

Harvard Style Referencing Guide for Engineering, Design and Technology

A library guide to using the Harvard Referencing
Style for Engineering, Design and Technology
students.

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CONTENTS

Why do you have to reference?.....	3
How to reference using the Harvard style.....	3
The reference list.....	3
Citing references in the text.....	3
Book	4
Chapter in a book	5
Electronic book (e-book).....	5
Journal article	5
Electronic journal article (e-journal)	6
Full conference proceedings.....	6
Conference papers	7
Electronic conference paper	7
Standard.....	7
British Standard from an online database.....	8
Patent from an online database.....	8
Visual sources from a book e.g. illustrations/ diagrams/ logos/ tables.....	9
Ordnance Survey maps.....	9
Online maps	9
Web page with author/organisation	10
Reports and electronic market research reports.....	10
Theses.....	11
Lecturers' notes.....	11
Points to remember	12
Reference List	13
Further help	14

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Why do you have to reference?

- To avoid plagiarism
- To enable a reader to trace your sources
- To enable a reader to distinguish your ideas from someone else's
- To support your ideas and theories

Students in Electronics and Telecommunications Engineering use an IEEE referencing style. It is important to check with your lecturers you are using the correct style.

How to reference using the Harvard style

There are two parts to referencing using the Harvard style, the reference list and citing the references in the text.

The reference list

This appears at the end of your document. It is the list of the sources that you have used. (It is not added to your word count). The references should contain enough detail to enable another reader to find and locate the exact text you are referring to.

Citing references in the text

When you refer to another document you must acknowledge this within the text of your work, by citing the author's surname and the date of publication.

- **For a single author:**

Ashby (2005) explains that there are a vast amount of materials to choose from and....

- **For up to three authors:**

When citing something written by up to three authors list them all.

Wang and Roush (2000) agree that.....

- **For more than three authors:**

For more than three authors cite the first name listed followed by et al.

Wiedemeier et al. (1999) define natural attenuation of fuels and chlorinated solvents in their book as.....

A direct quotation:

'The engineer is the driver of engineering design. To achieve engineering success, an engineer needs to understand and avoid potential failures that may occur down the road.' (Wang and Roush, 2000, p.1)

Paraphrasing: When you change someone else's words to your own.

You need to learn how to study independently. Reading lists will be available at University and it is important to use these. You will also need to know what other resources are available. Your subject librarian will be able to help. (Cottrell, 2008, p.13)

- **Secondary referencing:**

This is explained clearly by Pears and Shields as, 'In some cases you will read a source that refers to the work of someone else, known as a **secondary source**. Preferably you should find and read the item referred to. However, where this is not possible and you still wish to include the work referred to, you can mention it as a citation, known as **secondary referencing**.' (2010, p.8) You must cite the authors of the book you are using and the page number where they use the authors work you want to refer to.

Example:

Handy and Spangler (2007, p.793) use a table that has been modified from the data of Robertson and Campanella (1983) in figure 26.8 to illustrate the friction angle of sand related to cone bearing value.

Book

- Author/editor
- Year of publication (in round brackets)
- Title (In italics)
- Edition (Only include the edition if it is not the first one)
- Place of Publication: Publisher
- Series (where relevant)

Example:

Ashby, M.F. (2005) *Materials selection in mechanical design*. 3rd edn. Oxford: Elsevier Butterworth Heinemann.

Chapter in a book

- Author of chapter/section
- Year of publication (in round brackets)
- Title of chapter/section (in single quotation marks)
- 'in' followed by author/editor of the book
- Title of book in italics
- Place of publication: Publisher
- Page number

Example:

Dahleh, M.D. (2005) '6.5 Matrix methods,' in De Silva, C.W. (ed.) *Vibration and shock handbook*. Boca Raton: Taylor & Francis, pp. 6-14.

Electronic book (e-book)

- Author/ editor
- Year of publication (in round brackets)
- Title of book (in italics)
- Name of e-book collection (in italics)
- [Online]
- Available at: URL
- (Accessed: date)

Example:

Winterbone, D.E. (1997) *Advanced thermodynamics for engineers*. Knovel [Online]. Available at: <http://www.knovel.com> (Accessed: 6 January 2011).

