Harvard System of Citing and Referencing

In-Text Referencing

Citing author’s name in the text

When making reference to an author's whole work in your text, it is sufficient to give the name followed by the year of publication of their work:

In his work Zarevski (2007) claims that...

However, where you are mentioning a particular part of the work, and making direct or indirect reference to this, a page reference should be included:

Zarevski (2007, pp^1^ 20 - 23) states that...

More than one author cited in the text

Where reference is made to more than one author in a sentence, and they are referred to directly, they are both cited:

Erwin (1967) and Willey (1968) proved that...

Two or three authors for the work

When there are two or three authors for a work, they should be noted in the text:

- directly using an and

Minsky and Papert (1969) in their work pointed at restrictions...

- indirectly

Recent research (White and Brown, 2004) confirms that...

Further research (Green, Harris and Dunne, 1969) showed...

More than three authors for the work

Where there are several authors (four or more), only the first author should be used, followed by et al. meaning and others:

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- directly
*Green et al. (1995) found that the majority...*

- indirectly
*Recent research (Green et al., 1995) has found...*

**Quoting portions of published texts**

If you want to include text from a published work in your paper then the sentence(s) must be included within quotation marks, and may be introduced directly by such phrases as:

*Penrose (2007) states that "............"*

or

*Penrose (2007) writes that "............"*

- indirectly
*"When writing for a professional readership, writers invariably make reference to already published works..." Cormack and Brown (1994, p. 32)*

In order for a reader to trace the quoted section it is a good practice to give the number of the page where the quotation was found.

**Corporate authors**

If the work is by a recognised organisation and has no personal author then it is usually cited under the body that commissioned the work. This applies to publications by associations, companies, government departments etc. such as Department of the Environment or Royal College of Nursing.

It is acceptable to use standard abbreviations for these bodies, e.g. RCN, in your text, providing that the full name is given at the first citing with the abbreviation in brackets:

*More recently the RCN (2007) has issued guidelines for...*

**Secondary sources**

You may come across a summary of another author's work in the source you are reading, which you would like to make reference to in your own piece of work, this is called secondary referencing.

The Reference List

Books with one author

The required elements for a book reference are:
Author, Initials., Year. Title of book. Edition. (only include this if not the first edition) Place of publication (this must be a town or city, not a country): Publisher.

Books with multiple authors

For books with multiple authors, all the names should all be included in the order they appear in the document. Use an and to link the last two multiple authors.
Authors, Initials., Year. Title of book. Edition. (only include this if not the first edition) Place: Publisher.

Theses and dissertations

Author, Initials., Year of publication. Title of dissertation. Level. Official name of University.

Articles from printed sources – journal references

Author, Initials., Year. Title of article. Full Title of Journal, Volume number (Issue/Part number), Page number(s).

Conference papers

Author, Initials., Year. Full title of conference paper. In: followed by editor or name of organisation, Full title of conference. Location, Date. Place of publication: Publisher.


**Articles publically available on the internet**

Articles from web based magazines or journals, including Open Access articles found in institutional repositories.
Authors, Initials., Year. Title of article. Full Title of Journal or Magazine, [online] Available at: web address (quote the exact URL for the article) [Accessed date].

References:
Anglia Ruskin University. [http://libweb.anglia.ac.uk/referencing/harvard.htm](http://libweb.anglia.ac.uk/referencing/harvard.htm) (29th November 2016)
Zadar: Sveučilište u Zadru