

Coventry University Harvard Reference Style Guide

This Guide shows you how to write in-text citations and a
List of References in the CU Harvard Reference Style

For more information and the latest version of this Guide:
<http://www.coventry.ac.uk/caw>

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Foreword to the Coventry University Harvard Reference Style Guide

The Coventry University Harvard Reference Style is a customisation of an author-date or Harvard referencing system. Our version, created by the Centre for Academic Writing, provides a stable instrument with which to refer to sources in academic writing. By providing a common version, Coventry University's academic community will have a shared system that will allow readers to exchange new ideas and access the sources that form the basis for these ideas in a simple and consistent manner.

Explicit indication of the sources of information and ideas is one of the characteristics of academic writing in Britain and in many other countries, but not all. Explicit referencing of sources distinguishes academic writing from other types of writing, including newspapers, novels, and much workplace writing. Academic writers show where they got the information or ideas for their texts through referencing systems, such as Coventry University's Harvard Reference Style (CU Harvard). They do this for a number of reasons:

- To respect intellectual property;
- To strengthen arguments by indicating the source of ideas;
- To demonstrate knowledge of the field in which you are writing;
- To establish your own voice in your academic writing;
- To meet marking criteria;
- To avoid accusations of plagiarism.

By using the CU Harvard Reference Style, you will join an academic conversation maintained through our written texts.

The *CU Harvard Reference Style Guide* is organised into two parts. Part One deals with in-text citations, the indication in your text that you are referring to a source. Part Two deals with the List of References, which is where you provide all the information a reader needs to find the source. Any written assignment that refers to sources must contain **both** in-text references as they occur in the body of the text **and** an alphabetic list of the sources you have used at the end. Each part of the guide has a group of 'Frequently Asked Questions', followed by source types: printed or electronic, written, spoken/audio, and visual. The Guide is accompanied by a Glossary that defines the most useful terms used in referencing.

A brief word about referencing software tools:

Software tools can simplify the process of accurately referring to sources and including appropriate references in your List of References. Coventry University supports RefWorks, a referencing software programme that allows a writer to enter the information needed for a full reference only once, and then simply and easily add citations to that source. The programme will format and alphabetise the list of references in CU Harvard Reference Style. Microsoft Word 2007 includes a referencing facility that will format references in APA style, another author-date style. References formatted this way will need a limited amount of manual change to conform to CU Harvard Reference Style. At an even simpler level, the "sort" function in Microsoft Word can be used to alphabetise the List of References after it has been manually entered.

Introduction

Whenever you borrow information, ideas, images, or numerical data from other sources you must document the source in two ways:

- Provide an **in-text citation** of the source in the main body of your writing: give the author's surname or the corporate author, the year of publication, and page number if you quote or paraphrase, or if you summarise information on a specific page of the source.
- Enter the source in the **List of References** at the end of your document: give all the publication or internet details in the correct format (see the Contents Page of this Guide for details).

It is important that there is a link between these two elements, as illustrated in Figure 1, which shows that the author and date given in your in-text citation must correspond to the author and date given at the start of your List of References entry.

I Can't Find an Example of My Source!

The purpose of this Guide is to help you become a confident and independent writer and researcher, so do not be afraid to use your own judgement if you encounter an unusual source. In this Guide a balance has been struck between listing every possible type of source and keeping the guidelines concise and reader friendly. Therefore, on rare occasions you may need to cite and reference an unusual type of source that is not included in this Guide (a jam jar label for instance). Do not panic if you cannot find precise guidelines in such a case, but consider these tips:

In-text citations are easy because you just give the author or corporate author and the date (plus page numbers if relevant). See the Introduction to Part One of this Guide for a list of all the pieces of information you should include in an in-text citation in which order, and adapt these principles if necessary.

- **The List of References** entry is also simple when you know how! See the Introduction to Part Two of this Guide for a list of all the pieces of information you should include in a List of References entry, in which order, and adapt these principles if necessary.

- Follow the **ARC of Successful Citing and Referencing**:

Be **ACCURATE** about where each source comes from, including page numbers if you quote or paraphrase, or if you summarise information on a specific page of a source. Check that other readers can locate exactly the idea, image, or numerical data you have borrowed.

Be **RIGOROUS** in checking that **only each and every source you have cited** is included in the List of References, and that the two elements are connected because they start with the same author and date.

Be **CONSISTENT** is the golden rule! Make sure you have followed the same procedure throughout your academic paper.

How do I integrate research sources into my writing?

For guidance on how to quote, paraphrase, and summarise, see the Coventry University Harvard Reference Style website and *Glossary* at: <http://www.coventry.ac.uk/caw>.

The relationship between in-text citations and the List of References

An in-text citation gives formal recognition of a source you have used. To 'cite' means to refer to a source in the main body of your academic paper. An 'academic paper' is the scholarly term for an essay, assignment or other document. The List of References provides sufficient information for readers to locate each source you have cited. To 'reference' means to enter full details of a source in this list that goes on a separate page **at the end** of your academic paper.

The List of References is organised alphabetically according to the surname of the author or corporate author. Every line after the first should be indented so that author stands out. There is a line of space between each entry.

Figure 1 shows a sample page from an academic paper with the List of References page superimposed. This figure shows that these two elements are linked, and that they each start with the same author or corporate author and date. A source should only appear **once** in the List of References even if there are many in-text citations for that source in your paper.

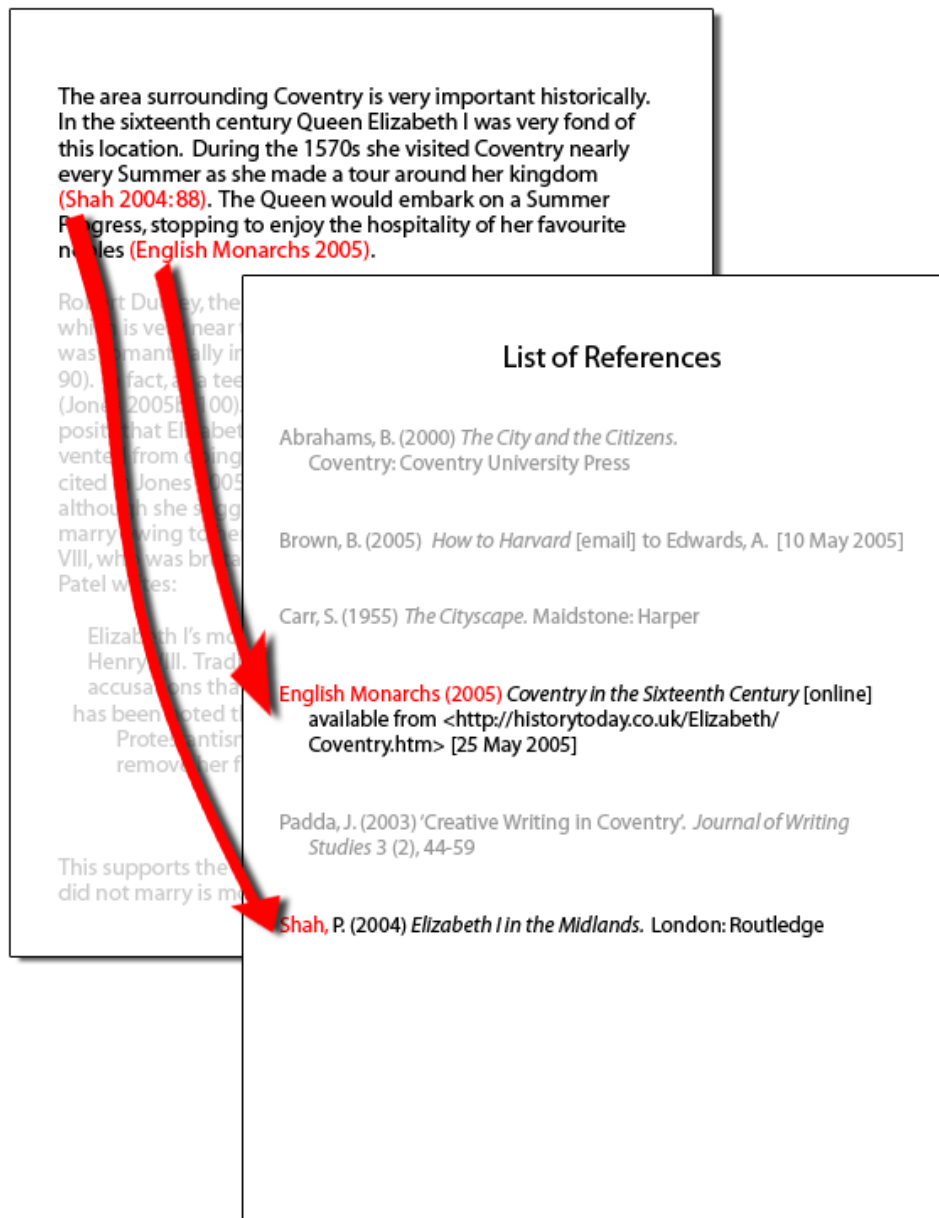


Figure 1. The two elements in a sample paper

An example of in-text citations

Figure 2 shows in-text citations in the main body of an academic paper. This sample paper is about Queen Elizabeth I, who ruled England during the second half of the sixteenth century. You must give in-text citations each time you borrow ideas, information, images, or numerical data from a source in order to display **intellectual honesty** about the sources you have used.

