

Author-Date, or Harvard Style of Referencing

Introduction

- The author-date referencing format entails a two part system—an in-text citation and a bibliography that appears at the very end of the document.
- Ideas borrowed from others are indicated by simply placing the author’s surname along with the date of the publication in brackets. The author’s surname is followed by a comma. An example being: “(Morrison, 2013).” The bibliography then goes on to list the references in an alphabetical order following the author’s surname.
- All direct quotes, whether in the main text, or in footnotes, are to be presented within double quotation marks (“ ”) rather than single quotation marks (‘ ’). Double quotation marks are also to be used for names of journal articles, short stories, and the like, as detailed in a section below. Double quotation marks are also to be used for “scare” quotes; i.e., quotation marks placed round a word or phrase to draw attention to an unusual, non-standard, or ironic use. Single quotation marks are only to be used for quotes within quotes; i.e., if the author you are quoting is quoting someone else or presenting direct speech.
- The rules mentioned herein are based on the rules stated in Pears, R. and Shields, G. (2013) *Cite Them Right: The Essential Referencing Guide*. 10th edn. Basingstoke: Palgrave MacMillan.

Citations Within the Text

In-text citations with an author

The following are a few ways authors can be cited:

- The author’s surname along with the year of publication can be mentioned in various forms. When the author’s name appears or occurs naturally in a sentence, the year is given in brackets. For example: “Following the same mode of thought Morrison (2010) argued...”
- However, when the name does not occur naturally in the sentence the name and the year are given in brackets together: “A recent study (Morrison, 2010) shows...”

- If an author has published more than one cited document in the same year, it is distinguished by adding lower case letters (a, b, c, etc.) to the year. For example: “Rowling (2012a) discusses the dynamics of power in magic.”
- When there are two or three authors, the surnames of all authors are to be stated. For instance: “Rowling and Gaiman (2010) have proposed that...”
- If there are more than three authors to be mentioned, one may use *et al.* in the text and the bibliography. For example: “King *et al.* (2008) conclude that...”

Citations in-text without authors

In the absence of an author, an item is cited by the title and the date. For instance: “In the film *To Kill a Mockingbird* (1962), the protagonist says...” Or, “The character of Torrance (*The Shining*, 1977) has become iconic.”

If possible, provide the page-number in the in-text-citation. The year of publication is followed by a comma, and a “p.” to denote the page number, followed by the number itself. There should be no space between the “p.” and the number, as follows: “Bond (2004, p.20) goes on to say...”

Quotations

In case of quoting directly from any source one has to always indicate the page number/s along with the author and date, for example “(Leon, 2008, p.25).”

In the case of short quotations which are less than twenty words and usually part of the text, one must enclose them within quotation marks. For example: “Bond (2001, p.300) says that ‘Research should at least attempt to be original’” [please note that single quotation marks have been used in this example, because it is a quote within a quote].

In the case of long quotations, or block quotations, of more than twenty words, one should leave a line’s space above and below the quote and then indent it from the left. In this case quotation marks are not necessary. The citation will follow after the final full-stop of the block quote, and will not have a full-stop after it. For example:

If what I’ve talked about so far is the experience of a subtle, “everyday” discrimination, let me not pass by explicit racism – the tipping points, when I’ve seen

for myself, the naked face of hatred. The first time a drunk in bar called me a “Sammy”. I was unaware that a word last widely used in colonial South Africa was still in popular parlance. (Ray, 2016, p.49)

In-text citations and page numbers for electronic books (eBooks)

When an eBook looks like the print version and its page numbers are available, follow the rules for a printed book.

In the absence of page numbers, for example on an eReader, any indication one can give about the place in the book that the quote/reference comes from—for example the loc, or % or chapter—is useful. For example: (Greer, 2018, 54%) or (Vance, 2016, ch.5).

Bibliographies

The bibliography at the end of a document is to be listed in alphabetical order according to author’s surname.

