BOOKS

3. REPRINT EDITION

CITATION ORDER:

• Author/Editor
• Year of original publication (in round brackets)
• Title (*italics*)
• Reprint
• Place of reprint publication: Reprint Publisher
• Year of reprint

For reprints of older books, the original year of publication is given as well as the full publication details of the reprint.

EXAMPLE:

In text:

In his historical work on Galway, Hardiman (1820) stated...

Reference list:


For more recently published originals, give the original publication information and the reprint information.

EXAMPLE:

In text:

In his book on the subject Bolza (1973)...

Reference list:

4. CHAPTER/SECTION OF AN EDITED 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’ followed by author/editor of book
- Title of book (in italics)
- Place of publication: Publisher
- Page reference.

EXAMPLE:

In text:

Moore (1994, p.115) presents.....

Reference list:

BOOKS

5. EBOOKS

If an ebook includes all the elements seen in the print version (i.e. publication details, edition and page numbers) reference it in the same way as a printed book. See example on p. 7 of this guide.

On some personal edevices (Kobo, Kindle/Kindle Fire, Sony, smartphones and tablets), pagination details are sometimes not available. Use the information you have (loc, %, chapter/page), for example (Richards, 2012, 67%).

If you are citing from downloaded ebooks you may wish to add a statement at the end of your reference list noting that the texts are available on your edevice. The date downloaded should be included. See below for citation order and example.

CITATION ORDER:

• Author/Editor
• Year of publication (in round brackets)
• Title (in italics)
• Available at: URL
• (Downloaded: date)

EXAMPLE:
In text:
The volatile software development environment (Highsmith, 2002)...

Reference list:
BOOKS

6. POEM WITHIN AN ANTHOLOGY

CITATION ORDER:

- Author of the poem (surname followed by initials)
- Year of publication (in round brackets)
- Title of poem (in single quotation marks)
- ‘in’ followed by author/editor/compiler of book
- Title of book (in italics)
- Place of publication: Publisher
- Page reference.

EXAMPLE:

In text:
‘Don’t forget to say your prayers in Manhattan.’ (Dunne, 1993)

Reference list:
JOURNAL ARTICLES

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 and capitalise first letter of each word in title, except for linking words such as and, for, of, the)
- Issue information i.e. volume (unbracketed) and part number, month or season (in round brackets)
- Page reference.

EXAMPLE:

In text:

The results (Rideout & Morgan, 2007) .....  

Reference list:

NEWSPAPER ARTICLES

1. **WHERE THE AUTHOR OF A NEWSPAPER ARTICLE IS IDENTIFIED, USE THE FOLLOWING CITATION ORDER:**

   - Author
   - Year of publication (in round brackets)
   - Title of article (in single quotation marks)
   - Title of newspaper (*italics* and capitalise first letter of each word in title, except for linking words such as and, for, of, the)
   - Edition if required (in round brackets)
   - Day and month
   - Page reference.

**EXAMPLE:**

**In text:**
Rose (2007) describes a new technique...

**Reference List:**

2. **WHERE NO AUTHOR IS GIVEN USE THE FOLLOWING CITATION ORDER:**

   - Title of newspaper (*italics* and capitalise first letter of each word in title, except for linking words such as and, for, of, the)
   - Year of publication (in round brackets)
   - Title of article (in single quotation marks)
   - Day and month
   - Page reference.

**EXAMPLE:**

**In text:**
The article (*The Guardian*, 2007) reported...

**Reference list:**
ELECTRONIC INFORMATION

1. INTERNET PAGES

1. Organisation or personal Internet sites:

CITATION ORDER:

• Author
• Year site published/last updated (in round brackets)
• Title of Internet site (in italics)
• Available at: URL
• (Accessed: date).

EXAMPLE:

In text:
Kelly (2007) indexes.....

Reference list:

2. Web page where no author can be identified, use the Web page’s title:
Web page with no obvious date of publication/revision, use (no date):

EXAMPLE:

In text:
Flora of the Burren (no date) studies.....