Queen Elizabeth I ruled England from 1558 to 1603. Discuss the reasons why she did not marry.

There are various reasons why Queen Elizabeth I did not marry during her long reign despite her many suitors (Richards 2006). Shah suggests that this was because Elizabeth wanted to present herself as the Virgin Queen (2004: 88). By remaining single, Queen Elizabeth could imply that she was devoted to her people, which helped her to win the nation's trust after a time of great turbulence and political upheaval (English Monarchs 2005). Nevertheless, the reasons for Elizabeth's decision not to marry are more complex.

In fact, although Elizabeth I did not marry she may have wanted to do so. She was very close to Robert Dudley, Earl of Leicester who lived at Kenilworth Castle near Coventry in Warwickshire, as illustrated in Figure 1:

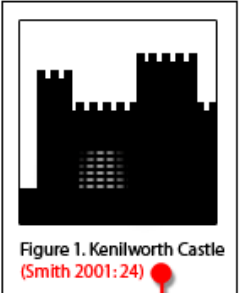


Figure 1. Kenilworth Castle (Smith 2001: 24)

According to Jones (2005a: 90) Dudley Elizabeth for Dudley es 2005b: Smith, to from 5b: 31).

In-text citation of a summary:
Give the author's surname and the year of publication. Here the source is **summarised**, so no page numbers are given (the writer has **summed up** a general argument made throughout the source). Note that the full stop goes after the in-text citation in brackets.

In-text citation of a paraphrase:
Give the author's surname and the year of publication. Here the source is **paraphrased**, so a page number is given (the writer has **re-phrased** a specific idea that can be found on a particular page in the source). Note the colon before the page number [:].

In-text citation of a web page:
Give the name of the organisation which produced the website as the author. This is known as a corporate author. Give the date that the site was produced or last updated if this is provided.

An in-text citation of an image from a printed source:
Label every image as a Figure, as shown. (Label numerical data as a table or figure). Give the author, date, and page number if the figure or table comes from a printed paginated source.

Figure 2. In-text citations

This writer has undertaken independent research and learnt how to cite and reference with skill. By marshalling evidence from other sources, you can advance your own **original argument** in a convincing way to become a scholarly and authoritative writer. Make sure you credit the **intellectual property** of other scholars.

An example of the List of References

Figure 3 shows a sample List of References. It demonstrates that sources are referenced differently depending on the type, and there is a special format for books, journal articles, online journal articles, web sites, etc. See the Contents Page of this Guide for a list of different types.

The List of References is organised alphabetically according to the surname of the author or corporate author. Every line after the first should be indented so that author stands out. There is a line of space between each entry.

Make just one list and **do not** divide the entries into separate categories. There is no full stop at the end of each entry. Put the List of References on a separate page at the end of your paper, but, if you include an Appendix, this goes after the List of References.

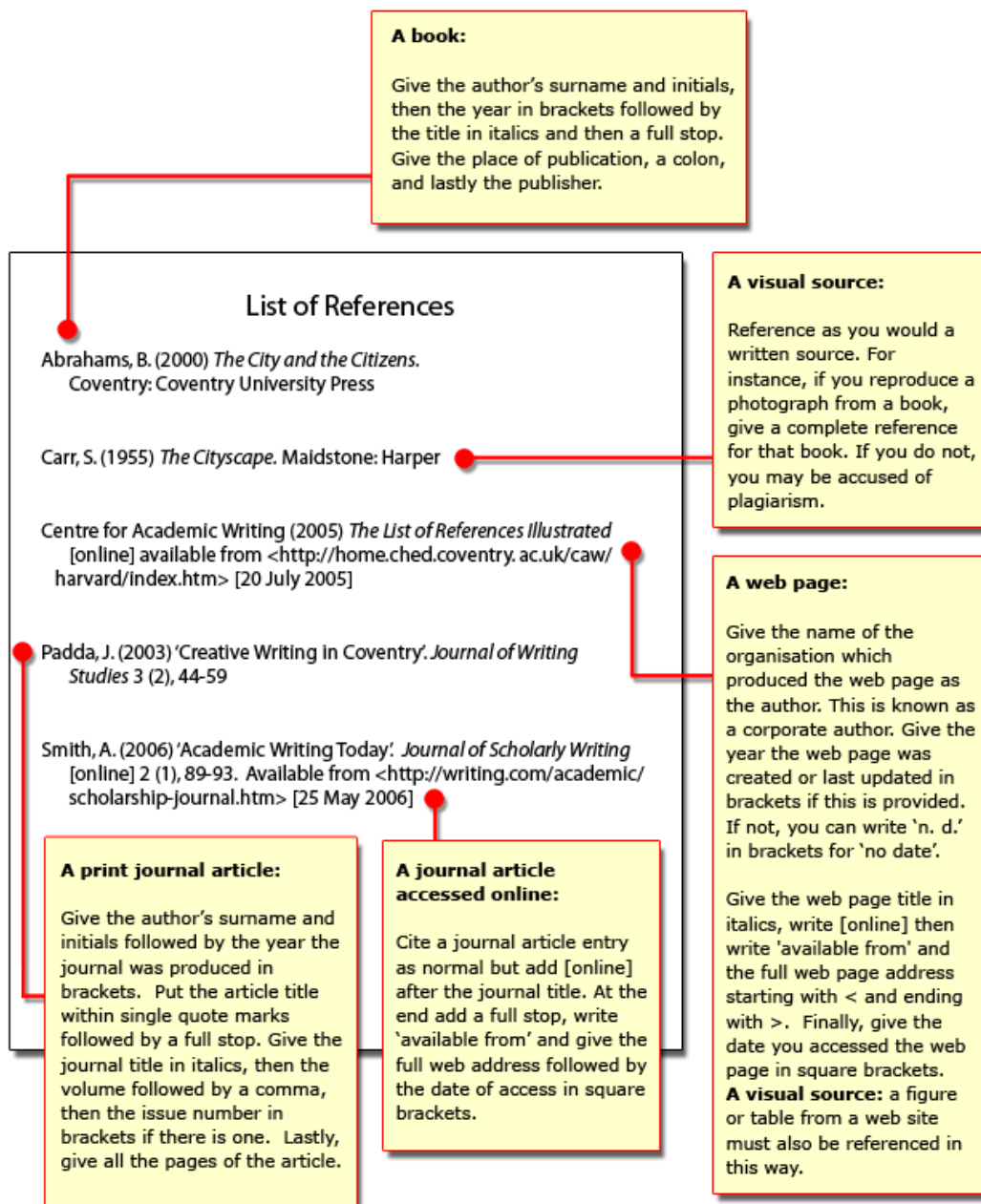


Figure 3. The List of References

Part One: In-text citations

This section of the Guide explains how to write in-text citations. The basic principle is to give the surname of the author or the corporate author and the year of publication in brackets (author date), plus the page number if you **quote** or **paraphrase**, or if you **summarise** information on a specific page of the source.

How do I format in-text citations?

1. Give the **author's surname**, or the corporate author, organisation, artist, or editor if there is no author (e.g. Smith).
2. Give the **year** the source was produced (e.g. 2006).
3. Give the **page numbers** if you **QUOTE** the exact words of the source or if you **PARAPHRASE** them, which means to re-phrase them. Also give **page numbers** if you are doing a **SUMMARY** of a particular part of an argument on a specific page. However, if you are summarising what an author has argued in an **entire** book or article, you do not need to give page numbers.

- Example of citing a **quote** or **paraphrase**: Higgins argues that land fill sites are 'not cost efficient' (2005: 68).
- Example of **summarising an entire book or article**: A recent study reveals new information about child health (Wikes 2006).
- Example of **summarising a point made on two consecutive pages of a book or article**: The book provides examples of how the eating habits of parents directly influence children (Wikes 2006: 19-20).

I. In-text Citations: Frequently Asked Questions

1. What should I do if I can't find the date on a web site?

For the purpose of accuracy, if you can't find the date, it is best to write 'n.d.', which means 'no date'. Example:
Students are gaining increasingly high grades (National Student Forum n.d.).

2. How should I cite an author's name?

You have two options, and you may vary the practice throughout your academic paper.

Option 1

If you mention the author's name in your own writing, just give the date (and page number if you quote, paraphrase, or summarise specific information) in your in-text citation. Example:
Shah (2005: 66) maintains that in recent years Coventry has become Britain's most important industrial city.

