

# **Harvard referencing guide**

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## Introduction

### Why reference?

Referencing is an important part of your degree for many reasons:

- to acknowledge the ideas of others
- to add credibility to your work
- to demonstrate how widely you have researched your topic
- to show that your research includes academic sources
- to avoid plagiarism.

### Which type of referencing does Norwich University of the Arts use?

Norwich University of the Arts uses Harvard referencing, which contains two parts:

#### 1. In-text citations

An in-text citation shows the author's surname, the copyright year and (if applicable) the page number(s) of the resource you used. They are inserted into the main text of your essay.

For example: (Smith, 2020, p. 10).

#### 2. A bibliography

The bibliography is a list of all the resources you have used in your essay. It should contain enough information for your lecturer to find the original resource. The bibliography appears at the end of your report, in alphabetical order by surname.

### Which version of Harvard referencing should I use

The university uses the Harvard version detailed in the book 'Cite them right' (Pears and Shields, 2025). You can [borrow the book](#) from the Library but you should find help with most of your referencing questions within this guide.

While there are many different versions of Harvard the most important thing is to make sure your referencing is consistent.

### How can I get help with referencing?

- In addition to this guide there is a [short leaflet](#) available covering the main types of resources used by Norwich students.
- There is also step-by-step help available on the library website: <https://library.norwichuni.ac.uk/referencing/get-started-with-referencing/>
- We're here to help – please get in touch if you would like more support. Email us at [library@norwichuni.ac.uk](mailto:library@norwichuni.ac.uk) or ask your librarian.

## In-text citations

### What is an in-text citation?

An in-text citation is an acknowledgment of the source material you have used when you quote someone directly, or summarise someone else's ideas. You must include an in-text citation every time you refer to someone else's work.

### What does it look like?

Here are some examples of where an in-text citation has been used to acknowledge someone else's ideas in an essay:

Vladimir Propp's studies into one hundred Russian folktales caused him to theorise that most shared the same structure (Orenstein, 2020, p.227).

McKee (2021, p.317) states 'the more powerful and complex the forces of antagonism opposing the character, the more completely realised character and story MUST become'.

### What do I include in my in-text citation?

An in-text citation contains only **two or three** pieces of information, always in the same order:

1. Author's surname(s)
2. Publication date (or copyright date)
3. Page number(s) - where applicable

You do not need to include any more information than this in your essay (so don't add in URLs for instance) That is because your in-text citation will refer to a source in your bibliography where you will include the full information of the source.

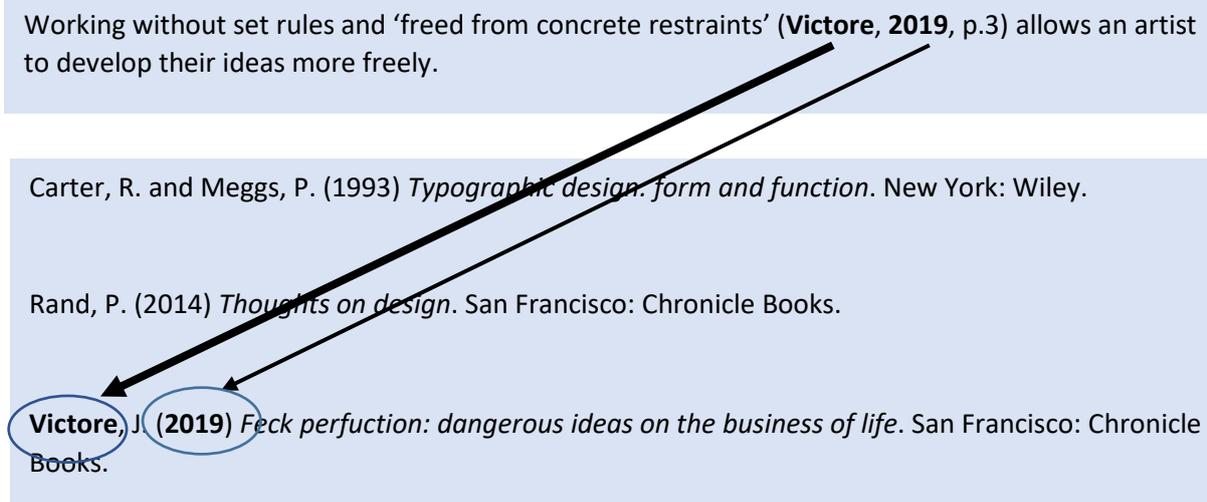
*Example of how an in-text citation points to the full information in the bibliography:*

