Referencing and developing a Bibliography using Harvard (Liverpool)

In PDF version of guide click the Bookmark icon in left menu for navigation:

**Contents:**

| Part 1: Introduction to Referencing | 1 |
| Note on electronic information such as URLs, database details, permalinks etc. | 3 |
| Part 2: Avoiding Plagiarism | 3 |
| Part 3: Referencing Software - for managing your references | 4 |
| Part 4: Other Referencing Styles | 5 |
| Part 5: Use of Encyclopaedias (including Wikipedia) | 5 |
| Part 6: How to use in-Text citations using the Harvard System | 6 |
| Secondary sources | 7 |
| How to cite works with more than one author | 8 |
| How to cite works which have no obvious author | 10 |
| How to cite works with no publication date | 11 |
| Quotations you have translated from source not in the English language | 11 |
| Self-Referencing | 11 |
| Citing your own writing derived from your programme of study | 12 |
| Part 7: Developing a Bibliography | 13 |
| Non-English texts in your Bibliography | 14 |
| Books and other Printed Works (Printed/ in Hardcopy) | 14 |
| Specifying Editors | 15 |
| Electronic Books/ Kindle books | 15 |
| Dissertations and Theses (Printed/ in Hardcopy) | 16 |
| Electronic Dissertations and Theses | 16 |
| Journal articles | 17 |
| Basic Journal Article Reference Guide | 17 |
| Additional details for E-Journal Articles | 18 |
| Using DOI information for E-Journal Article References | 19 |
| Articles in Internet/ WWW Journals | 20 |
| Magazine articles | 20 |
| Book Chapters/ E-Book Chapters/ Kindle book Chapters | 21 |
| Conference Papers/ Proceedings | 22 |
| Legislation / Acts of Parliament | 23 |
| Reports/ Business Reports | 24 |

Full Harvard Guide 2014-11-11 PC
Part 1: Introduction to Referencing

When you write your assignment or dissertation you are required to refer to the work of other authors. Each time you do so, it is necessary to identify their work by making reference to your written work. This practice of acknowledging authors is known as 'referencing'.

Referencing shows the breadth of your research, and strengthens your academic argument. Referencing also allows the reader to consult your sources and verify your data.

References must be provided whenever you use someone else's opinions, theories, data or organisation of material. You need to reference information from books, articles, videos, web sites, images, computers and any other print or electronic sources.

There are two forms of reference required in the Harvard method of referencing:

- In-text citation, i.e. where you refer to the works or ideas of another individual and indicate this source at the relevant point in the body of your writing. An in-text citation will require a brief summary of the source used, including the
name of the author, year of publication and page number of the work. Fuller details should be provided in your full bibliography later in your paper or dissertation.

- Bibliographic reference, i.e. the full publication details for sources used, arranged alphabetically by author name in a consecutive list provided toward the end of your paper or dissertation (i.e. listed in your ‘Bibliography’).

Example of an in-text citation:

Grounded Theory provides a methodology for developing original theory (Glaser, 1998).

Example of a bibliographic reference included in a Reference List (Bibliography):


An in-text citation is required if you:

- Paraphrase (use someone else's ideas in your own words)
- Summarise (use a brief account of someone else's ideas)
- Quote (use someone else's exact words)
- Copy (use someone else's figures, tables or structure)

An example of paraphrased referencing:

Grounded Theory provides a methodology for developing original theory (Glaser, 1998).

An example of summarised referencing:

Glaser describes several key elements required for Grounded Theory including descriptive variables, theoretical variables, theoretical sensitivity and the core category (Glaser, 1998).

An example of a short quotation:

Glaser and Straus stated “We would all agree that in social research generating theory goes hand in hand with verifying it” (Strauss & Glaser, 1967, p.2).

Another example using a longer quotation (please see page 6 for conventions and approaches for use of longer quotations):

“We would all agree that in social research generating theory goes hand in hand with verifying it; but many sociologists have been diverted from this truism in their zeal to test either existing theories or a theory that they have
In-text citations will usually follow the standard format as shown above (regardless of the source type – such as e-books, e-journals, news sources, interviews etc.) however, some variations may be required, e.g. for anonymous sources, secondary sources (where original works were cited in another source) or where more than one source is being cited at the same time. Please see the following pages for instructions on handling various forms of in-text citation.

If you are using the Harvard referencing style you should include the full publication details for each reference cited in your Bibliography (see later sections of this document for assistance on developing your bibliography).

**Note on electronic information such as URLs, database details, permalinks etc.**

It is not generally a formal policy of academic schools within the University to strictly require inclusion of detailed information on digital/online sources used, such as permalinks or DOI codes. However, you are advised to read your programmes induction materials to confirm if this kind of information is required for full references within your programme of study or for individual modules. This document is provided as a general guide indicating good practice for Harvard style referencing, you should ensure you are familiar with any special or other formal requirements for referencing during your induction period.

**Part 2: Avoiding Plagiarism**

Always remember to use referencing because if you use someone else's work and don't reference it correctly, it is plagiarism, which is a serious offence of academic misconduct.

Section 8.1 of the University’s [Code of Practice on Assessment](#) provides the following definition of plagiarism:

Plagiarism occurs when a student misrepresents, as his/her own work, the work, written or otherwise, of any other person (including another student) or of any institution. Examples of forms of plagiarism include:

- The verbatim (word for word) **copying** of another’s work without appropriate and correctly presented acknowledgement;
- The close **paraphrasing** of another’s work by simply changing a few words or altering the order of presentation, without appropriate and correctly presented acknowledgement;
- **Unacknowledged quotation** of phrases from another’s work;
• The deliberate and detailed presentation of another’s concept as one’s own.

