

Style Guides Harvard Format

GENERAL GUIDELINES

- _ Harvard style does not have a specified format for a title page.
- _ Unlike APA and MLA, Harvard does not require a running head nor does it specify where page numbers should be located.
- _ Harvard in-text citations basically follow the author-date-page number format (Author, Year, Page number).

NOTE: Page number/s should be included when direct quotations are lifted from the source material.

GUIDELINES FOR THE REFERENCES PAGE

In addition to citing sources within the text, Harvard requires a *Reference List* page. The following guidelines will help you to correctly format some of the most commonly used sources. For further information, consult the Anglia Ruskin University website <http://libweb.anglia.ac.uk/referencing/harvard.htm> for a complete guide to Harvard referencing. Remember the following as you reference sources for Harvard:

BOOK BY A SINGLE AUTHOR

Last name, First initial. Middle initial., Year. *Book title*. Location: Publisher.

Wilson, F. R., 1998. *The Hand: How Its Use Shapes the Brain, Language, and Human Culture*. New York: Pantheon.

BOOK BY TWO to FOUR AUTHORS

Last name, First initial. Middle initial., Last name, First initial. Middle initial. and Last name, First initial. Middle initial., Year. *Book title*. Location: Publisher.

Mazzeo, J., Druesne, B., Raffeld, P. C., Checketts, K. T. and Muhlstein, A. 1991. *Comparability of computer and paper-and-pencil scores for two CLEP general examinations*. Princeton, NJ: Educational Testing Service.

NOTE: When there is more than one author, use the word "and" before the *last* author. If a reference has more than four authors, use the first author only with surname and initials followed by et al.

EDITED BOOK

Last name, First initial. Middle initial. ed., Year. *Book title*. Location: Publisher.

Feldman, P. R. ed., 1997. *British women poets of the romantic era*. Baltimore: Johns Hopkins UP.

NOTE: If there is no author, treat an editor as the author, and put the abbreviation "ed." Use "eds." if there is more than one editor.

EDITION OTHER THAN THE FIRST

Last name, First initial. Middle initial., Year. *Book Title*. Edition number. Location: Publisher.

Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The Battered Child*. 5th ed. Chicago, IL: University of Chicago Press.

Style Guides Harvard Format

ARTICLE OR CHAPTER IN AN EDITED BOOK

Last name, First initial. Middle initial., Year. Title of chapter. In:

A. Editor, ed. Year. *Title of book*. Location: Publisher, Page number/s.

Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. 1980. *Humanities information research*. Sheffield: CRUS, pp.44-68.

ARTICLE IN A JOURNAL

Last name, First initial. Middle initial., Year. Title of article. *Journal Title*, Volume (Issue), pages.

Boughton, J. M., 2002. The Bretton Woods proposal: a brief look. *Political Science Quarterly*, 42 (6), p.564.

ARTICLE IN A NEWSPAPER

Last name, First initial. Middle initial., Year. Article title. *Newspaper Title*, Day and Month of publication Pages/Column line.

Schwartz, J., 1993. Obesity affects economic, social status. *The Washington Post*, 30 Sep. pp. A1, A4.

ONLINE NEWSPAPER ARTICLE

Last name, First initial. Middle initial., Year. Article title. *Newspaper Title*, [type of medium] Day and Month of publication. Available at: <Name of database> [Accessed date].

Chittenden, M., Rogers, L. and Smith, D., 2003. Focus: 'Targetitis ails NHS. *Times Online*, [online] 1 June. Available at: <<http://www.timesonline.co.uk/tol/news/uk/scotland/article1138006.ece>> [Accessed 17 March 2005].

MAGAZINE OR JOURNAL ARTICLE AVAILABLE ON THE INTERNET

Last name, First initial. Middle initial., Year. Article title, *Magazine/Journal Title*, [type of medium]. Available at: <Full URL> [Accessed date].

Kipper, D., 2008. Japan's new dawn, *Popular Science and Technology*, [online] Available at: <<http://www.popsci.com/popsci37b144110vgn/html>> [Accessed 22 June 2009].

ARTICLE RETRIEVED FROM AN ELECTRONIC DATABASE

Last name, First initial. Middle initial., Year. Article title. *Journal Title*, [type of medium] Volume(Issue), pages if available. Available through: Name of database. [Accessed date].

Boughton, J. M., 2001. The Bretton Woods proposal: a brief look. *Political Science Quarterly*, [e-journal] 42(6), p.564. Available through: BlackwellScienceSynergy database [Accessed 12 June 2005].

WEBSITES

Last name, First initial. Middle initial., Year. *Title of web document or web page*. [type of medium] Available at: <URL> [Accessed date]

NHS Evidence, 2003. National Library of Guidelines. [online] Available at: <<http://www.library.nhs.uk/guidelinesFinder>> [Accessed 10 October 2009].