Option 2

If you do not mention the author's name in your writing, give the author's surname and date (and the page number if you quote, paraphrase, or summarise specific information) in your in-text citation. Example:
Wavelets are an effective means of disease detection (Qureshi 2006: 95).

3. What should I do if I cannot find the author of a source?

If the source is anonymous, you can write 'Anon.' instead of the author. Example:
At the turn of the twentieth century, research in biology was influenced by scientific positivism (Anon. 1900).

4. Where in the sentence should I put in-text citations?

You can either place in-text citations near the start of your sentences, or near the end. Be aware that writers in different disciplines follow different practices in this regard.

5. Can I cite lots of sources in the same sentence?

Readers need to know exactly who made each point you have borrowed as you advance your own argument, so only cite more than one author in the same sentence if they make similar points or use similar methods or evidence. Example:

Shaw (2001: 15) argues that therapists are losing their skills. Similarly, Higgins (2004: 72) maintains that there has been a decrease in skills development.

If you cannot avoid citing more than one source because various authors all argue the same point, put the sources in alphabetical order and separate each one with a comma. Example: Health informatics will radically change the nature of the National Health Service by the year 2010 (Brown 2002: 3, Lee 2006: 44 and Padda 2005: 14).

6. How do I cite a single source with multiple authors using 'et al.'?

For up to three authors, give all the authors' surnames in your in-text citation. Example: Cox, Patel, and Pavliotis (2004) discuss Britain's future adoption of the euro.

However, if there are more than three authors use 'et al.' which is short for 'et alii' meaning 'and others' in Latin. Note that there is a full stop after 'al.' because it is an abbreviation (a shortened form of the original word). Remember that although only one surname is given, you are referring to multiple authors, so the next verb in your sentence **must agree in the plural** rather than the singular. Example:

Fletcher et al. (2006: 88) suggest that in this century global climate change has caused billions of dollars worth of damage.

7. Does the full stop go before or after in-text citations?

Even when quoting, do not use a full stop until AFTER your in-text citation in brackets because the in-text citation is part of your sentence. Example:

Anderson posits that vitamin E has 'life-changing effects' (2006: 8).

8. When should I use italics?

- Put the title of a print publication in italics (**do not use bold or underline**). The titles of all the **main documents** must be italicised, such as titles of books, titles of journals, titles of websites etc. so that readers can see at a glance which physical sources you have cited. Example: Dickens wrote many novels, but *Hard Times* (Jones 2004: 16) is the most interesting from a philosophical perspective.
- Put all foreign words in italics, including *et al.*
- **Do not** use italics for the title of journal articles or book chapters. Instead use single quotation marks. The title of any **sub-document or sub-section** of a main document, such as the article or chapter that sits within a publication, must sit within single quotation marks. Example: Peterson's recent article on oncology entitled 'Meningioma Detection' (2006) makes a real contribution to cancer research.
- **Do not** use italics when quoting. Instead, use either double or single quotation marks, and whichever you choose, be consistent throughout your document. Example: Although there are many approaches to disaster planning, the Smartson model ensures both 'effectiveness and efficiency' (Smartson 2004: 65).

9. When should I give page numbers?

Give a page number in your in-text citation when you **QUOTE** or **PARAPHRASE** a source because this enables readers to locate the exact passage you have cited for their own use, or to check that you have quoted or re-phrased the source accurately. Also give page numbers when you **SUMMARISE** a point that appears on a specific page or pages of a source.

Example of a quote: Crude oil price rises have been 'alarming' (Brown 2006: 5).

10. When should I omit page numbers?

If you are summarising what an author has argued in a **book or article**, you do not need to give page numbers. Example: McArthurs has undertaken new research into alternative therapies (McArthurs 2006).

II. In-text Citations: Numerical Data

Every time you borrow a date, statistic or other numerical data from a source, give an in-text citation. Example: The number of heart attacks has risen dramatically in recent years and there has been an increase of 10% since 1992 (Department of Health 2005: 65).

If you present numerical data visually, label it as a **figure** or **table** and include a **List of Figures** or **Tables** in your Contents Page. If the figure is from a paginated source, you must give the page number in your in-text citation. In your own writing, explain who compiled the data because the in-text citation only tells readers your source. Give the figure a title and an in-text citation with the author or corporate author and date of the source in brackets. Discuss the significance of the data in full.

Example of how to cite a Figure in your paper:

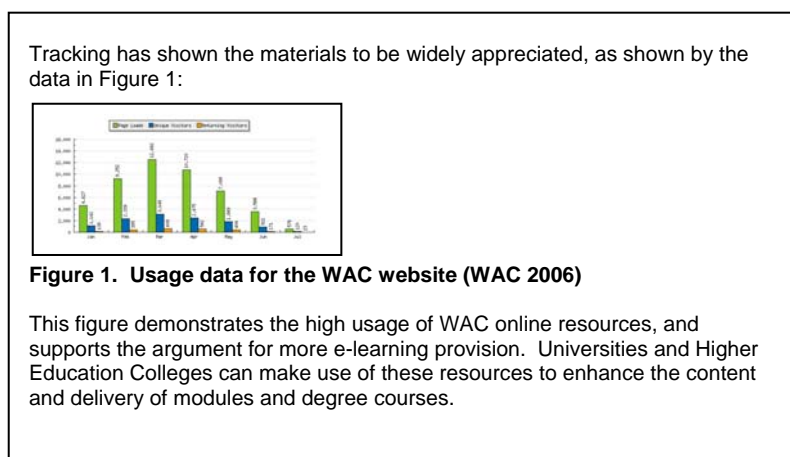


Figure 4. In-text citation of numerical data

III. In-text Citations: Printed Written Sources

1. A whole book

Give the author's surname and the year of publication in brackets. Example: Applied research has boosted pedagogical practice (Anderson 2006).

2. A chapter or essay by a particular author in an edited collection of essays

If your source is just one chapter within a collection of essays by various different authors, give an in-text citation for the author of the chapter you want to cite, and the date of the edited book. Example:

Recent developments in the field of pedagogical research have revolutionised teaching practice (Taylor 2006: 47).

3. Multiple authors

For up to three authors, give all the authors' surnames in your in-text citation. Example: Cox, Patel, and Pavliotis (2004) discuss Britain's future adoption of the euro.

However, if there are more than three authors use 'et al.' which is short for 'et alii' meaning 'and others' in Latin. Note that there is a full stop after 'al.' because it is an abbreviation (a shortened form of the original word). Remember that although only one surname is given, you are referring to multiple authors, so the next verb in your sentence must agree in the plural rather than the singular. Example:

Fletcher et al. (2006: 88) suggest that in this century global climate change has caused billions of dollars worth of damage.

4. A corporate author

Sometimes sources are produced by an organisation, not individuals. This is known as a corporate author. Give an in-text citation as usual but cite the organisation as the author. Example:

It is essential to plan for emergencies (Disaster Agency 2006).

5. A journal article

Give the surname of the author of the article and the year the journal was published in brackets. Example:

Evidence-based practice has many positive effects (Smithson 2006).

6. Personal communication

Give the surname of the person you are citing and the date in brackets. In your own writing give the full name of the person you are citing. Example:

In a personal communication, Androulla Athanasiou explained that she is 'completely against' recent moves to erect a new football stadium in Coventry (Athanasiou 2006).

7. A book in the Bible or the Koran

Within brackets give the title of the chapter in place of the author, then give the chapter number (for the Bible), add a colon, then give the verse number. Example:

David was a mighty warrior (2 Kings 10:3).

As the chapter, 'The Star' shows, the cosmic universe has a powerful symbolism for Arabic people. (The Star: 1)

8. A Government Bill

In your own writing within brackets write 'HC Bill' or 'HL Bill' and in new brackets give the Parliamentary Session, then give the Bill serial number in square brackets. Note that every time a Bill passes through Parliament, it is re-numbered. Give an in-text citation within brackets with 'HC' for House of Commons or 'HL' for House of Lords then the date and page number if appropriate. Example:

It was revealed today in the House of Commons (HC Bill (2000-1) [30]) that housing tax is likely to be revised (HC 2001: 56).

9. Hansard official report of a Parliamentary debate

In your own writing within brackets write 'HC Deb.' or 'HL Deb.' and in new brackets give the Parliamentary Session, then outside these brackets give the volume number, add a comma, then write 'col.' for the column number, and state the column number. Give an in-text citation within brackets with 'HC' for House of Commons or 'HL' for House of Lords then the date and page number if appropriate. Example:

Pattern hounded the Prime Minister (HC Deb. (2000-1) 203, col. 346) over international debt (HC 2001: 42).

IV. In-text Citations: Electronic Written Sources

Follow the same practice as when you cite printed sources by giving the **author** and **date**, but no page number is required for online sources.

1. Electronic texts

For any source accessed online including an electronic journal article, electronic book, electronic lecture notes, etc. give the author's surname or the corporate author and the date in brackets. Example:

White noise has been under-researched (Wallace 2006).