You will typically be expected to submit your written work through a plagiarism detection system in the Blackboard learning environment. Please also see the University policy Plagiarism, Collusion and the Fabrication of Data.

Part 3: Referencing Software - for managing your references

Referencing software can assist you by:

• Helping to store and compile your references.
• Export references from major Library systems/platforms into your reference manager.
• Develop a bibliography from your stored list of references.
• Manage references using folders and categories.
• Use plug-ins to manage references directly from your Web Browser or Word Processor.

We provide access and support for a number of applications to store and manage your references and to create a bibliography when you come to write up your assignment:

• Refworks can be accessed online and is free to use after you have created an account.
• Endnote must be purchased individually and installed on your local PC, however, you can also access Endnote off-campus using Apps Anywhere (Web based applications), note - you must remain online at all times when using this option.
• Other Software: For information on other non-University referencing systems such as Zotero, citeulike and Papers, please see our Referencing LibGuide.

See our pages on Refworks and other citation software for managing your references and developing your Bibliography.

When you use the Refworks referencing management application you should select the ‘Harvard (Liverpool)’ output style, see our guide ‘Using the Harvard (Liverpool) Output Style in Refworks’.
Part 4: Other Referencing Styles

We support various referencing formats, you should confirm with your instructors which referencing format you need to use in your academic writing.

The main referencing formats supported by the Library are:

- **Harvard** - Most programmes will be required to use the Harvard referencing format, please see the following sections of this guideline for detailed information and examples using Harvard.

- **OSCOLA** - Law Students will likely be required to use the OSCOLA referencing format (Oxford Standard for Citation of Legal Authorities) format, please see this Web page containing OSCOLA guides and tutorials.

- **APA** - Psychology, Education and related subjects may be required to use the APA (American Psychological Association) referencing format, please see this Web page containing APA guides and tutorials

- **Vancouver** - Medical Science and related subjects may be required to use this format – please see this Web page containing Vancouver guides and tutorials.

- For other referencing styles and support please see our Referencing Guide.

If you have any difficulties using any of the reference schemes mentioned above, or any other referencing format which you have been asked to use by your instructors, please contact your Librarian.

Part 5: Use of Encyclopaedias (including Wikipedia)

Use and referencing of an encyclopaedia (Wikipedia or any other) is accepted as an initial stimulus that serves the student to get acquainted with the subject. But it must be followed with further research from authoritative scholarly sources and cannot be accepted as the sole reference.

All encyclopaedias are "digested content" which has been summed up by contributors and thus, unless in very specific cases, cannot be accepted as original scholarly material, direct use of encyclopaedias and wikis should therefore be avoided.
Part 6: How to use in-Text citations using the Harvard System

The Harvard system is an established method of referencing and has advantages of flexibility, simplicity, clarity and ease of use both for author and reader.

There are two parts to referencing using the Harvard System:

- **Citing** in the text of your work - this means acknowledging, within your text, the sources that you have used.
- **Your Bibliography** (containing bibliographic citations) - these are the details of the sources you have used. You list them in alphabetical order at the end of your work. This is your reference list. *You can see instructions for developing your bibliography later in this guideline.*

When you refer to another document you must acknowledge this within the text of your work, by citing the author's surname and the date of publication, and where appropriate and available, the page number. Note - in the case of texts without page numbers, such as Kindle books, you should use alternative details such as chapter, section or location, e.g. (Jones, 2010, Ch 2, Location 345-349) or (Smith, 2011, Location 263).

You must include the page number when you:

- Use a direct quotation from an original source
- Summarise an idea from a particular page
- Copy tables or figures
- Provide particular details, such as a date

However, when your sentence summarises the main view expressed in an article/book etc. and this does not come from a particular page you are not required to use page numbers, e.g.

Artificial intelligence (AI) may be defined as the branch of computer science that is concerned with the automation of intelligent behaviour (Lugar, 2001).

Put short quotations (around twenty words or less) in inverted commas within the text, e.g.

It can be seen that "Korean companies have been traditionally characterized by long-term contracts" (Chang, 2003, p.77), which has affected...

The following formats would also be acceptable:

Chang (2003, p.77) stated that "Korean companies have been traditionally characterized by long-term contracts and seniority-based management".
When citing the same text multiple times, you can also use the following convention, omitting the year of the publication:

Chang (2003, p.77) also stated that "Korean companies have been traditionally characterized by long-term contracts and seniority-based management" and further stated that this development was characteristic of the wider sector (p.78).

Chang (p.79) further comments...

Long quotations should typically be indented in a separate paragraph, in a smaller font with quotation marks. Cite the author and date in the same font and in brackets at the right margin of the page, under the quotation, e.g.:

"Despite the fact that advanced computer technology, including Client/Server and distributed-object computing, and Internet/WEB technology, provides reliable and relevant mechanisms and tools for Product Data Management in the large, companies still deal with intricate and non flexible corporate information systems."

(Zarli & Richaud, 1999, p.2)

However the following format would also be acceptable if you wish to continue an argument directly from the quotation:

"Despite the fact that advanced computer technology, including Client/Server and distributed-object computing, and Internet/WEB technology, provides reliable and relevant mechanisms and tools for Product Data Management in the large, companies still deal with intricate and non flexible corporate information systems" (Zarli & Richaud, 1999, p.2), therefore it can be seen that...

**Secondary sources**

There may be times when you want to quote a piece of work that has been referred to in something you have read - this is called 'secondary referencing' as you have not read the original work. Strictly speaking you should try and read the original work, but this may not be possible. If you still want to refer to the work you must make it clear in your text that you have not read the original but are referring to it from a secondary source.

For example:

The results of the research found that.... (Smith, 1980 cited in Jones, 1986, p.5).
The results of the research found that.... (Smith, 1980 cited in Jones, 1986, p.5).

For example:

The results of the research by Smith (1980 cited in Jones, 1986, p.5) found that...

When citing the reference in the reference list, cite only the work that you have read. In the example above you would include only the source you have read, that is, the work by Jones (1986).

**How to cite works with more than one author**

When a book or document you want to cite has three or less authors, cite all the authors.

If there are more than three authors cite the first author only followed by “et al” (from Latin meaning "and others").

For citing one to three authors:

(Two authors)
Marks and Yardley (2004) explained that....

(Three authors)
Marks, Thompson and Yardley (2004) explained that....

OR

(Two authors)
Research has found that....(Marks and Yardley, 2004).

(Three authors)
Research has found that....(Marks, Thompson and Yardley, 2004).

In your reference list, the publication would be listed as:

(Two authors)
(Three authors)

For citing four or more authors, use 'et al.'

Harris et al. (2006) have argued that

OR

It has been argued that....(Harris et al., 2006)

In your reference list, a publication with four authors would be listed with all authors shown, you should list these in the same order they appear on the publication:


If you include a reference in your bibliography with more than four authors, use the et al. e.g.


For citing multiple publications by multiple authors:

If you are referring to a common theme or finding where multiple authors and multiple different publications are used, you should consider breaking your text up to describe each particular work in relation to particular themes or points being addressed, e.g.

These issues were agreed by Marx (2001), other works concurred in relation to cultural aspects of these discussions (Hegel, 2003) and in relation to economic factors (Locke, 2005).

However, if you need to refer to a common conclusion drawn from multiple works by separate authors, you should simply reflect this in the context of your writing, e.g.

These issues were agreed by Marx (2001), this was confirmed by Hegel (2003) and Locke (2005).

There may be times when you have to cite two publications by an author published in the same year. To do this, you need to distinguish between the items in the text and the reference list by allocating letters.

For example:
The results of the survey showed that the standard of living was higher in the coastal regions (Williams, 2004a, p.4). Further research revealed that employment figures were also higher (Williams, 2004b, p.10).

In your reference list, the publications would be shown as:


**How to cite works which have no obvious author**

If possible, try to avoid citing works where the author is not obvious. However if you do need to cite a work which appears to have no author use the abbreviation Anon (for Anonymous).

For example:

A recent article (Anon, 2007) stated that...

However, if it is a reference to newspapers where no author is given the name of the paper can be used in place of author or Anon whichever seems most helpful. You will need to use the same style in the reference list so the name of the newspaper may be more helpful.

For example:

The Times (2007) stated that....

Web resources should be treated slightly differently. If you are citing a web page in the text, you should cite by the author if there is one clearly stated. If there is no author you should cite by the title. If neither author nor title is available use the URL.

For example:

The latest study (http://www.........., 2006) revealed....
How to cite works with no publication date

If there is no obvious publication date in the work you want to reference, use the abbreviation n.d. to denote this.

For example:

Morris (n.d.) has argued that

OR

(Morris, n.d.)

In your reference list, the publication would be listed as:


How to cite quotations that you have translated from a source not written in the English language

If in your research you read books that are not written in the English language and you then include quotations that you have translated in your essay or dissertation, you should refer to the fact that you have translated the text.

For example:

Van Hook (2002, p.33, own translation from the Dutch text) argues that "The results of the analysis established that his theory was correct".

If you are including many quotations that have been translated from another language, you may want to instead include a general statement in your introduction or front page, such as "All quotations from Dutch texts are translated into English by this author, unless otherwise stated" rather than repeatedly acknowledge this after every quotation.

Self-Referencing

You should typically avoid citing your own writing from assignments etc. derived from your programme of study. Citations should be derived from authoritative literature or
sources. However, there may be a few special circumstances where you need to cite material from a previous assignment. Examples of self-referencing could include citing data from a research activity you have undertaken as part of your studies or re-submitting an assignment (with the agreement of your tutor). You should consult your librarian if you are thinking of citing your own writing derived from your programme of study.

Note – if you are simply citing your own professional or academic writing drawn from publications outside your programme of study, such as a contribution to a journal, book chapter or online contribution (such as a blog post), then you should reference these sources using the normal methods mentioned elsewhere in this guide.

Also see later sections of this guide for adding a bibliography entry for writing derived from your own studies.

**Citing your own writing derived from your programme of study**

When citing your own writing (derived from your programme of study) in-text, the normal name/year method can be used e.g. (Jones, 2011), (Jones, 2011, p.9), however you should also describe the background to the material being cited, e.g.

In an assignment carried out during the HRM module, Week 5, a decline in the recruitment of Occupational Health Officers was noted (Jones, 2011, p.5).

If you need to include quotations, these can be included in the normal way, e.g.

In an assignment carried out during the HRM module, Week 5, it was observed there was “a significant decline in the appointment of Occupational Health Officers in SMEs” (Jones, 2011, p.5).

For other possible forms of in-text citation, including longer quotations, please see earlier sections of this guide.

If you are re-submitting an assignment (or large sections of a previous assignment) via the Turnitin system and need to quote large areas of text, then you must ensure these quotations are cited within quotation marks, please see the earlier section in this guide for advice on presenting long in-text quotations.
Also see later sections of this guide for adding a bibliography entry for writing derived from your own studies.

