This guide is designed to be used in conjunction with the *Harvard (Author-Date) 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 online journal and newspaper articles*

There are two views about referencing online journal articles, particularly if the articles are in pdf format. One view is to indicate the URL, the other is to leave it out and treat like a print article. Please check with your lecturer for their preference.

Follow the format for references for periodicals in the *Harvard (Author-Date) Style: Print sources: Referencing guide* and make the following additions:

- Provide the URL of the item. If the URL is very long, provide the URL of the database provider, or, the DOI if it is available
- If the URL does not fit onto one line, it can be broken after a forward slash (/). A full stop is not necessary at the end of the URL (as it affects the URL as an access point)
- Day, month and year, in brackets, on which the source was accessed
- Please observe punctuation very carefully.

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.

**Full-text journal articles from a database such as Ebscohost**


**Full-text journal articles with a DOI** (no fullstop after the DOI)


**Full-text articles via a direct link to the journal**


**Full-text articles from a newspaper** (provide the exact date, not just year)

b) Basic format for books

- Follow the format for a print book as far as possible
- Indicate the online format of the book [Online] after the title of the book
- For a book that is accessed from a collection subscribed to by the institution, indicate that it was accessed through the institution (see 3rd and 4th examples). For a freely available book, state where available and the URL (see 1st and 2nd examples)
- The URL (or DOI, if available) and date of access is added at the end.
- If the URL does not fit onto one line, it can be broken after a forward slash (/). A full stop is not necessary at the end of the URL unless part of the URL (as it affects the URL as an access point)
- Please observe punctuation very carefully.

Examples


E-Books for specific e-readers

Authorship, Year, Title of book. [format and e-book type]. Place of publication (if known): Publisher. Followed by Available at: e-book source and web address and date of access


c) Freely accessible web sites and pages or documents within sites

Owner of webpage. Year of publication. Title. Format. Available at: web address (URL) and date of access. URL replaces publication details.

Examples


United Nations Office for the Coordination of Humanitarian Affairs. 2009. Climate

d) Other online sources
Provide basic details of author/s, year of publication, title of item and then include format in square brackets after title of the item and date of posting where relevant

Blogs

ClipArt and other images
If only a little information is available about a ClipArt image, right click on image, and click Preview/Properties in order to obtain image name (often a jpg number) and other details.

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

Examples


Listserv e-mail lists
Mathers, P. 2006. Computing short courses. Lis-link, [Listserv], 2 May. Available at: jiscmail@jiscmail.ac.uk [Accessed 17 June 2006].

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

Podcasts
Author(s)/presenter’s name(s) and initials. Date. Title of podcast. Title of internet site, [Podcast], Date, Available at URL and date of access

Example

Twitter
Author / organization. Year. Full tweet and exact date of tweet. [Online]. Available at: URL and date of access

Example

Wikis
Youtube

AUDIOVISUAL SOURCES - including microforms, audio- and videocassettes, CDs, DVDs, images etc.
- 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).

Audiocassettes

CD-ROMs

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
  University of Essex Library. 1975. The literature of economics. [Slides]. Colchester University of Essex. 24 slides.