

## Harvard (Bath) Referencing Style

The Library provides an extended version of this guide, which gives further advice and more worked examples at <https://library.bath.ac.uk/referencing>

Please note that there are many versions of 'Harvard' style which is a name-date style. Examples of Harvard include APA, Chicago and MLA. This guide gives the University of Bath Library's interpretation, which is based on BS/ISO standards developed in 1989-1990 and adapted in line with local preferences. If you are uncertain whether you should use Harvard (Bath), check with your department.

### Citation

For further advice please refer to the extended online guide: <https://library.bath.ac.uk/referencing>

Cite your sources *within your text* by giving the author's surname and year of publication.

If there are two or three authors, cite all surnames, but if there are four or more, give the first surname only followed by 'et al.', from the Latin *et alia*, meaning 'and others' e.g. (Winston et al., 2018)

Differentiate between multiple sources by the same author published in the same year by adding lower case letters (a, b, c) after the year. e.g. (Stieg, 2019a) or (Stieg, 2019b) etc

Include page numbers if necessary e.g. to point out a particular page in a long document such as a book, or when referencing a specific quotation, image or figure, e.g. (Burchard, 1965, p.556)

Organisations can also be authors e.g. University of Bath, UNESCO, EU. If you *really* cannot identify a named author use 'Anon'. If no date is known, use 'n.d.'. If place published is unknown, use 's.l.', if publisher is unknown use 's.n.'

### Reference list

Detailed references are listed at the end of your work. This list can be entitled 'References' or 'Reference list' and is arranged **alphabetically** by the author's surname or organisational name (or title if there is no author). If there are two books by the same author, list the earliest one first.

For further advice please refer to the extended online guide: <https://library.bath.ac.uk/referencing>

### Reference examples

For more document types, see the extended version of this guide at <https://library.bath.ac.uk/referencing/harvard-bath>

#### 1. Book with author(s)

Author's surname(s), INITIALS., Year. *Title*. Edition (if not the first). Place of publication: Publisher.

Open University, 1972. *Electricity and magnetism*. Bletchley: Open University Press.

Solomon, M.R., Askegaard, S., Hogg, M. and Bamossy, G.J., 2019. *Consumer behaviour: a European perspective*. 7th ed. Harlow: Pearson.

*Note:* You can shorten the name of the publisher, e.g. for John Wiley and Sons Inc., use Wiley.

## 2. Book with editor(s) instead of author(s)

Editor's surname(s), INITIALS., ed. or eds (as appropriate), Year. *Title*. Edition (if not the first). Place of publication: Publisher.

Rothman, K.J., Greenland, S. and Lash, T.L., eds, 2008. *Modern epidemiology*. 3rd ed. Philadelphia, Pa.: Lippincott Williams & Wilkins.

**Note:** For US-based publishers use the State's standard (not postal) abbreviation, e.g. Pa.= Pennsylvania.

## 3. Chapter/paper from a collection (by different authors) in an edited book

Author of chapter/paper's surname(s), INITIALS., Year. Title of paper. In: INITIALS. Surname of author/editor of book, followed by ed. or eds. *Title of book*. Edition (if not the first). Place of publication: Publisher, page numbers of paper or chapter.

Reid, D.R., 1967. Physical testing of polymer films. In: S.H. Pinner, ed. *Modern packaging films*. London: Butterworths, pp.143-183.

## 4. Book, electronic

**Note: if an ebook is a PDF copy** of the equivalent print book, you can use the standard book format instead.

### Online ebook

Author's surname(s), INITIALS., Year. *Title* [Online]. Edition (if not the first). Place of publication: Publisher. Available from: URL [Accessed date].

Haynes, W.M., ed., 2014. *CRC handbook of chemistry and physics* [Online]. 94th ed. Boca Raton, Fla.: CRC Press/Taylor and Francis. Available from: <http://www.hbcnetbase.com> [Accessed 16 June 2016].

### Kindle ebook

Hodds, J., 2016. *Referencing ebooks* [Kindle version 4.18]. Bath: University of Bath.

## 5. Journal article

Author's surname, INITIALS., Year. Title of article. *Title of journal*, Volume number(issue), page numbers.

Newman, R., 2010. Malaria control beyond 2010. *Brit. Med. J.*, 341(7765), pp.157-208.

Newman, R., 2010. Malaria control beyond 2010. *British medical journal*, 341(7765), pp.157-208.

Wetzstein, G., Ozcan, A., Gigan, S., Fan, S., Englund, D., Soljacic, M., Denz, C., Miller, D.A.B. and Psaltis, D., 2020. Inference in artificial intelligence with deep optics and photonics. *Nature*, 588(7836), pp.39-47.

**Note:** You can give journal titles in either full or abbreviated format, depending on the preference of your department/tutor. See our guide to understanding journal abbreviations: <https://www.bath.ac.uk/guides/guide-to-understanding-journal-abbreviations/>. If you enter the full title, only the first letter is entered in upper case; for example: *British medical journal*. If you use the abbreviated title it must be capitalised; for example: *Brit. Med. J.*

## 6. Journal article, electronic

Author's surname(s), INITIALS., Year. Title. *Journal title* [Online], volume(issue). Available from: URL [Accessed date].

Kontokosta, C.E., Spiegel-Feld, D. and Papadopoulos, S., 2020. The impact of mandatory energy audits on building energy use. *Nature energy* [Online], 5(4). Available from: <https://www.nature.com/articles/s41560-020-0589-6> [Accessed 24 April 2020].

**Note:** You can give journal titles in either full or abbreviated format, depending on the preference of your department/tutor. See our guide to understanding journal abbreviations: <https://www.bath.ac.uk/guides/guide-to-understanding-journal-abbreviations/>. If you enter the full title, only the first letter is entered in upper case; for example: *British medical journal*. If you use the abbreviated title it must be capitalised; for example: *Br. J. Sociol.*

**Note:** if you are sure the article is a PDF copy from the equivalent print journal, use the standard **journal article** format instead.

**Note:** If you cannot find volume and/or issue number information (this might happen with some digital only journals), you can skip this part of the reference. Do not forget to include the URL. For example:

Steward, S., Connelly, D. and Robinson, J., 2020. Everything you should know about the coronavirus outbreak. *The pharmaceutical journal* [Online]. Available from: <https://www.pharmaceutical-journal.com/news-and-analysis/features/everything-you-should-know-about-the-coronavirus-outbreak/20207629.article> [Accessed 30 April 2020].

## Pre-publication e-journal article

You may find an electronic version of a journal article before it is in its final, published version in print. These can still be cited and referenced. As they will not yet have the volume, issue and page range details, that information can be omitted from the e-journal article reference. Instead, immediately following the '*Journal title* [Online],' you can insert **one** of the following terms (appropriate to the stage the article is at in the publishing process):

- 'preprint' – an author's original draft of the article that they have distributed prior to peer-review and publication
- 'in press' – a publisher's accepted, peer-reviewed, pre-publication version on its website or the author's accepted and edited manuscript in their institutional repository (prior to the official publication date)

Author's surname(s), INITIALS., Year. Title. *Journal title* [Online], in press/preprint. Available from: URL [Accessed date].

Liontou, C., Kontopodis, E., Oikonomidis, N., Maniotis, C., Tassopoulos, A., Tsiafoutis, I., Lazaris, E. and Koutouzis, M., 2019. Distal radial access: a review article. *Cardiovascular revascularization medicine* [Online], in press. Available from: <https://www.sciencedirect.com/science/article/pii/S1553838919303367> [Accessed 19 June 2019].

## 7. Website or webpage

Author's surname, INITIALS., Year. Title [Online]. Place of publication: Publisher (if known). Available from: URL [Accessed date].

World Health Organization, 2018. *The top 10 causes of death* [Online]. Geneva: World Health Organization. Available from: <https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death> [Accessed 29 June 2020].

Manco, J., 2013. *Vernacular architecture* [Online]. Available from: <https://www.buildinghistory.org/style/vernacular.shtml> [Accessed 20 February 2020].

If a website has no personal author use the organisation publishing the website as author.

## 8. Newspaper article

Author's surname, INITIALS. (or newspaper title if author unknown), Year. Title of article. *Title of newspaper*, day and month, page number/s and column letter.

Haurant, S., 2004. Britain's borrowing hits £1 trillion. *The Guardian*, 29 July, p.16c.

The Independent, 1992. Picking up the bills. *The Independent*, 4 June, p.28a.

Page numbers and column letters can only be included if you are referencing a printed newspaper article (or PDF equivalent). With online-only newspaper articles, please adapt the above format by referring to our advice on referencing online documents. To find this advice, click the 'write a reference' tab in this guide. Here is an example:

Cogley, M., 2020. Corporate confidence slumps to record low. *The Telegraph* [Online], 4 May. Available from: <https://www.telegraph.co.uk/business/2020/05/03/corporate-confidence-slumps-all-time-low/> [Accessed 5 May 2020].

## 9. Thesis/Dissertation

Author's surname, INITIALS., Year. Title. Designation (type). Name of institution.

Burrell, J.G., 1973. *The importance of school tours in education*. Thesis (M.A.). Queen's University, Belfast.

