

Quote, Unquote

The Harvard Style of referencing published material

Including electronic information

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The Harvard style of citing and referencing

Language explained

Citing means formally recognising, within your text, the resources from which you have obtained information.

Citation is the passage or words quoted within your text, supported with evidence of the source.

Bibliography is the list of sources you have used.

Reference is the detailed description of the item from which you have obtained your information.

Why is a referencing system necessary?

During your studies you will often refer to work produced and written by someone else. You need to prove that you have some idea of what has been written on the subject previously, but absolutely must not pretend the ideas are yours – this is called plagiarism or cheating. A formal system of referencing is necessary to:

- Acknowledge the work of other writers and researchers
- Demonstrate the body of knowledge on which you have based your work
- Enable other researchers to trace your sources easily and lead them on to further information.

When you are searching the literature on your chosen subject, it is important to save or note down precisely all the details of the references to sources that you find. If you don't do this, you may not be able to trace accurately the sources you need and you will have additional work when you need to list these references in your bibliography. If you follow the formulas in this booklet, it will ensure that you include all the relevant facts for each reference, whether it is a reference to a journal article, book, video, web site or other source.

Why Harvard?

A standard system of citing and listing references makes it easier to trace academic and other knowledge efficiently. There are a number of systems for referencing but at Leeds Met we recommend the Harvard System.

This system was developed in the USA and grew in popularity during the 1950s and 1960s, especially in the physical and natural sciences and more recently the social sciences. Over several decades it has become the most common system in use internationally and is frequently the standard house style for academic journals.

The Harvard system has advantages of flexibility, simplicity, clarity and ease of use both for author and reader. References are listed alphabetically in the bibliography and cited in the body of the text so there is no third place to look such as footnotes and chapter references, which are features of other systems.

NOTE

Harvard is NOT necessarily the same as publishers' house style. When writing an article for inclusion in a professional journal, you must consult the editors' notes on style used in the specific publication.

*The advice in this booklet conforms to British Standards Institution. (1990)
BS5605:1990. Recommendations for citing and referencing published material.
Milton Keynes, BSI.*

Citing within your text

The Harvard system of citation is the most straightforward method of acknowledging other people's work, because initially all you need to do is mention the author and date of publication in the text of your work.

So, at each point in the text that refers to a particular document, insert the author's surname and publication year in brackets.

Customer compatibility management emphasises the controllability of customer to customer interaction in the higher education environment (Rowley, 1996).
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The reader can easily locate the full description of the item you have cited by referring to the alphabetical list of references (or bibliography) provided at the end of your document. The system has the advantages of showing at a glance the authority used, who may well be recognised, and how recent or contemporary the information might be.

Direct quotations

If you are directly quoting a piece of work in your own work you should enclose the quotation in quotation marks and then identify the page numbers the quotation is taken from. If details of parts of the document are required for example, page numbers, track or title numbers of sound recordings, these appear after the date within brackets. The abbreviations are: page (p.), pages (pp.), section (s.) or sections (ss.).

There is a need to create “stopping off” places in the learning process or what Kornbluh and Green refer to as “professional encapsulations” (1989, p.78). These encapsulations allow individuals time to assess and practice what they have learned, understand it more clearly and decide upon its relevance.

“These resting times provide periods for reflection and permit time for new things to be learned, mastered and brought to fruition” (Jones, 1995, pp.122-3).

Multiple authors

Three or fewer authors

Cutler, Williams & Schmitt (1986) believe that the fermentation process is prolonged by such low temperatures.

Four or more authors

- In the case of four or more authors, the first author (from the title page) is followed by 'et al.' (this is an abbreviation of the Latin term for 'and others').

Matlock et al. (2004) discussed the use of electronic databases.

Citation examples

If the author's name occurs naturally in the text:

- The year follows in brackets.

The work of Preece (1994) was concerned to emphasise the importance of quality in social research.

If the source is cited within another book:

- For sources that you have not actually seen but which are referred to in another work, cite both the original source and the secondary source where you read it.

Smith (1990, quoted in Gibbs 1998, p.78) in his book 'Analysing patterns of work' gives an excellent précis of leadership styles.

If there is more than one reference at the same point in the text:

- When more than one reference is given at the same point in the text, they should be listed in order of publication date (earliest first).

Smith (1958), Brown (1964) and Jones (1992) all believe that...

- This can also be written using semicolons to separate the authors:

Several independent pieces of research have been undertaken (Smith 1998; Brown 2001; Jones 2004) indicating that...

- Whichever method you use you must be consistent and do the same for all multiple references in your work.

If there is more than one author with the same surname and the same year:

- In the main text, author's initials are only used, in brackets, when two or more authors have the same surname and have published in the same year, in which case they should be identified by initials in order to avoid confusion.

"... this is the theory, as I believe it" (Wallis, L., 1995, pp.78-79). This, however, was contested later in the same year (Wallis, S.R. 1995).

If the author has more than one item published in the same year:

- Use lower case letters after the date if referring to more than one item published in the same year by the same author.

In an early report it was suggested by the CBI that the careers service should be transferred from LEAs to Training and Enterprise Councils (CBI, 1989a). It is significant, however, that the CBI speaking on behalf of its employers generally argued the classic liberal case for individual choice in the education training market in its report 'Towards a skills revolution' (CBI, 1989b).

If there is no date on the publication:

- If you do not know the date of publication, use "n.d." (which stands for "not dated") in place of the year.

It has been detailed that all seventeen cases have been reported in this way (Pirota, n.d.).

If there is no author:

- If you can't establish the author(s) of a work, include the title within the brackets instead.

It has been stated that the disease occurs more frequently in men (Preventing coronary heart disease, 2003).

For visual information, photographs, illustrations and diagrams:

- Acknowledge the source from which you have taken the image in the same way as you would quotations; with the author and date given alongside in brackets and full details in the bibliography. If the visual information is not the author's own work...

For reproductions of works of art:

- As well as citing the source the image was found in, these should also acknowledge the original artist, photographer, designer or architect.

Thomas, B. Is your journey really necessary? 1942. (Rhodes, 1976, p.130)

For personal communications:

- Personal communications can be cited in the text, but as the information is not recoverable they do not need to be included in the bibliography. Give initials as well as the surname of the communicator, and provide as exact a date as possible.

More and more buildings are now providing access for disabled people according to R. J. Thompson (personal communication, 22 March 2000).

