

How to reference using the Harvard style

Remember: ask your tutor how they want you to reference. The Harvard style is used generally across The University of Manchester, but some tutors may look for slightly different styles. Many tutors say that as long as you are consistent with your style then they are happy, but ask them at your first meeting.

Books

You have found this quote in a book: “the central principles of time management are related to goals and objectives”. You want to use it in your assignment.

The book you have found the quote in has the following details:

Author: John Eric Adair

Title: *Effective time management: How to save time and spend it wisely.*

Year of Publication: 1988

Publisher: Pan Books

Place of publication: London

How to reference this quote:

Within the text

Direct quote:

- Adair (1988) states that “the central principles of time management are related to goals and objectives”.

Indirect quote:

- Adair (1988) suggests that the centrepiece will tend to be goals and objectives. (**note: this isn't the only way you could phrase this sentence, it is just an example**).

In Bibliography

Author (surname, first initial), (year of publication), *Title of book*, Place of publication: Publisher

- Adair, J. (1988) *Effective time management: How to save time and spend it wisely*, London: Pan Books

Journal articles

You have found a good article in the journal *Archives of Psychiatric Nursing*. It has an argument (not a direct quote) on p. 345 which you want to use in your assignment as you feel it is relevant to your topic.

The journal you have found the quote in has the following details:

Authors: C.F. Kane, E. DiMartino, M. Jimenez

Article Title: A comparison of short-term psychoeducational and support groups for relatives coping with chronic schizophrenia.

Journal: *Archives of Psychiatric Nursing*

Year of Publication: 1990

Volume: 4

Part: 1

Page of argument: p. 345

How to reference this:

Within the text

- Kane et al (1990, p. 345) argue that support groups offer the best option for relatives of chronic schizophrenia seeking help.

In Bibliography

Surname[s] of author[s], Initial[s]. (Year). Title of article. *Journal Title* , Volume (Part), Pages.

- Kane, C. F., DiMartino, E. and Jimenez, M. (1990). A comparison of short-term psychoeducational and support groups for relatives coping with chronic schizophrenia. *Archives of Psychiatric Nursing* , 4 (1) , 343-353

Websites

How to Reference a website:

Within the text

The Saudi royal family have taken a harsher stance on women driving (BBC News, 2002)

In Bibliography

- BBC News, 2002, www.bbc.co.uk/news (Accessed 16/04/2012)