

## Quick guide to referencing: Harvard (Warwick WMS)

Reference type	How to reference	Reference notes	How to cite
Book	Aveyard, H. (2019) <i>Doing a literature review in health and social care: a practical guide</i> . 4th edn. London: Open University Press.	<p>Only include the edition if it is not the 1<sup>st</sup> edition. Put the edition information after the title in the format: 4<sup>th</sup> edn.</p> <p>If there is more than one place of publication, cite the 1<sup>st</sup>.</p>	<p>Aveyard (2019) argues that...</p> <p>Lifelong learning is a key component of an effective learning society (Aveyard, 2019).</p> <p>“Quotation” (Aveyard, 2019:78).</p>
Journal article: (two authors)	Altbach, P. G. & Knight, J. (2007) The internationalization of higher education: motivations and realities. <i>Journal of studies in international education</i> , 11 (3-4): 290-305.	<p>You can reference both print articles and their electronic equivalents this way.</p> <p>If the article only exists in an electronic format, volume, issue and /or page numbers may not be available. You will also need to add in the URL or DOI and the date accessed.</p>	<p>Altbach &amp; Knight (2007) note that...</p> <p>The internationalization of higher education is very important (Altbach &amp; Knight, 2007).</p> <p>“Quotation” (Altbach &amp; Knight, 2007:292).</p>

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Journal article: (three or more authors)	Sidebotham, P., Fraser, J., Covington, T., Freemantle, J., Petrou, S., Pulikottil-Jacob, R., Cutler, T. & Ellis, C. (2014) Understanding why children die in high-income countries. <i>The Lancet</i> , 384 (9946): 915-927.	Use an “&” before the last author. Use a comma between the other authors.	Sidebotham <i>et al.</i> (2014), argue that...  It is important that we understand the reasons why children die in high income countries (Sidebotham <i>et al.</i> , 2014)
Electronic article	Stansfield, C., Dickson, K. & Bangpan, M. (2016) Exploring issues in the conduct of website searching and other online sources for systematic reviews: how can we be systematic? <i>Systematic Reviews</i> 5 (1): 191. Available from: <a href="https://doi.org/10.1186/s13643-016-0371-9">https://doi.org/10.1186/s13643-016-0371-9</a> .1186/s13643-016-0371-9 (Accessed 9th May 2018).	Use an “&” before the last author. Use a comma between the other authors.  If the article only exists in an electronic format, volume, issue and /or page numbers may not be available. You will also need to add in the URL or DOI and the date accessed.	Stansfield <i>et al.</i> (2016) argue that...  It is important that searches are systematic (Stansfield <i>et al.</i> , 2016)

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Edited book	Dale, R. & Robertson, S. L. ed. (2009) <i>Globalisation and europeanisation in education</i> . Oxford: Symposium Books.	Indicate that the book is edited.	Dale & Robertson (2009) indicated that...  We are witnessing an increasing Europeanisation of the education system (Dale & Robertson, 2009).  “Quotation” (Dale & Robertson, 2009:45).
Electronic book	Zajda, J. I. (2005) <i>International handbook on globalisation, education and policy research global pedagogies and policies</i> . [online] Dordrecht: Springer. Available from: <a href="http://0-dx.doi.org.pugwash.lib.warwick.ac.uk/10.1007/1-4020-2960-8">http://0-dx.doi.org.pugwash.lib.warwick.ac.uk/10.1007/1-4020-2960-8</a> (Accessed 30 September 2014).	Indicate that this is an e-book by using [online].  Include the URL and access date.	Zajda (2005) argues that...  Developing global research pedagogies will become increasingly important (Zajda, 2005).  Zajda (2005:44) concludes, “Quotation”

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Book chapter	Twigg, C. (2005) Overseas students in higher education. In: Cullingford, C. & Gunn, S. eds. <i>Globalisation, education and culture shock</i> . Aldershot: Ashgate Publishing: 86-106.	Give the chapter details followed by the book details. The page numbers of the chapter go at the end.	Twigg (2005) argues that...  Overseas students are vital to the success of higher education (Twigg, 2005).  Twigg (2005:92) concludes, "Quotation"
Report or Guidelines: (personal author)	Varghese, N. V. (2008) <i>Globalization of higher education and cross-border student mobility</i> . Paris: United Nations Educational, Scientific and Cultural Organization.	If there is a report number, add this to the end of the reference.	Varghese (2008) reports that...  Encouraging cross-border student mobility is essential (Varghese, 2008).  It is essential that, "Quotation" (Varghese, 2008:5).
Report or Guidelines: (corporate author and online)	World Health Organization. (2016) <i>WHO recommendations on antenatal care for a positive pregnancy experience</i> . Available from: <a href="https://apps.who.int/iris/bitstream/handle/10665/250796/9789241549912-">https://apps.who.int/iris/bitstream/handle/10665/250796/9789241549912-</a>	You may find that a report does not have individual authors but is written by an organisation. The organization name is often also the publisher.	The World Health Organization (2016) reports that...  Encouraging cross-border student mobility is essential (World Health Organization, 2016).

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	eng.pdf?sequence=1 (Accessed 06 January 2021). Geneva: World Health Organization.		It is essential that, "Quotation" (World Health Organization, 2016:5).
Web page	Coughlan, S. (2014) <i>Iran's students to have US online courses</i> . [online] Available from: <a href="http://www.bbc.co.uk/news/business-27637817">http://www.bbc.co.uk/news/business-27637817</a> (Accessed 09 September 2014).	If there is no author, use Anon.  Remember, it may be a corporate author.  If there are no page numbers, indicate the paragraph.	Coughlan (2014) is concerned that...  Iranian students can now access some US online courses (Coughlan, 2014).  Coughlan (2014: Paragraph 3) states, "Quotation".

### General notes:

If you are unsure about the accuracy of any part of the reference or information is missing but you can make an "educated guess", i.e., the year of publication or the publisher, you can put square brackets [ ] around the information to indicate that you are not 100% certain about this information.

There are lots of different Harvard styles, so please make sure that you are using a version that your department recognises. The differences between the different styles relates to which parts of the reference are put into capitals, brackets, bold and italics. The order in which you cite the different parts of the reference remains the same.