HARVARD REFERENCING STYLE: EXAMPLES AND HINTS

Introduction

The preferred referencing style at Cambridge Judge Business School is Harvard. This guide shows the format you need to use for your references together with some practical examples. For more detailed examples, we advise you to check out Cite Them Right, accessible from our databases page.

The Harvard style, put simply, involves:

1. Including an in-text reference in your 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. You always need to cite the author and year, but only need to include the page no. when quoting directly.

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 reference management 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.


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.


Hint! Include the first author only, followed by ‘et al.’ if there are three or more authors.

Books with editors

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

Chapters in books
Author(s). (Year) ‘Chapter title’, In: Author(s)/Editor(s). Book title. Edition. Place of publication: Publisher, page numbers.
Hint! Page numbers refers to the entire length of the document.

Journal articles (printed or electronic)
Author(s). (Year) ‘Article title’, Journal title, Volume number (part no./issue/month), page numbers.

Newspaper articles

Market research and company reports
Author / Organisation (Year) ‘Title’. Available at: URL (Accessed: date).
Hint! If the report does not have an author, then the database becomes the author.

Reports from Bloomberg and Eikon databases
Name of data provider or author (Year of publication) ‘Title of dataset’, Name of database (Accessed: date).

Cases Studies
Author(s) or organisation. (date) Title of report. [Case Identifier or code] Place of publication: Publisher.

General tips
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