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

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

**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**

Surname and initials of author (or composer, writer, performer, director, etc). Year. *Title*. Type of format. Place of publication: Name of publisher or recording company. Identifying number (where relevant).

**Examples**

**Audiocassettes**


**CD-ROMs**


**DVDs**


**Microforms** (microfilms and microfiche)


**Photographs and images**


**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.


**Slides**


**Videocassettes**


**Youtube**


**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 eg 10p. Within the text it is feasible to indicate the number of the paragraph or allocate page numbers and put it square brackets. PDF reflects a scanned version of the original so should include original pagination.

**Full-text journal articles**

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:
  - The URL
  - Day, month and year, in brackets, on which the source was accessed.

Examples


c) 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 name of the publisher then the URL and accessed date. If the book is located within an electronic database (see 2nd example), put the name of the database (or URL if preferred).

Examples


d) Freely accessible web sites and pages within sites

Name of the corporate body, not individual, responsible for the document / site; the date of the document / site or the date of the most recent update of the site; the title of the document/ site; [Online] designation; the URL and the date the site was accessed.

Examples


[Accessed 17 January 2008].


e) Other online sources

Blogs
Author’s name; date of publication; title of subject of blog message; title of blog; [Online] designation; date of posting; the URL and date accessed.

Example

Personal e-mail
Not included in a List of works cited, only the text.

Listserv e-mail lists
Author’s name and date of e-mail; subject of message. Name of listserv; listserv URL and date accessed.

Example

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
• University of Limerick: http://www3.ul.ie/~library/pdf/citeitrigh.pdf