

Guide to citing references (Harvard system)



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1. Introduction

Throughout the course of your studies, you will be expected to support the arguments made in your assignments, through references to other published works. These references can come from many different sources such as academic journals, textbooks, newspaper articles, websites etc.

“Citation” is the technical term given to the practice of referring to the work of other authors. It allows you to give due credit to the ideas of others, whilst also providing evidence of the breadth and depth of your own background reading. It also allows those who read your work, to easily identify and locate the references you have provided.

This guide provides you with examples of how to correctly cite references within the text of your assignments. It also provides guidance on how to compile an accurate list of references / bibliography.

The guide uses the Harvard system of referencing system throughout. The Harvard system does allow for some variations in style (e.g. In your list of references, the title of a book can be italicized or underlined), but you must remain consistent throughout your document. APA referencing is very similar to Harvard and is sometimes considered a Harvard variation.

The following guidelines are based upon the conventions provided in “Cite Them Right” by Pears and Shields, a popular citation guide (see page 16 for further details). You should however check with your supervisor that this method of citation is accepted within your School. Subjects such as Law may have additional specific recommendations.

Avoiding plagiarism

Good citation practices are essential in order to avoid any potential charges of plagiarism.

The University of Manchester defines plagiarism as “presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement”. Plagiarism is considered academic malpractice and as such is treated very seriously by the university.

Further details on “Avoiding Plagiarism” are available from the Faculty of Humanities Study Skills website:

<http://www.humanities.manchester.ac.uk/studyskills/index.html>



2. Citing references within the text

Citations which you provide in the main body of your writing should only provide brief details of the work you are referring to. These short in-text citations will then link to a fully detailed reference, which will be included in your list of references / bibliography (See section 3 for details on this). You should also check with the person assessing your work whether in-text citations need to be included in your final word count.

The way in which you refer to a source within the text of your work will depend upon a number of factors. These include the nature of the sentence/ paragraph being written and the nature / number of authors of the source. Generally however, your citations should follow this format:

- Author or editor's surname,
- Year of publication,
- Page numbers (if required): See page 6 for further information on when to include page numbers.

Direct citation:

If the author's name forms a natural part of your sentence, then the surname should be followed by the year of publication (within parentheses).

- **Boatright (2006) argues that there are six questions that need consideration, before making a decision on whether to blow the whistle in a case.**

In-direct citation:

If you do not mention the author's name within your text, then you should place the author's name and year of publication, in parentheses, at the end of the sentence.

- **There are six distinctive conditions, which need to be satisfied, in order for a whistle-blowing case to be justified (Boatright, 2006).**

Two or Three authors:

All authors (with publication date) should be noted within your text:

- **Hirst and Thompson (1999) identify enormous variations between countries in terms of the importance of foreign holdings.**
- **Gobi's investment revenues doubled in 2007 (Lerner, Hardyman and Leamon, 2009).**

Multiple authors:

When there are more than three authors only provide the first author's name, followed by the Latin term '*et al.*' (and all) in italics, and the year of publication in parentheses.

- **Kotler *et al.* (2005) argue that business markets are very similar to consumer markets.**
- **There are a number of similarities between the business and consumer market sectors (Kotler *et al.*, 2005).**

Authors of different titles:

Cite both names, and follow name with the year of publication in parentheses, or cite both names at the end of the sentence, with author's name, followed by date of publication, and separated by a semi-colon in parentheses.

- **Hollensen (2004) and Palmer (2008) are in agreement about the importance of service led marketing.**
- **Service led marketing should form an important part of an organisation's overall marketing strategy (Hollensen, 2004; Palmer, 2008).**

Several works by a single author (Different years):

If more than one publication by a particular author illustrates your point, and these are published in different years, then you should cite the references in chronological order.

- **Handy (1999, 2001) argues that...**
- **Organizational behaviour cannot easily be predicted (Handy 1999, 2001).**

Several works by a single author (Same year):

When the same author has published more than one cited document within the same year, use lower case letters to differentiate each document.

- **Mintzberg (1973a) took a new approach to the concept of leadership, then speculated further on the eight principles which make up an effective leader (Mintzberg, 1973b).**

If you wish to refer to the works on a single occasion, or if the same point is made by both publications, then refer to both within parentheses.

- **Mintzberg (1973a, 1973b) summarised eight current schools of thought on the different roles of the manager.**

Author of a chapter within an edited text

If the author's work appears as a chapter within part of a larger work that is edited by somebody else (quite common with academic textbooks), use the author of the chapter for the citation within your text. You will however, need to provide the full bibliographic details in your list of references (See section 3 for further details).

