

Harvard at a glance

Ref	Description of source/style	How to Cite	How to Reference
2.1.1	Information Prominent: If the author's name does not naturally occur in your writing, put the author's surname and date in brackets.	There is some evidence (Jones 1992) that these figures are incorrect.	
2.1.2	Author Prominent: If the author's name <i>is</i> part of the statement, put only the year in brackets	Jones (1992) has provided evidence that these figures are incorrect.	
2.1.3	If there are two authors	It is claimed that government in the information age will 'work better and cost less' (Bellamy and Taylor 1998, p. 41).	
2.1.4	If there are more than two authors	...adoptive parents were coping better with the physical demands of parenthood and found family life more enjoyable (Levy et al. 1991).	
2.1.5	If an author has published several documents in the same year	In recent studies by Smith (1999a, 1999b, 1999c)...	
2.2.1	Short quotations (quotations of around 40 words or less)	Young people became activists for many reasons but, 'often out of a clear sense of political, economic, social or environmental injustice' (Smith 2008, p.20)	
2.2.2	Long Quotations (quotations of more than 40 words)	Smith and Jones (2003) found that: [...] Participation in these movements provides young people with an arena for collective political learning and expression, as well as a vehicle for the exploration of their role as active citizens (p.113)	

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2.2.3	Citing speeches and lectures	During his inaugural speech Obama (2009) proclaimed “I stand here today humbled by the task before us”.	
2.3	Citing an author’s work described in another work	If Jones discusses the work of Smith you could use: Smith (2005) as cited by Jones (2008) or Smith’s 2005 study (cited in Jones 2008, p.156) shows that... Then cite Jones in full in your reference list.	
2.4	Information found in more than one source	Several writers (Jones 2004; Biggs 2006; Smith 2008) argue...	
2.5	Personal Communication	In an email on 23rd July 2007 J. Brown stated that... (personal communication) or In a conversation on 25th March 2008 B. Jones confirmed that...(personal communication)	
2.6	Classical Works	‘Remain in me, and I will remain in you. No branch can bear fruit by itself’ (John 15:4, New International Version).	
3.1	List of References – Books		Freire, P. (1972) <i>Pedagogy of the oppressed</i> . London: Penguin.
3.1.1	Books with more than one edition		Dalton, R.J. (2006) <i>Citizen Politics: Public Opinion and Political Parties in Advanced Industrial Democracies</i> , 4 th Edition. Washington DC: CQ Press.
3.1.3	Books with two or three authors		Furlong A. & Cartmel, F. (1997) <i>Young People and Social Change: Individualisation and Risk in Later Modernity</i> . Buckingham: Open University Press.

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3.1.4	Books with more than three authors		Cohen, L., Manion, L. & Morrison, K. (2000) <i>Research Methods in Education</i> (5 th Edition). London: Routledge Falmer.
3.1.5	Books with one or more editor(s)		Jeffs, T. & Smith, M. (eds.) (1990) <i>Using Informal Education</i> . Milton Keynes: Open University Press.
3.1.6	Chapters in books		Johnson, R. (1993) Really Useful Knowledge, 1790 – 1850. Thorpe, M., Edwards, R. & Hanson, A. (eds.) <i>Culture and Processes of Adult Learning</i> . London: Routledge, Open University, pp. 17-29.
3.1.7	Diagram(s) within a book		Lewin, K. (1951) Lewin's experiential learning model [Diagram]. Ord, J. (2007) <i>Youth Work Process, Product and Practice</i> . Lyme Regis: Russell House Publishing, p.68.
3.2.1	Journal articles		Saha, L. J. (2000) Education and Active Citizenship: Prospects and Issues. <i>Educational Practice and Theory</i> . vol. 22, No. 1, pp. 9-20.
3.2.2	Newspaper articles		Brown, P. (2002) New foot and mouth outbreak suspected. <i>Guardian</i> , 27th Feb., p. 1.
3.2.3	Papers in conference proceedings		Collin, P. (2007) Policies for youth participation and the development of new political identities. <i>Are We There Yet? National Youth Affairs Conference Proceedings: Report</i> . Melbourne: Youth Affairs Council of Victoria (YACVic), pp. 11-18