2. A website

Give the corporate author and the date in brackets. **DO NOT** give the full web address (called the URL) in your in-text citation because this goes in the List of References. Example:

There are many software packages for detecting plagiarism (Referencing 2006).

If you cannot find the date, for the purpose of accuracy, it is best to write 'n.d.', which means 'no date'. Students are gaining increasingly high grades (National Student Forum n.d.).

Note: If the website has both a copyright and a 'last updated' date, then give the 'last updated' date in brackets!

3. An online discussion forum/ mailing list (JISCMail or Listserv)

Give the surname of the author of the email you wish to cite and the date of the email in brackets. Example:

Neurological rehabilitation has been under-funded for years (Lango 2005).

4. A blog

Give the surname of the author of the blog and the date it was written. Example:

Chaos theory has impacted seriously on literature as well as science (Richards 2006).

V. In-text Citations: Electronic Visual or Audio Sources

Warning!

There is usually a copyright issue when you wish to reproduce a work of art from either a printed or an internet source. This will be stated on the image itself or in the introductory material. Follow the guidelines given in your source. Often reproduction for use in academic assignments which are not formally published is acceptable. If in doubt, ask your module tutor.

Every time you borrow a picture, painting, photograph, diagram, or other image from a source, give an in-text citation. Label it as a **figure** and include a **List of Figures** in your Contents Page. If the figure is originally from a printed source you can give the page number in your in-text citation. In your own writing, explain who the artist is, because the in-text citation only tells readers your source. Give the figure a title and an in-text citation with the author or corporate author and date of the source in brackets. Discuss the significance of the figure in full.

Example of how to cite a Figure when the source is accessed online:

All students require strong writing skills, as the diagram created by **Simmons** shows in Figure 1:




Figure 1. Writing Skills (Writing Centre 2006)

Simmons's figure indicates why students must work on enhancing their written communication skills. The figure outlines seven important reasons why academic writing matters, and suggests how students might approach their own acquisition of better writing skills.

Figure 5. In-text citation of an image accessed electronically

1. A video film or a sound recording accessed electronically (DVD, CD, streamlined)

Give the director's or the producer's surname as the author, or the corporate author if no other information is available, then the date in brackets. Example:
Dance is an effective form of therapy (Anderson 2006).

2. A broadcast or a podcast

Give the **title of the broadcast in italics** and the date in brackets. Example:
Contemporary politicians are more image-conscious than ever (*Have I Got News for You* 2005).

3. A programme video recording (from TV)

Give the **title of the programme in italics** and the date in brackets. Example:
Farmers are required to diversify in order to survive (*Farming Today* 2005).

4. A recorded radio broadcast

Give the **title of the programme as the author in italics** and the date in brackets. Example:
Political life has changed since the election of New Labour (*Radio4 News* 2005).

VI. In-text-Citations: Printed or Exhibited Visual Sources

Warning!

There is usually a copyright issue when you wish to reproduce a work of art from either a printed or an internet source. This will be stated on the image itself or in the introductory material. Follow the guidelines given in your source. Often reproduction for use in academic assignments which are not formally published is acceptable. If in doubt, ask your module tutor.

Every time you borrow a picture, painting, photograph, diagram, or other image from a source, give an in-text citation. Label it as a **figure** and include a **List of Figures** in your Contents Page. If the figure is from a printed source, you must give the page number in your in-text citation. In your own writing, explain who the artist is, because the in-text citation only tells readers your source. Give the figure a title and an in-text citation with the author or corporate author and date of the source in brackets. Discuss the significance of the figure in full.

Example of how to cite a Figure from a printed source:

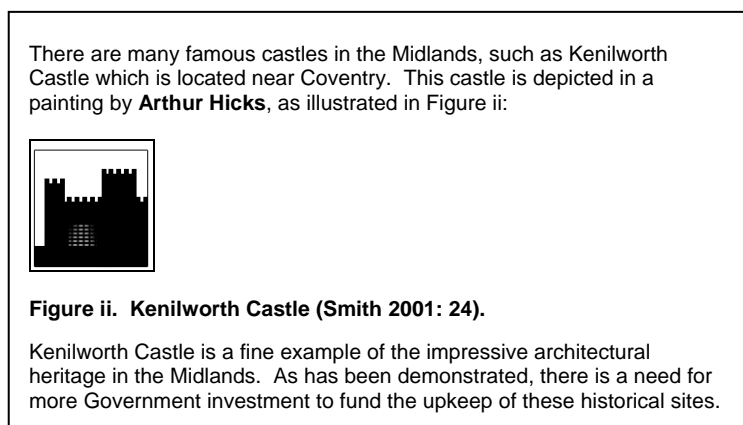


Figure 6. In-text citation of a printed image

1. An image or an art figure in a book, magazine or catalogue

Give the surname of the artist who produced the image or the art figure, or else the name of the museum/gallery that produced the catalogue, and the date of publication. The title of the work of art should be accompanied by the original year of its production. Example: *Confetti 1894* (Lautrec 2009) features in the illustrated catalogues at the MoMA this year.

2. An advertisement

Give **the name of the advertisement in italics** and the year when it is published in brackets. Example:

The LG advertisement in *Vanity Fair (Life Tastes Good 2009)* catches the readers' imagination.

3. An exhibition stand or an item in an exhibition

Give the surname of the artist or the author/corporate author who produced the art exhibit or stand and the date in brackets. Example:

The writing and the new technologies exhibition stand (Centre for Academic Writing 2009) organised at the writing conference in summer was highly innovative.

4. A map

Give the surname of the cartographer, compiler, editor (this can be a corporate author as well), copier, or engraver then the year in brackets. Example:

The map of New York (Blackwells 2007) used in this dissertation has offered good information about the main historic sites in the city.

VII. In-text Citations: Spoken Sources

Follow the same practice as when you cite written sources by giving the author or corporate author, the date, and page numbers if appropriate.

1. A Lecture

In your own writing, indicate that you are referring to a lecture. Write an in-text citation as normal, giving the surname of the lecturer as the author and the year the lecture was delivered in brackets.

Example: According to a lecture delivered as part of module 102ENG, Engineering has changed fundamentally since 1945 (Bhargava 2006).

2. An interview you have conducted

In your own writing, indicate that you are citing a face-to-face interview you have conducted by introducing the full name of the person you have interviewed. In your in-text citation give the surname of the interviewee and the date in brackets. Example:

In a personal interview conducted by Sarah Murphy, Nitika Dhuria, Manager of the Manor House, stated that she was 'shocked and surprised by the committee's decision' (Dhuria 2006).

If your assignment must be **anonymous** you can call yourself 'the author'. Example:

In a personal interview conducted by the author, Nitika Dhuria, Manager of Manor House, stated that she was not pleased by the committee's unexpected decision (Dhuria 2006).

Note that you must use quotation marks to indicate the exact words spoken by the interviewee. If you paraphrase the comment you do not need quotation marks, but you must give an in-text citation.

VIII. In-text Citations: Secondary Sources

Warning!

Do not rely on using secondary sources if you can help it because this can suggest that you do not have the research skills to locate the original source. It is possible that the source you are interested in has been misquoted or misunderstood by the writer you are reading, so you should read the original to prevent repeating any errors.

Secondary sources may be considered recycled sources. If you are reading a source in which another source is cited, first **try to find the original**. Check in the footnotes, bibliography, or List of References in the source to find information about the original. If you cannot find the original in the University Library, ask at the Enquiry Desk about ordering the original source via the inter-library loan service.

- **In-text citation option 1:** If you can obtain the original source, read it and cite the original as normal. Example: Concern about climate change is becoming a 'force for good' in international politics (Patel 2004: 88).
- **In-text citation option 2:** However, it is not always possible to retrieve the original source, in which case you need to cite it as a secondary source. Within brackets give the surname of the author you have not read but which is referred to by the source you have read (the original author/source) and the date of this original source. Write 'cited in' and give the surname of the author whose work **you have read** and the **date of the secondary source**. Add a colon, then give the page number of the source you have read to help readers locate the passage. Example: Concern about climate change is becoming a 'force for good' in international politics (Patel 2004 cited in Brown 2005: 6).

Part Two: The List of References

This section of the Guide explains how to write the List of References. The basic principle is that the entries in this list must **link** with the in-text citations by starting with the same author and date.

How do I format the List of References?

1. Give the **author**, corporate author, organisation, artist, or editor (e.g. Smith, E.).
 2. Give the year of publication as the **date** (e.g. 2006).
 3. Give the **editor** if appropriate in addition to the author (e.g. ed. by Jones, S. T.).
 4. Give the **title** in italics followed by a full stop (e.g. *Particle Physics: Recent Developments.*).
- Note that the title and the subtitle are separated by a colon.**
5. Give the **edition** if appropriate (eg. 3rd edn. or rev. edn.).
 6. Give the **translator** if appropriate in addition to the author (e.g. trans. by Lango, J. P.).
 7. Give the **series** title, number, or other information if appropriate (e.g. series 2).
 8. Give the **place** of publication (e.g. London). **If there is more than one place of publication, only give the first as listed in the book.**
 9. Give the **publisher** (e.g. Routledge).