Journal article

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Volume, issue, page numbers

Example:

Zhu, S., and Chai, G.B. (2010) 'Ductile and brittle material failures in low-velocity impact.' *Journal of Materials: Design and Applications*, 224(L4), pp. 162-172.

Electronic journal article (e-journal)

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Volume, issue, page numbers
- Name of collection (in italics)
- [Online]
- Available at: URL of collection or DOI: Digital Object Identifier
- (Accessed: date)

Example:

Black, J. (1997) 'Thinking twice about "tissue engineering" [ethical issues].' *Engineering in Medicine and Biology Magazine: IEEE*, 16(4), pp. 102-104, IEEEXplore [Online]. DOI: 10.1109/51.603654 (Accessed: 7 January 2011).

Full conference proceedings

- Author/editor
- Year of publication (in round bracket)
- Title of conference: subtitle (in italics)
- Location and date of conference
- Place of publication: Publisher

Example:

Duggan, T.V. (ed.) (1992) *International, quality and environmental issues: proceedings of the 3rd world conference on engineering education, vol.1*. University of Portsmouth, Portsmouth, 20-25 September. Southampton: Computational Mechanics Publications.

Conference papers

- Author
- Year of publication (in round brackets)
- Title of paper (in single quotation marks)
- Title of conference: subtitle (in italics)
- Location and date of conference
- Place of publication: Publisher
- Page numbers

Example:

Corfield, K. (1992) 'Engineering as a liberal art.' International, quality and environmental issues: proceedings of the 3rd world conference on engineering education, vol.1. University of Portsmouth, Portsmouth, 20-25 September. Southampton: Computational Mechanics Publications, pp. 75-84.

Electronic conference paper

- Author
- Year of publication (in round brackets)
- Title of paper (in single quotation marks)
- Title of conference: subtitle (in italics)
- Location and date of conference (Sometimes location is not given)
- Available at: URL or DOI: Digital Object Identifier
- (Accessed: date)

Example:

Ghadge, A., Dani, S. and Kalawsky, R. (2010) 'A framework for managing risks in the aerospace supply chain using systems thinking.' 5th International conference on system of systems engineering, 22-24 June 2010. DOI: 10.1109/SYSOSE.2010.5544082 (Accessed: 21 June 2011).

Standard

- Name of authorising organisation
- Year of publication (in round brackets)
- Number and title of standard (in italics)
- Place of publication: Publisher

Example:

ASTM Standards (2008) C192/C 192M-07, Standard practice for making and curing concrete test specimens in the laboratory. Section four: Construction vol.04.02. West Conshohocken, PA: ASTM International.

British Standard from an online database

- Name of authorising organisation
- Year of publication (in round brackets)
- Title and number of standard (in italics)
- Title of database (in italics)
- [Online]
- Available at: URL
- (Accessed: date)

Example:

British Standards Institution (2010) *Methods of testing cement. Heat of hydration. Solution method. BS EN 196-8:2010.* British Standards Online [Online]. Available at: <http://bsol.bsigroup.com> (Accessed: 10 January 2011).

Patent from an online database

- Inventor(s)
- Year of publication (in round brackets)
- Title (in italics)
- Authorising organisation
- Patent number
- [Online]
- Available at: URL
- (Accessed: date)

Example:

Allard, R.J.W., Dyson, J. and Spaven, J.W. (2006) *A Cleaning Head.* UK Patent Office Patent no. GB2402047B [Online]. Available at: <http://gb.espacenet.com> (Accessed: 10 January 2011).

Visual sources from a book e.g. illustrations/ diagrams/ logos/ tables

- Author of book
- Year of publication (in round brackets)
- Title of book (in italics)
- Edition
- Place of publication: publisher
- Page number
- Illus./fig./logo/table

Example:

Handy, R.L. and Spangler, M.G. (2007) *Geotechnical Engineering*, 5th edn. London: McGraw-Hill, p. 352, fig. 14.17.

