

# Cite Them Right Harvard style sheet

We recommend that you use this style sheet in conjunction with your School's style guide and the guidance available via [Cite them Right Online](#). For general help with referencing see the [Academic Skills Kit](#).

## Cite Them Right Harvard style rules

### Citation

Cite Them Right Harvard uses an author-date format, with the citation details entered in round brackets, for example:

Recent research (Jones and Henry, 2011, p. 1150) shows...

or

Evans (2015, p. 33) explains that...

### Reference list or bibliography

Your reference list or bibliography should contain the full details of all the information cited (or read for a bibliography) within your text, arranged alphabetically by surname of the first author.

## Harvard referencing examples

A selection of examples to get you started, check out [Cite them Right Online](#) for more:

### Book

Surname, Initial. (Year of publication) *Title*. Edition (if not the first). Publisher.

#### For example:

Grix, J. and Watkins, G. (2010) *Information skills: finding and using the right resources*. Palgrave Macmillan.

When e-books look like printed books, with publication details and pagination, you should reference them as a printed book. See [Cite them Right Online](#) for details of referencing e-books without publication information.

### An edited book chapter

Surname, Initial. (Year of publication) 'Title of chapter or section', in Initial. Surname (ed.) *Title of book*. Publisher, Page reference. *Or Available at: DOI or URL (Accessed: date)*.

#### For example:

Isenhour, C. (2015) 'Sustainable consumption and its discontents', in H. Kopnina and E. Shoreman-Ouimet (eds.) *Sustainability: key issues*. Routledge, pp. 133-154.

## Journal article

Surname, Initial. (Year of publication) 'Title of article', *Title of Journal*, Issue information, Page range.

If accessed online add: Available at: DOI or URL (Accessed: date)

### For example:

Borden, S. L. and Tew, C. (2007) 'The role of journalist and the performance of journalism: ethical lessons from "fake" news (seriously)', *Journal of Mass Media Ethics*, 22(4), pp. 300–314.

## Online Newspaper article

Surname, Initial. (Year of publication) 'Title of article', *Title of Newspaper* (Edition), Day month. Section and page reference. Available at: DOI or URL (Accessed: date).

### For example:

Geddes, L. (2021) 'Long Covid has more than 200 symptoms, study finds', *The Guardian*, 16 July. Available at: <https://www.theguardian.com/society/2021/jul/15/long-covid-has-more-than-200-symptoms-study-finds> (Accessed: 3 August 2021).

## Online report

Author or organisation (Year of publication) *Title of report*. Reference number (if available). Publisher OR Available at: DOI or URL (Accessed: date).

### For example:

Ofcom (2021) *Understanding online false information in the UK: economist discussion paper series, Issue number 2*. Available at: <https://www.ofcom.org.uk/siteassets/resources/documents/research-and-data/economic-discussion-papers-/understanding-online-false-information-uk.pdf?v=325850> (Accessed: 3 August 2021).

## A webpage with individual author

Surname, Initial. (Year that the page was published/last updated) *Title of web page*. Available at: URL (Accessed: date).

### For example:

Magee, A. (2023) *How to keep your eyes healthy and protect your vision?* Available at: <https://www.bupa.co.uk/newsroom/ourviews/healthy-eyes> (Accessed: 26 March 2025).

## A webpage with no author

*Title of web page* (Year that the site was published/last published) Available at: URL (Accessed: date).

### For example:

*From the 'Mona Lisa' to 'The wedding feast at Cana': The Salle des États* (2021) Available at: <https://www.louvre.fr/en/explore/the-palace/from-the-mona-lisa-to-the-wedding-feast-at-cana> (Accessed: 3 August 2021).

## PhD thesis

Surname, Initial. (Year of submission) *Title of thesis*. Degree statement. Degree awarding body. Available at: DOI or URL (Accessed: date).

### For example:

Robinson, F.J.G. (1972) *Trends in education in Northern England during the eighteenth century: a biographical study*. PhD thesis. Newcastle University. Available at: <http://hdl.handle.net/10443/511> (Accessed: 3 August 2021).

## DVD Film

*Title of film* (Year of distribution) Directed by ... [Medium]. Distribution company.

### For example:

*Fahrenheit 9/11* (2004) Directed by M. Moore. [DVD]. Lionsgate Films.

## Photograph from an online collection

Surname, Initial. (Year of publication) *Title of photograph*. [Medium] Available at: DOI or URL (Accessed: date).

