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## Guide to the Harvard (author-date) Style of Referencing

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## GENERAL INTRODUCTION

### **What is referencing?**

If you write an academic submission or any piece of research publication, the author is required to refer scientific literatures published by other authors. It is extremely important to have an in-text citation and reference list at the end of the work. The practice of acknowledging and recognizing authors of which you have read and referenced in the text to produce your work is called referencing. A reference must be provided, if you use some else's work. This includes quotation of someone else's idea, copy of someone else's word, paraphrase someone else's idea into your own words and summarize some else's findings.

### **Why should you reference?**

Basically, by providing a reference to original source, you acknowledge and recognize the author's idea or work. Moreover, it helps your piece of work to be explained explicitly to readers and also enables to strengthen your academic argument and demonstrates a greater understanding of the topic. It allows readers to retrieve the original source of information easily, and offer them to verify your piece of work or data. These are some of the rationales, why we need to provide a reference, both in-text citation and end reference for an every piece of work.

### **What is plagiarism and how to refrain it?**

Plagiarism is the deliberate use of some else's idea or work, without having a proper acknowledgment and reference to the creator of the original work. In other words, presenting someone else's idea or work pretending to be as if your own work. It is considered to be a serious crime in the context of intellectual property rights and should be avoided at all times. Compliance with a plagiarism code of conduct is to promote the creation of new works, and help to generate new knowledge. By acknowledging and referencing the sources you have read to produce your own piece of work is the best technique to refrain from being accused of plagiarism.

### **Principle of Harvard Referencing**

There are two most common referencing systems.

1. Author-date such as Harvard system, American Psychological Association (APA) and Modern Language Association (MLA).

2. Numerical system such as Chicago or Turabian and Vancouver.

The standard referencing system adopted for the UWICE is closely associated with the Harvard referencing style including templates and methods of referencing, although there are some common features shared with other author date referencing methods.

In the Harvard referencing system, each citation should appear in two main places, that is:

1. the author and the date of publication should be cited in the main body and it is also called as an embedded or in-text referencing.
2. all the resources referred to in the main body of writing should be included in the end reference list.

If you have used other's information sources in the text, regardless of whether you quote, copy, paraphrase or summarise, you are required to provide:

1. the author's surname (family name)
2. the publication year
3. page numbers, if you make direct quotation.

### **Two main ways of in-text citation**

1. Author prominent

These approach offers prominence to the author, whereby you need to include author's surname (family name), followed by the date and the page numbers (for direct quotation) in round brackets.

For instance:

White and Brown (2004) in their recent research paper found ...

2. Information prominent

This way of citing references provides prominence to the information, and the details required is the same with author prominent, but the citation will be at end of the sentence.

For instance:

Recent research paper has found that the climate change is a natural phenomenon and human beings have nothing do with it (White and Brown, 2004).

#### **Note:**

Please, ensure that you do not use the word bibliography and reference interchangeably. A bibliography list includes everything you have read to produce your piece of work, while the reference list includes only those sources which you have cited in the text.

# 1. CITING REFERENCES IN THE TEXT

The authorship and the year of publication should be included in any in-text reference. Reference to sources you have read may be cited in the text according to the nature of sentence or paragraph you have written.

## 1.1 Author's name cited in the text

When making reference to an author's work in your text, their name is followed by the year of publication of their work:

To access physically, users need to follow controlled condition policies such as restriction to use pen, no drinking and eating inside the room (William, 2006; Craig, 2001)

A page number reference should be included, if you are mentioning a specific part of the work with a direct quote.

De Long and Fahey (2000:114) described the Knowledge as “a product of human reflection and experience”.

## 1.2 Author's name not cited directly in the text

If you make reference to a work or piece of research without mentioning the author in the text then both the author's name and publication year are placed at the relevant point in the sentence or at the end of the sentence in brackets:

Digitizing archived materials and bringing services online may facilitate easy access to users; however this may have several practical challenges (William, 2006).

## 1.3 More than one author cited directly in the text

Where reference is made to more than one author in a sentence, and they are referred to directly, they are both cited:

Smith (1950) and Jones (1930) have both shown ...

#### **1.4 More than one author not cited directly in the text**

Author's surname, followed by the date of publication and separated by a semi-colon and within brackets, should be listed at the appropriated position of the sentence or at the end of the sentence.

If you cite a reference to various publications from a number of authors, then the reference should be cited in chronological order (i.e. earliest first).

With the analysis from various literatures (Hislop, 2005; Choi and Lee, 2002; Choo, 2002; Little, et al., 2002; Davenport, 1997) both KM and IM may need to create, approve and store.....

#### **1.5 Two, or three authors for the same work in the same year.**

When there are two or three authors for a work, they should be noted in the text.

Directly using **and**

White and Brown (2004) in their recent research paper found ...

Or indirectly

Recent research (White and Brown, 2004) suggests that.....

When there are two or three authors for a work they should all be listed [in the order in which their names appear in the original publication], with the name listed last preceded by an **and**.

The flow of information through electronics (Powner and Kuny, 1997) showed that..

Previous research (Akmon, George and Besek, 2003) revealed that..

#### **1.6 More than three authors for a work**

Where there are more than three authors, only the first authored should be used, followed by **et al.** ( meaning: more authors)

As Bultmann et al. (2006) states an intellectual property rights restriction...

Or indirectly:

Recent research (Bultmann, et al., 2006) has state that...