Ordnance Survey maps

- Ordnance Survey
- Year of publication (in round brackets)
- Title (in italics)
- Sheet number, scale
- Place of publication: Publisher
- Series (in round brackets)

Example:

Ordnance Survey (1999) *Anglesey East*, no.263, 1:25,000. Southampton: Ordnance Survey (Explorer series).

Online maps

- Map publisher
- Year of publication (in round brackets)
- Title of map section (in single quotation marks)
- Sheet number, scale
- Title of online source (in italics)
- [Online]
- Available at: URL

- (Accessed: date)

Example:

Ordnance Survey (2010) 'University of Bradford', 1:1,250. Digimap [Online]. Available at: <http://edina.ac.uk/digimap> (Accessed: 12 January 2011).

Web page with author/organisation

- Organisation/ author
- Year that the site was published/last updated (in round brackets)
- Title of internet site/ report (in italics)
- Available at: URL
- (Accessed: date)

Example:

Zolfagharif, E. (2011) 'UK telematics test track open for business.' Available at: <http://www.theengineer.co.uk> (Accessed: 5 July 2011).

Example:

Institute of Mechanical Engineers (2010) *Population: One planet, too many people?* Available at: <http://www.imeche.org> (Accessed: 12 January 2011).

Reports and electronic market research reports

- Author or organisation
- Year of publication (in round brackets)
- Title of report (in italics)
- Place of publication: publisher
OR if accessed on the internet:
- [Online]
- Available at: URL
- (Accessed: date)

Example:

Keynote (2010) *Energy industry: market review* [Online]. Available at: <https://www.keynote.co.uk/> (Accessed: 12 January 2011)

Example:

ACI Committee (2008) Report on measurements of workability and rheology of fresh concrete, 238. Farmington Hills: American Concrete Institute.

Theses

- Author
- Year of submission (in round brackets)
- Title of thesis (in italics)
- Degree statement
- Degree awarding body

Example:

Mirza, N. (2007) Investigation of steering drift during straight line breaking. PhD thesis, University of Bradford.

Lecturers' notes

- Author or Lecturer
- Year of publication (in round brackets)
- Title of item (in single quotation marks)
- Name of academic module (in italics)
- [Online]
- Available at: URL of VLE (Virtual Learning environment e.g. Blackboard)
- (Accessed: date)

Example:

Keeble, D. (2011) 'Week 1: File Management and compression'. ENG0018M Information and Communication Technologies [Online]. Available at: <http://blackboard.brad.ac.uk> (Accessed: 21 June 2011).

Points to remember

1. Write all the authors names in the reference list.
2. Your reference list should be in alphabetical order. (A - Z)
3. Always write the surname first followed by initials.
4. Abbreviate editor to (ed.)
5. Abbreviate edition to edn.
6. Only use a capital letter for the first significant word in the title. (Except when you are writing a journal title)
7. An issue can be presented as number/ month/ letter. It is the part within the year.
8. You can usually find the issue number and volume on the front cover.
9. Remove the hyper link by right clicking on it and left click on 'remove hyper link'.
10. You don't have to put in the whole URL. Cut it down so that it gives the reader enough information to identify the journal article/ web page.
11. If you are using a DOI replace 'Available at:' to DOI: and write the number.
12. Don't follow the presentation on book cover e.g. order of family name of the author, make sure you follow the rules of the Harvard Style of referencing for EDT.

Reference List

ACI Committee (2008) *Report on measurements of workability and rheology of fresh concrete*, 238. Farmington Hills: American Concrete Institute.

Allard, R.J.W., Dyson, J. and Spaven, J.W. (2006) *A cleaning head*. UK Patent Office Patent no. GB2402047B [Online]. Available at: <http://gb.espacenet.com> (Accessed: 10 January 2011).

Ashby, M.F. (2005) *Materials selection in mechanical design*. 3rd edn. Oxford: Elsevier Butterworth Heinemann.

