

OU Harvard guide to citing references

1 Introduction

Referencing styles used at the OU

The vast majority of courses taught at the OU use the [Cite Them Right Harvard](#) referencing style. This is slightly different to this OU Harvard guide.

Only use the following guide if you are specifically told to do so in your assessment.

This guide provides practical advice and examples to help you create references for information sources using the **Open University (OU) Harvard** style.

If you are unable to find the reference type you need in this guide, you are advised to find something similar and base your reference on that example. The main aim is to record the key information about your source to enable someone else to locate it.

1.1 Principles of in-text citations and references

When producing an academic assignment you are required to acknowledge the work of others by citing references in the text and creating a list of references or bibliography at the end. There are two steps involved:

Step 1: In-text citations

In-text citations enable you to indicate in your work where you have used ideas or material from other sources. Here are some examples using the OU Harvard style. If, for example, your source is a book written by Brown and published in 1999, your in-text references would follow one of these three formats:

- Further work (Brown, 1999) supports this claim
- Further work by Brown (1999) supports this claim
- 'This theory is supported by recent work' (Brown, 1999, p. 25).

For further guidance see In-text citations (Section 2) of this guide.

Step 2: List full references at the end of your work

Everything you have cited in the text of your work, for example journal articles, web pages, podcasts, etc., should be listed in alphabetical order at the end. This is the reference list. Each reference should include everything you need to identify the item. You need to identify the source type (e.g. book, journal article) and use the correct referencing format from this guide to create the reference. If you include items that are not specifically cited but are relevant to the text or of potential interest to the reader, then that is a bibliography.

For further guidance see Reference list (Section 3 of this guide).

Op. cit. and ibid.

These terms (from the Latin *opere citato*, 'in the work already cited' and *ibidem*, 'in the same place') are not used in the OU Harvard system.

1.2 The general structure of a reference

As mentioned in Section 1.1, the main aim in providing accurate and consistent referencing (apart from meeting academic conventions) is to enable your readers to look up the exact sources that you have cited in your piece of work. This means that you need to give accurate information about the type of item, the name or title of the item, who produced it, the date it was produced and where you found it. All reference examples in this guide are based on a combination of some or all of these elements, depending on the type of item. Knowing this should help you to break down a reference into its component parts and therefore to create references for any sources you might use that aren't covered in this guide.

Broadly speaking, the key pieces of information for a reference in OU Harvard style tend to be:

Author, A. A. and Other-Author, B. B. (Date) 'Title of item', *Title of Overall Work* [Item type/information], Publisher information/location from which accessed.

Author/creator

This is usually the names of the person or people who created the specific item you are citing.

Date

This is the year, and sometimes the month and day, when the cited item was published or made available. If no date is available, use n.d. If a work is to be published in the near future, use 'forthcoming'.

Title/name of item

This is the title of the specific item you have cited.

Title/name of overall work

This is the title of any overall work in which the item you cited appeared, for example an edited book from which you used a chapter or the journal from which you used an article.

Item type/information

This is information about the type of item you've cited, for example an ebook, a Twitter post or a DVD. It could also be where information about the nature of the item is placed, for example that this is a special issue or special section of a journal.

Publisher information

This is the item publisher's location and name.

Location from which accessed

This is usually a URL or web address from which the item can be accessed.

These elements are the basic parts from which a reference in Harvard style is formed. There are various modifications to this, depending on the type of item. If you can't find an example reference in this guide for the precise type of item you have cited, you should find the most similar example and base your reference on that, bearing in mind the elements outlined above.

2 In-text citations

In the Harvard system, references in the text (in-text citations) are referred to by the **author's name** and **year of publication**, for example:

It is stated that ... (Bloggs, 2007) or Bloggs (2007) states ...

Quotes

If you are directly quoting material (i.e. using the exact form of words used in the original and putting the text in quote marks), you will also need to include the **page number(s) of the quoted material** in your in-text citation, for example:

Bloggs talks about 'the importance of preparation' for interviews (2007, p. 57).

This is also the case for where you use quoted material from all the types of text referred to in the rest of this guide, unless page numbers are not available.

Larger quotes should be displayed in a separate paragraph, for example:

Bloggs (2007, p. 348) is more critical:

I don't agree with this at all, the argument is poorly made and does not hold up to any scrutiny. One begins to wonder if we shall ever see any sense from this organisation on this subject at any time in the next one hundred years.

