

Quick guide to referencing: Harvard (Warwick Business School)

This brief guide is based on Pears and Shields's (2019) version of the Harvard referencing style described in [Cite Them Right](#)¹. This text includes a more comprehensive guide to referencing using the Harvard method; including many examples not included here.

	How to reference	How to cite
Book	Gopal, R., Philps, D. and Weyde T. (2023). <i>Foundations of Programming, Statistics, and Machine Learning for Business Analytics</i> . Sage Publications: London (UK).	<p>If the authors' names are included in the body of text: ... Gopal et al. (2023)...</p> <p>If citation is included at the end of a sentence: ... (Gopal et al., 2023).</p> <p>If citing a direct quotation or specific table/figure: ... Gopal et al. (2023, p. 18) ... or ... (Gopal et al., 2023, p. 18).</p>
	Camerer, C. F., Loewenstein, G. & Rabin, M. (2011) <i>Advances in behavioral economics</i> . Princeton: Princeton University Press	<p>If the authors' names are included in the body of text: ... Camerer et al. (2011)...</p> <p>If citation is included at the end of a sentence: ... (Camerer et al., 2011).</p> <p>If citing a direct quotation or specific table/figure: ... Camerer et al. (2011, p. 26) ... or ... (Camerer et al., 2011, p. 134).</p>

¹ Pears, R. and Shields, G. (2019) *Cite Them Right: The Essential Referencing Guide*. 11th rev. edn. London: Red Globe Press

	<p>Notes</p> <ul style="list-style-type: none"> • For more examples see Pears and Shields (2019, pp. 29-33) • Only include the edition if it is not the 1st edition. Put the edition information after the title in the format: "... . 4th th edn.". • When citing an ebook (published online) you may need to include additional information: DOI or 'Available at: URL (Accessed: date)'. For more information on how to reference an ebook see Pearl and Shields (2019, p. 31).
--	--

Edited Book Chapter	How to reference	How to cite
	<p>Alpern, S. and Lee, V. (2020). 'A Normal Form Game Model of Search and Pursuit.' In: Ramsey, D.M. and Renault, J. (eds) <i>Advances in Dynamic Games. Annals of the International Society of Dynamic Games</i>, 17. Birkhäuser: Cham (Switzerland).</p>	<p>If the authors' names are included in the body of text: ... Alpern and Lee (2020)...</p> <p>If citation is included at the end of a sentence: ... (Alpern and Lee, 2020)</p>
	<p>Bartram, S.M., G.W. Brown and J.E. Hund, 2005. Estimating Systemic Risk in the International Financial System, in European Central Bank [ed.]: "Risk Measurement and Systemic Risk", (European Central Bank), 2007, Proceedings of the Fourth Joint Central Bank Conference 8-9 November 2005, in Co-operation with the Committee on the Global Financial System, 210-218.</p>	<p>If the authors' names are included in the body of text: ... Bartram et al. (2007)...</p> <p>If citation is included at the end of a sentence: ... (Bartram et al, 2007)</p>
	<p>Ucbasaran, D., Wright, M., Westhead, P. and Busenitz, L. W. (2003) 'The impact of entrepreneurial experience on opportunity</p>	<p>If the authors' names are included in the body of text: ... Ucbasaran et al. (2003)...</p>

identification and exploitation: Habitual and novice entrepreneurs', in Katz, J.A. and Shepherd, D.A. (eds.) *Cognitive Approaches to Entrepreneurship Research (Advances in Entrepreneurship, Firm Emergence and Growth, Vol. 6)*, Bingley, UK: Emerald Group Publishing Limited, pp. 231-263.

If citation is included at the end of a sentence: ... (Ucbasaran *et al.*, 2003)

Notes

- For more examples see Pears and Shields (2019, pp. 33-34)
- Use single quotation marks around the title of the chapter, but italicize the book title.
- When citing a text that has three or more authors you can use '*et al.*' to shorten the citation². However, your bibliography (reference list) should include the names of all authors. Many articles have multiple authors and the full list of authors is often needed to order the papers in correct (ascending) alphabetical order in the bibliography.³
- When citing a book chapter, you cite the authors of the chapter and not the editors.

² Pears and Shields (2019) use et al. only when there are four or more authors. We suggest using et al. when there are three or more authors.

³ Pears and Shields (2019) includes examples with et al. in the reference list. The discussion on page 29 notes that the inclusion of et al. in the reference list depends on the preference of the institution. At Warwick, we would prefer you to include all authors names in the reference list.

