

Harvard (author-date) FAQs

What is the difference between a reference list and a bibliography?

- A **reference list** is the detailed list of references that are cited in your work. Therefore, it includes the full bibliographical information on sources, so that the reader can identify and then locate the source. A **bibliography** is a detailed list of references but also includes background readings or other material that you may have read but not actually cited. Different courses may require just a reference list, just a bibliography, or even both. It is better to check with your tutor first. Both the reference list and the bibliography are located at the end of the work. When using the Harvard style of referencing, both the bibliography and the reference list are arranged in alphabetical order by the author's surname, or title (for when there is no author).

What do I do if the publication has no date?

- You simply write 'no date' in brackets. For example, (Smith and Jones, no date).
- Example of in-text citation with no date:
 - He was seen by many to be a great man (BBC History, http://www.bbc.co.uk/history/wellington_duke_of.shtml, no date).
- Example of reference list entry with no date:
 - BBC History (no date) *Duke of Wellington (1769-1852)*. Available at: http://www.bbc.co.uk/history/historic_figures/wellington_duke_of.shtml (Accessed: 18 June 2015).

Can I mix referencing styles?

- No, you should never mix referencing styles. Always be consistent.

When should I use italics?

For a printed or electronic book, the book title is in italics, but for journal articles the name of the journal is in italics, and for newspaper articles the title of the newspaper is in italics. Check the i-cite guide (<https://intranet.birmingham.ac.uk/as/libraryservices/library/referencing/icit/index.aspx>) or Cite Them Right Online (www.citethemrightonline.com) for more detailed examples if you are ever stuck on a reference – never guess!

When should I include page numbers?

Page numbers in a citation are required for

- Lengthy or direct quotes
- If you are using ideas from a specific page or pages of a work

When should I omit page numbers?

Page numbers in a citation are NOT required

- If you refer to a complete work
- Or you refer to ideas that run through an entire work

Does the full stop go before or after in-text citations?

- Even when quoting, do not use a full stop until after your in-text citation in brackets because the in-text citation is part of your sentence.

Can I cite lots of sources in the same sentence?

- Yes, but only cite more than one author in the same sentence if they make similar points or use similar methods or evidence. If this cannot be avoided, put the sources in chronological order and separate each one with a comma. See the example below:
 - A number of different studies (Jamieson, 2011; Hollingworth, 2012; Hatfield, 2013; Rogers, 2015) suggested that...

What should I do if I list more than one source by the same author?

- If you list different sources by the same author which are produced in the same year, label the first source a, the second b, etc. Do this in reverse chronological order with the most recent first. See the example below:
 - In his study of the work of Dawkins, Harris (2007a) emphasised the use of rationality in the former's argument. However, it is clear that this was not the only strength of the original author (2007b).

The reference list would look like this;

- Harris, S. (2007a) *Dawkins: a history*. London: Evolutionary Press.
- Harris, S. (2007b) *Evolutionary thought*. London: Evolutionary Press.

Are in-text citations included in my word count?

- Yes, they **are** counted in your word count. However, your reference list and bibliography **are not** counted in your word count.

What are DOIs?

- DOIs are digital object identifiers – a character string used to uniquely identify a digital object.

What sources can I legally use?

- At present copyright law allows only small extracts of items to be copied legally provided that they are referenced (and following the guidance herein fulfills that perfectly!). Only copy what is completely necessary, and when the use falls into one or more of the following categories:

personal private study;	illustration for instruction;
non-commercial research;	parody pastiche or caricature;
criticism and review;	or quotations

Students' use will fall under personal private study, criticism and review, illustration, and/or quotation. For further information, go to; <https://intranet.birmingham.ac.uk/copyright>

What is the difference between using (Accessed:...) and (Downloaded:...)?

- Use (Accessed:...) when you have simply viewed the source on the internet, whereas use (Downloaded:...) when you have specifically downloaded something, for example a book onto your Kindle.

Your Subject Advisor will be able to assist you with any help, advice, or support you need. Go to <http://libguides.bham.ac.uk/subjectsupport/index> and locate your subject, and then subject advisor, for contact details.