

# INTERNATIONAL JOURNAL OF CONTEMPORARY BUSINESS AND ENTREPRENEURSHIP

## Reference Instructions

International Journal of Contemporary Business and Entrepreneurship uses Harvard format citations. This is a complete guide to Harvard in-text and reference list citations.

### 1. Harvard Referencing Basics: Reference List

A reference list is a complete list of all the sources used when creating a piece of work. This list includes information about the sources like the author, date of publication, title of the source and more. A Harvard reference list must:

- Be at the end of the document
- Be organized alphabetically by author, unless there is no author then it is ordered by the source title, excluding articles such as a, an or the
- If there are multiple works by the same author these are ordered by date, if the works are in the same year they are ordered alphabetically by the title and are allocated a letter (a, b, c etc.) after the date
- Contain full references for all in-text references used

### 2. Harvard Referencing Basics: In-Text

In-text references must be included following the use of a quote or paraphrase taken from another piece of work.

In-text references are references written within the main body of text and refer to a quote or paraphrase. They are much shorter than full references. The full reference of in-text citations appears in the reference list. In Harvard referencing, in-text citations contain the author(s)'s or editor(s)'s surname, year of publication and page number(s). Using an example author James Mitchell, this takes the form:

Mitchell (2017, p. 189) states.. Or (Mitchell, 2017, p. 189)

(Note: p. refers to a single page, pp. refers to a range of pages)

#### Two or Three Authors:

When citing a source with two or three authors, state all surnames like so:

Mitchell, Smith and Thomson (2017, p. 189) states... Or

(Mitchell, Coyne and Thomson, 2017, p. 189)

#### Four or More Authors:

In this case, the first author's surname should be stated followed by 'et al':

Mitchell et al (2017, p. 189) states... Or (Mitchell et al, 2017, p, 189)

#### No Author:

If possible, use the organization responsible for the post in place of the author. If not, use the title in italics:

(A guide to citation, 2017, pp. 189-201)

#### Multiple Works From the Same Author in the Same Year:

If referencing multiple works from one author released in the same year, the works are allocated a letter (a, b, c etc) after the year. This allocation is done in the reference list so is done alphabetically according to the author's surname and source title:

(Mitchell, 2017a, p. 189) or Mitchell (2017b, p. 189)

#### Citing Multiple Works in One Parentheses:

List the in-text citations in the normal way but with semicolons between different references:

(Mitchell, 2017, p. 189; Smith, 200; Andrews, 1989, pp. 165-176)

#### Citing Different Editions of the Same Work in One Parentheses:

Include the author(s)'s name only once followed by all the appropriate dates separated by semicolons:

Mitchell (2010; 2017) states... Or (Mitchell, 2010; 2017)

#### Citing a Reference With No Date:

In this case simply state 'no date' in place of the year:

(Mitchell, no date, p. 189).

#### Citing a Secondary Source:

In this case, state the reference you used first followed by 'cited in' and the original author:

Smith 2000 (cited in Mitchell, 2017, p. 189) or (Smith, 2000, cited in Mitchell, 2017, p. 189)

### 3. How to Cite Different Source Types

- In-text citations remain quite constant across source types, unless mentioned explicitly, assume the in-text citation uses the rules stated above
- Reference list references vary quite a lot between sources.

#### How to Cite a Book in Harvard Format

Book referencing is the simplest format in Harvard referencing style. The basic format is as follows:

- The title is italicised
  - The first letter of the first word is capitalised, after that only proper nouns are capitalised
- Edition eg: 2<sup>nd</sup> edn.
- Author surname(s), initial(s). (Year Published) *Title*. Edition. Place of publication: publisher.

#### Book Referencing Example:

Mitchell, J.A. and Thomson, M. (2017) *A guide to citation*. 3rd edn. London: London Publishings.

#### How to Cite an Edited Book in Harvard Format

Edited books are collations of chapters written by different authors. Their reference format is very similar to the book reference except instead of the author name, the editor name is used followed by (eds.) to distinguish them as an editor. The basic format is:

Editor surname(s), initial(s). (eds.) (Year Published). *Title*. Edition. Place of publication: publishers

#### Edited Book Example:

William, S.T. (eds.) (2015) *Referencing: a guide to citation rules*. New York: My Publisher

#### How to Cite a Chapter in an Edited Book in Harvard Format

For citing chapters, you need to add the chapter author and chapter title to the reference. The basic format is as follows:

The chapter title is not italicised and within single quotation marks.

Author names. (Year published). 'Title of chapter' in editor(s) surname, initials (ed(s).) *Title of book*. Edition. Place of publication: publisher, page numbers.

