



Citing References: why and how to do it

Harvard Style



Why cite references:

- To allow those reading the record of what you've done to read the sources you have read.
- To credit, and show you have read, the key relevant work and can use it to support your arguments and so indicate where your work has taken you further.
- Citing and referencing work you have read and used avoids plagiarism.

Paragraph 30.1 of the University of Edinburgh's *Taught Assessment Regulations Academic Year 2016/17*, states:

Marks or grades can only be given for original work by students at the University.

Plagiarism is the act of copying or including in one's own work, without adequate acknowledgement, intentionally or unintentionally, the work of another or one's own previously assessed original work. It is academically fraudulent and an offence against University discipline. Plagiarism, at whatever stage of a student's course, whether discovered before or after graduation, will be investigated and dealt with appropriately by the University. The innocent misuse or quotation of material without formal and proper acknowledgement can constitute plagiarism, even when there is no deliberate intent to cheat. Work may be deemed to be plagiarised if it consists of close paraphrasing or unacknowledged summary of a source, as well as word-for-word transcription. Any failure adequately to acknowledge or properly reference other sources in submitted work could lead to lower marks and to disciplinary action being taken.

Glossary

Citation : short reference in the body of your text to a relevant work

Reference List : full bibliographic details of the references cited in your text

Further Reading : full bibliographic details of work which has influenced you but is not cited in your text.

Bibliography : full bibliographic details of references cited in your text and of work which has influenced you but are not cited in your text. Less used in scientific and technical publications.

How to cite and list references:

The principles are to provide enough information for someone else to find what you have read and present the information consistently.

There are conventions and styles to help you do this:

- **Author-Date or Harvard** (provides information about a reference in the text)
 - Citation: author's last name, year of publication
 - Reference Lists are arranged alphabetically by author
- **Numbered, Numerical or Alphabet-Number** (avoids hiatus in the text and are good for references without publication dates)
 - Citation: number in brackets or as superscript. The numbers follow consecutively unless a reference has already been cited, in which case the original number is used each time.
 - Reference Lists are arranged by citation number, each reference occurring only once
- **Citation Order** (not usually used in scientific/technical publications)
 - Citation: number in square brackets or as superscript. The numbers follow consecutively.
 - Reference Lists are arranged by citation number and the abbreviations *ibid*, *op cit* are used to refer to references cited in full further up the reference list.

The specific styles mentioned in this guide are Harvard. If the reference types illustrated do not cover everything you need, please use the sources given throughout or contact your Academic Support Librarian:

www.ed.ac.uk/is/academic-support-librarians-a-z

HARVARD REFERENCING STYLE

N.B. If you are preparing a paper for publication, the editorial board or publishers of the journal to which you want to submit will have decided what format citations and lists of references should take and will make the information available to authors. LATEX style guides may also be available for download.

Citing References in the body of your text

- If an author is named in the text, enclose the year of publication of the relevant work in parentheses after the author's last name.

Example:

As well as telling us longer quotes may be indented and comments interpolated in square brackets, Russell (1993) also says:

A short quotation placed at the head of a passage [or at the very beginning of a work] is an epigraph. Do not use quotations marks with epigraphs. Identify the source below the quotation.

- If it is a quote, idea, principle, etc which is included in the text, but not the relevant authors of the quote, idea etc, use parentheses to enclose the last name and year beside the relevant piece of text. If you are referring to a particular part of a work, give the associated page number(s).

Example:

Shorter quotations do not need to be indented but "are denoted by the use of double quotation marks" (Russell, 1993).

Two or Three Authors: (Gerndt and Kranzlmuller, 2006) (Smith, Lee and Brown, 2007)

More than three authors: (Hein et al., 2005)

Same author(s) but multiple publications from the same year: (Atiyah, 1995a) (Atiyah, 1995b)

Unknown author: (Anon, 2007)

No author: (use part of the title, date)

Using some work as representative: (eg Dreyfus, 1991; Schmid and Henningson, 2001)

Personal communication

Where you have to use information that has come to you as an individual rather than presented in the published literature, you indicate this to be personal communication and do so in the text of your document. You do not need to include such sources in a reference list.

