

Liverpool Hope Harvard Referencing Quick Guide

This guide gives a quick overview of how items should be referencing using Liverpool Hope Harvard Referencing. All examples are listed and fully explained in *Harvard Referencing at Liverpool Hope: detailed guide*.

In text Citation		Reference List	
	Paraphrase	Direct Quotation	Example reference
One author	Bruce (2011) <i>or</i> (Bruce, 2011)	Bruce (2011, p.25) <i>or</i> (Bruce, 2011, p.25) N.B. Reprinted books don't hold any new information in them, use the original date of the edition that you have	Bruce, T. (2011) <i>Early childhood education</i> . 4th ed. London: Hodder Arnold.
Two authors	Monk and Silman (2011) <i>or</i> (Monk and Silman, 2011)	Monk and Silman (2011, p.52) <i>or</i> (Monk and Silman, 2011, p.52)	Monk, J. and Silman, C. (2011) <i>Active learning in primary classrooms: a case study approach</i> . Harlow: Longman.
Three authors	Tisdall, Davis and Gallagher (2009) <i>or</i> (Tisdall, Davis and Gallagher, 2009)	Tisdall, Davis and Gallagher (2009, p.169) <i>or</i> (Tisdall, Davis and Gallagher, 2009, p.169)	Tisdall, E.K.M., Davis, J.M. and Gallagher, M. (2009) <i>Researching with children and young people: research design, methods and analysis</i> . London: Sage.

Four or more authors	<p>McLaughlin et al (2006)</p> <p><i>or</i></p> <p>(McLaughlin et al, 2006)</p>	<p>McLaughlin et al (2006, p.79)</p> <p><i>or</i></p> <p>(McLaughlin et al, 2006, p.79)</p>	<p>McLaughlin, C., Black-Hawkins, K., Brindley, S., McIntyre, D. and Taber, K. (2006) <i>Researching schools: stories from a schools-university partnership for educational research</i>. London: Routledge.</p>
Two or more works by the same author published in the same year	<p><i>First citation</i></p> <p>Flick (2007a)</p> <p><i>or</i></p> <p>(Flick, 2007a)</p> <p><i>Second citation</i></p> <p>Flick (2007b)</p> <p><i>or</i></p> <p>(Flick, 2007b)</p>	<p><i>First citation</i></p> <p>Flick (2007a, p.35)</p> <p><i>or</i></p> <p>(Flick, 2007a, p.35)</p> <p><i>Second citation</i></p> <p>Flick (2007b, p.42)</p> <p><i>or</i></p> <p>(Flick, 2007b, p.42)</p>	<p><i>First reference</i></p> <p>Flick, U. (2007a) <i>Doing ethnographic and observational research</i>. London: Sage.</p> <p><i>Second reference</i></p> <p>Flick, U. (2007b) <i>Doing focus groups</i>. London: Sage.</p>
Citing a single chapter from an edited work	<p>Lingard (2010)</p> <p><i>or</i></p> <p>(Lingard, 2010)</p>	<p>Lingard (2010, p.380)</p> <p><i>or</i></p> <p>(Lingard, 2010, p.380)</p>	<p>Lingard, B. (2010) The impact of research on educational policy. In: Thomson, P. and Walker, M. eds. <i>The Routledge doctoral student's companion</i>. London: Routledge, pp.377-389.</p>