For scriptural citations:

- References to the Bible should include book (abbreviated), chapter and verse – never a page number. Traditionally a colon is used between chapter and verse:

Heb. 13:8.
Ruth 3:1-18.
2 Kings 11:12.

- Bible references are not usually included in your bibliography but if you do want to reference the Bible you have been using, then follow the rules for a book.
- References to the sacred and highly revered works of other religious traditions are treated similarly to those of the Judeo-Christian tradition.

Web site citations

Web site with author:

- Cite the author and date as usual.

Turner (2001) has created many useful graphs showing the transition between the different age groups.

Web site without author:

- Where the web page has no author whatsoever, use the title as the point of reference.

Cancer experts estimate that changes to our diet could prevent about one in three cancer deaths in the UK (CancerHelp UK, 2002).

- However, where you are quoting from a web page from within a larger site and you do not have the author of the page, use the larger site as author.

HEFCE (2001) outlines the decisions made in relation to funding for universities and colleges in 2002-2003.

Electronic journal citation:

- Cite the author and date as you would for printed sources.

The bibliography

The bibliography appears at the end of your work. It is organised alphabetically and is evidence of all the sources you have used in your research. The first two elements of each reference in your bibliography, i.e. author and date, appear in the text of your work. This enables the reader to move easily between the citation in the text and the bibliography in order to trace the relevant reference.

Printed sources

Books

- You should use the title page rather than the book cover as your authority as they are occasionally slightly different.
- You should highlight the title of the books using bold type, underlining or italics. Whichever you choose you must be consistent for all the references in your bibliography.
- In your bibliography, in order to maintain consistency in your referencing, you should only use the initial letters of the writer's first name; even when you have more information. For example, **Mohr, L.B.** or **Bowlby, J.** In some cases you may feel that this hides the gender balance of the research base and as such it is possible to refer in the full text to the writer's full name.
- 'ed.' and 'eds.' are suitable abbreviations for editor and editors; for example, **Spence, B. ed.**
- In your bibliography '&' can be used when listing authors/editors, as long as you use it consistently for all your references; for example **Bennett, H. & Reid, S.**
- If you are referencing more than one book written by the same author in the same year, these need to be listed in the bibliography in the order they were cited in the text. For example:

Ghose, J. (2001a) **Computing: the way ahead...**

Ghose, J. (2001b) **Changing retail markets in computing...**

To reference a book in your bibliography include the following information in this order:

- (1) Author(s), editor(s) or the organisation responsible for writing the book
- (2) Year of publication – in brackets
- (3) Title and subtitle (if any) – underlined, in **bold**, or in *italics* and followed by a full stop
- (4) Series and individual volume number (if any) – followed by a full stop
- (5) Edition if not the first, for example 2nd ed.
- (6) Place of publication if known – followed by a comma
- (7) Publisher – followed by a full stop

Spence, B. ed. (1993) **Secondary school management in the 1990s: challenge and change**. Aspects of Education Series, 48. London, Independent Publishers.

Mohr, L.B. (1996) **Impact analysis for program evaluation**. 2nd ed. London, Sage.

Bowlby, J. (1951) **Maternal care and mental health**. Monograph Series, no. 2. Geneva, World Health Organization.

Davis, B. et al. (2000) **Physical education and the study of sport**. 4th ed. London, Mosby.

'In' references

Chapter of a book

- A common mistake is to confuse the name of the contributor to a book of collected writings with that of the editor.
- It is important to include the editor of the book in the bibliography as this is the information that would be needed to trace the source on a library catalogue, for example.

If you want to reference a chapter in a book the order is:

- (1) Author of chapter/section
- (2) Year of publication – in brackets
- (3) Title of chapter/section – followed by a full stop
- (4) The word **In**:
- (5) Author/editor of collected work
- (6) Title of collected work – underlined, in **bold**, or in *italics* and followed by a full stop
- (7) Place of publication – followed by a comma
- (8) Publisher – followed by a comma
- (9) Page numbers of section referred to – followed by a full stop

Porter, M.A. (1993) The modification of method in researching postgraduate education. In: Burgess, R.G. ed. **The research process in educational settings: ten case studies**. London, Falmer Press, pp.35-47.

Secondary reference (book cited within another book)

- A slightly different example of an 'in' reference would be for a piece of work cited within another book, known as a secondary reference as you have not actually seen the original source yourself.
- Here you would include the date and publication details of the piece of work, and then '**Quoted in:**' followed by the reference for the book you have seen.

Confederation of British Industry (1989) Towards a skills revolution: a youth charter. London, CBI. Quoted in: Bluck, R., Hilton, A. & Noon, P. (1994) **Information skills in academic libraries: a teaching and learning role in higher education**. SEDA Paper 82. Birmingham, Staff and Educational Development Association, p.39.

Journal articles

Include the following information in this order:

- (1) Author of the article
- (2) Year of the publication – in brackets
- (3) Title of the article – followed by a full stop
- (4) Title of the journal – underlined, in **bold**, or in *italics* and followed by a full stop
- (5) Volume and part number, month or season of the year – followed by a comma
- (6) Page numbers of article – followed by a full stop

- Where the author(s) is known:

Bennett, H., Gunter, H. & Reid, S. (1996) Through a glass darkly: images of appraisal. **Journal of Teacher Development**, 5 (3) October, pp.39-46.

Clarke, T.J. (1995) Freud's Cézanne. **Representations**, No. 52 Fall, pp.94-122.

Johnson, H. (1999) An information skills model: do we need one? **SCONUL Newsletter**, 17 Summer, pp.3-5.

- Where the article is anonymous:

How dangerous is obesity? (1977) **British Medical Journal**, No. 6069, 28 April, p.1115.

Newspaper articles

Baty, P. (1998) Learners are born, says report. **Times Higher Education Supplement**, 16 January, p.5.

Gibbs, G. (2001) BA closes in on alliance with US carrier. **The Guardian**, 19 November, p.21.

Foreign books and journal articles

- If you are referencing a book or journal article written in another language you should either give the title exactly as it appears on the page, or an English translation of it with the language acknowledged.
- Whichever method you choose you must be consistent with all references to foreign works in your bibliography.

Either:

Gonzalez, M. & Martin, F. (1999) **Socios 1: curso basico de espanol orientado al mundo del trabajo: libro del professor**. Barcelona, Difusion.

Or:

Gonzalez, M. & Martin, F. (1999) **Series 1: basic Spanish course about the world of work: tutor book** (in Spanish). Barcelona, Difusion.

