Quick guide to Harvard referencing (Cite Them Right)

There are different versions of the Harvard referencing style, and this guide is a quick introduction to the commonly-used Cite Them Right version. You will find further guidance on the Cite Them Right database, available through the OU Library.

For help and support with referencing, have a look at the Library’s page on referencing and plagiarism (http://www.open.ac.uk/library/help-and-support/referencing-and-plagiarism).

In-text citations and full references
Referencing consists of two elements:

- **in-text citations** are included in the body of your text, give the author and publication date (or the abbreviation n.d. if no publication date is available) of a source you are referring to, and are included in the word count;
- **full references** are given in an alphabetical order in a reference list at the end of your work, give full bibliographical information for all the sources in your citations, and are not included in the word count.

Difference between reference list and bibliography

- Reference list: only includes sources cited in your assignment;
- Bibliography: includes sources cited in your assignment AND sources that were part of your background reading that are not cited in your work.

Examples of in-text citations
There are a number of ways of incorporating in-text citations into your work. For example:

<table>
<thead>
<tr>
<th>One author</th>
<th>Two authors</th>
<th>Three authors</th>
<th>Four or more authors</th>
</tr>
</thead>
<tbody>
<tr>
<td>It has been emphasised that good referencing is an important academic skill (Harris, 2015).</td>
<td>It has been emphasised that good referencing is an important academic skill (Shah and Papadopoulos, 2015).</td>
<td>It has been emphasised that good referencing is an important academic skill (Wong, Smith and Adebole, 2015).</td>
<td>It has been emphasised that good referencing is an important academic skill (Wong et al., 2015).</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>Harris (2015) emphasised that good referencing is an important academic skill.</td>
<td>Shah and Papadopoulos (2015) emphasised that good referencing is an important academic skill.</td>
<td>Wong, Smith and Adebole (2015) emphasised that good referencing is an important academic skill.</td>
<td>Wong et al. (2015) emphasised that good referencing is an important academic skill.</td>
</tr>
</tbody>
</table>

Note: When referencing a chapter of an edited book, your in-text citation should give the author(s) of the chapter.

<table>
<thead>
<tr>
<th>Corporate author</th>
<th>When no author, use the title of the resource in italics</th>
</tr>
</thead>
<tbody>
<tr>
<td>It has been emphasised that good referencing is an important academic skill (The Open University, 2015)</td>
<td>It has been emphasised that good referencing is an important academic skill (Information Literacy in Higher Education, 2015)</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>Information from The Open University (2015) emphasises that good referencing is an important academic skill.</td>
<td>Information from Information Literacy in Higher Education (2015) emphasises that good referencing is an important academic skill.</td>
</tr>
</tbody>
</table>
Secondary referencing

Fernandez (2015, quoted in Nabokov, 2017) states that...
Use ‘quoted in’ if directly quoting, and ‘cited in’ if summarising from a source.
The full reference will give only the source you read (in this case: Nabokov, 2017).

Page numbers:

Harris (2015, p. 5) argues that...
Wong et al. (2015, pp. 35-49)...
Use page numbers for direct quotations or when you use ideas from specific pages.

Examples of full references

Module websites

Online module materials
Surname, Initial. (Year of publication) 'Title of item'. Module code: Module title. Available at: URL of VLE (Accessed: date).

OR, if there is no named author:
The Open University. (Year of publication) 'Title of item'. Module code: Module title. Available at: URL of VLE (Accessed: date).

Examples:


Note: For journal articles in the module website where you have all the required information to track down the article, simply cite and reference the journal article.

Forum messages
Surname, Initial. (Year of publication) 'Title of message', Title of discussion board, in Module code: Module title. Available at: URL of VLE (Accessed: date).

Example:
### Books

Note: When an ebook looks like a printed book, with publication details and pagination, reference as a printed book.


Example with one author:

Example with two or more authors:

Example with four or more authors:

OR

### Chapter in edited book


Example:

### Journal articles

Note: Reference online articles the same way as print articles

Surname, Initial. (Year of publication) 'Title of article', *Title of Journal*, Issue information, Page reference. doi: doi number if available.

Examples:

OR

### Newspaper articles

Surname, Initial. (Year of publication) 'Title of article', *Title of Newspaper*, Day and month, Page reference.

OR
Surname, Initial. (Year of publication) 'Title of article', *Title of Newspaper*, Day and month, Page reference if available. Available at: URL (Accessed: date).
Examples:


**Web pages**

Surname, Initial. (Year that the site was published/last updated) *Title of web page*. Available at: URL (Accessed: date).

Organisation (Year that the page was last updated) *Title of web page*. Available at: URL (Accessed: date).

Examples:


Note: Cite Them Right Online offers guidance for referencing webpages with no authors and dates. However, be extra vigilant about the suitability of such webpages.