ASTM Standards (2008) C192/C 192M-07, *Standard practice for making and curing concrete test specimens in the laboratory*. Section four: Construction vol.04.02. West Conshohocken, PA: ASTM International.

Black, J. (1997) 'Thinking twice about "tissue engineering" [ethical issues],' *Engineering in Medicine and Biology Magazine*, IEEE, 16(4), pp. 102-104, IEEEXplore [Online]. DOI: 10.1109/51.603654 (Accessed: 7 January 2011).

British Standards Institution (2010) BS EN 196-8:2010: *Methods of testing cement heat of hydration solution method*. *British Standards Online* [Online] Available at: <http://bsol.bsigroup.com> (Accessed: 10 January 2011).

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Cottrell, S. (2008) *The study skills handbook*. 3rd edn. Basingstoke: Palgrave Macmillan.

Dehleh, M.D. (2005) '6.5 Matrix methods,' in De Silva, C.W. (ed.) *Vibration and shock handbook*. Boca Raton: Taylor & Francis, pp. 6-14.

Duggan, T.V. (ed.) (1992) *International, quality and environmental issues: proceedings of the 3rd world conference on engineering education*, vol.1. University of Portsmouth, 20-25 September. Southampton: Computational Mechanics Publications.

Ghadge, A., Dani, S. and Kalawsky, R. (2010) 'A framework for managing risks in the aerospace supply chain using systems thinking.' *5th International conference on system of systems engineering*, 22-24 June 2010. DOI: 10.1109/SYSESE.2010.5544082 (Accessed: 21 June 2011).

Handy, R.L. and Spangler, M.G. (2007) *Geotechnical engineering: soil and foundation principles and practice*. 5th edn. London: McGraw-Hill. fig. 14.17.

Institute of Mechanical Engineers (2010) *Population: one planet, too many people?* Available at: <http://www.imeche.org/> (Accessed: 12 January 2011).

Keeble, D. (2011) 'Week 1: File Management and compression'. *ENG0018M Information and Communication Technologies* [Online]. Available at: <http://blackboard.brad.ac.uk> (Accessed: 21 June 2011).

Keynote (2010) '*Energy industry: market review*' [Online]. Available at: <http://www.keynote.co.uk> (Accessed: 12 January 2011).

Ordnance Survey (1999) *Anglesey East*, no.263, 1:25, 000. Southampton: Ordnance Survey (Explorer series).

Ordnance Survey (2010) 'University of Bradford', 1:1,250. *Digimap* [Online]. Available at: <http://edina.ac.uk/digimap> (Accessed: 12 January 2011).

Pears, R. and Shields, G. (2010) *Cite them right : the essential referencing guide*. 8th edn. Basingstoke: Palgrave Macmillan.

Wang, J.X. and Roush, M.L. (2000) *What every engineer should know about risk engineering and management*. New York: Marcel Dekker.

Wiedemeier, T.H., Rifai, H.S., Newell, C.J. and Wilson, J.T. (1999) *Natural Attenuation of fuels and chlorinated solvents in the subsurface*. Chichester: John Wiley.

Winterbone, D.E. (1997) *Advanced thermodynamics for engineers*. Knovel [Online]. Available at: <http://www.knovel.com> (Accessed: 6 January 2011).

Zhu, S. and Chai, G.B. (2010) '*Ductile and brittle material failures in low-velocity impact.*' *Journal of Materials: Design and Applications*, 224(L4), pp. 162-172.

Zolfagharif, E. (2011) '*UK telematics test track open for business.*' Available at: <http://www.theengineer.co.uk> (Accessed: 5 July 2011).

Further help

- Subject Librarian for EDT: Kirsty Carver, Room 1.9 in the J.B. Priestley Library. K.Carver@bradford.ac.uk
- Pears, R. and Shields, G. (2010) *Cite them right: the essential referencing guide*. 8th edn. Basingstoke: Palgrave Macmillan.
Classmark: F 808.2227 PEA
- Learner Development Workshops: Look out for drop in sessions on Endnote and Referencing
- Endnote X5: Bibliographic software programme designed to help you format and organise your references. Please use output style: Harvard (EDT)