1. Harvard Referencing Style

IMPORTANT: If you are using Harvard, ask your tutor or School whether they wish you to use a specific version, or are happy for you to use this version for guidance.

Referencing styles

There are many different referencing styles, including widely used styles such as Harvard, APA and MLA, and styles specific to certain subjects or academic journals. At Bangor University, you will need to ask your tutor and School which referencing style you are expected to use. The library has a list of styles recommended by individual schools: [http://www.bangor.ac.uk/library/help/documents/SchoolReferencingStyles.pdf](http://www.bangor.ac.uk/library/help/documents/SchoolReferencingStyles.pdf).

Harvard referencing style: many versions available

There are two main types of Harvard: Harvard and Harvard (British Standard). However, there is no single agreed version of either style, instead there are many individual variations available. For example, some versions of Harvard put the date of items in brackets, and some do not.

This is a version of Harvard developed by Bangor University Library. We are very happy to work in consultation with Schools and tutors across the University to develop an agreed Bangor Harvard version, please contact the authors with feedback.
2. In Text Referencing

Referencing authors in the text

Scientists have long been concerned that human activities are causing global climate change (Leggett, 1990). Other scholars have made counter-arguments, such as arguing that “long term variations in earth’s temperature are closely associated with variations in the solar cycle length” (Friis-Christensen & Lassen, 1991, p.700). Subsequent scholars claimed that there were flaws in Friis-Christensen’s & Lassen’s graphs linking global warming with solar activity (Laut, 2003; Connor 2009), and “recent studies show that, in the most recent past (at least since approximately 1990), the solar influence on climate has not been a major contributor” (Patti et al., 2010, p.46).

Reference list


Direct and indirect citations

There are two ways of citing a reference in the body of your text:

A direct citation uses exact wording from the original source (known as a quote or quotation), and places the quote in quotation marks.

Example: “One of the most fundamental quantities in relation to the terrestrial climate is the sun’s radiation.” (Friis-Christensen & Lassen, 1991, p.698).
An indirect citation uses different wording to the original text, and does not require the use of quotation marks. It is very important that you communicate ideas from the original text in your own words if not using a direct quote, as reusing original wording without quotation marks is plagiarism. Example: In the 1980s, there were reports of Arctic ice melting quicker than normal (Leggett, 1990, p.23).

**Anonymous, single and multiple author citations**

No author (Anon, Year, Page/s) *Invented example*
If it is not possible to identify the author, use Anon (which is short for Anonymous).

Example: The manuscript shows that UK weather always had extreme variations. (Anon, 1617).

One author (Author, Year)

Example: Dramatic weather events in the 1980s led to global warming becoming a major political topic (Paterson, 1996).

Two authors (Author1 and Author2, Year)

Example: Human activities have led to increased emissions of greenhouse gases which contributes to global warming (Barry & Chorley, 2003, p.370).

Four authors or more (Author1 at al., Year)

Example: “It is not clear whether global warming will favour or reduce global ocean phytoplankton productivity in coastal areas.” (Patti et al, 2010, p.45).

Listing several references (Author, Year; Author, Year)

When citing more than one reference, separate each reference using a semi-colon

Example: The Intergovermental Panel on Climate Change (IPCC) was set up in 1988 (O'Riordan & Jager, 1996; Paterson, 1996).

Listing works by the same author from the same year (Author, Yeara), (Author, Yearb)

When citing more than one work written by an author in one year, add a letter to the year.

Example: The 1980s “saw the five hottest years in recorded history (Leggett, 1990a, p.3), and “the decline of glaciers in Europe and elsewhere” (Leggett, 1990b, p.23). (Figures correct in 1990).

**Edited publications**

When referring to the publication as a whole, cite the editor.

Example: In 1990, the Oxfam Report on global warming was published (Leggett, 1990).

When referring to a chapter within an edited collection, cite chapter author only.

Example: “In these examples, local citizens created solutions…” (Schwab & Hohmann, 2009).

**Secondary citations**

Sometimes you may need to refer to an author who is cited in another source. Ideally you should use the original (primary) source, but if you are unable to access the primary source, you may cite it as a secondary source, clearly identifying this as follows:

Example: The greenhouse effect was first discovered by Fourier, who reasoned that the Earth should be colder, but was warmed by the atmosphere, as “air traps heat, as if under a pane of glass”. (Fourier, 1822, quoted in Lever-Tracy, 2011).
Note: To identify secondary direct citations within a direct quotation, use single quotation marks.

