

## HARVARD REFERENCING STYLE

Book
Author Surname, Initials. (Year) Title, Edition (if more than one), Place of Publication, Publisher.
Example: Barker, D.J.P. (1998) Mothers, Babies and Health in Later Life, 2nd Edition, London, Churchill Livingstone.
Book Section or Chapter
Author. (Year) Title. In: Editor. (ed/s.) (Year) Title. Edition. Place of publication: Publisher, pp. Pages.
Example: Town, J. S. (2003) Information literacy and the information society. In: Hornby, S. and Clarke, Z. (eds.) Change and challenge: debates on the Information Society for the 21st Century. London: Facet Publishing, pp. 83-103
Electronic Book
Author. (Year) Title (edition) [online] Place of publication: Publisher. Available from [Accessed Date].
Example: Keenan, D. and Riches, S. (2007) Business law [online]. Harlow: Pearson Education. Available from: [Accessed 27 June 2009].
Journal Article (electronic)
Author (Year) Title. Journal [online]. Volume (Issue), pp. Pages. Available from: [Accessed Date].
Example: Moullin, M. (2004) Eight essentials of performance management. International Journal of Health Care Quality Assurance [online]. 17 (3), pp. 110-112. Available from: [Accessed 2 March 2006].
Website
Surname of author, Initial of author. (if available), (Date of publication (if available)) title of web page, The URL (web address) of the site you accessed, (the date you accessed the page)
Example: Leggatt, R. (1992) A history of photography from its beginnings till the 1920s [Online]. Available from: < <a href="http://www.rleggat.com/photohistory/">http://www.rleggat.com/photohistory/</a> > [Accessed 8 August 2003].
Online Newspaper Article
Author (Year) Title of article. Newspaper [Online]. Date of publication. [Date accessed] Available from: <url>
Example: Campbell, D. (2009) Late cancer diagnosis kills 10,000 a year. The Guardian [Online]. 30 November. [Accessed 28 January 2010] Available from: < <a href="http://find.galegroup.com">http://find.galegroup.com</a> >
Report by Organisation or Governing Body
Author or Organisation. (Year) Title. Place of publication: Publisher. (Report Number or code if applicable).
Example: Department for Education and Skills. (2005) Government response to hidden harm: the report of an inquiry by the Advisory Council on the Misuse of Drugs. Nottingham: DfEs Publications.
Email
Name of sender. Date. Re: subject heading. Email to name .
Example: Mintel. 27 November 2009. Re: 2010 Consumer Trends. Email to M.E Barden

Online image/video
Author (if known). (Year) Title/description of image. [Online image/video]. Available from: [Accessed date].
Example: Gallery Administrator. (2007) David Beckham. [Online image]. Available from: [Accessed 13 January 2010].
Film/TV/DVD
Title or series title. (Year Released) Director if known. programme title if part of series. Place of transmission/publication: publisher. Date of transmission. [media type].
Example: A history of Scotland. (2009) Directed by S. Barclay. The price of progress. Glasgow: BBC Scotland. 8 December 2009. [TV].
Example: A history of Scotland. (2009) Directed by S. Barclay. The price of progress. Glasgow: BBC Scotland. 8 December 2009. [TV].
Lecture notes or handouts
Author. (Year) Title of lecture or handout [Lecture or Handout]. Title of module, date of delivery or distribution. Place of publication: Publisher.
Example: Grundy, D. (2009) How to find information for assignments [Handout]. Health Studies. 29 October 2009. Bolton: School of Health and Social Studies, University of Bolton.
Podcast
Author/presenter. (Date) Title. Title of Internet site. [Podcast]. Available from: [Accessed date].
Example: Mulryan, C. (2011) Principals MCQ feedback. University of Bolton Elearning: The Biological Basis of Disease & Therapeutics. [Podcast]. Available from: [Accessed 20 June 2013].

### Important points to note:

Two authors are cited using “and” or “&”: (Deane and Jones, 1991) or (Deane & Jones, 1991). More than two authors are cited using the phrase “et al.”: (Smith et al., 1992).

Works without page numbers are referred to in the references list as “not paginated” with the abbreviation for that phrase (n. pag.).

If a work has not listed a place of publication and/or publisher both are indicated in the same way (n.p.) and placed in the appropriate spot in the bibliographical citation.

For a document that has given no date of publication you must use the citation ‘N.D.’ for no date e.g. Jones. S. (N.D.)