



HAEMUS Journal

An electronic journal for the history and archaeology of the Balkan Peninsula

HARVARD REFERENCE STYLE

The Harvard Referencing Style is a parenthetical referencing style, where the reference is put into parentheses and embedded within the main text. The reference is put as a partial citation, usually put within a sentence or at the end of it. Full reference list of the works cited should be given at the end of the text, rendered in alphabetical order.

1. Citing one author:

- When using the Harvard style, one should include in their citation: the author or editor of the cited work and year of publication of the cited work and the specific section of the work referred to (e.g. Johnson 2010:30).
- The full citation given in the reference list at the end of the text should follow this form: Family name, INITIAL(S). and Family name, INITIAL(S). Year. Title. Edition (if not first edition). Place of publication: Publisher.

e.g. Johnson, M. 2010. History of Medieval law. 3rd ed. London: Newman Press.

2. Citing multiple works by the same author (published in the same year) and different authors with the same name:

- References taken from different sources, but with the same authorship and year of publication, can be distinguished from one another by inserting a lower case letter after the year (e.g. Johnson 2012a and Johnson 2012b.)
- For two or more authors with the same surname publishing different works in the same year, include all initials after a comma, e.g. Different research reported the same effects occurring, regardless whether it was in lakes (Nguyen, D 2009, p. 3) or rivers (Nguyen, L 2009, p. 145).

3. Citing two authors:

- Include both authors in the reference. The in-text citation should be the same as for one author, both names connected with “and” or “&” (e.g. Johnson & Smith 2012: 40.)

•The full citation given in the reference list at the end of the text should follow this form:

Family name, INITIAL(S). and Family name, INITIAL(S). Year. Title. Edition (if not first edition). Place of publication: Publisher.

e.g. Ahmed, T. and Meehan, N. 2012. Advanced reservoir management and engineering. 2nd ed. Amsterdam: Gulf Professional Publishing.

4. Citing more than two authors:

• Include the first author, then use et al. in place of other authors. The in-text citation should give the name of the first author at the “et al.” abbreviation for the rest of the names (e.g. Claydon et al.

• The full citation given in the reference list at the end of the text should follow this form:

Family name, INITIAL(S). (for first author) et al. Year. Title. Edition (if not first edition). Place of publication: Publisher.

e.g. Clayden, J. et al. 2012. Organic chemistry. 2nd ed. Oxford: Oxford University Press.

5. Editor(s) instead of Authors:

• If one references a book with an editor rather than an author, this should be indicated in the reference, both in the in-text citation and the full reference (e.g. Crandell ed. 1999:56).

• Sometimes, there can be more than one editor and that should also be included. If there are two editors, then the citation form should be as same as for two editors, with the abbreviation “eds” added. (e.g. Pohl and Johnson eds. 1987: 89.) If there are more than two editors, then the form for two or more editors is followed, also with the abbreviation “eds” added. (e.g. Wexler et al. eds. 1987:90)

• The full citation given in the reference list at the end of the text should follow this form:

• Family name, INITIAL(S) (of editor). ed. Year. Title. Edition (only if not first edition). Place of publication: Publisher.

e.g. Crandell, K.A. ed. 1999. The evolution of HIV. Baltimore: Johns Hopkins Press.

e.g. Wexler, P. et al. eds. 2012. Chemicals, environment, health: a global management perspective. Boca Raton, FL: CRC.

6. Publisher details:

- Multiple publisher details:

If multiple publishers are listed, one should include only the first publisher listed in the reference list or bibliography.

- Multiple places of publication:

If multiple places of publication listed, one should use the first place name given when writing the reference list.

- Several known towns/cities of the same name:

If there is a town and county/state on the title page, one should just give the town. However, if there is more than one well known town of that name, one might want to give the state as well to make it clear.

e.g. Stern, D.N. 2002. The first relationship: infant and mother. Cambridge, Mass.: Harvard University Press.

7. Missing publication details (no author, date, etc.)

- No author

If there is no individual or corporate author, then it is acceptable to use “Anon” for work that is anonymous. One should also use “Anon” in the in-text citation.

- No date

If one is referencing a book which has only a copyright year, one can use this date preceded with a c, e.g. c2008.

- If there is no publication date and no copyright date, use [no date].

e.g. Jones (no date) emphasised that citations in a text should be consistent.

e.g. Jones, M. [no date]. Citations and referencing. London: Longmans, Green and Co.

- No page numbers

Page numbers are normally only included in the reference list or bibliography for a few types of reference, such as journal articles, newspapers, chapters in edited books. If the source has no page numbers, one should use [no pagination].

e.g. Pajunen, K. 2008. Institutions and inflows of foreign direct investment: a fuzzy-set analysis. Journal of International Business Studies. Vol.39 [no pagination].

- No publisher or place of publication

If one is unable to identify the publisher, or the place of publication, then one should use [no publisher] or [no place], as appropriate.