Reference list:
Flora of the Burren (no date) Available at:
2. **BLOGS**

**CITATION ORDER:**

- Author of message
- Year that the site was published/last updated (in round brackets)
- Title of message (in single quotation marks)
- Title of Internet site (*italics*)
- Day/month of posted message
- Available at: URL
- (Accessed: date).

**EXAMPLE:**

**In text:**

According to one commentator (Bernstein, 2007)...

**Reference list:**

ELECTRONIC INFORMATION

NOTE: Pears and Shields (2013, p. 30) advise that '...as long as the journal reference provides enough bibliographic information for the article to be located, other elements no longer need to be included, for example [Online], database title and URL. The reader would locate the article using the resources they can access and search.' See example on p.12 of this guide. If you wish to use a Digital Object Identifier (doi) follow the example below.

3. ARTICLES IN ELECTRONIC JOURNALS

CITATION ORDER:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
  - Title of journal (in italics and capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Issue information i.e. volume (unbracketed) and part number, month or season (in round brackets)
- Page reference
- doi (if available)

EXAMPLE:

In text:

This accurate appreciation by Jackson (1998)....

Reference list:

ELECTRONIC INFORMATION

NOTE: Pears and Shields (2013, p. 31) advise that the referencing of newspaper articles should be simplified. The following elements [Online], database title and URL are no longer included. The reader would locate the article using the resources they can access and search. See example below and on p.13 of this guide.

4. ARTICLES FROM INTERNET NEWSPAPERS

CITATION ORDER:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of newspaper (in italics and capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Day and month
- Page Reference

EXAMPLE:

In text:
Government and business (Flynn, 2006) ..... 

Reference list:
COMMUNICATIONS

1. PUBLIC COMMUNICATIONS

Lectures, seminars, webinars, PowerPoint presentations, videoconferences can be cited as follows:

**CITATION ORDER:**
- Author/Speaker
- Year (in round brackets)
- Title of communication (*italics*)
- Medium [in square brackets]
- Module code: module title (*italics*) (if known)
- Institution
- Day/month

**EXAMPLE:**

**In text:**

The lecture (Crosbie, 2006) included ....

**Reference list:**


2. PERSONAL COMMUNICATIONS

Personal communications by conversation, letter, email, telephone, text or fax can be cited as follows:

**CITATION ORDER:**
- Sender/Speaker/Author
- Year of communication (in round brackets)
- Medium of communication
- Receiver of communication
- Day/Month of communication

**EXAMPLE:**

**In text:**

It was stated by Burke (2006) ...

**Reference list:**

VIRTUAL LEARNING ENVIRONMENTS EG BLACKBOARD

1. TUTOR’S NOTES

CITATION ORDER:

- Author or tutor
- Year of publication (in round brackets)
- Title of item (in single quotation marks)
- Module code: module title (in italics)
- Available at: URL of VLE
- (Accessed: date)

EXAMPLE:

In text:

Advanced statistical methods (Avalos, 2007)

Reference list:

VIRTUAL LEARNING ENVIRONMENTS EG BLACKBOARD

2. JOURNAL ARTICLE (IN VLE)

CITATION ORDER:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in italics)
- Volume, issue, page numbers
- Module code: module title (in italics)
- Available at: URL of VLE
- (Accessed: date).

EXAMPLE:

In text:

Grimes (2002) stated … ...

Reference list:

LEGAL AND OFFICIAL MATERIALS

Legal sources can be complicated to cite and rules often vary across jurisdictions. Below we give examples of some of the most common legal and official sources that you will have to reference.

Note: The School of Law provides a guide to established citation formats and Law students are advised to use the School’s required format.

1. LAW REPORTS

CITATION ORDER:

- Case (in italics)
- [Date]
- Volume number
- Abbreviation for title of report series
- First page number of case.

EXAMPLE:

In-text citations:

In Haughey v Moriarty [1999] 3 I.R. 1, it was held that……..