### **1.7 Several works by one author in different years**

If more than one publication, published in different years by an author illustrates the same point, then the reference should be cited in chronological order (i.e. earliest first)

As suggested by Patel (1994; 1992) who found that ...

Or indirectly:

research in the nineties (Patel, 1994; 1992) found that ...

### **1.8 Several works by one author in the same year**

If you are quoting several works published by the same author in the same year, they should be differentiated by adding a lower case letter directly, with no space, after the year for each item:

Earlier research by Dunn (1993a) found that...but later research suggested again by Dunn (1993b) that ...

If an author has made the same point in several publications, published in the same year, then reference should be cited by using lower case letters (as below).

Bloggs (1993a; b) has stated on more than one occasion that ...

### **1.9 Chapter authors in edited works**

References to the work of an author that appears as a chapter, or part of a larger work, that is edited by someone else, should be cited within your text using the name of the contributory/chapter author not the editor of the whole work.

In his work on health information, Smith (1975) states ...

In the reference at the end of your document, you should include details of both the chapter author and the editor of the whole work.

**Note:**

The phrase or group of words within the inverted comma is the “title of the chapter”. The second phrase or group of words in italic font is the main “title of the book”.

An example of end reference list:

Smith, J., (1975). “A source of information”. In: W. Jones, ed. (2000). *One hundred and one ways to find information about health*. Oxford: Oxford University Press. Ch.2.

Samdrup, T., (2011). “Improving the contribution of community forestry to poverty reduction in Bhutan”. In: S. Phuntsho. et al., (ed.) (2011). *Community Forestry in Bhutan*. Bumthang: Ugyen Wangchuck Institute for Conservation and Environment.

### 1.10 Edited works with no chapter author

If you quote works of anonymous author, that is edited, then the direct reference in the text should be as below.

Beca (ed.) (2009) states that....

Or indirectly

The climate change is a natural phenomenon... (Beca, (ed.) 2009)

The end reference should be followed in this way:

Baca, M., (ed.) (2009). *Introduction to Metadata Version 3.0* . Los Angeles: Getty Research Institute.

### 1.11 Corporate authors

If the work has been published by a recognized organization and has no specific personal author, then it is normally cited under the body that commissioned the work. For instance, publications by NGOs, Commissions, Ministries and government departments, such as World Wildlife Fund (WWF), Gross National Happiness Commission (GNHC), Ministry of Finance (MoF)and Department of Forest (DoF) respectively.

You may use standard abbreviations of these bodies in your text, provided if the full name is cited at the first with abbreviation in the brackets. For example:

1st citation:

The Department of Forest (DoF) (2002) revealed that a human wildlife conflict....

2nd citation:

More recently the DoF (2011) framed the policy guidelines to curtail the human wildlife conflict.

**Note:**

Full name is the preferred format for the reference list at the end of your document.

However, there are some exceptions such as:

BBC News

CNN News

where the abbreviations form part of the official name.

### **1.12 No author**

**Anonymous (Anon)** should be used, if the author cannot be identified. Every effort should be made to ascertain the authorship, if you are writing for academic submission or otherwise better to exclude it.

Environmental strategy (Anon., 1995)

### **1.13 No date**

The abbreviation **n.d** is used to indicate, there is “no date” for the publication.

Joan (n.d.) has shown that..

Or indirectly:

Previous research (Joan, n.d.) demonstrated that...

Again every effort should be made to ascertain the year of publication, if you are writing for academic submission, or otherwise better to exclude it.

For further advice see **Section 7 References with missing details**

### **1.14 Page numbers**

Readers can easily trace your sources, if you include page numbers of a reference.

This is particularly imperative for direct quotations and for paraphrasing author's idea from specific paragraphs in the text.

Hicks (2000: 124) states “pollutions can damage...”

Or indirectly:

The damage caused by pollution (Hicks, 2000: 124) ...

**Note:**

Page numbers are preceded with colon (:) and then single space.

### 1.15 Quoting portions of published text

Direct insertion of text/sentence from a published work in your assignment or essay needs to be written within quotation marks as below.

the author states that “the movement of tigers.....”

or the author shows that “the black necked crane can fly as high as....”

Moreover, this type of cut and paste method should be clearly indicated by citing the number of page where the quotation was found, so that reader can easily trace the quoted section. However, it is a good practice not to use too much of such direct quotations.

On the topic of professional writing and referencing

Cormack and Brown (1994: 32) have stated “....”

“When writing for a professional readership, writers invariably make reference to already published works...”

Or

“A recent spending review has announced plans for the funding for the world service to be drawn from the domestic license fee” (Jones, 1967: 27).

### 1.16 Secondary sources (second-hand references)

In the course of reading a published literature, you may come across a summary/idea of another author’s work in the source you reading, which you would like to make reference in your work is called secondary referencing.

A direct reference:

The research carried out in the Himalayan region by Norbu (1970 cited in Phuntsho, 1990: 12) found that ...

Or indirectly:

(Norbu, 1970 cited in Phuntsho, 1990: 12)

In above example, the summary of Norbu's research finding is the work which you wish to refer to, but hasn't read directly by yourself. Information published by Phuntsho is the secondary source, where you found the summary of Norbu's research findings.

David (2000) as cited in Henry (2005) suggests that ...