Having cited two or more chapters from an edited work	Lingard (In Thomson and Walker, 2010) <i>or</i> (Lingard in Thomson and Walker, 2010)	Lingard (In Thomson and Walker, 2010, p.380) <i>or</i> (Lingard in Thomson and Walker, 2010, p.380)	Thomson, P. and Walker, M. eds. (2010) <i>The Routledge doctoral student's companion</i> . London: Routledge.
Secondary reference	Froebel (1887, cited in Bruce, 2011) <i>or</i> (Froebel, 1887, cited in Bruce, 2011)	Froebel (1887, cited in Bruce, 2011 p.26) <i>or</i> (Froebel, 1887, cited in Bruce, 2011, p.26) NB. p.26 is the page number of the Bruce book on which the quotation from Froebel appears	Bruce, T. (2011) <i>Early childhood education</i> . London: Hodder Education.
Secondary reference from a chapter	Ferri et al. (2003, cited in Hatcher, in Matheson, 2004) <i>or</i> (Ferri et al. 2003, cited in Hatcher, in Matheson, 2004)	Ferri et al. (2003, cited in Hatcher, in Matheson, 2004, p182) (Ferri et al. 2003, cited in Hatcher, in Matheson, 2004, p182)	Matheson, D (2004) <i>An introduction to the study of education</i> . 2 nd ed. London: David Fulton.
Secondary reference from a chapter in an edited work with more than one author	Ferri et al. (2003, cited in Brisard and Mentor, in Matheson, 2004) <i>or</i> (Ferri et al. 2003, Brisard and Mentor, in Matheson, 2004)	Ferri et al. (2003, cited in Brisard and Mentor, in Matheson, 2004, p182) (Ferri et al. 2003, cited in Brisard and Mentor, in Matheson, 2004, p182)	Brisard, E. and Mentor, I. (2004) <i>Compulsory education in the United Kingdom</i> , In: Matheson, D (2004) <i>An introduction to the study of education</i> . 2 nd ed. London: David Fulton.

Corporate author	Department for Children, Schools and Families (2007) <i>or</i> (Department for Children, Schools and Families, 2007)	Department for Children, Schools and Families (2007, p.10) <i>or</i> (Department for Children, Schools and Families, 2007, p.10)	Department for Children, Schools and Families (2007) <i>Contribution of schools to every child matters outcomes: evidence to support education productivity measures</i> . London: Department for Children, Schools and Families.
E-book (accessed from library online resources)	Palmer, Bresler and Cooper (2001) <i>or</i> (Palmer, Bresler and Cooper, 2001)	Palmer, Bresler and Cooper (2001, p.173) <i>or</i> (Palmer, Bresler and Cooper, 2001, p.173)	Palmer, J., Bresley, L. and Cooper, D. (2001) <i>Fifty major thinkers on education: from Confucius to Dewey</i> [online]. London: Taylor & Francis. Available from: MyLibrary [accessed 10 July 2015].
E-book (accessed from non- library online resources)	Palmer, Bresler and Cooper (2001) <i>or</i> (Palmer, Bresler and Cooper, 2001)	Palmer, Bresler and Cooper (2001, p.173) <i>or</i> (Palmer, Bresler and Cooper, 2001, p.173) *It is not always possible to put a page number as some e-books aren't paginated. You may be able to find page numbers from the menu setting	Palmer, J., Bresley, L. and Cooper, D. (2001) <i>Fifty major thinkers on education: from Confucius to Dewey</i> [online]. London: Taylor & Francis. Available from: Kindle [accessed 10 July 2015].
Audio books	Potter (2001) <i>or</i> (Potter, 2001)	Potter (2001, 30 min)* <i>or</i> (Potter, 2001, 30 min)* *You need to add a time stamp rather than a page number	Potter, S. (2001) <i>Macbeth: Student SmartPass Edition Audio Education Study Guide</i> [Audiobook]. Brighton: Smart Pass Ltd.

Report that is part of a series	Department for Education (2011) <i>or</i> (Department for Education, 2011)	Department for Education (2011, p.27) <i>or</i> (Department for Education, 2011, p.27)	Department for Education (2011) <i>Letting children be children: Report of an independent review of the commercialisation and sexualisation of childhood</i> (Cm 8078). London: Stationery Office.
Journal article (print)	Whitty (2012) <i>or</i> (Whitty, 2012)	Whitty (2012, p.70) <i>or</i> (Whitty, 2012, p.70)	Whitty, G. (2012) A Life with the sociology of Education. <i>British Journal of Educational Studies</i> , 60(1), pp.65-75.
Online journal article (from library online resources)	Morrow (2008) <i>or</i> (Morrow, 2008)	Morrow (2008, p.6) <i>or</i> (Morrow, 2008, p.6)	Morrow, V. (2008) Politics and economics in global questions about childhood and youth . . . the trouble with numbers. <i>Childhood</i> [online], 19(1), pp.3-7. Available from: Sage Journals Online [accessed 12 July 2015].
Online journal article or magazine article (downloaded freely from website)	Kwon (2002) <i>or</i> (Kwon, 2002)	Kwon (2002, no pagination)* <i>or</i> (Kwon, 2002, no pagination)* * It is not always possible to put page number when using some online articles Do include page number if available. Kwon (2002, p.1) <i>or</i>	Kwon, Y.I. (2002) Changing curriculum for early childhood education in England. <i>Early Childhood Research & Practice</i> [online], 4(2). Available from: < http://ecrp.uiuc.edu/v4n2/kwon.html > [accessed 12 July 2015].