Note: The first time you cite a case, you cite it in full with the party names and law report citation. Thereafter, unless it would not be clear to which case you are referring, you can generally refer to the case subsequently by the party names (ie Haughey v Moriarty).

Reference list:


[Date in square brackets as per convention indicating that year is critical in locating case]
LEGAL AND OFFICIAL MATERIALS

2. STATUTES

CITATION ORDER:
- Title of Act including year (in italics)
- Year of publication (in italics)
- Number of Act ((if available) (in round brackets) (in italics))
- Part (if applicable in italics)
- Section (if applicable in italics).

EXAMPLE:
In text:
The Science and Technology Act 1987 outlines…

Reference list:
Science and Technology Act 1987. (No. 30).

3. STATUTORY INSTRUMENT

CITATION ORDER:
- Name/Title (in italics)
- S.I. no. with year.
- Available at: URL
- (Accessed date)

EXAMPLE:
In text:
The Local Government (Planning and Development) Regulations 1990

Reference list:
LEGAL AND OFFICIAL MATERIALS

4. EU DIRECTIVE

CITATION ORDER: (*all in italics*)

- Legislation number
- Date
- Title.

EXAMPLE:

In text:


Reference list:

LEGAL AND OFFICIAL MATERIALS

5. GOVERNMENT PUBLICATIONS

CITATION ORDER:

- Name of Government Department
- Country of origin (in round brackets) - if you are referencing government publications from more than one country
- Year of publication (in round brackets)
- Title (in italics)
- Place of publication: Publisher
- Series (in brackets) - if applicable

EXAMPLE:

In text:

In its statement (2003) the Department of Health and Children outlines the...

Reference list:


6. EUROPEAN UNION PUBLICATIONS

CITATION ORDER:

- Name of EU Institution
- Year of publication (in round brackets)
- Title (in italics)
- Place of publication: Publisher.

EXAMPLE:

In text:

A European Commission report (2007) concludes that...

Reference list:

REFERENCE MATERIAL

Often reference material (dictionaries, encyclopaedias, bibliographies) does not have an obvious author or editor so it is sufficient to cite the reference work by its title.

CITATION ORDER:
• Title (in italics)
• Year of publication (in round brackets)
• Place of publication: Publisher.

EXAMPLE:
In text:
This concept is defined clearly (Collins English dictionary, 2003) ...

Reference list:

To cite a specific article within a reference work where the author is identified:

EXAMPLES:
In text:
Morgan (2004) ...

Reference list:

When citing the complete set of a reference work:

EXAMPLE:
In text:
When searching the index (Filby & Meyer, 1981)...

Reference list:
(If volumes or serial indexes are numbered this should be included in the citation.)
REPORTS

CITATION ORDER:

- Author or organisation
- Year of publication (in round brackets)
- Title of report (in italics)
- Place of publication: Publisher

OR if accessed on the internet:

- Available at: URL
- (Accessed: date)

EXAMPLE: (AUTHOR)

In text:

This influential report (Culliton, 1992) holds that ....

Reference list:


EXAMPLE: (ORGANISATION AS AUTHOR)

In text:

In one recent report (Small Business Forum, 2006) ..... 

Reference list:

CONFERENCES

1. FULL CONFERENCE PROCEEDINGS

CITATION ORDER:

• Author/Editor
• Year of publication (in round brackets)
• Title of conference: subtitle (in italics)
• Location and date of conference
• Place of publication: Publisher.

EXAMPLE:

In text:

The conference (British Hydromechanics Research Association, 1976) drew attention to...

Reference list:


2. 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:

Margetson (1992) states that ...
CONFERENCES

Reference list:

3. PAPERS FROM CONFERENCE PROCEEDINGS PUBLISHED ON THE INTERNET

CITATION ORDER:

• Author
• Year of publication (in round brackets)
• Title of paper (in single quotation marks)
• Title of conference: subtitle (in italics)
• Location and date of conference
• Publisher
• Available at: URL
• (Accessed: date). (not required when doi used)

EXAMPLE:

In text:
The most recent paper relating to this (Donohue and Quinlan, 2006) 

Reference list:
THESES

CITATION ORDER:

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

OR if accessed online:

• Available at: URL
• (Accessed: date)

EXAMPLE:

In text:
In her research O’Connor (2000)...

