

# The UoM Guide to the Harvard System of Referencing

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When writing a piece of work you will need to refer in your text to material written or produced by others. This procedure is called citing or quoting references.

Consistency and accuracy are important to enable readers to identify and locate the material to which you have referred. The same set of rules should be followed every time you cite a reference. The system used at the University of Mauritius is the Harvard System.

## The Harvard System

All statements, opinions, conclusions etc. taken from another writer's work should be cited, whether the work is directly **quoted, paraphrased or summarised**. In the Harvard System cited publications are referred to in the text by giving the author's surname and the year of publication (see section 1) and are listed in a bibliography at the end of the text (see section 2).

**Sources/authors:** the person or organisation shown most prominently in the source as responsible for the content in its published form should be given. For anonymous works use 'Anon' instead of a name. For certain kinds of work, e.g. dictionaries or encyclopaedias, or if an item is the co-operative work of many individuals, none of whom have a dominant role, e.g. videos or films, the title may be used instead of an originator or author.

**Dates:** if an exact year or date is not known, an approximate date preceded by 'ca.' may be supplied and given in square brackets. If no such approximation is possible, that should be stated, e.g. [ca.1880] or [no date].

All examples in this are fictitious and any resemblance to existing works is coincidental.

## Citation in the text

- **Quotations** – as a general rule in the University, if the quote is less than a line it may be included in the body of the text in quotation marks. Longer quotations are indented and single-spaced quotation marks are not required. For citations of particular parts of the document the page numbers etc. **may** be given after the year in parentheses.
- **Summaries or paraphrases** – give the citation where it occurs naturally or at the end of the relevant piece of writing.
- **Diagrams, illustrations** – should be referenced as though they were a quotation if they have been taken from a published work.
- If details of **particular parts of a document** are required, e.g. page numbers, they should be given after the year within the parentheses.
- **Rules for citation in text for printed documents also apply to electronic documents except where pagination is absent.** If an electronic document does not include pagination or an equivalent internal referencing system, the extent of the item may be indicated in terms such as the total number of lines, screens, etc., e.g. "[35 lines]" or "[approx. 12 screens]".

## Examples

- (i) If the author's name occurs naturally in the sentence the year is given in parentheses: -

E.g. In a one of his major works, Toussaint (1980, p.84) argued that we need to take good decisions...

E.g. As Toussaint (1980, p.84) said, "good decisions need to be taken" and so we...

- (ii) **If the name does not occur naturally in the sentence**, both name and year are given in parentheses: -
- E.g. A more recent study (Sherlock 2001, p.211) has shown how theory and practical work interact.
- E.g. Theory rises out of practice, and once validated, returns to direct or explain the practice (Sherlock 2001, p.211).
- (iii) When an **author has published more than one cited document in the same year**, these are distinguished by adding lower case letters (a, b, c, etc.) after the year and within the parentheses: -
- E.g. John (1972a, p.31) elaborates on...
- (iv) If there are **two authors** the surnames of both should be given: -
- E.g. Bretzel and Hansel (1895, p.251) have argued that...
- (v) If there are **more than two authors** the surname of the first author only should be given, followed by et al.: -
- E.g. In many rural areas, people have farms with a total amount of... (Picket *et al.* 1928, p.31)
- (A full listing of names should appear in the bibliography.)
- (vi) If the **work is anonymous** then “Anon” should be used: -
- E.g. In an article (Anon 1995, p.69) it was stated that...
- (vii) If it is a reference **to a newspaper article with no author** the name of the paper can be used in place of “Anon”: -
- E.g. Lots of travellers seem to be going to Mauritius. (Newsweek 2005, p.3)
- (You should use the same style in the bibliography.)
- (viii) If you refer to **a source quoted in another source** you cite both in the text: -
- E.g. A research by Rosas (1997 cited Banes 2001, p.98) showed that...
- (You should list only the work you have read, i.e. Jones, in the bibliography.)
- (ix) If you refer to a **contributor in a source\*** you cite just the contributor: -
- E.g. Textile industries have been cited as the cornerstone in this field (Bedford 1958, p.56).
- See Section 2 below for an explanation of how to list contributions (chapters in books, articles in journals, papers in conference proceeding) in the bibliography.
- (x) If you refer to a person who has not produced a work, or contributed to one, but who is quoted in someone else’s work it is suggested that you should mention the person’s name and you must cite the source author: -
- E.g. Richard Hammond stressed the part psychology plays in advertising in an interview with Matthews (2001, p.87).
- E.g. “Expressive interfaces will always elicit positive emotions”, Bob Seagull said in a recent article (Kendall 2003, p.87).
- (You should list the work that has been published, i.e. Marshall, in the bibliography.)