Translations

- For a book or journal article translated into English you will need to include the translator's details and the original language it has been translated from.

Include the following information in this order:

- (1) Author(s)
- (2) Year of publication – in brackets
- (3) Title – underlined, in **bold**, or in *italics* and followed by a full stop
- (4) The words **Translated from the**
- (5) The language of the original
- (6) The word **by**
- (7) The translator's name – followed by a full stop (note that the translator's name is not written surname first)
- (8) Place of publication – followed by a comma
- (9) Publisher – followed by a full stop

Canetti, E. (2000) **Crowds and power**. Translated from the German by C. Stewart. London, Phoenix.

Theses and dissertations

- You need to include the name of the awarding institution, for example Leeds Metropolitan University.

Whitehead, S.M. (1996) **Public and private men: masculinities at work in education management**. Ph.D. thesis, Leeds Metropolitan University.

Page, S. (1999) **Information technology impact: a survey of leading UK companies**. MPhil. thesis, Leeds Metropolitan University.

Research reports

- No one example can explain the type and range of reports. However it is important to include the subtitle and series information.
- The correct content and order is the same as for books.

Mullineux, N. (1997) **The world tyre industry: a new perspective to 2005**. Research Report 348. London, Economist Intelligence Unit.

Balcombe, R.J. (1988) **Bus deregulation in Great Britain: a review of the first year**. Research Report/Transport and Road Research Laboratory; 161. Crowthorne, TRRL.

Conference proceedings

You should include the following information. The order is:

- (1) Name of conference – followed by a comma
- (2) Number (if appropriate) – followed by a full stop
- (3) Year – followed by a full stop
- (4) Location of conference (if appropriate) – followed by a comma
- (5) Year of publication – in brackets and followed by a full stop
- (6) Title of published work; if different from the name of the conference – underlined, in **bold**, or in *italics* and followed by a comma
- (7) Author/editor – followed by a full stop
- (8) Place of publication – followed by a comma
- (9) Publisher – followed by a full stop

ERGOB Conference on Sugar Substitutes. 1978. Geneva, (1979). **Health and sugar substitutes: proceedings of the ERGOB conference on sugar substitutes**, B. Guggenheim ed. London, Basel.

Conference papers

- Conference papers are similar to book chapters in that they appear as part of a wider publication (i.e. the conference proceedings).

The following information needs to be included in this order:

- (1) Contributing author
- (2) Year of publication – in brackets
- (3) Title of conference paper – followed by a full stop
- (4) The word **In**:
- (5) Author/editor of conference proceedings (if applicable)
- (6) Title of conference proceedings including date and place of conference – underlined, in **bold**, or in *italics* and followed by a full stop
- (7) Place of publication – followed by a comma
- (8) Publisher – followed by a comma
- (9) Page numbers of contribution – followed by a full stop

Romanov, A.P. & Petroussenko, T.V. (2001) International book exchange: has it any future in the electronic age? In: Neven, J. ed. **Proceedings of the 67th IFLA Council and General Conference, August 16-25, 2001, Boston USA**. The Hague, International Federation of Library Associations and Institutions, pp.80-8.

Encyclopaedia entries

- (1) Author(s) or editor(s)
- (2) Year of publication – in brackets
- (3) Title of article – followed by a comma
- (4) The word **in**:
- (5) Title of encyclopaedia – underlined, in **bold**, or in *italics* and followed by a comma
- (6) Volume number if applicable – followed by a comma
- (7) Edition number – followed by a full stop
- (8) Place of publication – followed by a comma
- (9) Publisher – followed by a full stop

Hibbard, J.D., Kotler, P. & Hitchens, K.A. (1997) Marketing and merchandising, in:
The new Encyclopaedia Britannica, vol. 23, 15th revised ed. London,
Encyclopaedia Britannica.

Dictionaries

- Dictionaries normally do not have an author as such, so the reference is based on the title of the work.

- (1) Title of dictionary – underlined, in **bold**, or in *italics* and followed by a full stop
- (2) Year of publication – in brackets
- (3) Volume number (if applicable) or, if you are referencing the complete work, define the volume set (for example vols. 1-32) – followed by a comma
- (4) Edition number – followed by a full stop
- (5) Place of publication – followed by a comma
- (6) Publisher – followed by a full stop

The Oxford English dictionary. (1989) vol. 5, 2nd ed. Oxford, Clarendon.

Patents

For referencing a patent the order is:

- (1) Originator – followed by a full stop
- (2) Year of publication – in brackets
- (3) Title of patent – underlined, in **bold**, or in *italics* and followed by a full stop
- (4) Series designation – followed by a full stop

Kimberly-Clark Worldwide, Inc. (1999) **Disposable shoe cover**. BG2353691.

British Standards

British Standards Institution (1990) **BS5605:1990 Recommendations for citing and referencing published material**. Milton Keynes, BSI.

Publications written by a corporate body

British Hospitality Association (1999) **British hospitality: trends and statistics, 1999**. London, British Hospitality Association.

Exhibition catalogues

- Where there is no author use the gallery or museum:

Museum of Modern Art (1968) **The machine**. New York, MOMA.

- It is the custom to capitalise the names of art movements.

Haskell, B. (1984) **Blam! The explosion of Pop, Minimalism and Performance 1958-64**. New York, Whitney Museum of American Art.

Visual information, photographs and reproductions of works of art

- Simply follow the rules for referencing a book, listing all the materials you have used.
- If, however, you wish to specify that you only used an image, follow the normal rules for referencing a book and then add an abbreviation for illustration (**illus.**).

Rhodes, A. (1976) **Propaganda: the art of persuasion**. London, Angus and Robertson, p. 125, illus.

Printed music scores

- (1) Composer
- (2) Year of publication – in brackets
- (3) Title of work – underlined, in **bold**, or in *italics* and followed by a full stop
- (4) Editor(s) followed by ed. or any other arrangers, for example Scored by or Arranged by (note that the name is not written surname first) – followed by a full stop
- (5) Place of publication – followed by a comma
- (6) Publisher – followed by a full stop

Beethoven, L. (n.d.) **Symphony no. 7, A major, op. 92**. M. Unger ed. London, Eulenburg.

Maps

- Include the following information if you know the originator's name (this may be the cartographer, surveyor, compiler, editor, copier, maker, engraver, etc.):

- (1) Originator's name
- (2) Year of publication – in brackets
- (3) Title of map – underlined, in **bold**, or in *italics* and followed by a comma
- (4) Scale of the map (for example 1:100000) – followed by a full stop
- (5) Place of publication – followed by a comma
- (6) Publisher – followed by a full stop

Brawn, D.A. (2002) **Mallorca north and mountains tour and trail map**, 1:40000. Northampton, Discovery Walking Guides.