In this example, David is the primary or original source and Henry is the secondary source. It is essential to realize that Henry may have change the original meaning. As every individual will have different power of understanding, analysing and interpretation. Therefore, if you require to cite secondary source, every effort should be made to trace the original source for your reference, where possible.

### 1.17 Tables and diagrams

Reference should be made to the source, when you reproduce other's data, or copy an entire table or diagram. The author, the year of publication and the page number should be included to reference a table or diagram within your text. This will offer an easy retrieval of original source to readers.

For instance:

(Smith, 2005: 50)

If the source of the data is not owned by the author, but acquired from another source, then it becomes secondary reference. So, it has to follow the secondary referencing method. Refer secondary source in page 8.

(Food and Agriculture Organization, 1950 cited in Smith, 2005: 50)

If the entire table or data is reproduced, then place the citation below the table acknowledging where the table was found. Be precise to copy the original source of data, and be cautious about the authorship of the document you are using. Detailed information should be included in the end reference list.

The example below demonstrates the secondary referencing for a table or data. A table is reproduced from page 100, of a book written by Brown, in 2006.

<b>Television ownership in Bhutan (Percentage of households) Source: Naitonal Statistics Bureau, 2004.</b>		
Date	2002	1999
Percentage	60	40

(National Statistics Bureau, 2004 cited in Brown, 2006: 100)

Make sure to include details of the book in your end reference list. For instance:

Brown, M., (2004). *Management in the media*. 2th ed. Harlow: Blackwell Publishing.

If it is referenced from the original or primary source, then:

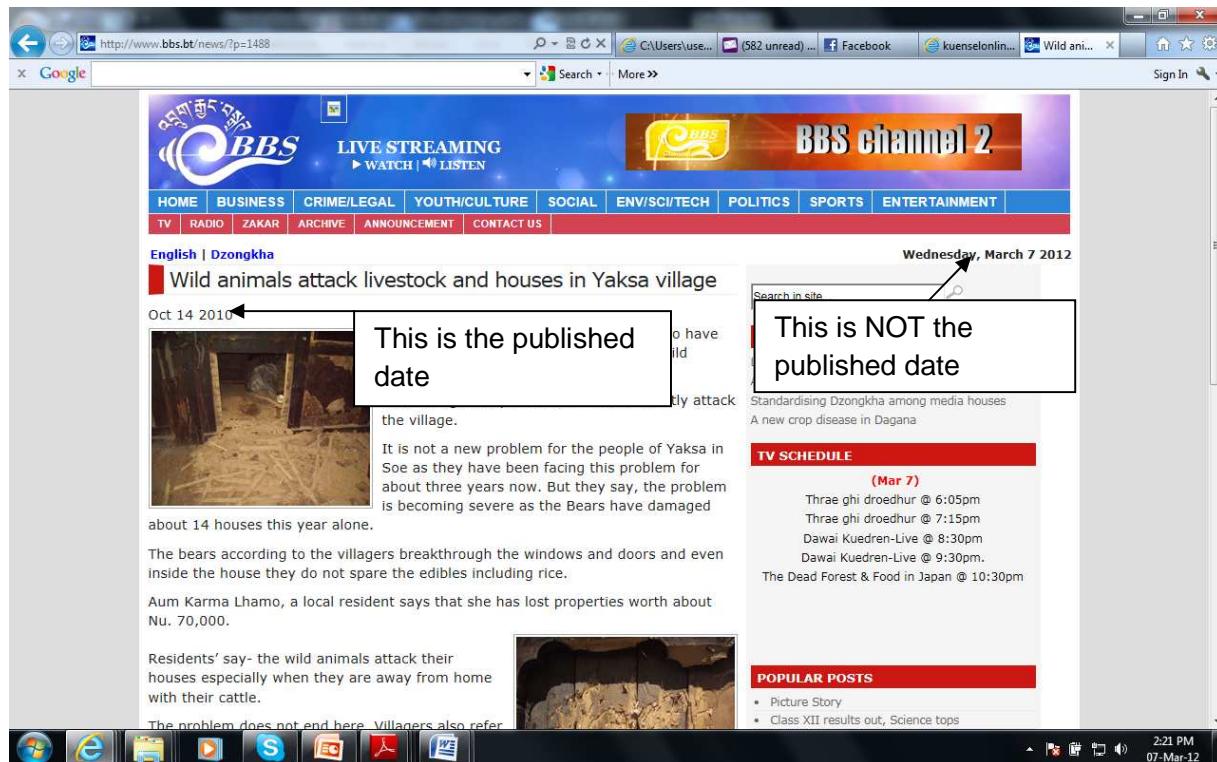
<b>Television ownership in Bhutan (Percentage of households)</b>		
Date	2002	1999
Percentage	60	40

(National Statistics Bureau, 2004: 9)

## 1.18 Websites

When referencing resources found on a website, you should identify the authorship of the website. The website may be owned by an organization, or corporate body, or a company or an institution. These can be identified by looking at the Uniform Resource Locator (URL) or web address at the top of web page.

Normally the date of publication for the particular subject may be found at the bottom of a web page of publication or date headline.



In this example the authorship would be BBS and the date 2010.

**Recent news (BBS, 2010) has shown ...**

## 2. COMPIILING THE END REFERENCE LIST

Bibliography/Reference: from books, journals, magazines, websites and newspapers

### Note:

The word bibliography and reference is used interchangeably. Bibliography can have a list sources you have read and cited in the text, and as well as those sources which you have read but haven't cited in the text. While, the reference should have a list of sources only which you read and cited in the text.