If you do not name the source in the lead-in to the quote, then it must be given after it:

Other commentators are more critical:

I don't agree with this at all, the argument is poorly made and does not hold up to any scrutiny. One begins to wonder if we shall ever see any sense from this organisation on this subject at any time in the next one hundred years.

(Bloggs, 2007, p. 348)

Authors with more than one publication

In the reference list or bibliography, items are listed only **once in alphabetical order**. In some cases you may refer to more than one publication by an author for a specific year. To help identify these different items for your in-text citation and reference list, you should add a letter of the alphabet to the year of publication, for example:

(Thomson, 2004a), (Thomson, 2004b) and (Thomson, 2004c) where a, b and c refer to the order in which they are cited in your text.

Multiple authors

If a publication has **three or more** authors the in-text citation should list only the first author followed by et al. ('and others'). For example:

(Jones et al., 2006)

but in the reference list or bibliography you would list each author in full as follows:

Jones, R., Andrew, T. and MacColl, J. (2006) *The Institutional Repository*, Oxford, Chandos Publishing.

Citing multiple sources

Where you have several in-text citations together, you should order them in reverse chronological order, beginning with the most recently published source, and separate each source with a semicolon (;). If more than one work is published in the same year, order these texts alphabetically by author.

(Frobisher, 2012; Barnes et al., 2009; Huy, 2009; Monk and Bosco, 2001)

Op. cit. and ibid.

These terms (from the Latin *opere citato*, 'in the work already cited' and *ibidem*, 'in the same place') are not used in the OU Harvard system.

3 Reference list

References in the **reference list** or **bibliography** give, in alphabetical order by author surname, full details of all the sources you have used in the text. When a corporate author's

name starts with 'The', use the first main word of the title when alphabetising, e.g. The Open University is listed under 'O'. For example:

Reference list example

Bourdieu, P. (1992) *The Logic of Practice*, Cambridge, Polity Press.

Commission for Architecture and the Built Environment (CABE) (2007) *This Way to Better Streets: 10 Case Studies on Improving Street Design*, London, CABE [Online]. Available at www.cabe.org.uk/default.aspx?contentitemid=1978 (Accessed 12 February 2009).

Foucault, M. (1991 [1977]) *Discipline and Punish: The Birth of the Prison* (trans. A. Sheridan), London, Penguin.

Glaskin, M. (2004) 'Innovation: the end of the white line', *Sunday Times*, 22 August [Online]. Available at www.timesonline.co.uk/tol/driving/article472085.ece (Accessed 12 February 2009).

Goffman, E. (1959) *The Presentation of Self in Everyday Life*, New York, Anchor Books.

House of Commons (2003) *Hansard*, 2 July, Column 407 [Online]. Available at www.parliament.the-stationery-office.co.uk/pa/cm200203/cmhansrd/vo030702/debtext/30702-10.htm (Accessed 12 January 2012).

McNichol, T. (2004) 'Roads gone wild', *Wired Magazine*, vol. 12, no. 12, December [Online]. Available at www.wired.com/wired/archive/12.12/traffic.html (Accessed 12 January 2012).

The Open University (2006) *Real Functions and Graphs: Workbook 2*, Milton Keynes, The Open University.

Ruppert, E. S. (2006) *The Moral Economy of Cities: Shaping Good Citizens*, Toronto, University of Toronto Press.

Shared Space (2005) *Shared Space: Room for Everyone*, Leeuwarden, Shared Space [Online]. Available at www.shared-space.org/files/18445/SharedSpace_Eng.pdf (Accessed 21 February 2009).

Thompson, K. (2003) 'Fantasy, franchises, and Frodo Baggins: *The Lord of the Rings* and modern Hollywood', *The Velvet Light Trap*, vol. 52, no. 3, pp. 45–63.

4 Secondary referencing

You may want to use a quotation or an idea from a source referenced in a work you have read. You haven't read the original, but have discovered it through a secondary source. This is known as 'secondary referencing'. You could try to get hold of the original, but if you can't

then you need to make it clear in your work that you have not read the original and are referencing the secondary source, for example:

In-text citation: Bloggs (2004), cited in Smith (2007), loves chocolate.