I. List of References: Frequently Asked Questions

1. What should I do if I list more than one source by the same author?

If you list different sources by the same author **which are produced in the same year**, label the first source a, the second b, etc. in reverse chronological order with the most recent first.

Example:

List of References

- Patel, J. (2005) *Education and Individuality: Teaching and Learning in the Contemporary Climate*. Manchester: Manchester University Press
- Patel, J. (2002a) *Signification and Psychology in Education: A Case Study of Theory in Practice*. London: Routledge
- Patel, J. (2002b) *Learning Styles and Reflective Practice: The Pedagogy of Individualised Instruction*. Oxford: Oxford University Press

2. How do I find the date in a book?

The three places to look for information are: the front cover, the title page, and the reverse of the title page. If many dates of publication are given, you should usually use the first one because the other dates are just reprints. However, if the book has been **revised** or it is the **2nd** or **3rd** edition etc. you must record that it is a revised edition, in which the content and page numbers may be different from the original. See below for detailed guidelines.

3. How should I reference a first, second, etc. or revised edition?

Give the author's surname and initials, the date of the edition you are using in brackets, the title in italics followed by a full stop and then write '2nd edn.', '3rd edn.' or 'rev. edn.' as appropriate. Then the place of publication followed by a colon then the publisher. Example:
Dudley, P. R. (2001) *Wavelets in Computing: An Efficient Means of Conducting Research*.
2nd edn. Oxford: Oxford University Press

4. How do I find the place of publication in a book?

You can find the place of publication either on the title page of a book or the reverse of the title page. If more than one place is given, reference only the first place. Note that the **place comes before the publisher** in your reference.

5. Where should I put an editor or the editors?

If there is only an editor, give the editor's name and write 'ed.' in brackets [if there are two or more editors, give their surnames followed by a comma and their initials in the order they are listed in the book and write 'eds.' in brackets], then give the date in brackets and the title in italics followed by a full stop. Finally, give the place of publication followed by a colon then the publisher. Example:

Edwards, J. P. (ed.) (2006) *Translation Theory Since 1945*. Oxford: Oxford University Press

6. What do I do if I have both an editor and an author?

If a source has both an author and an editor (which is more rare), give the author's surname and initials as usual and the date in brackets, then write 'ed. by' and give the editor's surname and initials, followed by the title in italics then a full stop. Finally, give the place of publication followed by a colon then the publisher. Example:

Dickinson, E. (1999) ed. by Franklin, R. W. *The Poems of Emily Dickinson*. Cambridge:
Belknap Press

7. Where should I put a translator?

If there is also an author, the surname and initials of the translator go after the title preceded by 'trans. by'. Example:

Bharvagva, S. A. (2006) *The Art of Translation and the Translation of Art*. trans. by Burrows,
M. K. Cambridge: Cambridge University Press

If the author is also the translator, enter the author as normal and also give the translator after the title. Example:

Colorado, J. A. (2006) *Economic Theory in the Mexican Context: Recent Developments on
the Ground*. trans. by Colorado, J. A. Oxford: Oxford University Press

8. What should I do if I cannot find an author in a printed source?

If the source is anonymous, you can write 'Anon.' instead of the author. Example:

Anon. (1900) *Analytical Research in the Biological Sciences*. London: Peterson Press

What is the difference between the List of References and a Bibliography?

A List of References gives full information for sources you have cited. A bibliography is a list of all the sources you have read. Bibliographies are not normally used in the CU Harvard Reference Style, but your module tutor may ask you to include one.

9. How should I reference a book written in a foreign language?

Reference it as any other book in English but give the official or personal translation of the title in square brackets after the original title. Example:

Camus, A. (1942) *Le mythe de Sisyphe [The Myth of Sisyphus]*. Paris: Gallimard

II. List of References: Numerical Data

Every time you borrow a figure, a diagram, or any other numerical data from a source, give a List of References entry which links with your in-text citation. Reference the source as normal according to the type. Example of a whole book:

Abrahams, D. (2006) *Systems Recognition for Students*. trans. by Humphries, J. London: Macmillan

III. List of References: Printed Written Sources

1. A whole book

Give the author's surname and initials then the year in brackets, then the title in italics followed by a full stop. Finally, give the place of publication followed by a colon then the publisher. Example:

Dagorne, F. G. (2003) *French Cultural Developments: A Feminist Perspective*. London: Macmillan

Note: For an example of an edited book or edited collection, see I.5 above!

2. A book produced by an organisation (a corporate author)

Give the name of the organisation as the author then the year of publication in brackets followed by the title in italics and then a full stop. Finally, give the place of publication followed by a colon then the publisher. Example:

British Medical Association, Board of Science and Education (1980) *Alternative Medicine Reviewed*. London: Harwood Academic

3. A book with multiple authors

If your source has more than one author, record them all in the order they are given. For each author put the surname first followed by the initials. Put a comma between each author. When there are only two authors, separate them by 'and'.

When you give **in-text citations** you can use '**et al.**' for more than three authors, but in the **List of References**, you should **give all the authors** in order to credit them fully. Example:

Edwell, R., Ambrose, A., and Baker, C. (2002) *European Politics Since 1997*. London: Routledge

4. A chapter or essay by a particular author in an edited collection of essays

Sometimes you need to reference only one chapter from a book which contains many chapters which are written by different authors. In this case, give the surname and initials of the author of the chapter you want to reference, then the year the book was published in brackets. Put the title of this chapter within single quotation marks, followed by a full stop. Write 'in' and give the title of the book in italics followed by a full stop. Write 'ed. by' and give the surname and initials of the editor. Finally, give the place of publication followed by a colon then the publisher, **and the pages in between which the article is found after a comma**.

Example:

Aggarwal, B. (2005) 'The Declining British Bird Population'. in *A Guide to Contemporary Ornithology*. ed. by Adams, G. London: Palgrave, 66-99

5. A printed journal article

Give the author's surname and initials then the year in brackets then put the title of the article within single quotation marks, followed by a full stop. Give the title of the journal in italics then the volume number followed by the issue number in brackets if there is one, then **the pages in between which the article is found after a comma**. When you are giving in-text citations you can use **et al.** for more than three authors, but in the List of References you should give all the authors in order to credit them fully. Example:

Potter, F., Pavliotis, M., Kiran, D., Qureshi, H. A., and Ball, R. (2005) 'White Noise and Particle Behaviour'. *Journal of Mathematics and Physics* 2 (1), 67-81

Note: articles in magazines that have issue numbers, may be referenced in the exact same way as articles in journals!

6. A report

Give the author's surname and initials or the corporate author then the year in brackets. Write the title of the report in italics, the series number if appropriate, then a full stop. Finally, give the place of publication followed by a colon then the publisher. Example:

Department of Health Committee of Dietetics (2006) *A Report on Dietary Health no. 41*.
London: Stationary Office

7. An unpublished booklet or departmental handbook

Give the author's surname and initials or the corporate author, then the date in brackets. Give the title in italics followed by a full stop. Write 'Unpublished booklet' or 'unpublished handbook' then add a full stop and give the place and the institution where it was produced.

Example:

Dawson, M. (2006) *Guide to Writing Reports*. Unpublished booklet. Coventry: Coventry University

8. A leaflet

Give the author's surname and initials or the corporate author, then the date in brackets. Give the title of the leaflet in italics followed by a full stop. Write 'leaflet' then add a full stop and give the place and the institution where it was displayed. Example:

National Health Service (2009) *Catch It, Bin It, Kill It*. Leaflet. Coventry: Walsgrave Hospital

9. A newspaper article

Give the author's surname and initials and the date in brackets, then put the title of the article within single quotation marks followed by a full stop. Give the title of the newspaper in italics, then the exact date, a comma and finally the page numbers. Example:

Anderson, E. (2002) 'Biology is Britain's Best Discipline'. *The Independent* 20 July, 4-5

Note: British English uses the date/month system while American English uses the month/date system!

