

HARVARD STYLE

3rd. ED 2024

(Extended Version)



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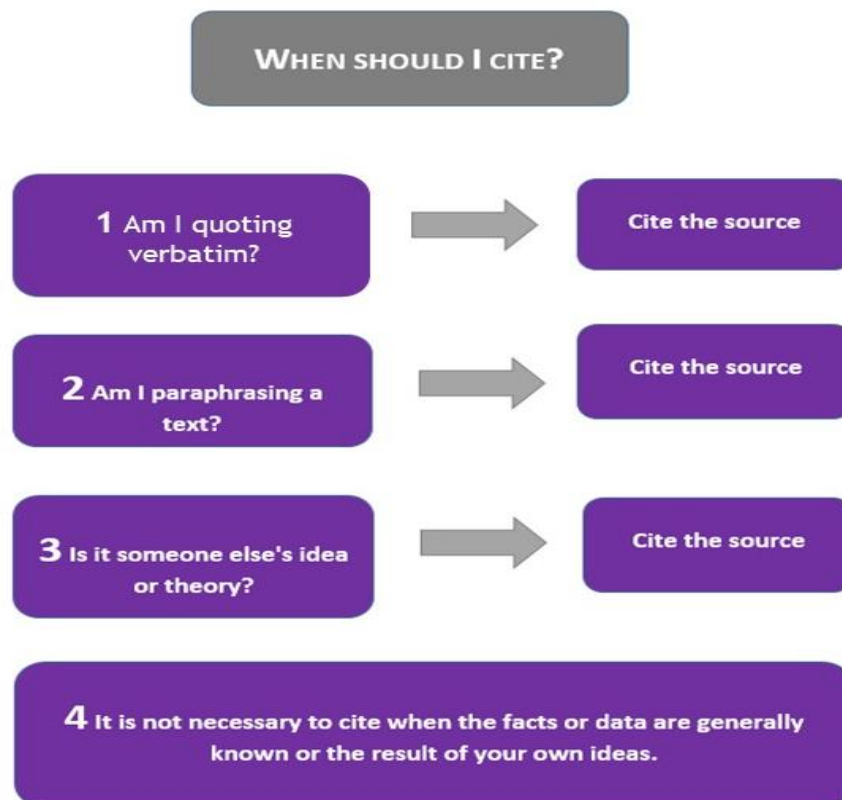
Objectives

- To understand the importance of making responsible, ethical and legal use of information through citations and bibliographical references in our work.
- To learn to recognise and interpret bibliographical references corresponding to different types of documents, in accordance with the Harvard style.
- Learn to construct bibliographical references and citations within the text in Harvard style.

Introduction

When writing an academic paper, you should clearly indicate which ideas and information have been taken from other sources or authors. Otherwise, plagiarism – a type of theft – is committed.

Plagiarism may involve presenting a document produced by someone else as your own, but also quoting or paraphrasing other sources without specifying the author.



In Spain, copyright is protected by the [Intellectual Property Act](#). You can find more information about plagiarism and copyright on the [Intellectual Property](#) web page produced by the Library.

By properly citing the sources consulted for your work, you:

- Acknowledge the work done by other authors.
- Avoid plagiarism.
- Make it easier for anyone to locate the sources of information cited in the work.
- Make sure your work is credible and consistent.

There are different citation styles. Some are specific to certain disciplines and others are used only in certain scientific publications.

⚠ This module will describe the characteristics of the Harvard citation and referencing style. Specifically, this material is based on the document produced by the University College Dublin Library, the UCD School of Nursing, Midwifery and Health Systems and Anglia Ruskin University.

Basic concepts

Before writing a paper, you must clearly understand some basic concepts such as citation, bibliographic reference and the difference between a reference list and a bibliography. For this, you should check out the UA Library website's [citing and referencing](#) section. On the same page, you can also access information on several citation styles.

⚠ To find out how to manage your bibliographic references, visit our website's section on [reference management tools](#).

Harvard Style

The Harvard style was developed at Harvard University in the 1950s. At first used mainly in physics and the natural sciences, in recent years it has become common in the Human and Social sciences as well (Central Library of the University of Piura, 2011).

◀◀ *This style, also known as the **author-date system**, provides guidelines on how to cite sources in the body of the text and list bibliographic references at the end of the work, so that the sources used and cited by the author are acknowledged.*

⚠ Note that, in Harvard style, you can use double or single quotation marks as long as you are consistent. In our case, we will always use double quotation marks, as this is traditional in Spain.

IN-TEXT CITATIONS

Authors using the Harvard style must cite the sources they consulted within the text, indicating the author's surname, the year of publication and the pages if a specific portion of text is placed within quotation marks. Below is an example of the difference between paraphrasing and quoting:

Example

Paraphrasing

As noted by Nicholas Lovell (2014), 3D printing allows customised products to be less expensive than before.

Quoting

As noted by Nicholas Lovell (2014, p. 67), “crear un producto personalizado en una fábrica de producción en masa resultaba caro. A medida que la impresión 3D se vuelve una realidad, esa hipótesis deja de ser correcta.”

The author's name **may not be cited directly in the text**. In that case, you should include it in round brackets.

Example

As stated in The Curve (Lovell, 2014) 3D printing allows customised products to less expensive than before.

⚠ Remember that no footnotes or endnotes are used in the Harvard system for in-text citations.

WORKS BY A SINGLE AUTHOR

As a general rule, the **first surname** of the author is provided **followed by the year of publication** of the document (book chapter, article, thesis...). The year must appear in round brackets in the text; the author's surname is inside the brackets in indirect citations, and outside in direct citations.

Example

In a direct citation:

As Segura Dimaría (2014) has shown, economic crises...

In an indirect citation:

Economic crises can be predicted (Segura Dimaría, 2014) if they...

⚠ As you can see, in the above examples both surnames are provided (due to Spanish naming conventions), not only the first (Anglo-Saxon tradition). Therefore, we will indicate the first surname for Anglo-Saxon authors and both surnames for Spanish authors. Be consistent throughout the text on this point.

SEVERAL WORKS BY THE SAME AUTHOR FROM DIFFERENT YEARS

If several works by the same author are cited at the same time, they should be listed in chronological order and separated by a comma.

Example

In a direct citation:

Segura Dimaría (2007, 2014) criticises the idea that...

In an indirect citation:

Specifically, a study published at the beginning of the century (Segura Dimaría, 2007, 2014) points out that...

SEVERAL WORKS BY THE SAME AUTHOR FROM THE SAME YEAR

When citing several works from the same year by the same author, you must add a lowercase letter to identify each source in the reference list at the end of the work. If you cite them together, separate them by a comma.

Example

In a direct citation:

Dawkins (1996a, 1996b) criticises the idea that...

In an indirect citation:

Several studies from the late 20th century (Dawkins, 1996a, 1996b) point to the fact that...

In a reference list:

Dawkins, R. (1996a) *Climbing Mount Improbable*. London: Viking.

Dawkins, R. (1996b) *River out of Eden*. London: Phoenix.

ACCORDING WITH THE NUMBER OF AUTHORS

WORKS BY TWO OR THREE AUTHORS

When citing a work by two or three authors, the structure is as follows:

Surname(s) of the first, second and third author(s), followed by the year.

If there are two authors, they are separated by the word **and**; if there are three, the first two are separated by a comma, whereas the second and third authors are separated by **and**.

Example

In a direct citation:

As Segura Dimarúa and Feito García (2014) have shown, economic crises...

As Sevilla Hernández, Segura Dimarúa and Feito García (2009) have shown, not all economic crises...

In an indirect citation:

Economic crises can be predicted (Segura Dimarúa and Feito García, 2014) if...

Economic crises can be predicted (Sevilla Hernández, Segura Dimarúa and Feito García, 2014) unless...

WORKS BY MORE THAN THREE AUTHORS

Only the first author is provided, followed by *et al.* (meaning “and others”) in italics.

Example

In a direct citation:

Sevilla Hernández *et al.* (2007) consider that forecasting business cycles is possible...

In an indirect citation:

Forecasting economic cycles is possible for the State (Sevilla Hernández *et al.*, 2007).

WORKS BY CORPORATE AUTHORS

Some documents have corporate authors, e.g. reports or other documents produced by companies, agencies and organisations, government departments, etc. If there is an official abbreviation and you have provided it in round brackets on first citation, you can use the abbreviation in subsequent citations. In the bibliography, however, give the full name, not the abbreviation. In any case, there are some exceptions when the abbreviation is part of the official name.

Example

First citation:

According to a 2010 report by the Spanish national railway operator, Red Nacional de Ferrocarriles Españoles (RENFE), European gauge tracks are...

Second and subsequent citations:

Recently, RENFE (2011) issued a report stating that...

In the bibliography:

Red Nacional de Ferrocarriles Españoles (2011) *Informe anual RENFE*. Madrid: RENFE, Dirección de Comunicación Corporativa y Relaciones Externas.

If the report has been produced by a **committee**, then it can be cited by name.

Example

European Economic and Social Committee (2012)

The structure is corporate name followed by the year in brackets or corporate name and year in brackets, depending on whether the citation is direct or indirect.

CITE SEVERAL AUTHORS

PARAPHRASING IDEAS FROM MULTIPLE AUTHORS IF THE SOURCE IS NOT A JOINT WORK

If you have to cite multiple authors for an idea or argument included in your work, but the source is not a joint publication by those authors, cite all sources separated by semicolons.

Example

In a direct citation:

Segura Dimarúa (2014) and Feito García (2008) criticise the idea that...

