

The Harvard reference system

Guidelines on how to refer to sources used in scientific texts

In scientific texts, it should always be clear to the reader, where the information in the paper is derived from. Normally, information in the text is rendered in the *own words of the writer of the paper*. All references listed in the reference section at the end of the paper must be cited in the text (and the other way around). Please note that different institutes and journals work with different standards for references. The guidelines provided here are in line with the most common guidelines. Remember that the number one rule is to be *consistent*. Below are some examples of references in the text, as well as in the reference section at the end of a paper. For RefWorks users, the reference style corresponds to the **APA 6th edition** style.

1. Referring to a source in the text

One author

The Harvard-style is also known as the author-year system because the name of the author and the year of publication are inserted between brackets in the text. If the name of the author is already mentioned in the text, the year of publication is sufficient.

A commonly used model to study health-risk behaviour is the Health Belief Model (Becker, 1974).

According to Stockwell (1966), the greatest heaping occurs on ages ending with zero; the second preference is for ages ending with five.

Multiple authors

If a publication is written by two authors, both of them are mentioned.

If a publication is written by three or more authors, only the first author is mentioned in the text followed by 'et al.'.

Two commonly used models to study health-risk behaviour are the Health Belief Model (Becker, 1974) and the Theory of Reasoned Action (Fishbein & Ajzen, 1975; Ajzen & Fishbein, 1980).

In order to examine this process, Blossfeld et al. (1999) propose a hybrid model combining norms and self-interest - termed the rational actor model.

Multiple publications of one author

In case an author has multiple publications in one year, these will be referred to in the text and in the list of references at the publication year with the supplement 'a', 'b' etc.

The health expectancy concept was introduced in the 1960s (Sanders, 1964) and developed in the 1970s (Sullivan, 1966, 1971a, 1971b).

Multiple sources

When referencing to two or more sources in the same part of the text, the sources will be alphabetised, separated by semicolons and between one pair of brackets.

According to some authors, the entrepreneurial climate varies significantly within the Netherlands (Koster, 2004; Pellenbarg & Van Steen, 2007).

Chapter from a book

If you read an edited book in which the chapters are written by different authors, refer to the chapter you have used and the author(s) of that chapter. You don't use the name of the editor(s) of the whole book. In the reference list you will incorporate all the details of the publication including the author(s) of the chapter as well as the editor(s) of the book.

Websites

If you refer in the text to a website, include in your text the author(s)/organisation of the website and the year in which the website was recently updated. Please never include the URL of a website in the text!

Literal quotes

If you include a literal quote in the text, include besides the author and year of publication also the **page number** of the source of the quote. This simplifies the search of the reader for the context of the quote as well as the quote itself. The quote is placed between quotation marks.

Inglehart calls this shift "the maximization of economic growth to the maximization of individual wellbeing" (1997, p.66).

Cliquet (1991) also argues that the changes of behaviour and attitudes in the mid-60s are seen "as the mere continuation of a process that has been going on since several centuries, associated with modernization..." (p.13, original italics).

Indirect referencing

Sometimes, you will refer to an author through a different source. This means you only have read the second source, and not the original. You only have to list the source you cite (the second one) in the references at the end of the paper.

The lives of people consist of different stages that are represented by distinct rules for relations with other people, responsibilities, duties, and behaviour (Becker 1989, cited by De Bruijn 1999, p. 146).

2. The reference list

Below you can find a list with examples on how to include various sources in your reference list, at the end of a paper.

Journal article: Author(s), Initials. (Year). Title of the article. *Title of Journal*, Volume (issue), page numbers.

Woltjer, J. & Al, N. (2007). The integration of water management and spatial planning. *Journal of the American Planning Association*, 73(2), 211-222.

Book with one author: Author, Initials. (Year of publication). *Title of the book*. Edition. Place of publication: Publisher.

Cresswell, T. (2008). *Place. A short introduction*. 2nd Edition. Oxford: Blackwell.

Book with multiple authors: Author, Initials. (Year of publication). *Title of the book*. Edition. Place of publication: Publisher.

Note: please include the names of all authors!

Ashworth, G.J., Tunbridge, J.E. & Graham, B.J (2007). *Pluralising pasts: heritage, identity and place in multicultural societies*. London: Pluto.

Book edited: Editor(s), Initials. (Ed.) (Year of publication). *Title of the book*. Edition. Place of publication: Publisher.

Valk, A.J.J. van der & Dijk, T. van (Red.) (2009). *Regional planning for open space*. London: Routledge.

Chapter of an edited book: Author(s), Initials. (Year of publication). Title of the chapter. "In" Initials and Surnames of the editor(s) (Ed.), *Title of the book* (page numbers). Place of publication: Publisher.

McCann, P. (2009). Location Theory. In J.E. Rowe (Red.), *Understanding Economic Development: Linking Theory to Practice* (pp. 34-57). Thousand Oaks: Sage.

Newspaper article: Author(s), Initials. (Year of publication). Title of article. *Title of the Newspaper*, day-month-year of publication.

Bemmel, N. van (2002). Natuurbeheerder worstelt met te veel Hooglanders. *De Volkskrant*, 05-08-2002.

Report: Author/institute (Year of publication). *Title of the report*. Serial number. Place of publication: Publisher.

Rajeswari, N.V. & Hutter, I. (1998). Reproductive health and child spacing in rural South India. Census basic report. Demographic reports 25, Population Research Centre, University of Groningen, Groningen.

Website: Author(s)/Organisation (Year). *Title of the text*. Retrieved on date from URL. If possible: Place of publication: Publisher.

WHO (2001). *Maternal mortality in 1995: Estimates developed by WHO, UNICEF, UNFPA*. Retrieved on June 27, 2002 from <http://www.unfpa.org/mothers/pdf/mmin1995.pdf>. Geneva: World Health Organization.

3. General

- Every reference in the text must be included in the reference list; the reference list should not include sources which are not mentioned in the text.
- The reference list is alphabetised by the surnames of the authors.
- Referring to authors in the reference list: Surname, Initials (multiple initials separated by dots).
- Some surnames include "van", "de" or other prefixes. In the reference list these are placed behind the author's initials: Boom R. van, Boer, K. de & Ruitenbergh, A. (2005).
- The name of the author or editor is always followed by the year of publication between brackets.
- The first word of the title of the source is written with a capital letter, the rest of the words are in sentence case.
- Title of a book in *italics*.
- Title of a journal in *italics*.
- List the place of publication first, then a double colon followed by the publisher.
- Use "In" when referring to a chapter or article within a book or report.
- Page numbers: refer to the first and last page of a chapter through: "pp. 101-109" or for a single page: "p. 102".
- Missing information: in case of unpublished works, reports, theses, or so-called grey literature, mention author, date, and title as in periodicals. Then give information of where the paper was presented or where the unpublished manuscript was produced.

Khatun, M., Janssen, F. & Willekens, F.J. (2002). Unmet need over the life course: A multistate life table analysis. Paper presented at the Annual Meeting of the Population Association of America, May 9-11, 2002, Atlanta.

Rajeswari, N.V. & Hutter, I. (1998). Reproductive health and child spacing in rural South India. Census basic report. Demographic reports 25, Population Research Centre, University of Groningen, Groningen.