10. A conference paper within conference proceedings

Give the author's surname and initials then the year in brackets. Put the title of the paper within single quotation marks followed by a full stop. Write 'in' then give the surname and initials of the editor of the Conference Proceedings followed by 'ed.' in brackets. Give the title of the Conference Proceedings in italics followed by a comma, then give the title of the Conference within single quotation marks followed by a full stop. Write 'held' and then give the full date of the Conference then write 'at' and give the place. Finally, give the place of publication followed by a colon then the publisher. Add a comma and the page numbers of the paper. Example:

Shah, A. (1990) 'Neuro-rehabilitation Services in the Midlands'. in Wood, P. (ed.) *Proceedings of the Coventry Conference on Local Psychology Provision*, 'Practical Psychology: How to Improve'. held 7-9 March 1990 at Coventry University. London: Prentice Hall, 8-20

11. Conference proceedings

Give the editor's or editors' surname(s) and initial(s), then the year of publication. Put the title of the proceedings in italics, followed by the title of the Conference within single quotation marks followed by a full stop. Write 'held' and then give the full date of the Conference then write 'at' and give the place. Finally, give the place of publication followed by a colon then the publisher

Tokay, D. (ed.) (2004) *Translation as a Metaphor in Academic Writing*. 'Conference on International Writing Centres'. held 3-5 April 2003 at Ankara University. Istanbul: Sabanci University Press

12. A thesis or dissertation

Give the author's surname and initials then the year in brackets. Give the title in italics followed by a full stop. Write 'Unpublished PhD thesis' or 'Unpublished dissertation' as appropriate then add a full stop and give the place and the name of the university. Example:
Jones, M. (2000) *An Evaluation of Learning Through Writing*. Unpublished PhD thesis.
Coventry: Coventry University

13. A UK patent

Give the originator (company or designer) followed by a full stop. Give the year in brackets then the title of publication in italics followed by a full stop, then give the series designation. Example:

Walk-on Inc. (2000) *Non-slip stiletto heel*. BG 3356754

14. An international patent

If the patent does not originate in the UK follow the same format as above, but indicate the origin after the title by writing 'European Patent' or other information as appropriate, then give the series designation. Example:

Borg Warner Inc. (2005) *Control Devices for Clutches and / or Gear Actuators of an Automated Gearbox or an Automatic Transmission*. European Patent EP 1519081 – 2005-03-30

15. A standard

Write 'British Standards Institution' as the corporate author then give the date in brackets. Give the title in italics followed by a full stop. Write 'BS' then give the full standard number and date. Finally, give the place of publication followed by a colon then the publisher. Example:

British Standards Institution (2004) *Quality Assurance: Frameworks for Success*. BS EN ISO 8005: 2004. London: British Standards Institution

16. A Statutory Instrument

Give the title in italics followed by a full stop. Give the year in brackets then write 'SI' and give the statutory instrument number followed by a full stop. Give the place of publication, a colon, then the publisher. Example:

National Emergency Regulations. (2002) SI 2002/4651. London: HMSO

17. A technical paper

Give the name of the author or corporate author then the date in brackets. Put the title of the paper followed by a full stop within single quotation marks. Write 'Paper no.' and give the full paper number followed by a full stop. Give the conference title, a comma, then the dates of the conference followed by a comma then the location followed by a full stop. Give the surname and initials of the conference organiser then the organising body. Example:

Society of Automotive Engineers (2004) 'Airbag benefits, airbag costs'. Paper no. 2004-01-0840. SAE 2004 World Congress Exhibition, 3 August – 3 November 2004, Detroit. Smithson, J. S. Penn. Society of Automotive Engineers

18. A personal communication or letter

Give the surname and initials of the person you are referencing and the date in brackets. Give the title in italics (you may have to make one up) then write the type of communication in square brackets. State who the communication was addressed to, then give the exact date in square brackets. Example:

Athanasiou, A. (2006) *Local Development Planning* [letter] to Patterson, P. H. [30 May 2006]

19. An encyclopaedia entry

Give the author's surname and initials then the year in brackets and put the title of the entry within single quotation marks followed by a full stop. Write 'in' and then the title of the encyclopaedia in italics followed by a full stop, then the edition and the volume number separated by full stops. Give the place of publication, a colon, then the publisher, **followed by a comma and the pages between which the encyclopaedia entry is found**. Example:
Pavliotis, G. (2000) 'Dairy Farming'. in *The New Encyclopaedia Britannica*. 3rd edn. vol 20.
London: Woodfords, 782-801

20. A dictionary

Give the corporate author or the editors, then the date in brackets, the title of the dictionary in italics, the edition and the volume number where applicable. Finally, give the place of publication followed by a colon then the publisher. Examples:
Oxford Dictionaries (2008) *Concise Oxford English Dictionary*. 11th edn. Oxford: Oxford University Press
Downes, J. and Goodman, J. E. (eds.) (1998) *Dictionary of Finance and Investment Terms*. 5th edn. New York: Barron's

21. The Bible or other sacred text

Give the name of the editor, the year, then the title of the Bible in italics, the edition if appropriate. Finally, give the place of publication followed by a colon then the publisher. Example:
Nelson, Th. (ed.) (1994) *Holy Bible: The New King James Version*. Philadelphia: Pew Library

22. A House of Commons / Lords Report

Give the name of the House as in your in-text citation then the date in brackets. Then write 'Great Britain Parliament' and give details of the committee if appropriate followed by a full stop. Give the title in italics and the report number followed by a full stop. Give the place of publication followed by a colon then the publisher. Finally, within brackets give the paper details, the number, and the Parliamentary Session if appropriate. Example:
House of Lords (2005) Great Britain Parliament Select Committee on Science and Technology. *Complementary and Alternative Medicine 6th report of the Select Committee on Science and Technology*. London: Stationery Office. (HL paper; 123; Session 2003-4)

23. A Government Bill

Give the name of the House as in your in-text citation then the date in brackets. Then write 'Great Britain Parliament' followed by a full stop. Give the complete title of the Bill in italics followed by a full stop. Give the place of publication followed by a colon then the publisher. Finally, within brackets give the Bill details and number if appropriate. Example:
House of Commons (2005) Great Britain Parliament. *Children (leaving care): A Bill to make provision about children and young persons who are being, or have been looked after by a local authority; to replace section 24 of the Children Act 1989; and for connected purposes*. London: Stationery Office (Bill: Great Britain. Parliament. House of Commons; 124)

24. An Act of Parliament

Write 'Great Britain Parliament' followed by the year in brackets. Give the complete title of the Act in italics with the date followed 'Act of Parliament' in square brackets. Finally, give the place of publication followed by a colon then the publisher. Example:
Great Britain Parliament (1990) *National Health Service and Community Care Act 1990* [Act of Parliament] London: HMSO

25. A Government Green or White Paper

Give the Government Department as the author followed by the year and the complete title of the paper in italics. Give the type of paper, green or white in square brackets, the place of publication followed by a colon then the publisher. Finally, within brackets give the paper number. Example:

Department of Health (1998) *Our Healthier Nation: A Contract for Health* [green paper]
London: Stationery Office (Cm 3854)

26. Hansard official report of a Parliamentary debate

Write 'Hansard' as in your in-text citation then the date in brackets. Give the complete title of the debate in italics followed by a full stop. Give the Parliamentary Session in brackets, then the volume number, a comma, then write 'col.' and give the column number. Example:

Hansard (2001) *House of Commons Debate*. (2000-1) 203, col. 346

27. An official report of a Parliamentary debate in a Standing Committee

Write 'Standing Committee' as in your in-text citation then the date in brackets. Give the complete title of the debate in italics followed by a full stop. Give the title of the debate in italics followed by a full stop. Give the Parliamentary Session in brackets, then give the volume number, a comma, then write 'col.' and give the column number. Example:

Standing Committee (2004) *Securities Bill Debate*. (2004-5) 10, col. 71

28. A music score

Give the surname and initials of the composer then the year in brackets followed by the complete title in italics then a full stop. Write 'ed. by' or 'arranged by' and give the surname and initials of the editor or arranger if appropriate. Finally, give the place of publication followed by a colon then the publisher. Example:

Grimalda, G. (2005) *Symphony no. 2, A minor, op. 43*. ed. by Poyner, K. Coventry: Coventry University Press

IV. List of References: Electronic Written Sources

Referencing electronic sources is an emerging area, so be prepared to use your own judgment when referencing unusual sources not listed below. Refer to the **ARC of Successful Referencing** outlined in the Introduction to this Guide. If you are referencing a source you have accessed online, the basic rule is to give the same information as you would for a printed source, but add three pieces of information:

- Write 'online' in square brackets after the title of the source like this: [online]; **if the electronic format is the DVD-Rom or CD-ROM, then write in brackets [DVD-ROM] or [CD-ROM] and reference as a printed document**
- If it is an online source, give the **full** web address (the URL) starting and ending with chevrons like this: <http://factual.com>
- Give the date you accessed the online source in square brackets like this: [3 July 2006]

1. An electronic journal article

If you have accessed a journal article online, reference it as a print journal. Especially if you are using a PDF version you have downloaded you can usually treat this as a printed journal article for referencing purposes, but check with your module tutor whether this is acceptable.

If the journal is available only electronically as part of a website or a database, then you ought to give the entire URL and the date of access. Otherwise, you may treat the article as a printed source.

Be careful when using electronic databases. Give full details so that a reader can locate **exactly** the source you have used. It is not sufficient to give vague information about the database in general.