In an indirect citation:

Some authors (Segura Dimarúa, 2014; Feito García, 2008) have criticised the idea that...

⚠ Remember that, in the reference list at the end of your work, you must include a reference entry for every source.

CHAPTER AUTHORS IN EDITED WORKS

When the source you cite is part of a larger work (for instance, book chapters or conference papers), cite the author of the specific source, not the editor of the work in which it is included. Note, however, that you will have to provide all the details in the bibliography at the end of your work. As an example, for a book chapter you must do as follows:

Example

Within the text:

Esperanza Hernández Delgado (2008) discusses peace projects in Colombia...

In the bibliography:

Hernández Delgado, E. (2008) “La paz imperfecta que construyen las iniciativas de paz de base social en Colombia”. In: Salamanca, M. E. Coord. *Las prácticas de la resolución de conflictos en América Latina*. Bilbao: Universidad de Deusto.

-
- ⚠ As you have seen, there are several differences between the in-text citation and the reference entry in the bibliography: in the latter, you must indicate all the details relating to the publication and, after the surnames, the initials of the first name must be provided. The structure of the reference entry for each type of document will be explained later.
-

MISSING DETAILS AND OTHER CONSIDERATIONS

Over the course of your research, you may come across interesting documents that you want to use and cite, but for which certain details are not available.

In general, it is always better to use sources for which all details are available. If this is not the case, below are some useful tips on how to *indicate the missing information*.

WORKS WITH NO AUTHOR

If there is no known author, italicise the title and, in round brackets, indicate that the work is anonymous using the words **Anonymous** or **Anon.**:

Example

El Cantar del Mio Cid (Anon., 1996)

WORKS WITH NO PUBLICATION DATE

If you do not know the date of publication, add **n.d.** to indicate this.

Example

In a direct citation:

Quijano García (n.d.) has said that fluctuation in the Continuous market is due...

In an indirect citation:

Some authors (Quijano García, n.d.) have pointed out that fluctuation in the Continuous market is due...

USE OF QUOTATION MARKS, UNDERLINING AND ITALICS

You can use double or single quotation marks in Harvard style, as long as you are consistent.

▲ In our case, we will always use double quotation marks as this is common practice in Spain.

Underlining must not be used. Italics, as a general rule, must only be used for titles of books, journals, etc.

PAGE NUMBERS

When citing a particular paragraph, whenever possible (as some sources have no page numbers), provide the page numbers in round brackets after the year and preceded by a comma. If it is a single page, use the abbreviation **p.**; if it is more than one, **pp.**

Example

(Sevilla Hernández, 2007, p. 124) or (Sevilla Hernández, 2007, pp. 124-125)

VERBATIM QUOTATIONS

Verbatim quotations must be enclosed in quotation marks. Before the quotation, you can use phrases such as:

Example

As the author states, "..."

You can also insert the verbatim quotation directly into the text:

Add quotation marks at the beginning and end of the quotation

Respecto a la empatía en su aspecto epistemológico, ésta presenta dos ventajas frente a la toma de perspectiva cognitiva pues es la manera más rápida de predecir la conducta de los demás "because shared emotional networks also directly elicit the activation of associated relevant motivational and action systems. By sharing the emotional state of others, we also share their emotional and motivational significances" (De Vignemont y Singer, 2006, p. 439). Aunque esto depende en parte de que ambos compartan el mismo repertorio de experiencias.

The source is indicated, including the page

Quotations containing **40 or more words** must be in a separate paragraph and indented from the main text, without quotation marks and preceded by a colon, to make it clear that you are quoting someone else's words.

La teoría de la mente puede entenderse como un marco teórico cuya existencia se ha dado por supuesta o como una propuesta concreta como la psicología popular, la Teoría-teoría o la Teoría de la simulación. De hecho, para Leudar y Costall (2009, p. 3), la ambigüedad se debe a que:

c
i
t
a

Theory of Mind is no longer presented in the textbooks and the research literature as referring to any kind of theory at all, nor even a specific set of theories. 'Theory of Mind' is now widely presented as a relatively neutral, uncontroversial 'construct', or well-established.

Así, la Teoría de la mente en cuanto que idea se ha convertido en un dogma cuyos supuestos iniciales han pasado a considerarse hechos bien establecidos.

As you can see, the quoted text is longer than 40 words and has therefore been placed in a separate paragraph with a different indentation.

Cite the source, including the page

⚠ Remember that, in both cases, you must provide the source, including the page number or numbers.

If in order to keep the meaning of a sentence you have to add words, such as connectives, that do not appear in the original text, do so in square brackets.

Example

“Algunos estudios propios del campo de la neurociencia apuntan a la idea [de que] las neuronas espejo están relacionadas con la empatía” (Hernández Torregrosa, 2014, p. 15).

CITING SECONDARY SOURCES

In some cases, you may want to cite a work as well as the source in which it was cited. The former is a **secondary source**.

Example

In a direct citation:

A recent study by Fernández Blanco (2012, cited in Velasco Sagunto, 2013, p. 142) shows that the economic policy...

In an indirect citation:

A recent study (Fernández Blanco, 2012, cited in Velasco Sagunto, 2013, p. 142) shows that the economic policy...

In the example, we want to cite the study by Fernández Blanco, which we did not read; instead, we read a source by another author, Velasco Sagunto, who cited it. For this reason, the primary source (the one in which the other work is cited) is preceded by **cited in**.

-
- ⚠ Note that Fernández Blanco's ideas have reached you through another author's interpretation. That is why, whenever possible, it is advisable to go to the primary source, here the study by Fernández Blanco. In any case, in the *reference list at the end of your work*, do not include Fernández Blanco's study, because you have not read it; only Velasco Sagunto should appear.
-

CITING TABLES AND FIGURES

If you reproduce, in full or in part, data from a table or figure, indicate the source and the author (it may be a corporate author for reports issued by companies or official bodies), date and page. These details must appear below the table, diagram or figure if it is reproduced in its entirety, as in the following example.

Example

For the table below, taken from the University of Alicante's Budget, do as follows:

| | Mujer | Hombre | Total |
|---------------|-------|--------|-------|
| <i>Total</i> | 2.329 | 1.714 | 4.043 |
| Grados | 247 | 233 | 480 |
| Diplomaturas | 781 | 575 | 1.356 |
| Licenciaturas | 918 | 623 | 1.541 |
| Sólo 2º ciclo | 383 | 283 | 666 |

Tabla 1. Students enrolled on official 1st-cycle, 2nd-cycle and undergraduate degree programmes in the academic year 2012-2013 (University of Alicante, 2014, p. 19)

⚠ Number all figures and tables. The number, followed by a simple title, must appear below the figure or table.

For in-text citations of specific data from the figure or table, you must also indicate the source:

Example

In-text citation:

As can be seen in Table 1 (University of Alicante, 2014, p. 19), women outnumbered men among students enrolled on 1st-cycle programmes in the academic year 2012-2013.

The structure of the reference entry in the **bibliography section** depends on the type of document where you found the information, table or figure you cited: a book, an article, a website...

In the above example it would be like this:

Example

In the bibliography:

Universidad de Alicante (2014) *La UA en cifras 2013*. Available at: <http://utc.ua.es/es/documentos/ua-en-cifras/libros-ua-en-cifras/ua-en-cifras-2013.pdf> [Accessed: 03-02-2022]

-
- ⚠ If the information, table, diagram, etc. is a secondary source (i.e. you have not consulted the actual source, but another in which it is cited), cite it as indicated in the previous section. In the reference list, include only the source you actually read.
-

In the **reference list**, do not reference the table, figure, etc. itself, but the source in which it appears (for instance, a book or a report).

EUROPEAN UNION PUBLICATIONS

When citing European Union publications, the structure is as follows: (Name of EU institution, year).

Example

In a direct citation:

The Council of the European Union (2007), in its regulation, defines the functions...

In an indirect citation:

A recent regulation (Council of the European Union, 2007) states that...

-
- ⚠ Remember to always add the page(s) if you have used quotation marks and this information is available.
-

WEB PAGES AND WEBSITES

WEB PAGES

Many authors also cite web pages as sources of information. In this case, you must identify the author, whether it is an individual or an organisation.

⚠ It is sometimes difficult to identify the author of a web page.
Checking the URL can help.

You must also identify the date of publication, which usually appears near the copyright details.

The screenshot shows the 'la Caixa' Research website interface. At the top, there is a navigation bar with the logo and 'Research' text. Below it, a search bar and a 'Suscripciones' button are visible. A main menu contains categories like 'Temas clave', 'Publicaciones', 'Temáticas', 'Áreas geográficas', and 'Indicadores y previsiones'. The main content area features a section titled 'TEMAS CLAVE' with a list of topics: 'Las claves de la recuperación del crédito', 'Oportunidad del sector exterior en España' (highlighted), 'Política monetaria no ortodoxa', and 'Unión bancaria'. To the right, an article titled 'La mejora del saldo corriente se detiene' is displayed with a grid of colored blocks and a crane icon. A text block to the right of the grid discusses economic data. Below this, a section 'MÁS ARTÍCULOS PUBLICADOS' lists four articles with their respective categories and dates. A callout box points to the date '03 nov 2014' under the article 'Las bolsas cierran octubre mejor que como lo empezaron mientras el euro vuelve a caer'.

No individual author is named for the above article, so the author is probably La Caixa, and the date is 2014. Therefore, to cite the article within your text, write:

Example
(La Caixa, 2014)

WEBSITES

For websites, the in-text citation must provide the name of the website and the year.