- **Lane (1996) argues that there are distinctive national patterns in the organisation of firms and inter-firm relations.**

Corporate authors

If the work is by a recognised organisation, and has no personal author, then use the organisation's name for the citation.

- **It has been suggested that the proposed grocery market reforms might have a detrimental effect on competition within the industry (British Retail Consortium, 2008).**

N.B. It is acceptable to use standard abbreviations for associations, companies, institutions, within your text, providing that the full name is given at the first citation with the abbreviation in parentheses.

- **Citation 1: (Manchester Business School [MBS], 2008).**
- **Citation 2: (MBS, 2008).**

No author

If you cannot identify the author of a document (quite common with online sources) then you should provide the title of the document (in italics), and the date of publication.

- **(*Marketing strategy*, 2001)**

No date

The phrase "no date" should be used if you cannot identify a date of publication.

- **Cosgrove (no date) states that total sales measures are often used to assess overall trends within the retail sector**
- **Total sales measure is used to assess market level trends in retail sales (Cosgrove, no date.)**

Page Numbers:

If you are quoting directly or using ideas from a specific page or pages of a work, you must also include the page number(s) within your citation. Insert the abbreviation p. or pp. (for multiple pages) before the page number(s):

- **Chaffey (2011, p. 30) provides a useful definition of E-government...**
- **There are four major causes of inequality within the globalized system (Scholte, 2005, pp. 316 – 344).**

Setting out quotations

Any quotations used should be relevant to the argument you are making. Short quotations (1-2 lines) can be set in quotation marks and included within the body of the text:

- **Chaffey (2011, p. 79) concludes that the high burn-rate facing Boo.com was due to an ‘imbalance between promotion and site development costs and revenues’.**

Longer quotations need to be entered as a separate paragraph and indented from the main text. You do not need to use quotation marks.

- **Chaffey describes how it can be difficult to assess the success of e-businesses:**

Internet pureplay companies are often perceived as dynamic and successful owing to the rapid increase in visitors to sites, or sales, or due to initial valuations on stock markets. In reality, it is difficult to assess the success of these companies since despite positive indications in terms of sales or audience, the companies have often not been profitable. Consider the three major social networks: Bebo, Facebook or MySpace – none of these was profitable at the time of writing. (Chaffey, 2011, p. 79)

Making changes to quotations

To omit part of a quotation use an ellipsis: ...

- **‘Consider the three major social networks... none of these was profitable at the time of writing’ Chaffey, 2011, p. 79)**

You can insert your own words into the quotation by putting them in square brackets: []

- **Jones (2007, p. 16) notes that ‘in these areas the larger [tobacco] companies often act the most irresponsibly’**

If the original quotation contains errors (e.g. a spelling mistake) do not correct it. Instead point out the errors by writing [sic]

- **Williams (2008, p. 86) noted that ‘Johnson maid [sic] a mistake’.**

Citing secondary sources

If you have read about a particular author's work, but have been unable to consult the actual work (the primary source) directly, then you need to acknowledge this. This is known as secondary referencing. Use the phrase "cited in" and give the page number on which the source cites this information:

- **Kristensen (1996, p. 73) citing Sabel's views on Japanese subcontractors (1993), supports the view that...**
- **It can be argued that the organizing abilities of the manufacturing concern in Japan, have succeeded in creating a hierarchy of careers among their subcontractors (Sabel, 1993, cited in Kristensen, 1996, p. 73).**



3. Creating the list of references and bibliography

Introduction

Your list of references links with your in-text citations and enables readers to easily trace the sources cited within your work. It is a list of the documents from which any direct quotations, or examples have been taken.

N.B. A bibliography (where you give credit to sources that were used for background reading, but were not quoted within the body of the text), is not usually required. You should however always check this first, with the person who will be assessing your work

Your list of references (and bibliography if you choose to provide one) should be arranged alphabetically by author and then, where necessary, by year of publication.

Different types of publication require different amounts of information. The Harvard system lays down standards for the amount of information required for each document type. These are detailed in the following section.