Working without set rules and 'freed from concrete restraints' (**Victore, 2019**, p.3) allows an artist to develop their ideas more freely.

Carter, R. and Meggs, P. (1993) *Typographic design: form and function*. New York: Wiley.

Rand, P. (2014) *Thoughts on design*. San Francisco: Chronicle Books.

**Victore, J. (2019)** *Feck perfection: dangerous ideas on the business of life*. San Francisco: Chronicle Books.



## How to cite one or more authors:

<b>One author:</b>	
(Smith, 2020)	is used when referring to the whole resource (rather than a particular page or pages)
(Smith, 2020, p.3)	is used when you are referring to a specific page
(Smith, 2020, pp. 3-5)	is used when referring to multiple pages
<b>Two authors:</b>	
(Smith and Jones, 2020, pp. 3-5)	
<b>Three authors:</b>	
(Smith, Jones and Davies, 2021, pp. 3-5)	
<b>Four or more authors:</b>	
(Smith <i>et al.</i> , 2021, pp. 3-5)	
<b>Corporate author:</b>	
(Tate, 2020)	Used when no individual author / artist is named, very common with websites.
<b>Editor:</b>	
(Martínez, S. (ed)., 2018, p.3)	Single editor
(Dry, T. and Murphy, S. (eds)., 2017, p.4)	Multiple editors
<b>Secondary referencing (where one author quotes another author):</b>	
(Becker, 1971, quoted in Ilyin, 2006, p.35) In this example, Ilyin's 2006 book included a quote from Becker's 1971 book.	Only Ilyin's 2006 book would appear in your bibliography because you haven't read Becker's book.
<b>Two or more resources written by the same author in the same year:</b>	
(Thomas, 2020a) (Thomas, 2020b)	Use a, b, c etc. to make it clear which resource you're talking about. Make sure that your bibliography also has a matching a, b, c next to the date so that your lecturer can tell which resource is which.

## Where in my sentence should I put my in-text citation?

This is entirely up to you; choose whichever makes your sentence or paragraph flow well.

You can tag it onto the **end** of your sentence:

‘Freed from concrete restraints, we can enter a creative state of not knowing, open to all opportunities’ (Victore, 2019, p.20).

or you can put it **within** your sentence:

Working without set rules and ‘freed from concrete restraints’ (Victore, 2019, p.3), allows an artist to develop their ideas more freely.

As explained by Victore in his exploration of creativity, ‘Admitting you don’t know is the path to knowledge and even wisdom’ (2019, p.20).

If you have already mentioned the author’s name in your own sentence, you do not need to include the author’s name again in your in-text citation:

Note how it is clear in the example above that the quotation has come from Victore, so there is no need to include his name again in the in-text citation. Also, note that the elements of the in-text citation are still in the same order, i.e. Surname, Date, Page number.

## How to layout quotations

**Direct quotations:** when you quote an author word for word.

You can use ‘single’ or “double” quotation marks, simply choose one style and use it consistently throughout your essay.

Use direct quotations sparingly because they break up the flow of your writing. Use direct quotations to support a point, but remember that it is your thoughts and ideas that your lecturer is most interested in.

**Short quotations** (typically up to two or three lines long) should be included in your paragraph, e.g.

Pixar has a long-standing reputation for high quality animated feature films. One example is Finding Nemo (2003), which ‘augments vivid, classically styled animation technique, rendered using computer graphics, with a story anchored in the expression of long-held truths’ (Clarke, 2013, p. 94). It is in this father-son tale that....

