



Harvard Method

Quick reference guide

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1. INTRODUCTION

In academic writing you have to reference all the sources of information used because it:

- strengthens your argument
- demonstrates that you have conducted sufficient research
- gives credit to the authors and sources you consulted
- enables the reader to find the original sources
- allows the reader to verify your data
- prevents plagiarism, a form of academic theft

Please refer to the DaVinci Professional Writing Guide for more information on plagiarism.

You need to reference your source when you:

- quote someone else's exact words
- use a diagram, photo, table or structure from another source
- paraphrase ideas in your own words
- offer a summary of someone else's material

Remember to place direct quotes in quotation marks and block longer quotations (more than 40 words), e.g. indent the text, to make them stand out. Use quotations sparingly.

2. THE HARVARD METHOD

Harvard is known as the "author & date" system.

Sources are referenced in two places in your assignment:

- at the end of your assignment (the list of references), and
- in the text (in-text referencing).

With in-text referencing you provide a brief summary of the source used, at the relevant point in the body of your writing, i.e. the name of the author, year of publication and page number. Full details are provided in the list of references at the end of your assignment.

3. EXAMPLES OF TEXT

Table 3.1: Examples of Text

Source	In-text reference	In the list of references
Books	Author, year: page number) One author: (Collins, 2001:45)	Author/editor. Year of publication. <i>Title of book</i> . Edition (if not the first edition). Place of publication: Publisher. Collins, J. 2001. <i>Good to great</i> . New York: HarperCollins Publishing, Inc.

Source	In-text reference	In the list of references
	<p>Two or more authors:</p> <p>First reference: (Erasmus, Strydom & Rudansky-Kloppers, 2013:202.)</p> <p>Subsequently: (Erasmus et al., 2013:203)</p>	<p>Erasmus, B.J., Strydom, J.W. & Rudansky-Kloppers, S. 2013. <i>Introduction to business management</i>. Cape Town: Oxford University Press.</p>
	Reference e-books that provide publication details (like a printed book) in the same manner.	
Downloaded ebooks	<p>On some devices page numbers are not available. Use the information you have: (Richards, 2012, 67%) (Winters, 2011, ch. 4, p. 12)</p>	<p>Author/editor. Year of publication. <i>Title of book</i>. Available at: URL (Downloaded: date). Arruda, W. & Dib, D. 2013. <i>Ditch. Dare. Do!</i> Available at: http://www.amazon.co.uk/kindle-ebooks (Downloaded: 15 November 2015).</p>
Journal article (printed)	<p>First reference: (Nidumolu, Prahalad & Rangaswami, 2009)</p> <p>Subsequently: (Nidumolu et al., 2009)</p>	<p>Author(s). Year of publication. Title of article. <i>Title of the journal</i>, Volume (Issue number): starting page - end page. Nidumolu, R., Prahalad, C.K. & Rangaswami, M.R. 2009. Why sustainability is now the key driver of innovation. <i>Harvard Business Review</i>, 87(9): 56 – 64. If volume numbers are not used, include month or season with the year, e.g. April 2014.</p>
Journal article (online)	(Fung, 2015)	<p>Author(s). Year of publication. Title of article. <i>Title of the journal</i>. Available at: URL (Accessed: date). Fung, K. 2015. The ethics conversation we're not having about data. <i>Harvard Business Review</i>. Available at: https://hbr.org/2015/11/the-ethics-conversation-were-not-having-about-data (Accessed: 15 November 2015).</p>
Newspaper (online)	<p>Chabalala (2015) argues that.....</p> <p>"Quotation." (Chabalala, 2015.)</p>	<p>Author(s). Year of publication. Title of article. <i>Title of the newspaper</i>. Database (if applicable). Date. Available at: URL (Accessed: date). Chabalala, J. 2015. SA fails to honour undertaking to fight corruption – report. <i>Sowetanlive</i>. News24. 15 November. Available at: http://www.sowetanlive.co.za/news/2015/11/15/sa-fails-to-honour-undertaking-to-fight-corruption-report (Accessed: 15 November 2015). If no author: article title is the first element of the reference.</p>