8. Citing a Journal Article:

- One author

Family name, INITIAL(S). Year. Title of article. Journal Title. Volume(issue number), page numbers.

e.g. Pajunen, K. 2008. Institutions and inflows of foreign direct investment: a fuzzy-set analysis. *Journal of International Business Studies*. 39(4), pp.652-669.

- Two authors

Family name, INITIAL(S) and Family name, INITIAL(S). Year. Title of article. Journal Title. Volume (issue number), page numbers.

e.g. Gutenberg, B. and Richter, C.F. 2010. Magnitude and energy of earthquakes. *Annals of Geophysics*. 53(1), pp.7-12.

- More than two authors

Family name, INITIAL(S) et al. Year. Title of article. Journal Title. Volume (issue number), page numbers.

e.g. MacNaughton, S.J. et al. 1999. Microbial population changes during bioremediation of an experimental oil spill. *Applied and Environmental Microbiology*. 65(8), pp.3566-3574.

- Use p. to reference a single page, and pp. for a range of pages.

9. Citing an Online Journal Article

- One author

Family name, INITIAL(S). Year. Title of article. Journal Title. [Online]. Volume(issue number), page numbers. [Date accessed]. Available from: URL

e.g. El Gharras, H. 2009. Polyphenols: food sources, properties and applications - a review. *International Journal of Food Science & Technology*. [Online]. 44(12), pp.2512-2518. [Accessed 10 June 2013]. Available from: <http://onlinelibrary.wiley.com>

- Two authors

Family name, INITIAL(S). and Family name, INITIAL(S). Year. Title of article. Journal Title. [Online]. Volume(issue number), page numbers. [Date accessed]. Available from: URL

e.g. Selmke, M. and Cichos, F. 2013. Photonic Rutherford scattering: a classical and quantum mechanical analogy in ray and wave optics. *American Journal of Physics*. [Online]. 81(6), pp.405-413. [Accessed 10 June 2013]. Available from: <http://0-scitation.aip.org.wam.leeds.ac.uk/>

- More than two authors

Family name, INITIAL(S). et al. Year. Title of article. Journal Title. [Online].Volume(issue number), page numbers. [Date accessed]. Available from: URL

e.g. Royall, C.P. et al. 2001. Radiation damage of water in environmental scanning electron microscopy. Journal of Microscopy. [Online]. 204(3), pp.185-195. [Accessed 10 June 2013].

Available from: <http://0-www3.interscience.wiley.com.wam.leeds.ac.uk/>

- Use p. to reference a single page, and pp. for a range of pages.

10. Citing a Book:

- One author

Family name, INITIAL(S). Year. Title. Edition (if not first edition). Place of publication: Publisher.

e.g. Adams, A.D. 1906. Electric transmission of water power. New York: McGraw.

- Two authors

Family name, INITIAL(S). and Family name, INITIAL(S). Year. Title. Edition (if not first edition). Place of publication: Publisher.

e.g. Ahmed, T. and Meehan, N. 2012. Advanced reservoir management and engineering. 2nd ed. Amsterdam: Gulf Professional Publishing.

- More than two authors

Family name, INITIAL(S) (for first author). et al. Year. Title. Edition (if not first edition). Place of publication: Publisher.

e.g. Clayden, J. et al. 2012. Organic chemistry. 2nd ed. Oxford: Oxford University Press.

11. Citing a Book online (e-book):

- e-book online

Family name, INITIAL(S). Year. Title. [Online]. Edition (if not first edition). Place of publication: Publisher. [Date accessed]. Available from: URL

e.g. Hollensen, S. 2004. Global marketing: a decision oriented approach.[Online]. Harlow: Financial Times Prentice Hall. [Accessed 10 June 2013]. Available from: <http://www.mylibrary.com/Browse/open.asp?ID=60094>

- e-book reader format, eg Kindle:

Family name, INITIAL(S). Year. Title. Edition (if not first edition). [Name of e-book reader]. Place of publication: Publisher.

e.g. Wu, T. 2010. The master switch: the rise and fall of information empires.[Kindle DX e-book]. London: Atlantic Books.

12. Citing a Book Chapter:

- If one is referencing a book with chapters written by different authors, one needs to give details both of the chapter and the book:

Family name, INITIAL(S). Year. Chapter title. In: Family name, INITIAL(S) (of editor). ed(s). Title of book. Place of publication: Publisher, page numbers.

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

13. Citing a Book Introduction, Foreword or Preface:

- Written by author

If the introduction, foreword or preface is written by the primary author of the book, reference it using the same format as book.

- Written by editor (when there is an author and an editor)

If the introduction, foreword or preface is written by the editor of the book:

Family name, INITIAL(S) (of editor). Year. Introduction (or Foreword or Preface). In: Family name, INITIAL(S) of book author. Title. Edition (if not first edition). Family name, INITIAL(S) of editor. ed(s). Place of publication: Publisher, page number(s).

e.g. Malcolm, N. 2012. Introduction. In: Hobbes, T. Leviathan. Malcolm, N. ed. Oxford: Oxford University Press, pp. 1-6.