**Longer quotations** should appear in a separate paragraph, indented from your main text, with the in-text citation at the end of the quotation. Because you are indenting the quotation, there is no need to use quotation marks:

According to Rojek:

It is an enormous paradox that democracy...cannot proceed without creating celebrities who stand above the common citizen and achieve veneration and god-like worship (Rojek, 2001, p.198).

This view suggests that democracy itself is responsible for the creation of celebrity culture.

### Paraphrasing and summarising

Paraphrasing and summarising are when you express someone else's thoughts or ideas in your own words, often in a more concise way.

**Paraphrasing** is when you re-write a sentence, paragraph or page into your own words.

**Summarising** is when you give the main points of an entire chapter, book or webpage.

The benefits of paraphrasing and summarising are:

- You demonstrate your understanding of their work
- You can often express their ideas more succinctly and with greater clarity
- It makes your writing flow better than the stop / start of using direct quotations.

The most important things to remember are you **MUST** keep the original meaning, and you **MUST** include clear in-text citations so that your lecturer can tell which are your own thoughts and ideas, and which are someone else's. For example:

Original text (from Leonard, 2016, p.86):

Successful networking means always having a goal. This doesn't have to be too specific, but could be to identify at least two key contacts at design studios you would like to work with, or a couple of people who are experts in something that you are deficient in that you will need for an upcoming job. If you go in without any aims, you will almost certainly achieve nothing.

Paraphrased example:

Successful networking can be achieved by approaching an event with a goal in mind, e.g. making two contacts that can be helpful to you, either in terms of their skills or connections (Leonard, 2016, p.86).

You can see how the paraphrased example is more concise, but still keeps the original meaning and the in-text citation.

## How do I reference images?

When you include an image in your report, you need to ensure you give it a figure number, author/creator, title or brief description, and year

For example:



*Figure 1, Dorothea Lange,  
Migrant Mother, Nipomo, California  
1936*

When you refer to the image in your text, you need to include an appropriate in-text citation for the source of the image:

Figure 1. (Lange, 1936) is striking in its depiction of desperation and despair suffered during the Great Depression.

## Creating your bibliography

### What is a bibliography?

A bibliography is a list at the end of your work that gives the details of all the sources you have used. This is to enable anyone who reads your work to be able to go to the original source for themselves if they want to.

### How should I order my bibliography?

Your bibliography should be in alphabetical order by the first author's surname. You do not need to break the list up into different types of sources, your bibliography should be one long list.

### How do I know which details to include in my bibliography?

Norwich Uni uses 'Cite them right' (Pears and Shields, 2022) to determine which bits of information you need to include, but all Harvard referencing follows a similar pattern:

Author (Year) *Title of the work*. [type of thing if needed]. Any further details needed to get to the specific edition or issue. (date accessed online if needed).

The most common layouts you will need to use are shown below, but you will find loads of examples of all kinds of different sources in the tables on page [14](#) onwards of this guide.

### How to reference a book:

Author (Year of publication) *Title*. Edition. (for 2<sup>nd</sup> edition onwards) Place of publication: Publisher.

*Example:*

Klein, N. and Smith, R. (2000) *No logo*. 2<sup>nd</sup> edn. London: Flamingo.

### How to reference a journal article:

Author (Year of publication) 'Title of article', *Title of Journal*, Volume number (issue number), page numbers.

*Example:*

Strassmann, W.P. (2000) 'Mobility and affordability in US housing', *Urban Studies*, 37(1), pp. 113-126.

### How to reference a webpage or PDF:

Author (Year) *Title*. Available at: URL. (Accessed: date).

*Example:*

Halliday, S. (2017) *February footfall falters: UK sees no let-up in declining visitor traffic trend*. Available at: <https://www.wgsn.com/news/february-footfall-falters-uksees-no-let-up-in-declining-visitor-traffic-trend/> (Accessed: 20 March 2023).