Example: “In 1822 the physicist J.B. Fourier had postulated that the earth was kept warm because ‘air traps heat, as if under a pane of glass’.” (Lever-Tracy, 2011, citing Fourier, 1822).

Longer quotations

Long quotes should be placed in indented paragraphs:

Example: “It might be that most of us can live comfortably with the expected effects of climate change, but that many millions who are particularly vulnerable will suffer disproportionately and it is not moral for us to let that happen.” (Sinclair, 2011).

3. Referencing in Reference Lists or Bibliographies

Books / E-books p.5
Edited books p.5
Books in a series / Book reviews p.6
Journal articles / E-journal articles p.6
Newspaper articles p.6
Dissertations p.7
Lecture handouts p.7
Websites p.7
Conferences p.7
Official Reports p.8
Acts of Parliament / Cases p.8
Unpublished works p.8
Ephemera p.9
Films / Television programmes p.9
Images p.9
Email p.12

Note 1: List of sources cited in text OR list of all sources read?
A reference list is a list of sources you have cited in the text, and some tutors will ask for this list only (though they may use different names). A bibliography is a wider list of general reading done for your essay, not just sources cited in the text, and some tutors may ask for this list in addition to a reference list. Check with your tutor to establish their requirements.
Note 2: Works published in the same year
Where there is more than one citation for an author in the same year, they should each have a letter added into the citation, in order of appearance in your work.
Example: Olmek, B. 2009a.; Olmek, B. 2009b.; Olmek, B. 2009c.; etc.
If there is no date, the reference without a date is listed first.
Sources written by one author in a specific year are always listed before sources written by the author in collaboration with other authors, even if the date of the joint publication is earlier.

Note 3: Page numbers
Whilst it is useful (and necessary for direct quotations) to cite page numbers in the body of your text, you do not include page numbers in your bibliography. There are exceptions, such as journal articles, book chapters and book reviews, which require you to list the relevant page numbers.

Books

<table>
<thead>
<tr>
<th>Format</th>
<th>Author/s. Year. Title. Edition (if relevant). Place of Publication: Publisher.</th>
</tr>
</thead>
</table>


E-Books

<table>
<thead>
<tr>
<th>Format</th>
<th>Author. Year. Title. [E-book]. Available at: URL OR Database Name. Accessed date</th>
</tr>
</thead>
</table>

E-BOOK ACCESSED ONLINE

E-BOOK ACCESSED VIA A LIBRARY DATABASE

Edited Books

EDITED BOOK

<table>
<thead>
<tr>
<th>Format</th>
<th>Editor/s. (eds). Year. Title. Edition. Place of Publication: Publisher</th>
</tr>
</thead>
</table>

CHAPTER/PAPER IN AN EDITED BOOK


Note: If the publication date of the chapter is different from the edited book, add the date of the edited book after (eds): e.g. Brown, B. & Green, G. (eds). 2010.

Books in a Series

Format: Author/s OR Editor/s (eds). Year. Title. Series. Edition. Place of Publication:


Book Reviews


Printed Journal Articles


JOURNAL ARTICLE – UNKNOWN AUTHOR

JOURNAL ARTICLE – KNOWN AUTHOR

E-Journal Articles


Note: A DOI is a Digital Object Identifier, used to uniquely identify an online source. Add http://dx.doi.org/ in front of the DOI number to create the URL.
**Newspaper Articles**

**PRINTED NEWSPAPER ARTICLE**

Format: Author/s. Year. Title of article. *Title of Newspaper*. Date of publication. Page number/s.


**PRINTED NEWSPAPER ARTICLE WITH NO AUTHOR**

Format: Title of Newspaper. Year. *Title of article*. Date of publication. Page number/s.


**ELECTRONIC NEWSPAPER ARTICLE**

Format: Author/s. Year. Title of article. *Title of Newspaper*. [Online]. Date of publication. Available at: URL. Accessed date.


**Dissertations (Theses)**

Format: Author. Year. *Title*. Degree type. Location of Institution: Institution.