Part 7: Developing a Bibliography

The Bibliography lists all of the sources you have cited in your own work:

- The Bibliography appears at the end of your work.
- The citations you used should be listed in alphabetical order by the primary author's family name.
- Citation details should allow the reader to consult any scholarly work referenced.
- The title of any work should be shown in italics, however there are some exceptions such as journal articles where the journal name itself is shown in italics but the article is not, please see detailed guides below.
- Also see the later section of this guide Advice on creating links to E-Resources in your Bibliography.
- It is not generally the policy of UoL schools to strictly require inclusion of digital/online information such as URLs, database name or permalinks, however you are advised to check any special requirements during your induction.

The following pages in this guideline describe how to create a bibliography entry for various kinds of document or publication, such as:

- Books and book chapters
- Journal Articles
- Conference Papers
- WWW resources and electronic communications (Email, Podcast etc.)
- Textbooks and course information

Example bibliography entry for a journal article:


Example bibliography entry for a conference proceedings publication:


Example bibliography entry for a Web resource:

Example bibliography entry for a book:


You can see a longer example bibliography, showing entries for many different kinds of resource at the end of this guideline.

**Non-English texts in your Bibliography**

For your Bibliography, the publication should be listed using the normal bibliography guidelines using the original language and original characters (e.g. Arabic, Cyrillic).

However you should include a translation of the source (transcribed as closely as possible in English / Latin characters) alongside the original version, including (own translation from the language text), e.g.


**Books and other Printed Works (Printed/ in Hardcopy)**

Using Refworks ‘*Harvard (Liverpool)*’ output style:

If you are using Refworks to manage your references you will see several book type options to choose:

*Book, Whole* – chose this option if you are citing the entire book.

*Book, Edited* – choose this option if you are citing a book chapter, also see later section of this guide for book chapters (a book chapter will be authored by a named individual, however, the entire work will also usually have an ‘Editor’).

A reference to a book or another printed work such as a report (which you consulted in printed/ hardcopy form) should include the following information, in this order:

- Author(s), editor(s) or corporate author
- Year of publication of book (in round brackets)
- The title and any subtitle, which should be in italics
- Series title and number (if they appear)
• The edition if it is not the first
• Place of publication
• Publisher
• You do not need to display page numbers for books, unless you are citing a particular chapter (see later section).

For example:


**Specifying Editors**

This can be done using (ed) for one or more editors in your bibliographic citation. It is not necessary to specify the status of an editor when citing a whole book in your bibliography but is necessary to show the editor when citing a book chapter in the bibliography.

It is advised to cite the author of a book chapter rather than an editor when citing directly in-text, unless of course the citation was directly attributable to the editor, which case the in-text citation can be shown as normal.

For examples, please see the bibliographic citation format for a book chapter below.

**Electronic Books/ Kindle books**

Using Refworks ‘Harvard (Liverpool)’ output style:

For E-Books you should set the Source Type to ‘electronic’ (also see Refworks notes above).

A reference to an electronic book provided via an online collection should include the following information in this order;

• Author(s), editor(s) or corporate author
• Year of publication of book (in round brackets)
• The title and any subtitle, which should be in italics
• For additional Series, Edition and Publishing details see example above.
• Name of e-book supplier (if known)
• Online (in square brackets)
• Available from: URL (if known)
• (Accessed: date)
• You do not need to display page numbers for books, unless you are citing a particular chapter (see later section).
For example:


*Kindle Books*

You should show the Kindle format within the reference, e.g.


**Dissertations and Theses (Printed/ in Hardcopy)**

Using Refworks ‘Harvard (Liverpool)’ output style:

For Dissertations and Theses you should use ‘Dissertation/ Thesis’, for works in hardcopy only, you should set the Source Type to ‘Print’.

Theses or Dissertations which you consulted in printed/ hardcopy form should include the following information, in this order:

- Author
- Year of publication (in round brackets)
- The title and any subtitle, which should be in italics
- An indication of the document type, e.g. Thesis/ Dissertation
- Level e.g. MA, PhD (in round brackets)
- Institution

For example:

Ahmed, N. M. (2011) System level modelling and design of hypergraph based wireless system area networks for multi-computer systems (PhD), University of Glasgow.

**Electronic Dissertations and Theses**

Using Refworks ‘Harvard (Liverpool)’ output style:
For Dissertations and Theses you should use ‘Dissertation/ Thesis’, for electronic Theses or Dissertations you should set the Source Type to ‘Electronic’.

A reference to an electronic Dissertation or Thesis (accessed via an online collection or via the WWW) should include the following information, in this order:

- Author
- Year of publication (in round brackets)
- The title and any subtitle, which should be in italics
- An indication of the document type, e.g. Thesis/ Dissertation
- Level e.g. MA, PhD (in round brackets)
- Institution
- Collection system or other WWW source e.g. ProQuest
- Online (in square brackets)
- Available from: URL (if available)
- (Accessed: date)

For example:


Journal articles

Basic Journal Article Reference Guide

Using Refworks ‘Harvard (Liverpool)’ output style:

For journal articles you should use ‘Journal Article’, for works in hardcopy only, you should set the Source Type to ‘Print’.

A reference to a journal article should include the following information, in this order:

- The author(s) of the article
- The year of publication (in round brackets)
- The title of the article (in quotation marks)
- If you are referencing an editorial put [editorial]
- The title of the journal, which must be in italics
- Volume number and issue number
- The first and last page numbers of the article
For example:


Note: Manuscripts that have been accepted for publication but are not yet published should be cited with the designation "(In press)" following the journal title.

