ENGLISH FOR ACADEMIC PURPOSES

Harvard referencing guide

Introduction

The English for Academic Purposes: A Handbook for Students textbook does introduce you to some of the most commonly used sources in academic writing. However, this guide will provide you with a range of other sources that often appear in the work of students studying across a variety of subjects at university. Please note, this is not an in-depth guide and does not explain how to complete a reference for each source in detail.

Consequently, this guide should only be used as a supplementary document to refer to when you need a quick reminder of how to complete your reference list entries. For a more extensive list of sources and detailed descriptions of how to reference each type, I highly recommend the book Cite Them Right by Richard Pears and Graham Shields (details of this book can be found at the end of this document).

Introduction

Articles

Journal (printed)
Journal (electronic - with URL)
Journal (electronic - with doi)
Magazine
Newspaper (printed)
Newspaper (electronic)

Audio/Visual

Online video
Podcast
Radio programme (broadcast)
Radio programme (online)
Television programme (broadcast)
Television programme (reference a presenter/character)
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Television programme (online/download)

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Articles

Journal (printed)

Format

Example

Journal (electronic – with URL)

Format

Example

Journal (electronic – with doi)

Format
Family Name, Initials. (Year of publication) ‘Title of article’, Title of Journal, Volume (Issue/Month), pp. Page range. doi:

Example

Magazine

Format

Example
Newspaper (printed)

**Format**

Family Name, Initials. (Year of publication) ‘Title of article’, *Title of Newspaper*, Day and month, pp. Page range.

**Example**


Newspaper (electronic)

**Format**

Family Name, Initials. (Year of publication) ‘Title of article’, *Title of Newspaper*, Day and month.

Available at: URL (Accessed: Date).

**Example**


Audio/Visual

Online video

**Format**

Family Name, Initials. (of creator/presenter or organisation uploading the video) (Year of publication) *Title of video*. Available at: URL (Accessed: Date).

**Example**


Podcast

**Format**


**Example**

Radio programme (broadcast)

Format

*Title of Programme* (Year of transmission) Name of channel, Day and month.

Example


Radio programme (online)

Format

*Title of Programme* (Year of original transmission) Name of channel, day and month. Available at: URL (Accessed: Date).

Example


Television programme (broadcast)

Format

*Title of Programme* (Year of original broadcast) Name of channel, day and month.

Example


Television programme (reference a presenter/character)

Format

Family Name, Initials. (Year of original broadcast) *Title of programme*. Name of channel, day and month.

Example


Television programme (DVD/Blu-ray)

Format

‘Title of episode’ (Year of distribution) *Title of programme/series*, Series and episode number. Directed by *(full name of director)*. Written by *(full name of writer)*. Date of original broadcast *(if known)* [DVD] or [Blu-ray]. Place of distribution: distribution company.

Example

Television programme (online/download)

**Format**

‘Title of episode’ (Year of distribution) *Title of programme/series*, Series and episode number, Name of channel, Date of original broadcast *(if known)*. Available at: URL *(Accessed: Date).*

**Example**


Books

**Book (printed)**

**Format**

Family Name, Initials. *(Year of publication)* *Title of book*. Edition *(if not first)*. Place of publication: Publisher.

**Example**


**Book (with editor)**

**Format**

Family Name, Initials. *(of editor) (ed.)* *(Year of publication)* *Title of book*. Edition *(if not first)*. Place of publication: Publisher.

**Example**


**Book (with author and editor)**

**Format**

Family Name, Initials. *(Year of publication)* *Title of book*. Edition *(if not first)*. Edited by *(full name of editor)*. Place of publication: Publisher.

**Example**

e-Book

Format
Family Name, Initials. (Year of publication) Title of book. Edition (if not first). Available at: URL (Downloaded: Date).

Example

Audiobook

Format
Family Name, Initials. (Year of publication) Title of book. Edition (if not first). Narrated by (full name of narrator). Available at: URL (Downloaded: Date).

Example

Chapters / Sections

Format

Example

Translated

Format
Family Name, Initials. (Year the translated version was published) Title of book. Edition (if not first). Translated by (full name of translator). Place of publication: Publisher.

Example
Educational/Academic

Lecture / Seminar

Format:
Family Name, Initials. (or author/speaker) (Year of lecture/seminar) Title/Subject of communication [Lecture to...] or [Seminar to...]. Module code (if known): Module name. Name of university/college. Day and month.

Example

PowerPoint Presentation (on student website)

Format
Family Name, Initials. (Year of upload) Title/Subject of presentation [PowerPoint Presentation]. Module code (if known): Module name. Available at: URL (Accessed: Date).