Source	In-text reference	In the list of references
Web pages with authors	(Mudronova & Isaacs, 2015) First reference: (Price Waterhouse Coopers South Africa (PWC SA), 2015) Subsequently: (PWC SA, 2015)	Author/editor/corporate author(s) of the document (if they can be identified). Date. <i>Title of the web page</i> . Available at: URL (Accessed: date). Mudronova, J. & Isaacs, G. 2015. <i>The case for a national minimum wage to tackle inequality in South Africa</i> . Available at: https://theconversation.com/the-case-for-a-national-minimum-wage-to-tackle-inequality-in-south-africa-50253 (Accessed: 15 November 2015). Price Waterhouse Coopers South Africa. 2015. <i>Companies that adopt a capabilities-driven strategy will gain a competitive edge in African markets: Strategy & analysis</i> . Available at: http://www.pwc.co.za/en/press-room/companies-that-adopt-a-capabilities-driven-strategy-will-gain-a.html (Accessed: 15 November 2015).
Web pages without authors	(Business case studies, 2015)	<i>Title of the web page</i> . Year that the site was published/last updated. Available at: URL (Accessed: date). <i>Business case studies</i> . 2015. Available at: http://businesscasestudies.co.uk/case-studies/by-topic/#axzz2u2QD06rc (Accessed: 15 November 2015).
Legislation	(Labour Relations Amendment Act, No. 12 of 2002, 2002:s7)	Legislation will most probably be viewed online: <i>Title of Act including year and chapter</i> . Available at: URL (Accessed: date) <i>Basic conditions of employment act. Act No 20 of 2013</i> . Available at: http://www.labour.gov.za/DOL/legislation/acts/basic-conditions-of-employment/basic-conditions-of-employment-act-and-amendments (Accessed: 15 November 2015).
Personal communication: email	Mr Terry Young (Director: Human Resources) explain in email on 11 July 2013 (Young, 2013) that the new system will be	Sender. Date. <i>Subject of message</i> . (Day month year). Email to (recipient's e-mail address) Young, T. 2013. <i>Implementation of performance management</i> . 11 July 2013. Email to susan.walls@incrediscreen.co.za
Personal communication: interview/conversation	The Enterprise Risk Manager, Ms Corine Turnbull, confirmed the priorities in an interview (Turnbull, 2015) and outlined the plan	Name of the person interviewed. Date. <i>Title of the interview</i> . Interviewed by (Name of the interviewer). Day and month of interview. Turnbull, C. 2015. <i>The challenges faced by managers of Turn-the-tide</i> . Interviewed by Amanda Smith. 15 November.

Source	In-text reference	In the list of references
Minutes of meetings	Crosby (Abbott, 2011) shared his concern about the	Author. Year of meeting. Item being referenced. <i>Minutes of the (title of meeting)</i> . Date. Place. Organisation. Abbott, G. 2011. Item 6.4: Company values. <i>Minutes of 2012 Strategic planning meeting</i> . 15 November. Cape Town. Abbot Insurance Brokers. If the name of the author is not known, use the name of the meeting/committee/task team/organisation/chairperson instead.
Company reports: print format (unpublished)	Archer Manufacturers' turnover in 2012 (Archer Manufacturers) was...	Name of the company. Year. <i>Report title</i> . Place of company's head office. Internal report. Archer Manufacturers. 2013. <i>2012 Annual report</i> . Nelspruit: Archer Manufacturers. Internal report.
Company reports: electronic format	Archer Manufacturers' turnover in 2012 (Archer Manufacturers) was...	Name of the company. Year. <i>Report title</i> . Place of company's head office. Internal report. Available at: URL (Accessed: date). Archer Manufacturers. 2013. <i>Annual report 2012</i> . Nelspruit. Internal report. Available at: http://www.archers.co.za/reports/annualreports (Accessed: 15 November 2015).
Company intranet	The organisational values include (Africa Investment Holdings, 2013).	Author (or organisation if no named author). Year, plus month and day (if available). <i>Document title</i> (policy/report/circular number if available). Intranet document. Organisation (if not listed first). Available at: URL (Accessed: date). Africa Investment Holdings. 2013, November. <i>Our values</i> . Intranet document. Available at: www.africinvest.com/About (Accessed: 15 November 2015).