- If you do not know the originator's name:

- (1) Title of map – underlined, in **bold**, or in *italics* and followed by a full stop
- (2) Year of publication – in brackets
- (3) Scale of the map (for example 1:100000) – followed by a full stop
- (4) Place of publication – followed by a comma
- (5) Publisher – followed by a full stop

The European Union: political map, member states, regions and administrative units. (1995) 1:4000000. Luxembourg, Office for Official Publications of the European Communities.

Ordnance survey maps

- (1) The words **Ordnance Survey**
- (2) Year of publication – in brackets
- (3) Title of the map – underlined, in **bold**, or in *italics* and followed by a comma
- (4) Sheet number – followed by a full stop
- (5) Scale of the map (for example 1:100000) – followed by a comma
- (6) Series (for example Landranger series) – in brackets and followed by a full stop

Ordnance Survey (1989) **Duns, Dunbar and Eyemouth area**, sheet 67. 1:50000, Landranger series.

Geological Survey Maps

(1) Corporate body

Common geological survey bodies are:

- British Geological Society
- Geological Survey of Great Britain (England and Wales)
- Geological Survey of Great Britain (Scotland)
- Geological Survey of Great Britain (Northern Ireland)

(2) Year of publication – in brackets

(3) Title of map – underlined, in **bold**, or in *italics* and followed by a comma

(4) Sheet number (if applicable) – followed by a comma

(5) Scale (for example 1:50000) – followed by a full stop

British Geological Society (1992) **Geology of the country around Thirsk**, sheet 52 (England and Wales), 1:50000.

British Geological Society (2001) **Building stone resources of the United Kingdom**, 1:1000000.

UK official publications

Non-parliamentary publications

- Referencing non-parliamentary publications follows a similar order to referencing books:
 - (1) Author (usually the name of a Government department, committee, or other official body) – followed by a full stop
 - (2) Year of publication – in brackets
 - (3) Title of the work – underlined, in **bold**, or in *italics* and followed by a full stop
 - (4) Edition number – followed by a full stop
 - (5) Place of publication – followed by a comma
 - (6) Publisher – followed by a full stop
 - (7) Title of series and volume number (if applicable) – separated by a comma, in brackets and followed by a full stop

Department of the Environment. (1986) **Landfilling wastes**. London, HMSO (Waste Management paper, 26).

Department of National Heritage. (1977) **Guide to safety in sports grounds**. 4th ed. London, HMSO.

NOTE

HMSO (Her Majesty's Stationery Office, later renamed The Stationery Office, or TSO) is the Government's official publisher; it should therefore never be given as the author.

Parliamentary publications

Acts

- Acts of Parliament are referenced by citing the title and including the Act's chapter number for clarity.
- Acts are organised numerically throughout the year and the chapter number in this context is the number of the Act passed that year. For example, the Consumer Protection Act 1987 was the 43rd Act to be passed that year and may be cited as 1987 (c.43).

In the bibliography include the following information:

- (1) Title of the Act including the date – underlined, in **bold**, or in *italics*
- (2) The chapter number of the Act – in brackets
- (3) Place of publication – followed by a comma
- (4) Publisher – followed by a full stop

Further and Higher Education Act 1991 (c.13) London, HMSO.

- Acts are included in the bibliography in alphabetical order of the first main word of the Act.
- Public General Acts are given Arabic numerals. Local and Personal Acts are given lower-case roman numerals.

NOTE

Pre 1963 a different system operated based on the date of the Sovereign's accession to the throne and the dates of the Parliamentary session.

Education Act 1944 (7&8 Geo 6 c. 31) London, HMSO.

Parliamentary Bills

- Parliamentary Bills are organised numerically and according to which House they originate from.
- Each Bill has a number in the lower left hand corner of the title page.
- House of Commons Bills enclose the number in square brackets.
- House of Lords Bills used to have their numbers enclosed in round brackets but now are designated 'HL Bill' followed by a number without a bracket.

References to a Parliamentary Bill should include the following:

- (1) Parliamentary Session – in brackets
- (2) The Bill's serial number (a Bill is renumbered whenever it is reprinted during its passage through Parliament)

HC Bill (1989-90) [51]

HL Bill (1991-92) 27

Statutory Instruments

Include the following information:

- (1) Title – underlined, in **bold**, or in *italics* and followed by a full stop
- (2) Year of publication – in brackets
- (3) The abbreviation **SI**
- (4) Statutory Instrument number – followed by a full stop
- (5) Place of publication – followed by a comma
- (6) Publisher – followed by a full stop

National assistance (assessment of resources) regulations. (1992) SI 1992/2977. London, HMSO.

Official Reports of Parliamentary Debates (Hansard)

Include the following information:

- (1) Abbreviation of the House of Commons or the House of Lords – **HC** or **HL**
- (2) The abbreviation **Deb**
- (3) Date of Parliamentary Session – in brackets
- (4) Volume number – followed by a comma
- (5) The abbreviation **col.**
- (6) Column number

HC Deb (1990-91) 195, col.311

HC Deb (1990-91) 195, written answers col.41

HL Deb (1990-91) 529, col.111

Official Reports of Parliamentary Debates in Standing Committees

Include the following information (parts 1-4 are underlined, in **bold**, or in *italics*):

- (1) The abbreviation **Stg Co Deb**
- (2) Date of Parliamentary Session – in brackets
- (3) Standing Committee identifying letter
- (4) Title of legislation under discussion
- (5) The abbreviation **col.**
- (6) Column number

Stg Co Deb (1980-81) Co E Finance Bill col.46

Parliamentary Papers

- A range of subjects as well as Select Committee proceedings are covered under Parliamentary Papers.
- They are organised numerically according to which House they originate from.
- House of Commons Papers have a serial number printed on the bottom left of the title page.
- House of Lords Papers are identified by a serial number in the same place but enclosed within round brackets.

Include the following information:

- (1) Abbreviation of the House – **HC** or **HL**
- (2) Paper number
- (3) Date of Parliamentary Session – in brackets

HC 7 (1990-91)

HL (244) (1984-85)

- References to reports issued by joint Committees of the House of Lords and the House of Commons should include both serial numbers followed by the Parliamentary Session.

