Quick Reference Guide – how to cite common sources using the Harvard Style Guide

NOTE! This is a short excerpt from the Swedish-language Harvard Style Guide (version 10) that is available on our website and in PDF format.

Follow the link to find more detailed instructions as well as information on how to write references for a range of additional types of sources.

In-text references

In-text references are part of the running text of your work and consist of parentheses with information about where you retrieved the information you are referencing. The author, year, and possibly page number (different for different courses – ask your teacher) should be indicated.

> The study's results showed (Andersson & Pettersson 2019, p. 7)…
> Andersson and Pettersson (2019) showed that…

However, if you *quote* a source verbatim, always provide page numbers:

> The phenomenon is described as "disturbing, puzzling, and downright frightening" (Andersson & Pettersson 2019, p. 7) and this has consequences for…

In-text references require a *full reference* in your reference list. All sources you cite to in your text should therefore be included in the reference list, and all the sources in your reference list should have been used in your text, as well.

Reference list

A reference list should appear at the end of your text and contain detailed references to all the sources you have used and cited in your work. This list of sources is to be alphabetically sorted by author.

Here are examples of how the references for some common types of sources should be written in the reference list and as an in-text reference.

Article in a journal

The reference begins with the author/authors of the article followed by the year and title. This is followed by information about the journal: its title, volume, number, and on which pages the article can be found. The title of the journal should be written in italics. Journal articles usually have a special kind of link called a DOI; use this instead of a URL to link to the document. The DOI comes last.

Gilca, V., Boulianne, N., Dubé, E., Sauvageau, C. & Ouakki, M. (2009). Attitudes of nurses toward current and proposed vaccines for public programs: a questionnaire survey. *International Journal of Nursing Studies,* 46(9), pp. 1219-1235. doi:10.1016/j.ijnurstu.2009.02.013

In your text:
(Gilca, Boulianne, Dubé, Sauvageau & Ouakki 2009)
–The first time, write it like that; thereafter - as there are *more than four authors*, abridge it as follows: (Gilca et al. 2018)
– Read more about how to cite texts with several authors in the Cheat Sheet.

Article in a newspaper

The reference should state the author, year, title of the article, title of the newspaper, as well as the date of publication and pages. If you have read the web edition, include a link to the article instead of the page numbers, as the content may differ a little from the printed newspaper.

Stuart, K. (2022). Paper view: the return of video game magazines. *The Guardian*, 4 March. https://www.theguardian.com/games/2022/mar/11/paper-view-the-return-of-video-game-magazines

Sweney, M. & Jolly, J. (2022). British firms rush to offload Russian assets as west moves to further isolate Kremlin. *The Guardian*, 2 March, p. 35.

In your text:
(Stuart 2022)
(Sweney & Jolly 2022)

Book

The reference includes the author name, year of publication, title, and publisher. Edition information (if other than first) is given after the title of the book.

Peterson, M. (2021). *Sustainable marketing: a holistic approach*. 2 ed., SAGE. doi:0.1177/02761467221141015

In your text:
(Peterson 2021)

Book with an editor

Some books have editors; in those cases, (ed.) for one author or (eds.) for more than one author is written after the editors' names.

Muthu, S. S. (ed.) (2020). *Environmental footprints of recycled polyester*. Springer. doi:10.1007/978-981-13-9578-9

In your text:
(Muthu 2020)

NOTE! It is common not to reference the entire book but just the specific chapters you have used, as below:

Chapter in a book with an editor

In books with editors, different authors have written the different chapters of the book, therefore it is important that you reference the chapter you used and not only to the book as a whole in order for the reference to be correct. First, write the chapter's author, year, and chapter title. After the word "in", the book's editor(s), the title of the book and the publisher in which the book is published are indicated. The title of the book should be italicised and at the end of the reference, you should indicate which pages the chapter is on in the book.

Senthil Kumar, P. & Yaashikaa, P. R. (2020). Case studies on recycled polyesters and different applications. In Muthu, S. S. (ed.) *Environmental footprints of recycled polyester*. Springer, pp. 85-99. doi:10.1007/978-981-13-9578-9_4

In your text:
(Senthil Kumar & Yaashikaa 2020) NOTE - These are the chapter's authors and not the editors!

Doctoral and licentiate theses

Instead of publishers, theses must have information about the university at

which the degree has been obtained. In addition, you should specify the type of degree received; use the abbreviation “Diss.” for doctoral thesis (dissertation) and “Lic.” for a licentiate thesis. If the thesis is freely available online, include a link to it at the end of the reference so that it is easy for the reader to find.

Aszcárate, J. (2015). *Beyond impacts: contextualising strategic environmental assessment to foster the inclusion of multiple values in strategic planning*. Diss. KTH Royal Institute of Technology. http://urn.kb.se/resolve?urn=urn:nbn:se:kth:diva-167968

Keune, S. (2018). *On textile farming: seeds as material for textile design*. Lic. University of Borås. http://urn.kb.se/resolve?urn=urn:nbn:se:hb:diva-13920

In your text:
(Aszcárate 2015)
(Keune 2018)

Report

Reports are often published by authorities or other organisations and usually lack a specified author. If the report is part of a series, this information can be entered in parentheses immediately after the title. Otherwise, the reference is written as for a regular book. If the report is freely available online, you can also include a link at the end of the reference.

In the example below, the Swedish Environmental Protection Agency is the author of the report and has also published it; in such cases, the same information does not need to be repeated in the reference, i.e. the publisher can be omitted from the reference.

Swedish Environmental Protection Agency (2021). *Microplastics in the environment 2019: report on a government commission* (Report 6957). http://www.naturvardsverket.se/Documents/publ-filer/6900/978-91-620-6957-5.pdf

In your text:
(Swedish Environmental Protection Agency 2021)

Webpage

This kind of reference only applies when you retrieved information from the webpage itself, and not if you downloaded an essay, report, article or other document from the internet. In those cases, you reference the specific

material you have used. If no personal author is listed, the organisation behind the webpage becomes the author.

References to webpages are written according to the following basic format:

Author/Organisation (Year of last update). *Title*. URL [Date of access].

If there is no year on the webpage for when the text was published or last updated, you may write “n.d.” for “no date” in the parentheses for year.

Swedish Energy Agency (2022). *Sustainability criteria for biofuels and bioliquids.* http://www.energimyndigheten.se/en/sustainability/sustainable-fuels/sustainability-criteria-for-biofuels-and-bioliquids [19 May 2022]

Swedish Tax Agency (n.d.). *Moving to Sweden.* https://www.skatteverket.se/servicelankar/otherlanguages/inenglish/individualsandemployees/movingtosweden.4.7be5268414bea064694c40c.html [30 November 2022]

In your text:
(Swedish Energy Agency 2022)
(Swedish Tax Agency n.d.)

Need help?

Feel free to contact the librarians at the University Library's information desk or by sending an email to biblioteket@hb.se if you have questions about how to cite references!

University of Borås, University Library

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