

## Harvard system of referencing

This guide shows how to cite references and compile a bibliography using the Harvard system of referencing. The Harvard system has been adopted as the preferred referencing style by many organisations however you should always check the style of referencing that is required before submitting your work.

Good referencing is important as it:

- Helps avoid plagiarism by acknowledging the source of an idea or argument.
- Supports the claims in your text by adding credibility to your arguments.
- Enables the reader to locate the sources you have used.

**Citations** are used within the text whenever sources are referred to or directly quoted. A **bibliography** including all the sources consulted is provided at the end of the document

### Citations

When you cite (refer to) a particular source in the text you should give the author's surname followed by the date of publication in brackets as follows:

- When the author's surname falls naturally within the text you can cite it like this:

Williams (2009) demonstrates the importance of decision making in effective wound closure.

- When referring to a source in passing, include the author's surname and date in brackets. If you have multiple references, separate them with semi-colons ordering them alphabetically

These ideas have been discussed by many others including Adams (2009); Collins (2005); Martin (2006)

- If there are two authors for a work you should cite them both.

Burrin and Mersmann (2005) discuss the biology of metabolism in growing animals.

- If there are three or more authors you should only cite the first one followed by et al.

Taylor et al. (2007) show the importance of diagnosis in treating parasitic diseases.

- In cases where an author has published more than one document in a year you should distinguish them by adding lower case letters.

In recent articles by Brown (2011a, 2011b, 2011c)

- When an author cites another author you must first try to trace the original work. If this is not possible, you must cite both sources in the text, but only include the work you actually read in the bibliography.

If Turner discusses the work of Fellows you could say Fellows (2007) as cited by Turner (2008)

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- If you are quoting directly from the text you should include the page number and place the quoted words in quotation marks.

Burrin and Mersmann (2005 p. 72) state that “it is important to understand thoroughly the inherent limitations of this method”

Lengthy quotations should be in a separate indented paragraph.

## **Bibliography**

Every citation should have a corresponding reference which is listed in the bibliography at the end of your written work. The bibliography should also contain details of other items that you consulted. Bibliographies are arranged alphabetically by author or by title where there is no author.

There is a standard way of listing the different types of publications within your bibliography. Examples for the most common types are given below; if the type of work you want to include in your bibliography is not listed please contact the RCVS Knowledge Library for advice.

It is important that the typestyle e.g. italics, punctuations, spacings and brackets ( \_ ) [ \_ ] are used exactly as shown in the examples

- **Websites**

Authors surname, Initials. – if there is one (Year) *Title of page*. [Title of web site] [online]. Available from: web address. [Date accessed].

*Stray cats* [RSPCA] [online] Available from:

<http://www.rspca.org.uk/allaboutanimals/helpandadvice/straycats> [Accessed 13 April 2011]]

- **Journal articles**

Author(s) surname, Initials. (Year) Title of article. *Title of journal*, Vol. no. (Part no./Issue/Month), Pages - use p or pp.

Antognini, J.F. (2011) Anesthetic action: the importance of the spinal cord to immobility. *The Veterinary Journal*, 187 (2), pp.151-152

If the article does not have an author it should look like this:

Concerns over equine bacterial periodontitis. (2011) *Veterinary Times*, 28 March, p. 2

- **Ejournals**

Author(s) surname, Initials. (Year - of original print publication if available) Title of article. *Title of journal*, [online] Vol. no. (Part no./Issue/Month), Pages - use p or pp. Available from: web address. [Accessed date].

Antognini, J.F. (2011) Anesthetic action: the importance of the spinal cord to immobility. *The Veterinary Journal*, [online] 187 (2), pp.151-152. Available from: <http://www.sciencedirect.com/> [Accessed 13 April 2011]

- **Books**

Author(s) surname, Initials. (Year) *Title: subtitle*. Edition – if not the first. Place of publication: Publisher

Giguere, S. (2006) *Antimicrobial therapy: in veterinary medicine*. Fourth ed. Oxford: Blackwell.

If the book has two or three authors follow the same style including all the authors.

Brown, T. and Smith, S. (2007) or Brown, T., Smith, S. and Green, A. (2006)

If the book has more than three authors give the name of the first author only followed by “et al.”

McIlwraith, C.W. et al. (2005) *Diagnostic and surgical arthroscopy in the horse*. Third ed. London: Mosby.

- **Chapters in books**

Author(s) surname, Initials. (Year) Title of chapter. In: Author(s)/Editor(s) surname, Initials. ed(s) – if there is an editor. *Book title*. Edition – if not the first. Place of publication: Publisher, Pages - use p or pp.

Hardie, E.M. and Kyles, A.E. (1997) Pain management in the small animal patient. In: Bojrab, M.J, (ed) *Current techniques in small animal surgery*. Fourth ed. Baltimore: Williams & Wilkins. pp. 3–17.

- **E books**

Author(s) surname, Initials. (Year – of original print publication if available) *Title: subtitle*. Edition – if not the first. [online] Place of publication – of original print version if available: Publisher. Available from: web address of e book provider. [Accessed date].

Denny, H.R. (2000) *A guide to canine and feline orthopaedic surgery*. Fourth ed. [online] Oxford : Blackwell Science. Available from: <http://onlinelibrary.wiley.com/> [Accessed 13 April 2011]

- **Blogs**

Authors surname, Initials. (Year) Title of the posting (if applicable). *Title of the site*. Weblog [Online] day/month of posting. Available from: web address. [Accessed date].

Wedderburn, P. (2011) It's a nonsense to compare the Grand National to a bull fight. *The Telegraph*. Weblog. [online] 11 April 2011. Available from: <http://blogs.telegraph.co.uk/news/author/peterwedderburn/> [Accessed 13 April 2011]

- **Newspaper articles**

Author(s) surname, Initials. (Year) Article title. *Newspaper title*, Day and Month (abbreviated), Pages - use p or pp.

Fennell, E. (2011) High standards are the key to progress. *The Times*, 13 April, p. 45

- **Published proceedings, conference and symposium papers**

Author(s) surname, Initials. (Year) Title of paper. In: Editor(s) surname, Initials. *Title of conference proceedings: subtitle*. Place and date of conference (unless included in title). Place of publication: Publisher, Pages - use p. or pp.

Roberts, V. (2010) Treating the sick pet chicken. In: *BSAVA 53rd annual congress 2010 scientific proceedings: veterinary programme*. Birmingham 8-11 April. Quedgeley, Glos: BSAVA, pp. 193-195.

- **Theses and dissertations**

Authors surname, Initials. *Title*. Designation - Level, e.g. MSc, PhD., Institution

Chesney, C.J. (2010) *The disciplinary processes of the Royal College of Veterinary Surgeons: 1881- 2008*. Fellowship thesis, Royal College of Veterinary Surgeons

- **Corporate publications including reports**

Name of issuing body (Year) *Title: subtitle*. Place of publication: Publisher

Royal College of Veterinary Surgeons (2010) *Guide to professional conduct: 2010*. London: RCVS

### **Reference management software**

Web based packages such as EndNote, Reference Manager, RefWorks and Mendeley allow you to create a database of references and then output them in a consistent style such as Harvard. If you are studying for a qualification you should check with your institution's library as you may have access to these packages via them