4. EXAMPLES OF TABLES AND FIGURES

Captions for Tables are listed **ABOVE** the Table while captions for Figures are listed **BELOW** the Figure. All captions should include citations except those developed by the researcher. All captions are listed below the Table of Contents in a List of Figures and List of Tables. (as shown above)

Table **4.1**: Number of paper using Case Method in M&A Research (Dlamini, 2015)

Journal-wise	Number of articles	Setting	Objective	Number of cases	Single cases (%)
FBR: Family Bus Review	2	–	–	2 Single	–
HR: Human Relations	2	–	1 CSM	–	–
HRM: Human Resource Mgmt	3	–	1 CSM	2 Single	–
IBR: Inter Bus Review	8	3 EMs	7 TTD	2 Single	25%
IJEM: Inter J Emerging Markets	2	2 EMs	–	1 Single	–
IMR: Inter Marketing Review	2	1 EMs	1 TTD	–	–
ISMR: Inter Strategic Mgmt Review	1	1 EMs	1 TTD	1 Single	–
JBF: J Banking & Finance	1	–	–	–	–
JCF: J Corporate Finance	1	–	1 CEA	1 Single	–
JFBS: J Family Bus Strategy	1	–	1 TTD	1 Single	–
JIBS: J Inter Bus Studies	5	1 EMs	3 TTD	3 Single	60%
JIM: J Inter Mgmt	5	3 EMs	5 TTD	3 Single	60%
JMS: J Mgmt Studies	6	3 EMs	4 TTD	4 Single	67%
JOCM: J Organizational Change Mgmt	3	1 EMs	1 TTD	1 Single	33%
JOM: J Mgmt	1	–	1 TTD	–	–
JSM: J Strategy & Mgmt	2	1 EMs	–	–	–
JWB: J World Bus	5	1 EMs	1 TTD	–	–
LRP: Long Range Planning	3	–	–	2 Single	67%
OSc: Organization Science	2	–	1 TTD	1 Single	50%
PR: Personnel Review	1	–	1 TTD	–	–
SMJ: Strategic Mgmt J	1	1 EMs	1 CEA	–	–
Other Journals/Working papers	28	–	–	–	–

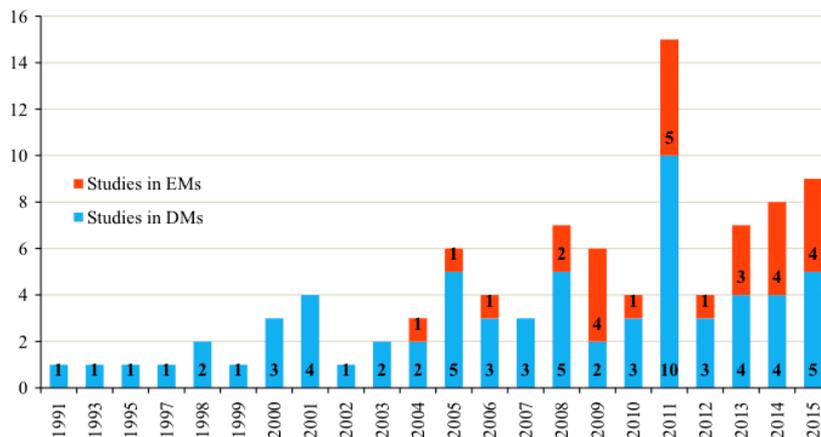


Figure 4.1: Number of papers using Case Method in M&A Research (Dlamini, 2015)

5. GENERAL GUIDELINES

The following guidelines are based on the most common mistakes in assignments:

- Do not number the list of references; do not format it as a bulleted list.
- Do not justify the right margin; it results in unnecessary “white space” e.g. with websites.
- Names of authors are shown with surname first.
- Sort them in alphabetical order.
- If a source is not dated, use n.d.
- Always give page numbers when they are available.
- Apply the chosen formatting consistently.
- A space precedes any other character in alphanumerical arrangements