**Lecture Handouts / Powerpoints *invented example***


**Websites**

**WEBSITE WITHOUT AUTHOR *invented example***

Format: *Title of Website*. Date created, or last revised. [Online]. URL. Accessed date page.


**WEBSITES WITH AUTHOR / ORGANIZATION**

Format: Author OR Organization. Date created, or last revised. *Title of Website*. [Online]. URL. Accessed date.

### Documents

#### Document on Website

**Format:** Author / Organization. Date created, or last revised. *Title of Document*. Title of Website. [Online]. URL. Accessed date.


#### Conferences

**INDIVIDUAL CONFERENCE PAPER**

**Format:** Author/s of Paper. Year. Title of paper. *Title of Conference*. Location, Exact Date. Place of Publication: Publisher. pp. start page–finish page.


#### Whole Conference Proceedings

**Format:** Author / Editor / Organisation. Year. *Title of Conference*. Location, Exact Date. Place of Publication: Publisher.


#### Official Reports

**Format:** Author / Editor / Organisation. Year. *Title of Report*. Exact Date (if specified). Place of Publication: Publisher. (Report reference number if relevant).


#### Acts of Parliament

##### ACT OF PARLIAMENT after 1963

**Format:** Title of Act & Year (first letters capitalised). (Chapter Number). Place of Publication:


##### ACTS OF PARLIAMENT before 1963

**Format:** Title of Act & Year (first letters capitalised). (Regnal Year and Parliamentary Session, Chapter Number). Place of Publication: Publisher.


**Note:** Regnal: year of reign of monarch; Parliamentary Session: abbreviated monarch name.
**Cases**

**Format:** Party Names. Year. Volume number (if there is one) Law Report Abbreviation, followed by Part Number / Case Number / Page Reference if relevant. Publisher.


**Note:** Many cases from 2001 onwards have neutral citations. A neutral citation includes the year of the judgment, the Court abbreviation (e.g. UKHL=UK House of Lords, EWCA=England and Wales Court of Appeal) and the case number. Add the neutral citation immediately after the names of the parties and before the law report citation (if there is one).

**Unpublished Works**

**UNPUBLISHED ARTICLE**

**Format:** Author. Forthcoming Date. Title. Journal, Volume (Issue), Page numbers (if known).


**UNPUBLISHED MANUSCRIPT**

**Format:** Author. Year. Title. [Unpublished manuscript].


**Note:** If you have any other relevant information, as in this case, add that in.

**Ephemera** (Items of collectible memorabilia, eg: adverts, posters, flyers, show bills, etc.)

**Format:** Author / Source. Date. Title of item. [Type of material]. Place of Publication: Publisher


**Note:** There may be no author, date or publisher. If there is no date, use the abbreviation n.d.

**Films & Television Programmes**

**FILM**

**Format:** Title of the film. Year. [Film]. Director: Name of Director. Country of origin: Film studio.

*An inconvenient truth*. 2006. [Film]. Director: Davis Guggenheim. USA: Lawrence Bender Productions / Participant Productions.

**TV PROGRAMME / SERIES**

**Format:** Title of the programme OR series: episode name / number (if relevant). Dates of broadcast run. [TV series]. Broadcaster and channel. Date and time of transmission.

Images

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You must always give a source for the figure or table, and never use copyright material without acknowledgement.

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You can search Google for Creative Commons content. Here is more information about this: https://support.google.com/websearch/answer/29508?hl=

You can search Flickr for pictures, via their Creative Commons page. Here is the link: https://www.flickr.com/creativecommons/

Photographs

Format: Photographer. Year. Title of image. [Photograph]. Collection: Location OR From: Author. Title. Publisher: Location. OR Other source details as relevant.


Photographs from online source

Format: Photographer. Year. Title of image. [Photograph]. Available at: URL. Accessed date.


Painting

Format: Painter. Year. Title of image. [Medium]. Collection: Location OR Available at: URL. Accessed date. OR Other source details as relevant.