Example

The information available on its website (International Tourism Partnership, 2004) indicates that the cause of...

REFERENCING DIFFERENT TYPES OF SOURCES IN THE LIST OF WORKS CITED

⚠ Note that, in Harvard style, **you must include a reference list at the end of your work indicating the sources you used**. Therefore, all in-text citations must have an entry in the reference list, unless it is a **secondary reference** (i.e. when you cite a source cited by another author, but you have not read the source itself).

In this section you will learn how to reference the sources included in the list. Bear in mind that, as in other citation and referencing styles, the structure of the reference entry depends on the **type of source** and on whether it is in paper, electronic or audiovisual form. You will also learn how to cite research data.

DOCUMENTS IN PAPER FORM

Within printed documents, we are going to focus on:

- books or monographs,
- book chapters and
- journal articles on paper.

⚠ Remember that you must take into account many of the indications we have made in the section *How to cite within the text*.

GENERAL TIPS

- For books, indicate the edition you are using if there are, for example, editions published in different years.
- When a work (book, chapter, article, web page...) has one author, indicate the author's surname(s) and the initials of his or her first name. If the referenced document has more than two authors, separate them by commas but use **and** before the last author.

Example with **two authors**:

Example

Shalloway, A. and Trott, J. (2001) *Design patterns explained: a new perspective on object-oriented design*. London: Addison Wesley.

Example with **more than three authors**:

Example

McGeady, T.A. *et al.* (2006) *Veterinary embryology*. Oxford: Blackwell

- Another general tip is that, as already seen, you may have to reference several works by the same author or authors published in the same year. In this case, add a lowercase letter after the date to differentiate them.

Example

Dawkins, R. (1996a) *Climbing Mount Improbable*. London: Viking.

Dawkins, R. (1996b) *River out of Eden*. London: Phoenix.

This would also apply if, for example, the two works published in the same year were a book and an article.

Remember that this must also be consistent with in-text citations.

- Indicating the edition

Differences between editions of the same work (for instance, between the first and the fifth, tenth or twentieth edition) can be significant, as the number of pages may have changed or the content may have been updated. When referencing a source, therefore, specify the edition.

Example of a **first edition**:

Example

Rivero Rodríguez, G. (2011) *Análisis de datos incompletos en Ciencias Sociales*. Madrid: Centro de Investigaciones Sociológicas.

Example of a **third edition**:

Example

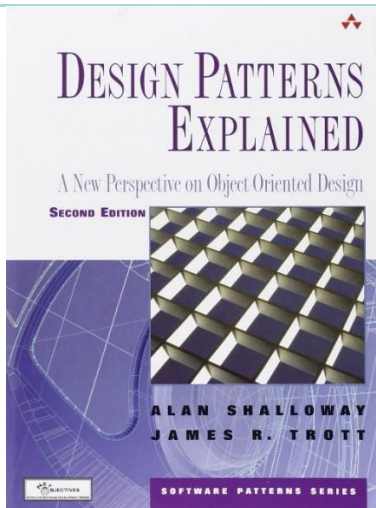
Visauta Vinacua, B. (2007) *Análisis estadístico con SPSS 14: estadística básica*. 3rd ed. Madrid: McGraw Hill.

MONOGRAPHS OR BOOKS

In the Social sciences, many of the documents you will cite in your papers will be books (monographs) or book chapters.

The general structure is:

Surname(s) of author(s), initial(s) (year) *Title of book*. Edition. Place of publication: Publisher.

| | |
|---|--|
| <p>MONOGRAPHS OR BOOKS</p> |  |
| <p>Surname(s) of author(s), initial(s)</p> | <p>Shalloway, A. and Trott, J.</p> |
| <p>Year</p> | <p>2001</p> |

| | |
|---------------------------------|---|
| Title of book in italics | <i>Design patterns explained: a new perspective on object-oriented design</i> |
| Place of publication | London |
| Publisher | Addison Wesley |

The reference entry is as follows:

Example

Shalloway, A. and Trott, J. (2001) *Design patterns explained: a new perspective on object-oriented design*. London: Addison Wesley.

⚠ Remember that:

- The information that must be provided in the reference usually appears on the title page, not on the cover of the book.
- You must only specify the edition of the work (2nd, 3rd, 19th...) when it is not the first. If the book does not indicate the edition, it is probably the first.
- If the book has multiple authors, list them in the order in which they appear in the document. Separate them by a comma and use **and** before the last author.

Indicating someone other than the author

If the work has compilers, editors, coordinators or directors, provide their name and then, in round brackets, add the relevant abbreviation.

The structure in this case is as follows:

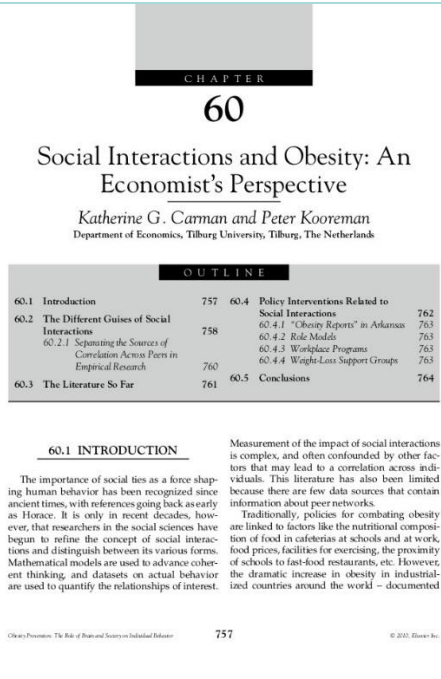
Editor's surname(s), initial(s) (Ed.). (Year) *Title of the work*. Place of publication: Publisher.

Example

Everson, S. (Ed.). (1991) *Psychology*. Cambridge: Cambridge University Press

MONOGRAPH OR BOOK CHAPTERS

Surname(s), initial(s) of the author(s) of the chapter (year) “Title of the chapter”.
In: Surname(s), initial(s) of editor(s) ed(s). *Title of the work*. Place of publication:
Publisher.

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|-----|--|-----|--|-----|--------------------------------------|-----|---|-----|--------------------|-----|----------------------------|-----|---------------------------|-----|--|--|-----------------------------------|-----|--|--|------------------|-----|
| MONOGRAPH CHAPTER |  <p>CHAPTER 60 Social Interactions and Obesity: An Economist’s Perspective <i>Katherine G. Carman and Peter Kooreman</i> Department of Economics, Tilburg University, Tilburg, The Netherlands</p> <p>OUTLINE</p> <table border="1"> <tr> <td>60.1 Introduction</td> <td>757</td> <td>60.4 Policy Interventions Related to Social Interactions</td> <td>762</td> </tr> <tr> <td>60.2 The Different Guises of Social Interactions</td> <td>758</td> <td>60.4.1 “Obesity Reports” in Arkansas</td> <td>763</td> </tr> <tr> <td>60.2.1 Separating the Sources of Correlation Across Pairs in Empirical Research</td> <td>760</td> <td>60.4.2 Role Models</td> <td>763</td> </tr> <tr> <td>60.3 The Literature So Far</td> <td>761</td> <td>60.4.3 Workplace Programs</td> <td>763</td> </tr> <tr> <td></td> <td></td> <td>60.4.4 Weight-Loss Support Groups</td> <td>763</td> </tr> <tr> <td></td> <td></td> <td>60.5 Conclusions</td> <td>764</td> </tr> </table> <p>60.1 INTRODUCTION</p> <p>The importance of social ties as a force shaping human behavior has been recognized since ancient times, with references going back as early as Horace. It is only in recent decades, however, that researchers in the social sciences have begun to refine the concept of social interactions and distinguish between its various forms. Mathematical models are used to advance coherent thinking, and datasets on actual behavior are used to quantify the relationships of interest.</p> <p>Measurement of the impact of social interactions is complex, and often confounded by other factors that may lead to a correlation across individuals. This literature has also been limited because there are few data sources that contain information about peer networks.</p> <p>Traditionally, policies for combating obesity are linked to factors like the nutritional composition of food in cafeterias at schools and at work, food prices, facilities for exercising, the proximity of schools to fast-food restaurants, etc. However, the dramatic increase in obesity in industrialized countries around the world – documented</p> <p><small>Obesity Prevention: The Role of Diet and Society on Individual Behavior 757 © 2010, Elsevier Inc.</small></p> | 60.1 Introduction | 757 | 60.4 Policy Interventions Related to Social Interactions | 762 | 60.2 The Different Guises of Social Interactions | 758 | 60.4.1 “Obesity Reports” in Arkansas | 763 | 60.2.1 Separating the Sources of Correlation Across Pairs in Empirical Research | 760 | 60.4.2 Role Models | 763 | 60.3 The Literature So Far | 761 | 60.4.3 Workplace Programs | 763 | | | 60.4.4 Weight-Loss Support Groups | 763 | | | 60.5 Conclusions | 764 |
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| Surname(s) of author(s), initial(s) | Carman, K.G. and Kooreman, P. | | | | | | | | | | | | | | | | | | | | | | | | |
| Year | 2010 | | | | | | | | | | | | | | | | | | | | | | | | |
| Chapter title | Social Interactions and Obesity: An Economist’s Perspective | | | | | | | | | | | | | | | | | | | | | | | | |
| In: | In: | | | | | | | | | | | | | | | | | | | | | | | | |
| Surname(s) of author(s), initial(s) | Dubé, L. <i>et al.</i> Eds. | | | | | | | | | | | | | | | | | | | | | | | | |
| Title of the book in italics | <i>Obesity prevention</i> | | | | | | | | | | | | | | | | | | | | | | | | |
| Place of publication | Boston | | | | | | | | | | | | | | | | | | | | | | | | |
| Publisher | Academic Press | | | | | | | | | | | | | | | | | | | | | | | | |

Example

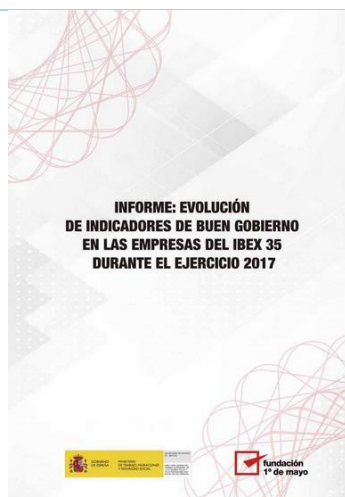
Carman, K.G. and Kooreman, P. (2010) "Social Interactions and Obesity: An Economist's Perspective". En: Dubé, L. *et al.* Eds. *Obesity prevention*. Boston: Academic Press.