## 2.1 General guidelines

All items should be listed alphabetically by author or authorship, regardless of the format, i.e. whether books, websites or journal articles etc. Where there are several works from one author or source they should be listed together in chronological order, with the earliest first. However, some variations of presentation are acceptable provided that they are used consistently.

### Note:

In the reference list, no page number will be indicated along with the publication date, although you might have referenced page number in the text.

## 2.2 Books

### 2.2.1 Books with one author

Author, Initials., (Year). *Title of book*. Edition. (Include this, if it is not first edition) Place of publication (this must be a town or city, not a country): Publisher.

#### Reference for 1st edition

Baron, D. P., (2008). *Business and the organisation*. Chester: Pearson.

#### Where 3rd edition

Redman, P., (2006). *Good essay writing: a social sciences guide*. 3rd ed. London: Open University in association.

#### An in-text reference for the above examples:

Business entrepreneurs' have changed drastically over the years (Baron, 2008) because...

Foremost social researchers such as Redman (2006) have noted ...

### 2.2.2 Books with two or three authors

For books with two or three authors the names should all be included in the order they appear in the document. Use an “and” to link the last two multiple authors.

#### The required elements for a reference are:

Authors, Initials.,(Year).*Title of book*. Edition. (Include this, if it is not first edition) Place: Publisher.

### Reference

Gibson, J.I. and Moshell, M. (2006). *Digital Asset Management in Academia*. Florida: University of Central Florida (UCF).

Barker, R., Kirk, J. and Munday, R.J., (1988). *Narrative analysis*. 3rd ed. Bloomington: Indiana University Press.

An in-text reference for the above examples:

However, Gibson and Moshell (2006) defined it as an organized.....

A new theory (Barker, Kirk and Munday, 1988) has challenged traditional thinking ...

#### Note:

You can also use symbol “&” to replace the conjunction “and” to link between the last two multiple authors. The use of either should be consistent throughout your referencing.

### 2.2.3 Books with more than three authors

For books where there are more than three authors, use the first author only followed by et al.

The required elements for this type of reference are:

First author, Initials. followed by et al., (Year). *Title of book*. Edition. (Include this, if it is not first edition) Place: Publisher.

Reference for 1<sup>st</sup> edition.

Gorman, G.E. et al. (1997). *Qualitative research for the information professional: A practical handbook*. London: Library Association.

Reference where 2<sup>nd</sup> edition and above.

Gorman, G.E. et al. (1997). *Qualitative research for the information professional: A practical handbook*. 2<sup>nd</sup> ed. London: Library Association.

### 2.2.4 Books which are edited

Provide editor(s) surname(s) and initials for books which are edited, followed by ed. or eds.

The required elements for a reference are:

First editor's surname, Initials., (ed.) (Year). *Title of book*. Edition. Place: Publisher.

Licklider, J. C.K., (ed.) (1965). *Libraries of the future*. Cambridge, MA: MIT Press.

For more than one editor (eds.)

Robson, C. and Jackson, M. (eds.) (2002). *Real World research*. 2nd ed. London: Blackwell Publishers.

**Note:**

For books which have more than three editors, use "et al." followed by "eds." (within the bracket) to indicate more than three editors. For instance:

Blaxter, L. et al.(eds.) (2006). *How to research*. New York: Open University Press.

An in-text reference for the above examples:

Direct

Blaxter et al. (eds.) (2006) reports that for researchers, a personal relationship plays....

Indirect

Or

Personal relationship plays...for researchers (Blaxter, et al. (eds.) 2006).

## **2.2.5 Chapters of edited books.**

For chapters of edited books the required elements for a reference are:

Chapter author(s) surname(s) and initials. (Year of chapter). "Title of chapter" followed by **In:** Book editor (s) surnames followed by initials with ed. or eds. After the last name. (Year of book). *Title of book*. Place of publication: Publisher. Chapter number or first and last pages numbers followed by full stop.

### References

Samson, C., (1970). "Problems of information studies in history". In:  
Stone, S. (ed.) (1980). *Humanities information research*. Sheffield: CRUS, 44-68.

Smith, J., (1975). "A source of information." In: Jones, W.(ed.) (2000). *One hundred and one ways to find information about health*. Oxford: Oxford University Press. Ch.2

An in-text reference for the above examples:

(Samson, 1970)  
(Smith, 1975)

## 2.2.6 Multiple works by the same author

Where there are several works by one author and published in the same year they should be differentiated by adding a lower case letter after the date. Remember that this must also be consistent with the citations in the text.

The required elements for a reference are:

Author, Initials., (Year followed by letter). *Title of book*. Place: Publisher.

Cook, A., (2001a). *A Guide to finding quality information on the internet*. 2nd ed. London: Library Association Publishing.

Cook, A., (2001b). *A Guide to information literacy*. 2nd ed. London: Library Association Publishing.

Works by the same author should be displayed in the order referenced in your assignment, earliest first (as above).

An in-text reference for the above example:

(Cook, 2001a)  
(Cook, 2001b)

If there are several authors with the same surname and published a work in the same year, then their initial name can be included in the citation.

For instance, if you have materials written by David Joan and also by Happy Joan. Both the sources were published in the same year 2000.