### Personal communications: -

- Taken from: AIA, 1990. Publication Manual of the Artificial Intelligence Association. 2nd ed. Port-Louis: AIA.

They do not provide recoverable data and so are not included in the reference list.

Cite personal communications in the text only. Give initials as well as the surname of the communicator and provide as exact a date as possible.

E.g. Many designers do not acknowledge the usability issues. (Personal communication, May 20, 1994).

### References or Bibliography

At the end of a piece of work, list the references to documents cited in the text. This list may be called a *Bibliography* or more commonly *References*. Exceptionally you may be asked to list references not cited in the text but which make an important contribution to your work. These are usually listed under the heading of *Further Reading*.

**In the Harvard System, the references are listed in alphabetical order of authors' names.** If you have cited more than one item by a specific author they should be listed chronologically (earliest first), and by letter (1998a, 2001b) if more than one item has been published during a specific year.

Whenever possible, elements of a bibliographical reference should be taken from the title page of the publication.

Each reference should use the elements and punctuation given in the following examples for the different types of published work you may have cited. Underlining is an acceptable alternative to italics when bibliographies are hand written.

### Reference to a book

Author's SURNAME, INITIALS., Year of publication. *Title*. Edition (if not the first). Place of publication: Publisher.

E.g. MILLER, B.A. AND SATE, B., 1995. *The Mauritian Diaspora*. 2nd ed. London: Longman.

### Reference to a contribution in a book

Contributing author's SURNAME, INITIALS., Year of publication. Title of contribution. Followed by *In*: INITIALS. SURNAME, of author or editor of publication followed by ed. or eds. if relevant. *Title of book*. Place of publication: Publisher, Page number(s) of contribution.

E.g. ZIGGY, A.R., 1985. Social acceptance of intermarriages. *In*: B.S. MARIKA, ed. *Annual review of Socio-ethnic situation in Mauritius*. Central Park, CA: Sebe, 512-525.

### Reference to an article in a journal

Author's SURNAME, INITIALS., Year of publication. Title of article. *Title of journal*, Volume number and (part number), Page numbers of contribution.

E.g. MCGIL, W.A., 1997. Approaches to intelligent information retrieval. *Natural language Processing*, 7 (3), 147-168.

### Reference to a newspaper article

Author's SURNAME, INITIALS., (or NEWSPAPER TITLE,) Year of publication. Title of article. *Title of newspaper*, Day and month, Page number/s and column number.

E.g. LE MAURICIEN, 1998. Sorting out the problem. *Le mauricien*, 4 June, p.28a.

#### **Reference to a map**

Originator's SURNAME, first name or initials, (may be cartographer, surveyor, compiler, editor, copier, maker, engraver, etc.) year of publication. *Title*, Scale. (should be given normally as a ratio) Place of publication: Publisher.

E.g. PERRY, Norton, 1981. *Islands surrounding the African continent*, 1:8,000,000. Cape Town: Ordinance Survey.

#### **Reference to a conference paper**

Contributing author's SURNAME, INITIALS., Year of publication. *Title of contribution*. Followed by *In*: INITIALS. SURNAME, of editor of proceedings (if applicable) followed by ed. *Title of conference proceedings* including date and place of conference. Place of publication: Publisher, Page numbers of contribution.

E.g. SUTNA, Y., 1989. Media Spaces: the new way to communicate. *In*: A.V. GUJADHUR, ed. *9th international online information meeting, 8-10 August 1989 Delhi*. Wiley: Learned Information, 323-330.

#### **Reference to a publication from a corporate body**

(E.g. a government department or other organisation).

NAME OF ISSUING BODY, Year of publication. *Title of publication*. Place of publication: Publisher, Report Number (where relevant).

E.g. UNESCO, 2004. *General information programme and UNISIST*. Paris: Unesco, (PGI-04/WS/48).

#### **Reference to a thesis**

Author's SURNAME, INITIALS., Year of publication. *Title of thesis*. Designation, (and type). Name of institution to which submitted.

E.g. HENRI, F.S., 2005. *The Mauritian Phrase Structure Grammar*. Thesis (PhD). University of Mauritius.

#### **Reference to a patent**

ORIGINATOR/SOURCE, (name of applicant) Year of publication. *Title of patent*. Series designation, which may include full date.

E.g. BELIN INC., 1981. *Lenses' cleansing system*. European patent application 88245785 A1. 1994-08-02.