In the reference list you would provide details for the source you read it in, for example:

Smith, J. (2007) *Musings from Chocolate Lovers*, Bicester, JFJ Press.

If your secondary source is part of your OU course materials, see Secondary referencing in module materials (Section 7.7) for guidance.

5 Books, book chapters and ebooks

5.1 Books

In-text citation:

(Author, year of publication) or Author (year of publication) says ...

Full reference:

Author, A. (year of publication) *Title of Book*, Place of publication, Publisher.

Examples

In-text citation	Full reference
(Chalke, 2003)	Chalke, S. (2003) <i>How to Succeed as a Working Parent</i> , London, Hodder & Stoughton.
(Winder, 2002)	Winder, S. (2002) <i>Analog and Digital Filter Design</i> , 2nd edn, Boston, Newnes.

Note that:

If the book has an edition number, you should record this after the title as in the example above. For guidance about how to cite works with multiple authors, see In-text citations (Section 2 of this guide).

5.2 Book chapters

In-text citation:

... and others agree (Author of chapter, year of publication) or Author of chapter (year of publication) states ...

Full reference:

Author of chapter, A. (year of publication) 'Title of chapter', in Author A. (ed[s]) *Title of Book*, Place of publication, Publisher, page extent.

Example

In-text citation	Full reference
(Mason, 1994)	Mason, R. (1994) 'The educational value of ISDN', in Mason, R. and Bacsich, P. (eds) <i>ISDN: Applications in Education and Training</i> , Exeter, Short Run Press, pp. 58–83.

5.3 Translated books

In-text citation:

(Author, year of publication) or Author (year of publication) says ...

Full reference:

Author, A. (year of publication of translated version [year of publication of original work if available]) *Title of Book* (trans. A. Translator), Place of publication, Publisher.

Examples

In-text citation	Full reference
(Foucault, 1991)	Foucault, M. (1991 [1977]) <i>Discipline and Punish: The Birth of the Prison</i> (trans. A. Sheridan), London, Penguin.
(Golomstock, 1990)	Golomstock, I. (1990) <i>Totalitarian Art in the Soviet Union, the Third Reich, Fascist Italy and the People's Republic of China</i> (trans. from Russian by R. Chandler), London, Collins Harvill.

Note that:

If there is information available about the original language and it would be helpful for you to include that, you can format your reference as shown in the second example above.

5.4 Modern editions

In-text citation:

(Author, year of original publication) or Author (year of original publication) says ...

Full reference:

Author, A. (year of original publication) *Title of Book*, Editor, A. and Editor, B. (eds), Place of publication, Publisher (this edition year).

Examples

In-text citation	Full reference
(Hume, 1839)	Hume, D. (1839) <i>A Treatise of Human Nature</i> , Selby-Bigge, L. and Nidditch, P. (eds), Oxford, Clarendon Press (this edition 1978).

5.5 Sacred texts

In-text citation:

(Book and chapter/Surah: verse)

Full reference:

Sacred text except for Bible. Book and chapter/Surah: verse, version of Bible only.

Examples

In-text citation	Full reference
(Matthew 5: 3–12)	Matthew 5: 3–12, Revised standard version of the Bible.
(Qur'an 20: 26)	Qur'an 20: 26.
(Shemot 3: 14)	Torah. Shemot 3: 14.

5.6 Ancient texts

Referencing ancient texts presents specific challenges. For example, titles may not be consistently referenced: they may not have existed in the modern sense or may be subject to different translations. It is important to cite information such that a reader will be able to find the exact passage you are referring to in any edition of the work. To this end, you always need to give the name of the author and the title of the work (unless only one work survives by that author, in which case the title is not needed). When referencing ancient texts within the body of your assignment, you should wherever possible refer to the book and/or line or chapter numbers of the work in question, rather than the page number of the modern translation. Each ancient text has a conventional way in which it is divided into sections. For most ancient texts the following will apply:

Prose texts (e.g. historical works, letters, speeches, essays) are divided into books, chapters and (sometimes) sections:

Tacitus, *Annals* 4.31

Strabo, 7.5.1 (no title needed as only one work survives)

Poetic/dramatic works (e.g. poems, plays) are sometimes divided into books or scenes in the first instance, and always into individual lines:

Virgil, *Aeneid* 3.466

Aristophanes, *Lysistrata* 1235-41

In your bibliography, you are required to give details not just of the author, title, the place and date of publication but also of the translator and the title of the modern publication. The publication date is the modern rather than the ancient date.