Journal Articles	How to reference	How to cite
	<p>Zhang, Z., Nandhakumar, J., Hummel, J.T., and Waardenburg, L. (2020). 'Addressing the Key Challenges of Developing Machine Learning AI Systems for Knowledge-Intensive Work'. <i>MIS Quarterly Executive</i> 19 (4).</p> <p>Smolka, K.M. and Heugens, P.P.M.A.R. (2020) 'The emergence of proto-institutions in the new normal business landscape: dialectic institutional work and the Dutch drone industry', <i>Journal of Management Studies</i>, 57(3), pp. 626-663.</p>	<p>If the authors' names are included in the body of text: ... Zhang et al. (2020) ...</p> <p>If citation is included at the end of a sentence: ... (Zhang et al., 2020)</p> <p>If the authors' names are included in the body of text: ... Smolka and Heugens (2020)...</p> <p>If citation is included at the end of a sentence: ... (Smolka and Heugens, 2020).</p> <p>If you cite more than one article in a sentence, separate them using a semi-colon: ... (Smolka and Heugens, 2020; Ucbasaran <i>et al.</i>, 2003).</p>
	Notes	
<ul style="list-style-type: none"> • For more examples see Pears and Shields (2019, pp. 39-40) • See Pears and Shields (2019, p.45) for examples on how to cite conference papers published in journals. • The title of the article is not italicized, only the title of the journal. As with edited book chapters, the article's title is placed inside single quotations. • Do <u>not</u> use '&' in place of 'and'. • Journal articles are published in-print, in-print and online, or online-only (i.e. ejournals). For journals published online, it is common to include the following information: either a DOI or 'Available at: URL (Accessed: date)' (see examples in Pears and Shields, 2019, 		

pp. 39-41). This is not necessary if there is an in-print version of the journal, but should technically be included for online-only e-journals.

- As it can be difficult to know whether a journal article has been published in-print, you will not be penalized for failing to include a DOI or URL.
- In general, DOI is preferred to URL. You will also not be penalized for including DOI or URL where it is not required.
- This format can be used for peer-reviewed and non-peer-reviewed journal articles.

Conference/ Working Papers	How to reference	How to cite
	<p>Olbrich, S. (2009). 'Reflecting the Past Decades of ICIS, ECIS and AMCIS Proceedings - A Design Science Perspective'. <i>ICIS 2009 Proceedings</i>.</p> <p>Bartram, S.M., J. Branke and M. Motahari, 2020. Artificial Intelligence in Asset Management, CFAI Research Foundation, Charlottesville (VA), 2020.</p>	<p>If the authors' names are included in the body of text: ... Olbrich (2009) ...</p> <p>If citation is included at the end of a sentence: ... (Olbrich, 2009)</p> <p>If the authors' names are included in the body of text: ... Bartram et al. (2020) ...</p> <p>If citation is included at the end of a sentence: ... (Bartram et al., 2020)</p>
	<p>Notes</p> <ul style="list-style-type: none"> • For more examples see Pears and Shields (2019, pp. 51-52) • This format is used widely for unpublished papers: working papers, discussion papers, and briefing papers. See Pears and Shields (2019, pp.44-46) for examples on how to cite conference proceedings or papers from conference proceedings. • The title of the paper is italicized. • Most working papers are distributed by a research organization, which will have a series title. For example, the NBER Working Paper series and the IZA Discussion Paper series. In this instance, the paper will be given a number (or date), which should be included in the bibliography. • You may choose to include a DOI or URL if the working paper has not been distributed by a research organization. 	

Published reports	How to reference	How to cite
	<p>Office of National Statistics (ONS) (2022) Public Sector Employment, UK: June 2022. ONS website, statistical bulletin</p> <p>One can include the URL</p> <p>Office of National Statistics (ONS) (2022) <i>Public Sector Employment, UK: June 2022</i>. ONS website, statistical bulletin. Available at: Public sector employment, UK - Office for National Statistics (ons.gov.uk)</p>	<p>If the organization's name is included in the body of text:</p> <p>... ONS (2022)...</p> <p>If citation is included at the end of a sentence:</p> <p>... (ONS, 2022).</p>
	<p>Notes</p> <ul style="list-style-type: none"> • The title of the report is italicized. • You may introduce an acronym for the name of the organization that can then be used in the citations. It is better to use acronyms when the publishing organization is well known by that acronym. In Economics, readers will be familiar with the IMF as an acronym for the International Monetary Fund, but not WB as an acronym for the World Bank. The UN, OECD, ONS, and HMRC are other examples of commonly referenced acronyms. • See Pears and Shields (2019, p. 52) for examples on how to cite company reports. 	