Alternatively for quick reference you can use the check-list below which details what to include for frequently used academic information sources:

	Author	Year of publication	Title of chapter / article	Title of publication	Issue / Volume / part number	Place of publication	Publisher	Edition	Page Number(s)	URL	Date Accessed
Book	✓	✓		✓		✓	✓	✓			
Book chapter	✓	✓	✓	✓		✓	✓	✓	✓		
E-book	✓	✓		✓			✓	✓		✓	✓
Journal Article	✓	✓	✓	✓	✓				✓		
E- journal article	✓	✓	✓	✓	✓				✓	✓	✓
Website	✓	✓		✓						✓	✓
Database		✓		✓			✓			✓	✓

4. Books

Required elements (Printed books)

- **Author:** Surname with capital letter, followed by comma.
- **Initials:** In capitals with full-stop after each.
- **Year:** Publication year (not printing or impression) in parentheses.
- **Title:** Full title in italics. Only the first word and proper nouns should be capitalised. Follow with a full stop (unless there is a subtitle).
- **Sub-title:** Follows a colon at the end of the full title. Only proper nouns should be capitalized. Followed by a full stop.
- **Edition:** Only include if it is not a first edition. Use the relevant number followed by "edn." e.g. 4th edn.
- **Place of publication:** Give town or city, and country if there is possible confusion with the UK. Follow with a colon
- **Publisher:** Publisher name followed by full stop.

In-text citation:

According to Boatright (2006, p. 27) whistleblowing is more common than the general population might realise...

Hirst and Thompson (1999) identify enormous variations between countries in terms of the importance of foreign holdings.

There are a number of similarities between the business and consumer market sectors (Kotler *et al.*, 2005).

List of references:

Boatright, J. (2006) *Ethics and the conduct of business*. 5th edn. New Jersey: Pearson Prentice Hall.

Lerner, J., Hardyman, F. and Leamon, A. (2009) *Venture capital and private equity: A casebook*. 4th edn. Hoboken, NJ: John Wiley & Sons, Inc.

N.B. For a book with multiple authors provide details of all authors in the list of references

Multiple works by a single author within the same year

If there are several works by one author (published in the same year) included in your list of references, they should be differentiated by adding a lower case letter after the date.

- Paxson, D. (2001a) 'Real football options in Manchester', in Howell, S. (ed.) *Real options: evaluating corporate investment opportunities in a dynamic world*. London: Pearson Education Limited, pp. 95-112.
- Paxson, D. (2001b) 'Real options in managing a football club', in Howell, S. (ed.) *Real options: an introduction for executives*. London: Pearson Education, pp. 67-71.

4. Books (continued)

Edited books

- Author(s),
- Initial(s). (ed(s)).
- (Year of publication)
- *Title of book*. Edition (if not 1st edition).
- Place of publication:
- Publisher.

Chapter from an edited book

Chapter author(s) surname(s),
Initial(s).
(Year)
'Title of chapter', in
Book editor(s) initials and surnames followed by (ed.) or (eds.)
Title of book.
Place of publication:
Publisher
Page Numbers

In-text citation

Changes in EU legislation provided extra logistical challenges for these firms (Whitley and Kristensesen, 1996)

List of references

Whitley, R. and Kristensen, P.H. (eds.) (1996) *The changing European firm: limits to convergence*. London: Routledge.

In-text citation

Lane (1996) argues that there are distinctive national patterns in the organisation of firms and inter-firm relations.

List of references

Lane, C. (1996) 'The social constitution of supplier relations in Britain and Germany: an institutionalist analysis', in Whitley, R. and Kristensen P.H. (eds.) *The changing European firm*. London: Routledge, pp. 271-304.

E-books

- Author(s),
- Initial(s) – (ed.(s.)) if required
- (Year of publication)
- *Title of book*. Edition (if not 1st edition).
- *Name of e-book provider (e.g. Dawsonera)*
- [Online].
- Available at: URL
- (Accessed: date accessed)

In-text citation:

Baker and Hart (2008, pp. 109 -244) provided a new framework for marketing activities.

List of references:

Baker, M. and Hart, S. (2008) *The Marketing Book*. 6th edn. Elsevier Ltd. [Online]. Available at: <http://www.sciencedirect.com> (Accessed: 25 October 2011).

5. Journal articles

Required elements (Printed journal articles)

- Author(s),
- Initials.
- (Year of publication)
- 'Title of article',
- *Full title of journal*,
- Volume number (Issue / Part number),
- Page numbers.

In-text citation

The Cynefin framework allows leaders to see things from new viewpoints (Snowden and Boone, 2007, pp. 68-69).

List of references

Snowden, D.J. and Boone, M.E. (2007) 'A leader's framework for decision making', *Harvard Business Review*, 85(11), pp. 68-76.

Electronic journals

For electronic versions you will need to provide sufficient information so others can find the same article. Most commonly this will have been through one of the library's bibliographic databases. You can however also access journal articles freely online or via a repository such as e-scholar. You only need to provide these extra details if you are unsure whether people will easily be able to locate the source you have cited.