*Chapter in an Edited Book Example:*

Troy B.N. (2015) 'Harvard citation rules' in Williams, S.T. (ed.) *A guide to citation rules*. New York: NY Publishers, pp. 34-89.

In-Text Citations: Chapter in an Edited Book

Use the chapter author surname, not the editor.

How to Cite an E-Book in Harvard Format

To reference an e-book, information about its collection, location online and the date it was accessed are needed as well as author name, title and year of publishing:

Author surname(s), initial(s). (Year published). *Title*. Edition. *Name of e-book collection* [online]. Available at: URL or DOI (Accessed: day month year).

The name of the e-book collection is italicised and followed by [online]

This is the date you accessed the book.

If the e-book is accessed via an e-book reader the reference format changes slightly:

Author surname(s), initial(s). (Year Published). Title. Edition. E-book format [e-book reader]. Available at URL or DOI (Accessed: day month year)

This includes information about the e-book format and reader, for instance this could be 'Kindle e-book [e-book reader]'.

*E-Book Example:*

Mitchell, J.A., Thomson, M. and Coyne, R.P. (2017) *A guide to citation*. E-book library [online]. Available at: <https://www.mendeley.com/reference-management/reference-manager> (Accessed: 10 September 2016)

How to Cite a Journal Article in Harvard Format

The basic format to cite a journal article is:

The title of the article is written within single quotation marks.

This is the title of the newspaper, in italics. Capitalise the first letter of each word.

Author names. (year) 'Title of article', *Title*, volume(issue/season etc), page numbers.

The volume number is written outside brackets and the issue or season number is written immediately after within brackets.

#### *Journal Article Example*

Mitchell, J.A. (2015) 'How citation changed the research world', *The Mendeley*, 62(9), p70-81.

#### *Journal Article Online Example*

Mitchell, J.A. (2015) 'How citation changed the research world', *The Mendeley*, 62(9) [online]. Available at: <https://www.mendeley.com/reference-management/reference-manager> (Accessed: 15 November 2016)

### **How to Cite a Newspaper Article in Harvard Format**

Citing a newspaper article is similar to citing a journal article except, instead of the volume and issue number, the edition and date of publication are needed:

Author surname(s), initial(s). (Year) 'Article Title', *Newspaper Title* (edition), day month, page number(s).

Note: edition is used only where applicable.

#### *Newspaper Article Example:*

Mitchell, J.A. (2017) 'Changes to citation formats shake the research world', *The Mendeley Telegraph* (Weekend edition), 6 July, pp.9-12.

### **How to Cite an Online Journal or Newspaper Article in Harvard Format**

To cite an online journal or newspaper article, the page numbers section from the print journal or newspaper reference is swapped with the URL or DOI the article can be accessed from and when it was accessed. So the reference for an online journal article is:

Author surname(s), initial(s). (Year) 'Title of article', *Title of journal*, volume(issue/season) [online]. Available at: URL or DOI (Accessed: day month year)

And the reference for an online newspaper article is:

Author surname(s), initial(s). (Year) 'Article Title', *Newspaper Title* (edition), day month [online]. Available at: URL or DOI (Accessed: day month year)

### **How to Cite Non-Print Material in Harvard Format**

#### *How to Cite an Online Photograph in Harvard Format*

The basic format is as follows:

Photograph surname, initial. (Year of publication) *Title of photograph* [online]. Available at: URL (Accessed: day month year)

*Online Photograph Example:*

Millais, J.E. (1851-1852) *Ophelia* [online]. Available at: [www.tate.org.uk/art/artworks/millais-ophelia-n01506](http://www.tate.org.uk/art/artworks/millais-ophelia-n01506) (Accessed: 21 June 2014)

**How to Cite a Film in Harvard Format**

The basic format to cite a film is:

The director's name is written in order: first name followed by surname. Use the director's preferred name, this could be initials or full.

Format refers to the format of the movie you are referencing, this could be film, DVD etc.

*Title of film* (Year of distribution) Directed by **director's name** **[format]**. Place of distribution: Distribution Company.

*Film Example:*

*Rear Window* (1954) Directed by Alfred Hitchcock [Film]. Los Angeles: Paramount Pictures.

**How to Cite a TV Programme in Harvard Format**

The basic format for citing a TV programme is as follows:

Title of episode in in quotations marks and the title of the show is in italics. Both should only have the first letter of the first word and proper nouns capitalised.

Note 'Series' is capitalised by episode is not.

**'Title of episode'** (Year of transmission) ***Title of TV show***, **Series #**, **episode #**. Name of channel or streaming service, day month of transmission.

