# LyIT Library Harvard Quick Guide

This handout is a quick guide to using the Harvard referencing style. Examples are given on how to correctly reference the most commonly used sources such as books, journal articles, websites, newspapers, videos and photographs. Both in-text quotation, paraphrasing and reference examples are also given.

Whether you are quoting (using an author's exact words) or paraphrasing (putting an author's idea into your own words) you still need to give credit to that author.

## There are two parts to Harvard referencing:

**In-text Citation:**
Give enough basic information about the original source you used

**Reference List:**
Provide comprehensive information so that your lecturer can track down the original source

## In-text Citation Examples:

**In-text Citation: Direct Quotation:**
(Author's Last name, Year, Page Number)
Jobber (2007, p.419) argues that, "the lifeblood of corporate success is bringing new products to the marketplace."
**OR**
It can be argued that, "the lifeblood of corporate success is bringing new products to the marketplace" (Jobber, 2007, p.419).

**In-text Citation Paraphrase:**
To achieve corporate success it is essential to introduce new products (Jobber, 2007).
**OR**
Jobber (2007) states that the introduction of new products is essential to a company's success.

## Reference List Examples (NOTE: Title of source is always in italics):
### Book:

**Book with One Author:**
Author's Last name, Initial(s). (Year) *Title*. Edition (if not first edition). Place of publication: Publisher.

Ryan, D. (2015) *Understanding social media: how to create a plan for your business that works.* London: KoganPage.

**Book with Multiple Authors:**
Author's Last name, Initial(s). and Surname, Initial(s). (Year) *Title*. Edition (if not first edition). Place of publication: Publisher.

Zimmerman, J. and Ng, D. (2015) *Social media marketing: all-in-one for dummies*. 3rd ed. New Jersey: John Wiley & Sons.

### Journal Article:
**NOTE: There are different reference list formats depending on where you located the journal article.**

**Print Journal Article:**
Author's Last name, Initial(s). (Year) Title of article. *Journal Title*. Volume(issue number), page numbers.

Batra, R., and Keller, K. (2016) 'Integrating Marketing Communications: New Findings, New Lessons, and New Ideas.' *Journal of Marketing,* 80(6), pp.122-145.

**Online Journal Article:**
**Include the doi number if available:**
Batra, R. and Keller, K.L. (2016) 'Integrating marketing communications: New findings, new lessons and new ideas', *Journal of Marketing,* 80(6), pp. 122–145. doi: 10.1509/jm.15.0419.

**If no doi number available:**
Batra, R. and Keller, K.L. (2016) 'Integrating marketing communications: New findings, new lessons and new ideas', Journal of Marketing, 80(6), pp. 122–145. Available at: Business Source Complete, EBSCOhost, viewed 13 December 2016.

**Websites:**

**With an author:**
Author's Last name, Initial(s). (Year) Name of webpage. Available at: URL (Accessed: date)

NOTE: If there is no date use n.d

Liptak, A. (2016) *George Lucas biography shows how a distrust of studios led to Star Wars.* Available at: http://www.theverge.com/2016/12/8/13867540/star-wars-george-lucas-a-life-biography-review (Accessed: 13 December 2016).

**With no author:**
Title of webpage. Retrieved Month Day, Year, from name of website, URL

*Market overview and trends* (2016) Available at: http://www.student-market.com/student-travel (Accessed: 13 December 2016).

**NOTE:**
Never use a URL in your in-text citation. Use the author's Last name and date e.g. (Liptak, 2016).
If there is no author use the name of the webpage e.g. ("Market overview and trends," 2016)

If there is no date use n.d.

**Newspaper:**

**Print newspaper:**
Author(s) Last name, Initial. (Year) 'Article title', *Newspaper title*, Day Month, page number.

Barjer, A. (2016) 'UK ally takes hard Brexit line', *The Financial Times*, 21 November, p. 11.

**Online newspaper:**
Author(s) Last name, Initial. (Year) 'Article title', *Newspaper title*, Day Month [Online]. Available at URL

O'Connor, B. (2016) 'Two new appointments to board of horse racing Ireland', *The Irish Times*, 18 November Available at: http://www.irishtimes.com/sport/racing/two-new-appointments-to-board-of-horse-racing-ireland-1.2874047 (Accessed: 13 December 2016).

**Secondary Referencing:**

This is when you want to cite someone's work but you have not read the original. Mention the original author in-text but only cite the source you have read in your reference list.

**In-text citation:**
(Author(s) Last name, cited in Author(s) Last name, Year, page number)

"Decline is a separate phenomenon, unique in its own right, and deserves more systematic research." (Jap & Anderson, cited in Zhang, Watson, Palmatier & Dant, 2016, p.54)
**OR**
Jap and Anderson note that, "Decline is a separate phenomenon, unique in its own right, and deserves more systematic research." (as cited in Zhang, Watson, Palmatier & Dant, 2016, p.54)

**Reference List:**
Zhang, J. Z., Watson IV, G.F., Palmatier, R. W., & Dant, R. P. (2016). Dynamic Relationship Marketing. *Journal of Marketing*, 80(5), 53-90. Doi: 10.1509/jm.15.0066

# Referencing Visual and Audiovisual Sources using Harvard:

If you include any type of visual source in your text you should include an in-text citation and an entry in your reference list as you would when using any other type of source.

