

## Using the Harvard British Standard (RGU Recommended) Style

These notes are designed to address questions about the specifics of using the RGU Recommended version of the Harvard style on RefWorks. They do not cover technical aspects of using RefWorks, or the general principles of Harvard referencing: for these, see the separate guides available on the Library webpages at

<http://www.rgu.ac.uk/library/howto/page.cfm?pge=25531>

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## **Section I: General Notes**

### **Sort order of references in your reference list**

The Harvard British Standard (RGU Recommended) style will sort the reference list entries into alphabetical order by author for you, but where there is no author (e.g. legal citations, films or broadcasts) they may not sort correctly. If you are citing references of this sort you should check the bibliography after you have finalised and formatted it with RefWorks, and move any citations which are wrongly sorted (this can be done by cutting and pasting as with any other Word document).

### **References imported or stored in one style and output in another**

References do not have to be output in the style they were first imported in, but bear in mind that not all styles use the same fields or field formats: if you have imported a citation in one style you may have to move information within it into another field, or add information, to output it successfully in a different style.

e.g. a Patent citation in Harvard requires only the name of the **applicant** to whom the patent has been granted, but the Vancouver style also requires the name of the **inventor(s)** if that is different to the name of the patent-holder. If you have imported a patent citation in Harvard but want to output it in Vancouver you will need to add the inventor details to the citation.

Of particular importance, if you are converting citations between the Harvard and Vancouver styles recommended for RGU, is the fact that citations which include **day/month dates** (such as conference proceedings) will cite them differently in the two styles. In Harvard, these dates are normally written e.g. **12 August**, while in Vancouver they are normally written e.g. **Aug 12**

Check the following notes against the particular types of citation you are using and edit any necessary changes accordingly before you output your citations in the new style.

To edit:

- use the **View** menu in RefWorks to locate the citation in question
- click **Edit** next to the citation
- change the **View required fields for:** box to the style you want to output in
- edit the citation as required
- click **Save Reference**



## Capitals and italics

Where citations have ordinary upper-and-lower case formatting, the RGU Recommended style will capitalise and/or add italics as required. If you have imported citations from a source e.g. a database which capitalises or italicises parts of the citation where it is not required in your style, **RefWorks** will not necessarily correct this: you may have to edit individual entries if they are showing irregularities when you output them.

## Authors' names

Authors' names should be entered into RefWorks surname first, followed by first name(s) or initials, and if there are several authors their names should be separated by ";" e.g. **Doukakis, I; Proctor, T; Proctor, S.**

RefWorks will automatically convert full first names to initials in the format required for your style, but it may not pick up instances where citations have been imported from sources which store names with surname last – you may need to edit such citations if they show irregularities when output.

Where the author is an institution, company or other corporate entity its name should be entered in full, in ordinary upper and lower case e.g. **Department of Health Social Services Inspectorate** – RefWorks will convert it as required.

## Section II: Harvard notes

### In-text citations

RefWorks will construct the in-text citation with author's name and publication year (film title and publication year for films; author, plate number and year for illustrations) but it will not add page numbers for direct quotations

e.g. ...and the "sombre, disturbing" aspects of Picasso's art (Golding 1981 **p. 63**) are further emphasised...

Where these are required you should add them manually once you have finished formatting the bibliography with RefWorks.



## Reference citations for specific materials

**Referring to a book by a single author, or by a group of authors who have not written chapters separately (a monograph)**

**Use Ref Type:** Book, Whole

### **Fields to check:**

**Edition** – where an edition is numbered, enter only the number  
e.g. **3** - RefWorks will add **st, nd, rd, th** as required  
- where there is no edition detail, this field can be left blank

**Referring to an anthology, or a book where different authors have written different chapters – if you're citing the whole book**

**Use Ref Type:** Book, Edited

### **Fields to check:**

NOTE: this template is also used for volumes of conference proceedings. If you are using it for an edited book, leave the **Pub Date Free Form** field blank.

**Edition** – where an edition is numbered, enter only the number  
e.g. **3** - RefWorks will add **st, nd, rd, th** as required  
- where there is no edition detail, this field can be left blank

**Referring to an anthology, or a book where different authors have written different chapters – if you're citing a section**

**Use Ref Type:** Book, Section

### **Fields to check:**

NOTE: this template is also used for illustrations in a book. If you are using it for a section in a book, leave blank the following fields which are used for illustrations:

**Notes**  
**Section Number**  
**Sponsoring Library Location**  
**Sponsoring Library**  
**Pub Date Free Form.**

**Edition** – where an edition is numbered, enter only the number  
e.g. **3** - RefWorks will add **st, nd, rd, th** as required  
- where there is no edition detail, this field can be left blank



## Referring to a thesis (print thesis)

**Use Ref Type:** Dissertation/thesis (unpublished)

### Fields to check:

**Pub Year** - this should be the year in which the thesis was approved.  
N.B. There is no need to incorporate the words "Unpublished" and "thesis" as RefWorks will add them.

