

Harvard Referencing At-a-Glance

Quick Reference Guide • PaperYak.com

In-Text Citations

Paraphrase:	(Smith, 2020)	<i>Smith (2020) argues that climate change...</i>
Direct quote:	(Smith, 2020, p.45)	<i>Smith states that "quote here" (2020, p.45).</i>
Two authors:	(Smith and Jones, 2020)	<i>Both authors must be named each time</i>
3+ authors:	(Smith et al., 2020)	<i>Use et al. (meaning 'and others')</i>
Multiple works:	(Smith, 2018; Jones, 2020)	<i>Separate with semicolons, chronological order</i>
Secondary source:	(Brown, cited in Smith, 2020)	<i>Only cite Smith in reference list</i>

Reference List Format

Book:

Smith, J. (2020) Book Title. London: Publisher.

Journal:

Jones, A. (2019) 'Article title', Journal Name, 15(3), pp. 45-67.

Website:

Brown, S. (2021) Page title. Available at: URL (Accessed: 1 January 2021).

Chapter:

Taylor, M. (2018) 'Chapter title', in Editor, A. (ed.) Book Title. London: Publisher, pp. 10-25.

Footnotes vs Bibliography: Quick Decision

Standard Harvard → Use in-text citations + reference list

Most common in UK universities for social sciences, business, psychology

Footnote Harvard → Use footnotes for citations + bibliography

Less common; sometimes used in history, law, humanities

Footnotes give full citation first time, then shortened form

■ **Always check your department's style guide — Harvard has many variations!**

Quick Checks

- ✓ Reference list alphabetically ordered by surname
- ✓ Hanging indent for reference list entries (second line onwards indented)
- ✓ Journal article titles in single quotes 'like this', journal name italicised
- ✓ Book titles italicised, not in quotes
- ✓ Accessed dates for websites (some institutions require, others don't — check!)