## In-text Citations:

In-text citations follow the same format as sources such as books or journal articles. The photographer, artist or the director takes the place of the Author name and needs to be credited. See examples below:

(Author's Last name, Year, Page number)

Rumsey's diagram illustrates the various stages of the online search process (2004, p.97).
**OR**
This diagram illustrates the various stages of the online search process (Rumsey, 2004, p.97).

(Photographer's Last name, Year)

French's photograph of a cottage in the Gap of Dungloe illustrates a way of life for local people at the time (c. 1865-1914)
**OR**
This photograph of a cottage in the Gap of Dungloe illustrates a way of life for local people at the time (French, c. 1865-1914)

## Reference List:

**Book illustrations, diagrams or tables:**
Author's Last name, Initial. (Year) *Book title*. Place of Publication: Publisher.

Rumsey, S. (2004) How to find information: A guide for researchers. Maidenhead: Open University Press.

**Paintings/drawings in online collections:**
Artist last name, Initial. (Year) Title of the work [Medium]. Name of Collection [Online]. Available at: URL

Vuillard, E. (c. 1891) Child Wearing a Red Scarf [Oil on Cardboard]. Ailsa Mellon Bruce Collection [Online]. Available at: http://www.nga.gov/content/ngaweb/collection-search-result.html?accession=1970.17.90

**Photographs - prints:**
Photographer's Last Name, Initial. (Year) Title of Photograph [Photograph]. Place of Publication: Publisher (if available)

Ristelhueber, S. (2015) Eleven Blowups #1 [Photograph]. Dublin: Gallery of Photography

**Photographs - online:**
Photographer's Last name, Initial. (Year) Title of Photograph. Title of Online Collection [Online]. Available at: URL

French, R. (ca. 1865-1914) Gap of Dunloe, Mrs. Moriarty's, Killarney, Co. Kerry. Lawrence Photograph Collection [Online]. Available at: http://catalogue.nli.ie/Record/vtls000320761

**TV Programme:**
*Title of programme* (Year of transmission) Name of channel, date of transmission.

*Asking for it?* (2016) RTE2, 1 November

**NOTE:**
If no obvious author use title of programme in your in-text citation e.g.

(Asking for it?, 2016)

**Episode of a TV series:**
'Title of episode' (Year of transmission) *Title of Programme*, Series and episode numbers. Name of Channel, Date of transmission

'Tracey Quinn & Peter Byrne - Tallaght, Dublin' (2016) Don't tell the bride, Series 7, episode 2. RTE2, 8 December.

## Film:
*Title of film* (Year of distribution) Directed by name of director [Film]. Place of distribution: Distribution Company.

*Citizen Kane* (1941) Directed by Orson Welles [Film]. USA: RKO Radio Pictures.

## Film on DVD:
*Title of film* (Year of distribution) Directed by name of director [DVD]. Place of distribution: Distribution Company.

Life is Beautiful (1997) Directed by Roberto Benigni [DVD]. United Kingdom : Buena Vista Home Entertainment, Inc.

## YouTube:
Name of Channel (Year video posted) *Title of video.* Available at: URL (Accessed: date)

TED (2014) *How to speak so that people want to listen | Julian Treasure*. Available at: https://www.youtube.com/watch?v=eIho2S0ZahI (Accessed 14 December 2016)

## Vidcast/Vodcast:
Author(s) Last Name, Initial. (Year) 'Title of vidcast/vodcast' *Title of website* [Vidcast/Vodcast]. Date (if available). Available at: URL

Twyman, J. (2016) 'Opinion polls and how they are used' *SAGE Video* [Vidcast]. Available at: http://sk.sagepub.com/video/opinion-polls-and-how-they-are-used

## Musical Score:
Composer's Last Name, Initial. (Year of publication) *Title of score*. Notes. Place of publication: Publisher.

Puccini, G. (1997) *O mio babbino caro: Lauretta's Aria from Gianni Schicci*. Arranged for viola and piano by Alan Arnold. New York: Viola World.

## Music or Spoken Word Recording:
Artist's Name (Year of distribution) *Title of recording* [Format]. Place of distribution: Distribution company.

Super Furry Animals (1997) *Radiator* [LP]. UK: Creation Records.

## Computer Game:
Author(s) (if given) (Year) *Title of game* (Edition or version) Platform [Computer Game] Distributor OR if accessed online Available at: URL

Mojang (2009) *Minecraft* XBox 360 [Computer Game]. Mojang Sweden.

## Computer Programme/Software:
Author(s) (if given) (Year) Title of software (edition or version) [Computer Programme]. Distributor OR if accessed online Available at: URL (Accessed: date)

Techsmith Corporation (2012) Camtasia Relay (Version 9.0.0) [Computer Programme]. Available at: https://www.techsmith.com/camtasia.html (Accessed: 14 December 2016)

## Podcast:
Author/Presenter Last Name, Initial. (Year) 'Title of podcast' *Title of website* [Podcast] Date posted. Avaialble at: URL

Maron, M. (2016) 'Episode 744 Kamasi Washington/Ben Ratliff' *WTF with Marc Maron* [Podcast] 22 September. Available at: http://www.wtfpod.com/podcast/episode-744- kamasi-washington-ben-ratliff