



L-Università
ta' Malta

Harvard Referencing Style

Guidelines

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1. Referencing

Referencing is the process of providing detailed information on all sources consulted to compile an article, book chapter, essay or dissertation both within the text (in-text citations) and at the end of your work (reference list or bibliography). This will allow readers to easily locate the original sources and consult them.

1.1 Why should I reference?

Referencing is important as it shows the reader that you have researched the subject widely and adds weight to your arguments by supporting them with relevant literature.

It also separates your ideas/results from someone else's findings by giving credit to the authors of the cited works. Referencing shows the credibility and quality of resources used and helps you avoid plagiarism.

1.2 What should I reference?

You should reference all sources that you cited in your text (reference list) as well as sources used to prepare the writing (bibliography).

1.3 What is plagiarism?

Plagiarism is a term used when an author either purposely or unintentionally presents someone else's work as if it is his/her own work. Therefore, using other people's ideas/works without citing the sources is considered as plagiarism.

Always remember that if you are quoting, paraphrasing or summarising someone else's work, you always need to acknowledge the source.

Be careful of self-plagiarism. Using your previously submitted work without acknowledging it is also considered as a form of plagiarism.

Plagiarism is treated very seriously and results in disciplinary action.

1.4 What is a Reference Management Software?

A reference management software allows you to collect, store, organise, add notes, link (to full-text, web pages and documents), cite, and create bibliographies in your preferred reference style.

2. Examples of references

Harvard is an author-date citation style where sources are cited in the text and the list of references is organised in alphabetical order by the author's last name.

2.1 In-text references

In-text references require the surname of the author and the year of publication. There is **no comma** between the Author's Last Name and the Year:

(Author's Last Name Year)

If you need to include a page number, add it after the year:

(Author's Last Name Year, p. x **OR** pp. x-z)

2.1.1 One author

There is nothing either good or bad, but thinking makes it so (Shakespeare 1992).

OR

In his tragedy, William Shakespeare (1992) writes...

2.1.2 Two or more authors

When citing a work with **two** authors, include both names:

(Smith & Brown 2014)

OR

Smith and Brown (2014)

When there are **three** different authors include all names when citing for the first time. For all subsequent citations, use only the name of the first author and type words "et al." instead of the other names:

(Borg, Camilleri & Vassallo 2004)

(Borg et al. 2004)

For **four or more** authors, include the name of the first author and type the words "et al." instead of the other names:

(Borg et al. 2004)

2.1.3 Unknown author

In case when the author is unidentified, use the title of the publication in italics. When citing the source for the first time, use full title:

(The Tragedy of Hamlet, Prince of Denmark 1992)

For every subsequent citation you may abbreviate the title:

(Hamlet 1992)

2.1.4 Group authors

When citing group authors (such as government agencies, organisations, associations, corporations, etc.) for **one time only**, provide the group name and the date:

(World Health Organization 2008)

If you need to cite this work **more than once**, add an abbreviation in your first citation in square brackets:

(World Health Organization [WHO] 2008)

For every subsequent citation, use the abbreviation only:

(WHO 2008)

2.1.5 Unknown date

If there is no date available, write "n.d.":

(Borg n.d.)

OR

In his article, Borg (n.d.) mentions...

2.1.6 Multiple works of the same author in the same year

References by the same author published in the same year are distinguished by adding lowercase letters next to the year:

(Smith 2006a)

(Smith 2006b)

2.1.7 Citing more than one source in the same reference

When you want to cite more than one source at the same time, place citations in parentheses in alphabetical order by the first author's surname. Make sure to separate the citations with semicolons:

(Borg 2004; Camilleri 1999)

2.1.8 Secondary referencing

Always try to cite the primary (original) source of information. However, if this is impossible, provide the secondary source.

For example, if **Borg** cited a work written by **Smith** and you did not read Smith's work, start by mentioning the original work and indicate that it was cited in the secondary source:

Smith (2004 cited in Borg 2007, p. 4) claims that....