		(Kwon, 2002, p.1)	
Newspaper article (print)	Vasagar (2012) <i>or</i> (Vasagar, 2012)	Vasagar (2012, p.2) <i>or</i> (Vasagar, 2012, p.2)	Vasagar, J. (2012) Headteachers signed up by civil servants to praise Gove's policies. <i>The Guardian</i> , 12 July, p.2.
Newspaper article (downloaded from library online resources)	Paton (2012) <i>or</i> (Paton, 2012)	Paton (2012, no pagination)* <i>or</i> (Paton, 2012, no pagination)* * It is not possible to put a page number when using an online newspaper article as these are not paginated. Paton (2012, p.3) <i>or</i> (Paton, 2012, p.3)	Paton, G. (2012) The Daily Telegraph: Back-to-basics grammar test at 11. <i>The Daily Telegraph</i> [online], 6 July. Available from Newsbank [accessed 12 July 2015].
Newspaper article (downloaded from newspaper's own website)	Ramesh (2012) <i>or</i> (Ramesh, 2012)	Ramesh (2012, no pagination)* <i>or</i> (Ramesh, 2012, no pagination)* * It is not always possible to put a page number as online newspaper articles are often not paginated	Ramesh, R. (2012) Children's charities warn number of troubled families will soar. <i>The Guardian</i> [online], 6 July. Available from: < http://www.guardian.co.uk/society/2012/jul/06/childrens-charities-troubled-families > [accessed 12 July 2015].

News website (no identified author)	Anon. (2012) <i>or</i> (Anon., 2012)	Anon. (2012, no pagination)* <i>or</i> (Anon., 2012, no pagination)* * In most cases web pages will not be paginated	Anon. (2012) Reading and writing catch-up classes for poorer pupils. <i>BBC News Education & Family</i> [online], 10 July. Available from: < http://www.bbc.co.uk/news/education-18780527 > [accessed 12 July 2015].
Press Release	United Nations. (2016) <i>or</i> (United Nations., 2016)	United Nations. (2016, no pagination)* <i>or</i> (United Nations., 2016, no pagination)* * In most cases web pages will not be paginated	United Nations. (2016) <i>In South Sudan, UN humanitarian chief calls on all parties to work together for peace.</i> [Press release], 3 rd August. Available from: < http://www.un.org/news/ > [accessed 3 August 2016].
Webpage	Directgov (2012) <i>or</i> (Directgov, 2012)	Directgov (2012)* <i>or</i> (Directgov, 2012)* * In most cases web pages will not be paginated	Directgov (2012) <i>Disabled people</i> [online]. Directgov. Available from: < http://www.direct.gov.uk/en/DisabledPeople/index.htm > [accessed 12 July 2015].
PDF report downloaded from website	Nutbrown (2012) <i>or</i> (Nutbrown, 2012)	Nutbrown (2012, p.10) <i>or</i> (Nutbrown, 2012, p.10)	Nutbrown, C. (2012) <i>Foundations for quality: the independent review of early education and childcare qualifications: Final Report</i> [online]. Runcorn:

			Department for Education. Available from: < https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00068-2012 > [accessed 12 July 2015].
Conference Papers	Smith (2012) <i>or</i> (Smith, 2012)	Smith (2012, p.25) <i>or</i> (Smith, 2012, p.25)	Smith, J. (2012) The anomalies of the Harvard style. In: British Association of Referencing. <i>3rd international symposium of academic study skills</i> . Barcelona, 3 -6 April. Liverpool: Liverpool Hope University Press, pp.42-48.
Conference Proceedings	British Association of Referencing (2012) <i>or</i> (British Association of Referencing , 2012)	British Association of Referencing (2012, p.52) <i>or</i> (British Association of Referencing 2012, p.52)	British Association of Referencing (2012) <i>3rd international symposium of academic study skills</i> . Barcelona, 3 -6 April. Liverpool: Liverpool Hope University Press.
Theses and dissertations	Smith (2009) <i>or</i> (Smith, 2009)	Smith (2009, p.73) <i>or</i> (Smith, 2009, p.73)	Smith, J. (2009) <i>An ethnographic study into postgraduate students engagement with library resources</i> . PhD. Thesis, Liverpool Hope University.