## Referring to a thesis (online thesis)

**Use Ref Type:** Dissertation/thesis

### Fields to check:

**Retrieved date:** use this for the date at which you consulted the thesis online. Enter it in the format e.g. **26 January 2004**  
N.B. There is no need to incorporate the words "[online]" and "thesis" as RefWorks will add them.

## Referring to an article in a journal (print publications)

**Use Ref Type:** Journal

### Fields to check:

**Issue** - use this for the part or issue number (e.g. **10**) or name (e.g. **Summer**) - RefWorks will add the brackets automatically  
**Pages** - enter in the format e.g. **42-48** (if only one page e.g. **42**)

## Referring to an article in a magazine (print publications)

**Use Ref Type:** Magazine Article

### Fields to check:

**Issue** - use this for the day/month date in the format e.g. **12 October**  
**Pages** - enter in the format e.g. **42-48** (if only one page e.g. **42**)

## Referring to an article in a newspaper (print publications)

**Use Ref Type:** Newspaper Article

### Fields to check:

**Issue** - if the issue is not numbered or named give its day/month date in the format e.g. **12 October**  
**Pages** - enter in the format e.g. **42-48** (if there is only one page e.g. **42**) The column letter (e.g. **a**) you may see in some databases is not a requirement for this style.

**Referring to conference papers or proceedings (whole volume)**

**Use Ref Type:** Book, Edited

**Fields to check:**

**Editors** – if there is no editor given, use the name of the organisation or institution organising the conference

**Title** – include the details of the conference it is the proceedings of  
e.g. **New challenges for corporate and marketing communications. Proceedings of the Eighth International Conference on Corporate and Marketing Communications.**

**Pub date free form** – use for the date of the conference, in the format  
e.g. **7-8 April 2003**

**Place of publication** – use for the place the proceedings were published.  
You are not required to give the location of the conference itself in the Harvard style.

**Referring to conference papers or proceedings (individual paper)**

**Use Ref Type:** Conference Proceedings

**Fields to check:**

**Authors** – this should be the author(s) of the individual paper

**Title** – this should be the title of the individual paper

**Proceedings title** – include the details of the conference it is the proceedings

of e.g. **New challenges for corporate and marketing communications. Proceedings of the Eighth International Conference on Corporate and Marketing Communications.**

**Conference date** – use for the date of the conference, in the format  
e.g. **7-8 April 2003**

**Place of publication** - use for the place the proceedings were published.  
You are not required to give the location of the conference itself in the Harvard style.

**Pages** - first and last pages of the individual paper, in the format  
e.g. **42-48**



## Referring to exhibition catalogues

**Use Ref Type:** Book, edited

### Fields to check:

**Editors** – if there is no editor given, use the name of the gallery or institution holding the exhibition

**Title** – give the full title, including exhibition details if they are included e.g. **Art from Europe. Catalogue of an exhibition at the Tate Gallery.**

**Pub date free form** – use for the dates of the exhibition, in the format e.g. **15 April - 21 June 1987**

### Where there is no author

For an unsigned article in a journal or newspaper (such as an editorial), leave the author field blank. (see the **General notes** on **Sort Order** for how this may affect your bibliography).

Other anonymous authors (for example of a poem or a cartoon) can be listed as "**Anon.**"

## Committee Reports

**Use Ref Type:** Report

### Fields to check:

**Author** – use this for the full name of the committee. If the report is known informally by the name of the chairman/woman of the committee (e.g. "the Dearing Report") you may wish to enter these details in the **Notes** field if it will help readers of your work to identify the report.

**Notes** – if you wish to identify the chairman/woman of the committee you should use this field, in the format e.g. **Chairman: Sir Ron Dearing.** However you do not have to do so.



## Referring to patents

**Use Ref Type:** Patent

### Fields to check:

**Inventors** – if Applicant is different from Inventor(s), give Applicant only.

**State/country** - enter the origin in full e.g. **European patent** for EP

**Patent number** - give patent number including full date as listed  
e.g. **1474707 2004-11-10**

NOTE: date and country formats are different for Vancouver patent citations so if you are switching between styles you should edit these fields.