OR

An excellent point with regards to recycling (Smith 2004 cited in Borg 2007) states that...

2.1.9 Personal communication

Personal communication includes electronic communication (emails, messages, bulletins, etc.), letters, interviews and phone conversations.

Personal communication should be cited **in-text only** by providing the first letter of the name, full surname of the communicator and full date. Between year and date write "pers. comm.":

(B Martin 1999, pers. comm. 3 May)

2.2 Final list of references/ bibliography

The list of references/bibliography is organised in alphabetical order by the author's last name.

2.2.1 One author

In Harvard style, the references list should be arranged in alphabetical order by author's surname followed by initials.

Borg, C. 2017,
Camilleri, Z. 2013,

2.2.2 Same author, different year

In case of several works by the same author, arrange the publications by year starting from the earliest.

Borg, C. 2003,
Borg, C. 2006,
Borg, C. 2017,

2.2.3 Same author, same year

Publications written by the same author in the same year should be arranged in alphabetical order by title and distinguished by placing a lowercase letter (*a, b, c...*) immediately after the year.

Camilleri, Z. 2013a, Critical analysis...
Camilleri, Z. 2013b, Principles of...

2.2.4 Same first author, different co-authors

In case of works with the same first author but different second and third... author, arrange the works in alphabetical order by the surname of the second author.

Borg, C. & Camilleri, Z. 2013,
Borg C. & Zammit, L. 2007,

2.2.5 Different authors, same surname

In case of works with different authors having the same surname, arrange the works in alphabetical order by initial:

Borg, C. 2007,
Borg, M. 2005,

2.2.6 No author

If no author is provided, place the reference in alphabetical order by the first significant word of the title (omit articles).

2.2.7 Books

Author(s) last name, Initial(s). Year of publication, *Title* – written in italics, Publisher, Place of publication.

Godwin, P. & Parker, J. 2012, *Information literacy beyond library 2.0*, Facet Publishing, London.

2.2.8 Chapter in a book

Chapter Author(s) last name, Initial(s). Year of publication, "Chapter Title", in Editor's Initial(s) Surname (ed./eds), *Book Title* - written in italics, Publisher, Place of publication, page numbers of chapter.

Vinik, E.J. & Vinik, A.I. 2007, "Transcending tradition: Quality of life as the inextricable link between activities of daily living and specific organ and disease states" in *The Value of Innovation: Impact on Health, Life Quality, Safety, and Regulatory Research*, Emerald Group Publishing Limited, Connecticut, pp. 29-52.

2.2.9 Journal articles

Author(s) last name, Initial(s). Year of publication, "Article Title", *Journal Title*–*written in italics*, volume number, issue number, page numbers.

Savage, M. & Burrows, R. 2007, "The coming crisis of empirical sociology", *Sociology*, vol. 41, no. 5, pp. 885-899.

In case of electronic articles provide the DOI number after the page number:

Author(s) last name, Initial(s). Year of publication, "Article Title", *Journal Title*–*written in italics*, volume number, issue number, page numbers, doi:
10.xxxx/xxxxxxxxxxxxx.

Weiner, S.A. 2012, "Institutionalizing Information Literacy", *Journal of Academic Librarianship*, vol. 38, no. 5, pp. 287-293, doi: 10.1016/j.acalib.2012.05.004.

2.2.10 Website

Author(s) last name, Initial(s). Year, *Title of Document/Webpage/Website- written in italics*, Organisation/Host, viewed Day Month Year, <URL>.

Insider, F.N. 2017, *Wash. Post Stands by 9-Source Russia Story After Trump Calls It 'Fake News'*, Fox News Insider, viewed 24 November 2017,
<<http://insider.foxnews.com/2017/02/24/wash-post-stands-behind-9-source-story-after-trump-calls-it-fake-news>>.

2.2.11 Computer programs

If you cannot find the author of the computer program, reference it as a work with no author.