HL 40, HC 15-viii (1981-82)

Command Papers

- Command Papers are presented to Parliament 'by command of her Majesty'. There are a number of different types, including:
 - Statements of Government policy – often referred to as 'White Papers'.
 - Discussion or consultation documents – often referred to as 'Green Papers', but not all Green Papers are published as Command Papers.
 - Reports to Royal Commissions.
 - Reports of Departmental Committees.
 - Reports of tribunals or commissions of enquiry.
 - Reports of permanent investigatory bodies such as the Law Commission and the Monopolies and Mergers Commission.
 - Treaties and agreements with other countries or international organisations.
 - Annual accounts.
- Command Papers are numbered sequentially regardless of Parliamentary session. The running number and prefix is on the bottom left hand corner of the cover and title page.
- The prefix has changed over the years and you need to be careful in citing this abbreviation correctly. The series of Command Papers published so far have been numbered as follows:

1st series	[1] – [4222]	1833-1869
2nd series	[C. 1] – [C. 9550]	1870-1899
3rd series	[Cd. 1] – [Cd. 9239]	1900-1918
4th series	[Cmd. 1] – Cmd. 9889	1919-1956
5th series	Cmnd. 1 – Cmnd. 9927	1956-1986
6th series	Cm. 1 –	1986-

Include the following information:

- (1) Title of the Command Paper – underlined, in **bold**, or in *italics*
- (2) Command Paper number and Year of publication – separated by a comma and in brackets
- (3) Place of Publication – followed by a comma
- (4) Publisher – followed by a full stop

<p>Royal Commission on Local Government, 1969-1996 (Cmnd. 4040, 1969) London, HMSO.</p>
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Law Reports and Cases

- Series of Law Reports are normally referred to by abbreviations of the title. Some examples are:

Appeal Cases	A.C.
Queen's Bench Division	Q.B.
Chancery Division	Ch.
Family Division	Fam.
All England Law Reports	All E.R.
Common Market Law Reports	C.M.L.R.
Justice of the Peace Reports	J.P.
Local Government Reports	L.G.R.
Tax Cases	T.C.

- The correct referencing method for Case Reports is commonly referred to as 'accepted legal citation'. This is not part of the Harvard system but it is the preferred method used by the legal profession.

Cases, therefore, are usually cited in this way:

- (1) Names of the parties (plaintiff and defendant) – underlined, in **bold**, or in *italics* and followed by a full stop
- (2) Year the case was reported – in square brackets
- (3) Number of the volume in which it was reported
- (4) Name of the series of law reports (in abbreviated form – see above)
- (5) Page number at which the report starts

Carlill v. Carbolic Smoke Ball Co. [1893] 1 Q.B. 256

De Dampierre v. De Dampierre [1987] 2 All E.R. 1

- If you have referred to a specific part of a law report (i.e. an exact page), then it would be cited as follows:

Carlill V. Carbolic Smoke Ball Co. [1893] 1 Q.B. 256 at p.269.

European Union publications

The guidance on citing European Documentation will not necessarily conform to the Harvard system because of the particular methods employed to organise the range of publications. The following is for your guidance only in order to aid some form of consistency.

COM documents

- COM documents are proposals for new legislation put forward by the European Community.
- The final versions are only published after much discussion with interested parties – earlier drafts are not generally publicly available.

Include the following information:

- (1) Title of the document – underlined, in **bold**, or in *italics* and followed by a comma
- (2) The abbreviation **COM**
- (3) The last two digits of the year – in brackets
- (4) The serial number – followed by a comma
- (5) The word **final** to indicate that it is in fact the final version and not one of the earlier drafts – followed by a full stop

<p>Proposal for a Council directive on uniform procedures for checks on the transport of dangerous goods by road, COM (93) 965, final.</p>

Secondary legislation

Include the following information (parts 1-6 are underlined, in **bold**, or in *italics*):

- (1) The institutional origin (**Commission** or **Council**)
 - (2) The form (**Regulation**, **Directive** or **Decision**)
 - (3) The institutional treaty under which it was made (**EEC**, **EC**, **ECSC** or **Euratom**) – in brackets
 - (4) The unique number
 - (5) The year of enactment
 - (6) The date it was passed – followed by a comma
 - (7) The word **final** to indicate that it is in fact the final version and not one of the earlier drafts – followed by a full stop
- Optional information can include the title of the legislation and a reference to the issue of the Official Journal of the European Communities in which it was published.
 - Regulations are normally cited with the name of the institutional treaty, followed by the legislation number and the year of enactment.

Council Regulation (EC) No. 40/94 of 20 December 1993 on the Community trade mark, final.

- A shorter version would be cited as follows:

Council Regulation 40/94/EC.

- Directives and Decisions are cited by the last two digits of the year of enactment, the legislation number and the institutional treaty.
- Shorter versions would be cited as follows:

Council Directive 90/365/EEC.

Commission Decision 94/10/EC.

Official Journal references

References to the Official Journal (OJ) should include the following information:

- (1) **OJ L** (for a Legislation), or
OJ C (for Communications and Information), or
OJ S (for a Supplement)
- (2) Issue number – followed by a comma
- (3) Date of issue – followed by a comma
- (4) Page number – followed by a full stop

OJ C311, 17.11.93, p.6.

EU Regulations

An example of a comprehensive citation for an EU regulation:

Council Regulation (EEC) No. 2015/92 of July 1992 amending Regulation (EEC) No. 1432/92 prohibiting trade between European Economic Community and the Republics of Serbia and Montenegro (OJ L205, 22.7.92, p.2).

EU Case Law

- Citing EU Case Law is very similar to UK Case Law (see Law Reports and Cases).
- The most common Law Report is European Court Reports and again this is abbreviated to **ECR**.

Barry Banks & Ors v. The Theatre Royal de la Monnaie (case C-178/97) [2000] ECR 1-20.

Audio Visual sources

Guidance for the referencing of videos, off-air recordings, audio tapes and film seems to be fairly relaxed. However it is important to bear in mind the needs of the researchers following you. In the case of audio-visual sources they are not only going to need as much information as possible to trace the recording but they may also need to know the formats if they are actually going to be able to play it back. Where possible quote the format, such as VHS Video, 35mm film, CD, DVD, etc.