*TV Programme Example:*

'Fly' (2010) *Breaking Bad*, Series 2, episode 10. AMC, 23 May 2010.

**How to Cite Music in Harvard Format**

The basic format to cite an album is as follows:

If the artist's name is in forname surname form the cite them the usual way: surname followed by initials. If the artist goes by a stage name that is not forname surname, just state the full name.

Format refers to the format of the music, this could be CD or visual album for example.

Artist name (Year of publication) *Title of album* [format] Place of distribution: distribution company. Available at: URL (Accessed: day month year)

This should only be used if the music was accessed online.

#### Music Example:

Beyonce (2016) *Lemonade* [Visual Album] New York: Parkwood Records. Available at: <https://www.beyonce.com/album/lemonade-visual-album/> (Accessed: 17 February 2016).

#### How to Cite an Entire Website in Harvard Format

The basic format to cite a website is:

Author surname(s), initial(s). (Year of publishing) *Title of page/site* [Online]. Available at: URL (Accessed: day month year)

#### Website Example:

Mitchell, J.A. (2017) *How and when to reference* [Online]. Available at: <https://www.howandwhentoreference.com/> (Accessed: 27 May 2017)

#### How to Cite a Web Page in Harvard Format

Citing a web page is very similar to citing a website except the title of the page is added in italics:

Author surname(s), initial(s). (Year of publishing). *Title of page* [Online]. Title of site. Available at: URL (Accessed: day month year)

#### Web Page Example

Thomson, M. (2017). *APA citation* [Online]. How and when to reference. Available at: <https://www.howandwhentoreference.com/APAcitation> (Accessed: 21 August 2017).

#### How to Reference a Blog Post in Harvard Format

Referencing a blog post is similar in structure to referencing a web page:

Title of post is not italicised but the title of the overall blog is. This refers to the format of the source.

Author surname(s), initial(s). (Year of publishing). **Title of post** [Blog] *Blog title*. Available at: URL (Accessed: day month year).

#### Blog Post Example:

The Harvard reference for a blog post would be:

Defeo, C. (2017). New webinar on research careers [Blog] *Mendeley blog*. Available at: <https://blog.mendeley.com/2017/08/04/new-webinar-on-research-careers/> (Accessed: 21 August 2017).

#### How to Cite a Tweet in Harvard Format

The basic format to cite a tweet in Harvard style is as follows:

Twitter handle. (Year of publishing). *Text of tweet* [Twitter]. Day month tweet was published on. Available at: URL (Accessed: day month year).

#### Tweet Example

The Harvard reference for a tweet would be:

Mendeley\_com. (2017). *We applauded our final @pintofscience talk & feeling sad. But we literally zoomed from #atomstogalaxies and it was a perfect finale* [Twitter]. 17 May. Available at: [https://twitter.com/mendeley\\_com/status/864947989797896194](https://twitter.com/mendeley_com/status/864947989797896194) (Accessed: 21 August 2017).

#### How to Cite a Facebook Status in Harvard Format

This is the same as the Twitter reference except the Twitter handle is swapped for author name/group name, the text of tweet is swapped for text of post and [Twitter] is swapped for [Facebook]:

If the status was posted by a personal account, use the author's name in the usual 'surname, initials' format. If the status was posted by a group use the group name as it is written. The full text of the post can be used if it is short, otherwise use an abbreviated version.

**Author surname, initial OR group username.** (Year of publishing). *Text of post* [Facebook]. Day month post was published on. Available at: URL (Accessed: day month year).



#### *Facebook Status Example:*

The Harvard reference for a Facebook section, would be:

Mendeley. (2017). *The pressure is always on for researchers to fund their research careers* [Facebook]. 16 May. Available at:

<https://www.facebook.com/mendeley/photos/a.10150156999648611.291608.42920143610/10154866770358611/?type=3> (Accessed: 21 August 2017).

#### **How to Cite an Online Video in Harvard Format**

The basic format to cite an online video is as follows:

Username. (Year posted). *Title* [Online video]. Day month posted. Available at: URL (Accessed: day month year).

#### *YouTube Example*

The Harvard reference for an online video would be:

Mendeley. (2014). *Getting started with Mendeley* [Online video]. 3 April. Available at: [https://www.YouTube.com/watch?v=Gv6\\_HuCYExM](https://www.YouTube.com/watch?v=Gv6_HuCYExM) (Accessed: 21 August 2017).

--

Source: Mendeley (2017). *Harvard Format Citation Guide* [Online]. Guides. Available at: <https://www.mendeley.com/guides/harvard-citation-guide> (Accessed: 10 January 2020).