### For example:

kellybehunstudio (2020) *Green roof with a twist by MDA Architecture in Ho Chi Minh City / photo by Quang Tran*. [Instagram] Available at: <https://www.instagram.com/p/CGGu1QCBq8C/> (Accessed: 3 August 2021).

## Individual conference paper published in a journal

Author of paper (Year of publication) 'Title of paper' (from the Conference title, location, date), *Title of journal*. Issue information, Page references. Available at: DOI or URL (Accessed: date).

### For example:

Guo, H., Han, W., Chen, F. and Sun, F. (2020) 'Pitch angle: a newfound influential trait for image-based facial beauty perception' (from the 2020 Second International Conference on Artificial Intelligence Technologies and Application (ICAITA). Dalian, China, 21-23 August), *Journal of Physics: Conference Series*, 1651(1), pp. 1-9. Available at: <https://doi.org/10.1088/1742-6596/1651/1/012144>

## Online video sharing platforms (e.g. YouTube)

Name of person or organisation posting video (Year video posted) *Title of film or programme*. Date uploaded. Available at: DOI or name of streaming service/app or URL (Accessed: date).

## For example:

Newcastle University Library (2025) *Search Hacks*. 12 March. Available at: <https://youtu.be/aP2qWrIYowk?si=lFrUPttTkaQPTq1y> (Accessed: 7 April 2025).

## ChatGPT and other generative AI

[Cite Them Right](#) have released official guidance for how you should cite generative AI in the Harvard style:

If you did not produce the content but located it online, use the citation format for that medium with the AI company as the author. For example:

### In-text citation:

The AI-generated image (Shutterstock AI, 2023) depicts a humanoid white tiger.

### Reference:

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

### Reference list example:

Shutterstock AI (2023) *Photo portrait of humanoid white tiger hybrid* [Digital art]. Available at: <https://www.shutterstock.com/image-generated/photo-portrait-humanoid-white-tiger-hybrid-2278820629> (Accessed: 28 June 2023).

If the material generated by AI is only available to you, cite this as a personal communication and include a description of the AI-generated material in your in-text citation. For example:

### In-text citation:

When asked to explain why groups of children are incapable of forming a circle, ChatGPT 3 (OpenAI Chat GPT, 2023) responded ....as seen in Appendix 1.

### Reference:

Name of AI (Year of communication) Medium of communication to Receiver of communication, Day Month of communication.

### Reference list example:

OpenAI ChatGPT (2023) ChatGPT response to Lorna Smith, 3 April.

See [Cite Them Right](#) for examples of how to reference content created by your prompts, such as AI-generated text, code, video or music, that is available to your reader online.

## FAQs

### How do I cite and reference a source quoted in another author's work?

This is called secondary referencing. First, we recommend that you try to locate and read the original (primary) source – this will ensure you are not taking the information out of context and allow you to reference the source as normal.

If you cannot find the original source (it may be out of print, unavailable or in a language you cannot read), then you **provide a reference to the secondary source in your final reference list** and refer to the **original source in your in-text citation**, using 'quoted in' or 'cited in'. For example:

...Smith (2018, quoted in Jones, 2020, p. 21) states clearly that...

...Henderson's thoughts on the use of chocolate to aid student's concentration (2019, cited in Williams, 2021, p. 55) supports the idea that...

Only cite the source you read in your reference list / bibliography.

### How many authors do I include in the citation and reference list?

Include up to three authors in your in-text citation, e.g.:

One of the key studies on this subject (Hill, Smith and Jones, 1997) explains...

If your reference has **four or more authors**, you can then use *et al.* (meaning 'and others') in your in-text citation, for example:

Research by Harrison *et al.* (2003) shows that...

For Cite Them Right Harvard, you need to record all authors in your final reference list or bibliography. You can only use *et al.* if there are more than 10 authors.

### How do I cite and reference sources with the same author and date?

When referencing multiple sources that have the same author and date, first alphabetise your references in your final list. As they have the same author and year, alphabetise according to the source's title. You then write a lower-case a, b, c etc. after the year of publication, for example:

Smith, L. (2001a) 'Another life to live for Dorothy....

Smith, L. (2001b) 'Bye bye yellow brick road...

Smith, L. (2001c) 'Who said life would be easy for Toto...

The reader will then know which reference you are referring to in your in-text citation, for example:

Research (Smith, 2001b, p.20) shows that the yellow brick road was a myth...