The guidance here differs slightly from that in the section on Translated books (Section 5.3 of this guide) and reflects the practice used in the Department of Classical Studies at the OU.

Example

In-text citation

Full reference

(Homer, *The Odyssey* 1.4) Homer, *The Odyssey*, trans. R. Fagles (2006) London, Penguin.

Note that you may sometimes have to give approximate line numbers if a modern translator has chosen not to render each line of ancient text with exactly one line of modern text.

5.7 Ebooks online

In-text citation:

(Author, year of ebook publication) or Author (year of ebook publication) states ...

Full reference:

Author, A. (year of ebook publication) *Title of Book* [Online], Place of publication if available, Publisher if available. Available at URL (Accessed date).

Examples

In-text citation

Full reference

(Willie, 2003) Willie, S. S. (2003) *Acting Black: College, Identity and the Performance of Race* [Online], New York, Routledge. Available at <http://library.open.ac.uk/linking/index.php?id=311027> (Accessed 10 April 2010).

(Speake and LaFlaur, 1999) Speake, J. and LaFlaur, M. (1999) *The Oxford Essential Dictionary of Foreign Terms in English* [Online], Oxford, Oxford University Press. Available at Oxford Reference (Accessed 10 December 2013).

If you accessed your ebook via a database, you should reference the database name (see second example above). If your ebook has section titles or numbered sections instead of page numbers, you should use these to indicate the location of any quotations.

For guidance about referencing online figures, diagrams and tables, see Figures, diagrams and tables (Section 7.6 of this guide).

5.8 Ebooks on readers

In-text citation:

(Author, year of ebook publication) or Author (year of ebook publication) states ...

Full reference:

Author, A. (year of ebook publication) *Title of Book* [ebook reader], Place of publication, Publisher.

Example

In-text citation

(Matthews, 2010)

Full reference

Matthews, D. J. (2010) *What Cats Can Teach Us* [ebook reader], London, Penguin.

Note that:

Ebook readers have different standards for presenting page locations, and page numbering can vary depending on the type of reader and the settings you are using. Instead, you should use section numbers (or, if these are not available, section titles) to indicate the location of any quotations:

(Pike and Price, 2011, Section 1.1)

6 Journal and newspaper articles

6.1 Printed journal articles

In-text citation:

(Author, year of publication) or Author (year of publication) states ...

Full reference:

Author, A. (year of publication) 'Title of article', *Title of Journal*, volume [abbreviated to vol.], number [abbreviated to no.], page number(s) [abbreviated to p. or pp.].

Example

In-text citation

(Thompson, 2003)

Full reference

Thompson, K. (2003) 'Fantasy, franchises, and Frodo Baggins: The Lord of the Rings and modern Hollywood', *The Velvet Light Trap*, vol. 52, no. 3, pp. 45–63.

6.2 Ejournal articles

Please make sure that you reference the format of a journal article that you have actually used. If you consulted a print copy of a journal (Section 6.1), you should reference it accordingly. If, however, you have used an electronic copy of an article from an ejournal, you should reference that version.

In-text citation:

(Author, year of publication) or Author (year of publication) states ...

Full reference:

Author, A. (year of publication) 'Title of article', *Title of Journal*, volume [abbreviated to vol.], number [abbreviated to no.], page number(s) if known [abbreviated to pp.] [Online]. Available at URL (Accessed date).

Example

**In-text
citation**

Full reference

Jones, H. M., McKay, J., Alvarado, F., Plath, E., Jordan, A., Porter, M., Allsop, S.
(Jones et al., 2005) 'The attractions of stupidity', *The St. Croix e-Review*, vol. 30, no. 2, pp. 6–10 [Online]. Available at http://st_croix_e-review.com/index.php/articles/view/30/6/ (Accessed 28 October 2010).

Not all online journals have page numbers, in which case it is correct to format references without these.

For articles that have been accepted for publication by a journal for a forthcoming issue which you may have been able to access online before the publication date, use 'Forthcoming' in place of the date.

For guidance about referencing online figures, diagrams and tables, see 'Figures, diagrams and tables' (Section 7.6).