- ⚠ Note that, although in the reference structure we provided the abbreviation for editor (eds) is in lower case, in the example it is capitalised: Eds. This is because it is preceded by the full stop of *et al.*

PUBLISHED REPORTS

Surname(s) of author(s), initial(s) or first name of corporate author (year) *Full title of report*. Place of publication: Publisher.

REPORTS PUBLISHED IN PRINT FORM



Surname(s) of author(s), initial(s) or first name(s) of corporate author(s)

Fuente Sanz, Luis de la

Year

2019

Full title of the report

Informe: Evolución de indicadores de buen gobierno de las empresas del IBEX 35 durante el ejercicio 2017

Place of publication

Madrid

Publisher

Fundación 1º de Mayo

Example

Fuente Sanz, Luis de la (2019). *Informe: Evolución de indicadores de buen gobierno de las empresas del IBEX 35 durante el ejercicio 2017*. Madrid: Fundación 1º de Mayo.

PUBLISHED CONFERENCE PAPERS AND LECTURES

Surname(s) of author(s), initial(s) (year) “Full title of the published paper or lecture”, *Full title of the conference*. Place and date of the conference. Place of publication: Publisher, page number(s) preceded by the abbreviation pp.

| | |
|---|--|
| PUBLISHED CONFERENCE PAPERS AND LECTURES |  |
| Surname(s) of author(s), initial(s) | Fernández Ramos, J. C. |
| Year | 2018 |
| “Full title of the published paper or lecture” | “Hobbes y Gracian a la luz de sus metáforas” |
| <i>Full title of the conference in italics</i> | <i>XXII Congreso de Sociología en Castilla-La Mancha. Comprender el presente, imaginar el futuro: nuevas y viejas brechas sociales</i> |
| Place and date of the conference | Valdepeñas, 24-26 November 2017 |
| Place of publication | Roma-Messina |
| Publisher | Corisco Edizione |

Page number(s)
preceded by the
abbreviation pp.

pp. 35-45

Example

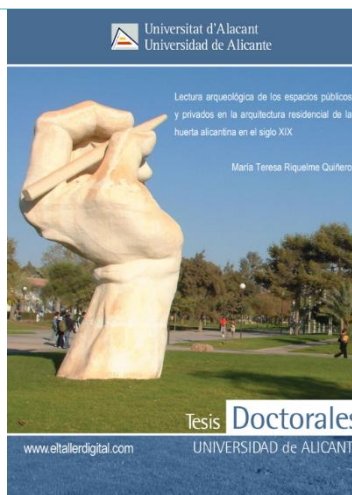
Fernández Ramos, J. C. (2018). "Hobbes y Gracian a la luz de sus metáforas", *XXII Congreso de Sociología en Castilla-La Mancha. Comprender el presente, imaginar el futuro: nuevas y viejas brechas sociales*. Valdepeñas, 24-26 November 2017. Roma-Messina: Corisco Edizione, pp. 35-45.

⚠ Note that what is italicised is the title of the conference, not the title of the lecture or paper.

Bear in mind also that, in the example, Valdepeñas is the place where the conference was held, and Rome-Messina, the one where the book was published. 24-26 November 2017 refers to the dates on which the conference took place.

DISSERTATIONS AND THESES: DOCTORAL, UNDERGRADUATE AND MASTER'S THESES

Surname(s) of author(s), initial(s) (year of submission of the work) *Title of the dissertation or thesis*. Academic level or degree. University awarding the academic degree.

**DISSERTATION OR
 THESIS**

**Surname(s) of
 author(s), initial(s)**

Riquelme Quiñero, M. T.

**Year of submission
 of the work**

2016

***Title of the
 dissertation or
 thesis in italics***
*Lectura arqueológica de los espacios públicos y privados
 en la arquitectura residencial de la huerta alicantina del
 siglo XIX*
**Academic level or
 degree**

Unpublished thesis

**University awarding
 the academic
 degree**

University of Alicante

Example

Riquelme Quiñero, M. T. (2016) *Lectura arqueológica de los espacios públicos y privados en la arquitectura residencial de la huerta alicantina del siglo XIX*. Unpublished thesis. University of Alicante.

- ⚠ This structure can also be used to reference an **undergraduate or Master's thesis** or even **course assignments** or **lecture notes**. Note also that we have indicated that the thesis is **unpublished**. To reference a published thesis, use the same structure as for monographs (print theses) or e-books (electronic theses).

PRINTED JOURNAL ARTICLES

Surname(s) of author(s), initial(s) (year) “Title of article”, *Full title of journal*, volume (issue/part number), page number(s) preceded by the abbreviation pp.

| | |
|--|--|
| PRINT JOURNAL ARTICLES | <p>El deporte de la felicidad extrema. Una sociología de las políticas de crecimiento ‘endógeno’</p> <p>A. JAVIER IZQUIERDO MARTÍN UNED jizquierdo@uned.es</p> <p>Recibido: 26.4.10 Aceptado: 26.1.10</p> <p>RESUMEN Presentamos aquí un ensayo teórico de aproximación sociológica a la nueva rama académica y política, abarcadora del ‘crecimiento económico endógeno’, considerando desde el punto de vista de la cultura organizativa de la cultura contemporánea. El modelo teórico de análisis sociológico de la actividad económica en términos de productividad, innovación y competitividad, que incluye el crecimiento, se relaciona con la economía de desarrollo como resultado de procesos de ‘crecimiento de hecho’. El texto se divide en tres partes: primero, se revisa el modelo teórico de crecimiento económico, y segundo, se analiza el concepto de ‘crecimiento de hecho’ en términos de política pública de desarrollo. Este artículo se centra en el análisis de la cultura organizativa de la actividad económica en términos de desarrollo. Finalmente, se discute la posibilidad de utilizar el modelo teórico de análisis sociológico de la actividad económica en términos de desarrollo. El modelo teórico de análisis sociológico de la actividad económica en términos de desarrollo se centra en el análisis de la cultura organizativa de la actividad económica en términos de desarrollo. Finalmente, se discute la posibilidad de utilizar el modelo teórico de análisis sociológico de la actividad económica en términos de desarrollo.</p> <p>Palabras clave: Economía sociológica, sociología de la cultura, sociología del consumo, crecimiento económico, desarrollo, cultura organizativa.</p> <p>The sport of extreme happiness. A political sociology of growth ‘endogenous’</p> <p>ABSTRACT This work develops a sociological approach to the new science and politics of ‘endogenous economic growth’. From the point of view of contemporary culture, the model economic analysis of cultural activities, considered in terms of productivity and strategic competitiveness, has a social component in the sociological approach to the economic activity in terms of ‘growth of fact’. The text is divided into three parts: first, the theoretical model of economic growth, and second, the analysis of the concept of ‘growth of fact’ in terms of public policy of development. This article focuses on the analysis of the organizational culture of economic activity. Finally, the possibility of using the sociological model of economic activity in terms of development is discussed. The model of sociological analysis of economic activity in terms of development focuses on the analysis of the organizational culture of economic activity. Finally, the possibility of using the sociological model of economic activity in terms of development is discussed.</p> <p>Keywords: Economic sociology, sociology of culture, sociology of consumption, endogenous growth, development, organizational culture.</p> <p>Cuadernos de Relaciones Laborales 2010 ISSN 1131-8615 Vol. 28, Núm. 2 (2010) 209-232</p> |
| Surname(s) of author(s), initial(s) | Izquierdo Martín, A. J. |
| Year | 2010 |
| Article title | El deporte de la felicidad extrema. Una sociología de las políticas de crecimiento endógeno |
| Full journal title in italics | <i>Cuadernos de Relaciones Laborales</i> |
| Volume | 28 |
| (issue/part number) | (2) |
| Page number(s) preceded by the abbreviation pp. | pp. 209-232 |

Example

Izquierdo Martín, A. J. (2010) “El deporte de la felicidad extrema. Una sociología de las políticas de crecimiento endógeno”, *Cuadernos de Relaciones Laborales*, 28 (2), pp. 209-232.

