This helpsheet will give you the basics of LSBU Harvard Referencing. For further guidance, please refer to the comprehensive LSBU Harvard Style guide found on [https://libguides.lsbu.ac.uk/id.php?content_id=31875575](https://libguides.lsbu.ac.uk/id.php?content_id=31875575) which provides a lot more detail about LSBU Harvard referencing.

There are two elements to Harvard Referencing:

1. In-text citation (Author, year) or (Author, year, page)
   - ........ most important issues for marketers (Blythe and Martin, 2016).
   - Blythe and Martin (2016) suggest that ...........
   - “Impulse purchases are not based on any plan, and usually happen as the result of a sudden confrontation with a stimulus” (Blythe and Martin, 2016, p. 64).
   
   If there is no personal author, then use the corporate author i.e. The Royal College of Nursing (2018) states that........

2. Reference list (at the end of your work – should be listed alphabetically)


**Multiple authors?**

If there are one or two authors, then you need to mention one or both names in the in-text citation, for example, ........(Patel and Jones, 2019).

For **three authors or more**, put et al. after the name of the first author in the in-text citation.

Example: … Anderson et al. (2003) concluded that …

Et al. is an abbreviation of the Latin *et alia* meaning “and others”.

You will still need to reference **all authors** in your reference list at the end of your work.

**Secondary referencing**

If you want to cite a work which is referenced in another work…

Example: Dunn (2012), as cited by Campbell and Smith (2015), believed …

or

Dunn (2012) revealed that … (cited in Campbell and Smith, 2015)

or


Your reference list will include the full details of Campbell and Smith’s work, but no mention of Dunn’s.
**Book**

**Format:**

Author's surname, Initials. (Year of publication) *Title of book*. Edition if later than the first. Place of publication: Publisher.

**Example:**


**In-text citation:** (Drury, 2016)

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**Chapter in an edited book**

**Format:**

Author's surname, Initials. (Year of publication) Title of the chapter, in: Editor's surname, Initials. (ed.) or (eds.) *Title of the book*. Edition if later than the first e.g. 2nd ed. Place of publication: Publisher, page range of chapter.

**Example:**


**In-text citation:** (Gaskell, 2003)

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**E-book**

If an e-book doesn’t have the same publication information of a print version, or you’re unsure whether it is available in print, include the URL and the date you accessed the source. e.g. … Available from: URL [Accessed day month year].

**Format:**

Author's surname, Initials. (Year of publication) *Title of e-book*. Edition if later than the first e.g. 2nd ed. Place of publication if available: Publisher if available. Available from: URL [Accessed date].

**Example:**


**In-text citation:** (Hargreaves and Crabb, 2016)

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**Webpage** (most online reports can be referenced this way too – just use the title of the report as the title – please refer to the more detailed Harvard Referencing guide for further information)

**Format:**

Author's surname, Initials. or name of organisation (year published or last updated) *Title of web page*. Available from: URL [Accessed day month year].

**Example:**


**In-text citation:** (Royal Literary Fund, 2016)
Journal article (print or from one of our subscription databases e.g. CINAHL)

Format:
Author's surname, Initials. (Year of publication) Title of the article, *Title of the Journal*, volume number (issue number), page range of the article.

Example:

In-text citation: (Glasper, 2016)

Online journal article

Digital object identifier (DOI)
A DOI is unique to a source and can be added to a reference in place of the URL and accessed date. A reader can find the location of a source by copying and pasting its DOI into a search engine, such as Google Scholar. As DOIs are permanent identifiers, unlike URLs, you do not need to include date of access in the reference.

If there is a DOI available, put it at the end of the reference.

Format:
Author's surname, Initials. (Year of publication) Title of the article, *Title of the Journal*, volume number (issue number), page range of the article. DOI: DOI number.

Example:

In-text citation: (Serebryannikov, 2010)

If there is no digital object identifier (DOI):

If the article is from a LSBU database – reference as a print version.

If the article is from the open web, such as Google Scholar or ResearchGate, add Available from: URL [Accessed date].

Example:

In-text citation: (Doljin and Fuss, 2015)
Market research report

The library subscribes to a number of online market databases such as Mintel. Below is an example of how to reference these online reports.

Format:

Author’s surname, Initials. or Name of organisation (Year of publication) Title of report. Edition if later than the first e.g. 2nd ed. Available from: URL [Accessed day month year].

Example:


Lecture notes/handouts

NOTE: It is important to check with your lecturer if referencing class notes is appropriate for your assignment.

Format:

Author’s surname, Initials. (Year produced) Title of handout/lecture. [Description and name of course, module code]. Name of teaching establishment, Date of lecture.

Example:


In-text citation: (Smith, 2012)

The library subscribes to RefWorks. This is a referencing tool which will generate references for you. However, you will need to spend time learning how to use this tool. You will also still need to check that the references generated are accurate and adhere to the LSBU Harvard style. If you’d like help with using Refworks, please contact the Information Skills Librarians (askalibrarian@lsbu.ac.uk) or visit the Research Helpdesk.

For any queries regarding referencing or using RefWorks, please visit here to arrange a 1:1 appointment:

Go.lsbu.ac.uk/askalibrarian

OR

Visit the Research Helpdesk
Level 3 Bridge, Perry Library
Monday-Friday (term-time)
12pm-4pm
for drop-in assistance.

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