Referencing for Drama using the Harvard Style

About this guide

The Harvard System (also called the Author - Date System) is the preferred referencing method for the School of Arts and Creative Industries. This guide has been specifically designed for Drama students. There is a larger LSBU Harvard guide available on the LLR MyLSBU and Moodle pages for all subject areas.

If you look at other Harvard Referencing guides available in print or online, you may notice variations between them. The important thing is to be consistent and to follow any specific instructions from your lecturers.

Throughout the guide you will see advice in Best Practice boxes.

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Why do we need to reference?

Referencing is an essential academic skill. You need to reference in order to:

- show evidence of your research
- support your arguments and analysis
- allow readers to identify and locate the sources you have used
- acknowledge the work and ideas of others.

If you do not reference properly, you will lose marks and risk plagiarising the work of others. Plagiarism is the act of passing off someone else’s work as your own and is a form of cheating. For further information, please read How to Guide 4 on plagiarism which is available on the Referencing Your Work page on MyLSBU.

NOTE: You need to acknowledge others’ work, even if you are paraphrasing or putting their work or ideas into your own words.

1. The two stages of the Harvard system

1.1 In-text citation

When you refer to someone’s work in your essay, you need to include an in-text citation. This is normally the surname(s) of the author(s) and the year their work was published.

The citation normally comes at the end of a sentence in brackets:

Example:
...although other authors have denied this (Hartley, 2015).

Or, if you include the author’s name as part of the sentence, put the year of publication immediately after in brackets:

Example:
... Hartley (2015) declared that ...

If you use a direct quote, include the page number. See 2.7 for examples of citing direct quotes.

1.2 Bibliography

Include a list of full references at the end of your essay under the title ‘Bibliography’. These references should be arranged alphabetically, normally by author. See section 3 onwards for instructions.

Make sure that your in-text citations have corresponding references in the bibliography and vice versa.

2. Citing references within the text (In-text citations)

2.1 Citing a book, play or production

To indicate the title of a book, play or production within your assignment,
italicise it.

Examples:
Peter Weiss’s Marat/Sade is a play within a play.

The works which did most to disseminate Aristotle’s ideas on poetry in the ancient world were the three books On Poets.

2.2 Citing an article or a book chapter

You should use single quotation marks in your essay to indicate the title of a text that is part of a larger work or collection of texts.

Examples:
In his article ‘Hindu Magic in Provence’, Michael Ratcliffe describes the quarry in which Peter Brook presented the epic production of The Mahabharata.

In his article, ‘RSC/NT: Just how dangerous is the duopoly’, Michael Billington refers to the resentment felt by directors of the power of the two national companies.

2.3 Work by a corporate author

If the work is written by a corporate author, include the name of the corporation:

Example:
(British Broadcast Corporation, 2008)

2.4 Work with three or more authors

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”.

2.5 Multiple references with the same author and publication year

Documents with the same author and publication year can be distinguished from each other by putting a letter after the year in both the in-text citations and reference list.

Example:
... (Williamson, 2001a), (Williamson, 2001b) etc. ...

2.6 Multiple references for the same idea or concept

When you use multiple references to back up an idea the in-text citations should be written in chronological order.
Example:
... as multiple authors confirm (Chandra 1998; Brown 2001; Yates 2009 and Smith 2015) ...

2.7 Citing a direct quote

If you quote the exact words directly from a text you must use quotation marks to indicate this. The author(s) and date must be stated, and if available the page number.

Example:
... Jackson (2004, p. 575) declared that “This is the finest example of postmodernism ...”

For a long quote (over 40 words), indent the text and leave a line space before and after the quote rather than using quotation marks.

Example:
Pears and Shields provide the following definition:

Plagiarism is a term that describes the unacknowledged use of someone’s work. This includes material or ideas from any (published or unpublished) sources, whether print, web-based (even if freely available) or audio-visual. Using the words or ideas of others without referencing your source would be construed as plagiarism and is a very serious academic offence. (Pears and Shields, 2013, p. 1).

You can leave out any section of a quote as long as you make this clear by inserting an ellipsis (...).

Example:
Smith (2013, p. 13) comments that, “All instructions on how to study Shakespeare ... will stress that your interpretations must not be based on conjecture or assertion ...”.

2.8 Secondary referencing

If you want to cite a work which is referenced in another work, you should try and track down the original. However, if this is not possible, make it clear in your text where you found the information and only include a reference to the document you have read.