Example

Images/Visuals

Clip-art / Illustrations (with known creator)

Format
Family Name, Initials. (Year of upload) Title of clip-art/illustration. Available at: URL (Downloaded: Date).

Example

Clip-art / Illustrations (creator unknown)

Format
Title of clip-art/illustration (Year of upload) Available at: URL (Downloaded: Date).

Example
Biker on bike (no date) Available at: https://www.storyblocks.com/stock-image/biker-on-bike-hczlkyg4g6qj6gl4jzn (Downloaded: 12 July 2018).
Figures / Diagrams / Tables / Graphs (in a book)

Format

Example

NOTE: For other sources (such as journals or reports), follow a similar formatting as above. For example, for a ‘figure’ found in a journal article, start the entry in the same way as a journal article. Finish off by providing the page the figure can be found, and medium (i.e. ‘fig.’).

Figures / Diagrams / Tables / Graphs (online)

Format
Family Name, Initials. (or organisation name) (Year of publication) Title of figure/diagram/table [Figure] or [Diagram] or [Table]. Available at: URL (Accessed: Date).

Example

Map (printed)

Format
Name of Author or Publisher (Year of publication) Title of map, Sheet/page number, Scale. Place of publication: Publisher. (Series – if known).

Example

Map (online)

Format
Map publisher (Year of publication) ‘Title of map section’, Sheet number or tile (if known), Scale. Available at: URL (Accessed: Date).

Example
Photograph (printed)

**Format**
Family Name, Initials. *(of photographer)* (Year of capture) *Title of photograph* [Photograph]. Place of publications: Publisher *(if available)*.

**Example**

Photograph (online)

**Format**
Family Name, Initials. *(of photographer)* (Year of publication) *Title of photograph*. Available at: URL *(Accessed: Date)*.

**Example**

Internet

Social media (Facebook or similar)

**Format**
Family Name, Initials. *(of author – if available, or use organisation/ title)* (Year of post) *Title of post/page* [Facebook] or [Name of Site]. Day and month. Available at: URL *(Accessed: Date)*.

**Example**

Social media (Twitter/Weibo or similar)

**Format**
Family Name, Initials. *(or organisation)* (Year of post) [Twitter] or [Weibo] Day and month. Available at: URL *(Accessed: Date)*.

**Example**
Webpage

**Format**

Family Name, Initials. (Year of publication) *Title of page/article*. Available at: URL (Accessed: Date).

**Example**


Interviews

**Interview (conducted by others)**

**Format**

Family Name, Initials. *(of person interviewed)* (Year of interview) ‘Title of interview *(if any)*’. Interview with *(full name of interviewee)*. Interviewed by *(full name of interviewer)* for *(title of publication or broadcaster)*, Day and month, pp. Page range *(if printed – if not, end after day and month)*.

**Example**


**NOTE:** For interviews found on the internet, finish with: Available at: URL (Accessed: Date).

**Interview (conducted by yourself)**

**Format**

Family Name, Initials. *(of person interviewed)* (Year of interview) ‘Title of interview *(if any)*’. Interviewed by *(your full name)*, Day and month.

**Example**


**NOTE:** Be aware that records of interview must be kept, as your tutor may require a transcript *(included as an appendix)* or access to a recording of the interview.
**Personal communications**

**Letter / Email / Fax**

**Format**
Family Name, Initials. *(of sender/author)* (Year of communication) Medium *(e.g. Letter)* to *(full name of receiver)*, Day and month.

**Example**

**Voice / Video calls (phone, Skype, FaceTime, or similar)**

**Format**
Family Name, Initials. *(of sender/author)* (Year of communication) Medium *(e.g. Telephone)* conversation with *(full name of receiver)*, Day and month.

**Example**

**NOTE:** Be aware that records of personal communications must be kept, as your tutor may require evidence of these exchanges. For voice/video calls, you will need to seek the permission of the other person before making any recordings.

**Programs/Apps**

**Computer program**

**Format**
Family Name, Initials. *(if given – or publisher/distributor)* (Year of release/update) *Title of program* *(Version number)* [Computer program]. Available at: URL *(Downloaded: Date)*.

**Example**

**Mobile app**

**Format**
Publisher/Distributor (Year of release/update) *Title of App* Edition *(e.g. iPhone, Android, etc.)* *(Version number)* [Mobile app]. Available at: App store name *(Downloaded: Date)*.
Example

Reports

Company annual reports (or general research reports)

Format
Family Name, Initials. *(if given – or organization)* (Year of publication) *Title of report*. Available at: URL (Accessed: Date).

Example

Financial or market reports (from database)

Format
Publisher (Year of publication/update) ‘Title of extract’. Available at: URL (Accessed: Date).

Example

Reference list

*The formatting of the reference list entries (and some examples) came from the following source:*