Author(s) last name, Initial(s). Year of publication, *Title of the software version x.y* –*written in italics*, computer program, publisher, place.

Thomson ResearchSoft. 2007, *EndNote.version 9.0.2*, computer program, Thomson ResearchSoft, Stamford.

2.2.12 Non-text material

If there is no author, begin with the title. If there is no date, use “n.d.”.

Drawing/ Painting/ Sculpture/ Photograph:

Author(s) last name, Initial(s). Year of publication, *Title- written in italics*, type of work, Museum or Gallery, City.

Image found online:

Author(s) last name, Initial(s). Year of publication, “Title of image” (or description) [image], *Title of Webpage, Organisation/Host – written in italics*, viewed Day Month Year, <URL>.

2.2.13 Audio and video resources

Audio-visual material includes motion pictures and audio or television broadcast.

Motion picture:

Title - written in italics Year of release [format], Production company, Place of Publication (if any).

Excellence in teaching : Lesson planning 2009 [DVD], Sunburst Media, Plainview, NY.

Music recording:

Music recordings are referenced the same way as books:

Author(s) last name, Initial(s). Year of publication, *Title - written in italics*, Publisher, Place of publication.

Baron Cohen, E. 2010, *My Hanukkah (Keep the fire alive)*, WaterTower Music, Burbank, CA.

Online videos:

Author(s) last name, Initial(s) (or username). Year of publication, *Title of the video – written in italics*, Day Month (when video was posted), viewed Day Month Year, <URL>.

O'Brien, B. 2017, *NVivo 11 training - full video*, 4 May, viewed 11 June 2017 <<https://www.youtube.com/watch?v=eNo-Qxsp-mk>>

2.2.14 Unpublished material

Author(s) last name, Initial(s). Year of publication, *Title - written in italics*, Unpublished research or document type (Ph.D. Thesis, M.A. Dissertation), Place of publication (if not included in the institutions name): Institution.

Pisani, R. 2017, *The role of digital literacy when teaching information literacy skills to primary and secondary schoolchildren*, Ph.D. Thesis: University of Malta.

If the work is available online, provide the URL at the end.

2.2.15 Legal documents

Court decisions:

Name v Name (Year) Source

Statutes:

Title of the Act and Date of publication (abbreviation of the jurisdiction), section number(s), Publisher, Place of Publication.

2.2.16 Government publications

Reference government publications like you would reference books. If there is no author, use group author (government agency or department).

Author(s) last name, Initial(s). Year of publication, *Title – written in italics*, Publisher, Place of publication.

Ministry for Transport & Infrastructure. 2013, *Tal-linja cards: the next steps*, Ministry for Transport & Infrastructure, Valletta.

3. Managing your references

RefWorks

RefWorks is a software that will help you compile your bibliography with just a click of a button!

You may attend a *RefWorks* workshop to learn how to:

- add references manually into your personal *RefWorks* account
- export references from online sources such as online databases that the Library subscribes to and Google Scholar
- save references in different folders according to your assignments and research
- create a bibliography in your preferred reference style
- use *Write-n-Cite* - a tool that will help you insert in-text citations and footnotes in your assignments, dissertations, long essays, projects or articles

4. Further help

For further help you can contact us by sending an email at library@um.edu.mt or by phone on 2340 2541.

5. Useful sources

Connell, L. 2015, *Library Guides: Harvard Referencing: Getting started with Harvard referencing*, Victoria University Library, viewed 11 April 2018, <<http://libraryguides.vu.edu.au/harvard/getting-started-with-harvard-referencing>>.

Fulton, H. 2012, *Library guides: Citing and referencing: Harvard*, Monash University Library, viewed 11 April 2018, <<http://guides.lib.monash.edu/citing-referencing/harvard>>.

Swinburne University of Technology 2018, *Swinburne Harvard style guide*, Swinburne, viewed 11 April 2018, <<http://www.swinburne.edu.au/library/referencing/harvard-style-guide/>>.