If one has cited more than one item by the same author they should be listed

1. Chronologically (earliest first), and
2. By letter—e.g. (1906a), (1906b)—if more than one item has been published in the same year.

Please apply a hanging indent to format all bibliographic entries.

You are not required to divide the bibliography into types of resources such as books, articles, web sites etc.

Titles of books, journals, newspapers, encyclopaedias etc. are to be italicised, and journal titles are to be written in full. Examples:

Morgan, Kenneth. 2007. *Slavery and the British Empire: From Africa to America*. Oxford: Oxford University Press.

Burgess, Miranda. 2015. “Sydney Owenson’s Tropics.” *European Romantic Review* 26 (3): 281–88.

Please note that authors' names are to be given in full, if available, in the order indicated above. Only middle names (if any) are to be abbreviated, as follows: "Briggs, John H. Y." Unlike in the MLA Style, bibliographic entries for print volumes do not need to be accompanied by a "Print" at the end.

Please also note that a hanging indent needs to be applied in order to format bibliographic entries.

Books and Monographs

In the case of personal author(s)

Bhattacharya, Nandini. 1998. *Reading the Splendid Body: Gender and Consumerism in Eighteenth-Century British Writing on India*. Newark: University of Delaware Press.

With editor as author:

Tadhg Foley and Maureen O'Connor, eds. 2006. *Ireland and India*. Dublin: Irish Academic Press.

A chapter in a book:

Ferris, Ina. 1998. "Writing on the Border: The National Tale, Female Writing, and the Public Sphere." In *Romanticism, History and the Possibilities of Genre*, edited by Tilottama Rajan and Julia M. Wright, 86–106. Cambridge: Cambridge University Press.

Electronic books

In case an eBook looks like the print version and one has all the necessary information for references, such as publication details and page numbers, the rules for a print book are followed.

If one has downloaded a book to an eReader one is to include the web address of their source and the date it was downloaded, as follows:

King, Stephen. 1985. *The Shining*. Available at: <http://www.amazon.co.uk/kindle-ebooks> (Downloaded: 10 August 2010).

Journal articles:

An article with an author:

Ruxton, Carrie. 2016. "Tea: Hydration and Other Health Benefits." *Primary Health Care* 26 (8): 34-42.

An article with no author:

If an article (or any document) is published by an organisation, and if the author is unidentified, then the organisation becomes the author; i.e., a **corporate author**:

World Caffeine Organisation. 2001. "The Pain of Being a Caffeine Freak." *New Scientist* 17 (2): 27-9.

An article with no author and no corporate author:

"Coffee Drinking and Cancer of the Pancreas" (Editorial). 1981. *British Medical Journal*, 283 (6292): 628.

Electronic articles

When an electronic article looks like the print version and you have all the information for a reference including page numbers, follow the rules for a print article.

When the electronic article is in HTML and the page numbers are not mentioned, substitute the page numbers with the web address and the date when it was accessed.

For example:

Bernstein, Mary. 2002. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*. Available at: <https://www.alistapart.com/articles/writeliving> (Accessed: 23 January 2015).

Newspaper articles:

For example:

SNS and Agencies. 2019. "Nation rallies behind ISRO." *The Statesman*, 8 September.

When the author is not specified, the title of the newspaper is used instead of the author:

- In-text citation: "A recent article (*The Statesman*, 2019, p. 1)..."
- Bibliography: *The Statesman*. 2019. "Task Force to Draw up National Infra Pipeline." 8 September.

Please note that the bibliographic entry for a newspaper article will not contain page numbers. If the article is quoted directly, in-text, then the in-text citation must contain the page number. For example: "A recent article in *The Statesman* (SNS and Agencies, 2019, p. 4) argued..."

While referencing to a **section of a newspaper** where page numbers may be similar as in the main paper, the section is to be mentioned. For example:

In-text: “As mentioned in a recent article (*The Statesman: Sports Pages*, 2019, p. 4)...”