How do I reference a film?

*Title of film* (Year of distribution) Directed by [Film]. Place of distribution: Distribution company.

*Example:*

*Fahrenheit 9/11* (2004) Directed by Michael Moore [Film]. Santa Monica, Calif: Lions Gate Films.

How do I reference a painting / drawing?

Artist (Year) *Title of the work*. [Medium] Institution or collection that houses the work, city where the work is located.

*Example:*

Lichtenstein, R. (1963) *Whaam!* [Acrylic paint and oil paint on canvas] The Tate Gallery, London.

OR:

Artist (Year) *Title of the work* [Medium] Available at: URL (Accessed: date).

*Example:*

Ackling, R. (1978) *Five sunsets in one hour* [Burnt lines on board and transfer lettering on card]. Available at: <http://www.tate.org.uk/art/artworks/ackling-five-sunsets-inone-hour-t03562> (Accessed: 16 June 2023).

How do I reference a video game?

Company / individual developer (Release year) Title of game [Video game]. Publisher.

*Example:*

Giant Squid Studios (2017) *Abzu* [Video game]. 505 Games.

## How do I reference YouTube?

Name of person posting the video (Year posted) *Title*. Available at: URL (Accessed: date).

*Example:*

Tate (2014) *What makes an artist? Grayson Perry and Sarah Thornton*. Available at: <https://www.youtube.com/watch?v=Ude15RmhjDs> (Accessed: 16 June 2023).

## Where do I find all the details I need for my bibliography?

With printed sources, you may need to look in the following places for the information you need:

- Front cover
- Title page
- The back of the title page
- Contents or editorial page if a magazine
- Back page

For online sources it should be a bit easier to find information – but you may need to scroll all the way to the bottom of a page to find full details such as date and author.

### Author

Use surname (also known as family name), followed by initials (see [p.4](#) for more details). . Where no author / artist is named, use the corporate author, i.e. the organisation responsible for the resource being published. For example Tate, or BBC.

### Year

For a book, look for the most recent copyright date, this can be found in the small print, usually a few pages in from the start or end of the book (called the copyright page). If it is a book from the library, look on the library catalogue for the book's full details, including the date <https://discovery.norwichuni.ac.uk>

Webpages can be particularly difficult when trying to find a publication date. Try scrolling down to the bottom of the webpage to look for the copyright date for the whole site, and use this date instead.

If you still cannot find a date, you can use 'no date', e.g. (Tate, no date), but use this option with caution – can you be sure that the information is up-to-date and reliable if no publication or copyright date is given?

If in doubt, ask your librarian!

### Title

Try to be consistent with how you use capital letters, and ignore how the book has formatted them. Ideally, just the first word is capitalised:

*How the world ended.*

*Art and design: a student guide.*

Note that the subtitle starts with a lower case "a".

### **Edition**

You only need to include this information for books which are a 2<sup>nd</sup> edition or onwards. This is usually clearly printed on the front cover or title page of the book.

Ignore mention of any reprints, these are not revised editions.

### **Place**

Look for the Publisher's head office address.

If multiple locations (e.g. London, New York, Paris) – include the city most local to you (i.e. London) or just use the first city on the list. You do not need to include the whole list of locations in your reference.

### **Page numbers**

These only appear in your in-text citation for books, as the whole book is then referenced in your bibliography.

### **Map data**

You can find map information for your reference list by looking at the 'Map Information' section in the left hand column when using Digimap.