Reference list:
ARCHIVAL MATERIAL

If the author of the manuscript is known:

CITATION ORDER:

- Author
- Year (in round brackets)
- Title of manuscript (*italics*)
- Date (if available)
- Name of collection containing manuscript and reference number
- Location of manuscript in archive or repository.

EXAMPLE:

In text:
In his letter to Lynch (Maloney, 1877)...

Reference list:
CARTOGRAPHIC MATERIAL
(ATLASES AND MAPS)

1. ATLASES

CITATION ORDER:
• Author/Editor (if given)
• 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.

EXAMPLE:
In text:
• Haywood (2001) gives the example...

Reference list:

2. ORDNANCE SURVEY MAPS

CITATION ORDER:
• Ordnance Survey
• Year of publication (in round brackets)
• Title (in italics)
• Sheet number, scale
• Place of publication: Publisher
• Series (in round brackets).

EXAMPLE:
In text:
• Motorways are indicated (Ordnance Survey of Ireland, 1999) ...

Reference list:
STANDARDS

CITATION ORDER:

- Name of authority or organisation
- Year of publication (in round brackets)
- Number and title of standard (in italics)
- Place of publication: Publisher.

OR if accessed online:

- Available at: URL
- (Accessed: date)

EXAMPLE:

In text:

New food hygiene standards (National Standards Authority of Ireland, 2007)...

Reference list:

PATENTS

CITATION ORDER:

• Inventor(s)
• Year of publication (in round brackets)
• Title (in italics)
• Authorising organisation
• Patent number
• Available at: URL
• (Accessed: date)

EXAMPLE:

In text:
Hobson (1995)...

Reference list:
REVIEWS

CITATION ORDER:

- Name of reviewer (if indicated)
- Year of publication of the review (in round brackets)
- Title of the review (in single quotation marks)
- Review of ... (title of work reviewed - in italics)
- Author/director of the work being reviewed
- Publication details (title in italics).

EXAMPLE:

1. Book review:

   In text:
   In his review Leigh (2007) stated that the book...

   Reference list:


2. Film review:

   In text:
   One reviewer (Brady, 2007) said that this movie.....

   Reference list:

MICROFORM (MICROFILM AND MICROFICHE)

CITATION ORDER:

- Author
- Year of publication (in round brackets)
- Title of microform (in italics)
- Medium [in square brackets]
- Place of publication: Publisher.

EXAMPLE:

In text:

Correspondence from O’Donovan (1959)...

Reference list:

TELEVISION PROGRAMME

CITATION ORDER:

• Title of programme *(in italics)*
• Year of broadcast (in round brackets)
• Name of channel
• Broadcast date (day/month).

EXAMPLE:

In text:
Ahern *(Prime Time, 2007)* indicated that he wanted to form a stable government.

Reference list:
Films on DVD/Blu-ray

CITATION ORDER:
- Title of film (*italics*)
- Year of distribution (in round brackets)
- Directed by
- [DVD] or [Blu-ray]
- Place of distribution: distribution company.

EXAMPLE:

In text:

…the nature and spirit of the game (*Bull Durham*, 2007)

Reference list:

Films on VIDEO CASSETTE

CITATION ORDER:

- Title of film or programme (*italics*)
- Year of distribution (in round brackets)
- Directed by
- [Video cassette]
- Place of distribution: Distribution company.

EXAMPLE:

In text:
The two nations interact with one another (*Dances with wolves*, 1997)...

Reference list:

*Dances with wolves* (1997) Directed by Kevin Costner [Video cassette].
California: 4 Front Video.
Reference


Basingstoke: Palgrave Macmillan.
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