



HARVARD Referencing: School of Business

	Quotation in the main body of the assignment (referred to as CITATIONS)	Reference list or Bibliography at end of an Essay <u>Note: A Reference list / Bibliography needs to be arranged in alphabetical order according to the author's last name.</u>
One author	(Schumpeter, 1942)	Schumpeter, J. 1942. <i>Capitalism, socialism and democracy</i> . New York: Harper Collins.
Two authors	(Abigail and Cahn, 2011).	Abigail, R. and Cahn, D. 2011. <i>Managing conflict through communication</i> . Boston: Allyn & Bacon.
Three or more authors	(Seifert et al., 2000)	Seifert, K. L., Hoffnung, R.J. and Hoffnung, M. 2000. <i>Lifespan development</i> . Boston: Houghton Mifflin.
Book with edition number	(Bodie et al., 2011)	Bodie, Z., Kane, A. and Marcus, A.J. 2011. <i>Investments</i> . 9 th ed. New York: McGraw Hill.
Edited book	(Berger et al., 2010)	Berger, A.N., Molyneux, P. and Wilson, J.O.S. (eds). 2010. <i>The Oxford handbook of banking</i> . Oxford: Oxford University Press.
A chapter from an edited book	(Eisenbeis and Kaufman, 2010)	Eisenbeis, R.A. and Kaufman, G.G. 2010. Deposit Insurance. In: Berger, A.N., Molyneux, P. and Wilson, J.O.S. (eds). 2010. <i>The Oxford handbook of banking</i> . Oxford: Oxford University Press.
Electronic book (An e-book accessed via Library Catalogue may be referenced in the same way as their print equivalent).	(Genovese, 2012)	Genovese, J. 2007. <i>Global warming: a mind mapper's guide to the science and solutions</i> . [Online]. Available at: http://live-the-solution.com/wp-content/uploads/global-warming-ebook.pdf . Accessed 7 th June 2017.
Official Report	(OECD, 2009)	OECD. 2009. <i>Corporate governance and the financial crisis: Key findings and main messages</i> . OECD, Paris.
Working papers / Discussion papers	(Gropp and Kashyap, 2009)	Gropp, R. and Kashyap, A. 2009. <i>A new metric for banking integration in Europe</i> . National Bureau of Economic Research Working Paper No.14735.

A quote about another author within the text (secondary reference-should only be used if the original cannot be found)	(Williams, 1993 cited in Utton, 2000)	Include both titles; Williams, M. 1993. The effectiveness of competition policy in the United Kingdom. In Utton, M.A. 2000. Fifty years of UK competition policy. <i>Review of Industrial Organization</i> , 16, pp.267-285.
Newspaper article (print)	(Keegan, 2012) <u>or</u> (Observer, 2012)	Keegan, W. 2012. Bank deregulation leads to disaster: shout it from the rooftops. <i>The Observer</i> . 6 th May 2012. Note: Use newspaper name if author is not identified
Newspaper article (online)	(Keegan, 2012). <u>or</u> (Observer, 2012).	Keegan, W. 2012. Bank deregulation leads to disaster: shout it from the rooftops. <i>The Observer</i> . [Online]. 6 th May 2012. Available at: http://www.theguardian.com/business/2012/may/06/shout-rooftops-bank-deregulation-leads-to-disaster . Accessed 24 th September 2019.
Journal article	(Burton and Goldsby, 2009).	Burton, B.K. and Goldsby, M.G. 2009. The moral floor: a philosophical examination of the connection between ethics and business. <i>Journal of Business Ethics</i> , 91(1), pp. 145-154. Note: The volume number is 91, the issue number is 1. Not all journals have issue numbers.
Electronic Journal. E-journal <u>not</u> accessed via Library Catalogue	(Merchant, 2007)	Merchant, A.T. 2007. Diet, physical activity, and adiposity in children in poor and rich neighbourhoods: a cross-sectional comparison. <i>Nutrition Journal</i> [Online]. Available at: http://www.nutritionj.com/content/pdf/1475-2891-6-1.pdf . Accessed: 24 th September 2019.
Website with author/organization	(OECD, 2012)	OECD. 2012. <i>UK: boosting growth and tackling inequality are keys to recovery</i> . [Online]. Available at: http://www.oecd.org/newsroom/uk-boosting-growth-and-tackling-inequality-are-keys-to-recovery.htm . Accessed 24 th September 2019.
Website with author	(Thompson, 2009)	Thompson, B. 2009. <i>What role for TV in wired world?</i> [Online]. Available at: http://news.bbc.co.uk/1/hi/technology/8115671.stm Accessed: 10th September 2019.

- If you require to cite two (or more) sources published within the same year by the same author then refer to them in the text and the reference list as 2010a, 2010b etc.
- When a citation appears at the end of a sentence, the full stop comes after the citation.
- Quotations less than three lines in length should be included in the body of the text and enclosed within double quotation marks, followed by the citation.
- Separate quotations that are more than three lines in length in an indented paragraph, with the citation at the end of the paragraph.
- Direct quotations should include a page reference as part of the citation e.g. (Schumpeter, 1942, p.83).
- Any items that appears in the list of references/bibliography should be referenced be cited at least once in the text.
- **Lecture Notes:** You should not cite lecture materials in assignments as it is unlikely that the materials are the original source for the information. Cite the original source referred to by lecturer.
- Publication details such as edition, year and place of publication may be found at the back of the title page. If there is more than one place of publication use the first place on the list.

- TIP: Be consistent.
- TIP: If in doubt check; Cardiff University Library Service, 2017. *Cardiff Harvard Referencing: A-Z Examples*. [Online]. Available at: https://xerte.cardiff.ac.uk/play_4069. Accessed 22 August 2019.