PRINTED NEWSPAPER ARTICLES

Surname(s) of author(s), initial(s) (year) “Article or column title”, *Newspaper title*, date, page number(s) preceded by the abbreviation pp.

| | |
|---|--|
| <p>PRINTED NEWSPAPER ARTICLES</p> | |
| <p>Surname(s) of author(s), initial(s)</p> | <p>Diario Expansión</p> |
| <p>Year</p> | <p>2019</p> |
| <p>“Article or column title”</p> | <p>“La fiscal sugiere que los reguladores dificultaron el caso Bankia”</p> |
| <p><i>Newspaper title in italics</i></p> | <p><i>Diario Expansión</i></p> |
| <p>Date</p> | <p>3 September</p> |
| <p>Page number(s) preceded by the abbreviation pp.</p> | <p>p. 15</p> |

Example

Diario Expansión (2019) “La fiscal sugiere que los reguladores dificultaron el caso Bankia”, *Diario Expansión*, 3 September, p. 15

⚠ The newspaper appears as the author because we do not know who wrote the article, but it could also have been referenced as follows:

(2019) “La fiscal sugiere que los reguladores dificultaron el caso Bankia”, *Diario Expansión*, 3 September, p. 15.

DOCUMENTS IN ELECTRONIC FORM

-
- ⚠ Remember to follow the guidelines provided in the *In-text citations* section.
-

Among the documents in electronic format, we are going to focus on:

- electronic books or e-books,
- book chapters or electronic monographs,
- journal articles in electronic format and
- websites.

Basic tips:

- It is advisable to print the first page of every web page you use.
- Whenever possible, when citing a website or online article, indicate the author and date. If this is not possible, the title of the article, web page, etc. should be given. If it is not available either, provide the full URL and the date you accessed the website.
- Remember that not everything on the Internet has the same academic and scientific validity: check each source before using it.
- Some electronic documents have a **DOI** or **Digital Object Identifier**, which is a unique and permanent identifier that can be used instead of the format data, location and date of access. You will see an example of how to use it when referencing e-journal articles.

E-BOOKS

We will distinguish three types of e-books: those that can be accessed from the UA Library (because they have been obtained from one of our databases); those available online as open access PDF files, for example, in Google Books or repositories; and those that require a special e-reader, such as a Kindle device.

E-BOOKS ACCESSIBLE FROM THE LIBRARY

Surname(s) of author(s), initial(s) (year) *Book title*. [E-book] Place of publication: Publisher. Available from: library name URL [Accessed: day-month-year].

If the book has multiple authors in collaboration with an editor or coordinator, it will be as follows:

Surname(s) of editor(s), initial(s) (Ed.). (Year) *Title of the book*. [E-book] Place of publication: Publisher. Available from: library name URL [Accessed: day-month-year].

Below is an example of the second case, taken from the SpringerLink database:

| | |
|--|---|
| EBOOKS AVAILABLE FROM THE LIBRARY |  |
| Surname(s) of author(s), initial(s) | Rüdiger, K., Peris Ortiz, M. and Blanco González, A. (Eds.) |
| Year | 2014 |
| Book title in italics | <i>Entrepreneurship, Innovation and Economic Crisis: Lessons for Research, Policy and Practice</i> |
| [e-book] | [e-book] |
| Place of publication | Heidelberg, New York, Dordrecht, London |
| Publisher | Springer Cham |
| Availability and access | Available from: University of Alicante Library http://link.springer.com/book/10.1007/978-3-319-02384-7 |
| [Date accessed] | [Accessed: 04-09-2019] |

Example

Rüdiger, K., Peris Ortiz, M. and Blanco González, A. (Eds.). (2014) *Entrepreneurship, Innovation and Economic Crisis: Lessons for Research, Policy and Practice*. [E-book] Heidelberg, New York, Dordrecht, London: Springer Cham. Available from: University of Alicante Library <http://link.springer.com/book/10.1007/978-3-319-02384-7> [Accessed: 04-09-2019].

- ⚠ If you have downloaded the book from a database, for example, instead of **Accessed** you can write **Downloaded** followed by the date in square brackets.

OPEN ACCESS E-BOOKS AVAILABLE ONLINE


These are books available on platforms such as Google Books, on the author's website or in open access repositories.

The general structure is:

Surname(s) of author(s), initial(s) (year) *Book title*. [E-book] Place of publication: Publisher. Available from: source from which the book has been obtained and URL [Accessed: day-month-year].

Likewise, if the book has an editor or coordinator, this information must be provided as in the previous example.

Let's look at an example taken from Google Books:

| | |
|---|--|
| OPEN ACCESS E-BOOKS AVAILABLE ONLINE |  |
| Surname(s) of author(s), initial(s) | Córdoba Padilla, M |
| Year | 2015 |
| <i>Book title in italics</i> | <i>Mercado de valores</i> |
| [e-book] | [e-book] |
| Place of publication | Bogotá |
| Publisher | Ecoe Ediciones |
| Availability and access | Available from: Google Books http://books.google.es |
| [Date accessed] | [Accessed: 11-09-2019] |

Example

Córdoba Padilla, M. (2015) *Mercado de valores*. [E-book] Bogotá: Ecoe Ediciones. Available from: Google Books <https://books.google.es> [Accessed: 11-09-2019].

⚠ If you have downloaded the book from a database, for example, instead of **Accessed** you can write **Downloaded** followed by the date in square brackets.

In the case of PDF documents such as government publications, reports, etc., you can also use the above structure. Note, though, that within the square brackets you must indicate **[PDF]** instead of **[e-book]**. Then, provide the URL of the PDF file.

E-BOOKS FOR SPECIFIC E-READERS

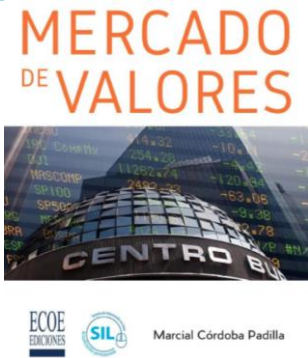
These are books in Kindle or Nook format, for example.

The general structure is:

Surname(s) of author(s), initial(s) (year) *Title of the book*. [Type of e-book] Place of publication: Publisher. Available from: source from which the book has been obtained and URL [Accessed: day-month-year].

Likewise, if the book has an editor or coordinator, this information must be provided as in the previous example.

Let's suppose that the above book is in Kindle DX format and was obtained from Amazon:

| | |
|--|--|
| E-BOOKS FOR SPECIFIC E-READERS |  |
| Surname(s) of author(s), initial(s) | Córdoba Padilla, M |
| Year | 2015 |
| <i>Book title in italics</i> | <i>Mercado de valores</i> |
| [e-book type] | [versión Kindle DX] |
| Place of publication | Bogotá |
| Publisher | Ecoe Ediciones |
| Availability and access | Available from: Amazon.es http://www.amazon.es |
| [Date accessed] | [Accessed: 11-09-2019] |

Example

Córdoba Padilla, M. (2015) *Mercado de valores*. [Kindle DX version]
 Bogotá: Ecoe Ediciones. Available from: Amazon.es
<http://www.amazon.es> [Accessed: 11-09-2019].

⚠ If you have downloaded the book from a database, for example, instead of **Accessed** you can write **Downloaded** followed by the date in square brackets.

If a part of the book is cited without giving the page number (e.g. because it is not available), provide the title of the chapter or section, so that readers can more easily find the citation in the document.

E-BOOK CHAPTERS

Surname(s), initials of the author(s) of the chapter(s) (year) "Chapter title". In: Surname(s), initial(s) of editor ed(s). *Title of the book*. [E-book] Place of publication: Publisher. Available from: library name URL [Accessed: day-month-year].

| | |
|--|---|
| E-BOOK CHAPTER | <p>Chapter 12 Entrepreneurial Orientation and Innovation in a Context of Crisis: Some Relevant Factors in the Case of Family Firms</p> <p>Ural Arzubigi and Tomás Iturralde</p> <p><small>Abstract: This article analyzes how some internal factors inherent to family firms influence the entrepreneurial orientation (EO) of small-and-medium (SME) family businesses, which are the most successful type of firms in maintaining jobs in a crisis like the present. In this sense, we predict that a family firm's image, its willingness to change, and the strategic involvement of a board of directors may positively influence its EO, which is one of the most used strategies among firms against crisis. We test these hypotheses by analyzing the CEOs of 222 Spanish SMEs. The results of a structural equation model corroborate our hypotheses.</small></p> <p><small>12.1 Introduction</small></p> <p><small>Family businesses, which account for over 70 % of companies worldwide, have shown a greater ability to preserve jobs in times of crisis. In this sense, one of the key factors for this is corporate entrepreneurship. Despite the fact that corporate entrepreneurship's potential and power to sustain family firms across generations, little research has investigated this strategic focus in family firms (Purkayastha 2010; Ruggiff and Block 2003). Thus, one of the major tasks for the relevant literature is studying entrepreneurial orientation (EO), whose one of the main factors is the involvement...</small></p> |
| Surname(s), initial(s) of the author(s) of the chapter(s) | Arzubigi, U. and Iturralde, T. |
| Year | 2014 |
| Chapter title | Entrepreneurial Orientation and Innovation in a Context of Crisis: Some Relevant Factors in the Case of Family Firms |
| In: | In: |
| Surname(s), initial(s) of editor | Rüdiger, K., Peris Ortiz, M. and Blanco González, A. Eds. |
| Book title in italics | <i>Entrepreneurship, Innovation and Economic Crisis: Lessons for Research, Policy and Practice</i> |
| [e-book] | [e-book] |
| Place of publication | Heidelberg, New York, Dordrecht, London |
| Publisher | Springer Cham |
| Availability and access | Available from: University of Alicante Library http://link.springer.com/book/10.1007/978-3-319-02384-7 |
| [Date accessed] | [Accessed: 23-09-2019] |

Example

Arzubiaga, U. and Iturralde, T. (2014) “Entrepreneurial Orientation and Innovation in a Context of Crisis: Some Relevant Factors in the Case of Family Firms”. In: Rüdiger, K., Peris Ortiz, M. and Blanco González, A. Eds. *Entrepreneurship, Innovation and Economic Crisis: Lessons for Research, Policy and Practice*. [E-book] Heidelberg, New York, Dordrecht, London: Springer Cham. Available from: University of Alicante Library <http://link.springer.com/book/10.1007/978-3-319-02384-7> [Accessed: 23-09-2019].