- Use capitals sparingly. Use title case for the names of journals, e.g. *Harvard Business Review*; and sentence case for books: *Introduction to business management*.
- If more than one place of publication is listed on the title page, use the first place listed.
- Treat an editor like an author, but follow the name with "Ed."
- "Secondary referencing" means citing a work mentioned or quoted in another author's work. Consult the original work, if at all possible; alternatively acknowledge both sources in-text, but only include the secondary source in the reference list.
 - Lewis (2015, quoted in Chabalala, 2015) provides a critical perspective ...
- Reference to more than one publication of the same author in the same year:
 - Kotler, C. (2012a). *Difficult conversations*. Cape Town: Pearson Publishing.
 - Kotler, C. (2012b). *Listen to understand*. Cape Town: Pearson Publishing
- Online journals from an online database service which is password accessible only: shorten the URL to the home page of the database service
- Online journals free from the internet: use the entire URL.
- Order in-text references to more than one author alphabetically.
 - More recent studies (Coetsee, 2014; Van Aswegen, 2015) show that...
- Examples of in-text referencing:
 - As noted by Covey (2011:11) ...
 - Nel and van Dyk (2002:64) ...
 - Klopper (2015:52) refers to the ...
 - Sinek (2013) argues that...
 - Van Jaarsveld and Klopper (2014:40) examine the problem...
 - More recent studies (Covey, 2011; Sinek, 2013; van Dyk, 2002) show that...
 - The South African Department of Labour (2015) concluded that...
 - ...as reported by the SABC (2010)
- In-text references for multiple authors:
 - Both names in brackets, ampersand is used: (Newport & Oakley, 2014:14).
 - Names not in bracket, "and" is used: Newport and Oakley (2014:14)
- Encyclopaedia (e.g. Wikipedia) is not a credible/authoritative source in academic writing.

Note the details of every source you think might provide you with the information you need to complete the assignment you are doing research for. It is sometimes difficult to find the details later when you want to cite your references.

6. THE MICROSOFT WORD REFERENCING TOOL: HARVARD STYLE

6.1. About the MSWord Referencing Tool

Word (versions since 2007) features a **built-in referencing** function. This is a powerful tool that can automatically format **in-text citations** and generate a **bibliography/reference list** for your work. The Harvard style used is **Harvard Anglia**.

6.2. Using the tool

- Click on the **References** tab on the top menu. The tools you will be using is **Citations & Bibliography**
- The first thing you need to do is set the **Style** to **Harvard**
- Click on the button to the right of **Style**
- Select **Harvard**

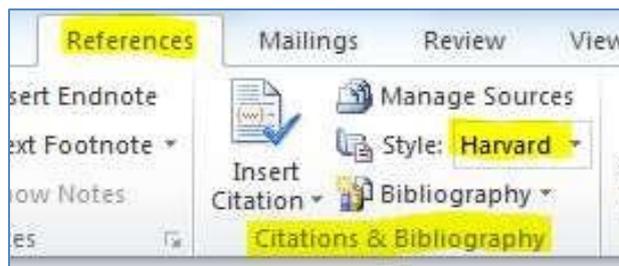


Figure 6.1: WSWord Tab links

6.3. Entering information from sources

- Point the cursor at the point in the document (essay, report or dissertation) where you want to add a citation
- This template will not list multiple authors so where there is more than 1 author your 1st citation must be inserted manually. (refer Table 3.1)

- Click **Insert Citation**

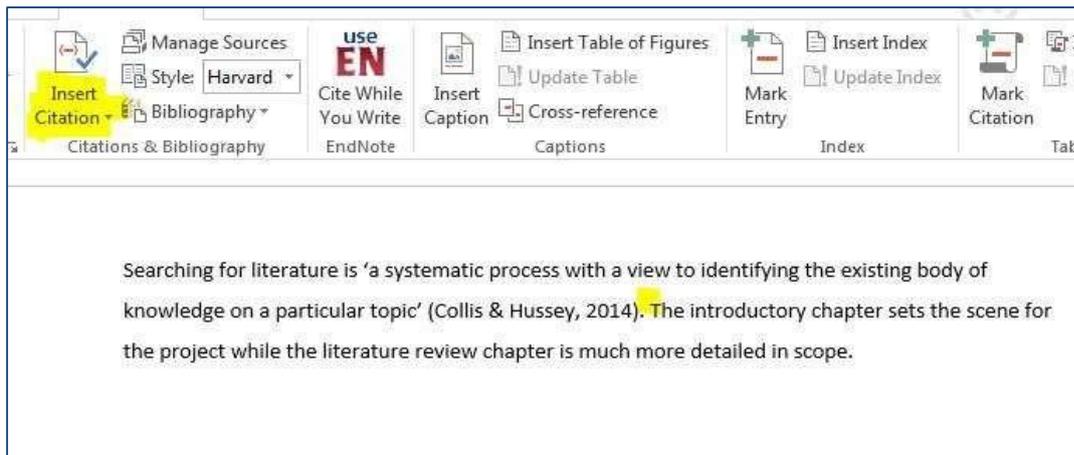


Figure 6.2: Insert Citation

- Remember that this should be used at the end of sentences (BEFORE the full stop).
- Click **Add New Source**
- This opens a **Create Source** form where you can enter the details of your source