Give the author's surname and initials then the year in brackets. Put the title of the article within single quotation marks followed by a full stop. Give the title of the journal in italics then write 'online' in square brackets. Give the volume number, then the issue number in brackets if there is one, and finally, after a comma, give the page numbers in between which the article is found, followed by a full stop. Write 'available from', and give the full web site address starting with < and ending with >. Finally, give the date of access in square brackets.

Example:

Dhillon, B. (2004) 'Should Doctors Wear Ties?' *Medical Monthly* [online] 3 (1), 55-88. available from <<http://hospitals/infections/latest-advice/htm>> [20 April 2006]

Note: magazine articles accessed online can be referenced in the same manner!

2. A web site (or other online media)

Give the author's surname and initials or the name of the organisation that produced the web site as a corporate author. Give the year it was created or last updated in brackets. Give the title in italics (you may need to make up an appropriate title), then write 'online' in square brackets. Write 'available from' and give the full web site address starting with < and ending with > then write the date of access in square brackets. Example:

Centre for Academic Writing (2006) *The List of References Illustrated* [online] available from <<http://home.ched.coventry.ac.uk/caw/harvard/index.htm>> [20 July 2006]

Note: If the website does not have a date, it is best to write 'n. d.' instead which means no date.

3. An electronic book

Give the surname and initials of the author then the year in brackets and the title in italics. Write 'online' in square brackets, then give the edition if appropriate, the place of publication, a colon, then the publisher followed by a full stop. Write 'available from' and give the full web site address starting with < and ending with > then the date of access in square brackets.

Example:

Potter, H. (2005) *An Introduction to Human Anatomy* [online] 4th edn. London: Adam Arnold. available from <<http://anatomy/introduction/human/htm>> [27 March 2006]

4. Electronic Newspaper Article

Give the author's surname and initials and the date in brackets, then put the title of the article within single quotation marks followed by a full stop. Give the title of the newspaper in italics followed by [online] in square brackets, then the exact date. Write 'available from' and 'give the full web address starting with < and ending with >' then give the date of access in square brackets. Example:

Lacey, M. (2009) 'Mexico's Drug Traffickers Continue Trade in Prison'. *The New York Times* [online] 11 August. available from <http://www.nytimes.com/2009/08/11/world/americas/11prisons.html?_r=1&hp> [11 August 2009]

Note 1: British English uses the date/month system while American English uses the month/date system!

Note 2: For an image or an artwork featuring in an online newspaper, please reference it exactly like an article, by giving the artist's or the producer's surname and initial, followed by the title/caption of the image within single quotation marks, instead of the author and name of the article as in the example above.

5. Electronic lecture notes or transcript

Give the surname and initials of the lecturer and the year in brackets. Give the title of the lecture in italics (you may need to make up an appropriate title), then write 'online lecture' in square brackets, then state the module, seminar or special occasion, followed by a comma and the exact date with a full stop. Add the place, a colon and the institution where the lecture was delivered. Write 'available from' and 'give the full web address starting with < and ending with >' then give the date of access in square brackets. Example:

Hatton, K. L. (2006) *Engineering Since 1945* [online lecture] module 102ENG, 2 May 2006. Coventry: Coventry University. available from <http://modules_downloads.engineering.modules/htm> [6 September 2006]

6. Personal communication: an email

Give the author's surname and initials then the date in brackets, then the title of the email in italics (use the 'subject' header or make up an appropriate title). Then write the type of communication in square brackets. State who the communication was addressed to, then give the exact date the email was sent in square brackets. Example:

Brown, B. (2005) *How to Harvard* [email] to Edwards, A. [20 October 2005]

7. Online discussion forum/ mailing list (JISCMail or Listserv)

Give the author's surname and initials then the date of the email in brackets. Put the subject of the email within single quotation marks followed by a full stop. Give the exact date of the email in square brackets and then the title of the email discussion list in italics. Write 'online' in square brackets followed by a full stop. Write 'Available from' and give the full web address of the email discussion list starting with < and ending with > then give the date of access in square brackets. Example:

Lango, J. (2004) 'Neuro-rehab in Warwickshire'. [30 May 2004] *Psychiatric Nursing* [online]. available from: <<http://www.jiscmail.ac.uk/psychology/training/neurorehabilitation/Warwickshire>> [30 May 2005]

8. A report accessed electronically

Give the author's surname and initials or the corporate author then the year in brackets. Write the title of the report in italics and give the number if appropriate, then write 'online' in square brackets. Then write 'available from' and give the full web address starting with < and ending with >, then give the date of access in square brackets. Example:

Department of Health Committee of Dietetics (2006) *A Report on Dietary Health no 41* [online] available from <http://Department_Health.Dietetics2006.report.DietaryHealth/html> [4 July 2006]

9. A thesis or a dissertation online

Give the author's surname and initials, then the year in brackets. Write the title of the thesis in italics, then write 'online' in square brackets. Then write 'PhD thesis' or 'MA dissertation' as appropriate then add a full stop and give the name of the University. Add, 'available from' and give the full web address starting with < and ending with >, then give the date of access in square brackets. Example:

Gifford, A. G. (2008) *Humanitarian Directed Violence in Afghanistan: Neutrality and Humanitarian Space* [online] MPhil dissertation. Massey University. <<http://muir.massey.ac.nz/handle/10179/582>> [12 August 2009]

10. A blog

Give the author's surname and initials then the year in brackets and the title in italics followed by a full stop (you may need to make up an appropriate title). Give the exact date the blog was written in brackets, then 'available from', and the web site starting with < and ending with >. Finally, give the date of access in square brackets. Example:

Smith, J. (2006) *Fantasy Discussion Forum*. [16 May 2006] available from <www.orkat.com> [4 October 2006]

11. Computer Software

Give the surname and initials of the author or the corporate author who produced the software, then the title of the software package in italics, followed by 'on line' in square brackets. Then add the full Add, 'available from' and give the full web address starting with < and ending with >, then give the date of access in square brackets. Example:

Microsoft Office Corporation (2009) *Encarta Premium 2009* [online] available from <http://www.microsoft.com/learningspace/encarta_eol.aspx> [12 August 2009]

V. List of References: Electronic Visual and Audio Sources

Every time you borrow a picture, painting, photograph, diagram, a recording from a source, give a List of References entry which links with your in-text citation. Reference the source as normal according to the type, whether it is a visual or audio item from a magazine, a book, a website. Example of a web site:

Centre for Academic Writing (2006) *The List of References Illustrated* [online] available from <http://home.ched.coventry.ac.uk/caw/harvard/index.htm> [20 July 2006]

1. An image, a video film or a sound recording accessed electronically (DVD, CD, streamlined)

Give the surname and initials of the artist, director or the producer's name, the date of release in brackets, then the title of the image, film or recording in italics followed by a full stop. Give the format in square brackets, eg. [DVD] or [CD] or [online].

If it is an **online source**, then add 'available from' and the full web address starting with < and ending with >, then give the date of access in square brackets. Example:

Allen, L. (1954) *Suddenly* [online] available from <<http://www.archive.org/details/suddenly>> [12 August 2009]

If it is a **DVD or a CD**, after the format, give the place of release followed by a colon (if there are many places just give the first) then the production company. Examples:

Radford, M. (2005) *The Merchant of Venice*. [DVD] United Kingdom: MGM Home Ent. (Europe) Ltd.

2. A broadcast or a podcast

If you listen to the radio or watch TV **live**, give the title of the broadcast, the year, the broadcasting station or channel. Give the exact date, followed by a comma and the time of the broadcast, in square brackets. Example:

Have I Got News for You (2005) BBC1 [3 April 2005, 21:10]

If you access a radio or TV broadcast **online** using the Listen Again facility or you wish to reference a podcast, reference the broadcast in the normal way but then add all the

information to enable your reader locate this source online. Give the title of the broadcast in italics then the year in brackets. Write 'online' in square brackets then give the station or channel. Give the date, month, year, followed by a comma and the time of the broadcast. Give the full web address starting with < and finishing with > then the date of access.

Example:

The Archers (2006) [online] Radio4. 22 June 2006, 19:00. available from <<http://www.bbc.co.uk/radio4/archers/index.shtml>> [2 October 2006]

3. A programme video recording (from TV)

Give the title of the programme or of the programme series and the date in brackets, the release year in brackets, the recording format in square brackets, then the name of the broadcasting station or television and the exact day and time of the broadcast if available

Example:

Pedigree Cattle (2003) [VHS video] BBC1

4. A Lecture: audio recording

Give the surname and initials of the lecturer and the year in brackets. Give the title of the lecture in italics (you may need to make up an appropriate title), then write the format in square brackets, then state the module, seminar or special occasion, followed by a comma and the exact date with a full stop. Add the place, a colon and the institution where the lecture was delivered. Example:

Hatton, K. L. (2006) *Engineering Since 1945* [lecture Audio Cassette] module 102ENG, 2 May 2006. Coventry: Coventry University

5. An advertisement in a magazine or newspaper accessed electronically

Give the name of the advertisement italics, the year of release. Add 'in' and give the name of the hosting magazine or newspaper, add 'online' in square brackets, the issue date, 'available from' and the full web address starting with < and ending with >, then give the date of access in square brackets. Example:

Life Tastes Good (2009) in *Vanity Fair* [online] 12 August. available from <<http://www.vanityfair.com/>> [12 August 2009]

Note: If the advert is located on a website as an image or a video, give its title, the year of release, then write 'on line' in square brackets, available from, the web address and the date of access as per the above. Example:

Transformers: Revenge of the Former LG Commercial (2009) [online] available from <<http://www.youtube.com/watch?v=sLUnwCJV0IA>> [13 August 2009]

6. An artwork or image in a magazine accessed electronically

Give the surname and initial of the artist, the year of the magazine, the title/caption of the image or artwork within single quotation marks, followed by a full stop. Add the name of the magazine in italics, then 'on line' in square brackets and the issue date. Write 'available from' and the full web address starting with < and ending with >, then give the date of access in square brackets.