An in-text citation would read:

(Joan, D. 2000)  
(Joan, H. 2000)

In this case, for the end reference list, it should be arranged in alphabetical order by initial name. Even the initial names are same, and then it has to follow the order referenced in your text.

### **2.2.7 Books which have been translated**

For works which have been translated, the reference should include details of the translator.

The required elements for such references are:

Author(s) surname and initials., (Year). *Title of book*. Translated from (language) by (name of translator, included surname and initials.), (Date of translation). Place of publication: Publisher.

*Canetti, E., (2001). *The voices of Marrakesh: a record of a visit*. Translated from German by Cohen, J.A., (2003). San Francisco: Arion.*

### **2.2.8 E-books and PDFs**

The required elements for a reference are:

Author(s) surname and initials.,(Year). *Title of book*. [type of medium] Place of publication: Publisher. Followed by **Available through**: include e-book source/database, web address or URL [Accessed date].

*Fishman, R., (2005). *The rise and fall of suburbia*. [e-book] Chester: Castle Press. Available through: Anglia Ruskin University Library website <http://libweb.anglia.ac.uk> [Accessed 5/5/2005]*

*Horne, A., (2010). *New life for old resources* [e-book]. Cambridge: Research Information. Available through:  
[http://www.researchinformation.info/features/feature.php?feature\\_id=291](http://www.researchinformation.info/features/feature.php?feature_id=291)  
[Accessed 20/11/2010].*

### **For an e-book freely available over the internet:**

The required elements for a reference are:

Authorship, (Year). *Title of book*. [type of medium] Place of publication (if known): Publisher. Followed by Available at: include web address or URL for the actual pdf, where available [Accessed date].

Hodge, G., (2001). *Metadata made simpler*. [pdf] Bethesda: National Information Standards Organization (NISO) Press. Available at:  
[http://www.ncsi.iisc.ernet.in/raja/is214/214-2001-2002/Metadata\\_Bklt.pdf](http://www.ncsi.iisc.ernet.in/raja/is214/214-2001-2002/Metadata_Bklt.pdf)  
[Accessed 03/01/2011].

For a pdf versions such as Government publication, reports and etc which is freely available on the internet, which do not have publisher.

The reference required would be:

Author(s) surname and initials., (Year). *Title of book*. [type of medium] Place of publication (if known): Publisher (if available). Followed by Available at: web address or URL for the ebook [Accessed date].

Bank of Bhutan, (2008). *Inflation Report*. [pdf] Available at:  
<http://www.bankofengland.co.uk/publications/inflationreport/ir08nov.pdf>  
[Accessed/20/2011].

## **2.3 Journal articles and newspapers**

### **2.3.1 Print Journal articles**

For printed version journal articles the required elements for a reference are:

Author, Initials., (Year). “Title of article”. *Full Title of Journal*, **Volume number** (Issue / Part number), Page numbers.

Hider, P., (2004). “Australian Digital Collections: Metadata Standards and Interoperability”. *Australian Academic & Research Libraries*, **35**(4), 289-300.

Cox, C., (2002). “What health care assistants know about clean hands”.

*Nursing today*, Spring Issue, 647-85.

Perry, C., (2001). "What health care assistants know about clean hands".  
*Nursing Times*, 25 May, 97(22), 63-64.

### 2.3.2 Journal articles available from a database

For electronic journal articles accessed through a password protected database, the required elements for a reference are:

Author, Initials., (Year). "Title of article". *Full Title of Journal*, [type of medium]  
**Volume number** (Issue/Part number), Page numbers if available. Available  
through: name of database/URL [Accessed date].

In this example, the article is found on the Springer database:

Day, M. (2006). "Metadata Principles and Practicalities". *D-Lib Magazine*, [e-journal] 55(4), 60-100, Available through: Springer database [Accessed 05/01/2011].

Or

Day, M., (2006). "Metadata Principles and Practicalities" *D-Lib Magazine*, [e-journal] 55(4), 60-100, Available through: <http://www.ukoln.ac.uk/preservation/publications/2006/web-archiving/md-final-draft.pdf> [Accessed 05/01/2011].

### 2.3.3 Magazine or journal articles available on the internet

Any materials which are freely accessible over the web such as magazine, journal and report. The required elements for references are:

Authors, Initials., (Year). "Title of article". *Full Title of Magazine/journal*, [online]  
Available at: web address (quote the exact URL for the article) [Accessed  
date].

Palmer, C. L. (1996) "Information work at the boundaries of science: linking library services to research practices". *Library Trends*, [online] Available at:  
[https://www.ideals.illinois.edu/bitstream/handle/2142/8089/librarytrends45i2e\\_opt.pdf?sequence=1](https://www.ideals.illinois.edu/bitstream/handle/2142/8089/librarytrends45i2e_opt.pdf?sequence=1)  
[Accessed 24/06/2011].

### 2.3.4 Journal abstract from a database

For a journal abstract from a database where you cannot have an access to full text.  
The reference elements required are:

Author, Initials., (Year). "Title of article". *Full Title of Journal*, [type of medium]

**Volume number** (Issue/Part number), Page numbers if available, Abstract only. Available through: URL OR name of database [Accessed date].

Boughton, J.M., (2002). "The Bretton Woods proposal: a brief look".

*Political Science Quarterly*, [e-journal] 42(6), Abstract only. Available through: URL OR Blackwell Science Synergy database [Accessed 12/05/2005].