#### **Reference to a video, film or broadcast**

*Title*, Year. (For films the preferred date is the year of release in the country of production.) Material designation. Subsidiary originator. (Optional but director is preferred, SURNAME in capitals) Production details – place: organisation.

E.g. *Star Wars*, 1977. Film. Directed by Georges Lucas. USA: Universal Pictures.

E.g. *Gone with the wind*, 1980. Video. London: Nicer Videos.

Programmes and series: the number and title of the episode should normally be given, as well as the series title, the transmitting organisation and channel, the full date and time of transmission.

E.g. *The National Assembly*, Session 1, The Ministerial Broadcast, 1986. TV, MBC2. 1996 Jan 6.

E.g. News at nine, 2001. Dec 12. 2100 hrs.

Contributions: individual items within a programme should be cited as contributors.

E.g. BUTTS, Tim, 1998. Interview. *In: Zurnal en kreol*. TV, MBC2. 1998 Feb 12.1900 hrs.

### **Electronic Material – Following the Harvard System**

The British Standard BS 5605:1990 does not include recommendations for electronic sources. The recommendations in this document follow best practice in referencing electronic resources and where possible follow the guidance of the British Standard. Reference to web pages/sites and e-books Author's /Editor's SURNAME, INITIALS., Year. *Title* [online]. (Edition). Place of publication, Publisher (if ascertainable). Available from: URL [Accessed Date].

E.g. DUTCH, M., 2000. *Guide to citing references* [online]. Réduit, UOM. Available from:

[http://www.uom.ac.mu/library/using/guide\\_to\\_citing\\_references.html](http://www.uom.ac.mu/library/using/guide_to_citing_references.html) [Accessed 15 December 2005].

### **Reference to e-journals**

Author's SURNAME, INITIALS., Year. Title. *Journal Title* [online], volume (issue), location within host. Available from: URL [Accessed Date].

E.g. NAIL, N.C., 1997. Books and Drawings: book review of Bedford on Art. *Readings* [online], 6 (15). Available from:

<http://readingss.uom.ac.uk/archive/00000462/> [Accessed 24 June 2005].

### **Reference to mailbase/listserv e-mail lists**

Author's SURNAME, INITIALS., Day Month Year. Subject of message. *Discussion List* [online] Available from: list e-mail address [Accessed Date].

E.g. DRACK, M. L., 8 Jan 2004. Re: Excel short courses. *new-link* [online]. Available from: [dacko@dacksmail.ac.mu](mailto:dacko@dacksmail.ac.mu) [Accessed 17 Jun 2004].

E.g. JOHANSEN, S.V., 10 Aug 1989. Recommendation of student radio/tv in English. *tfghti* [online]. Available from: [tfghti@INTNET.MU](mailto:tfghti@INTNET.MU) [Accessed 29 Apr 2004].

It should be noted that items may only be kept on discussion group servers for a short time and hence may not be suitable for referencing. A local copy could be kept by the author who is giving the citation, with a note to this effect.

### **Reference to personal electronic communications (e-mail)**

Sender's SURNAME, INITIALS. (Sender's e-mail address), Day Month Year. *Subject of Message*. e-Mail to Recipient's INITIALS. SURNAME (Recipient's email address).

e.g. LETTE, D. ([debra-lette@unix.com](mailto:debra-lette@unix.com)), 8 Sept 2000. RE: *Thesis proposal and bursaries*. E-Mail to P. DOIL ([pdoil@uom.ac.mu](mailto:pdoil@uom.ac.mu)).

### **Reference to CD-ROMs and DVDs**

This section refers to CD-ROMs, which are works in their own right and not bibliographic databases. Author's SURNAME, INITIALS., Year. *Title* [type of medium CD-ROM]. (Edition). Place of publication, Publisher (if ascertainable). Available from:

Supplier/Database identifier or number (optional) [Accessed Date] (optional).

E.g. HALLE, S.A., 1992. *Beyond history: a wonderful adventure*. [CDROM]. Aryan Media.

### **Citing unpublished material**

Citation of unpublished documents. B.S.I. (UTM Campus Library & VCILT Library 028.7 BRI).

### **5.3 Related Topics**

Remember that you must acknowledge your source every time you refer to someone else's work. Failure to do so amounts to **plagiarism**, which is against the University rules and is a serious offence. When you are copying or downloading material, you must also ensure that you comply with **copyright** rules. When including third party material in theses and dissertations, it is the responsibility of the individual to ensure the appropriate copyright permission has been obtained.