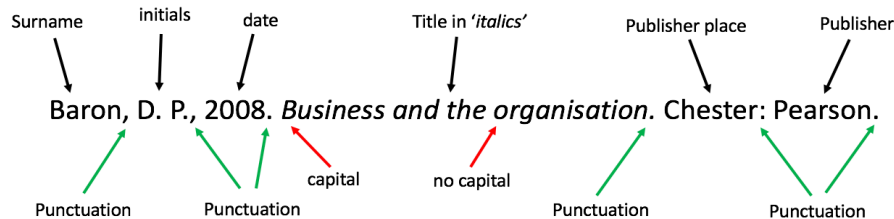


Reference List: Harvard

All the sources that you use in the main body of your text must be listed at the end of your essay; this is called a reference list and should be in alphabetical order. You need to include:



The author (last name and initials)/ date / *main title & subtitle* (italics) / publishing place / publisher: **Look carefully** at punctuation and **capitals**

Reference List or Bibliography?

A reference list?? a list of sources (books, websites, journals) you have used in your essay

A bibliography?? a is a list of sources that you read but may not have used in essay.

*****Important:** Some universities see reference list and bibliography as the same thing***

How to reference a book

Book with one author

Allen, P., 2008. *Effective time management*. London: Pan Books.

Book with two authors

Miller, P. and Huntington, C., 2010. *Speaking persuasively*. Sydney: Allen and Unwin.

Book with three or more authors

Smith, R., Jones, W. and Watton, B., 2011. *Negotiating a business agreement*. 2nd edition, London: Century Business.

Book – second or later edition

Bridges, R., 1995. *Successful study for degrees*, 2nd edition, London: Routledge.

Book by same author in the same year

Nikon, A., 1993a. *Fatal storm*, Sydney: Allen and Unwin.

Nikon, A., 1993b. *Survival at sea*, Sydney: Allen and Unwin.

Book with an editor

Devon, P. ed., 2009. *Beyond the ferris wheel*, Rockhampton: CUP Press.

If you have used a chapter in a book written by someone other than the editor

Bridges, J., 2008. Disabilities in tertiary education. In: L. Rowan, ed. 2010. *Voices of a Margin*. Rockhampton: CQU Press. CH.2.

Books with an anonymous or unknown author

The University Encyclopedia (1985) London: Roydon.

Journals

A Journal

Author, Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page numbers.

Peters, C., 2001. The merger acquisition of IBM. *Business Management Journal*, 97(22), pp.63-64.

Electronic Journal from a Database

Author, Initials., Year. Title of article. *Full Title of Journal*, [type of medium] Volume number (Issue/Part number), Page numbers if available. Available through: name of database [Accessed date]

Smith, J.M., 2002. The business of sustainable policy: an in depth look. *Business Science Quarterly* [e-journal] 42 (6) Available through: Business Source Complete database [Accessed 12 June 2012].

Electronic Journal from the Internet

Authors, Initials., Year . Title of article, *Full Title of Magazine*, [online]. Available at: web address (quote the exact URL for the article) [Accessed date].

Kipper, D. , 2008. Japan's new dawn, *Popular Science and Technology*, [online] Available at: [Accessed 22 June 2012].

Websites

A website

Authorship or Source, Year. *Title of web document or web page*. [type of medium] (date of update if available) Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

Business Evidence, 2003. *National Library of Guidelines*. [online] Available at: [Accessed 10 October 2012]

Newspapers

Newspaper Article

Author, Initials., Year. Title of article or column header. *Full Title of Newspaper*, Day and month before page numbers and column line.

Janter, G., 2009. Brexit: a new beginning. *The Financial Times*, 3 Sep. p.47.

Online newspaper article

Author or corporate author, Year. Title of document or page. Name of newspaper, [type of medium] additional date information. Available at: [Accessed date].

Johnson, M., Peters, L. and Smith, D. 2009. Life after the Financial Crash. *Times Online*, [online] 21 June. Available at: [Accessed 17 March 2005].

[More information go here: https://libweb.anglia.ac.uk/referencing/harvard.htm](https://libweb.anglia.ac.uk/referencing/harvard.htm)

An example of an academic bibliography: (in alphabetical order)*

Bills, R. E., 1977. *Foundations for a theory of instruction and educational psychology*. London: Harper and Row: 282-385

Boughton, J.M., 2002. The Bretton Woods proposal: an in depth look. *Political Science Quarterly*, [e-journal] 42(6). Available through: Anglia Ruskin University Library website <<http://libweb.anglia.ac.uk>> [Accessed 12 June 2005].

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Scottish Intercollegiate Guidelines, 2001. *Hypertension in the elderly*. (SIGN publication 20) [online] Edinburgh: SIGN (Published 2001) Available at: <<http://www.sign.ac.uk/pdf/sign49.pdf>> [Accessed 17 March 2017].

University of Cambridge., 2007. *CELTA Syllabus*. <www.cambridgeesol.org/assets/pdf/celta8> [accessed 22nd July 2017]