⚠ Note that we have indicated *Available from* and the UA Library because, here, the book has been accessed from the e-book portals subscribed to by the UA Library. In other words, as seen above, the reference structure will vary depending on whether the source is an open access PDF file, an e-book for a specific e-reader or, as in this case, a document available from a library.

E-JOURNAL ARTICLES

Surname(s) of author(s), initial(s) (year) “Title of the article”, *Full title of the electronic journal*, volume (issue/part number), page numbers if available preceded by pp. Available at: URL [Accessed: day-month-year].

| | |
|--|---|
| <p>E-JOURNAL ARTICLES</p> <p>Surname(s) of author(s), initial(s)</p> <p>Year</p> <p>Article title</p> | <p>El análisis del entorno político y legal en el marco de la planificación estratégica en el sector turístico y hotelero</p> <p>Analysis of the political and legal environment in the context of the strategic planning in tourism and hospitality sector</p> <p>María Teresa Fernández Allés <i>Universidad de Cádiz (España)</i></p> <p>Revista de 21 de febrero de 2011 y asignada el 9 de marzo de 2011 Nº de clasificación BCL: F16 L81 DOI: 10.52014/revista</p> <p>Resumen: Las empresas hoteleras se encuentran inmersas en un entorno cambiante condicionado por los sucesos que afligen al conjunto de la sociedad global y a los retos tecnológicos, de mercado de la mano, una intensa competencia, una crisis crediticia, los riesgos ambientales, los riesgos tecnológicos, los riesgos de marketing y de seguridad (Roberts, et al. 2011) y otros planes estratégicos. Para bien, para controlar el marketing y desarrollar estrategias óptimas, es fundamental estudiar el entorno en el que opera la empresa, desde que el entorno tiene repercusiones del momento y a posteriori las empresas han cambiado su forma de gestionar las operaciones del momento, así como los instrumentos de marketing más utilizados para las empresas hoteleras ha sido el marketing de la publicación digitalizada, tanto con un mayor protagonismo de la misma en el ámbito turístico. En concreto, una participación activa en el marketing de las empresas hoteleras. Ahora es posible para las empresas hoteleras. Las redes sociales que se crean y se promueven, hacen posible comunicar a los clientes de manera directa y personalizada. A la medida del sitio y digital, de un tiempo libre, han pensado a que los clientes hoteleros se sean accesibles para los clientes digitalizados. El presente trabajo está centrado en el estudio de entorno político-legal en el sector turístico, en general, y en el sector hoteleros, en particular, en materia de accesibilidad.</p> <p>Palabras clave: Entorno Político-Legal, Responsabilidad, Accesibilidad, Marketing.</p> <p>Abstract:</p> <p>Hotels are immersed in a changing environment conditioned by the events that afflict the global community and the technological, market challenges, an intense competition, a credit crisis, environmental risks, technological risks, marketing and security risks (Roberts, et al. 2011) and other strategic plans. For good, to control marketing and develop optimal strategies, it is fundamental to study the environment in which the company operates, since the environment has repercussions at the moment and afterwards companies have changed their way of managing operations of the moment, as well as the marketing instruments most used for hotels has been digital marketing. In fact, digital marketing has gained more protagonism in the tourism sector. In particular, an active participation in the marketing of hotels. Now it is possible for hotels. Social networks that are created and promoted, make it possible to communicate directly and personalized to clients. According to the site and digital, in a free time, they have thought to make hotel clients accessible to digitalized clients. The present work is centered on the study of the political-legal environment in the tourism sector, in general, and in the hotel sector, in particular, in terms of accessibility.</p> <p>Keywords: Political-Legal Environment, Responsibility, Accessibility, Marketing.</p> <p>Profesora Doctora de la Universidad de Cádiz, Facultad de Ciencias Económicas y Empresariales, Departamento de Marketing y Comunicación, Campus Cádiz Este s/n, 11002 Cádiz, España. fernandez@uca.es</p> <p>ISSN: 1131 - 4837 Cuadernos de Gestión Vol. 11, 37-42, pp. 37-42 37</p> |
| | Fernández Allés, M.T. |
| | 2011 |
| | El análisis del entorno político y legal en el marco de la planificación estratégica en el sector turístico y hotelero |

| | |
|---|--|
| Full journal title in italics | <i>Cuadernos de Gestión</i> |
| Volume (issue/part number) | 11(2) |
| Page number(s) if available, preceded by pp. | pp. 37-52 |
| Availability and access | Available at: http://www.ehu.es/cuadernosdegestion/documentos/100210mf.pdf |
| [Date accessed] | [Accessed: 21-09-2023] |

Example

Fernández Allés, M.T. (2011) “El análisis del entorno político y legal en el marco de la planificación estratégica en el sector turístico y hotelero”, *Cuadernos de Gestión*, 11(2), pp. 37-52. Available at: <http://www.ehu.es/cuadernosdegestion/documentos/100210mf.pdf> [Accessed : 21-09-2023].

As mentioned above, some digital objects, such as articles or e-book chapters, may have a DOI. This article does have a DOI: 10.5295/cdg.100210mf. Instead of the URL, you can provide the **DOI** of the article. As the DOI is a permanent identifier of the document, it is not necessary to indicate the date you accessed the article.

Example

Fernández Allés, M.T. (2011) “El análisis del entorno político y legal en el marco de la planificación estratégica en el sector turístico y hotelero”, *Cuadernos de Gestión*, 11 (2), pp. 37-52.
10.5295/cdg.100210mf [Accessed: 21-09-2023].

⚠ In some cases, the DOI is provided as a URL, like this:

<http://dx.doi.org/10.5295/cdg.100210mf>

ONLINE NEWSPAPER ARTICLES

For online newspaper articles, the reference must include the following elements:

Surname(s) of author(s), initial(s) (year) "Title of article", *Title of newspaper*, day and month of publication. Available at: URL [Accessed: day-month-year].

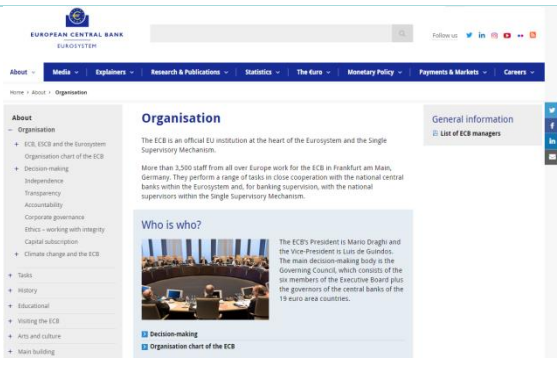
| | |
|--|--|
| ONLINE NEWSPAPER ARTICLES |  |
| Surname(s) of author(s), initial(s) | Delgado, C. |
| Year | 2014 |
| Article title | La Audiencia ordena a Coca-Cola readmitir a los despedidos del ERE |
| Full newspaper title in italics | <i>El País</i> |
| Day and month of publication | 21 November |
| Availability and access | Available at: https://elpais.com/economia/2014/11/21/actualidad/1416565260_572101.html |
| [Date accessed] | [Accessed: 21-09-2023] |

Example

Delgado, C. (2014) "La Audiencia ordena a Coca-cola a readmitir a los despedidos del ERE", *El País*, 21 November. Available at: https://elpais.com/economia/2014/11/21/actualidad/1416565260_572101.html [Accessed: 21-09-2023].

WEB PAGES

Surname(s) of the author(s) of the web page, initial(s) (year of publication / last update) *Title of the web page*. Available at: URL [Accessed: day-month-year].

| | |
|--|--|
| WEB PAGE |  |
| Author(s) of the web page | European Central Bank |
| Year of publication / last Update | 2019 |
| Website title in italics | <i>Organisation</i> |
| Availability and access | Available at: https://www.ecb.europa.eu/ecb/orga/html/index.en.html |
| [Date accessed] | [Accessed: 25-09-2023] |


Example

European Central Bank (2019) *Organisation*. Available at: <https://www.ecb.europa.eu/ecb/orga/html/index.en.html> [Accessed: 25-09-2023].

⚠ In the following section you will see how to reference a whole website (that is, not an individual web page). Two examples are the websites of the University Library or the University of Alicante.

WEBSITES

Author(s) of the website (year of publication/last update) Title of the website.
 Available at: URL [Accessed: day-month-year].

| | |
|--|---|
| WEBSITE |  |
| Author(s) of the website | UOC. Library and Telefónica Foundation |
| Year of publication / last Update | 2013 |
| Website title | Manuel Castells: producción científica |
| Availability and access | Available at: http://www.manuelcastells.info/es |
| [Date accessed] | [Accessed: 25-09-2023] |


Example

UOC. Library and Telefónica Foundation (2013) Manuel Castells: producción científica. Available at: <http://www.manuelcastells.info/es> [Accessed: 25-09-2023].