**Note:**

If you are writing for academic submission, every effort should be made to access full article or otherwise better to avoid using it.

### 2.3.5 Newspaper articles

For newspaper articles the required elements for a reference are:

Author, Initials., (Year). "Title of article or column header". *Full Title of Newspaper*, Day and month before page number and column line.

Dema, K., (2012). "Switch parties, stay in race". *Kuensel*, 19 April. 1b.

**Note:**

1: Indicates page number

a: Indicates the column line

In the above example, 1, denotes that the article is on the first page of the newspaper, and a, denotes that the article is on the second column of news print across the page.

### 2.3.6 Online newspaper articles

For newspaper articles found in online newspapers, the required elements for a reference is:

Author or corporate author, (Year). "Title of document or page". *Name of newspaper*, [type of medium] Day and month. Available at: url [Accessed date].

Pem, T., (2012). "Inflation at 8.5 percent". *Bhutan Observe*, [online] 28 January. Available at: <http://www.bhutanobserver.bt/inflation-8-5-percent/> [Accessed 12/02/2012]

### **3. USING OTHER DOCUMENT TYPES**

You may wish to include other documents in your reference list, which do not have an obvious author and date of publication.

#### **3.1 Acts of Parliament**

The required elements are:

*Title of the book, which includes the year.* (Chapter number), Place of publication: Publisher.

*Forest and Nature Conservation Act of Bhutan, 1995.* (c.3), Thimphu: RGoB.

If you need to refer to a specific section and paragraph, include the section, paragraph number and subsection.

*Title of the book, which includes the year.* S(section).section number (paragraph number)and (subsection).

For instance:

*Forest and Nature Conservation Act of Bhutan, 1995.* S.3(10) (b).

In above example, the quoted article can be found in section 3, of paragraph 10, under the subsection b.

#### **3.2 Annual report**

For a printed version: the required elements for a reference are:

Corporate author, (Year). *Full title of annual report.* Place of publication: Publisher.

National Environment Commission, (2004). *The way forward, Annual report 2003-2004.* Thimphu: NEC.

For an e-version: the required elements for a reference are:

Author or corporate author, (Year). *Title of report or document.* [type of medium] Available at: include web address/ Uniform Resource Locator (URL) [Accessed date].

National Environment Commission, (2004). *Annual report 2003-2004.* [online] Available at: <http://www.nec.gov.bt/publications/publication.html> [Accessed 2/03/2005]

### **3.3 Archive material**

Reference for the materials obtained from archives or special collections.

Author, Initials., (Year). *Title of document.* [type of medium] Collection, Document number. Geographical Town/Place: Name of Library/Archive/Repository.

Pemala, L., (1973). *An address to the Farmer.* [manuscript] Special Collection. 600. Thimphu. National Library.

### **3.4 Conference report and papers**

For a printed version: the required elements for a conference reports are:

Authorship/author, editor or organisation, (Year). *Full title of conference report.* Location, Date, Place of publication: Publisher.

UNDESA (United Nations Department of Economic and Social Affairs), (2005). *6th Global forum on reinventing government: towards participatory and transparent governance.* Washington D.C., 24-27 May 2005, New York: United Nations.

For an e-version: the required elements for a conference reports are:

Authorship/author, editor or organisation, (Year). *Full title of conference report*. [type of medium] Location, Date, if available include (place of publication: Publisher) Available at: include web site address/ Uniform Resource Locator (URL) [Accessed date].

**White, W. (2009). *4th International Open Repositories Conference Paper*.[pdf]** Atlanta, Georgia, 18-21 May. Available at:  
[http://eprints.soton.ac.uk/48552/1/OR09paper\\_public.pdf](http://eprints.soton.ac.uk/48552/1/OR09paper_public.pdf) [Accessed 15/04/2011]

For a printed version: the required elements for conference proceedings/papers are:

Authorship, (Year). “Full title of conference paper”. In: followed by editor or name of organization, *Full title of conference*. Location, Date, Place of publication: Publisher.

**Brown, J., (2005). Evaluating surveys of transparent governance. In: UNDESA (United Nations Department of Economic and Social Affairs), *6th Global forum on reinventing government: towards participatory and transparent governance*.** Seoul, Republic of Korea 24-27 May 2005, New York: United Nations.

For an e-version: the required elements for conference proceedings/papers are:

Authorship, (Year). “Full title of conference paper”. [type of medium] In: followed by editor or name of organization, *Full title of conference*. Location, Date. If available include (Place of publication: Publisher) Available at: include web site address/ Uniform Resource Locator (URL) [Accessed date].

**White, W. (2009). “Institutional repositories: contributing to institutional knowledge management and the global research commons”. [Online] In: *Online Computer Library Center (OCLC), 4th International Open Repositories Conference Paper*.** Atlanta, Georgia. 18-21 May. Available at: [http://eprints.soton.ac.uk/48552/1/OR09paper\\_public.pdf](http://eprints.soton.ac.uk/48552/1/OR09paper_public.pdf) [Accessed 15/04/2011]

### **3.5 Reports by organizations**

For a printed version: the required elements of reference are:

Authorship/Organisation, (Year). *Full title of report*. Place: Publisher:

Department of Forest and Park Services, (2001). *National service framework for Environment*. Thimphu: Department of Forest and Park Service.

For an e-version:

Authorship/Organisation, (Year). *Full title of report*. [type of medium] Place: Publisher: Available at: include web address/URL [Accessed on date].

