Harvard citations: quick crib sheet

# Standard citation

You should apply the following for all citations unless specific source is listed as an example in this document from page 3 onwards.

## Author and date

When the author name is not mentioned in the text, the citation consists of the author’s name and the year of publication in brackets.

**Example:**

It was emphasised that citations in the text should be consistent (Jones, 2017).

If you have already named the author in the text, only the publication year needs to be mentioned in brackets.

**Example:**

Jones (2017) emphasised that citations in the text should be consistent.

Three or more authors

If a source has three or more authors, the name of the first author should be given, followed by the phrase "et al."

**Example:**

It was emphasised that citations in a text should be consistent (Jones et al., 2017).

Jones et al. (2017) emphasised that citations in a text should be consistent.

Ibid.

Leeds Harvard does not use ibid to refer to previously cited items. If you are citing the same item twice in a row (i.e. you do not cite any other items in the text between the two citations) you must write the full citation again.

The key principle of referencing is that the reader should understand which information came from another source and which is your own idea, so you should provide citations as often as is necessary to make this clear.

If you feel that you are citing the same source too many times in one paragraph, you could change the way that you are writing:

You could include the author’s surname or pronoun in the sentence, to show you are still referring to the same source.

You could include a second source to make your paragraph feel less repetitive and add further support to the point you want to make. See our guidance on incorporating evidence into your writing.

**Example:**

Jones et al. (2017) emphasised that citations in a text should be consistent and argued that referencing is a key part of academic integrity. Furthermore, having a broad range of references in a text is an indicator of the breadth of a scholar's reading and research (Jones et al., 2017). They also suggested that…

## Corporate author

If the item is produced by an organisation, treat the organisation as a "corporate author". This means you can use the name of the organisation instead of that of an individual author. This includes government departments, universities or companies. Cite the corporate author in the text the same way as you would an individual author.

**Example:**

According to a recent report, flu jabs are as important as travel vaccines (Department of Health, 2017).

## Page numbers

You should include page numbers in your citation if you quote directly from the text, paraphrase specific ideas or explanations, or use an image, diagram, table, etc. from a source.

**Example:**

"It was emphasised that citations in a text should be consistent" (Jones, 2017, p.24).

When referencing a single page, you should use p. For a range of pages, use pp.

**Example:**

p.7 or pp.20-29.

If the page numbers are in Roman numerals, do not include p. before them.

**Example:**

(Amis, 1958, iv)

If there are no page numbers, include chapter, section and paragraph number, if available, following the format given in the example below:

**Example:**

(Smith, 2013, Chapter 2, Section 1, para. 8)

Sometimes there may only be limited information available, such as the chapter number. If that is the case, just include the information that is available to you:

**Example:**

(Smith, 2013, Chapter 2)

If none of this information is available, use (no pagination):

**Example:**

(Smith, 2008, no pagination)

# Act of Parliament

The full title of the Act should be used in the citation.

**Example:**

(Modern Slavery Act 2015)

# Book chapter (in edited book)

In the citation use the name of the author of the chapter, not the editor of the book.

When the author name is not mentioned in the text, the citation consists of the author’s name and the year of publication in brackets.

**Example:**

It was emphasised that citations in the text should be consistent (Jones, 2017).

See also Corporate author and Page numbers.

# Book introduction, forward or preface

In the citation use the name of the author of the introduction, foreword or preface, even if they are not the author of the book (e.g. an introduction written by an editor).

When the author name is not mentioned in the text, the citation consists of the author’s name and the year of publication in brackets.

**Example:**

It was emphasised that citations in the text should be consistent (Jones, 2017).

If you have already named the author in the text, only the publication year needs to be mentioned in brackets.

**Example:**

Jones (2017) emphasised that citations in the text should be consistent.

See also Page numbers.

# Book review

In the citation use the name of the author of the book review.

When the author name is not mentioned in the text, the citation consists of the author’s name and the year of publication in brackets.

**Example:**

Lette's anthology received praise for including a diverse range of authors (Smith, 2014).

See also Page numbers.

# Command paper or House of Commons/Lords paper

In the citation, always use the name of the Government organisation/department/comittee in place of that of an individual author. When the organisation name is not mentioned in the text, the ciation consists of the organisation's name and the year of publication in brackets.

**Example:**

According to a recent report, flu jabs are as important as travel vaccines (Department of Health, 2017).

If you have already named the organisation in the text, only the publication year needs to be mentioned in brackets.

**Example:**

A recent report by the Department of Health (2017) emphasised that flu jabs are as important as travel vaccines.

See also Page numbers.

# Congress hearing (US)

US House,committee name, year.

**Example:**

(US House, Committee on Economic and Educational Opportunities, 1995).

See also Page numbers.

# EU Com document

The in-text citation for a COM doc is: COM (year) serial number, draft or final.

**Example:**

(COM (2010) 0691, final)

See also Page numbers.

# EU legislation

## Regulations

Cite by: Institutional origin Regulation (Treaty abbreviation) number/year.