### **Ebook/ejournals**

Sometimes stable urls can be hard to find for ebooks and ejournals, and they can be very long. If you are using an ebook from the library catalogue you can refer to that link instead.

e.g. Available at:

<https://research.ebsco.com/c/y5sd77/search/details/5knjtu6y2z?limiters=&q=ways%20of%20being>

## Reference Layout Guide

### Books and Pamphlets

Resource type	In-text layout	Bibliography layout
<b>Book (1 author)</b>	(Spiekermann, 2003, p. 44)	Spiekermann, E. (2003) <i>Stop stealing sheep and find out how type works</i> . 2nd edn. Berkeley: Adobe Press.
<b>Book (2 or 3 authors)</b>	(Rifkin, Ackerman, and Folkenberg, 2006, p. 76)	Rifkin, B., Ackerman, M. and Folkenberg, J. (2006) <i>Human anatomy: depicting the body from Renaissance to today</i> . London: Thames and Hudson.
<b>Book (4 or more authors)</b>	(Ainsworth <i>et al.</i> , 2010, p. 63)	Ainsworth, M. <i>et al.</i> (2010) <i>Man, myth and sensual pleasure: Jan Gossaert's Renaissance</i> . New Haven: Yale University Press.
<b>Book with an editor</b>	(Buckley, 2010, pp. 89-90)	Buckley, P. (ed.) (2010) <i>Penguin 75</i> . New York: Penguin.
<b>Chapter in an edited book</b>	(Telfer, 2006, p. 15)	Telfer, E. (2006) 'Food as art', in Neill, A. (ed.) <i>Arguing about art</i> . 3rd edn. Abingdon: Routledge. pp. 11-29.
<b>Ebook</b>	(New, 2005, p. 46)	New, J. (2005) <i>Drawing from life: the journal as art</i> . Available at: <a href="http://lib.mylibrary.com/Browse/Open.asp?ID=106596">http://lib.mylibrary.com/Browse/Open.asp?ID=106596</a> (Downloaded: 19 October 2023).
<b>Digitised extract from a book, accessed via the VLE</b>	(Salter, 2001)	Salter, R. 'Method', in <i>Japanese woodblock printing</i> . London: A & C Black, pp. 60 – 97. <i>Architecture: BA1A</i> . Available at: <a href="https://vle.norwichuni.ac.uk/my/">https://vle.norwichuni.ac.uk/my/</a> (Accessed: 25 June 2023).
<b>Exhibition catalogue / pamphlet</b>	(Wallis, 1997)	Wallis, S. (1997) <i>Within these walls</i> . Exhibition held at Kettle's Yard, Cambridge, 2 August to 21 September 1997 [Exhibition catalogue].

## Journals, Magazines and Newspapers

Resource type	In-text layout	Bibliography layout
Printed journal/ magazine article	(Smith, 2008, p. 63)	Smith, B. (2008) 'Feeling good: eco fashion is looking fine', <i>Selvedge</i> , 21, pp. 62-65.
Online journal/ magazine article	(Steyn, 2007, p.192)	Steyn, J. (2007) 'The cultural politics of friendship', <i>Third Text</i> , 21(2), pp. 189-198. Available at: <a href="http://www.informaworld.com/10.1080/09528820701273489">http://www.informaworld.com/10.1080/09528820701273489</a> (Accessed: 27 March 2023).
Online newspaper articles	(Brooker, 2009)	Brooker, C. (2009) 'Charlie Brooker: why I love video games', <i>The Guardian</i> . Available at: <a href="http://www.guardian.co.uk/technology/2009/dec/11/charlie-brooker-i-love-videogames">http://www.guardian.co.uk/technology/2009/dec/11/charlie-brooker-i-love-videogames</a> (Accessed: 05 June 2023).
Magazine advertisement	(Vogue, 2017)	Vogue (2017) 'Alexander McQueen' [Advertisement]. June, p. 62.

