Citing and Referencing:

Harvard Style
Harvard Referencing System

Harvard Referencing System stage proclamation parenthetical referencing or author/date insinuation system. Although it has no association as well as Harvard University, but popularly known as Harvard referencing system. Edward Laurens Mark, first use this author/date suggestion system in one of his research. An English visitor axiom this system even though visiting Harvard University and difficult he press on the news that it is Harvard Referencing System (British Medical Journal, 1945).

Harvard Referencing System requires following elements:

In-Text Citation
An in-text citation in Harvard Referencing System includes:

a) Author’s surname
b) Year of publication
c) Page numbers (Use only p. for single page and use pp. for multiple pages)

Example: (Singh 2010, p.112)

a) Single page: Khan (2010, p. 75)
b) More than one page: (Khan 2010, pp. 24-75)
c) No date: Khan (n.d., p. 75)
d) No page numbers: Khan (2010)

Referencing
Referencing, or citing, is an essential component of academic writing, as it acknowledges the sources of information you have used to complete your assignments. A reference will include authors, titles, editions, publisher details or journal details.

Reference list
A list containing the full bibliographic details of all the sources you have cited in your work. It is usually placed at the end of the document. Entries in the reference list must be in agreement to the in-text citations.

Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter</td>
<td>ch. or chap.</td>
</tr>
<tr>
<td>Edition</td>
<td>edn</td>
</tr>
<tr>
<td>Editors</td>
<td>Ed. or Eds</td>
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<tr>
<td>Supplement</td>
<td>sup.</td>
</tr>
<tr>
<td>And others</td>
<td>et al.</td>
</tr>
<tr>
<td>(Issue) number</td>
<td>no.</td>
</tr>
<tr>
<td>Page</td>
<td>p.</td>
</tr>
<tr>
<td>Pages (page range)</td>
<td>pp.</td>
</tr>
<tr>
<td>Series</td>
<td>ser.</td>
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<tr>
<td>Table</td>
<td>tab.</td>
</tr>
<tr>
<td>No date</td>
<td>n.d.</td>
</tr>
<tr>
<td>Volume</td>
<td>vol.</td>
</tr>
</tbody>
</table>

At the end of your work, under the heading References, list in full all of the sources that you have cited.

- Write the list in alphabetical order by the author's last name.
- Italicize titles of books, reports and conference proceedings. For journal articles, the title of the journal (not the title of the journal article) should be printed in italics.
- Capitalize the first letter of the publication title, the first letters of all main words in the title of a journal and all first letters of a place name and publisher.
Harvard Referencing System for Books

Books with One Author

Notes
When the author name is not mentioned in the text, the citation consists of the author's surname and the date of publication and page number in brackets. But when you have already named the author in the text, then the citation consists of the year and page number in brackets.

In-text Citation
Format: Direct quote: Author’s surname (Year, Page)
Paraphrase: (Author’s surname Year, Page)

Example: Direct quote: Khan (2006, p. 120)
Paraphrase: (Khan 2006, p. 74)

Reference
Syntax: Author’s Surname, Initial(s) Year, Title (Italic), Edition, Publisher, Place.

Example: Khan, MHA 2006, Digital logic design, University Grants Commission of Bangladesh, Dhaka.

Books with Two or Three Authors

In-text Citation
Format: Direct quote: Author’s surname (Year, Page)
Paraphrase: (Author’s surname Year, Page)

2. Paraphrase: (Desikan and Ramesh 2006, p. 165)

Reference
Syntax for two author’s: Author’s surname Initial(s) and another Author’s surname Initial(s) Year, Title (Italic), Edition, Publisher, Place.

Syntax for three author’s: Author’s surname, Initial(s), Author’s surname, Initial(s) and another Author’s surname, Initial(s) Year, Title (Italic), Edition, Publisher, Place.

Books with more than Three Authors

Notes

- **In-text**: Only list the name of the first author followed by *et al.*
- **Reference list**: List all authors (*do not use et al.*)

**In-text Citation**

**Format**: 
- **Direct quote**: Surname of the first listed author *et al.* (Year, Page)
- **Paraphrase**: (Surname of the first listed author *et al.* Year, Page)

**Example**: 
- **Direct quote**: Kotler *et al.* (2013, p. 180)
- **Paraphrase**: (Kotler *et al.* 2013, p. 80)

**Reference**

**Syntax**: Author’s surname, Initial(s), Author’s surname, Initial(s), Author’s surname, Initial(s) and another Author’s surname, Initial(s) Year, *Title (Italic)*, Edition, Publisher, Place.


