MMU Harvard Referencing Quick Guide

This is intended to be a quick guide to MMU Harvard referencing.

Please consult the [full MMU Harvard referencing online guide](#) for further instruction, including:

- A-Z list of reference types with examples
- citations and direct quotes sections providing examples
- Video guides covering how to cite and reference specific sources
- Referencing FAQs

Terminology

Citation

Citations are in-text indicators of the source of information. All citations should have a corresponding entry in your reference list.

Reference list

The full details of all the sources you have cited in your work, listed at the end of your assignment, in alphabetical order.

Formatting citations

All citations will include the author's surname and the year of publication. When directly quoting, page numbers must also be included.

Additionally:

- in the absence of an author's name, use the name of the organisation instead
- if there is no date, state (no date) in place of the year
- although page numbers are not required when paraphrasing or summarising, sometimes it can also be helpful to provide the page number(s) in these citations, as this can help the reader easily find the part of the source that you are referring to. Ask your tutor for further clarification.

Examples

Type of citation	Example citation
A source with one author	(Cottrell, 2015)
A source with two authors	(Pritchard and Burton, 2018)
A source with three or more authors	(Bornstein et al., 2014)
Using a direct quote	(Cottrell, 2015:84)
Organisation as author	(Department for Education, 2018)

Presenting citations

If you do not use the author's name in your writing, the author and year are placed in brackets at the end of the statement, as follows:

Recording personal achievements can be used as a reflective tool and can help an individual identify their own skills and expertise (Cottrell, 2015).

If you are using the author's name in your writing, you would add the year in brackets following the surname, as follows:

Cottrell (2015) suggests that recording personal achievements can be used as a reflective tool and can help an individual identify their own skills and expertise.

Formatting references

Here are MMU Harvard Referencing formats for a few common source types:

Format	Reference elements	Example
Book	Author's surname/s, Initial/s. (Year of publication) *Title of book (in italics)*. Edition if applicable., Place of publication: Publisher.	Bornstein, M. H., Arterberry, M. E. and Lamb, M. E. (2014) *Development in infancy: a contemporary introduction*. 5th ed., New York: Psychology Press.
Journal article	Author's surname/s, Initial/s. (Year of publication) 'Title of journal article.' *Title of Journal* (in italics), Volume number(Issue number) first and last page numbers of whole journal article.	Pritchard, M. P. and Burton, R. (2018) 'Ethical failures in sport business: directions for research.' *Sport Marketing Quarterly,* 23(2) pp. 86-99.
Webpage	Author's surname/s, Initial/s. (Year of publication) *Title of page* (in italics). Name of organisation if applicable. [Online] [Date accessed] URL	Rohrer, F. (2013) *The unwinnable game.* BBC. [Online] [Accessed on 17th July 2018] http://www.bbc.co.uk/news/magazine-25032298

Visit the online guide for the full A-Z list of reference types.

Need more MMU Harvard Referencing help?

Workshops are run regularly throughout the year and upcoming workshops are advertised on the Library's homepage.

Email your enquiry to Library@mmu.ac.uk

EndNote software can help organise your references.

Manchester
Metropolitan
University