## Referring to legal materials

**BS 1629** does not give full guidance on these but the RefWorks style adapts accepted practice in other styles to the Harvard approach.

### Cases

**Use Ref Type:** Cases/Court Decisions

### Fields to check:

**Title** – if it is an EU case, include the case number in the title e.g. **Case43/75. Defrenne v SABENA**

**Ordinal Series** – use this for case report series abbreviation e.g. **1 Q.B.** or **S.C. (H.L.)** See "Quick Law" Guide 2 on legal abbreviations (on the Library website at <http://www.rgu.ac.uk/library/howto/page.cfm?pge=27148> ) for abbreviations.

**Pages** – if you are citing a whole case, use only the number of the first page e.g. **256**. If you are citing part of a case, use the first page of the case and the first page of the part you are citing, joined by **at** e.g. **31 at 44**, where 31 is the first page of the case.

Where a case has ONLY been reported in a newspaper, and no citation to a law report series or a neutral citation exists, use Ref Type **Newspaper Article** and leave the author field blank. (see the **General notes** on **Sort Order** for how this may affect your bibliography).



## Legislation

**Use Ref Type:** Laws/Statutes

### Fields to check:

**Title** - if it is EU legislation put all the details listed in the "How to Cite References" Guide in this field, *except* the Official Journal information if you are using it. For UK and Scottish legislation enter the title only

**Pub Year** - leave this field blank for EU legislation as all the details should be in the title field

**Document Number** – for UK and Scottish legislation, use this for the chapter/S.I. number e.g. **c.33, s.4** The abbreviations for the different types of legislation can be found in the How to Cite References Guide.  
- if it is EU legislation and you wish to include the Official Journal information, put it in this field, in round brackets e.g. **(OJ L304 2004; 30 September, p. 12)** Otherwise, leave this field blank.

## Bills

**Use Ref Type:** Bills/Resolutions

### Fields to check:

**Legislative body** – use **H.C.** if House of Commons, **H.L.** if House of Lords or **S.P.** if Scottish Parliament

**Session** - use the format e.g. **2004-05**

## Hansard (UK Parliamentary debates)

**Use Ref Type:** Cases/Court Decisions

### Fields to check:

**Title** - enter **Hansard**

**Pub Year** - enter year

**Ordinal Series** – use this for the location in Hansard: enter "H.C." or "H.L." (depending on which House the debate took place in), "Vol." and volume number, and "col." and column number, in the format e.g. **H.C. Vol. 421, col. 1695**

**Pages** – enter the day/month date of the debate, in brackets e.g. **(27 May)**



**Command papers (UK Parliament)**

**Use Ref Type:** Book, Whole

**Fields to check:**

**Author** - enter the originating committee or Ministry

**Edition** - leave blank

**Place of publication** - leave blank

**Publisher** - enter abbreviation and number of command paper  
e.g. **Cm. 6178**

**Scottish Law Commission / Law Commission (reports, discussion papers etc.)**

**Use Ref Type:** Book, Whole

**Fields to check:**

**Title** - include the report number in brackets at the end of the title e.g. **Report on insanity and diminished responsibility (Report 195)**

**Legal material only available electronically**

Treat this as for an electronic journal article.



## Referring to figures, tables and illustrations

NOTE: if you are citing an artwork itself, rather than an illustration of it, use the Ref Type **Artwork**.

If the table is by the same author as the larger work in which it appears, simply cite the larger work and include the table or figure number in the "page number" field. Use the method below if the table is not by the person who wrote the larger work and you are only citing the table.

**Use Ref Type:** Book, Section

### Fields to check:

**Authors** - use this for the artist(s) or the author of the table (if they are not the author of the book)

**Pub Year** - this should be the year of the work, and **Pub Date Free Form** should be used for the year the book containing it was published.

NOTE: if you are using an illustration citation that was originally input in the Vancouver (RGU Recommended) style, you should remove the date of the book from this field and insert it in the **Pub Date Free Form** field, putting the artwork date in this field.

**Section title** - use for the title of the illustration

**Notes** - use this for the format of the work, in the format e.g. **Oil on Canvas**

**Section number** - use this only for plate, figure or table details where they apply e.g. **Fig. 30.4**

**Sponsoring Library Details** - use this field only if citing an illustration of an artwork, for the location of the museum or collection where the artwork can be found.

**Sponsoring Library Location** - use this field only if citing an illustration of an artwork, for the museum or collection where the artwork can be found.

**Editors** - use this for the authors or editors of the work in which the illustration etc appears

**Pub Date Free Form** - use this field only if you are citing an illustration of an artwork: the year of the book should go here and the year the artwork was produced should go in **Pub Year**.