Department of Forest and Park Services, (2001). *National service framework for Environment*. [pdf] Thimphu: Department of Forest and Park Service. Available at: <http://www.moaf.gov.bt/moaf/?cat=5> [Accessed 12/08/2011].

### **3.6 Dissertation**

For a printed version: the required elements for a reference are:

Authorship, (Year). *Title of dissertation*. Level. Official name of University.

Richmond, J., (2005). *Customer expectations in the world of electronic banking: a case study of the Bank of Britain*. Ph. D. The Sheffield University.

For an e-version:

Authorship, (Year). *Title of dissertation*. [type of medium] Level. Official name of University. Available at: web address or URL [Accessed date]

Richmond, J., (2005). *Customer expectations in the world of electronic banking: a case study of the Bank of Britain*. [pdf] Ph. D. The Sheffield University. Available at: <http://dagda.shef.ac.uk/dispub/> [Accessed 09/20/2012]

### **3.7 DVD, video or film**

The required elements for a reference are:

*Full title of DVD or video*. (Year of release). [type of medium] Director. (if relevant) Country of origin: Film studio or maker. (Other relevant details).

*The Cup*. (1999). [DVD] Khentse Norbu. Bhutan: Festival Media.

*Great films from the 80s: a selection of clips from Warner Brothers top*

*films from the 1980s.* (2005). [DVD] New York: Warner Brothers.

*Health for all children 3: the video.*, (2004). [video] London: Child Growth Foundation. (Narrated by D.B.M. Hall).

### **For a film the suggested elements should include:**

*Title.* (Year of release). [medium] Director. Country of origin: Film studio.

*Macbeth,* (1948). [film] Directed by Orson Welles. USA: Republic Pictures.

### **3.8 Broadcasts**

For a broadcast the suggested elements for a reference are:

*Series title and episode name and number if relevant,* (Year of broadcast). [type of medium] Broadcasting organization and Channel, date, month, year and time of transmission.

*Alcohol and Bhutanese culture,* (2012). [TV programme] BBS, 28 February 2012 20.00.

For a broadcast obtained through online archive:

*Alcohol and Bhutanese culture,* (2012). [TV programme recording] BBS, 28 February 2012 20.00. Available through: <http://www.bbs.bt/news/?p=10018> [Accessed 07/02/2012]

### **3.9 Course material and Lecture notes**

This is particularly for the trainees to refrain from plagiarism. Prior to the inclusion of lecture notes in any reference list, the trainees should seek consent from the particular lecturer. If they are in agreement, and the lecture notes are inaccessible for public, then it is important to provide a copy in the Appendix.

### **Course material / lecture notes – print version**

The required elements for a reference are:

Lecturer/Author, initial. (Year). “Title of item”, *Module Code Module title*. Name of the Institution, unpublished.

Dorji, W., (2012). “Guide to forest management”, *BD45001S Forest Law and Management*. Ugyen Wangchuck Institute for Conservation and Environment, unpublished.

An in-text reference for the above example:

(Dorji, 2012)

Or

Dorji (2012) argued that the Forest management rules are not implemented as expected....

### **Course material – electronic**

The required elements for a reference are:

Lecturer/Author name, initial., (Year). “Title of item”, *Module Code Module Title* [type of medium], Name of the Institution. Available at: web address/URL [Accessed date].

Wangchuk, S.,(2011). “Guide to project management”, *BD45001S Forest Law and Management*. [online] Ugyen Wangchuck Institute for Conservation and Environment. Available at: [http://www.uwice.gov.bt/?page\\_id=30](http://www.uwice.gov.bt/?page_id=30) [Accessed 7/01/2012].

### **3.10 Maps -Print Maps, Digimap and Google Earth**

#### **The required elements for printed Maps are:**

Map publisher (origin), (Year of issue). “Title of map”. *Map series*, Sheet number, scale, Place of publication: Publisher.

Ordnance Survey, (2006). “Chester and North Wales”. *Landranger series*, Sheet 106, 1:50000, Southampton: Ordnance Survey.

**The required elements for Digimap are:**

Map publisher (origin). (Year of publication). *Created map title*, Scale. Source [online] Available through: Website or URL [Accessed date].

Ordnance Survey. 2011. University of Sheffield: Students Union 1:1.500. EDINA Digimap [online] Available through: <http://www.sheffield.ac.uk/> [Accessed 5/9/211].

**The suggested elements for Google Earth are:**

Google Earth version (if applicable). (Year of data released). *Image details - location*, co-ordinates, elevation. Data set (if applicable) [online]  
Available through: URL. [Date accessed].

Google Earth 6.0. (2008). *Hylands House and Estates* 51°42'39.17"N, 0°26'11.30"W, elevation 60M. 3D Buildings data layer [online] Available through: <http://www.google.com/earth/index.html> [Accessed 10/11/2011].

### **3.11 Pictures, images and photographs**

The suggested elements for a reference are:

Artist/Photographer's name (if known), (Year of production). *Title of image*. [type of medium] Collection Details as available (Collection, Document number, Geographical Town/Place: Name of Library/Archive/Repository).

Beaton, C., (1956). *Marilyn Monroe*. [photograph] (Marilyn Monroe's own private collection).

Beaton, C., (1944). *A mother resting her head on her sick child's pillow in the Canadian Mission Hospital in Chengtu*. [photograph] (Imperial War Museum Collection).