**Table**

If you reproduce or adapt a table found online, you must include a citation. All tables need to be numbered and table captions should be above the table:

**Table 3:** Prevalence of diabetes in the adult population across the UK (Diabetes UK, 2010)

<table>
<thead>
<tr>
<th>Country</th>
<th>Prevalence</th>
<th>Number of people</th>
</tr>
</thead>
<tbody>
<tr>
<td>England</td>
<td>5.5%</td>
<td>2,455,937</td>
</tr>
<tr>
<td>Northern Ireland</td>
<td>3.8%</td>
<td>72,693</td>
</tr>
<tr>
<td>Scotland</td>
<td>4.3%</td>
<td>223,494</td>
</tr>
<tr>
<td>Wales</td>
<td>5.0%</td>
<td>160,533</td>
</tr>
</tbody>
</table>

**Graph**

A graph is labelled as a figure, e.g. Figure 1, because it is a visual source displaying numeric data. This is written in a footnote underneath. The source citation is placed after the title of the graph, with the author’s surname, the year of publication and page number in brackets.

Figure 1. ROC curves of the three competing algorithms on multiple gene diseases (Luo et al., 2019)
Even when you are not copying the table or graph completely, you still need to credit the original source. Indicate where you have made changes to the original by writing ‘adapted from’ after the title of your table or graph version, and then give the source citation and page number if there is one.

**e.g.** Figure 1, ROC curves for multiple gene diseases (adapted from Luo et al., 2019).

**e.g.** Figure 1, (adapted from Smith et al., 2015, p.12), highlights how misinformation about the vaccine…

![Gibbs' Reflective Cycle](image)

Figure 4. Gibbs’ Reflective Cycle, (adapted from Gibbs, 1988).

You will also need to include the full reference to the source for the table or figure, in your reference list.

<table>
<thead>
<tr>
<th>Format</th>
<th>Author. Year. Title of table or figure. [Type of figure]. Website or Article details. Available at: URL. Accessed date OR other source details as relevant.</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Email</th>
<th>'invented example'</th>
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<tbody>
<tr>
<td>Format</td>
<td>Sender. Year. Title of email. [Email]. Sent date. Accessed date.</td>
</tr>
</tbody>
</table>

**Note:** Always ask the sender for permission to quote an email.
4. Example Bibliography


*An inconvenient truth.* 2006. [Film]. Director: Davis Guggenheim. USA: Lawrence Bender Productions / Participant Productions.


5. Referencing Support

School level support

The first place to turn for referencing information is your School. Some Schools have a set of referencing guidelines (which may be in the School student handbook), some Schools have a recommended referencing style, and some Schools let individual tutors set referencing styles.

This library guide gives you a list of referencing styles recommended by Schools: http://www.bangor.ac.uk/library/help/documents/SchoolReferencingStyles.pdf.

Schools with referencing guidelines
If your School has a set of recommended guidelines, follow these, and ask tutors familiar with School guidelines for support with any issues that arise.

Schools with recommended referencing styles
If there is no set style guide to follow, but the School has a recommended referencing style, you may need to ask the School or your tutor for a link to an example version of that style, as some referencing styles (Harvard) have variations, and you need to ensure that the style guide you are following matches your tutor’s expectations. They may point you to a library referencing help guides, or towards an online guide, or have their own version for you to follow.

Schools with no recommended style
If the School has no recommended style, you will have to ask individual tutors which referencing style they would like you to use, and then ask for a link to the version of that style, whether that be a library help guide, online guide or other source.

Library support
The Academic Support Librarians for Health and Law can offer support with using APA (Health) and OSCOLA (Law). The Academic Support Librarians can support you with general referencing questions, and issues relating to recommendations in this guide, though at times we may have to refer you back to Schools or tutors to ensure your referencing practices match their requirements.

Music & Media/ Languages, Literatures & Linguistics/ History, Philosophy & Social Sciences: j.greene@bangor.ac.uk / 01248 383572
Business, Law, Education mairwen.owen@bangor.ac.uk / 01248 382195
College of Environmental Sciences & Engineering: b.hall@bangor.ac.uk / 01248 382081
College of Human Sciences: y.noorani@bangor.ac.uk / 01248 388589
Online support

There are many online referencing style guides. If you choose to use these, make sure their recommendations match the requirements of your School or tutors.

j.greene@bangor.ac.uk / Y.Noorani@bangor.ac.uk Updated August 2019.