This guide is designed to be used in conjunction with the Author-Date (Harvard) Style: Print sources: Referencing guide.

A reference must be provided every time you paraphrase, summarise, quote or copy any information from any source, no matter in what format.

ONLINE FULL-TEXT SOURCES

a) Basic format for journal articles from academic (subscription) databases that are usually accessible from the Library’s website

Follow the format of references for books and periodicals etc. in the Author-Date Style: Print sources: Referencing guide for students and make the following additions:

- The name of the database. In the case of a database collection or multi-product collection, indicate the specific database that the item came from
- Day, month and year, in brackets, on which the source was accessed.

Note that HTML items often do not have page numbers. Many style guides suggest using ‘n.pag’ to indicate the lack of pagination or indicating the length of the item e.g 10p. Within the text it is feasible to indicate the number of the paragraph or to allocate page numbers and place them in square brackets. PDF reflects a scanned version of the original so should include original pagination.

**Example**


b) Basic format for articles via a direct link to the journal / newspaper

Follow the format of references for periodicals, newspapers, etc. in the Author-Date Style: Print sources referencing guide for students and make the following additions:

- A short form of the URL or a DOI if available
- Day, month and year, in brackets, on which the source was accessed.

**Examples**

b) Electronic and Online books

Follow the details for a print book as far as possible or, author and date, followed by book title and name of publisher or e-book supplier. Add the format after the title. The URL and accessed date is added at the end. If the book is located within an electronic database (see 2nd example), add the name of the database (or URL if preferred).

Examples


c) Freely accessible web sites and pages within sites


Examples


d) Other online sources

**Blogs**
Author(s) name, initial(s). Year of publication. Title of blog message, *Title of blog*; [Online], date of posting. Available: URL. [Accessed date].

**Example**

**Personal e-mail**
Not included in a List of works cited, only the text. An e-mail address belonging to an individual is included only with the permission of the individual.

**Listserv e-mail lists**
Author(s) name, initial(s). Year of publication. Subject of message. Name of listserv. [Online]. Date of message. Available; listserv URL.[Accessed date].

**Example**

**Youtube**

**AUDIOVISUAL SOURCES** - including microforms, audio- and videocassettes, CDs, DVDs, images etc.
- Follow the format of references for books in the: **Author-date style**: Print sources referencing guide for students and make the following additions:
  - The type of format is given before publication details
  - For online items, provide the URL and indicate the date the item was accessed
  - Indicate the number of parts to the item where appropriate eg number of slides or DVDs.

**Basic format**
Author(s) name, Initial(s) (or composer, writer, performer, director, etc). Year of publication. *Title*. Type of format. Place of publication: Name of publisher or recording company. Identifying number (where relevant).

**Examples**
**Audiocassettes**

**CD-ROMs**
ClipArt
As little information is usually available about ClipArt pictures, right click on the image, and choose Preview/Properties in order to obtain the name (often a jpg number) and other details.

Provider of image. Date image created. File name [Electronic image]. Date accessed.

Example

Film/DVD/Video
Director name, initial(s). Year of distribution. Title of Film. [format] Place of Distribution: Distribution Company.
Give the publication medium in square brackets after the title, e.g. [film], [DVD], [video].

Examples

Microforms (microfilms and microfiche)

Photographs and images

Slides

Some useful, comprehensive, online guides to variations of the Harvard referencing system can be found at:

- Anglia Ruskin University: http://libweb.anglia.ac.uk/referencing/harvard.htm
- University of Exeter: http://education.exeter.ac.uk/dll/studyskills/harvard_referencing.htm

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