Example:

Niemann, C. (2009) 'Sorry, but I get all the stuff I don't need on the Internet'. *The New Yorker* [online] 10 August. available from <http://www.newyorker.com/talk/financial/2009/08/10/090810ta_talk_surowiecki> [13 August 2009]

VI. List of References: Printed or Exhibited Visual Sources

Every time you borrow a picture, painting, photograph, diagram, or other image from a source, give a List of References entry which links with your in-text citation. Reference the source as normal according to the type. Example of a whole book:

Peters, J. (2006) *Artists of the Twentieth Century*. London: Macmillan

Be prepared to use your own judgment when referencing unusual visual sources not listed below. Refer to the **ARC of Successful Referencing** outlined in the Introduction to this Guide. Make sure you also give the art or exhibit type in square brackets where applicable, and if appropriate the place of publication of the book, magazine or catalogue and the publisher or else the exhibition. Be consistent throughout your paper.

Remember that with visual sources your reader may need to know the material type, so indicate whether the source is a painting, photograph, sculpture, drawing, etching, lithograph, linocut, ceramic, woodcut, glass, etc.

1. An image or an art figure in a magazine

Give the surname of the artist or producer of the image or the artwork, then the year of the magazine in brackets, followed by the title of the image (usually these are accompanied by captions) within single quotation marks, followed by a full stop. Then write the name of the magazine, the issue date, followed by a comma and the page number(s) where the image(s) is/are located. Example:

Niemann, C. (2009) 'Sorry, but I get all the stuff I don't need on the Internet'. *The New Yorker*. 10 August, 20

2. A work of art, photograph, illustration or item in an exhibition or exhibition stand

Give the surname and initials of the artist or producer of the artwork or exhibit item, then the year of exhibition in brackets followed by the title of the work, a comma and the year of its original production, **all** in italics. Give the art or exhibit type in square brackets, then write the name of the exhibition or exhibition stand within single quotation marks and add exhibition or display depending on the type of event, followed by a full stop. Add the place of the exhibition, a colon and the museum, gallery or exhibiting institution, followed by a comma and the exhibition date(s). Example:

Louis, M. (2009) *Tet, 1958* [painting] 'Synthetic' exhibition. New York: The Whitney Museum of American Art, 22 January-19 April

3. An exhibition catalogue or an art book

Give the surname and initials of the artist and the publication date in brackets then the title of the exhibition catalogue or the art book in italics followed by a full stop. Give the place, a colon, then the gallery or the place of publication. Example:

Gale, M., Ades, D., Aguer, M. and Fanes, F. (2008) *Dali & Film*. New York: The MoMA

4. An advertisement in a printed magazine or newspaper

Give the name of the advertisement italics, the year of publication. Add 'in' and give the name of the hosting magazine or newspaper, followed by a full stop and the issue date. Add a comma and the page number where the advert is located.

Example:

Life Tastes Good (2009) in *Vanity Fair*. 12 August, 16

5. A map

Give the surname and initials of the cartographer, compiler, editor (this can be a corporate author as well), copier, or engraver then the year in brackets followed by the title in italics and a full stop. Give the scale of the map (where available) then a full stop. Finally, give the place of publication followed by a colon then the publisher. Example:

Elms, J. (2005) *Coventry Cycle Paths*. 1:40000. Coventry: Warwickshire Guides

6. An Ordnance Survey map

Write 'Ordnance Survey' then the year in brackets followed by the title in italics and a full stop. Give the sheet number then a full stop. Give the scale of the map then a comma, then the series. Example:

Ordnance Survey (1990) *Coventry City Centre*. Sheet 55. 1:500000, Warwickshire Series

7. An exhibition stand

Give the name of the author (or the corporate author) which produced the stand, then the year of the exhibition in brackets. Give the title of the stand in italics. State the exhibit type in square brackets. Put the name of the exhibition within single quotation marks and add conference or seminar depending on the type of event. Give the location of the exhibition, a colon, the organising institution, followed by a comma, and finally, the exact date of the exhibition. Example:

Centre for Academic Writing (2005) *The Coventry University Harvard Reference Style* [Poster display and projected web site] 'Enhancing Learning and Teaching Environments' conference. Coventry: Coventry University, 14 June 2005

VII. List of References: Spoken Sources

Follow the same practice as when you cite written sources by giving the author or corporate author, the date, and page numbers if appropriate. Remember that with audio sources your reader may need to know the format, so indicate whether the source is a CD, DVD, VHS video, 35mm film, audiocassette, etc. (refer to electronic sources above)

1. A Lecture: students' written notes

Give the surname and initials of the lecturer and the year in brackets. Give the title of the lecture in italics (you may need to make up an appropriate title), then write 'lecture' in square brackets, then state the module, seminar or special occasion, followed by a comma and the exact date with a full stop. Add the place, a colon and the institution where the lecture was delivered. Example:

Hatton, K. L. (2006) *Engineering Since 1945* [lecture] module 102ENG, 2 May 2006.
Coventry: Coventry University

2. An interview you have conducted

To reference a face-to-face interview that you have conducted yourself or a conversation, give the surname and initials of the interviewee then the date in brackets. Give the title of the interview or conversation in italics (you may have to make one up). Write 'interview by' and either the name of the interviewer or write 'the author' in square brackets if your paper must be anonymous. Finally, add a comma then give the exact date.

Dhuria, N. (2006) *Manager of Manor House* [interview by S. Murphy] Coventry, 6 June 2006

3. An interview in an edited book or collection

Give the name of the interviewee then the date of the interview in brackets. Give the title of the interview within single quotation marks (you may need to make up an appropriate title), then write 'interview by' and the name of the interviewer in square brackets. Then write 'in' and give a full reference as normal for this source in which the interview has been published. Example of a whole book:

Patel, S. (2006) 'Reactions to Political Moves' [interview by A. Jameson] in Johns, D. R. (ed) (2006) *Table Talk: Interviews with Local Individuals*. London: Collins

VIII. List of References: Secondary Sources

Secondary sources may be considered recycled sources. If you are reading a source in which another source is cited, first **try to find the original**. Check in the footnotes, bibliography, or List of References in the source to find information about the original. If you cannot find the original in the University Library, ask at the Enquiry Desk about ordering the original source via the inter-library loan service.

- **In-text citation option 1:** If you can obtain the original source, read it and cite the original as normal
- **In-text citation option 2:** If you cannot find the original source, cite it as a secondary source:

1. A secondary reference in a book

Give full publication details of the original source as normal ending with a full stop. Then write 'cited in' and give full publication details of the source you have actually read. Finally, add a colon then give the page number of the source you have actually read. Example:

Patel, P. (2004) *Green Thinking and Political Culture*. Coventry: Coventry University Press.
cited in Brown, R. (2005) *Enviro-politics in the New Millennium*. London: Macmillan:
66

2. A secondary reference in a journal

Give full publication details of the original source as normal ending with a full stop. Then write 'cited in' and give full publication details of the source you have actually read. Finally, add a colon then the page number of the source you have actually read. Example:

Padda, J. (2000) 'Gender and Creative Writing in Coventry'. *Journal of Writing Studies* 3 (2),
44-59. cited in Williams, R. , Cox, D. , and Chan, P. (2001) 'How Has Editing
Changed?' *Academic Writing Review* 2 (1), 55-69: 60

Publications Consulted in the Production of this Booklet

British Standards Institution (1990) *Recommendations for Citing and Referencing Published Material*.
BS 5605: 1990. Milton Keynes: British Standards Institution

Guest, D. (2005) *References* [WebCT] available from Midwifery subject page, Coventry University
WebCT [1 July 2005] (no longer available)

Leeds Metropolitan University (2005) *Quote, Unquote* [online] available from
<<http://www.leedsmet.ac.uk/skills/open/skl/content/harvard/>> [9 July 2005]

Williams, S. (2005) *Bibliographies and References* [WebCT] available from: Academic and Professional
Skills, Coventry University WebCT [1 July 2005] (no longer available)