Books with Editor

**In-text Citation**

**Format**: 
- **Direct quote (Single Editor)**: Editor’s surname (ed. Year)
  
  **Multiple Editors**: Editor’s surname (eds. Year, Page)

- **Paraphrase (Single Editor)**: (Editor’s surname ed. Year)

- **Multiple Editors**: (Editor’s surname and Editor’s surname eds. Year, Page)

**Example**: 
- **Direct quote (Single Editor)**: Jalilvand (ed. 2012)

  **Multiple Editors**: Hanrahan, N, W and Jacobs (eds. 2005, pp. 10-15)

- **Paraphrase (Single Editor)**: (Jalilvand ed. 2012)

  **Multiple Editors**: (Hanrahan and Jacobs eds. 2005, p. 8)

**Reference**

If you are referencing a book with an editor instead for an author, this should be indicated in the reference.

**Syntax**: Editor’s surname, Initial(s) ed/eds Year, *Title (Italic)*, Edition, Publisher, Place.

**Example**: 

Notes
Use the title and the year in place of the author. Do not place a comma between the title and year. Italicize the title, but do not italicize the year of publication.

In-text Citation
Format: (Book title [Italic] Year)
(Book title [Italic] Year, Page number)

Example: (Macroeconomics, prices and quantities: Essays in memory of Arthur M. Okun 1983)
(Macroeconomics, prices and quantities: Essays in memory of Arthur M. Okun 1983, p. 10)

Reference
Syntax: Book title (Italic) Year, Publisher, Place.

E-Books or PDF Documents

In-text Citation
Format: Direct quote: Author’s surname (Year, Page)
Paraphrase: (Author’s surname Year, Page)

Example: Direct quote:
Quirk and Greenbaum (1973, p. 202)
Paraphrase:
(Quirk and Greenbaum 1973)

Reference
Syntax: Author’s surname, Initial(s), Author’s surname, Initial(s) and Author’s surname, Initial(s) Year, Title (Italic), Publisher, Place, Viewed date, URL.
Chapter in Edited Book

Notes
Enclose the chapter title in single quotation marks. After the chapter title, insert the word 'in' before the name of the editor(s). Use (ed.) for a single editor and (eds) for multiple editors. In your reference list, use the editor's name with initials before surname (e.g. K Crowley). If there is no chapter author, use the title in place of the author in-text and in the reference list.

In-text Citation
Format: (Chapter Author’s surname Year, Page)
Example: (Milkman 1998, p. 22)

Reference
Syntax: Author’s surname, Initial(s), Year, ‘Chapter Title’, in Editor's Initial(s) then Editor's Surname (ed./eds), Book Title (Italic), Page numbers of chapter, Publisher, Place.

Translator, Compiler or Reviser

Notes
Use the following abbreviations before the person’s name in the Reference List:
- For Compiler use comp.
- For Reviser use rev.
- For Translator use trans.

In-text Citation
Format: (Author’s Surname Year)
(Chapter’s Surname Year, page number)
Example: 1. (Mandel 1971)
2. (Mandel 1971, p. 112)

Reference
Syntax: Author Surname, Initial(s) Year, Book title (Italic), trans. Translator Initial(s) Surname, Publisher, Place of Publication.
Notes
Where the author is a corporate body, use the name of the corporate body as the author. Spell out the full name of the corporate body and include an abbreviation in the first instance. Use the abbreviation in subsequent references.

In-text Citation
Format: Direct quote:
(Corporate Author’s Year, page)
Paraphrase:
(Corporate Author’s Surname Year, page number)

Example: Direct quote:
(The World Bank 1994, p. 301)
Paraphrase:
The World Bank (1994, p. 301)

Reference
Syntax: Name of corporate body Year of publication, Title (Italic), Publisher (Abbreviation), Place.


Harvard Referencing System for Journal

Journal Article with One Author

In-text Citation
Format: (Author Surname Year)
(Author Surname Year, page number)

Example: (Jennings 1997)
(Jennings 1997, pp. 33-45)

Reference
Syntax: Author’s Surname, Initial(s) Year, 'Article title', Journal Title, volume number, issue number, page number.

Journal Article with Two or Three Authors

In-text Citation

Format: **Direct quote:** (Author’s Surname and Author Surname Year)

**Paraphrase:** (Author’s Surname and Author Surname Year, page number)

**Note:** When Author’s names are incorporated into the text, use ‘and’ instead of the ampersand ‘&’

<table>
<thead>
<tr>
<th><strong>Direct quote</strong></th>
<th><strong>Paraphrase</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Author Surname and Author Surname (Year)</td>
<td>Author Surname and Author Surname (Year, page number)</td>
</tr>
</tbody>
</table>

**Example:** 1. (Triplett, A and Scheumann 2000)

(Triplett, A and Scheumann 2000, pp. 35-43)

**Example:** 2. Triplett and Scheumann (2000)

Triplett and Scheumann (2000, p. 44)

**Reference Syntax:** Author’s Surname, Initial(s), Author’s Surname, Initial(s) Year, 'Article title', Journal Title, volume number, issue number, page number.

**Example:** Triplett, A and Scheumann, J 2000, 'Managing shared services with ABM', Strategic Finance, vol. 81, no. 8, pp. 35-43.

Journal Article with more than Three Authors

In-text Citation

Format: **Direct quote:** (Surname of the first listed author et al. Year, page number)

**Paraphrase:** Surname of the first listed author et al. (Year, page number)

**Example:** Direct quote: (Argibay-losada et al. 2010, p. 147)

**Paraphrase:** Argibay-losada et al. (2010, p. 147)

**Reference Syntax:** Author’s Surname, Initial(s), Author’s Surname, Initial(s), Author’s Surname, Initial(s) and Author’s Surname, Initial(s) Year, 'Article title', Journal Title, volume number, issue number, page number.


Notes

The names of all authors should be provided in the reference list (do not use ‘et al’). For In-text Citation, give the first author’s family name followed by ‘et al’.

In-text Citation

Format: **Direct quote:** (Surname of the first listed author et al. Year, page number)

**Paraphrase:** Surname of the first listed author et al. (Year, page number)

**Example:** Direct quote: (Argibay-losada et al. 2010, p. 147)

**Paraphrase:** Argibay-losada et al. (2010, p. 147)

Reference Syntax:** Author’s Surname, Initial(s), Author’s Surname, Initial(s), Author’s Surname, Initial(s) and Author’s Surname, Initial(s) Year, 'Article title', Journal Title, volume number, issue number, page number.

Notes
The names of all authors should be provided in the reference list (do not use ‘et al’). For In-text Citation; give the first author’s family name followed by ‘et al’.

In-text Citation
Format:
For Single Author: Direct quote: (Author’s Surname Year)
Paraphrase: Author’s Surname (Year, page)

For Multiple (More than Three) Authors:
Direct quote: (Surname of the first listed author et al. Year, Page)
Paraphrase: Surname of the first listed author et al. (Year, Page)

Example:
For Single Author: (Gruenwald 2013)
Gruenwald (2013, p. 32)

For Multiple Authors: (Salleh et al. 2008)
Salleh et al. (2008, p. 252)

Reference
Syntax for Single Author: Author’s Surname, Initial(s) Year, ‘Article title’, Journal Title, volume number, issue number, page number, viewed Day Month Year, URL.

Syntax for Multiple Authors: Author’s Surname, Initial(s), Author’s Surname, Initial(s) and Author’s Surname, Initial(s) Year, ‘Article title’, Journal Title, volume number, issue number, page number, viewed Day Month Year, URL.


Notes
DOIs (Digital Object Identifiers) are generally not required in Harvard referencing style. But if you prefer to provide a DOI, place it at the end of a reference.

In-text Citation
Format: (Author Surname Year)
(Author Surname Year, page number)

Example: (Pan 2015)
(Pan 2015, p. 88)

Reference
Syntax: Author Surname, Initial(s) Year, 'Article title', Journal Title, volume, issue or number, page range, http://dx.doi.org/xxxxxxxx.


Newspaper

In-text Citation
Format: (Author Surname Year)
(Author Surname Year, page number)

Example: (Byron 2018)
(Byron 2018, p. 17)

Reference
Syntax: Author Surname, Initial(s) Year, 'Article title', Newspaper Title, Day, Month, page.

Notes
If the author of a newspaper article is not clear, provide all the details in the in-text citation. No need to an entry in the reference list.

In-text Citation
Format: (Newspaper Title Day, Month, Year, page)
Or … in Newspaper Title (Day, Month, Year, page)
Example: (The Daily Star 04 January 2018, p. 08)
Or … in the Daily Star (04 January 2018, p. 08).

Online Newspaper or Newsletter Article - No Author, No Page Number

In-text Citation
Format: (Article title Year)
Example: (Amend rules for the lower court judges 2018)

Reference
Syntax: Article title Year, Newspaper Title, Day, Month, viewed Date Month Year, URL.

Online Newspaper or Newsletter Article

In-text Citation
Format: (Author Surname Year)
Example: (Rahman 2017)

Reference
Syntax: Author Surname, Initial(s) Year, 'Article title', Newspaper Title, Day, Month, page range, viewed Day Month Year, URL.
Government Publication

Government Department as Author

Notes
For corporate authors with long names, spell out the full name of the body and include an abbreviation in the first in-text reference. Use the abbreviation in subsequent references.

In-text Citation
Format: (Government Department name Year)
Subsequent In-text Citation: Shorten form of Government Department (Year)

Example: (Ministry of Finance [MOF] 2016)
For Subsequent in-text reference: MOF (2016)

Reference
Syntax: Government Department name Year, Title of publications, Publisher, Place.
Example: Ministry of Finance 2016, Bangladesh economic review 2016, MOF, Dhaka.

Legislation

Notes
Legislations: Acts, Regulations, rules and by-laws, should be cited exactly. Most Acts have a short formal title that can be used for citation purpose. Legislation is only included in a list of reference, if it is important to an understanding of the work. It is preferable to list separately under the subheading of Legislation.

Units of division: For ‘Sections’ and ‘Regulations’ of acts, have used the abbreviations s., ss., r. rr.

Examples: Sections (Single): s. 24
Sections (Multiples): ss. 1-28
  ❖ Same as for ‘Regulations’

In-text Citation
Format: Title of the Act Year
Title of the Act Year (abbreviation of the jurisdiction)

Example: Bangladesh Road Transport Authority Act 2017
Bangladesh Road Transport Authority Act 2017 (Bd)

Reference
Syntax: Title of the Act and Date of publication (abbreviation of the jurisdiction), section number(s), reprint number, Publisher, Place of Publication.
Example: Bangladesh road transport authority act 2017 (Bd), ss. 1-28, Ministry of Law, Justice and Parliamentary Affairs, Dhaka.
Audio Visual Sources

CD, DVD, Video Recording, Film/Motion Picture

In-text Citation

Format: 1. (Title Year)
2. (Film/Motion Picture Title Year)

Example: 1. (What is marketing 2009)
2. (Wall Street 2014)

Reference

Syntax: 1. Title of DVD or video-recording Year of production, format e.g. DVD, video recording or motion picture, Publisher, Place.
2. Title of movie Year of production, motion picture, Producer. Distributed by (Agent or Production House), Place, and starring (Cineplex name).

Example: 1. What is marketing? 2009, DVD, Classroom Video, United Kingdom. Distributed by VEA Australia, Bendigo, VIC.

Online Videos (YouTube, Facebook, etc.)

In-text Citation

Format: (Author’s Surname/Username Year)

Example: (BRIGHT SIDE 2018)

Reference

Syntax: Author’s Surname, Initial(s)/Username Year, Title of video, Day Month (video was posted), viewed Day Month Year, URL.

Website

Website Page with Author

In-text Citation
Format: (Author’s Surname Year)
Example: (Ahmed 2018)

Reference
Syntax: Author’s Surname, Initial(s) Year (Published Year), Title of page, Website name, Publisher (if applicable), Place of publication (if applicable), viewed Day Month Year, URL.


Website Page without Author

In-text Citation
Format: (Title of page Year)
Example: (HP recalls computer batteries over fire risk 2018)

Reference
Syntax: Title of page Year (Published Year), Website name, Publisher (if applicable), Place of publication (if applicable), viewed Day Month Year, URL.