## 10. Report (eg. research, company, government or annual reports), working paper or research briefing

Author, Year. Title. (Report or working paper number, if given). Place of publication: Publisher.

BRE, 2007. *Designing quality buildings: a BRE guide*. (Report 497). Bracknell: BRE.

Deneulin, S. and Dinerstein, A.C., 2010. *Hope movements: social movements in the pursuit of human development*. (Bath papers in international development and wellbeing, no. 8). Bath: University of Bath.

## 11. Standard

Standards issuing body, year published. *Standard number and Title*. Place of publication: Publisher.

BSI, 1990. *BS 5605:1990 Recommendations for citing and referencing published material*. London: BSI.

## 12. Image (graph, diagram, design, illustration, photograph...)

How you reference an image depends on where it comes from: an image in a book will be referenced using the book format, adding the page number to the citation. An image from the Web will be referenced using the webpage format. For more information, refer to our [guide on referencing images: https://library.bath.ac.uk/images/referencing](https://library.bath.ac.uk/images/referencing)

## 13. Online video/audio (YouTube, TED Talks, podcasts...)

Creator's surname, INITIALS., Year video/audio posted. *Title of film or programme* [Online]. Available from: URL [Accessed date].

Moran, C., 2016. *Save our libraries* [Online]. Available from: <https://youtube/gKTfCz4JtVE> [Accessed 29 April 2016].

Chakrabarti, V., 2016. *How architecture and city planning can combat social inequality* [Online]. Available from: <https://www.curbed.com/2016/5/5/11593058/vishaan-chakrabarti-pau-curbed-appeal-podcast> [Accessed 28 March 2019].

#### 14. Unpublished written material and personal communications

**Internal reports or guidelines, lecturer's handouts, emails, interviews and conversations** are examples of sources that are often unpublished. Interviews can include interviews that you have conducted yourself. If you make use of **unpublished written material**, you can follow the reference examples below. If you want to refer to **personal communications** in your writing, you do not need to include a reference to them as there is effectively nothing to reference. All you can do is cite them in your text. You can find more information on how to **cite** personal communications under section 15 of the 'Write a citation' tab.

Author's surname(s), INITIALS., Year. *Title*. Institution (if known). Unpublished.

Harris, G., 2013. *Focus group recommendations: internal task group report*. Unpublished.

Hadley, S., 2015. *Biomechanics: introductory reading, BM289: sport biomechanics*. University of Bath. Unpublished.

Thomas, D., 2015. Word count and referencing style. *Frequently asked questions discussion board: PHYS 2011: housing studies*. University of Bath. Unpublished.

**Note:** If you make use of a presentation, email, letter, interview or conversation that **has been published** (for example, on a public website or in a book/article), you should reference it as you would any published source of information.

#### 15. Database or dataset

##### Database

This format is **not** used to reference material from literature databases, such as *ProQuest* or *EBSCO*, but rather commercial databases used in industry (to which the Library subscribes), such as *Compendex*, *BSOL* or *Mintel*.

Database provider, Year. Title of report as appropriate. *Name of database* [Online]. Place of publication: Publisher [if known]. Available from: URL [Accessed date].

Bureau van Dijk, 2008. BT Group plc company report. *FAME* [Online]. London: Bureau van Dijk. Available from: <http://www.portal.euromonitor.com> [Accessed 6 November 2014].

##### Dataset

Creator's Surname, INITIALS., Year. *Name of dataset* [Online]. Publisher. Available from: DOI [Accessed date].

Wilson, D., 2013. *Real geometry and connectedness via triangular description: CAD example bank* [Online]. Bath: University of Bath. Available from: <https://doi.org/10.15125/BATH-00069> [Accessed 20 April 2016].

#### 16. Social media

Creator's surname, INITIALS. [handle if known], Year posted. *Platform post* [Online], Date posted. Available from: URL [Accessed date].

Gaiman, N., 2021. *Facebook post* [Online], 21 April. Available from: <https://www.facebook.com/neilgaiman/posts/305187897642814> [Accessed 13 May 2021].

Library at University of Bath [@bathunilibrary], 2021. *X post* [Online], 10 May. Available from: <https://twitter.com/BathUniLibrary/status/1391774402618998795?s=20> [Accessed 30 November 2023].

University of Bath Library [@unibathlib], 2021. *Instagram post* [Online], 15 March. Available from: [https://www.instagram.com/p/CMb5GHjFv9A/?utm\\_source=ig\\_web\\_copy\\_link](https://www.instagram.com/p/CMb5GHjFv9A/?utm_source=ig_web_copy_link) [Accessed 7 May 2021].