

# Typography and page number



The Harvard Style: A Guide to Referencing Sources The Harvard Style is Coventry University's recommended format for documenting all the sources you use in your academic writing. The golden rule when documenting sources is to be transparent. Ask yourself whether you could find the passage / image / publication / website address with the information you have provided The Centre for Academic Writing provides an online booklet, of which this is an extract. For the latest version, visit [www.coventry.ac.uk/caw](http://www.coventry.ac.uk/caw) and follow the 'Harvard Style' links.

The Harvard Style is a simple system used internationally by scholars and researchers. This style has two elements: In-text citations In the body of your paper, give the surname of the author and the date of publication. Also give the page number if you quote a passage directly or if you paraphrase (put the idea into your own words). List of References At the end of your paper, give full publication or internet information so that a reader can easily locate your sources In-text Citations You must cite every source you refer to in the main body of your writing. This is known as giving in-text citations.

Your in-text citations must state the author or website producer and the date of publication, plus the page number if you quote or paraphrase. If you summarise what an author has argued in an entire book or article you do not need to give the page numbers. 1. If you have mentioned the author's name in your writing, give the date and page number in brackets. For example: Shah maintains that in recent years Coventry has become Britain's most important industrial city (2005: 66). 2. If a source has multiple authors, give all their names in the order stated in the source, up to three authors. No page number is given in this case because the argument is made throughout

the source). For example: Cox, Patel, and Pavliotis predict that Britain will adopt the euro in the future (2004). 3. If a source has more than three authors, give the first author and then write et al, which means ‘ and the others’. For example: Fletcher et al suggest that in this century, global climate change has caused billions of pounds worth of damage (2005: 88). 4. If you have not mentioned the author’s name in your writing, state the author, date, and page number in brackets.

If you give more than one in-text citation to support your argument, separate the entries with a comma. For example: Health informatics will radically change the nature of the National Health Service by the year 2010 (Cox 2002: 3, Padda 2005: 14). 5. If you cite an internet source, give the organisation which produced the site as the author and give the date the site was created or last updated. For example: The Lanchester Library is a highly environmentally friendly building (Coventry University 2005). Citing

Secondary Sources If you cite from a book or article which gives a useful quotation from another book or article, TRY to find the original book or article. If you cannot find the original source, complete your in-text citation of a quote in this way: a. Give the surname of the author whose original work you have NOT read. Then write ‘ cited in’ and give the surname of the author whose work you HAVE read (in which the reference to the first author appears). Then give the date and page number. For example: Concern about climate change is becoming a ‘ force for good’ in international politics (Patel cited in Brown 2005: 6). b.

If you do not quote directly, but instead you paraphrase (put the idea into your own words) you are still required to give an in-text citation for both the

original source and the source you actually read. For example: There are positive effects of the growing concern about climate change regarding international politics (Patel cited in Brown 2005: 6). Citing Statistics and other Data Every time you include a date, statistic or other number which is taken from a source in the main body of your writing, you must give an in-text citation. For example:

The number of heart attacks has risen dramatically in recent years; in fact, there has been an increase of 10% since 1992 (Department of Health 2005: 65). Citing Spoken Sources: A personal interview a. When you reference a face-to-face interview you have conducted yourself, ensure that you state the name of the person you have interviewed. Also, give the initials and surname of the interviewer, a comma, then the date of the interview in brackets followed by a full stop. For example: In a personal interview Nitika Dhuria, Manager of Manor House, stated that she was ‘shocked and surprised by the committee’s decision’ (L.

Pabla, 6. 6. 05). b. Note that you must use quotation marks to indicate the exact words of the person you have interviewed. If you put the interviewee’s comments into your own words you must also cite the source. For example: In a personal interview Nitika Dhuria, Manager of Manor House, stated that she was not pleased by the committee’s unexpected decision (L. Pabla, 6. 6. 05). Citing Visual Sources Make sure you provide an in-text citation for every image you borrow from either printed or internet sources. Label each image as a figure. For example:

All students require good writing skills, as illustrated in Figure 1: Figure 1. Seven good reasons why students should think about their writing (Patel 2005: 55). If you are writing a long document such as a dissertation, include a list of figures and / or tables after the contents page. List of References • You must make a list containing all the citations in your writing, which is called the List of References. • Give full publication or internet details of every source you have cited. This list goes on a separate page at the end of your assignment. The List of References is arranged alphabetically according to the author or organisation that has produced a source. • There should be a line space between each entry, and you should indent every line after the first line so that the author's surname stands out • Do not put a full stop at the end of each entry because you are making a list. • The List of References is different to a bibliography. • A bibliography is a list of all the sources you have read, whereas the List of References includes all the sources you have cited. If you include more than one publication by the same author in your List of References write ---. to show that this author's name is repeated. List the publications in alphabetical order. If there is more than one publication by an author in the same year, include a, b, c etc. after each date in chronological order, starting with the earliest publication. For example: Patel, J. (2005) *Education and Individuality*. Manchester: Manchester University Press ---. (2002a) *Signification and Psychology in Education*. London: Routledge ---. (2002b) *Learning Styles and Reflective Practice*.

Coventry: Coventry University Press Examples of entries in the List of References: 1. A book Give the author's surname and initials, then the year in brackets and the title in italics followed by a full stop. Give the series or

volume number if relevant. Give the edition if it is not the first. Give the place of publication, a colon, and finally the publisher. Biggs, G. (2000) *Gender and Scientific Discovery*. 2nd ed. London: Routledge

An article, essay, or chapter written by a particular author in an edited book Sometimes you need to reference only one article from an edited collection.

Give the surname and initials of the author you want to reference, then the year the book was published in brackets. Give the title of the author's article, essay, or chapter in quotation marks followed by a full stop. Write 'In' and give the title of the book in italics followed by a full stop. Give the surname and initials of the editor, then write 'ed' in brackets. Give the place of publication followed by a colon, then the publisher, and finally all the pages of the article. For example: Aggarwal, B. (2005) 'Has the British Bird Population Declined?' In *A Guide to Contemporary Ornithology*. A.

Adams (ed. ) Coventry: Coventry University Press: 66-99

A book with multiple authors If your source lists more than one author, record them all in the order they are given. For each author, put the surname first followed by the initials. Put a comma between each author. For example: Edwell, R. , Ambrose, A. , and Baker, C. (2002) *European Politics Since 1997*. Coventry: Coventry University Press

A secondary reference in a book First give full publication details of the original source ending with a full stop. Then write 'Cited in' and give full publication details of the source you actually read.

Finally, put a colon, then the page number of the source you actually read. For example: Patel, P (2004) *Green Thinking and Political Culture*. Coventry: Coventry University Press. Cited in Brown, R. (2005) *Enviro-politics in the*

New Millennium. London: Macmillan: 66 A secondary reference in a journal

First give full publication details of the original source ending with a full stop.

Then write 'Cited in' and give full publication details of the source you

actually read. Finally, put a comma, then the page number of the source you

actually read. For example: