



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:

- Author's surname
- Year of publication
- Page numbers (Use only **p.** for single page and use **pp.** for multiple pages)

Example: (Singh 2010, p.112)

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

Chapter- ch. or chap.

Edition- edn

Editors- Ed. or Eds

Supplement- sup.

And others- et al.

(Issue) number- no.

Page- p.

Pages (page range)- pp.

Series- ser.

Table- tab.

No date- n.d.

Volume- vol.

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)

Example: 1. Direct quote: Desikan and Ramesh (2006, p. 180)

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.

Example: 1. Desikan, S and Ramesh, G 2006, *Software testing*, Dorling Kindersley, Bangalore.

2. Manuh, T, Gariba, S and Budu, J 2007, *Change & transformation in Ghana's publicly funded universities: a study of experiences, lessons & opportunities*, James Currey, Oxford.

Books with more than Two or 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.

Example: Kotler, P, Brown, L, Burton, S, Deans, KR and Armstrong, G 2013, *Marketing*, 9th edn, Pearson Australia, French Forest, NSW.

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 and 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: 1. Jalilvand, A (ed.) 2012, *Risk management and corporate governance*, Routledge, New York.

2. Hanrahan, N, W and Jacobs, M, D (eds.) 2005, *The Blackwell companion to the sociology of culture*, Blackwell Publishing, Malden.

Books without Author or Editor

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.

Example: *Macroeconomics, prices and quantities: essays in memory of Arthur M. Okun* 1983, Blackwell, Oxford.

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.

Example: Quirk, R and Greenbaum, S1973, *A university grammar of English*, Longman, Harlow, viewed 03 January 2018, <http://lib.ewubd.edu/ebook/34>.

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.

Example: Milkman, R 1998, 'The new American workplace: High road or low road?' in P Thompson & C Warhurst, (eds), *Workplaces of the future*, pp. 22-34. Macmillan Press, London.

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)
(Author'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.

Example: 1. Mandel, E 1971, *The formation of the economic thought of Karl Marx, 1843 to Capital*, trans. B Pearce, Monthly Review Press, New York.

2. Colorado, JA 2006, *Economic theory in the Mexican context: recent developments on the ground*, trans. K Smith, Oxford University Press, Oxford.

Corporate Author- when the Author is also the Publisher

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.

Example: The World Bank 1994, *Making development sustainable: the World Bank group and the environment*, WB, Washington DC.

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.

Example: Jennings, P 1997, 'The performance and competitive advantage of small firms: a management perspective', *International Small Business Journal*, vol. 15, no. 2, pp. 33-45.

Journal Article with Two or Three Authors

In-text Citation

Format: Direct quote: (Author's Surname & Author Surname Year)

Paraphrase: (Author's Surname & Author Surname Year, page number)

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

Direct quote: Author Surname and Author Surname (Year)

Paraphrase: Author Surname and Author Surname (Year, page number)

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) and 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 Two or Three Authors

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.

Example: Argibay-losada, P, Suarez-Gonzalez, A, Lopez-Garcia, C and Fernandez-Veiga, M 2010, 'Flow splitting for end-to-end proportional QoS in OBS networks', *IEEE Transactions on Communications*, vol. 58, no. 1, pp. 147-159.

Article in Online Journal or Magazine

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.

Example for Single Author: Gruenwald, RK 2013, 'Entrepreneurship challenges in high-growth companies and consequences for SME policy', *Entrepreneurial Business and Economics Review*, vol. 1, no. 1, pp. 31-45, viewed 03 January 2018, <https://eber.uek.krakow.pl/index.php/eber/article/view/4>.

Example for Multiple Authors: Salleh, NHM, Siong-Hook, L, Ramachandran, S, Shuib, A and Noor, ZM 2008, 'Asian tourism demand for Malaysia: a bound test approach', *Contemporary Management Research*, vol. 4, no. 4, pp. 220-254, viewed 03 January 2018, <http://www.cmr-journal.org/article/viewArticle/1178>.

Journal Article with DOI Link

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/xxxxxxx>.

Example: Pan, FC 2015, 'Practical application of importance-performance analysis in determining critical job satisfaction factors of a tourist hotel', *Tourism Management*, vol. 46, pp. 84-91, <http://dx.doi.org/10.1016/j.tourman.2014.06.004>.

Newspaper

Newspaper Article with Author

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.

Example: Byron RK 2018, 'Govt. to amend Grameen Bank electoral rules again', *The Daily Star*, 04 January, p. 17.

Newspaper Article without Author

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.

Example: 'Amend rules for the lower court judges' 2018, *The Daily Star*, 05 January, viewed 06 January 2018, <http://www.thedailystar.net/backpage/amend-rules-the-lower-court-judges-1515259>.

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.

Example: Rahman CT 2017, 'The journey to Liberation War by a fifteen year old boy', *The Daily Star*, 18 December, viewed 04 January 2017, <http://www.thedailystar.net/in-focus/the-journey-liberation-war-fifteen-year-old-boy-1506442>.

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.

Other Sources

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.

Example: Berg, J 2017, 'On Anger in LIS: Notes from a Feminized, White Profession', *BeerBrarian*, blog post, 27 July, viewed 05 January 2018, <https://beerbrarian.blogspot.com/2017>.

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)

(Author 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. 115-8.

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.

Example: Fan, W, Gordon, MD and Pathak, R 2000, 'Personalization of search engine services for effective retrieval and knowledge management', *Proceedings of the twenty-first international conference on information systems*, Brisbane, pp. 20-34, <https://dl.acm.org/citation.cfm?id=359640>

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.

Example: Meadows, M 2011, 'Indigenous media (Australia)', in JDH Downing (ed.), *Encyclopedia of social movement media*, SAGE Publications, Los Angeles, pp. 247-250.

Thesis or Dissertation

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.

Example: Hoque, MS 2005, 'Overview of Mobile Activity Management', Bachelor of Business Administration thesis, East West University, Dhaka, viewed 05 January 2018, <http://dspace.ewubd.edu/handle/123456789/1757>.

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.

Example: Ahmed, MA 2018, *Water pollution: Solutions that actually work*, The Daily Star, Dhaka, viewed 07 January 2018, <http://www.thedailystar.net/opinion/environment/water-pollution-solutions-actually-work-1515562>.

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.

Example: *HP recalls computer batteries over fire risk* 2018, The Daily Star, Dhaka, viewed 07 January 2018, <http://www.thedailystar.net/business/hp-recalls-computer-batteries-over-fire-risk-1516084>.

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.

Example: Mahaffie, JB n.d., *How For-Profit Businesses Will Reshape Education*, The Daily Star, Dhaka, viewed 07 January 2018, <http://www.wise-qatar.org/john-mahaffie-for-profit-education>.

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.

Example: Attorney-General's Department 1998, *Review of the Commonwealth's 'Acts Interpretation Act 1901'*, viewed 1 October 1999, <http://www.law.gov.au>.

Reference List

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

Referencing and Citation Styles: Harvard, 2017, *Your Guide to Harvard Styles Referencing*, The University of Sydney Library, Sydney, Australia, Viewed 20 August 2017, http://libguides.library.usyd.edu.au/ld.php?content_id=22570384.pdf

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

(a) East West University, n.d., Open Access Catalogue (OPAC), East West University Library, Dhaka, Bangladesh, viewed 05 January 2018, <http://opac.ewubd.edu>.

(b) East West University, n.d., EWU Institutional Repository, East West University Library, Dhaka, Bangladesh, viewed 06 January 2018, <http://dspace.ewubd.edu>.

(c) Bangladesh Road Transport Authority 2017, *Bangladesh Road Transport Authority Act 2017*, Ministry of Law, Justice and Parliamentary Affairs, Dhaka, viewed 06 January 2018, <http://www.brta.gov.bd/newsite/en/brta-act-2017>.

(d) ‘Amend rules for the lower court judges’ 2018, *The Daily Star*, 05 January, viewed 06 January 2018, <http://www.thedailystar.net/backpage/amend-rules-the-lower-court-judges-1515259>.

(e) *HP recalls computer batteries over fire risk* 2018, *The Daily Star*, Dhaka, viewed 07 January 2018, <http://www.thedailystar.net/business/hp-recalls-computer-batteries-over-fire-risk-1516084>.

(f) Ministry of Finance 2016, *Bangladesh Economic Review 2016*, MOF, Dhaka.