The Harvard Referencing Checklist

Tick each item before you submit. Based on the widely used *Cite Them Right* Harvard style. Universities vary, so always check your own guide.

1. In-text citations

- [ ] Every quotation, paraphrase, idea, statistic, table, or image taken from a source has an in-text citation.
- [ ] Use **(Author, Year)** in brackets or **Author (Year)** as part of your sentence.
- [ ] Direct quotations include a page number: **(Author, Year, p. 14)**, or **pp. 14–15** for a range.
- [ ] Two or three authors: name them all, joined by **and**, e.g. **(Khan, Lee and Patel, Year)**.
- [ ] Four or more authors: use the first author plus **et al.**
- [ ] Organisations can be authors: use the full organisation name, e.g. **(Office for National Statistics, Year)**.
- [ ] No date available: write **(Author, no date)**.
- [ ] Same author, same year: add letters, **(Author, Year a)** and **(Author, Year b)**, and match them in your reference list.
- [ ] Longer quotations are set out as an indented paragraph without quotation marks: check your university's length rule.

2. Reference list

- [ ] Every in-text citation appears in the reference list, and every entry in the list is cited in your text.
- [ ] The list is in alphabetical order by author surname, with no numbering or bullet points.
- [ ] Authors are written as **Surname, Initial.**, e.g. **Smith, J.**
- [ ] The year goes in brackets straight after the author(s), with no full stop after it.
- [ ] Book titles and journal names are in *italics*. Journal article titles go in single quotation marks.
- [ ] Include the edition for anything other than the first, e.g. **3rd edn.**
- [ ] Include the place of publication and publisher for books, e.g. **London: Sage**.
- [ ] Online sources include **Available at:** with the DOI or URL, and web pages add **(Accessed: day month year)**.

3. Before you submit

- [ ] Author spellings and years match exactly between the text and the reference list.
- [ ] Paraphrases genuinely restate the idea in your own words and sentence structure, and are still cited.
- [ ] You cited the source you actually read. If you only saw a work quoted in another source, use **cited in**.
- [ ] Output from a reference manager (Zotero, Mendeley, EndNote) has been checked by hand against your university's guide.
- [ ] You have checked your module handbook: Harvard has many versions, and your university's guide always wins.

4. Reference templates

Book	Surname, A. (Year) *Title of book*. Edition (if not the first). Place of publication: Publisher.
Journal article	Surname, A. and Surname, B. (Year) 'Title of article', *Journal Name*, Volume(Issue), pp. xx–xx. Available at: https://doi.org/xxxx
Chapter in edited book	Surname, A. (Year) 'Title of chapter', in Surname, E. (ed.) *Title of book*. Place of publication: Publisher, pp. xx–xx.
Web page	Author or Organisation (Year) *Title of page*. Available at: URL (Accessed: day month year).

Replace each placeholder with details from your own source. Never invent or guess a reference.

Want a second pair of eyes on your references?

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