- ⚠** Bear in mind that the author of the website can be either a person or an organisation, institution, company...
 Also note that the **titles are not in italics.**

BLOGS

Surname(s) of the author(s) of the blog, first name (year of publication on the blog/last update) “Title of the post or entry”, *Title of the blog*, day and month of publication of the post or entry. Available at: URL [Accessed: day-month-year].

| | |
|---|--|
| <p>BLOG</p> |  |
| <p>Surname(s) of author(s), initial(s)</p> | <p>Polo, A. and Casado, R.</p> |
| <p>Year of publication / last Update</p> | <p>2019</p> |
| <p>Post or entry title</p> | <p>Nuevos escenarios para Brexit y libra</p> |
| <p>Blog title in italics</p> | <p><i>Solo Brexit</i></p> |
| <p>Day and month of publication of the post or entry</p> | <p>25 September</p> |
| <p>Availability and access</p> | <p>Available at: https://www.expansion.com/blogs/solo-brexit/2019/09/25/nuevos-escenarios-para-brexit-y-libra.html</p> |
| <p>[Date accessed]</p> | <p>[Accessed: 25-09-2023]</p> |

Example

Polo, A. and Casado, R. (2019) “Nuevos escenarios para Brexit y libra“, *Solo Brexit*, 25 September. Available at: <https://www.expansion.com/blogs/solo-brexit/2019/09/25/nuevos-escenarios-para-brexit-y-libra.html> [Accessed: 25-09-2023].

WIKIPEDIA ENTRY

Wikipedia (year) *Title of the entry*. [media type]. Date the entry was edited/created. Available at: URL [Accessed: day-month-year].

| | |
|---|--|
| <p>WIKIPEDIA ENTRY</p> | |
| <p>Wikipedia</p> | Wikipedia |
| <p>Year</p> | 2023 |
| <p>Entry title in italics</p> | <i>Behaviorism</i> |
| <p>Media type</p> | Online |
| <p>Date of creation/editing of the entry</p> | 2 October |
| <p>Availability and access</p> | Available at: https://en.wikipedia.org/w/index.php?title=Behaviorism&oldid=1178254280 |
| <p>[Date accessed]</p> | [Accessed: 05-10-2023] |

Example

Wikipedia (2023) *Behaviorism*. [Online]. 2 October. Available at: <https://en.wikipedia.org/w/index.php?title=Behaviorism&oldid=1178254280> [Accessed: 05-10-2023].

- ⚠ If possible, the archived version used in the work should be cited. In the "View history" tab of the Wikipedia entry you will find the version and its publication date.
- If the encyclopaedia does not provide a permanent link to the archived version, the URL and the date of consultation will be included.



AUDIOVISUAL MATERIAL

Among the documents in audiovisual format, we will focus on videos on online platforms such as *Youtube* or *Dailymotion* or streaming videos.

In addition, we will see how to reference DVD films, photographs and images and podcasts.

DVDs, VIDEOS OR FILMS

Film title (year of distribution) Director. [Format]. Place of distribution: distributor.

| | |
|-------------------------------------|---|
| DVD/film |  <p>los últimos días de LEHMAN BROTHERS</p>  |
| <i>Film title in italics</i> | <i>Los últimos días de Lehman Brothers</i> |
| Year of distribution | 2012 |
| Film director | Michael Samuels |
| Format | DVD |
| Place of distribution | Barcelona |
| Distributor | Cameo |

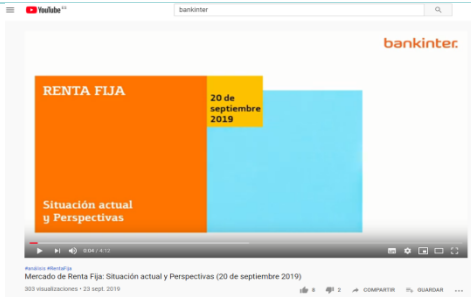
Example

Los últimos días de Lehman Brothers (2012) Michael Samuels. [DVD].
Barcelona: Cameo.

YOUTUBE VIDEOS OR STREAMING

The guidelines in this section are also valid for videos from Youtube, Dailymotion and similar streaming services.

Name of the person/institution that uploaded the video (year the video was uploaded) *Title of the video*. [Type of media]. Available at: URL [Accessed: day-month-year].

| | |
|--|--|
| Youtube video |  |
| Name of the person or institution uploading the video | Bankinter |
| Year video was uploaded | 2019 |
| <i>Title of the video in italics</i> | <i>Mercado de Renta fija: Situación actual y Perspectivas (20 de septiembre de 2019)</i> |
| Type of media | Online video |
| Availability and access | Available at: https://www.youtube.com/watch?v=rPTzX0WdVtg |
| [Date accessed] | [Accessed: 25-09-2023] |

Example

Bankinter (2019) *Mercado de Renta fija: Situación actual y Perspectivas (20 de septiembre de 2019)*. [Online video]. Available at: <https://www.youtube.com/watch?v=rPTzX0WdVtg> [Accessed: 25-09-2023].

- ⚠ Note that, in this case, instead of Bankinter we could have identified Rafael Alonso, the analyst appearing in the video, as the author.

PHOTOS OR IMAGES

- ⚠ When using photographs in your work, remember that many of them are copyrighted.

For **photographs or printed images**, the required elements are:

Surname(s) of photographer/creator, initial(s) (year) *Title of image/photograph*. [Photograph/image]. Place of publication: Publisher.

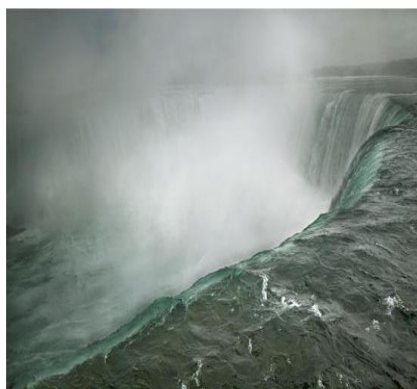
Example

McCurry, S. (1984) *Afghan Girl*. [Photograph]. Washington: National Geographic.

In the case of **online or electronic photographs and images**, the required elements are:

Surname of the photographer/creator, initial(s) (year) *Title of the image/photograph*. [Online photograph/image]. Available at: URL [Accessed: day-month-year].

ONLINE PHOTOGRAPH OR IMAGE



Surname of photographer / creator, initials

Leibovitz, A.

Year

2009

| | |
|--|---|
| Title of the image or photograph in italics | Niagara Falls, Ontario, Canada |
| Online photograph or image | Online photograph |
| Availability and access | Available at: http://www.nyhistory.org/exhibitions/annie-leibovitz-pilgrimage |
| [Date accessed] | [Accessed: 25-09-2023] |

Example

Leibovitz, A. (2009) *Niagara Falls, Ontario, Canada*. [Online photograph]. Available at: <http://www.nyhistory.org/exhibitions/annie-leibovitz-pilgrimage> [Accessed: 25-09-2023].

PODCASTS

The elements required for the citation of a podcast are the following:

Surname(s), initial(s) of the author/creator/speaker(s) of the podcast (year) *Title of the programme*, Title of the series (if relevant) [podcast]. Date of transmission. Available at: URL [Accessed: day-month-year].

| | |
|---|--|
| PODCAST |  |
| Surname(s) of author/creator/speaker, initial(s) | Rocquigny, T. de |
| Year | 2023 |
| Programme title in italics | <i>Épisode 1/3 : Julie-Victoire Daubié : l'émancipation par l'école</i> |
| Series title | Portraits d'économistes oubliés |
| Media title | Podcast |
| Date of transmission | 1 May |

| | |
|--------------------------------|--|
| Availability and access | Available at: https://www.radiofrance.fr/franceculture/podcasts/entendez-vous-l-eco/julie-victoire-daubie-l-emancipation-par-l-ecole-6369764 |
| [Date accessed] | [Accessed: 04-10-2023] |

Example

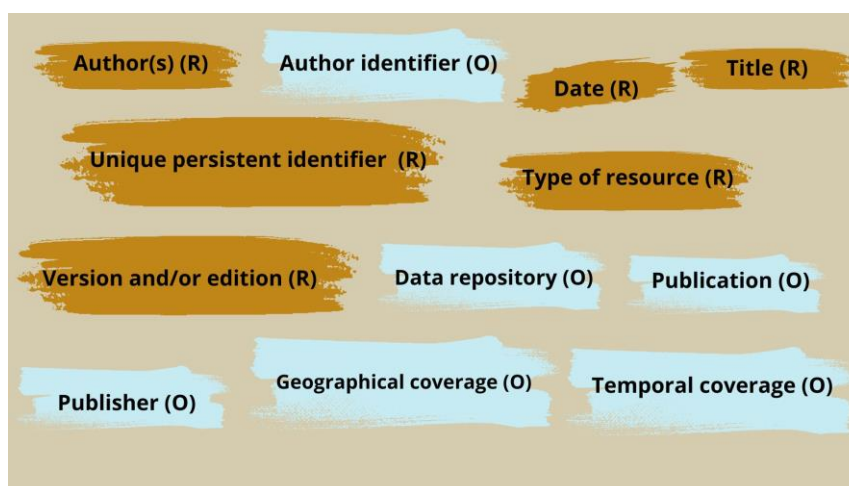
Rocquigny, T. de (2023) *Épisode 1/3 : Julie-Victoire Daubié : l'émancipation par l'école*, Portraits d'économistes oubliés [podcast]. 1 May. Available at: <https://www.radiofrance.fr/franceculture/podcasts/entendez-vous-l-eco/julie-victoire-daubie-l-emancipation-par-l-ecole-6369764> [Accessed: 04-10-2023].