Hansard Is the daily transcript of parliamentary proceedings in the Houses of Commons and Lords i.e. every word that is spoken during the business of either house. It requires a slightly different way of referencing.	During the debate on university tuition fees Vince Cable asserted..... (Hansard, 2 April 2011, col.835)	During the debate on university tuition fees Vince Cable asserted..... (Hansard, 2 April 2011, col.835)	<i>Hansard</i> HC Deb. vol. 527 col. 835, 2 April 2011.
Acts of Parliament	Higher Education Act (2004) <i>or</i> (Higher Education Act, 2004)	Higher Education Act (2004, s.42(1)) <i>or</i> (Higher Education Act, 2004, s.42(1))	<i>Higher Education Act 2004.</i> (c.8). London: HMSO.
Statutory Instruments	The Higher Education (Higher Amount) (England) Regulations (2010) <i>or</i> (The Higher Education (Higher Amount) (England) Regulations, 2010)	The Higher Education (Higher Amount) (England) Regulations (2010, s.6(2)) <i>or</i> (The Higher Education (Higher Amount) (England) Regulations (2010, s.6(2))	<i>The Higher Education (Higher Amount) (England) Regulations 2010.</i> (SI 2010/3020). London: HMSO.
Law reports	R v Jones (2005) <i>or</i> (R v Jones, 2005)	R v Jones (2005, p.279) <i>or</i> (R v Jones, 2005, p.279)	<i>R v Jones</i> [2005] 17 AC 251, p.277.
Command Papers	Ministry of Justice (2012) <i>or</i> (Ministry of Justice, 2012)	Ministry of Justice (2012, p.26) <i>or</i> (Ministry of Justice, 2012, p.26)	Ministry of Justice (2012) <i>Punishment and reform: effective community sentences</i> (Cm 8334). London: HMSO.
Dictionary Entry	Oxford (2010) <i>or</i>	Oxford (2010, p.210) <i>or</i>	Oxford (2010) <i>Oxford dictionary of academic referencing.</i> Oxford: Oxford University Press.

	(Gormely, 1997)	(Gormley, 1997)	
Visual works - Photographs	Suschitzky (c1936) or (Suschitzky, c1936)	Suschitzky (c1936) or (Suschitzky, c1936)	Suschitzky, W. (c1936) <i>Man outside Foyles, Charing Cross Road</i> [photograph]. London: Tate Britain.
Online image or photo from an image hosting site or stock photo agency	Sharif (2008) or (Sharif, 2008)	Sharif (2008) or (Sharif, 2008)	Sharif, M. (2008) <i>Glowing apple</i> [online]. Available from: https://www.flickr.com/photos/masoodsarif/2661411350/ [accessed 3 August 2016]
Television Programme – One off broadcast / drama	Poppy Shakespeare (2008) or (Poppy Shakespeare, 2008)	Poppy Shakespeare (2008) or (Poppy Shakespeare, 2008)	<i>Poppy Shakespeare</i> (2008) [TV programme]. Channel 4, 31 March, 21:00.
Television Programme – Part of a series	Panorama (2012) or (Panorama, 2012)	Panorama (2012) or (Panorama, 2012)	Panorama (2012) <i>Disabled or faking it?</i> [TV programme]. BBC 1, 31 July, 20:30.
Television Programme – Catch up e.g. BBC iPlayer	A world without Down's syndrome (2016) or (A world without Down's syndrome , 2016)	A world without Down's syndrome (2016) or (A world without Down's syndrome , 2016)	<i>A world without Down's syndrome</i> (2016) [TV programme - Online]. BBC 2, 5 October, 02:00. Available from: BBC iPlayer < http://www.bbc.co.uk/iplayer/episode/b07ycbj5/ad/a-world-without-downs-syndrome > [accessed 24 June 2017].