**Additional details for E-Journal Articles**

A reference to an e-journal can also include information such as the Digital Object Identifier/ DOI (available for many journal articles) or other details allowing for location of an online article such as the database name or permalink. It is not generally the policy of UoL schools to strictly require inclusion of digital/online information such as URLs, database name or permalinks, however you are advised to check any special requirements during your induction. For further help adding links to references, see the later section of this guide *Adding links to E-Resources in your Bibliography*. An e-journal article reference can include:

- The author(s) of the article
- The year of publication (in round brackets)
- The title of the article (in quotation marks)
- If you are referencing an editorial put [editorial]
- The title of the journal, which must be in italics
- Volume number and issue number
- The first and last page numbers of the article
- Name of e-journal collection if applicable
- [Online] - you may also choose to state where the article is available online using either of the following options:
  - Quote the DOI number (the Digital Object Identifier) or DOI link. The Digital Object Identifier (DOI) is a system for identifying content objects in the digital environment. DOIs are names assigned to any entity for use on digital networks. Information about a digital object may change over time, including where to find it, but its DOI will not change. See the examples below for information about using DOI numbers in your reference.
  - Or display another kind of stable link to the resource, using one of the methods described later in this guide under the section *Adding links to E-Resources in your Bibliography*.
  - If a stable link is not available you can also quote the WWW home page of the e-journal or e-journal collection, e.g. [http://www.bmj.com](http://www.bmj.com) or [http://www.emeraldinsight.com](http://www.emeraldinsight.com)
- Accessed: followed by the date accessed (round brackets)
- See E-Journal article bibliography examples below:
Using DOI information for E-Journal Article References

You can usually find the DOI number when you view the article details - either on the summary page after you have done a search or contained in the full-text document of the article itself (alternatively, try the Cross Ref DOI search tool). Also see the later section of this guide Adding links to E-Resources in your Bibliography.

You can show DOI information in either of several formats within your article reference:

By displaying the DOI as a Web link:

The DOI number can be used to create a stable link to E-Journal articles, however not all E-Journal articles can be linked in this way, you must test all such links you create. You can use the Link Builder page to create DOI links. The usual format for direct links to journals in our online subscription systems is as follows:

http://ezproxy.liv.ac.uk/login?url=http://dx.doi.org followed by the DOI (Digital Object Identifier) number, e.g.
http://ezproxy.liv.ac.uk/login?url=http://dx.doi.org/10.1108/09600039610150479

For example:


Important: The above type of DOI link via UoL servers can provide direct access to the article, however in order for an individual to access the resource, they must have a University of Liverpool (MWS) login.

For example:


If the DOI is not available you could consider an alternative option (see the later section in this guide Adding links to E-Resources in your Bibliography) or display the database/ source of the e-journal article, e.g.:

Also see the later section of this guide Adding links to E-Resources in your Bibliography.

**Articles in Internet/ WWW Journals**

Using Refworks ‘Harvard (Liverpool)’ output style:

For Internet-published articles you normally should use ‘Journal Article’ and set the Source Type to ‘Electronic’. If the article lacks normal citation details and is simply commentary published via a Web page or zine, you may want to consider using the reference type ‘Web page’.

A reference to an e-journal article from a journal that is only published on the internet, with no printed issue available, you should include the following information, in this order:

- The author(s) of the article
- Date of publication (in round brackets)
- The title of the article (in quotation marks)
- The title of the journal, which must be in italics
- Volume number and issue numbers
- [Online]
- Available from: followed by the URL
- Accessed: followed by the date accessed (in round brackets)

For example:


**Magazine articles**

Using Refworks ‘Harvard (Liverpool)’ output style:

For magazine articles, use the reference type ‘Magazine Article’. For Internet-published or digital magazine articles you normally should set the Source Type to ‘Electronic’.
As the Journal article formats described above, however you may need to omit the volume or issue number if these are absent, possibly including just the issue number. If a month name or full date is shown, you may be able to include this.

For example:

Hardcopy magazine with issue number and month

Hardcopy magazine with month only

Hardcopy magazine with issue number and month with date

Online magazine with issue number and month with date

**Book Chapters/ E-Book Chapters/ Kindle book Chapters**

Using Refworks ‘Harvard (Liverpool)’ output style:

*For book chapters you should use ‘Book, Edited’ (a book chapter will be authored by a named individual, however, the entire work will also usually have an ‘Editor’), for digital or online book chapters you should set the Source Type to ‘Electronic’.*

*When citing a contribution to a book or a paper given at a conference, you must reference the surname of the author who made that contribution and the title of that contribution. A reference to a contribution to a book should include the following information, in this order:*

- The author(s) of the chapter/section
- The date of publication (in round brackets)
- The title of the chapter/section (in quotation marks)
- Author(s), editor(s) or corporate author(s) of the book
- The title and any subtitle, which should be in italics
- Place of publication
- Publisher
The first and last page numbers of the chapter/section

For example:


For an e-book chapter, also include:

- Name of e-book supplier (if known)
- Online (in square brackets)
- Available from: URL (if known)
- (Accessed: date)

For example:


Kindle Book Chapters

You should display the Kindle version within the reference and include the page numbers or location details, e.g.


Note - some versions of Kindle do not provide page numbers for books, in this case you should show the Kindle format alongside the publisher and the chapter and paragraph number with the 'location' number, e.g.:


Conference Papers/ Proceedings

Using Refworks ‘Harvard (Liverpool)’ output style:

For conference papers you should use the reference type ‘Conference Proceedings’, if these are online/digital you should set the Source Type to
When citing a paper given at a conference, you should include this information, in this order:

- Author(s) of paper
- Date of publication (in round brackets)
- Title of paper (in quotation marks)
- Editor(s) (if they appear)
- Title of conference: subtitle (including location and date of conference) (in italics)
- Place of publication
- Publisher
- Pagination for the paper

For example:


### Legislation / Acts of Parliament

Using Refworks ‘Harvard (Liverpool)’ output style:

For Legislation or Acts of Parliament, use the reference type ‘Laws/ Statutes’.

