



## Citing authors in the body of your work

The Harvard system (or the author-date method) is used in many institutions around the world and is presented here. These guidelines are for in-text use. You must also provide a full bibliography at the end of your work.

THE BASIC RULE IS TO USE THE SURNAME OF THE AUTHOR AND THE YEAR OF PUBLICATION
<p><b>If you are using a direct quote:</b>            Example: <i>Cole (1992, p.67) believes that 'honesty is the best policy'.</i>            You need the surname of the author, the date of publication and the page number.</p>
<p><b>If you are paraphrasing the author's idea using your own words:</b>            Example: <i>Cole (1992) considers that it is always better to tell the truth.</i>            You need the surname of the author and the year of publication.</p>
<p><b>If there are two authors:</b>            Example: <i>...the credit crunch has also been blamed on the bonus culture (Burns and Brine, 2009).</i>            You need both surnames of the authors, the year of publication (and page number if a direct quote).</p>
<p><b>If there are more than two authors:</b>            Example: <i>Gates et al (2009) state that "interest rates will remain low for months to come" (p24).</i>            You need the surname of the first author only, plus <i>et al</i> ( 'and the rest '), plus the year of publication (and page number if a direct quote).</p>
<p><b>If it is a book full of chapters by different authors:</b>            Example: <i>Smith (2005 in Babbcott and Dary, 2009) argues that ...</i>            You need the surname of the author and the year of publication of the chapter you use, and the name(s) of the editor(s) of the book and the year of publication of the book.</p>
<p><b>If you refer to an author who published more than one piece of work in the same year:</b>            Example: <i>Lawless (2000a) argues that ...</i>            You can put a, b, c, etc to show the different publications.</p>
<p><b>If you are referring to an author who is mentioned in another piece of work:</b>            Example: <i>Yaxley (1997 in Bridle, 2002) puts forward the view that ...</i>            You need the surname of the original author and year of the publication that you have not seen, and the surname of the author and year of publication of the text you have seen.</p>
<p><b>If it is a newspaper article and you don't know the author:</b>            Example: <i>The Guardian (2007) showed that ...</i>            You can put the name of the newspaper and the year of publication.</p>
<p><b>If you don't know the date:</b>            Example: <i>Cameron (ca 2009) suggested a new approach to the problem of ...</i>            Example: <i>Cameron (no date given) suggested a new approach to the problem of ...</i>            You can put 'ca' which means approximately, or put 'no date given'.</p>
<p><b>If you are taking information from a website or an organisation and you don't know the author:</b>            Example: <i>According to Greenpeace (2005) ...</i>            Example: <i>Tescoploy (ca2009) claim that supermarkets...</i>            Example: <i>...the aim of the BBC is to be a very creative body (BBC, no date given).</i>            You can put the name of the website or organisation and the year of publication (if you know it).</p>
<p><b>If you are using a diagram, a table, a map or any illustration:</b>            You need the surname of the author, the year of publication and page number (it is a direct copy).</p>