

# ***Harvard style guidelines***

## ***General***

1. Initials should be used without spaces or full points.
2. Up to six authors may be listed. If more then list the first three authors and represent the rest by ‘et al.’ rather than write them out in full.

## ***Text citations***

All references in the text and notes must be specified by the authors’ last names and date of publication together with page numbers if given.

Do not use *ibid.*, *op. cit.*, *infra.*, *supra*. Instead, show the subsequent citation of the same source in the same way as the first.

## ***Note the following for the style of text citations:***

1. If the author’s name is in the text, follow with year in parentheses:

... Jones (2003) has argued ...

2. If author’s name is not in the text, insert last name, comma and year:

... a recent study (Smith, 2009) has described ...

3. Where appropriate, the page number(s) follow the year, separated by a colon:

... it has been noted (Jones, 2003: 36–42) that ...

4. Where there are two authors, give both names, joined by ‘and’; if three or more authors, use *et al.*:

... it has been stated (Jones and Smith, 2004) ...

... some investigators (Brown *et al.*, 2005) ...

5. If there is more than one reference to the same author and year, insert a, b, etc. in both the text and the list:

... it was described (Jones, 2007b: 103–22) ...

... a series of studies (Smith *et al.*, 2008a, 2008b) produced ...

6. Enclose within a single pair of parentheses a series of references, separated by semicolons:

... and it has been noted (Jones and Brown, 1998; Price et al., 1999; Smith, 2003) ...

Please order alphabetically by author surnames.

7. If two or more references by the same author are cited together, separate the dates with a comma:

... the author has stated this in several studies (Smith, 2005, 2009) ...

Please start with the oldest publication.

8. Enclose within the parentheses any brief phrase associated with the reference:

... several investigators have claimed this (but see Thompson, 2001: 21–34)

9. For an institutional authorship:

... a recent statement (Department of Education, 2008: 7) ...

... occupational data (ABS, 2004: 16–18) reveal ...

10. For authorless articles or studies, use the name of the magazine, journal, newspaper or sponsoring organization, and not the title of the article:

... it was reported (*The New York Times*, 1998) that ...

11. Citations from personal communications are not included in the reference list:

... has been hypothesized (David Smith, 2008, personal communication).

## ***Reference list***

### ***General***

1. Check that the list is in alphabetical order (treat Mc as Mac).
2. Names should be in upper and lower case.
3. Where several references have the same author(s), do not use ditto marks or dashes; the name must be repeated each time.
4. Last names containing de, van, von, De, Van, Von, de la, etc. should be listed under D and V respectively. List them as: De Roux DP, and not Roux DP, de. When cited in the main text without the first name, use capitals for De, Van, Von, De la, etc. (Van Dijk, 1998)
5. Names containing Jr or II should be treated as follows:
  - Jones P, Jr (2008)
  - Brown S, II (1995)
6. References where the first-named author is the same should be listed as follows:
  - Single-author references in date order;
  - Two-author references in alphabetical order according to the second author's name;
  - Et al. references in alphabetical order; in the event of more than one entry having the same date, they should be placed in alphabetical order of second (or third) author, and a, b, etc. must be inserted.  
Brown J (2003)  
Brown TR, Yates P (2003)  
Brown W (2002)  
Brown W (2003a)  
Brown W (2003b)  
Brown W, Jones M (2003)  
Brown W, Peters P (2003)  
Brown W, Hughes J, and Kent T (2003a)  
Brown W, Kent T, and Lewis S (2003b)
7. Check that all periodical/publication data are included – volume, issue and page numbers, publisher, place of publication, etc.

## **Reference styles**

### **Book:**

Author A and Author B (year) *Book Title*. Place: Publisher name.

Crouch C, Le Gales P and Trigilia C (2001) *Local Production Systems in Europe: Rise or Demise?* Oxford: Oxford University Press.

Denzin NK (1989) *The Research Act: A Theoretical Introduction to Sociological Methods*, 3rd edn. Englewood Cliffs, NJ: Prentice-Hall.

Hollingsworth JR and Boyer R (eds) (1997) *Contemporary Capitalism: The Embeddedness of Institutions*. Cambridge: Cambridge University Press.

### **Chapter in a book:**

Author A (year) Chapter title: Subtitle. In: Editor A (ed.) *Book Title*. Place: Publisher, 00–00.

Author A, Author B and Author C (year) Chapter title: Subtitle. In: Editor A and Editor B (eds) *Book Title*. Place: Publisher, 00–00.

Author A and Author B (year) Chapter title: Subtitle. In: Editor A, Editor B and Editor C (eds) *Book Title*. Place: Publisher, 00–00.

Gumley V (1988) Skin cancers. In: Tschudin V and Brown EB (eds) *Nursing the Patient with Cancer*. London: Hall House, 26–52.

Binns T, Bek D and Ellison B (2007) Sidestepping the mainstream: Fairtrade rooibos tea production in Wuppertal, South Africa. In: Maye D, Holloway L and Kneafsey M (eds) *Alternative Food Geographies: Representation and Practice*. Oxford: Elsevier, 331–349.

***Article in a journal:***

Author A and Author B (year) Article title: Subtitle. *Journal* vol(issue): 00–00.

Author A, Author B and Author C (year) Article title: Subtitle. *Journal* vol(issue): 00–00.

Author A, Author B, Author C et al. (year) Article title: Subtitle. *Journal* vol(issue): 00–00.

Winter M (2003) Embeddedness: The new food economy and defensive localism. *Journal of Rural Studies* 19(1): 23–32.

Hoskins C and Mirus R (1988) Reasons of the US dominance of the international trade in television programmes. *Media, Culture and Society* 10(4): 499–515.

Brossard D, Shanahan J and McComas K (2004) Are issue-cycles culturally constructed? A comparison of French and American coverage of global climate change. *Mass Communication and Society* 7(3): 359–377.

***Article in a journal published ahead of print:***

Author A and Author B (year) Article title. *Journal* 00: 1–00 (accessed 00 month year).

Author A, Author B and Author C (year) Article title. *Journal* 00: 1–00 (accessed 00 month year).

Author A, Author B, Author C et al. (year) Article title. *Journal* 00: 1–00 (accessed 00 month year).

Bakker AB, Emmerik HV and Riet PV (2008) How job demands, resources and burnout predict objective performance. *Anxiety, Stress and Coping* 00: 1–10 (accessed 6 January 2010).

Note: volume is given as “00”.

### ***Website***

National Center for Professional Certification. (2002) *Factors Affecting Organizational Climate and Retention*. Available at:  
[www.cwla.org./programmes/triechmann/2002fbwfiles](http://www.cwla.org./programmes/triechmann/2002fbwfiles).

### ***Unpublished thesis***

Kramer B (2008) Employee ownership and participation effects on firm outcomes. Unpublished doctoral dissertation, City University of New York.

### ***Newspaper***

Clark JM (2006) Too close to call. *The Independent*, 21 May, p. 10.

### ***Working paper***

Freeman RB, Kleiner MM and Ostroff C (2000) The anatomy of employee involvement and its effects on firms and workers. National Bureau of Economic Research Working Paper 8050, Cambridge.