35mm film

You should include the following information, in this order:

- (1) Title – underlined, in **bold**, or in *italics* and followed by a full stop
- (2) Year (for films the preferred date is the year of release in the country of production) – in brackets
- (3) Subsidiary originator (this is optional but the director is preferred – note that the director's name is not written surname first) – followed by a full stop
- (4) Place of production – followed by a comma
- (5) Organisation
- (6) Medium and then Format – separated by a colon, in square brackets and followed by a full stop

Now voyager. (1942) Directed by Irving Rapper. New York, Warner [film:35mm].

La Chartreuse de Parma. (1948) Directed by Christian Jaque. Paris, Cpederf [film:35mm].

Commercial videos or DVDs

- Commercial video or DVD citations follow the same order as films. The main difference is the 'Medium:format' entry which is usually [video:VHS] or [video:DVD].
- If the programme is part of a series then the series title and number appear first in the citation.

Fragile Earth, 5. (1982) **South American wetland: Pantanal.** Henley on Thames, Watchword Video [video:VHS].

Flying through history. (1999) **Eureka! special: topics for 9 – 14 year olds.** Warwick, Channel 4 Learning [video:VHS].

History of the world. (2002) **Phil Molloy: works on film.** London, BFI [video:DVD].

Yo! (1982) Directed by Yilmaz Guney. London, Artificial Eye [video:VHS].

One flew over the cuckoo's nest. (2002) Directed by Milos Forman. Burbank, Warner Home Video [video:DVD].

Television programmes and off-air recordings

- Television programmes are identified as video recordings.
- It is important to include the details of when the programme was broadcast, especially for series that are transmitted throughout the year.

You should include the following information, in this order:

- (1) Series title – followed by a full stop
- (2) Series number (if appropriate) – followed by a full stop
- (3) Year of production – in brackets
- (4) Programme title – underlined, in **bold**, or in *italics* and followed by a full stop
- (5) Place of publication – followed by a comma
- (6) Transmitting organisation – followed by a comma
- (7) Date of transmission – followed by a comma
- (8) Medium and then Format – separated by a colon, in square brackets and followed by a full stop

World in Action. (1995) **All work and no play**. London, ITV, 21 January, [video:VHS].

Business Matters. (1990) Give and take, 2. **Meeting to negotiate**. London, BBC 2, 17 October, [video:VHS].

- For an off-air recording of a film use this format:

- (1) Film title – underlined, in **bold**, or in *italics* and followed by a full stop
- (2) Year of production – in brackets
- (3) Person or body responsible for production (for example, the director) – followed by a full stop
- (4) Place of publication (where the television company who screened the film are based) – followed by a comma
- (5) Transmitting organisation – followed by a comma
- (6) Date of transmission – followed by a comma
- (7) Medium and then Format – separated by a colon, in square brackets and followed by a full stop

Reservoir Dogs. (1992) Directed by Quentin Tarantino. London, Channel 4, 31 May 1997, [video:VHS].

Sound recordings

- For musical recordings, the composer, the year if known (or **n.d.** if not), the title of the work, the performers, and the recording company are usually identified, as well as the format.
- Formats could be:
 - Audiocassette
 - Vinyl
 - CD
 - DVD
 - Video

Mozart, W.A. (n.d.) **Symphony no. 38 in D major**, Vienna Philharmonic. Polydor.
[sound recording:CD].

- Recordings of drama, poetry, prose, lectures, and so on, often carry the name and location of the publisher and the date of publication and so these can be included in the reference.

Children language and literature. (1982) Milton Keynes, Open University Press
[sound recording:audiocassette].

Thomas, D. (n.d.) **Under milk wood**. Performed by Dylan Thomas et al. Caedmon.
[sound recording:audiocassette].

Radio broadcasts

- (1) Title of broadcast – underlined, in **bold**, or in *italics* and followed by a full stop
- (2) Year of broadcast – in brackets
- (3) The station (this will usually give the medium) – followed by a full stop
- (4) The date, month, year and time as appropriate – followed by a full stop

All in the mind. (2004) Radio 4. 2 March 2004, 21:00.

Original art works

You should include the following information. The order is:

- (1) Artist
- (2) Year art work was produced – in brackets
- (3) Title of art work – underlined, in **bold**, or in *italics*
- (4) Material type – in square brackets and followed by a full stop

Common material types are:

- ceramic
- drawing
- etching
- linocut
- lithograph
- painting
- photograph
- sculpture
- woodcut

(5) The words **Held at**

(6) The location of the gallery, museum, etc. – followed by a full stop

Hepworth, B. (1953) **Heiroglyph** [sculpture]. Held at Leeds City Art Gallery.

Electronic sources

Citing work from the Internet

There are a number of approaches to citing work from the Internet. We have chosen a style that fits with the Harvard style in order to maintain consistency. The following points should be noted:

- Be consistent throughout. Fit with the Harvard style.
- Cite enough information for the reader to locate the citation in the future. Occasionally, the Internet address for an electronic journal article may be excessively long, as it will contain control codes. It is sufficient in such cases to just include enough of the address to identify the site from where the journal came.
- If a document on the Internet is a series of linked pages – what is the title of the document? Do you cite the main contents page – or a particular page you are quoting from? This is a grey area so be consistent.
- You should cite the date the document was last updated if this is apparent or the date when you accessed it, if not.
- In Internet address's punctuation is important and the stops and commas in a bibliographic citation may confuse the reader, hence the common convention of using < and > to delineate the start and end of an address. **The chevron is not part of the Internet address.**
- Internet based material may only be available for a short time and so it is advisable to keep a personal copy as evidence that the information existed.

Electronic journal articles

Include the following information. The order should be:

- (1) Author/editor
- (2) Year – in brackets
- (3) Title of article – followed by a full stop
- (4) Title of journal – underlined, in **bold**, or in *italics*
- (5) The word **Internet** – in square brackets and followed by a comma
- (6) Date of publication – followed by a comma
- (7) Volume number
- (8) Issue number – in brackets and followed by a comma
- (9) Pagination or online equivalent – followed by a full stop
- (10) The words **Available from** – followed by a colon
- (11) The Internet address – in chevrons (note general point about journal article addresses above)
- (12) The word **Accessed** and the date you viewed the web page – in square brackets and followed by a full stop

Glasbergen, P. & Groenenberg, R. (2001) Environmental partnerships in sustainable energy. **European Environment** [Internet], January/February, 11 (1), pp.1-13. Available from: <<http://www3.interscience.wiley.com>> [Accessed 12 August 2001].

Cotter, J. (1999) Asset revelations and debt contracting. **Abacus** [Internet], October, 35 (5) pp.268-285. Available from: <<http://www.ingenta.com>> [Accessed 19 November 2001].