Television Interview	Sebastian Coe (2012) <i>or</i> (Sebastian Coe, 2012)	Sebastian Coe (2012) <i>or</i> (Sebastian Coe, 2012)	Coe, S. (2012) Interview. In: <i>BBC News</i> [TV programme]. BBC 2, 27 July, 18:00.
Television Advertisement	Coca Cola (2006) <i>or</i> (Coca Cola, 2006)	Coca Cola (2006) <i>or</i> (Coca Cola, 2006)	Coca Cola (2006) <i>Santa handing bottles of coke to a girl every year at Christmas until she turns into a woman.</i> [TV advertisement]. ITV3, 5 December.
Streamed media – e.g. Netflix, Amazon Prime	House of cards (2014) <i>or</i> (House of cards, 2014)	House of cards (2014) <i>or</i> (House of cards, 2014)	House of cards (2014) <i>The fall or season 1, episode 2</i> [TV programme]. Netflix, 1 February. <i>or</i> House of cards (2014) <i>The fall or season 1, episode 2</i> [TV programme]. Netflix, 1 February, 20:30.
DVDs	Millions (2005) <i>or</i> (Millions, 2005)	Millions (2005) <i>or</i> (Millions, 2005)	<i>Millions</i> (2005) [DVD]. Directed by Danny Boyle. Pathe Distribution.
YouTube Videos	What students say about Liverpool Hope University (2011)	What students say about Liverpool Hope University (2011)	Liverpool Hope Videos (2011) <i>What students say about Liverpool Hope University</i> [online]. Available from:

When referring to a YouTube video include the title of the video and year the video was uploaded	Or (What students say about Liverpool Hope University, 2011)	Or (What students say about Liverpool Hope University, 2011)	YouTube < http://www.youtube.com/watch?v=0p9Lis41V6M > [accessed 14 July 2015].
Radio broadcasts	Game Changer: 20 Years of the Premier League (2012)	Game Changer: 20 Years of the Premier League (2012)	<i>Game Changer: 20 Years of the premier league</i> (2012) [radio]. BBC Radio 4, 14 August, 20:00.
Radio series	Woman's Hour (2012)	Woman's Hour (2012)	Woman's hour (2012) <i>Feminism and the family, Arab women and sport</i> [radio]. BBC Radio 4, 14 August, 10:00.
Radio interview	Sebastian Coe (2012)	Sebastian Coe (2012)	Coe, S. (2012) Interview. In: <i>The Today Programme</i> [radio]. BBC Radio 4, 27 July, 06:00.
Podcast – one off	Planning essays and assignments (2008)	Planning essays and assignments (2008)	University of Southampton (2008) <i>Planning essays and assignments</i> [podcast]. Available from: < http://www.edshare.soton.ac.uk/372/ > [accessed 14 August 2015]
Podcast – that is part of a series	Politics weekly podcast (2012)	Politics weekly podcast (2012)	The Guardian (2012) Politics weekly podcast, <i>Coalition under strain as Lords reform scrapped</i> [podcast]. Available from: < http://www.guardian.co.uk/politics/series/politicsweekly > [accessed 14 August 2015].