Acts of Parliament or other official government publications can be shown as follows:

- Short title with key words capitalized, which includes the year within the title.
- Chapter or section number in brackets.
- Place of publication: Publisher.

For example:

*Higher Education Act 2004*. (c.8), London: HMSO.

For Acts prior to 1963, the regal year and parliamentary session are included:
Reports/ Business Reports

Using Refworks ‘Harvard (Liverpool)’ output style:

For reports you should use the reference type ‘Reports’, if these are online/digital you should set the Source Type to ‘Electronic’.

Business/ Market reports found via MINTEL, FAME etc. can be shown as follows:

- Name of company or organisation publishing report.
- Year of publication (in round brackets).
- Title of report (in italics).
- Date of report – showing month and year if available.
- [Online] - if sourced via an online collection.
- URL of online database if available.
- Date accessed (in round brackets).


World Wide Web (WWW) Resources

Using Refworks ‘Harvard (Liverpool)’ output style:

For general WWW content you should use the reference type ‘Web page’, you should set the Source Type to ‘Electronic’.

A reference to a World Wide Web document should include the following information, in this order:

- The author(s), editor(s) or corporate author(s) of the document (if they can be identified)
- Date of publication (in round brackets)
- The title of the document, which must be in italics (or the first few words of the document if the title is not clear)
- [Online]
- Place of publication
- Publisher
• Available from: followed by the URL
• Accessed: followed by the date the document was accessed (in round brackets)

For example:


**URLs (Uniform Resource Locator/ Internet Address)**

There are a number of approaches to citing work from the Internet. The following points should be noted:

• Be consistent throughout. Fit with the Harvard style as this is the method that you have used for other sources of information.
• Many Web documents do not give an author. If the information is not explicit you may find it in the header of the HTML encoded text (although that may reflect who "marked up" the document, rather than who actually wrote it.) You can view the header by choosing the option to view document source. Otherwise use the title as the main reference point.
• If a document on the web is a series of linked pages - what is the title of the document? Do you cite the main contents page, or a particular page you are quoting from? This is a grey area.
• You should cite the date the document was last updated if this is apparent, or the date when you accessed it if not.
• If you are citing a web page in the text, you should cite by the author if there is one clearly stated. If there is no author you should cite by the title. If neither author or title are available use the URL - for example, 'The latest study (http://www..........., 2006) revealed....'.

For example:


**Online Discussion Forum/ Blogs**

Using Refworks *`Harvard (Liverpool)`* output style:
For blogs you should use the reference type ‘Online Discussion Forum/ Blogs’, you should set the Source Type to ‘Electronic’.

It should be sufficient to use the Web site name for the Blog site name, the document name for the message, and include [Online/ Blog], e.g.


If the Blog is accessed in RSS or a Podcast also see the communications section of this referencing guide.

Images / Artwork

Using Refworks ‘Harvard (Liverpool)’ output style:

For images or artwork you should use the reference type ‘Artwork’, if the resource is online/ digital you should set the Source Type to ‘Electronic’.

A reference to an image should include the following information, in this order:

- Author/artist
- Year (in round brackets)
- Title of Image, or a description, which must be in italics
- If the resource is online or digital show - [Online image]
- If the resource is online or digital show - Available from: URL
- If the resource is online or digital show - Filename including extension
- Accessed: followed by the date the document was accessed (in round brackets)

For example:


Emails

Using Refworks ‘Harvard (Liverpool)’ output style:

For emails you should use the reference type ‘Personal Communication’, you should set the Source Type to ‘Electronic’.
When citing emails it is important that you get the permission of the sender of the email before citing it.

A reference to an email should include the following information, in this order:

- Sender
- Sender’s email address (in round brackets)
- Day, month and year the email was sent
- Subject of message (in italics)
- The words Email to followed by the recipient’s name
- Recipient’s e-mail address (in round brackets)

For example:

Jones, S. (SJones@world.ac.uk), 20 June 2006. Re: How to cite an email. Email to P. Smith (p.smith@world.ac.uk).

Interviews

Using Refworks ‘Harvard (Liverpool)’ output style:

For interviews you should use the reference type ‘Personal Communication’, if the interview was online you should set the Source Type to ‘Electronic’.

A reference to an interview should include the following information, in this order:

- Interviewee name (if the interviewee must be anonymous, then simply state this with a description of their role or status, e.g. Anonymous, Compliance Officer KVM Industries. (2010)
- Year
- Interview type (Structured Interview/ Unstructured Interview or other type)
- Communications method/ technology used, if the interview was in person, use [In Person] if communications technology was used then include these details, e.g. Telephone, Video Conference, Skype, Microsoft Live, Skype Phone. Also include ‘Online’ if the interview was conducted using the Internet, e.g. [Skype Phone, Online]
- Interview name/ title or project name
- Interviewer name, e.g. Interview by Michael Smith
- Date and start time of interview including a regional time zone e.g. 25 May 2006 GMT 16:00

For example:

Video/ Film/ Television

Using Refworks ‘Harvard (Liverpool)’ output style:

For video/ DVD you should use the reference type ‘Video/ DVD’, if the video was online you should set the Source Type to ‘Electronic’.

Also see the reference type ‘Motion Picture’ which will be more suitable for film.