## Websites, Social Media and Apps

Resource type	In-text layout	Bibliography layout
Website / pdf / online photograph	(Kentridge, 2007)	Kentridge, W. (2007) <i>Fragile identities</i> . Available at: <a href="http://www.brighton.ac.uk/kentridge/exhibition.html">http://www.brighton.ac.uk/kentridge/exhibition.html</a> (Accessed: 17 Dec 2022).
PDFs	See websites (above)	
Maps (Digimap online)	(Ordnance Survey, 2017)	Ordnance Survey (2018) St Andrews Hall, 1:500. Available at: <a href="http://edina.ac.uk/digimap">http://edina.ac.uk/digimap</a> (Accessed 8 August 2023).
Facebook	(The National Gallery, 2017)	The National Gallery (2017) <i>Otto Franz Scholderer</i> [Facebook] 14 June. Available at: <a href="https://www.facebook.com/thenationalgallery/">https://www.facebook.com/thenationalgallery/</a> (Accessed: 21 June 2023).
Twitter	(Norfolk Museums, 2017)	Norfolk Museums (2017) [Twitter] 21 June. Available at: <a href="https://twitter.com/NorfolkMuseums">https://twitter.com/NorfolkMuseums</a> (Accessed: 21 June 2023).
Instagram image	(Norwich Castle Art, 2017)	Norwich Castle Art (2017) <i>Development image by Carl Rowe</i> . Available at: <a href="https://www.instagram.com/p/BVkMWUjFV3i/">https://www.instagram.com/p/BVkMWUjFV3i/</a> (Accessed: 21 June 2023).
Blog	(Lau, 2017)	Lau, S. (2017) 'We choose to go to the moon', <i>Style Bubble</i> , 26 May. Available at: <a href="http://stylebubble.co.uk/style_bubble/2017/05/we-choose-to-go-to-the-moon.html">http://stylebubble.co.uk/style_bubble/2017/05/we-choose-to-go-to-the-moon.html</a> (Accessed: 05 June 2023).
App	(Fitbit, 2017)	Fitbit (2017) <i>Fitbit</i> [Mobile app]. Available at: Google Play Store. [Downloaded: 21 June 2023].
Wikipedia		<p>Easy answer - don't put a Wikipedia reference in your essay!</p> <p>(By all means use it to find some keywords when you first get your project brief, but only use Wikipedia to get yourself started, don't quote from it).</p>

## Films, TV, Games and Music

Resource type	In-text layout	Bibliography layout
<b>Film (DVD)</b>	(Deadpool, 2016)	<i>Deadpool</i> (2016) Directed by T. Miller [DVD]. Los Angeles, Calif.: 20 <sup>th</sup> Century Fox.
<b>Film (Online)</b> e.g. Netflix	(Pinocchio, 2022)	<i>Pinocchio</i> (2022) Directed by G. del Toro. Available at: <a href="https://www.netflix.com/browse/genre/34399">https://www.netflix.com/browse/genre/34399</a> (Accessed: 01 August 2023).
<b>Directors' commentary</b>	(Mendes, 1999)	Mendes, S. (1999) 'Director's commentary', <i>American Beauty</i> . Directed by S. Mendes [DVD]. Los Angeles, Calif.: Dreamworks.
<b>TV programme</b>	( <i>The shock of the new</i> , 2012)	<i>The shock of the new</i> (2012) BBC Four Television, 17 September.
<b>TV programme viewed online (e.g. via BoB)</b>	('Living in the city', 2016)	'Living in the city' (2016) <i>Grand Designs</i> , Series 11, episode 9, Channel 4 Television, 23 August. Available at: <a href="https://learningonscreen.ac.uk/ondemand/index.php/prog/0A58A922?bcast=122350515">https://learningonscreen.ac.uk/ondemand/index.php/prog/0A58A922?bcast=122350515</a> (Accessed: 05 June 2023).
<b>TV advertisement</b>	(Samsung, 2017)	Samsung (2017) <i>Ostrich</i> [Advertisement on ITV1 Television]. 31 March.
<b>Video Game</b>	(Giant Squid Studios, 2017)	Giant Squid Studios (2017) <i>Abzu</i> [Video game]. 505 Games.
<b>YouTube</b>	(FF Channel, 2017)	FF Channel (2017) <i>Gucci: cruise 2018</i> . Available at: <a href="https://www.youtube.com/watch?v=15sgCqxrwl">https://www.youtube.com/watch?v=15sgCqxrwl</a> (Accessed: 05 June 2023).
<b>Podcast</b>	(Diez, 2019)	Diez, L. E. (2019) <i>Cotton: is organic clothing really eco-friendly?</i> [Podcast]. 19 February. Available at: <a href="http://lauraediez.com/2019/02/19/45-cotton-is-organic-clothing-really-eco-friendly">http://lauraediez.com/2019/02/19/45-cotton-is-organic-clothing-really-eco-friendly</a> (Accessed: 10 July 2023).
<b>Song lyrics</b>	(Winehouse, 2007)	Winehouse, A. (2007) <i>Rehab</i> . London: Universal Island Records.
<b>Music track:</b>	(Stormzy, 2019)	Stormzy (2019) 'Crown'. Available at: Spotify (Accessed 10 July 2023).