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3.2.4	Publications from government body		Scottish Executive (2004) <i>Working and Learning Together to Build Stronger Communities: Scottish Executive Guidance for Community Learning and Development</i> . Edinburgh: Scottish Executive.
3.2.5	Reports known by the name of the chairperson or person responsible for the inquiry		HMSO (1975) <i>Adult Education: The Challenge of Change</i> (The Alexander Report). Edinburgh: Her Majesty's Stationary Office.
3.2.6	Reports known by their title rather than name of the author/s		Home Office (1999) <i>The Stephen Lawrence Inquiry: Report of an Inquiry into the matters arising from the death of Stephen Lawrence</i> . London: The Stationery Office, Cm 4262-I.
3.2.7	Theses and dissertations		Morsillo, J. E. (2006) <i>Social Action by Youth: Creating a Sense of Community</i> . Unpublished Thesis (PhD), Victoria University.
3.3.1	Electronic Journal article		Rodriguez, M. A. & Watkins, J. H. (2009) - Revisiting the Age of Enlightenment from a collective decision making systems perspective. <i>First Monday</i> , Volume 14, Number 8, 3rd August 2009. http://www.uic.edu/htbin/cgiwrap/bin/ojs/index.php/fm/article/view/2584 [Accessed 6th August 2009].
3.3.2	Online Newspaper articles		Shephard, J. (2009) Scottish teenagers pass exams in record numbers. <i>Gaurdian Online</i> , http://www.guardian.co.uk/education/2009/aug/05/s-cottish-exam-success . [Accessed 6th August 2009].

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3.3.3	Web Pages		University of Edinburgh Information Services (2009) <i>Edinburgh University Library Guide for New Users</i> . http://www.lib.ed.ac.uk/howto/begin.html [Accessed 6th August 2009]
3.3.4	Weblogs (Blogs)		BBC News Blether with Brian (2009) <i>Devolution poll</i> . Monday 29 June 2009. [Online blog]. http://www.bbc.co.uk/blogs/thereporters/briantaylor/2009/06/devolution_poll.html [Accessed 7th August 2009]
3.3.5	Wiki		The Freire Project (2009) <i>Critical Pedagogy: Where are we now?</i> [Online Wiki] http://freire.mcgill.ca/content/welcome-critical-pedagogy-wiki . [Accessed 7th August 2009]
3.3.5	Media (video, film, or broadcast)		<i>Rebel without a cause</i> (1983) Film. Directed by Nicholas Ray. USA: Warner Bros.
3.3.6	Online video		<i>Obama, B</i> (2009) <i>Inauguration and Address</i> [Online Video] http://www.youtube.com/watch?v=VjnygQ02aW4 [Accessed 31 st July 2009]
3.3.7	Podcasts		<i>BBC Radio 4 Weekly Political Review</i> (2009) <i>Beyond Westminster 01 August 2009</i> . [Online Podcast] http://www.bbc.co.uk/podcasts/series/wpr . [Accessed 7th August 2009].
3.4.1	Media (video, film, or broadcast)		<i>Rebel Without a Cause</i> (1983) Film. Directed by Nicholas Ray. USA: Warner Bros.
3.4.2	A television or radio broadcast		<i>Too Young to Vote</i> (2009) TV. BBC 3. Tue 4 Aug 2009, 21:00 hrs.

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3.4.3	Individual contributors or interviewees in media broadcast		Brown, G. (2008) Interview. <i>Today Programme</i> . Radio. BBC RADIO 4. 15th May, 0810 hrs.
3.5	References — Lecture notes		Fyfe, I. (2008) <i>Youth Work as Educational Practice</i> Lecture Slides, 30 th January 2008. Downloaded from First Class. [Accessed 1 st February 2008].
3.6.1	Dictionaries/Encyclopaedias		Marshall, G. (ed.) (1994) <i>Marxism</i> . The Concise Oxford Dictionary of Sociology, Oxford: Oxford University Press. pp. 311-312. If no author... <i>The Oxford English Dictionary</i> (1989) Vol. 3, Oxford: Clarendon Press.