Recorded Music	The Beatles (2009)	The Beatles (2009)	The Beatles (2009) <i>Sgt. Pepper's lonely hearts club band (original recording remastered)</i> [CD]. EMI.
Music Scores	Puccini (1980)	Puccini (1980)	Puccini, G. (1980) <i>Tosca</i> [score]. Edited by Mario Parenti. Milan: Ricardi.
Lyrics from songs - Print	Jagger, M. and Richards, K. (1968)	Jagger, M. and Richards, K. (1968)	Jagger, M. and Richards, K. (1968) <i>Street Fighting Man</i> . London: Mirage Music.
Lyrics from songs - CD	Jagger, M. and Richards, K. (1968) - CD	Jagger, M. and Richards, K. (1968)	Jagger, M. and Richards, K. (1968) <i>Street Fighting Man</i> [CD]. London: Mirage Music.
Lyrics from songs – Web page	Jagger, M. and Richards, K. (1968)	Jagger, M. and Richards, K. (1968)	Jagger, M. and Richards, K. (1968) <i>Street Fighting Man</i> [online]. Azlyrics. Available from: < http://www.azlyrics.com/lyrics/rollingstones/streetfightingman.html > [accessed 3 August 2016].
Live performances	Bishop (2012)	Bishop (2012)	Bishop, J. (2012) <i>Rollercoaster</i> . [Echo Arena, Liverpool, 3 October].
Play scripts	Miller (1949)	Miller (1949, Act two, p.60)	Miller, A. (1949) <i>Death of a salesman</i> , London: Penguin.
Blogs	Straw (2012)	Straw (2012, no pagination)* * It is not always possible to put a page number when using blogs. Do include page number if available.	Straw, W. (2012) Will Osborne match his support for motorists with a fair fare for rail users? [blog post]. <i>Left foot forward</i> , 15 August. Available from: < http://www.leftfootforward.org/2012/08

		Straw (2012, p.1)	/george-osborne-transport-rail-fares-motorists> [accessed 15 August 2015].
Interviews	In an interview on 8 September 2014, Professor John Smith stated.....	In an interview on 8 September 2014, Professor John Smith stated.....	Smith, J. (2014) <i>Hope today</i> [interview] Interviewed by Alex Williams, 8 September.
Interviews – if you need to include the transcript of the interview	In an interview on 8 September 2014 (Appendix 1), Professor John Smith stated.....	In an interview on 8 September 2014 (Appendix 1), Professor John Smith stated.....	Smith, J. (2014) <i>Hope today</i> [interview] Interviewed by Alex Williams, 8 September.
Personal communications (letters & emails)	In an email dated 8 September 2014, John Smith confirmed.....	In an email dated 8 September 2014, John Smith confirmed.....	Smith, J. (2014) <i>Introducing social media</i> . [email] Personal communication, 8 September.
Personal communications (letters and emails) if you need to include the transcript of the interview	In an email dated 8 September 2014 (Appendix 2), John Smith confirmed.....	In an email dated 8 September 2014 (Appendix 2), John Smith confirmed.....	Smith, J. (2014) <i>Introducing social media</i> . [email] Personal communication, 8 September.
Speeches & presentations (unpublished)	In his inaugural lecture, Was Jesus a Pharisee? (Liverpool Hope University, 7 March 2015) Dom. Henry Wansbrough asserts that..... or Dr. Clifford Stott (University of Liverpool) at a lecture delivered at Liverpool Hope University on 21	In his inaugural lecture, Was Jesus a Pharisee? (Liverpool Hope University, 7 March 2015) Dom. Henry Wansbrough asserts that..... or Dr. Clifford Stott (University of Liverpool) at a lecture delivered at Liverpool Hope University on 21	Stott, C. (2011) <i>Football hooliganism, policing and the war on the 'English disease'</i> . Liverpool Hope University, 21 November.

	November 2011 (Football hooliganism, policing and the war on the 'English disease') comments...	November 2011 (Football hooliganism, policing and the war on the 'English disease') comments...	
Self-citing unpublished work	'Did the Allies win the battle of the Atlantic because of superior air power?' Jubb (2014)	'Did the Allies win the battle of the Atlantic because of superior air power?' Jubb (2014)	Jubb, A. (2014) 'Did the Allies win the battle of the Atlantic because of superior air power?', <i>L252: War Studies</i> . University of Birmingham. Unpublished essay.
Translations	Marx (1990)	Marx (1990, p.10)	Marx, K. (1990) <i>Capital: a critique of political economy, Vol. 1</i> . Translated from the German by B. Fowkes. London: Penguin.
UK Data Service	UK Data Service (2012)	UK Data Service (2012, p.182)	UK Data Service - <i>University of London. Institute of Education. Centre for Longitudinal Studies, Millennium cohort study: first survey, 2001-2003</i> [online]. Colchester: UK Data Archive [distributor], December 2012. SN: 4683. Available from: < http://dx.doi.org/10.5255/UKDA-SN-4683-3 > [accessed 12 February 2015].

Some examples in this guide have been adapted from online support produced by Sue Stevens and Alex Jubb at the University of Birmingham