A reference to a TV or video source should include the following information, in this order:

- Presenter/ company/ organisation name (e.g. a television company, Web based organisation, private individual or producer, or use Anonymous if unknown)
- (Year)
- Title of the video/ programme in italics
- Technology used, e.g. Television Programme, Flash Video, Youtube Video or simply Video if unknown. Also include ‘Online’ if the video was located on the Internet, e.g. [Youtube Video, Online]
- Available from: URL (including media filename and extension if available)
- Accessed: followed by the date the document was accessed (in round brackets)

For example:


Podcasts

Using Refworks ‘Harvard (Liverpool)’ output style:

For podcasts you should use the reference type ‘Generic’, you should set the Source Type to ‘Electronic’. You can use the classification field to describe the format as ‘Podcast’.
A reference to a podcast should include the following information, in this order:

- Title (in italics)
- (Year)
- Podcast
- [Online]
- Available from: URL
- (Date of access & time and time zone - this should include hours, minutes & seconds)

For example:


**Presentations**

Using Refworks ‘Harvard (Liverpool)’ output style:

For presentations you should use the reference type ‘Generic, if the presentation was online/digital you should set the Source Type to ‘Electronic’. You can use the classification field to describe the format as ‘Presentation’.

A reference to a Presentation should include the following information, in this order:

- Title (in italics)
- (Year)
- Presentation
- Available from: URL if available
- (Date of access & time and time zone if obtained online - this should include hours, minutes & seconds)

For example:


**Twitter Posts / Feeds**

Using Refworks ‘Harvard (Liverpool)’ output style:

For podcasts you should use the reference type ‘Generic’, you should set the Source Type to ‘Electronic’. You can use the classification field to describe the format as ‘Twitter Post/ Feed’.

A reference to a Twitter post should include the following information, in this order:

- Author’s name or alias (‘nick’ used on Twitter)
- Date and time of the posting
- Title of the ‘tweet’ in italics
- [Twitter, Online]
- URL of the Twitter feed
- Date the Tweet was accessed

For example:


**Course Tutorials/ Presentations/ Notes**

Using Refworks ‘Harvard (Liverpool)’ output style:

If the work is a published textbook (printed by a publisher) you should use ‘Book, Whole’ or ‘Book, Edited’.

For course materials which are not formally printed via a publisher you should use the ‘Generic’ resource type.

If the work is online/digital you should set the Source Type to ‘Electronic’. You can use the classification field to describe the format e.g. ‘Course Presentation’.

You may want to cite information from a course tutorial, presentation or other course information.

*Note - when not to use this reference type:*

- For textbooks printed by a publisher, please see sections in this guideline on how to reference books/ electronic books.
For third party/ external Web-based material see sections on referencing WWW sources and other E-Sources.

A reference to information from University course materials should include the following information where applicable in this order (see examples below):

- Publishing organisation e.g. University of Liverpool
- Year of publication (in round brackets), e.g. (2007)
- Course material title in quotation marks if available, with classification, e.g. ‘Managing people’ [Presentation]
- Details of the module or class the information is taken from (in italics), if no title is provided also include a brief description e.g. Lecture notes from Managing People Module Seminar 4
- Source of notes e.g. Available from: University of Liverpool Blackboard system
- Day, month and year notes were accessed (in round brackets), e.g. (Accessed: 28 February 2011)

For example:

A presentation -


Notes issued during a class -


**Bibliography entry for your own writing derived from your programme of study**

Using Refworks ‘Harvard (Liverpool)’ output style:

You should use the most appropriate reference type for the writing you are referencing, e.g. if this is a published journal article you should use this reference type, also see ‘Unpublished Materials’ – if defined reference types are unsuitable you should use ‘Generic’. If the resource is online/ digital you should set the Source Type to ‘Electronic’.
You should include the following for a bibliography entry derived from your own writing on your programme of study:

- Name of author
- Year of submission (in round brackets)
- The title and any subtitle, which should be in italics
- An indication of the document type, e.g. Assignment/ Dissertation/ Discussion Question
- Programme of study e.g. MA, PhD (in round brackets)
- Module name, e.g. HRM or for an online class, include the module/class ID, e.g. HRM PLANNING.931808465.704 (UKL1.HRMPLA.931808465.704)
- Class Week number or Academic Week number when submitted (if known)
- Institution

For example:

Jones, J. (2011) *The appointment of Occupational Health Officers in SMEs*, Assignment (MBA), HRM PLANNING.931808465.704 (UKL1.HRMPLA.931808465.704), Week 5, University of Liverpool in partnership with Laureate Education.

**Internal Memos**

Using Refworks *Harvard (Liverpool)* output style:

For memos you should use the reference type ‘Personal Communication’, you should set the Source Type to ‘Electronic’. You can use the classification field to describe the format as ‘Internal Memo’, if this is unsuitable you can also consider the ‘Generic’ reference type.

You should ensure you have proper permission from the company/ organisation where the memo was derived to publish this in your own work/ dissertation:

A reference to an internal memo should include the following information, in this order:

- Author/ Sender’s name
- Year with Date
- Internal Memo [system name if available]
- Memo title (in italics)
- Organisation, e.g.

**Cases/ Case Law/ Court Decisions**

Use the following style:

Author name(s) (Year) 'Primary Title', [Classification, e.g. Court Case]. *Data Source e.g. WestLaw*. Volume (Issue), Additional Notes e.g. Partial ruling. Available from: URL Place of Publication: Publisher. (Accessed: Retrieved Date e.g. 10/10/2011). pp.Start Page-Final Page.

In Refworks, use the reference style ‘Case/ Court Decisions’.