## Referring to original artworks (not illustrations of them)

**Use Ref Type:** Artwork

### Fields to check:

**Pub year** - use this for the year in which the work was first exhibited (or the year in which it is thought to have been produced, if it was not exhibited in the artist's lifetime).

**Notes** - use this for the format of the work e.g. **Oil on canvas**

**Place of publication** - use this for the place in which the artwork can be seen e.g. the city where the gallery is located.

**Institution** - use this for the gallery, collection etc. in which the artwork can be seen.

## Referring to maps

**Use Ref Type:** Map

### Fields to check:

**Scale** - enter as a ratio e.g. **1:63 360**

**Map Series** - prefix with "Series" if appropriate e.g. **Series TPC**

## Referring to electronic resources

### Referring to electronic resources in "fixed" formats (e.g. on CD-ROM)

With the exception of feature-film DVDs (see below) there is no standard format on RefWorks for these. Use the **Ref Type** most appropriate to the type of information and put the format in square brackets at the end of the title field e.g. **Higher education in the learning society. [CD-ROM]**.

### Referring to online books and journals

For an **online book**

**Use Ref Type:** Monograph

### Fields to check:

**Retrieved date** - use this field for the date you accessed the resource, in the format e.g. **26 October 2004**



For an **article in an electronic journal**

**Use Ref Type:** Journal, Electronic

**Fields to check:**

**URL** - if the web address for the individual article is very long, you may use the "front page" address for the journal or full-text database

**Retrieved date** - use this field for the date you accessed the resource, in the format e.g. **26 October 2004**

RefWorks will automatically add **[online]** to the citation.

**Referring to webpages**

**Use Ref Type:** Web page

**Fields to check:**

**Authors** - usually the person who posted the content you are citing. If the content is unsigned you can use the name of the website, or of the organisation it belongs to

**Pub Year** - if the author has not specifically dated the page you are citing you could use the "last updated" date here  
NOTE: in the Vancouver style the publication date and the date accessed are cited in two separate fields so if you are using a citation which was originally entered in Vancouver you will need to edit this field.

**Title** - this should be the title of the page you are citing, if this is different from the title of the website as a whole (e.g.

**How to cite references** rather than **RGU Library Webpages**)

RefWorks will automatically add **[online]** to the citation so there is no need to enter it

**Place of publication** - this should be the location of the publisher

**Publisher** - if the website is hosted by a company or organisation you can use them as the publisher. Otherwise the publisher may be the author. ISPs such as Freeserve are not normally cited as publisher, except for material on their company webpages.

**Accessed, Month/Day** - e.g. **26 October**

**Accessed, Year** - e.g. **2004**



## Referring to films and broadcasts (other than on video or DVD)

NOTE: RefWorks will present these items with the title first, but may not sort them correctly in the reference list. See the **General Notes** on **Sort Order** (p1) for how to fix this.

**Use Ref Type:** Motion Picture

### Fields to check:

**Pub Year** – if a broadcast, use for the year it was first broadcast. If you are citing a long-running series as a whole (rather than a single episode) you may put **n.d.** here for “no date”

**Notes** – use for episode title/number if single episode of a broadcast series. Otherwise leave blank

**Medium** – e.g. **Film, Radio Broadcast, TV**

**Place of publication** – normally the main offices of the studio or production company

**Distributor/studio** – use for company and/or station if citing a broadcast

**Pub Date Free Form** – use for the day/month date of broadcast in the format e.g. **16 January**. If you are not citing a broadcast, leave this field blank.

## Films or TV programmes on video or DVD

**Use Ref Type:** Video/DVD

### Fields to check:

**Medium** – e.g. **Video**



## Referring to conversations, letters or emails (personal communications)

**British Standard 1629** does not give specific guidance on personal communications. The following notes adapt accepted practice in other styles to the Harvard approach.

**Use Ref Type:** Personal communication

### Fields to check:

**Pub Year** – put the year the communication was made here, and the day/month details in **Pub Date Free Form**

**Description** - e.g. **Personal communication**, or **Personal communication by email** (NOTE: RefWorks will automatically add this to your in-text citation)

**Pub Date Free Form** – use for the day/month the communication was made in the format e.g. **12 August**

NOTE: Personal communications usually do not appear in your reference list. However RefWorks will add them: if you wish to delete them, see the **General Notes** on editing the reference list.

### Referring to more than one source by the same author

If more than one work dates to the same year, RefWorks will not add letters of the alphabet to the **Pub Year** – you should either enter this manually in your citations database or edit the completed reference list (see the **General Notes** on how to do this).