

## Introduction

The type of reference list needed may change depending on course requirements, but this is just a reminder of the basic layout for the Harvard Reference style with links to further resources below.

<b>Book</b>	<p><b>Author, Initials.</b>, [followed by a comma, then initials, followed by a full stop and a comma]</p> <p><b>Year.</b> [in brackets, followed by a full stop]</p> <p><b>Title of book</b> [underlined or in ITALICS, followed by a full stop]</p> <p><b>Edition</b> (only include this if not the first edition). [followed by a full stop]</p> <p><b>Place of publication:</b> [followed by a colon]</p> <p><b>Publisher.</b> [followed by a full stop]</p>
	<p><b>Example:</b> Kirk, J. &amp; Munday, R.J., (1988). Narrative analysis. 3rd ed. Bloomington: Indiana University Press.</p>
<b>Book Chapter</b>	<p><b>Chapter</b></p> <p><b>Contributing Author, Initials.</b>, [punctuation as above]</p> <p><b>Year.</b> [in brackets, followed by a full stop]</p> <p><b>Title of chapter.</b>{followed by 'IN' and a colon]</p> <p><b>Book Author(s)/Editor(s) name and initials</b>, [followed by a comma, then 'ed(s)' and a full stop]</p> <p><b>Title of book</b> [underlined or in ITALICS, followed by a full stop]</p> <p><b>Place of publication:</b> [followed by a colon]</p> <p><b>Publisher.</b> [followed by a full stop]</p> <p><b>Chapter or page reference.</b> [followed by a full stop]</p>
	<p><b>Example:</b> Smith, J., (1975). A source of information IN: Jones, W., ed. One hundred and one ways to find information about health. Oxford: Oxford University Press. Ch.2.</p>

<b>Journal Articles</b>	<p><b>Author, Initials.</b>, [punctuation as above]</p> <p><b>Year.</b> [in brackets, followed by a full stop]</p> <p><b>Title of article.</b> [followed by a full stop]</p> <p><b>Full Title of Journal</b>, [underlined or in ITALICS, followed by a comma]</p> <p><b>Volume number and (Issue/Part No.)</b>, {Issue/Part No. in brackets, followed by a comma]</p> <p><b>Page numbers.</b> [abbreviated with 'p.', followed by a full stop]</p>
	<p><b>Example:</b> Perry, C., (2001). What health care assistants know about clean hands. Nursing Times, 97(22), p.63-64.</p>
<b>Newspaper Articles</b>	<p><b>Author, Initials., or newspaper title</b> [punctuation as above]</p> <p><b>Year.</b> [in brackets, followed by a full stop]</p> <p><b>Title of article.</b> [followed by a full stop]</p> <p><b>Full Title of Newspaper</b>, [underlined or in ITALICS, followed by a comma]</p> <p><b>Date and month.</b> [followed by a full stop]</p> <p><b>Page numbers.</b> [abbreviated with 'p.' followed by a full stop]</p>
	<p><b>Example:</b> Slapper, G., (2005). Corporate manslaughter: new issues for lawyers. The Times, 3 Sep. p.4-5.</p>
<b>Conference Papers</b>	<p><b>Contributing Author, Initials.</b>, [punctuation as above]</p> <p><b>Year.</b> [in brackets, followed by a full stop]</p> <p><b>Full title of conference paper.</b> {followed by a full stop and then 'IN' and a colon]</p> <p><b>Name and Initials of Editor of conference proceedings or name of organisation</b> [followed by a comma, then 'ed(s)' and a full stop]</p> <p><b>Full title of conference</b> [underlined or in ITALICS, followed by a comma]</p> <p><b>Location and Date</b> [followed by a full stop]</p> <p><b>Place of publication</b> [followed by a colon]</p> <p><b>Publisher</b> [followed by a full stop]</p>

	<p><b>Example:</b> Brown, J., (2005). Evaluating surveys of transparent governance. IN: UNDESA, (United Nations Department of Economic and Social Affairs), ed.</p> <p>6th Global forum on reinventing government: towards participatory and transparent governance, Seoul, Republic of Korea 24-27 May 2005. New York: United Nations.</p>
<b>Dissertations and Theses</b>	<p><b>Contributing Author, Initials.</b>, [punctuation as above]</p> <p><b>Year of publication.</b> [in brackets, followed by a full stop]</p> <p><b>Title of dissertation.</b> [underlined or in ITALICS, followed by a comma]</p> <p><b>Designation and Level.</b> [ie Dissertation, Theses, followed level (bracketed), followed by a comma]</p> <p><b>Name of University</b></p> <p><b>Example:</b> Richmond, J., (2005) Customer expectations in the world of electronic banking: a case study of the Bank of Britain. Theses (Ph. D), Anglia Ruskin University.</p>
<b>Electronic Publications</b>	<p><b>Author, Initials.</b>, [punctuation as above]</p> <p><b>Year.</b> [in brackets, followed by a full stop]</p> <p><b>Title of document or page.</b> [type of medium in sq. brackets i.e. online]. [followed by a full stop]</p> <p><b>Available from:</b> [Website Address Locating details on separate line] [colon before sq. bracket]</p> <p>[Accessed on dd/month/yyyy on separate line]</p> <p><b>Example:</b> National electronic Library for Health, (2003). Can walking make you slimmer and healthier? (Hitting the headlines article) [Online]. (Updated 16 Jan 2005) Available from: <a href="http://www.nhs.uk.hth.walking">http://www.nhs.uk.hth.walking</a></p> <p>[Accessed on 10 April 2005]</p>

## Additional Resources

- Writing references in your work– University of Southampton Library  
<http://www.soton.ac.uk/library/infoskills/references/index.html>
- An interactive guide to referencing using the Harvard system from the University of Northampton  
<http://library.northampton.ac.uk/liberation/ref/>
- EndNote Guide from Assisive Technology Service, University of Southampton  
<http://www.ats.soton.ac.uk/softwareguides/softwareendnote.htm>