Example:

e.g. Many designers do not understand the needs of disabled people according to J. O. Reiss (personal communication, April 18, 1997).

Before referring to what someone has told you, ask them if they will allow you to do so.

Secondary References

If you refer to a work of which the only account you have read is that recorded in the work of someone else, you need to make it clear you have not read the original work. In the reference list, some sources direct authors to provide only the reference of the work they have actually read; be consistent or take advice.

Examples:

Lee (1993) as cited by Smith (2000) then include both works in your reference list

Lee as cited by Smith (2000) then include only the work you have actually read, ie the Smith article

You have to have confidence in the source you have read to rely on it like this. Even work cited by reputable sources may bear scrutiny; see the "minireview" published by Thomas Katz (2005) on a mistake perpetuated in the literature on olefin metatheses.

Illustrations, Figures or Data

Having considered copyright in their use, you should cite and reference any illustrations, graphs, data or figures, etc you take or adapt from another published work. If you do not amend the illustration etc in any way, reference the work as if it were a quotation, if you do amend the work, indicate this in the citation

Example:

Figure 1 Answers blowing in the wind (University of the West of England, 2017)

If the illustration is of a work from a known library, collection or repository, give the location as outlined in 15.7.2 of British Standard BS ISO 690:2010 (British Standards Institution, 2010) (BSI, 1989) (BSI, 1989).

Format of the Reference List – Harvard Style

The Reference List contains the full citation of those references cited in your text. In Harvard style the reference list is arranged alphabetically by author's last name (or equivalent for the particular reference).

N.B. - The font formats and punctuation used here may differ from other versions of Harvard Style you see. Use the one which is right for you and apply it consistently.

Book, eg Silyn-Roberts (2000)

AUTHOR or EDITOR's LAST NAME, INITIALS. (year of publication) *Title of Book taken from title page and publication details on the reverse*, City of publication: Publisher.

SILYN-ROBERTS, H. (2000) *Writing for science and engineering: papers, presentations and reports*, Oxford: Butterworth-Heinemann.

Book Chapter or section from Edited Book

CHAPTER AUTHOR's LAST NAME, INITIALS. (year of publication) Title of Chapter. IN: EDITOR's LAST NAME, INITIALS. (Ed(s)) *Title of book taken from title page and publication details on the reverse*, City of publication: Publisher. ppPage numbers as appropriate.

HANCOCK, W. T. (2003) The principles of cell signalling. IN: KUMAR, S. & BENTLEY, P. J. (Eds.) *On growth, form and computer*, London: Elsevier Academic Press, pp64-81.

Computer Files, Programs or Software

The following comes from sections 15.2 & 15.3 of British Standard "Information and documentation. Guidelines for bibliographic references and citations to information resources" (British Standards Institution, 2010):

The type of medium...should be given....Additional information concerning system requirements beyond that given in the medium designation should be recorded in a note...

...EXAMPLE System requirements: PC Windows 98, 2000, or XP; 32 MB RAM; 800 × 600 resolution colour display; Internet Explorer 5.0 or later; Flash 6 or later plug-in; sound card.

...the name(s) of the creator(s) should be given in preference to that of the distributor...Version information should be included if available. The date of publication should be the date on which the software was released for use. The date of citation should be the date on which the program was accessed in the context of the material being referenced.

Example:

MICROPRO INTERNATIONAL CORPORATION. WordStar [computer program]. Version 3.30. Disk (5 ¼ in CP/M 86). San Rafael: Micropro, 1983

Alternatively, reference the article in which the program appeared or as directed by the program providers, eg Ivantchev et al (2002) as at the Bilbao Crystallographic Server (2013).

Conference Proceedings

EDITOR'S LAST NAME, INITIALS (Ed(s)) (Year of Publication) *Title of Conference (to include conference's date and/or location)*. Place of publication: Publisher.

GERNDT, M. & KRANZLMULLER, D. (Eds) (2006) *High Performance Computing and Communications. Second International Conference, HPCC 2006. 13-15 Sept. 2006. Munich, Germany. Proceedings (Lecture Notes in Computer Science Vol.4208)*. Berlin: Germany, Springer.

Conference Paper

AUTHOR'S LAST NAME, AUTHOR'S INITIALS. (Year of publication) Title of Paper. IN: CONFERENCE EDITOR'S LAST NAME, INITIALS (Ed(s)) Title of Conference (to include conference's date and/or location), ppPage(s) of contribution, Place of publication: Publisher.

RAGHAVAN, P. (2004) Advanced algorithms and software components for scientific computing: an introduction. IN: DONGARRA, J., MADSEN, K. & WASNIEWSKI, J. (Eds.) *Applied Parallel Computing. State of the Art in Scientific Computing. 7th International Workshop, PARA 2004. 20-23 June 2004. Lyngby, Denmark. Revised Selected Papers (Lecture Notes in Computer Science Vol. 3732)*, pp590-592, Berlin: Germany, Springer-Verlag.

Journal Article

AUTHOR'S LAST NAME, AUTHOR'S INITIALS (Year of publication) Article title. Title of journal. Volume (Issue), Page numbers of article.

HEIN, J., REID, F., SMITH, L., BUSH, I., GUEST, M. & SHERWOOD, P. (2005) On the performance of molecular dynamics applications on current high-end systems. *Philosophical Transactions of the Royal Society London, Series A (Mathematical, Physical and Engineering Sciences)*, 363, 1987-1998.

N.B. journal abbreviations – if you need to find a full journal title from its standard abbreviation or vice versa, try one of the journal abbreviation tools in a relevant bibliographic database, eg Web of Science, see www.ed.ac.uk/is/databases-subjects

Mailing list or electronic discussion list

AUTHOR'S LAST NAME, INITIALS. (Day Month Year) Re: Subject of message. Discussion List [online] Available from: list e-mail address [Accessed Date].

YEOMANS, J. (29 Jun 2001) Re: Citing preprints. *LIS-SCITECH* [online] Available from: LIS-SCITECH@JISMAIL.AC.UK [Accessed 20/12/06].

Monograph Series - Volume

AUTHOR or EDITOR'S LAST NAME, INITIALS. (year of publication) Title of Monograph taken from the title page and publication details on the reverse, Series name, v.volume number, City of publication: Publisher.

SCHMID, P. J. & HENNINGSON, D. S. (2001) *Stability and transition in shear flows*, Applied Mathematical Sciences, v.142, New York: Springer-Verlag.

Monograph Series – Chapter

CHAPTER AUTHOR'S LAST NAME, INITIALS. (year of publication) Title of Chapter. IN: EDITOR'S LAST NAME, INITIALS. (Ed(s)) Title of Monograph taken from the title page and publication details on the reverse, Series name, v.volume number, City of publication: Publisher. ppPage numbers as appropriate.

DREYFUS, T. (1991) Advanced mathematical thinking processes. IN: TALL, D. (Ed.) *Advanced mathematical thinking*. Mathematics Education Library, v.11, Dordrecht: Kluwer Academic Publishers Group. pp25-41

Pre-print or article accepted for publication: This information allows your readers to read the same version you did. If viewed online, the information about publication status, the link and when it was viewed need to be included:

AUTHOR'S LAST NAME, AUTHOR'S INITIALS (Year of publication) Article title. Title of journal. Volume (Issue), Page numbers of article. [online]. Available from: <URL/DOI> [Accessed: date]

BASDEN, A. (2006) Adaptive optics simulation performance improvements using reconfigurable logic. *Applied Optics*, to be published, pp19. [online]. Available from: <http://uk.arxiv.org/abs/astro-ph/0611292> [Accessed: 15 Dec 2006]

Report

AUTHOR'S LAST NAME, AUTHOR'S INITIALS (Year of publication) Title of the report. Name of organisation publishing the report. Report number: number of report.

HENTY, D. (1995) *Craft Performance Optimisation*, T3D In-Depth Support Team, Edinburgh Parallel Computing Centre, University of Edinburgh. Report number: EPCC-TR95-04.