Bibliography:

The Statesman: Sport Pages. 2019. “Nadal One Step Away from Another Major Title.” 8 September.

When it is an online article the process of citation should be:

BBC News. 2019. “Lord Falconer: Anti-Semitism Real Problem for Labour.” 6 September. Available at: <https://www.bbc.com/news/av/uk-politics-> (Accessed: 8 September 2019).

Web Sites:

Web pages with an author:

Corbett, Richard. 2013. *Richard Corbett’s Social Science Resources*. Available at: <http://www.socialsciencesresources.net/> (Accessed: 28 May 2014).

Web pages with corporate authors:

Cancer Council. 2017. *Causes of Cancer*. Available at: <https://www.cancer.org.au/about-cancer/causes-of-cancer/> (Accessed: 21 May 2018).

When author is unidentified, the title of the web page is to be used.

Example:

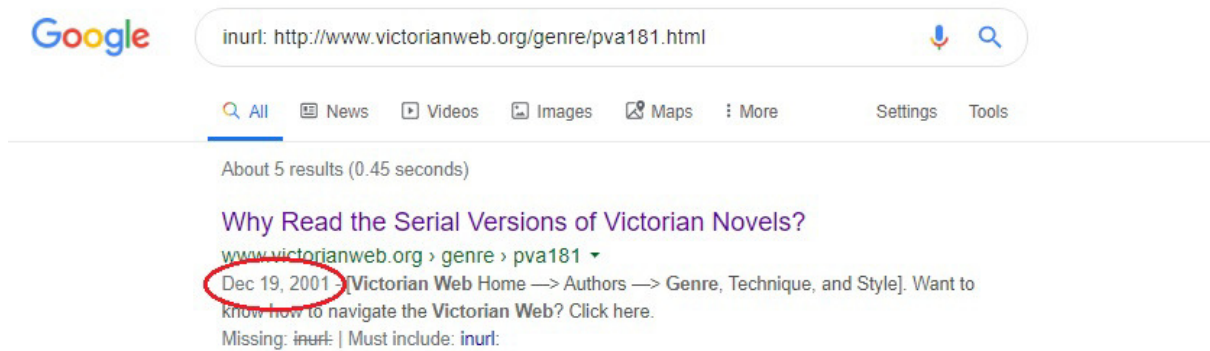
- In-text citation: “The archaeological site revealed the vast influence India had on the rest of the world (*Culture and India*, 2018)...”
- Bibliography: *Culture and India*. 2018. Available at: <https://www.theguardian.com/> (Accessed: 24 May 2018).

When **no author** is identified and the web site has **no title**, use the web address (URL).

Sometimes, a website will not provide information on when a particular web-page was published. Here is our quick **guide to how to find the date published** or date of last update of a website:

- Copy-paste the URL of the website from the address bar.
- In google type: inurl: [URL of the website] (without the brackets). Press enter. In many cases, in the page that now appears, the website’s date of publication will now be visible just below the link to the website. If it does not, take the following step:
- In the address bar of the page that now appears, go to end of address and add "&as_qdr=y15" (without the quote marks)

- In the page that now appears, the date of publication should appear just below the link to the website, as follows:



Please note that we strongly recommend the use of peer-reviewed scholarly articles published in reputable academic journals and books, rather than untrustworthy articles on the Internet, as secondary sources.

Blog posts

Example:

Roy, Sushanta. 2019. "Chandrayaan-2: Modi Proud Despite Moon Landing Setback." *Newslog*, 7 September. Available at: <https://www.bbc.com/news/world-asia-india> (Accessed: 8 September 2019).

Audio-visual materials:

Film or DVD

The rules for a citation of a film or DVD are: *Title of film*. Year of distribution. Directed by... [Film or DVD]. Place of distribution: Distribution company.

Example:

The Social Network. 2010. Directed by David Fincher [film]. United States: Sony Pictures Home Entertainment.

Television programme

The rules for television programmes are: *Title of programme*. Year of broadcast. Name of channel, day & month of broadcast.

Example:

The Simpsons. 1989. Fox, 17 December.

Episode of a TV series

The rules for episodes are: "Title of episode." Year of broadcast. *Title of programme/series*, number of series, number of episode. Channel, day and month of broadcast.

Example:

“*The One with Princess Consuela.*” 2004. *Friends*, Series 10, Episode 14. NBC, 26 February.

TV programme on DVD

Also include year of distribution, director and writer, date of first broadcast, place of distribution and distribution company.

Example:

Peaky Blinders. 2013. Directed by Otto Bathurst and Tom Harper. Written by Steven Knight. First broadcast 12 September [DVD]. London: BBC.

Video on YouTube

The rules for videos on YouTube are:

Name of the person/organisation posting the video. Year the video was posted. *Title of video*. Available at: web address (Accessed: date).

Example:

BrockLibrary. 2011. *Evaluating Web Resources*. Available at: http://www.youtube.com/watch?v=S_RyObc4kWo (Accessed: 29 January 2014).

Podcast

The rules for podcasts are:

Presenter. Year the site the podcast is embedded in was published or last updated. *Title*. Day and month of posted message. Available at: web address (Accessed: date).

Example:

Hirshfield, Jane. 2019. *Jane Hirshfield Reads “Page.”* 23 September. Available at: <https://www.poetryfoundation.org/podcasts/150890/jane-hirshfield-reads-page> (Accessed: 26 September 2019).

Paintings/Drawings:

The rules are:

Artist. Year. *Title of work* [Medium]. Institution/Collection, City.

or

Artist. Year. *Title of work* [Medium]. Available at: URL (Accessed: day month year).

Example:

Grant, Wood. 1930. *American Gothic* [Oil on beaverboard]. Art Institute of Chicago, Chicago

Photographs:

The rules are:

Name of Photographer. Year. *Title of photograph* [Photograph]. Place of publication: publisher.

or

Name of Photographer (Year) *Title of photograph*. Available at: URL (Accessed: day month year).

Example:

Rosenthal, Joe. 1945. *Raising the Flag on Iwo Jima* [Photograph]. New York: Associated Press.

Exhibitions

The rules are:

Title of Exhibition. Year [Exhibition]. Venue, City. Date(s) of Exhibition.

Example:

Pre-Raphaelite Sisters. 2019-2020 [Exhibition]. National Portrait Gallery, London. 17 October 2019 – 26 January 2020.

To refer to a specific exhibition label or text panel, give the title of the label or panel in double speech marks, then “in,” then the full reference for the exhibition.

Lectures:

The rules are:

Author/Speaker. Year. “Title of communication” [Medium], *Module code: Module title*. Institution. Day, month.

Example:

Mill, James. 2018. “Epigenomic Pathways to Schizophrenia: Genetics, Environment and Development” [Lecture], *19th Paul Janssen Lecture*. King’s College, London. 5 December.

Conference: For conference papers mention the name of the writer followed by the year in which it was published. The paper title and conference name have to be cited along with the date and place of publication. The name of the publisher needs to be mentioned as well.

Example:

Clarke, Michael. 2012. “The Power of Social Media in Public Relations,” *Changes in Communication*. Lugano, Switzerland, 1-4 January. Vienna: Springer.

Theses:

Print:

Atwood, Harry. 2011. *The Experiences of Sex Workers in Paris 1933-1940*. Unpublished PhD thesis. Oxford University.

Official and Legal:

In-text citation

For legal citation, use either the italicized short title in the sentence or put it within brackets at the end of the sentence. For example, (*Liberty Act 2009*). In case you want to mention a specific regulation or a section, use the abbreviation r. or s. along with the number. For example, *Liberty Act 2009*, s. 4.

Use the name of the case within double inverted commas when writing about case law, and mention the date in brackets. For example, “Cooper & Clarkson” (2003). In case you want to specify a particular paragraph or a page in the law report, use the abbreviation p. or para. along with the number. For example, “Cooper & Clarkson” (2003, p. 18)

Bibliography: these are a few examples from print and online legal documents:

Statute or Act:

Equality Act 2010, c. 15. London: The Stationery Office.

Statutory Instrument:

Equality Act 2010 (Commencement No. 1) Order 2010 (SI 2010/1736). Available at: <http://uk.practicallaw.com/uklegislation/ukxi/2010/1736/contents> (Accessed: 6 May 2014).

Case or Law Report:

“Seldon v Clarkson Wright & Jakes” (2012) *UKSC*, 16.

Parliamentary papers:

Parliament. House of Lords. 2008. *The European Union and Russia*. (HL 2007-2008 (98)).

Available

at: <https://www.publications.parliament.uk/pa/ld200708/ldselect/ldeucom/98/98.pdf> (Accessed: 28 May 2017).

Bill:

Equality Bill. 2009. Parliament. House of Commons Bill no. 85. London: The Stationery Office.

Parliamentary Debates (Hansard):

Blair, A. 2001. “International Terrorism and Attacks in the USA”, *Hansard: House of Commons debates*, 14 September, 372, c.606. Available

at: <http://www.publications.parliament.uk/pa/cm200102/cmhansrd/vo010914/debindx/10914-x.htm> (Accessed: 14 July 2017).

Government (Green, White & Command) Papers:

Government Equalities Office. 2008. *Framework for a Fairer Future - the Equality Bill* (Cm 7431). London: The Stationery Office.

Law Commission Reports:

Law Commission. 2006. *Murder, Manslaughter and Infanticide*. (Law Com No 304, HC 30) Available

at: [http://lawcommission.justice.gov.uk/docs/lc304 Murder Manslaughter and Infanticide Report.pdf](http://lawcommission.justice.gov.uk/docs/lc304_Murder_Manslaughter_and_Infanticide_Report.pdf) (Accessed: 8 September 2016).

Leaflets and Pamphlets

Leaflets:

The rules are: Author. Date if available. *Title* [Leaflet obtained and place], Date obtained. Include as much information as possible.

Example: Armagh Public Library. 2018. *The Gregg Archives* [Leaflet obtained in David Wilson Library], 29 April 2018.

Pamphlets:

Follow the rules for print books.

Manuscripts and Ancient Texts

Manuscripts

The rules are: Author. Year. *Title*, day and month if available. Name of collection and reference number, Location of archive in which the manuscript can be found.

Where the author is not known use the following rules: *Title*. Year if known. Name of collection and reference number, Location of archive in which the manuscript can be found.

Ancient texts (printed)

Reference the edition you have read:

Virgil. 2008. *The Aeneid*. Translated by R. Fagles. Introduction by B. Knox. London: Penguin Books

Personal communications

Includes conversations, letters, emails and texts: the rules are:

Sender/speaker. Year. Medium and receiver, Day and month

Example: Carson, Ciaran. 2018. Skype conversation with Prayag Ray, 29 April.

Secondary Referencing

Secondary referencing is when you refer to a source that has been mentioned in a document you have read. You should try to access the original source and reference that but, if that is not possible, do one of the following in the in-text citation:

Roberts (2009, quoted in Balagangadhara, 2015, p.12) promotes the idea that...

Gopal (2012, cited in Balagangadhara, 2015) rejects the hypothesis that...

In your bibliography you would only cite Balagangadhara, as you have not read Roberts' and Gopal's works.

¹ The template for this introduction to the Author Date style is partly based on the guide available at the website of the Library of the University of Leicester: <https://www2.le.ac.uk/library/help/referencing/author-date> (Accessed 13 October 2019). We would like to thank the University of Leicester for their exemplary work, which helped us frame our own guide.