Bibliographic databases

Add the following information:

- *Name of database and provider*
- [Online]
- Available at: URL
- (Accessed: date)

Snowden, D.J. and Boone, M.E. (2007) 'A leader's framework for decision making', *Harvard Business Review*, 85(11), pp. 68-76, *Business Source Premier via EBSCO Host* [Online]. Available at: <http://web.ebscohost.com> (Accessed: 25 October 2011).

Online

Provide the full URL from where you accessed the article:

Hamblin, Y. (2005) 'Library and information management employability skills: LIMES', *Sconul Focus*, 35 (Summer / Autumn 2005), pp. 35-47, [Online]. Available at: <http://www.sconul.ac.uk/publications/newsletter/35/4.rtf> [Accessed: 6 May 2008].

Repository

Provide the name of the repository in italics:

Schlegelmilch, B. and Sinkovics, R. (1998) 'Marketing in the information age - Can we plan for an unpredictable future?', *International Marketing Review*, 15(3), pp. 162-170, *Manchester eScholar Services* [Online]. Available at: <https://www.escholar.manchester.ac.uk/> (Accessed: 25 October 2011)

6. Newspaper articles

Required elements (Newspaper articles)

- Author (If no author provided use the title of the newspaper in italics)
- (Year of publication)
- 'Title of article',
- *Title of newspaper*,
- Date
- Page reference

In-text citation

European negotiators began to take a hard line stance with Greek debt holders in October 2011 (Spiegel, 2011, p. 1).

Russian gold and silver miner Polymetal joined the FTSE 100 index in October 2011 (*Financial Times*, 2011, p. 1)

List of references

Spiegel, P. (2011) 'Hard line taken with Greek debt holders', *Financial Times*, 25 October, p. 1.

Financial Times (2011) 'Russia's Polymetal set for FTSE 100 listing', 25 October, p. 1.

Electronic versions

For an online version of a newspaper article, you should provide the details of how you accessed the article. If you have accessed the article through a database then provide these details in place of the URL.

- Wallace, S. (2008) 'Barry to reject record pay deal and join Benitez', *The Independent*, 6 May [Online]. Available at: <http://www.independent.co.uk/sport/football/premier-league/barry-to-reject-record-pay-deal-and-join-benitez-821643.html> (Accessed: 25 October 2011).
- Wallace, S. (2008) 'Barry to reject record pay deal and join Benitez', *The Independent*, 6 May, *Dow Jones Factiva* [Online]. Available at: <https://global.factiva.com> (Accessed: 25 October 2011).

7. Online Sources

Required elements (websites)

It can often be difficult to identify the author of a web-page. If this is the case use the organisation (e.g. BBC) in place of the author. If a website has no discernible author or organisation you may want to strongly consider whether it is suitable for inclusion in a piece of academic writing! Again it is probably best to check with the person who will be assessing your work, if you find yourself in this situation.

- Author / Organisation
- (Year) – That site/ page was published or last updated
- *Title of webpage / internet site (if not already provided).*
- Available at: URL
- (Accessed: date)

In-text citation

King (2011) drew parallels between the debut seasons of Cam Newton and Peyton Manning

In December 2007 Mervyn King strongly denied criticising the treasury for the way it had handled the Northern Rock Crisis (BBC, 2011).

List of references

King, P. (2011) *Monday Morning QB: October 24 2011*. Available at: http://sportsillustrated.cnn.com/2011/writers/peter_king/10/24/Week7/index.html?sct=nfl_wr_a1 (Accessed: 25 October 2011)

BBC News. (2007) *King denies criticising Treasury*. Available at: <http://news.bbc.co.uk/1/hi/business/7149384.stm> (Accessed: 25 October 2011).

Some more common examples of online sources:

Blogs:

Use the name provided by the author of the blog post (even if this is informal or an alias). Put the title of the post in single quotation marks and the Blog title in italics:

markgreenwood (2011) 'Risk Free Rate for UK and US', *Business Research Plus*, 25 August. Available at: <http://bizlib247.wordpress.com/> (Accessed: 25 October 2011).

Wikipedia:

Place the article title in single quotation marks. You will find information on when the page was last updated at the foot of the page:

'Marketing mix' (2011) *Wikipedia*. Available at: http://en.wikipedia.org/wiki/Marketing_mix (Accessed: 25 October 2011)

Twitter / Facebook

Awkward as these sites require registration. You may want to include a copy of any discourse you use as an appendix to your work. Give the date of the post next to the name of the site:

Peston, R (2011) 'Peston', *Twitter*, 25 October. Available at: <http://twitter.com/#!/Peston> (Accessed: 26 October 2011)

8. Reports

Required elements (Company annual reports)

Printed

- Company Name
- (Year of publication)
- *Annual report*
- Place of publication: Publisher.