Thesis or Dissertation

AUTHOR'S LAST NAME, AUTHOR'S INITIALS. (Year of publication) *Title of theses or dissertation*. Designation, (and type). Name of institution to which submitted.

KOCHENDERFER, M. J. (2006) *Adaptive Modelling and Planning for Learning Intelligent Behaviour*, Thesis (PhD), School of Informatics, University of Edinburgh.

Web Page

AUTHOR'S LAST NAME, INITIALS. (Year of publication if available) *Title of webpage* [online]. Place of publication, Publisher (if available). Available from: URL [Accessed date].

How to cite the Bilbao Crystallographic Server [online]. Condensed Matter Physics Dept., University of the Basque Country. Available from: http://www.cryst.ehu.es/wiki/index.php/How_to_cite_the_Bilbao_Crystallographic_Server [Accessed 26/07/2013].

N.B. no author is given for this webpage so the reference starts with the title.

Harvard – Reference List

- ATIYAH, M. (1995a) Quantum physics and the topology of knots. *Reviews of Modern Physics*, 67, 977-981.
- ATIYAH, M. (1995b) Quantum theory and geometry. *Journal of Mathematical Physics*, 36, 6069-6072.
- How to cite the Bilbao Crystallographic Server* [online]. Condensed Matter Physics Dept., University of the Basque Country. Available from: http://www.cryst.ehu.es/wiki/index.php/How_to_cite_the_Bilbao_Crystallographic_Server [Accessed 26/07/2013].
- BRITISH STANDARDS INSTITUTION (2010) BS ISO 690:2010, *Information and documentation. Guidelines for bibliographic references and citations to information resources*, London: BSI.
- IVANTCHEV, S., KROUMOVA, E., AROYO, M. I., PEREZ-MATO, J. M., IGARTUA, J. M., MADARIAGA, G. & WONDRATSCHEK, H. (2002) SUPERGROUPS: a computer program for the determination of the supergroups of the space groups. *Journal of Applied Crystallography*, 35, 511-512.
- KATZ, T. J. (2005) Olefin metatheses and related reactions initiated by carbene derivatives of metals in low oxidation states. *Angewandte Chemie-International Edition*, 44, 3010-3019.
- REGULATION 30: ACADEMIC MISCONDUCT 2016. Taught Assessment Regulations Academic Year 2016/17. 14 April 2016 ed.: University of Edinburgh. Available from: <http://www.ed.ac.uk/files/atoms/files/taughtassessmentregulations.pdf> [Accessed 19/07/2017]
- RUSSELL, T. M. (1993) *Essays, Reports and Dissertations: guidance notes on the preparation and presentation of written work*, Edinburgh University Library.
- SILYN-ROBERTS, H. (2000) *Writing for science and engineering: papers, presentations and reports*, Oxford: Butterworth-Heinemann.
- UNIVERSITY OF THE WEST OF ENGLAND (2017) *UWE Bristol Harvard: Referencing guidance* [online]. University of the West of England, Bristol. Available from: <http://www1.uwe.ac.uk/students/studysupport/studyskills/referencing/uweharvard.aspx> [Accessed 19/07/2017]

Further Reading

- BRITISH STANDARDS INSTITUTION (1983) BS 6371:1983 *Recommendations for citation of unpublished documents*, London: BSI
- BRITISH STANDARDS INSTITUTION (1990) BS 5605:1990 *Recommendations for citing and referencing published material*, London: BSI
- LIBRARY AND LEARNING SUPPORT *How to cite references*. [online]. Bournemouth University Library. Available from: <https://www1.bournemouth.ac.uk/students/library/using-library/how-guides/how-cite-references> [Accessed 19/07/2017].
- UNIVERSITY LIBRARY *Referencing* [online]. Leeds University Library. Available from: <https://library.leeds.ac.uk/skills-referencing> [Accessed 19/07/2017].

The full-text of British Standards are available to staff and students of the University of Edinburgh from British Standards Online – see the Library's databases web pages for details:

www.ed.ac.uk/is/databases-a-z

(2017)

If you require this document in an alternative format, please contact Rowena Stewart, rowena.stewart@ed.ac.uk Tel: 0131 650 5207

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336