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).

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Articles

Journal (printed)

Format

Family Name, Initials. (Year of publication) 'Title of article', *Title of Journal*, Volume (Issue/Month), pp. Page range.

Example

Trefts, K. and Blaksee, S. (2000) 'Did you hear the one about Boolean operators? Incorporating comedy into library instructions', *Reference Science Review*, 28(4), pp. 369-378.

Journal (electronic – with URL)

Format

Family Name, Initials. (Year of publication) 'Title of article', *Title of Journal*, Volume (Issue/Month), pp. Page range. Available at: URL (Accessed: Date).

Example

Wilson, J. (1995) 'Enter the cyberpunk librarian: future directions in cyberspace', *Library Review*, 44(8), pp. 63-72. Available at: https://www.emeraldinsight.com/doi/abs/10.1108/00242539510102600 (Accessed: 12 July 2018).

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

Wilson, J. (1995) 'Enter the cyberpunk librarian: future directions in cyberspace', *Library Review*, 44(8), pp. 63-72. doi: 10.1108/00242539510102600

Magazine

Format

Family Name, Initials. (Year of publication) 'Title of article', *Title of Magazine,* Volume (Issue/Month), pp. Page range.

Example

Bailey, M. (2016) 'Phones update your health', *Men's Health*, (September), p. 41.

Newspaper (printed)

Format

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

Example

Smith, J. (2011) 'Facebook shares plummet', *The Guardian*, 5 August, p. 15.

Newspaper (electronic)

Format

Family Name, Initials. (Year of publication) 'Title of article', *Title of Newspaper,* Day and month. Available at: URL (Accessed: Date).

Example

Boland, H. (2018) 'ZTE clears hurdle for US ban to be lifted', *The Telegraph*, 11 July. Available at: https://www.telegraph.co.uk/technology/2018/07/11/zte-clears-hurdle-us-ban-lifted/ (Accessed: 12 July 2018).

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

Scott, T. (2018) *What counts as a mountain?* Available at: https://youtu.be/i8P5a1uqIMw (Accessed: 12 July 2018).

Podcast

Format

Family Name, Initials. *(of author/presenter)* (Year of publication) *Title of podcast*. [Podcast]. Day and month. Available at: URL (Accessed: Date).

Example

Bragg, M. (2013) *What's the value of culture today?* [Podcast]. 4 January. Available at: https://www.bbc.co.uk/programmes/b01pmg02/episodes/downloads (Accessed: 12 July 2018).

Radio programme (broadcast)

Format

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

Example

Today (2016) BBC Radio 4, 15 April.

Radio programme (online)

Format

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

Example

5 live Science (2018) BBC Radio 5, 8 July. Available at: https://www.bbc.co.uk/programmes/b0b90gtr (Accessed: 12 July 2018).

Television programme (broadcast)

Format

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

Example

The Last Leg (2018) Channel 4, 6 July.

Television programme (reference a presenter/character)

Format

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

Example

Hills, A. (2018) *The Last Leg.* Channel 4, 6 July.

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

'The Deep' (2001) *The Blue Planet*, Series 1 Episode 2. Directed by Alastair Fothergill. Written by David Attenborough. First broadcast 19 September [DVD]. London: 2 Entertain Video Ltd.

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

'Coral Reefs' (2017) *Blue Planet,* Series 2 Episode 3, BBC Earth, 12 November. Available at: https://itunes.apple.com/gb/tv-season/coral-reefs/id1298009292?i=1307095958 (Accessed: 12 July 2018).

Books

Book (printed)

Format

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

Example

Pears, R. and Graham, S. (2016) *Cite them right.* 10th edn. London: Palgrave.

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

Prest, W. (ed.) (2014) *The professions in early modern England*. London: Croom Helm.

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

Caroline, N.L. (2007) *Nancy Caroline's emergency care in the streets.* Edited by Andrew N. Pollak, Bob Fellows and Mark Woolcock. Sudbury: Jones and Bartlett.

e-Book

Format

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

Example

Machin, L. et al. (2016) *A complete guide to the level 5 diploma in education and training.* 2nd edn. Available at: http://a.co/75NTK27 (Downloaded: 15 March 2017)

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

Christian, B. and Griffiths, T. (2016) *Algorithms to live by: the computer science of human decisions.* Narrated by Brain Christian. Available at: https://www.audible.co.uk/pd/Business/Algorithms-to-Live-By-Audiobook/B01D24I714 (Downloaded: 18 March 2018).

