

Harvard Referencing Style

examples and hints

The preferred referencing style at Cambridge Judge Business School is Harvard. This guide shows the format you need use for your references together with some practical examples. For more detailed examples, we advise you to check out the [Cite Them Right website](#)

The Harvard style, put simply, involves:

1. Including an **in-text reference** in our piece of work, citing the **Author, Year and Page No.**
2. Followed by a **full reference** in the **List of References** (or Bibliography) at the end.

IN-TEXT REFERENCE

'Essentially, when writing you need to acknowledge the hard work of the scholars on whose work you are drawing' (Parker, 2009, p.107).

N.B. Even if you are not quoting directly you still need to cite the author, year and page no. in your text.

FULL REFERENCES (for your BIBLIOGRAPHY)

This is how references should be presented in Harvard Style for different types of sources. Although you can create and maintain a list of references yourself, we advise you to use a tool such as [Zotero](#) to create it for you and help you keep track of the sources you've consulted.

Books (printed or electronic)

Author(s). (Year) *Title*. Edition. Place of publication: Publisher.

e.g. Sloman, J. (2010) *Essentials of economics*. 5th ed. London: FT Prentice Hall.

Hint! Don't include the edition number if it's a first edition.

Books with three or more authors

Author et al. (Year) *Title*. Edition. Place of publication: Publisher.

e.g. Patterson, K. et al. (2005) *Crucial confrontations: tools for resolving broken promises, violated expectations, and bad behavior*. New York: McGraw-Hill.

Hint! Include the first author only.

Books with editors

Editor(s). (ed./eds.) (Year) *Title*. Edition. Place of publication: Publisher.

e.g. Warner, M. and Rowley, C. (eds.) (2011) *Chinese management in the 'harmonious society': managers, markets and the globalized economy*. London: Routledge.

Chapters in books

Author(s). (Year) 'Chapter title.' In: Author(s)/Editor(s). *Book title*. Edition. Place of publication: Publisher, page numbers.

e.g. Collier, J. and Esteban, R. (2011) 'Systemic leadership: ethical and effective'. In: Werhane, P.H. and Painter-Morland, M. (eds.) *Leadership, gender, and organization*. Dordrecht: Springer, pp. 49-62.

Journal articles (printed or electronic)

Author(s). (Year) 'Article title.' *Journal title*, Volume number (part no./issue/month), page numbers.

e.g. Erickson, T. J. (2010) 'The leaders we need now.' *Harvard Business Review*, 88(5): pp. 62-66.

Newspaper articles

Author(s). (Year) 'Article title.' *Newspaper title*, Day and Month, page number(s).

e.g. Pfeifer, S. (2011) 'BP eyes Gulf disposals to achieve \$45bn goal.' *Financial Times*, 26 October, p. 15.

Market research and company reports

Author / Organisation. (Year) *Title*. Place of publication: Publisher.

e.g. Key Note (2011) *Renewable energy: Key Note market report*. Richmond upon Thames: Key Note.

Conference papers

Author(s). (Year) 'Paper title'. *Conference title*. Location and date of conference. Place of publication: Publisher, page number(s).

e.g. Zeng, K. and Luo, X. (2011) 'Performance measurement systems for e-business.' *Proceedings of the 6th International Forum on Strategic Technology*, Harbin, China, August 22-24. Piscataway, NJ: IEEE, pp. 1310-1313.

Thesis

Author. (Year) *Title*. Type of thesis. Academic institution.

e.g. Hardy, B. (2009) *Morale: definitions, dimensions and measurement*. Unpublished PhD thesis. University of Cambridge.

Web pages

Author/Organisation. (Year site was last updated) *Title*. Available at: URL (Accessed: date).

e.g. Cambridge Judge Business School Information & Library Services (2011) *Information and Library Services: providing quality business research and resources*. Available at: <http://www.jbs.cam.ac.uk/infolib/> (Accessed: 3 October 2013).

General points

- The references should be arranged alphabetically by author/editor/organisation within your bibliography.
- If you use data from a database (e.g. Bloomberg, Passport GMID etc) you'll need to indicate this at the point where you include it: e.g. Source: Bloomberg

Need further help?

We're here to help too. Feel free to come and talk to us in person in the Information Centre or email us at: infolib@jbs.cam.ac.uk