Public and Personal Communication (unpublished works)

Resource type	In-text layout	Bibliography layout
<b>Lecture</b>	(Westwood, 2018)	Westwood, V. (2018) 'Music and fashion' [Lecture]. <i>BA2a: Experimentation and application</i> . Norwich University of the Arts. 10 November.
<b>Conversation</b>	(Obama, 2015)	Obama, B. (2015) Conversation with John Smith, 10 April.  (NB – in the example above, you are John Smith, and B. Obama is the person you had a conversation with).
<b>Email</b>	(Obama, 2016)	Obama, B. (2016) Email to Lauren Rowley, 23 May. (NB – in the example above, you are L. Rowley, and B. Obama is the person who emailed you).
<b>Poster (viewed online)</b>	(Miller, 1943)	Miller, J.H. (1943) <i>We can do it!</i> [Poster] Available at: <a href="https://www.xerox.co.uk/en-gb/digital-printing/insights/custom-poster-prints">https://www.xerox.co.uk/en-gb/digital-printing/insights/custom-poster-prints</a> (Accessed: 10 July 2023).
<b>Poster (viewed at exhibition)</b>	(Games, 1941)	Games, A. (1941) <i>Join the ATS</i> [Poster]. Exhibited at London, National Army Museum. 6 April to 24 November 2019.
<b>Leaflets / flyers</b>	(Association of Illustrators, no date)	Association of Illustrators (no date) <i>Norwich drink and draw</i> [Leaflet obtained from Norwich Uni Library]. 10 July 2023.
<b>Tutor's handout / notes</b>	(Walker, 2022)	Walker, S. (2022) 'Astro experiment'. <i>BA1A: Fundamentals</i> . Norwich University of the Arts. Unpublished.
<b>Eventbrite programme details</b>	(Festival of the Dead, 2019)	Festival of the Dead (2019) <i>Festival of the Dead: Norwich</i> . The LCR, Norwich [Event programme].

## Hand-in Checklist

Use this checklist before hand-in to double check that your in-text citations, image references and bibliography are well organised and ready for marking:

### In-text

- Are all your in-text citations in this order: author's surname(s), publication year, page number(s)
- Does each of your in-text citations have a matching item in your bibliography?  
Go through each in-text citation to double check
- Where you have paraphrased or summarised, is it clear which parts of your paragraph are your own ideas, and which are someone else's?  
If not, have a look at moving your in-text citation to make it clearer.
- Have you used quotation marks consistently? I.e. have you used only 'single' or "double" quotation marks throughout, or have you used a mixture of both?

### Bibliography

- Do you have a good mix of sources, or have you over relied on websites?
- Are you happy that all of your sources are reliable?
- Have you listed every source that you have cited?
- You should have one long list, there's no need to split different types of resources (e.g. books and websites) into different sections.
- Is your bibliography in alphabetical order by author's surname?
- Is your punctuation (brackets etc.) consistent throughout for each reference?

### Got a question?

Email [library@norwichuni.ac.uk](mailto:library@norwichuni.ac.uk) or check our website <https://library.norwichuni.ac.uk>