Chapters / Sections

Format

Family Name, Initials. *(of the chapter/section author)* (Year of publication) 'Title of chapter/section', in Family Name, Initials. *(of the book's author/editor)*, *Title of book*. Edition *(if not first)*. Place of publication: Publisher, pp. Page range.

Example

Franklin, A.W. (2012) 'Management of the problem', in Smith, S.M., *The maltreatment of children.* Lancaster: MTP, pp. 83-95.

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

Ludwig, E. (2005) *Napoleon.* Translated by Eden Paul and Cedar Paul. London: Book Jungle.

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

Limburg, D. (2018) *Ethical practices* [Lecture to Level 5 BSc Accounting], *U50040: Research in Accounting*. Oxford Brookes University. 22 February.

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

Crosbie, P. (2015) *Sampling* [PowerPoint Presentation]. *BUS2801: Research Methods*. Available at: https://student.zy.cdut.edu.cn/resource/2015-11/ppt-sampling (Accessed: 20 November 2015).

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

Oliveira, J. (2007) *Berlin – business card*. Available at: http://fav.me/d11s7m7 (Downloaded: 12 July 2018).

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-hczlkyg4qdwj6gl4zjn (Downloaded: 12 July 2018).

Figures / Diagrams / Tables / Graphs (in a book)

Format

Family Name, Initials. (Year of publication) *Title of book.* Edition *(if not first)*. Place of publication: Publisher, pp. Page range, Medium *(either* fig., diagram, *or* table*).*

Example

Bailey, S. (2015) *Academic writing – a handbook for international students.* 4th edn. Abingdon, Oxon: Routledge, p. 55, table.

> ***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

UNICEF (2017) *The state of the world's children 2017 statistical tables* [Table]. Available at: https://data.unicef.org/resources/state-worlds-children-2017-statistical-tables/ (Accessed: 12 July 2018).

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

Ordnance Survey (1980) *Bellingham*, sheet 13, 1:50,000. Southampton: Ordnance Survey. (Geological Survey of Great Britain).

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

Google (2018) 'Causeway Bay', 1:200. Available at: https://goo.gl/maps/33XubAaygoN2 (Accessed: 12 July 2018).

Photograph (printed)

Format

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

Example

Thomas, T. (2013) *Redevelopment in Byker* [Photograph]. Newcastle-upon-Tyne: Then & Now Publishing.

Photograph (online)

Format

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

Example

Dawson, C. (2013) *Tesla Roadster.* Available at: https://flic.kr/p/ef5xF9 (Accessed: 12 July 2018).

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

Vox (2017) *Europe's most fortified border is in Africa* [Facebook]. 5 December. Available at: https://www.facebook.com/Vox/videos/802559596598311/ (Accessed: 12 July 2018).

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

Brownlee, M. (2018) [Twitter] 3 July. Available at: https://twitter.com/MKBHD/status/1013875639663898624 (Accessed: 12 July 2018).

Webpage

Format

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

Example

Randall, T. et al. (2018) *Hell for Elon Musk is a midsize sedan.* Available at: https://www.bloomberg.com/news/features/2018-07-12/how-tesla-s-model-3-became-elon-musk-s-version-of-hell (Accessed: 12 July 2018).

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

Riley, B. (2008) 'The life of Riley'. Interview with Bridget Riley. Interviewed by Jonathan Jones for *The Guardian*, 5 July, p. 33.

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

Graham, D. (2018) 'Writing at university'. Interviewed by Tina Richardson, 15 February.

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

Jones, S. (2017) Email to Sarah Smith, 20 April.

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

Hopper, D. (2017) Skype conversation with Stephen Ostrowska, 17 September.

> ***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

Microsoft (2018) *Office 365 for Mac: Word* (Version 16.15) [Computer program]. Available at: https://www.microsoft.com/en-us/p/office-365-home/cfq7ttc0k5dm (Downloaded: 13 July 2018).

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

Tencent Technology (Shenzhen) Company Ltd. (2018) *WeChat.* iPhone Edition. (Version 6.7.1) [Mobile app]. Available at: Apple App Store. (Downloaded: 13 July 2018).

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

Tesco PLC. (2018) *Serving shoppers a little better every day: Annual report and financial statements 2018.* Available at: https://www.tescoplc.com/media/474793/tesco_ar_2018.pdf (Accessed: 13 July 2018).

Financial or market reports (from database)

Format

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

Example

Bureau van Dijk (2017) 'Tesco PLC company report'. Available at: http://fame.bvdep.com/ (Accessed: 13 July 2018).

Reference list

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

Pears, R. and Shields, G. (2016) *Cite them right.* 10th edn. London: Palgrave.