

Harvard Referencing Style

Guidelines

*University of Malta Library
Outreach Department
Email: refworks.lib@um.edu.mt*

Last updated: 17 November 2022

Table of Contents

1. Referencing	1
1.1 Why should I reference?	1
1.2 What should I reference?	1
1.3 What is plagiarism?.....	1
1.4 What is a Reference Management Software?	1
2. Examples of references.....	2
2.1 In-text references.....	2
2.1.1 One author	2
2.1.2 Two or more authors	2
2.1.3 Unknown author	3
2.1.4 Group authors.....	3
2.1.5 Unknown date.....	3
2.1.6 Multiple works of the same author in the same year.....	3
2.1.7 Citing more than one source in the same reference	4
2.1.8 Secondary referencing	4
2.1.9 Personal communication	4
2.2 Final list of references/ bibliography	5
2.2.1 One author	5
2.2.2 Multiple authors	5
2.2.3 Same author, different year.....	5
2.2.4 Same author, same year	6
2.2.5 Same first author, different co-authors	6
2.2.6 Different authors, same surname	6
2.2.7 No author	6
2.2.8 Books.....	6
2.2.9 Chapter in a book	7
2.2.10 Journal articles	7
2.2.11 Website	7
2.2.12 Computer programs.....	7
2.2.13 Non-text material.....	8
2.2.14 Audio and video resources.....	8
2.2.15 Unpublished material.....	9
2.2.16 Legal documents	9

2.2.17	Government publications	9
3.	Managing your references	10
	RefWorks.....	10
4.	Further help	10
5.	Useful sources.....	10

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.

When using RefWorks select **Harvard – British Standard** 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)

For **three or more** authors include names of first two and type words "et al." instead of the other names:

(Borg, Camilleri 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 commas:

(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.

Author's names should be written in capital letters, followed by the year of publication.

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 Multiple authors

In case of two authors, write both names starting with surname, followed by initial and connect them with *and*:

GODWIN, P. and PARKER, J., 2012. Information literacy....

Where there are more authors, write down all names and place *and* before the last surname:

FREE, C., PHILLIPS, G., GALLI, L., WATSON, L., FELIX, L., EDWARDS, P., PATEL, V. and HAINES, A., 2013. The Effectiveness of Mobile-Health...

2.2.3 Same author, different year

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

BORG, C., 2017.

BORG, C., 2006.

BORG, C., 2003.

2.2.4 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...

2.2.5 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. and CAMILLERI, Z., 2013.
BORG C. and ZAMMIT, L., 2007.

2.2.6 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.

2.2.7 No author

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

2.2.8 Books

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

GODWIN, P. and PARKER, J., 2012. *Information literacy beyond library 2.0*. London: Facet Publishing.

2.2.9 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*. Place of Publication: Publisher, page numbers of chapter.

GODWIN, P. and PARKER, J., 2012. Information literacy beyond library 2.0. In: M. CAMIILERI, ed, *Handbook of Education*. London: Facet Publishing, pp. 12-20.

2.2.10 Journal articles

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

BURHENN, P.S. and SMUDDE, J., 2015. Using tools and technology to promote education and adherence to oral agents for cancer. *Clinical journal of oncology nursing*, 19(3), pp. 53-59.

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

2.2.11 Website

Author(s) last name, Initial(s)., Year-last update, Title of Document/Webpage/Website [Organisation/Host], [Online]. Available: www... [Month Day, Year].

ZARB, M., 2013-last update, Referencing Guides [Homepage of University of Malta], [Online]. Available: www.um.edu.mt/library [Jan 9, 2019].

2.2.12 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) (or developers name), Year of publication. *Title of the software version x.y – written in italics*. Place of publication: publisher.

THOMSON RESEARCHSOFT, 2007. *EndNote.version 9.0.2*. Stamford: Thomson.

2.2.13 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*, City (Location): name of the museum or gallery.

VAN GOGH, V., 1887. *Sunflowers*. Amsterdam, Netherlands: Van Gogh Museum.

Image found online:

Author(s) last name, Initial(s)., Year-last update, Title of Document/Webpage/Website [Organisation/Host], [Online]. Available: www... [Month Day, Year].

2.2.14 Audio and video resources

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

Motion picture:

Director(s) last name, Initial(s)., Year of release. *Title- written in italics*. Place of Publication: Production company.

BURTON, T., 1996. *Mars Attacks!* United States: Tim Burton Productions; Warner Bros.

Music recording:

Music recordings are referenced the same way as books:

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

SHEERAN, E., MAC, S. and MCDAID, J., 2017. *Shape of you*. London: Rokstone Studios.

Online videos:

Author(s) last name, Initial(s)., Year-last update, Title of Document/Webpage/Website [Organisation/Host], [Online]. Available: www... [Month Day, Year].

2.2.15 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: Institution.

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

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

2.2.16 Legal documents

Acts of Parliament:

Title of the Act and year (chapter number of the act; abbreviated to 'c.').
Place of publication: Publisher.

Statutes:

Title of the Statutory Instrument and year (SI year/number). Place of publication: Publisher.

2.2.17 Government publications

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

NAME OF ISSUING BODY (Year) *Title - written in italics.* Place of publication: Publisher, Report no. (where relevant).

MINISTRY FOR TRANSPORT & INFRASTRUCTURE (2013) *Tal-linja cards: the next steps.* Valletta: Ministry for Transport & Infrastructure.

3. Managing your references

RefWorks

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

When using RefWorks select **Harvard – British Standard** style.

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

LAVERICK, S., 2019-last update, Harvard Referencing Guide [Homepage of De Montfort University], [Online]. Available: <https://libguides.library.dmu.ac.uk/harvardguide/welcome> [Sep 4, 2019].