**Abstracts**

Use the following style:

Author(s) (Year) 'Primary Title' [Classification, e.g. Report Abstract]. *Data Source*. Volume (Issue), Notes. Available from: URL Place of Publication: Publisher. (Accessed: Retrieved Date e.g. 10/10/2011). pp.Start Page-End Page.

In Refworks, use the reference style ‘Abstracts’.

**Computer Program/ Software**

Use the following style:

Author(s) (Year) 'Primary Title' [Classification e.g. Multi Platform Computer Application]. *Data Source e.g. Sourceforge*. Volume (if applicable), Notes, e.g. CVS version 13.4b. Available from: URL Place of Publication: Publisher. (Accessed: Retrieved Date e.g. 10/10/2011).

In Refworks, use the reference style ‘Computer Program’.

**Map**

Use the following style:

Authors(s) (Year) 'Primary Title' [Classification, e.g. Online Map]. *Data Source, e.g. Google Maps*. Volume (Issue), Notes. Available from: URL Place of Publication: Publisher. (Accessed: Retrieved Date e.g. 10/10/2011). pp.Start Page-End Page.
In Refworks, use the reference style ‘Map’.

**Monograph**

Use the following style:

Authors(s) *Primary Title*. (Year) [Descriptor, e.g. Monograph]. Available from: URL (Accessed: Retrieved Date e.g. 10/10/2011).

In Refworks, use the reference style ‘Monograph’.

**Music Score**

Use the following style:

Author(s) (Year) 'Primary Title' [Classification, e.g. Symphony]. *Data Source*. Volume (Issue), Notes. Available from: URL Place of Publication: Publisher. (Accessed: Retrieved Date e.g. 10/10/2011). pp. Start Page-End Page.

In Refworks, use the reference style ‘Music Score’.

**Newspaper Article**

Use the following style:

Author(s) (Year) 'Primary Title' [Classification, e.g. Online News Article], *Data source*, Volume (Issue), Freeform publication date, Database name [Online]. Available from: URL (Accessed: Retrieved Date e.g. 10/10/2011). pp. Start Page-End Page.

In Refworks, use the reference style ‘Newspaper Article’.

**Patent**

Use the following style:

Author(s) (Year) 'Primary Title' [Classification, e.g. US Patent], *Data Source*. Volume (Issue), Notes. Available from: URL Place of Publication: Publisher. (Accessed: Retrieved Date e.g. 10/10/2011). pp.Start Page-End Page.
In Refworks, use the reference style ‘Patent’.

**Sound Recording**

Use the following style:

Author(s)  (Year) 'Primary Title' [Classification, e.g. Voice Narration]. *Data Source*. Volume. Notes. Available from: URL Place of Publication: Publisher. (Accessed: Retrieved Date e.g. 10/10/2011).

In Refworks, use the reference style ‘Sound Recording’.

**Part 8: Adding links to E-Resources in your Bibliography**

The following notes provide some general tips on obtaining a direct link to E-Resources. For more detailed advice, including information on specific collections, please see our guide on [Adding direct links to electronic resources](#).

It is not generally the policy of UoL schools to strictly require inclusion of digital/online information such as URLs, database name or permalinks, however you are advised to check any special requirements during your induction. Some academic tutors (especially for degrees taught entirely online) may require you to include direct links to resources, thus allowing the tutor to visit or review the item you have cited, please consult your tutor to confirm if this is required.

**Note on using copy & paste to create a direct link to E-Resources**

Links to databases or individual e-resources must be created with care, many of these resources do not support simple linking via copy and paste from the URL address bar. If the Web site you are using is available via public WWW pages then you can probably use the URL of the resource you are viewing. If the site is a subscribed collection then you will probably not be able to copy and paste the URL, since the URL may contain ‘session’ information and may be invalid when used later.

**Note on using permalinks via UoL login for your dissertation and research**

If you add permalinks to e-resources via UoL subscriptions/login details, then the person reading your bibliography will require a University login to open these UoL links. You should take care when adding links which are passed via University subscriptions in your dissertation or other writing aimed at a wider (non University of Liverpool) audience.

**Create a permalink outside UoL subscriptions/login**
You can create a generic (non University of Liverpool) DOI link to E-Resources, these links will be accessible to non-University of Liverpool users if they access the item on any University campus which has a subscription for the item. They may also be able to access the resource off-campus. This kind of URL does not contain the University of Liverpool login/ proxy server, e.g. http://dx.doi.org/10.1108/09600039610150479 It may be desirable to use this kind of URL in your dissertation or other academic writing which could be read by a wider audience (outside the University of Liverpool).

**Link Builder Tool** [http://s.liv.ac.uk/38](http://s.liv.ac.uk/38)

You can use the Link Builder page shown in the Library for Online Programmes to create permalinks to a variety of e-resources via UoL subscriptions/ login, these links will typically require a UoL login when followed. You can attempt to create a non-UoL DOI link using the DOI tool (see the checkbox shown under the DOI tool to use this option when creating the link).

You can see further suggestions on creating stable links in our guide on Adding direct links to electronic resources.

**Part 9: Further Help and Contacts**

If you have any difficulties using any of the reference schemes mentioned above, or any other referencing format which you have been asked to use by your instructors, please [contact your Librarian](http://s.liv.ac.uk/38).

*Online students* – please use the contact details shown in the Library for Online Programmes to [contact your online Librarian](http://s.liv.ac.uk/38).

**Example Bibliography**

You can see further examples of Bibliographies at the end of most scholarly publications such as journal articles or books.


Jones, S. (SJones@world.ac.uk), 20 June 2006. Re: *How to cite an email*. Email to P. Smith (p.smith@world.ac.uk).