Example:
Dunn (1988), as cited by Campbell and Muncer (1998), believed ...
or
Dunn (1988) revealed that ... (cited in Campbell and Muncer, 1998)
or
... (Dunn, 1988, cited in Campbell and Muncer, 1998).

Your reference list will include a reference to Campbell and Muncer’s work, but not to Dunn’s.
2.9 Verse Play Texts

If you want to quote just a few lines from a verse play, you should do so within your sentence, using slashes as line-break indicators. Be careful to reproduce the capitalisation and punctuation of the original exactly.

Example:
On her arrival in Aulis, Racine’s Iphigenia describes her father as “This ardent lover, all importance, whom/Even the Greeks could not tear from these shores,/.” (Racine, 2004, 2.3: pp.598-599)

A long quotation from a verse play should be indented and must observe the line breaks and punctuation exactly.

Example:
When facing her father after her secret marriage to Othello has been revealed, Desdemona dramatically proclaims her love for her husband:

That I did love the Moor to live with him,
My downright violence and storm of fortunes
May trumpet the world. My heart’s subdued
Even to the very quantity of my Lord.
I saw Othello’s visage in his mind
And to his honours and his valiant parts
Did I my soul and fortunes consecrate.

(Shakespeare, 1984, 1.3: pp.245.251)

See section 11 for how to write the full reference.

If you wish to quote dialogue then you need to state the characters speaking and, again, set out the line breaks exactly.

Example:
Duke: If you please,
Be’t her father’s.
Brabantio: I’ll not have it so.
Othello: Not I.

(Shakespeare, 1984, 1.3: pp.237-239)

2.10 Prose Play Texts

The rules for quoting from prose play texts are exactly the same for verse texts but you do not have to follow the line endings, only the punctuation. When referencing the prose play, treat it the same way as a book.

Example:
Though Billy is unaware of the ultimate rejection of his own parents, he feels his inability to get hired as an actor in Hollywood keenly. “I’d hoped I’d disappear forever to America. And I would’ve too, if they’d wanted me there.” (McDonagh, 1997, p.69)
3. **Format of the bibliography**

The bibliography should contain the details of all the sources you’ve consulted for your assignment, even if you did not cite them directly in your work.

Put all your references in one list under the heading ‘Bibliography’. Do NOT list resources by type.

List references in alphabetical order by the authors’ surnames/names of corporate authors or by the first letter of the reference. However, if you are referring to a corporate author that starts with 'The' e.g. The Guardian, list in alphabetical order by the first word after 'The' e.g. The Guardian would be listed under ‘G’.

If you are citing two or more sources by the same author, they should be listed in chronological order of the year of publication.

Works by the same author, published in the same year can be distinguished from each other by putting a letter after the year of publication.

Example:

4. **General style guidelines for references**

Place a colon (:) after the short title, before a sub-title.

Example:

Begin titles with a capital letter. The rest of the title should be in lowercase, unless it contains a proper noun (the name of a place, person or thing). The exceptions are journal and newspaper titles which should have all major words capitalised.

The title of a source should be italicised. **NOTE**: the title of a chapter in an edited book and the title of an article in a journal or newspaper are **not** italicised. See 10.3 for a chapter in an edited book, and 12 for journal articles.

The place of publication is a city or town, not the country. Only include the first place acknowledged.

5. **Missing information**

5.1 **No date**

If you cannot find a year of publication, insert [no date] in the reference.

Example:

In-text citation: (National Theatre, no date)

5.2 No author

If there is no named author and no corporate author, start the reference with the title of the source.

Example:

In-text citation: (A writer’s note-book, 1946)

If you want to cite a website which has no author or title, cite the website’s title. However, be very wary of citing web pages that have little information about the author and their credentials.

5.3 No page numbers

When citing a direct quote, if there are no page numbers, use the paragraph no., chapter no. or the % (on an e-book reader) instead.

Example:
(Smith, 2012, para. 4).

6. Referencing works in languages other than English

First check with your lecturer if it is acceptable for you to reference works in other languages. Otherwise, reference the work in the same way you would reference a work in the English language.

7. Translated works

Include the name of the translator after the title of the work.

Format:
- Author’s surname, Initials. (Year of publication) Title of the book. Translated by Translator(s) Surname, Initial(s). Place of publication: Publisher.

Example:

In-text citation: (Cohen and Benton, 2014)

8. General guidelines for referencing online resources

In general, if an online source is also available in print then just follow the guidelines for referencing the print version. This is particularly advisable for e-books and e-journal articles on LSBU subscription databases.
If an online resource does not have the same publication information of a print version, or you are unsure whether it is available in print, include the URL and the date you accessed the source in the reference list.

e.g. ... Available from: URL [Accessed day month year].

Alternatively, if a source has a **Digital Object Identifier (DOI)**, include this in place of the URL in the reference list. You do not need to include date of access as the DOI is a permanent identifier. (See 12.2 for further information about DOIs).

NOTE: the in-text citation for an online resource has the same format as for a print resource i.e. name of author(s) and year of publication, followed by the page number if including a direct quote.

### 8.1 Long URLs

If an online source has a long URL (e.g. longer than one line), it is acceptable to shorten the URL up to the first forward slash.

### 9. Referencing tools

LSBU 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 would like help with using Refworks, please contact the Information Adviser for your subject (see 32 Further Help).
How to reference different sources

Any materials you find in an LSBU database, including the library catalogue, can be referenced as though they were a print version.

10. Books

10.1 Print book

Format:
Author’s surname, Initials. (Year of publication) Title of book. Edition if later than the first e.g. 2nd ed. Place of publication: Publisher.

Example:

In-text citation: (Richardson, 2011)

Finding the year of publication in a book:
If the year of publication is not clear look for the latest copyright date. This is next to the copyright sign © usually on the reverse of the title page. Do not use a reprint date.

10.2 Edited book

Format:
Editor’s Surname, Initials. (ed. for one editor) or (eds. for more than one editor) (Year of publication) Book title. Edition if later than the first e.g. 2nd ed. Place of publication: Publisher.

Example:

In-text citation: (Loomba and Orkin, 1998)

NOTE: if you are referencing a chapter written by another author in an edited book see the following guidelines in 10.3 below.

10.3 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:

Best Practice
Place of Publication: Use the first place listed on the copyright page.

Best Practice
BE CONSISTENT! If you use a variation in referencing such as ed. for editors or Boston, MA. for the place of publication, make sure you use the variation throughout.

Best Practice
For an American place of publication, add the state after the city e.g. Boston, Massachusetts.
In-text citation: (Luckhurst, 2008)

10.4 E-book

If an e-book does not have the same publication information of a print version, or you are 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:

If you are accessing an e-book on an e-book reader, you may find it helpful to mention this in your reference, especially if you are directly quoting from it.

Format:
Author’s surname, Initials. (Year of publication) Title of book. Edition if later than the first e.g. 2nd ed. Place of publication: Publisher. [Name of e-book reader edition].

Example:

If no pagination is available use the information you do have to cite a direct quote e.g. loc, %, or chapter.

Example in-text citation: (James, 2012, 34%)

10.5 Dictionary or reference book

Best Practice
DO NOT use Google Search as a reference for a definition. Always find a reputable source and reference that.

Format:
Title of book (Year of publication) Edition if later than the first e.g. 2nd ed. Place of publication: Publisher.

Example:

If referencing an online reference book, include the URL and date accessed instead of place of publication and the publisher.
Example:

In-text citation: (Collins, 2016)

11. Plays

Format:
Author’s surname, Initials. (Year of publication) *Title*. Place of publication: Publisher.

Example:

Example in-text citation: (Racine, 2004)

11.1 Recent edition of a play

If it is a more recent edition of a play (as most Shakespeare plays are, for example), you need to include the bibliographical details for that edition.

Format:
Author’s Surname, Initials. (Year of edition) *Title*. Edited by Editor’s Surname, Initials. Place of publication: Publisher.

Example:

Example in-text citation: (Shakespeare, 1984)

11.2 Translated plays

If a play has been translated, you need to include these details in your reference.

Format:
Author’s Surname, Initials. (Year of translation) *Title*. Translated by Translator’s Surname, Initials. Place of publication: Publisher.

Example:

Example in-text citation: (Chekov, 2005)
12. Journals

12.1 Print journal article

Details for referencing a journal article can normally be found on the first page of the article.

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: (Jones, 2013)

12.2 Online journal article

Digital object identifiers (DOI) were introduced in 2000. 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: (Stiller et al., 2003)

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: (Reid, 1998)
13. Newspapers

13.1 Print newspaper article

The format is similar to that of a journal article except that you provide the specific date the article was published instead of a volume and issue number. You also need to indicate if your reference is from a particular section of the paper.

Format:
Author’s surname, Initials. (Year of publication) Title of article, *Title of Newspaper*, (details of supplement if relevant), Day Month published, page number(s).

Example:

In-text citation: (Billington, 2013)

Format for newspaper article with no author:
*Title of Newspaper* (Year of publication) Title of article, Day Month published, page number(s).

Example:

In-text citation: (*The Guardian*, 2012)

13.2 Online newspaper

Format:
Author’s surname, Initials. (Year of publication) Title of article, *Title of Newspaper*, (details of supplement if relevant), day month. Available from: URL [Accessed day month year].

Example:

In-text citation: (Elkin, 2012)

14. Magazine articles

The format is similar to that of a journal article and newspaper article. If no volume or issue number is available, include the date the article was published.

Format:
Author’s surname, Initials. (Year of publication) Title of article, *Title of Magazine*, (details of supplement if relevant), day month published or
just month or issue number, page number(s). If referencing an online magazine article, include the URL and date accessed.

Example:

In-text citation: (Hemley, 2017)

15. Web pages

It’s best to start your research by using LSBU databases before searching the free web. Remember that anyone can publish anything on the web, so you will need to evaluate the quality and reliability of a web page or web document before you refer to it in your assignments.

15.1 Webpage with author

Format:
Author’s surname, Initials. or name of organisation (year published or last update) Title of web page/document. Available from: URL [Accessed day month year].

Example:

In-text citation: (Martyris, 2014)

15.2 Web blogs

NOTE: blogs are often anonymous and many authors just use their first names or pseudonyms.

Format:
Author’s surname, Initials. or pseudonym (Year of posting or last update) Title of blog entry, Title of blog, day month of posting. Available from: URL [Accessed day month year].

Example:

In-text citation: (Millward, 2014)

16. Social media sites e.g. Facebook, Twitter

Format:
Author’s surname, Initials or username (Year published) Title of message, Title of site, day and month of post. Available from: [Accessed...
Example:

In-text citation: (Smith, 2012)

17. Mobile Apps

Format:
Originator/author’s surname, Initials or Corporate author if ascertainable otherwise use the title. (Year or release date). Title of app [Mobile app]. Version no. Available from: URL [Accessed day month year].

Example:

In-text citation: (University of Warwick’s English and Comparative Literary Studies Department, 2012)

18. 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. Place of Publication: Publisher.

Example:

In-text citation: (Arts Council, 2010)

If you find the report online, the reference would be:

Example:

In-text citation: (Department for Education, 2011)

19. Conference proceedings

19.1 Print conference paper

Format:
Author’s surname, Initials. (Year of publication) Title of conference paper, in: Title of conference, Location, date of conference. Place of publication: Publisher, page range of paper.

Example:

In-text citation: (Bandelt, 2017)

19.2 Online conference paper

Format:

Example:

In-text citation: (Lahti, 2010)

Alternatively, if the article has a digital object identifier (DOI), include this in place of the URL and date of access. See section 12.2 for more information about DOIs.

20. Dissertations and theses

Format:
Author’s surname, Initials. (Year submitted) Title of dissertation/thesis. Level of award, Location of awarding institution if not clear from name: Name of awarding institution.

Example:

In-text citation: (Cope, 2006)

21. Films, TV, podcasts and online videos

21.1 Films/DVDs

Format:
Title of film/DVD (Year of release) [Film/DVD]. Directed by Director’s
name. Place of distribution: Distribution company.

Example:

In-text citation: (The artist, 2012)

21.2 TV or radio broadcast

Format:
Title of broadcast (Year of broadcast) [Type of broadcast]. Channel, date of broadcast.

Example:

In-text citation: (Armando’s tale of Charles Dickens, 2012)

If the broadcast is an episode in a series the format would be:
Title of episode (Year of release) Title of programme, series and episode numbers. [Type of broadcast]. Channel, date of broadcast.

Example:
This is England (2012) Simon Schama’s Shakespeare, series 1, episode 1. [TV programme]. BBC2, 22 June.

In-text citation: (This is England, 2012)

21.3 TV or radio broadcasts on Box of Broadcasts

Format:
Title of broadcast (Year of broadcast) [Type of broadcast]. Channel, episode, date of broadcast. Available from: Box of Broadcasts. http://bobnational.net [Accessed day month year].

Example:

In-text citation: (Armando’s tale of Charles Dickens, 2012)

21.4 Podcasts

Format:
Author or presenter’s surname, Initials. (year that the site was last updated) Title of the podcast. [Podcast]. Day/month of posted message. Available from: URL [Accessed day month year].

Example:

In-text citation: (Bano, 2017)

### 21.5 Online video

**Format:**
Author’s surname, Initials or username (year created/uploaded) *Title of video* [Online video]. Available from: URL [Accessed day month year].

**Example:**

In-text citation: (Stanford Humanities, 2011)

### 22. Live performances

#### 22.1 Play

**Format:**
*Title* by Author (Year of performance) Directed by director’s name [Location. Date seen].

**Example:**

In-text citation: (*A small family business*, 2014)

#### 22.2 Dance

**Format:**
Choreographer’s surname, Initials. (Year of premiere) *Title* [Location. Date seen].

**Example:**
Khan, A. (2013) *iTMOi* [Sadler’s Wells, London. 11 June 2014].

In-text citation: (Khan, 2013)

### 23. Illustrations/artworks/diagrams/figures/photographs

#### 23.1 Online image

*Best Practice*
Do not reference images from Google Images. Go to the website the image is hosted on, check permissions, and reference that location.

**Format:**
Author’s surname, Initials. (Year published/uploaded/created) *Title* [Format e.g. Photograph]. Available from: URL [Accessed day month year].

Where the author is not known, begin the reference with the *Title of the*
work.

Example:

In-text citation: (Rinaldi, 2013)

### 23.2 Image found within a book/journal/web article

If you want to refer to an image found within a source, for example, an illustration inside a book or a photo within an online article, and the author of the work is also the creator of the image, just reference the source and put the page number and/or figure number (if available) where you found the visual resource in the in-text citation.

If the image is by a different author, include information about the original creator in the body of your work and just reference the book etc. in which you found the image in your reference list.

Example of an in-text citation to an illustration found in a book:
... Barker’s illustration (Whittle, 1998, p. 176, fig. 10.5) shows a young girl leaving the village ...

NOTE: for the above example, you’d only include a reference to Whittle in the Reference list.

If you are copying and pasting an image from an online article, also include the caption/details of creator where available and put the in-text citation to the source underneath.

### 23.3 Artwork/Exhibit on location

If you viewed an illustration/artwork/photograph/exhibit etc. on location e.g. at a gallery, reference the work as follows:

Format:
Creator’s name, Initials. (Year produced) *Title of the work*. [Type e.g. Oil on Canvas]. Place, Location [Viewed day month year].

Example:

In-text citation: (Fragonard, 1766).

### 24 Catalogues

Use this format for eg. exhibition catalogues

Format:
Author of catalogue’s Surname, Initials. (Year) Title of exhibition. Location and date(s) of exhibition [Exhibition catalogue].

Example:

In-text citation: (Urbach, 2007)

25 Programme
When citing a programme for a play, use the company name unless the article has a named author, then cite that individual.

Format:
Author of article or name of company. (Year) Title of play/Title of article. Theatre. Place of publication: Publisher. [Programme].

Example:

In-text citation: (Thomas, 2008)

26 Interviews
If you have conducted an interview as part of your research, include a transcript and full details of the interview in an appendix rather than referencing it in the reference list. NOTE: Make sure you have the permission of the interviewee before making the transcript available to others.

If you have read or listened to an interview conducted by another person then reference the publication or broadcast following the guidelines for that format.

27 Conversations
Personal communication by face-to-face, telephone or online (such as Skype) methods can be referenced as follows.

Format:
Sender/speaker/author’s Surname, Initials. (Year of communication) Medium of conversation with Receiver of communication, Day/month of communication.

Example:

In-text citation: (Walters, 2017)

28 Emails
29 Discussion list messages

Format:
Author’s Surname, Initials. (Year posted) Title of message, Message list name, day and month of post. Available from: URL [Accessed day month year].

Example:

30 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, 2016)

31 LSBU Virtual Learning Environment (VLE) materials

For chapters and articles that have been scanned and uploaded onto LSBU VLE, reference them as print resources.

For lecturer’s note/handouts. Follow guidelines in section 30 above and include the following at the end:
Available from: https://vle.lsbu.ac.uk/ [Accessed day month year].

Example:
In-text citation: (Smith, 2016)

32 Further help

Visit the LLR Referencing site on Moodle for glossaries, interactive lessons, quizzes, guides etc. https://vle.lsbu.ac.uk/course/view.php?id=21372

Please contact the Information Skills Libraruans if you have any enquiries about referencing or to arrange a one-to-one appointment via askalibrarian@lsbu.ac.uk

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