Website Page without Date

In-text Citation
Format: (Author n.d.)
Example: (Mahaffie n.d.)

Reference
Syntax: Author’s Surname Initial(s) n.d., Title of page, viewed Day Month Year, URL.

Website Page with Organizational Author

In-text Citation
Format: (Organizational Name Year)
(Organizational Name Year, Page)

Example: (Attorney-General's Department 1998)
(Attorney-General's Department 1998, p. 10)

Reference
Syntax: Organizational Name Year (page created or revised), Title of specific document, Publisher (if applicable), Place (if applicable), viewed Day Month Year, URL.


Blog Post

Note
If an author posts multiple entries on the same day, include the time the entry was posted (e.g. 19 April, 10:39 AM)

In-text Citation
Format: Direct quote: Author’s Surname (Year)
Paraphrase: (Author’s Surname Year)

Example: Direct quote: Berg (2017)
Paraphrase: (Berg 2017)

Reference
Syntax: Author’s Surname, Initial(s) Year, 'Blog Post Title', Blog Name, blog post, Day Month (Date of post), viewed Day Month Year, URL.

Wikipedia

**In-text Citation**

Format: (Title of Article (in single quotation marks) Year)

Example: (‘Ha-Meem group’ 2019)

**Reference**

Syntax: Title of Article (in single quotation marks) Year that the site was published/last updated, Title of wiki site (in italics), viewed Day Month Year, URL.


Social Media

**In-text Citation**

Format: (Author’s surname Year)

Example: (China Daily 2018)

**Reference**

Syntax: Author’s surname, Initial(s)/Username Year of post, Title (or brief description of post), Day Month (date of post), viewed Day Month Year, URL.


Other Sources

Conference or Seminar Papers- Print

**Notes**

If there is no identifiable author, use the title instead. If the title of the conference also includes the place and date that the conference was held, then these should also be included in the title.

**In-text Citation**

Format: (Author Surname Year)

(Account Surname Year, page number)

Example: (Wilde & Cox 2008)

(Wilde & Cox 2008, p. 115)
Reference
Syntax: Author’s Surname, Initial(s) Year, 'Title of paper', in (Initial and Surname of editors), Title of published proceedings which may include place held and date, Publisher, Place of Publication, page number(s).

Example: Wilde, S & Cox, C 2008, 'Principal factors contributing to the competitiveness of tourism destinations at varying stages of development', in S Richardson, L Fredline, A Patiar & M Ternel (eds.), CAUTHE 2008: Where the 'bloody hell' are we?, Griffith University, Gold Coast, Qld, pp. 115-118.

Conference or Seminar Papers- Online

In-text Citation
Format: (Author’s Surname Year)
Example: (Fan, Gordon and Pathak 2000)

Reference
Syntax: Author’s Surname, Initial(s) Year (Conference Year). 'Title of Paper' Name or Title of Conference, City: Publisher of the Proceedings, Pages, URL.


Dictionary or Encyclopedia

Note
List the entry title in single quotation marks and the encyclopedia title in italics. If there is no author for an entry, use the title of the entry instead. If you are using an encyclopedia from a library database, replace the publisher and place of publication with the database name.

In-text Citation
Format: Direct quote: Author’s Surname (Year, Page)
Paraphrase: (Author’s Surname Year, Page)

Example: Direct quote: Meadows (2011, p. 150)
Paraphrase: (Meadows 2011, p. 150)

Reference
Syntax: Author’s Surname, Initial(s) Year of Publication, 'Title of entry', in Editor's Initial(s) Surname (ed./eds), Title of encyclopedia, Edition (if not the first), Volume number (if any), Publisher, Place, Page.

In-text Citation

Format: (Author’s Surname Year)
(Author’s Surname Year, Page)

Example: (Hoque (2005)
(Hoque 2005, p. 45)

Reference Syntax: Author’s Surname of thesis, Initial(s) Year of Submission, 'Title of Thesis', Name of Degree, Institution Name, viewed Day Month Year, URL.


Reference List

1. The material contained in this document has been adapted from the following publication:

2. Examples in this document have been based on the following sites and publications: