# قالب ارجاع هاروارد
# The Harvard and footnotes systems of referencing

Three points are important when referencing:

- credit must be given when quoting or citing other work;
- adequate information must be provided in the bibliography to enable a reader to locate each reference;
- references must be consistent and complete.

## The Harvard System

### Referencing in the text

The Harvard system, which we use in this book, usually uses the author's name and year of publication to identify cited documents within the text. The system for referencing work in the text is outlined in Table A2.1.

**Table A2.1**  Using the Harvard system to reference in the text

| To refer to | Use the general format | For example |
| --- | --- | --- |
| A single author | (Surname, date) | (Saunders, 1993) |
| Dual authors | (Surname and Surname, date) | (Saunders and Cooper, 1993) |
| More than two authors | (Surname *et al.*, date) | (Slack *et al.*, 1996) |
| Work by different authors generally | (Surname, date; Surname, date) in alphabetical order | (Baker, 1996; Lewis, 1998; Thornhill, 1997) |
| Different authors with the same surname | (Surname, Initial., date) | (Smith, J., 1998) |
| Different publications by the same author | (Surname, date, date) in ascending date author | (Lewis, 1991, 1998) |
| Different publications by the same author from the same year | (Surname, date), make sure the letter is consistent throughout | (Forster, 1991a) |

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**Table A2.1** *Cont.*

| To refer to | Use the general format | For example |
|---|---|---|
| An author referred to by another author where the original has not been read (*secondary reference*) | (Surname, date, cited by Surname, date) | (Granovetter,1974; cited by Saunders, 1993) |
| A corporate author | (Corporate name, date) | (Hanson Trust Plc, 1990) |
| A newspaper article with no obvious author | (Publication name, date) | (Guardian, 1999) |
| Another type of publication with no obvious author | (Publication name, date) | (Labour Market Trends, 1999) |
| An internet site | (Site title, date) | (Advertising Association, 1999) |
| A publication for which the year of publication cannot be identified | (Surname or Corporate name, nd) where 'nd' means no date (Surname or Corporate name, c. date) where 'c.' means circa | (Woollons, nd) (Hattersley, c. 1977) |
| A direct quotation | (Surname or Corporate name, date: page) where 'page' is the page in the original publication on which the quotation appears | '. . . the Harvard method of referencing provides a simple way of coping with the main text and also bibliographies' (Bell, 1993: 28) |

## Referencing in the references or bibliography

In the references or bibliography the publications are listed alphabetically by author's name and all authors' surnames and initials are listed in full. If there is more than one work by the same author, these are listed chronologically. The system for referencing work in the references or bibliography is outlined in Table A2.2. While it would be impossible for us to include an example of every type of reference you might need to include, the information contained in this table should enable you to work out the required format for all your references.

Remember to include a, b, c etc. immediately after the date when you are referencing different publications by the same author from the same year. Do not forget to ensure that these are consistent with the letters used for the references in the main text.

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| To reference | | Use the general format | For example |
|---|---|---|---|
| Books and chapters in books | Book (first edition) | Surname, Initials. and Surname, Initials. (date) *Title*, Place of publication, Publisher. | Saunders, M.N.K. and Cooper, S.A. (1993) *Understanding Business Statistics*, London, DP Publications Ltd. |
| | Book (other than first edition) | Surname, Initials. and Surname, Initials. (date) *Title* (? edn), Place of publication, Publisher. | Morris, C. (1999) *Quantitative Approaches to Business Studies* (5th edn), London, Financial Times Pitman Publishing. |
| | Book (no obvious author) | Corporate name or Publication name (date) *Title*, Place of publication, Publisher. | Mintel Marketing Intelligence (1998) *Designerwear: Mintel Marketing Intelligence Report*, London, Mintel International Group Ltd. |
| | Chapter in a book | Surname, Initials. and Surname, Initials. (date) *Title*, Place of publication, Publisher, Chapter ?. | Robson, C. (1993) *Real World Research*, Oxford, Blackwell, Chapter 3. |
| | Chapter in an edited book | Surname, Initials. (date) 'Chapter title', *in* Surname, Initials. and Surname, Initials. (eds) *Title*, Place of publication, Publisher, page numbers. | Craig, P.B. (1991) 'Designing and using mail questionnaires' *in* Smith, N.C. and Dainty, P. (eds), *The Management Research Handbook*, London, Routledge, pp. 181–9. |
| Journal articles | Journal article | Surname, Initials. and Surname, Initials. (date) 'Title of article', *Journal name*, volume number, part number, pages. | Storey, J., Cressey, P., Morris, T. and Wilkinson, A. (1997) 'Changing employment practices in UK banking: case studies', *Personnel Review*, 26:1, 24–42. |
| | journal article (no obvious author) | Corporate name or Publication name (date) 'Title of article', *Journal name*, volume number, part number, pages. | Local Government Chronicle (1993) 'Westminster poised for return to AMA fold', *Local Government Chronicle*, 5 November, p. 5. |
| Government publications | Parliamentary papers including acts and bills | Country of origin (date) *Title*, Place of publication, Publisher. | Great Britain (1994) *Criminal Justice and Public Order Act 1994*, London, HMSO. |
| | Others (with authors) | As for books | As for books |

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**Table A2.2**

| To reference | | Use the general format | For example |
|---|---|---|---|
| | Others (no obvious authors) | Department name or Committee name (date) *Title*, Place of publication, Publisher. | Department of Trade and Industry (1992) *The Single Market: Europe Open for Professions, UK Implementation*, London, HMSO. |
| Newspapers, including CD-ROM databases: | Newspaper article | Surname, Initials. and Surname, Initials., (date) 'Title of article', *Newspaper name*, day, month, pages. | Roberts, D. (1998) 'BAe sells property wing for £301m', *The Daily Telegraph*, London, 10 October, p. 31. |
| | Newspaper article (no obvious author) | Newspaper name (date) 'Title of article', *newspaper name*, day, month, pages. | Guardian (1992) 'Fraud trial at Britannia Theme Park', *The Guardian*, Manchester, 5 February, p. 4. |
| | Newspaper article (from CD-ROM database) | Newspaper name or Surname, Initials. (date) 'Title of article', *Newspaper name*, (CD-ROM), day, month, pages. | Financial Times (1998) 'Recruitment: lessons in leadership: moral issues are increasingly pertinent to the military and top corporate ranks', *Financial Times*, (CD-ROM), London, 11 March, p. 32. |
| Other CD-ROM publications | | Title of CD-ROM or Surname, Initials, (date) (CD-ROM), Place of publication, Publisher. | Encarta 98 Encyclopaedia (1997) (CD-ROM) Redmond, WA, Microsoft Corporation. |
| Unpublished conference papers | | Surname, Initials. and Surname, Initials. (date) 'Title of paper', *paper presented at the Conference name*, days, month, location of conference. | Saunders, M.N.K. and Thornhill, A. (1998) 'The development and application of a diagnostic tool to help manage survivors of change over time', *paper presented at the Fifth Annual International Conference on Advances in Management* 8–11 July, Lincoln. |
| Letters, personal emails and electronic | Letter | Surname, Initials. and Surname, Initials. (date) *unpublished letter: subject matter*. | MacClelland, S. (1998) *Unpublished letter: Reviewer's feedback*. |
| conferences/ bulletin boards | Personal email | Surname, Initials. (date) *subject matter* (email to the author) (online). | MacClelland, S. (1998) *Reviewer's feedback* (email to the author) (online). |
| | Electronic conference/ Bulletin Boards | Surname, Initials. (date) subject matter, *name of electronic conference/bulletin board* (online). | Jones, K. (1999), 101 reasons why we need the pound, *Britain and European Monetary Union* (online). |

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*Cont.*

**Table A2.2**

| To reference | | Use the general format | For example |
|---|---|---|---|
| Internet items excluding emails | Journal published on the Internet | <URL:http://www. remainder of full Internet electronic conference/bulletin board> | <URL:http://.stingray.ivision.co.uk/groups/emu/frindex.htm> |
| | | Surname, Initials. and Surname, Initials. (date) 'Title of article', *journal name*, volume number part number (online)(cited day month year). Available from <URL:http://www. remainder of full Internet address>. | Jenkins, M. and Bailey, L. (1995) 'The role of learning centre staff in supporting student learning', *Journal of Learning and Teaching* 1:1, Spring (online) (cited 29 March 1996). Available from <URL:http://www.chelt.ac.uk/cwis/pubs/jolt/issue1.1/page2.htm>. |
| | Internet site | Site title (date) 'Title of page within site where applicable' (online)(cited day month year). Available from <URL:http://www. remainder of full Internet address>. | Institute of Personnel and Development (online)(cited 14 October 1988). Available from <URL:http://www.ipd.co.uk>. |

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# Footnotes

## Referencing in the text

When using *footnotes*, sometimes referred to as the *Vancouver system*, references within the research report are shown by a number. This number refers directly to the references and it means it is not necessary for you to include the authors' names or date of publication:

'Recent research[1] indicates that . . .'

## Referencing in the references

These list sequentially the referenced work in the order they are referred to in your research report. This can be useful as it enables you to include comments and footnotes as well as the references (Jankowicz, 1995). It does, however, mean that the references are unlikely to be in alphabetical order. When using the footnotes system you need to ensure that:

- the layout of individual references is the same as that for the Harvard system (Table A2.2), other than that they are preceded by a number, for example:

  1  Ritzer, G. (1996) *The McDonaldization of Society* (revised edn), Thousand Oaks, CA, Pine Forge Press.

- the publications referred to only include those you have cited in your report. They should therefore be headed 'References' rather than 'Bibliography';
- you refer to the same item more than once using standard bibliographic abbreviations to save repeating in full the reference (Table A2.3).

**Table A2.3** **Bibliographic abbreviations**

| Abbreviation | Explanation | For example |
|---|---|---|
| op. cit. (*opere citato*) | Meaning in the work cited. This refers to a work previously referenced and so you must give the author and date and if necessary the page number. | Robson (1993) *op. cit.* pp. 23–4 |
| loc. cit. (*loco citato*) | Meaning in the place cited. This refers to the same page of a work previously referenced and so you must give the author and date. | Robson (1993) *loc. cit.* |
| ibid. (*ibidem*) | Meaning the same work given immediately before. This refers to the work referenced immediately before and replaces all details of the previous reference other than a page number if necessary. | *ibid.* |

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