**Example:**

(Commission Regulation (EC) 1881/2006)

## Directives and Decisions

Cite by: Institutional origin Form year/legislation number/Treaty.

**Examples:**

(Council Directive 2006/88/EC)

(Commission Decision 2014/209/EU)

# EU treaty

Cite by: (short treaty name, year signed)

**Example:**

(Treaty of Lisbon, 2007)

# Film, video game or broadcast

If you refer to a film, video game or broadcast, you should cite the title and the date.

When the title is not mentioned in the text, the citation should consist of the title and the date in brackets:

**Example:**

The way the characters interact reveals... (The Godfather, 1972)

If you have already named the title in the text, only the year needs to be included in brackets.

**Example:**

The way the characters interact in The Godfather (1972) reveals...

If you are referring to a particular scene or quote, you should include in the citation the times (hours, minutes and seconds) between which it takes place in the film.

**Example:**

The conversation between the characters Rhett Butler and Scarlett O'Hara reveals... (Gone with the Wind, 1939, 01:32:03-01:33:05).

# Hansard

The in-text citation format is: Hansard Name of House abbreviated (i.e. HC or HL) Deb., date

**Example:**

(Hansard HC Deb., 19 January 2017)

# Image, figure, table or diagram

You should provide an in-text citation for any photographs, images, tables, diagrams, graphs, figures or illustrations that you reproduce in your work. The citation would normally be given after the title of the figure, table, diagram, etc.

**Example:**

Figure 1, A four pointed star (Jones, 2015, p.54).

A reference within the text to a table, graph, diagram, etc. taken from a source should include the author, date and page number in brackets to enable the reader to identify the data.

**Example:**

(Jones, 2015, p.33)

If you have already named the author in the text, only the publication year and page number needs to be mentioned in brackets.

**Example:**

Jones (2015, p.33) gave a detailed figures on the rapid increase of trade union membership during the twentieth century.

If the source of the data is not the author's own, but obtained from another source, it becomes a secondary reference and needs to be cited as such.

**Example:**

(United Nations, 1975, cited in Smith, 2016, p.33)

If you use a table/graph, etc. from a source and then adapt it to use in your own assignment, you must make that clear in your reference.

We would suggest something along the lines of:

Figure 1, Title, based on Smith, 2005, p.22.

See also Corporate author.

# Law report

The first time that you cite a case in the main body of your text, refer to it in full, including the parties in the case, abbreviation of the law report and page number.

**Example:**

In the case of Jones v Smith [1934] All ER 123, the defence noted ...

Unless it would not be clear to which case you are referring, any subsequent citations need only refer to the parties in the case.

**Example:**

The judgement in the case of Jones v Smith shows...

# Parliamentary bill

The full title of the bill and year of publication should be used in the citation.

Example:

(Anti-social Behaviour, Crime and Policing Bill,  2013)

# Poem

You should refer to the name of the poem and the poet in the main body of your work, and include a citation to the anthology in which it appears.

**Example:**

Geoffrey Hill's The Guardians (Ferguson et al., 2005, p.1832) was well received by critics in 1959.

See also Page numbers.

# Reference work

When citing a well-known reference work use the title of the work and the year of publication.

**Example**

This term originates from the early nineteenth century (Oxford English Dictionary, 2005).

If you use the name of the reference work in the text, only the publication year needs to be mentioned in brackets.

**Example**

The Oxford English Dictionary (2005, p.216) defines this term as...

See also ‘Page numbers’.

# Religious text

Make clear in the main body of the work which particular religious text you are referring to. When referring to a specific passage, include the following details in your citation:

(Name of the Book Sura / Chapter: Verse)

**Example:**

Cain's offering of crops (Genesis 4:3) has been interpreted as...

When citing whole consecutive chapters, combine the first and last chapter numbers with a hyphen: (Genesis 4-6)

When citing consecutive verses in a particular chapter, combine the first and last verse numbers with a hyphen: (Genesis 4:3-8)

If your work focuses on a single chapter in a religious work and you are citing only one verse, use the format (v.3). If referring to multiple consecutive verses, use the format (vv.3-8)

For religious texts, you do not include page numbers in your citations.

# Statutory instrument

The full title of the statutory instrument should be used in the citation.

**Example:**

(The Bathing Water Regulations 2013)

# UN resolution or treaty

## United Nations resolution

Cite by: (author, year)

**Example:**

(United Nations Human Rights Council, 2012)

## United Nations treaty

Cite by: (Treaty title, year signed)

**Example:**

(Convention on the Rights of Persons with Disabilities, 2007)

# Website or webpage

When citing material found on a website, you should cite it like any other source, usually the author surname in brackets and the date. Do not include the URL of the website in your citation.

You may find that there is not always a personal author. In this case you should identify the corporate author.

The publication date of websites can often be found at the bottom of a webpage.

If you are citing specific information from a website that does not have page numbers, you do not need to include anything to indicate this in the in-text citation.

Coffin, J.M. 1999. Molecular biology of HIV. In: Crandell, K.A. ed. *The evolution of HIV.* Baltimore: Johns Hopkins Press, pp.3-40.