Electronic books

Include the following information and the order should be:

- (1) Author/editor
- (2) Print version year (use the electronic version year if there is no print version) – in brackets
- (3) Title – underlined, in **bold**, or in *italics*
- (4) The word **Internet** – in square brackets followed by a full stop
- (5) Print version place of publication – followed by a comma
- (6) Print version publisher – followed by a full stop
- (7) The words **Available from** – followed by a colon
- (8) The Internet location the electronic book was accessed from (for example, netLibrary)
- (9) The Internet address – in chevrons
- (10) The word **Accessed** and the date you viewed the electronic book – in square brackets and followed by a full stop

Dronke, P. (1968) **Medieval Latin and the rise of European love-lyric** [Internet]. Oxford, Oxford University Press. Available from: netLibrary <<http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=22981>> [Accessed 6 March 2001].

Web pages

Include the following information and the order should be:

- (1) Author/editor
- (2) Year – in brackets
- (3) Title – underlined, in **bold**, or in *italics*
- (4) The word **Internet** – in square brackets and followed by a comma
- (5) Edition if available (for example, update 2 or version 4.1) – followed by a full stop
- (6) Place of publication – followed by a comma
- (7) Publisher (if ascertainable) – followed by a full stop
- (8) The words **Available from** – followed by a colon
- (9) The Internet address – in chevrons
- (10) The word **Accessed** and the date you viewed the web page – in square brackets and followed by a full stop

Rutter, L. & Holland, M. (2002) **Citing references: the Harvard system** [Internet], Poole, Bournemouth University Academic Services. Available from: <http://www.bournemouth.ac.uk/library/using/harvard_system.html> [Accessed 18 November 2002].

Rowett, S. (1998) **Higher Education for capability: autonomous learning for life and work** [Internet], Higher Education for Capability. Available from: <<http://www.ile.mdx.ac.uk/hec/about.htm>> [Accessed 8 August 2000].

Whole web sites

- Sometimes you may need to reference a whole web site, an example is shown below:

International Hotels Environment Initiative. (2004) **International Hotels Environment Initiative (IHEI)** [Internet]. London, IHEI. Available from: <<http://www.ihei.org/>> [Accessed 04 March 2004].

CD-ROMs

- The citing of information from computer databases varies. If you have, for example been using a CD-ROM to obtain journal references you only need to cite the journal as your source of information not the CD-ROM as this is simply a bibliographic database.
- If you have used a full text journal article from a CD-ROM, however, the reference would contain the same information as for an electronic journal found on the Internet.

Picardie, J. (1998) I can never say goodbye. **The Observer** [CD-ROM], 20 September, 1. Available from: The Guardian and Observer on CD-ROM. [Accessed 16 June 2000].

- If you have used a reference from a multimedia CD-ROM include the following information, as this is a piece of work in its own right:

Royal Institute of British Architects (1998) **Architecture and Design Illustrated**. London, RIBA [CD-ROM].

Computer databases

- If the information you are using is only available as a computer database you should cite it as follows:

Gray, J. M. & Courtenay, G. (1988) **Youth cohort study** [computer file]. Colchester: ESRC Data Archive [distributor].

Online images: visual information, photographs and illustrations

- Images should always be acknowledged, even if they are on 'free' clip art servers.
- Some web sites specifically request that extra information should be cited as a condition of free use of the image. If you are citing online images in your work, make a note of such requests as compliance means the continuing generosity of the provider!

Include the following information, in the following order:

- (1) Title of image, or a description – underlined, in **bold**, or in *italics* and followed by a full stop
- (2) Year – in brackets
- (3) The words **Online image** or **Online video** – in square brackets
- (4) The words **Available from** – followed by a colon
- (5) The Internet address – in chevrons
- (6) Filename including extension – followed by a comma
- (7) The word **Accessed** and the date you viewed the image – in square brackets and followed by a full stop

Hubble space telescope release in the space shuttle's payload bay. (1997)

[Online image]. Available from: <<http://explorer.arc.nasa.gov/pub/>> SPACE/GIF/s31-04-015.gif, [Accessed 6 July 1997].

Email discussion lists

Include the following information and the order should be:

- (1) Author/editor
- (2) Year – in brackets
- (3) Title of message – followed by a full stop
- (4) Discussion list name and date of message – underlined, in **bold**, or in *italics*
- (5) The words **Internet discussion list** – in square brackets and followed by a full stop
- (6) The words **Available from** – followed by a colon
- (7) The email list address – in chevrons
- (8) The word **Accessed** and the date you visited the discussion list – in square brackets and followed by a full stop

Brack, E.V. (1996) Computing and short courses. **LIS-Link 2 May 1996** [Internet discussion list]. Available from: <mailbase@mailbase.ac.uk> [Accessed 15 April 1997].

Personal email messages

- For personal email messages the 'subject line' of the message is given as a title and the full date is given instead of just the year.
- In place of an 'availability' statement, use the words **Email to** followed by the recipient's name.
- You should also include both the sender's and recipient's email address in the reference.

The order should be:

- (1) Sender
- (2) Sender's email address – in brackets and followed by a comma
- (3) Day Month Year the email was sent – followed by a full stop
- (4) Subject of message – underlined, in **bold**, or in *italics* and followed by a full stop
- (5) The words **Email to** followed by the recipient's name
- (6) Recipient's e-mail address – in brackets and followed by a full stop

Lawrence, S. (slawrence.goyh@go-regions.gsi.gov.uk), 6 July 2001. **Re: government office for Yorkshire and Humberside information.** Email to F. Burton (f.burton@leedsmet.ac.uk).

Sample bibliography

All in the mind. (2004) Radio 4. 2 March 2004, 21:00.

Beethoven, L. (n.d.) **Symphony no. 7, A major, op. 92.** M. Unger ed. London, Eulenburg.

Bennett, H., Gunter, H. & Reid, S. (1996) Through a glass darkly: images of appraisal. **Journal of Teacher Development**, 5 (3) October, pp.39-46.

Brack, E.V. (1996) Computing and short courses. **LIS-link 2 May 1996** [Internet discussion list]. Available from: <mailbase@mailbase.ac.uk> [Accessed 15 April 1997].

British Standards Institution (1990) **BS5605:1990 Recommendations for citing and referencing published material.** Milton Keynes, BSI.

Canetti, E. (2000) **Crowds and power.** Translated from the German by C. Stewart. London, Phoenix.