- Written by third party

If the introduction, foreword or preface is written by someone other than the primary author or editor:

Family name, INITIAL(S) (of introduction author). Year. Introduction (or Foreword or Preface). In: Family name, INITIAL(S) (of book author). Title. Edition (if not first edition). Place of publication: Publisher, page numbers.

e.g. Amis, K. 1958. Foreword. In: Ulanov, B. A handbook of jazz. London: Hutchinson, i-iv.

- If the page numbers are in Roman numerals, do not include p. before them (see example above).

14. Citing a Conference Paper or a Conference Proceeding:

- Family name, INITIAL(S). Year. Title of paper. In: Family name, INITIAL(S) (of editor if known). ed. Title of conference, date of conference, location of conference. Place of publication: Publisher, page number(s).

e.g. Robertson, J. 1986. The economics of local recovery. In: The other economic summit, 17/18 April 1986, Tokyo. London: The Other Economic Summit, pp.5-10.

15. Citing a Thesis or a Dissertation:

- Family name, INITIAL(S). Year. Title. Type of qualification, academic institution.

e.g. Dang, V.A. 2007. Three essays in financial economics. PhD. thesis, University of Leeds.

16. Citing a Manuscript

- Family name, INITIAL(S). Year. Title. [Material type]. At: Place: holding institution, department (if applicable). Identifier (if applicable).

e.g. Colvil, S. c.1680. The mock poem, I-II. [Manuscript]. At: Leeds: Leeds University Library, Brotherton Collection. MS Lt 1.

- c. is an abbreviation of "circa", meaning "approximately". One may find that this is used in dates for old manuscripts.

17. Citing the Usage of Map (printed and online versions)

- Map

Family name, INITIAL(S) (of originator). Year. Title, scale. Place of publication: Publisher.

e.g. Mason, J. 1832. Map of the countries lying between Spain and India, 1:8,000,000. London: Ordnance Survey.

- Map (online)

Originator(s). Year. Image details - location (format if available), scale if available. [Online]. [Date accessed]. Available from: URL

e.g. Google Maps. 2009. Leeds University (satellite). [Online]. [Accessed 16 November 2013]. Available from: <http://tinyurl.com/ylx3zwy>

e.g. Ordnance Survey. 2009. Leeds University, 1:125,000 [online]. [Accessed 16 November 2013]. Available from: <http://edina.ac.uk/digimap>

18. Citing A Google Earth Image

- Google Earth version (if applicable). Year data released. Image details - location, co-ordinates, elevation. Data set (if applicable). [Date accessed]. Available from: URL

e.g. Google Earth 5.0. 2009. Leeds University, 53°48'28.60"N, 1°33'11.95"W, elev 63km. Clouds data layer. [Accessed 9 February 2009]. Available from: <http://code.google.com/apis/earth/>

- All uses of Google Earth require copyright attribution!

19. Referring to an Image (Photography, Chart, Table, etc.)

- If one refers to an image that has found in a printed source, e.g. a book, one must provide a reference for that source. Yet, it is not necessary to provide a reference in the bibliography for an image that the author has created him/herself.

- Online image

Family name, INITIAL(S) (of the originator). Year. Title of image. [Online]. [Date accessed]. Available from: URL

e.g. Bowry, J. 2013. Telephone boxes in the snow. [Online]. [Accessed 10 June 2013]. Available from: <http://www.flickr.com/>

e.g. Newry Institute. 2002. Current student. [Online]. [Accessed 10 June 2013]. Available from: <http://www.nkifhe.ac.uk/>

- Original image or photograph

Family name, INITIAL(S) (of the originator). Year. Title. [Material type]. At: Place: holding institution, department (if applicable). Identifier (if applicable).

e.g. Roux, E. 1915. Photograph taken at Gallipoli by Ernest Roux. [Photograph]. At: Leeds: Leeds University Library. Liddle Collection, FR 31.

- Original image or photograph (missing details)

If there is no originator, start your reference with the image title. If there is no title, start with a description.

Title. Year. [Material type]. At: Place: holding institution, department (if applicable). Identifier (if applicable).

e.g. Photograph of two members of the Shaikevich family. c1920. [Photograph]. At: Leeds: Leeds University Library, Leeds Russian Archive Collection. MS 1210.

20. Citing a Religious text

- Title: including version. Year. Place of publication: Publisher.

e.g. The Bible: authorised King James version. 1997. Oxford: Oxford University Press.

e.g. The Qurān: a modern English version. 1997. Reading: Garnet.

21. Foreign Language Material

- Reference the exact text used, in the same style as you would reference English language material.

Family name, INITIAL(S). Year. Title. Place of publication: Publisher.

e.g. Foucault, M. 1971. L'archéologie du savoir. Paris: NRF/Gallimard.

- When referencing foreign language material where the information is written using another alphabet, such as Japanese, one should transliterate (not translate) the details into the English alphabet.

e.g. 鷲田清一. 2007. 京都の平熱 : 哲学者の都市案内. 東京: 講談社.

Washida, K. 2007. Kyōto no heinetsu: tetsugakusha no toshi annai. Tōkyō: Kōdansha.