RESEARCH DATA

Research data is material generated or collected while conducting research.

In recent years it has become increasingly evident that datasets, which are essential to scientific works, must be properly cited and referenced. This will make it easier to identify and retrieve them, make them available on platforms and other resources and disseminate them.

When citing and referencing datasets, certain elements are **Required (R)**, whereas others are **Optional (O)**, but recommended:

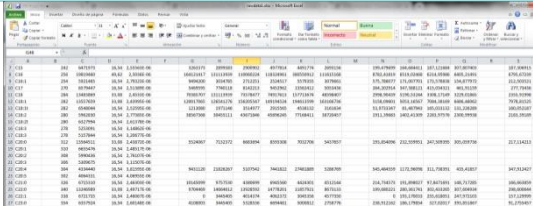


(Diagram of elements based on REBIUN, [Cited your research data](#))

[DOI Citation Formatter](#) is a service offered by [DataCite](#) that automatically generates citations and references in the style you select.

Let's look at an example, following the [recommendations](#) of the Spanish Council of University Presidents (CRUE) and the Spanish Network of University Libraries (REBIUN). The required elements are:

Surname(s) of the author(s), initial(s) (year) *Title of the dataset*. [Dataset]. Version and/or edition. Data repository. Persistent identifier.

| | |
|--|--|
| DATASET (RESEARCH DATA) |  |
| Surname(s) of author(s), initial(s) | Remesar Betlloch, X. <i>et al.</i> |
| Year | 2015 |
| <i>Dataset title in italics</i> | <i>Influence of a hyperlipidic diet on the composition of the non-membrane lipid 6 pool of red blood cells of male and female rats</i> |
| Dataset | Dataset |
| Version and/or edition | Version of 22 June 2015 |
| Data repository | UAB Digital Document Repository |
| Persistent identifier | http://hdl.handle.net/2445/66010 |

Example

Remesar Betlloch, X. *et al.* (2015) *Influence of a hyperlipidic diet on the composition of the non-membrane lipid 6 pool of red blood cells of male and female rats*. [Dataset]. Version of 22 June 2015. UAB Digital Document Repository. <http://hdl.handle.net/2445/66010>

⚠ Remember that the reference can also include optional elements that you think are important. The above structure is the most basic one if we remove the repository where the dataset is located. However, as a dataset can be available in several repositories at the same time, we thought it would be interesting to include it.

⚠ If deemed appropriate, the date of consultation can be indicated as in the electronic works we have already seen in this manual.

INTERVIEWS

There are several types of interviews:

- Interviews on television, the radio or the Internet.
- Interviews in written media.
- Personal interviews or communications.

TV, RADIO OR INTERNET INTERVIEW

If an interview from a source such as a television programme is used, the structure is:

Surname(s) of interviewee, initial(s) (year) *Interview title*. Interviewed by (interviewer's first name and surname). [Type of media/format]. Name of channel, date of broadcast.

Example

García, I. (2022) *La entrevista de Radio 5*. Interviewed by Miguel Ángel Domínguez. [Radio]. Radio 5, 16 June.

⚠ For podcasts available online, you can also add the URL and the date you accessed the podcast.

Example

García, I. (2022) *La entrevista de Radio 5*. Interviewed by Miguel Ángel Domínguez. [Radio]. Radio 5, 16 June. Available at: <https://www.rtve.es/play/audios/la-entrevista-de-radio-5/> [Accessed: 17-06-2022].

INTERVIEW IN WRITTEN MEDIA

Surname(s) of interviewee, initial(s) (year) "Interview title". Interviewed by (interviewer's first name and surname). *Title of publication*, date of publication, page number(s).

Example

Trethewey, N. (2022) "Natasha Trethewey: la supremacía blanca es el pecado original de Norteamérica". Interviewed by Anatxu Zabalbeascoa. *El País Semanal*, 24 April.

If the interview is available online, include the URL and date of access:

Example

Trethewey, N. (2022) "Natasha Trethewey: la supremacía blanca es el pecado original de Norteamérica". Interviewed by Anatxu Zabalbeascoa. *El País Semanal*, 24 April. Available at: <https://elpais.com/eps/2022-04-24/natasha-trethewey-la-supremacia-blanca-es-el-pecado-original-de-norteamerica.html> [Accessed: 17-06-2022].

PERSONAL INTERVIEW OR COMMUNICATION

⚠ Remember that when conducting an interview you must have the interviewee's consent if you want to transcribe the interview, e.g. in an annex.

Surname(s) of interviewee, initial(s) (year) *Interview title* (if any). Interviewed by (interviewer's surname and first name). [Type of media/format] Place and date of interview.

Example

Riquelme, T. (2022) *Entrevista personal*. Interviewed by Miguel De Domingo. [Interview] Alicante, 17 June.

⚠ If the interview is informal, you can use *personal communication* instead of *interview*.

If the interview does not have a title, you can add a descriptive one.

ORDERING THE REFERENCE LIST

The reference list that you must provide at the end of the work must be in **alphabetical order and contain the references of all the documents cited** for the work, whatever their format: books, articles, videos...

As you have seen, the content and structure of each reference entry depends on the type of source. You may also be asked to include a bibliography indicating, in addition to the documents cited, those that you consulted but did not necessarily cite.

⚠ Check this with your tutor or supervisor.

As already noted, the reference list must contain all references in alphabetical order by author (this also includes a corporate author, for example) regardless of the format of the documents (books, chapters, DVDs...).

If multiple works by the same author are referenced, they must be listed together in chronological order, from most to least recent. If several documents by the same author are from the same year, add a lowercase letter to distinguish them both in the reference list and in the in-text citation.

Moreover, the reference entries should be separated by a space, with no numbering. Likewise, do not underline book and article titles.

Here is an example of what a reference list should look like.

- Everson, S. (Ed.). (1991) *Psychology*. Cambridge: Cambridge University Press
- Fernández Allés, M.T. (2011) "El análisis del entorno político y legal en el marco de la planificación estratégica en el sector turístico y hotelero", *Cuadernos de Gestión*, 11(2), pp. 37-52. Disponible en: <http://www.ehu.es/cuadernosdegestion/documentos/100210mf.pdf> [Consultado 21-11-2014]
- Rose, H. (2000) "Risk, Trust and Scepticism in the Age of the New Genetics". En: Adam, B. et al. Eds. *Risk Society and Beyond*. London: Sage
- Sádaba, J. (2006) *De Dios a la nada: las creencias religiosas*. Pozuelo de Alarcón (Madrid): Espasa Calpe
- Sádaba, J. (1989a) *La filosofía moral analítica: de Wittgenstein a Tugendhat*. Madrid: Mondadori
- Sádaba, J. (1989b) *Lecciones de filosofía de la religión*. Madrid : Mondadori
- Shalloway, A. y Trott, J. (2001) *Design patterns explained: a new perspective on object-oriented design*. London: Addison Wesley
- Visauta Vinacua, B. (2007) *Análisis estadístico con SPSS 14: estadística básica*. 3ª ed. Madrid: McGraw Hill

Conclusion

This module has described the characteristics of one of the main citation and referencing styles in the field of Economics and Social sciences: the Harvard style.

You have learned how to:

- Cite sources in the body of the text.
- Create the reference list at the end of your work.
- Reference different types of sources.
- Order the reference list.

Do not forget that all references must be in their original language, except for any notes that you deem necessary. As these are explanatory, you must write them in the language you use in your academic work.

You can also consult the UCD Dublin University Library's [Harvard Referencing Style](#) guide and the [Harvard Referencing System as adapted for use by the School of Nursing and Midwifery](#), as well as the one produced by [Anglia Ruskin University](#).

Bibliography

- Anglian Ruskin University (2019) Guide to Harvard Style of Referencing. Versión 6.1.2, April 2019. Available at: https://library.aru.ac.uk/referencing/files/Harvard_referencing_201718.pdf [Accessed: 27-09-2023].
- Biblioteca Central de la Universidad de Piura (2011) *Guía para la elaboración de citas y referencias bibliográficas según el estilo Harvard*. Available at: <https://docplayer.es/67714450-Biblioteca-central-universidad-de-piura-guia-para-la-elaboracion-de-citas-y-referencias-bibliograficas-segun-el-estilo-harvard.html> [Accessed: 27-09-2023].
- Deane, M. (2006) *The Coventry University Guide to Referencing in Harvard Style. Guidelines and Glossary*. Version 4.0, September 2017. Coventry: Coventry University. Available at: <https://www.coventry.ac.uk/Documents/Lanchester%20Library/Guide%20to%20Referencing%20in%20Harvard%20Style%20Version%204.0%20September%202017.pdf> [Accessed: 27-09-2023].
- Staffordshire University (n.d.) *Academic Skills Know-How*. Available at: http://libguides.staffs.ac.uk/ld.php?content_id=9572298 [Accessed: 27-09-2023].
- Staffordshire University. Library (n.d.) *Harvard Referencing Quick Guide*. Available at: <https://libguides.staffs.ac.uk/refzone/harvard> [Accessed: 27-09-2023].
- UCD Library (2018) *Harvard Style Guide*. Available at: http://libguides.ucd.ie/ld.php?content_id=31563635 [Accessed: 27-09-2023].
- UCD School of Nursing and Midwifery (2014) *Referencing System as adapted for use by the School of Nursing and Midwifery*. Available at: https://www.academia.edu/41886157/Harvard_Referencing_System_as_adapted_for_use_by_the_School_of_Nursing_and_Midwifery [Accessed: 27-09-2023].