La Chartreuse de Parma. (1948) Directed by Christian Jaque. Paris, Cpederf [film:35mm].

Confederation of British Industry (1989) Towards a skills revolution: a youth charter. London, CBI. Quoted in: Bluck, R., Hilton, A. & Noon, P. (1994) **Information skills in academic libraries: a teaching and learning role in higher education.** SEDA Paper 82. Birmingham, Staff and Educational Development Association, p.39.

Cotter, J. (1999) Asset revelations and debt contracting. **Abacus** [Internet], October, 35 (5) pp.268-285. Available from: <<http://www.ingenta.com>> [Accessed 19 November 2001].

Dronke, P. (1968) **Medieval Latin and the rise of European love-lyric** [Internet]. Oxford, Oxford University Press. Available from: netLibrary <<http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=22981>> [Accessed 6 March 2001].

ERGOB Conference on Sugar Substitutes. 1978. Geneva, (1979). **Health and sugar substitutes: proceedings of the ERGOB conference on sugar substitutes**, B. Guggenheim ed. London, Basel.

Gibbs, G. (2001) BA closes in on alliance with US carrier. **The Guardian**, 19 November, p.21.

Gonzalez, M. & Martin, F. (1999) **Series 1: basic Spanish course about the world of work: tutor book** (in Spanish). Barcelona, Difusion.

Gray, J. M. & Courtenay, G. (1988) **Youth cohort study** [computer file]. Colchester: ESRC Data Archive [distributor].

Hepworth, B. (1953) **Heiroglyph** [sculpture]. Held at Leeds City Art Gallery.

How dangerous is obesity? (1977) **British Medical Journal**, No. 6069, 28 April, p.1115.

International Hotels Environment Initiative (2004) **International Hotels Environment Initiative (IHEI)** [Internet]. Available from: <<http://www.ihei.org>> [Accessed 4 March 2004].

Lawrence, S. (slawrence.goyh@go-regions.gsi.gov.uk), 6 July 2001. **Re: government office for Yorkshire and Humberside information**. Email to F. Burton (f.burton@leedsmet.ac.uk).

Mohr, L.B. (1996) **Impact analysis for program evaluation**. 2nd ed. London, Sage.

Mozart, W.A. (n.d.) **Symphony no. 38 in D major**, Vienna Philharmonic. Polydor. [sound recording:CD].

Mullineux, N. (1997) **The world tyre industry: a new perspective to 2005**. Research Report 348. London, Economist Intelligence Unit.

Museum of Modern Art (1968) **The machine**. New York, MOMA.

One flew over the cuckoo's nest. (2002) Directed by Milos Forman. Burbank, Warner Home Video [video:DVD].

Ordnance Survey (1989) **Duns, Dunbar and Eyemouth area**, sheet 67. 1:50000, Landranger series.

The Oxford English dictionary. (1989) Vol. 5, 2nd ed. Oxford, Clarendon.

Page, S. (1999) **Information technology impact: a survey of leading UK companies**. MPhil. thesis, Leeds Metropolitan University.

Picardie, J. (1998) I can never say goodbye. **The Observer** [CD-ROM], 20 September, 1. Available from: The Guardian and Observer on CD-ROM. [Accessed 16 June 2000].

Porter, M.A. (1993) The modification of method in researching postgraduate education. In: Burgess, R.G. ed. **The research process in educational settings: ten case studies**. London, Falmer Press, pp.35-47.

Romanov, A.P. & Petroussenko, T.V. (2001) International book exchange: has it any future in the electronic age? In: Neven, J. ed. **Proceedings of the 67th IFLA Council and General Conference, August 16-25, 2001, Boston USA**. The Hague, International Federation of Library Associations and Institutions, pp.80-8.

Spence, B. ed. (1993) **Secondary school management in the 1990s: challenge and change**. Aspects of Education Series, 48. London, Independent Publishers.

Useful hints and common conventions

The following are useful for researchers interpreting work produced by others – they are **not** a part of the Harvard style of referencing.

Ibid.

(Abbreviation of the Latin term *ibidem* meaning ‘in the same place’). This is used as a ditto instead of repeating the previous reference.

Lashley, C. (1995) Improving study skills: a competence approach . London, Cassell. Ibid., p.155. Ibid., p.170.
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Op. cit.

(Abbreviation of the Latin term *opere citato* meaning ‘in the work cited’). This is used after an author’s name to mean the same work as last cited for this author.

Bennett, C. (1996) Researching into teaching methods in colleges and universities . London, Kogan Page. Manger, J.J (1995) The essential Internet information guide . New York, McGraw Hill. Bennett, C. <i>op. cit.</i> , p.175.

Et al.

(Abbreviation of the Latin term *et alii* meaning ‘and others’). This is commonly used as an abbreviation for ‘and others’ when there are more than four authors.

Bennett, H. <i>et al.</i> (1990) Managing Education . London, Falmer Press.
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Booth, W.C.; Colomb, C.G. & Williams, J.M. (1995) **The craft of research**. Chicago, University of Chicago Press.

British Standards Institution. (1990) **BS5605:1990. Recommendations for citing and referencing published material**. Milton Keynes, BSI.

The Chicago manual of style, 14th ed. (1993) Chicago, University of Chicago Press.

Fisher, D. & Hanstock, T. (1998) **Citing references**. Nottingham, Nottingham Trent University.

Fletcher, G. & Greenhill, A. (1995) Academic referencing of Internet-based resources. **Aslib Proceedings**, 47 (11/12) November/December, p.245-52.

Li, X. & Crane, N. (1995) **Electronic style: a guide to citing electronic information**, 2nd ed. Westport, Mecklermedia.

Rudd, D. (2001) **Cite me I'm yours - Harvard version: references, bibliographies, notes, quotations, etc.** [Internet], Bolton, Bolton Institute of Higher Education. Available from: <<http://www.bolton.ac.uk/learning/pubs/csu/>> [Accessed 26 April 2004].

Rutter, L. & Holland, M. (2002) **Citing references: the Harvard system** [Internet], Poole, Bournemouth University Academic Services. Available from: <http://www.bournemouth.ac.uk/library/using/harvard_system.html> [Accessed 26 April 2004].

Turabian, K.L. (1996) **A manual for writers of term papers, theses and dissertations**, 6th ed. Chicago, University of Chicago Press.

Turner, B. ed. (2001) **The writer's handbook 2002**. London, Macmillan.