Online

- Company Name
- (Year of publication)
- *Annual report*
- [Online].
- Available at: URL
- (Accessed: date)

In-text citation

GM's profits declined even further during the financial year ending in 2004 (General Motors, 2005).

List of references

General Motors (2005) 2004 Annual report Detroit: General Motors.

General Motors (2005) 2004 Annual report [Online]. Available at: <http://www.companythumbs.co.uk/ReportByCompanyG100.asp?shareCode=GM&arYear=2004> (Accessed: 26 October 2011)

You can also access a wide variety of company information (including financials) from library databases such as Thomson One Banker or Fame.

- Publisher (e.g. Bureau van Dijk / Thomson Financial)
- (Year of publication / last update)
- 'Title of report',
- *Database*
- [Online]
- Available at: URL (Give database homepage)
- (Accessed: date)

In-text citation

As of September 2010, Apple had opened a total of 317 retail stores (Thomson Financial, 2011)

List of references

Thomson Financial (2011) 'Apple Inc. Company Overview', *Thomson One Banker*[Online]. Available at: <http://banker.thomsonib.com/ta/> (Accessed: 26 October 2011)

Market Research reports:

Similar to those above e.g.:

Mintel (2011) 'Online Grocery Retailing – UK – September 2011', *Mintel oxygen* [Online]. Available at: <http://academic.mintel.com> (Accessed: 26 October 2011)

9. Other academic publications

Required elements (Theses)

- Author's name and initials.
- (Year of submission).
- *Title*.
- Level (PhD etc).
- Educational establishment.

In-text citation

Research by Naude (1992) suggested that buying behaviour by organisations...

List of references

Naude, P. (1992) *Modelling organisational buying behaviour incorporating judgemental methods*. PhD. Manchester Business School.

Required elements (Conference Proceedings)

Printed

- Author's name(s) and initials.
- (Year)
- 'Title of paper',
- *Full title of conference*.
- Location & Date of conference
- Place of publication
- Publisher
- Page references

Online

Author's name(s) and initials.
(Year)
'Title of paper',
Full title of conference.
Location & Date of conference
Publisher
Available at: URL
(Accessed date)

In-text citation

Concrete empirical accounts of the concept of embeddedness can also be found in a paper presented at the same conference (Sandberg, 2003).

List of references

Sandberg, E.A. (2003) 'The face of embeddedness', *Proceedings of the 19th IMP conference*. University of Lugano, Switzerland. 4th – 6th September 2003. Lugano: IMP Group, pp. 237-253.

Sandberg, E.A. (2003) 'The face of embeddedness', *Proceedings of the 19th IMP conference*. University of Lugano, Switzerland. 4th – 6th September 2003. IMP Group. Available at: <http://www.impgroup.org/papers.php> (Accessed: 26 October 2011)

10. Further reading

This guide has provided you with an introduction to citation practices and most of the popular information sources you will access during your studies have been included.

However, there are a plethora of other types of publication or material that you may need to reference during your studies. Examples might include Acts of Parliament, White Papers or even CDs or YouTube Videos!

For a full complete picture you could pick up a copy of the following book:

- **Pears, R. and Shields, G. (2010) *Palgrave Study Skills: Cite Them Right The Essential Referencing Guide*, Basingstoke: Palgrave Macmillan.**

This book is available to borrow from the library, though it is well worth purchasing your own copy for your studies.

Further Support

A full research and enquiry service is available across the Eddie Davies Library & Precinct Library during core hours. You can contact us in person, or alternatively by telephone or email.

Eddie Davies Library

Manchester Business School (West)
Booth St. West.
Manchester
M15 6PB
Telephone: +44 (0)161 275 6507

Email: libdesk@mbs.ac.uk
Web: <http://www.mbs.ac.uk/library>

Precinct Library

Manchester Business School (Crawford House)
Oxford Rd.
Manchester
M13 9QS
Telephone: +44 (0)161 306 3200

Alternatively try our **Business Answers 24/7**, a searchable database of frequently asked questions, providing guidance on the library databases or our **Business Research Plus** blog providing useful tips on business research topics.

Manchester Business Answers 24/7: <http://www.mbs.ac.uk/bizlib247>
Business Research Plus: <http://bizlib247.wordpress.com>



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