For an electronic reference the suggested elements are:

Artist/Photographer's name, (Year of production). *Title of image*. [type of medium] Available at: include web site address/URL). [Accessed date].

Dean, R., (2008). *Tales from Topographic Oceans*. [electronic print]  
Available at: [http://rogerdean.com/store/product\\_info.php?cPath=4&products\\_id=88](http://rogerdean.com/store/product_info.php?cPath=4&products_id=88) [Accessed 30/2/2009].

### **3.12 Press release**

For a paper resource:

Corporate author of press release, (Year). *Title*. Press release and date.

RCN, (2009). *RCN praises health care staff as infections continue to fall*. Press release, 18 June 2009.

For an electronic resource:

Corporate author of press release, (Year). *Title*. [Press release] date,  
Available at: web address/URL [Accessed date].

DoFPS, (2012). *Community Forests not only about Timber Resources Management*. [press release] 31 January 2012, Available at: <http://www.dofps.gov.bt/node/353> [Accessed 24/03/2012]

### **3.13 Reference from a Dictionary**

For a printed version: the suggested elements for a reference are:

Dictionary publisher, (Year of publication). *Full title of dictionary*. Place of Publication: Publisher.

Chambers, (2010). *Chambers paperback dictionary thesaurus*. London:  
Chambers Harpers Publishers Ltd.

For an e-version: the suggested elements for a reference are:

Dictionary publisher, (Year of publication). *Full title of dictionary*. Place of Publication: Publisher. Available at: web address/URL [Accessed date]

Oxford University Press, (2010). Oxford Dictionaries. Great Clarendon Street: Oxford University Press. Available at: <http://oxforddictionaries.com/definition/elite?region=us&q=elite> [Accessed 2/02/2012].

## 4. USING ELECTRONIC SOURCES

### 4.1 Websites

The required elements of reference for the websites found on the World Wide Web are:

Authorship or Source, (Year). *Title of web document or web page.* [type of medium](date of update if available) Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

GNHC, (2011). *11<sup>th</sup> Five Year Plan.* [type of medium] Available at: <http://www.gnhc.gov.bt/publications/> [Accessed 3/02/2012]

### 4.2 Publications available from websites

For publication freely accessible under public domain on the internet, the required elements for a reference are:

Author or corporate author, (Year). *Title of document.* [type of medium] Place: Producer/Publisher. Available at: web address/URL [Accessed date].

McKiel, A. W. (2007). *Global Faculty E-book Survey*  
*Sponsored by ebrary.* [Online] Palo Alto: Ebrary. Available at:  
[http://www.ebrary.com/corp/collateral/en/Survey/ebrary\\_faculty\\_survey\\_2007.pdf](http://www.ebrary.com/corp/collateral/en/Survey/ebrary_faculty_survey_2007.pdf)  
[Accessed 23/11/2010].

University of California Libraries, (2006). *Principles for acquiring and licensing information in digital format.* [Online] California: The University of California Libraries. Available at: <http://libraries.universityofcalifornia.edu/cdc/principlesforacquiring.html>  
[Accessed 27/11/2010]

#### 4.3 Online video

The required elements for a reference are:

Screen name of contributor,(Year). *Video Title*, Series Title. (if relevant) [type of medium] Available at: include web site address/URL [Accessed date].

School for Field Studies, (2011). *SFS Bhutan: Interview with Nawang Norbu*. [video online] Available at: <http://www.youtube.com/watch?v=dxLOooWXQoY> [Accessed 20/03/2012].

## 5. REFERENCES WITH MISSING DETAILS

**Anon** author anonymous or not identifiable

**s.l.** no place of publication (Latin: sine loco)

**s.n.** no named publisher (Latin: sine nomine)

**n.d.** no date

## Bibliography

Anglia Ruskin University, (2011). *Guide to the Harvard Style of Referencing*. 3<sup>rd</sup> ed. Cambridge: Anglia Ruskin University.

Cronjé, Me. M. Murdoch, Me. N. and Smit Me. R., (eds.) (2003). *Reference techniques: HARVARD method and APA style*.[pdf] Available at:  
[www.infoseca.co.za/Reference\\_Techniques.pdf](http://www.infoseca.co.za/Reference_Techniques.pdf) [Accessed 15/04/2011]

Division of Teaching & Learning Services, (2007). *Harvard (author-date) referencing guide*. [pdf] Queensland: Central Queensland University. Available at:  
[www.library.uow.edu.au/content/groups/public/.../uow025425.pdf](http://www.library.uow.edu.au/content/groups/public/.../uow025425.pdf) [Accessed 12/04/2012]

Learning Advisers, (2007). *Reference using the Harvard Author-Date System*. [pdf] South Australia: University of South Australia. Available at:  
[www.library.uow.edu.au/content/groups/public/.../uow025425.pdf](http://www.library.uow.edu.au/content/groups/public/.../uow025425.pdf) [Accessed 20/04/2012]

Monash University Library, (2006). *Harvard or (author-date)*. [online] Available at:  
<http://www.lib.monash.edu.au/tutorials/citing/harvard.html> [Accessed 10/04/2012]

The University Library, (2007). *Harvard Referencing Guide*. [pdf] Sheffield: The University of Sheffield Available at: <http://www.shef.ac.uk/library/libdocs/hsl-dvc1.pdf> [Accessed 10/04/2012]