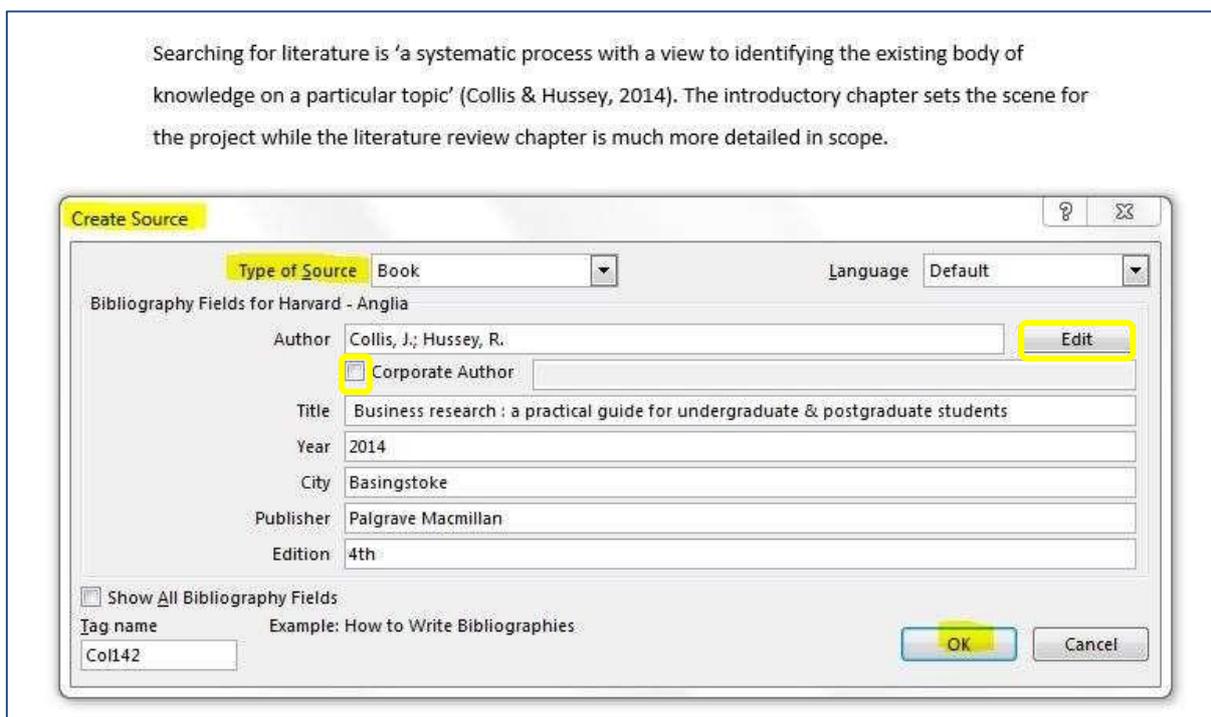


Figure 6.3: Add New Source

- Capture the **author(s)** by selecting the **edit** button. (This is for people) If there is an editorial team (Oxford Dictionary) then it becomes a **corporate author**.

- Fill in **ALL** the relevant details in each of the other boxes and click **OK**

6.4. Add a Bibliography / Reference List

- When you have a list of the sources you wish to include in your work, you can use the referencing tool to automatically generate a **Bibliography/Reference List**
- Place your cursor at the start of a new page at the end of your paper
- On the **References** tab click **Bibliography**
- Click on a preferred template and Word will automatically generate a **Bibliography** for you. **Note:** Bibliography includes all sources researched. References lists only those sources cited in your paper.
- Make sure that ALL sources referenced in your paper are captured

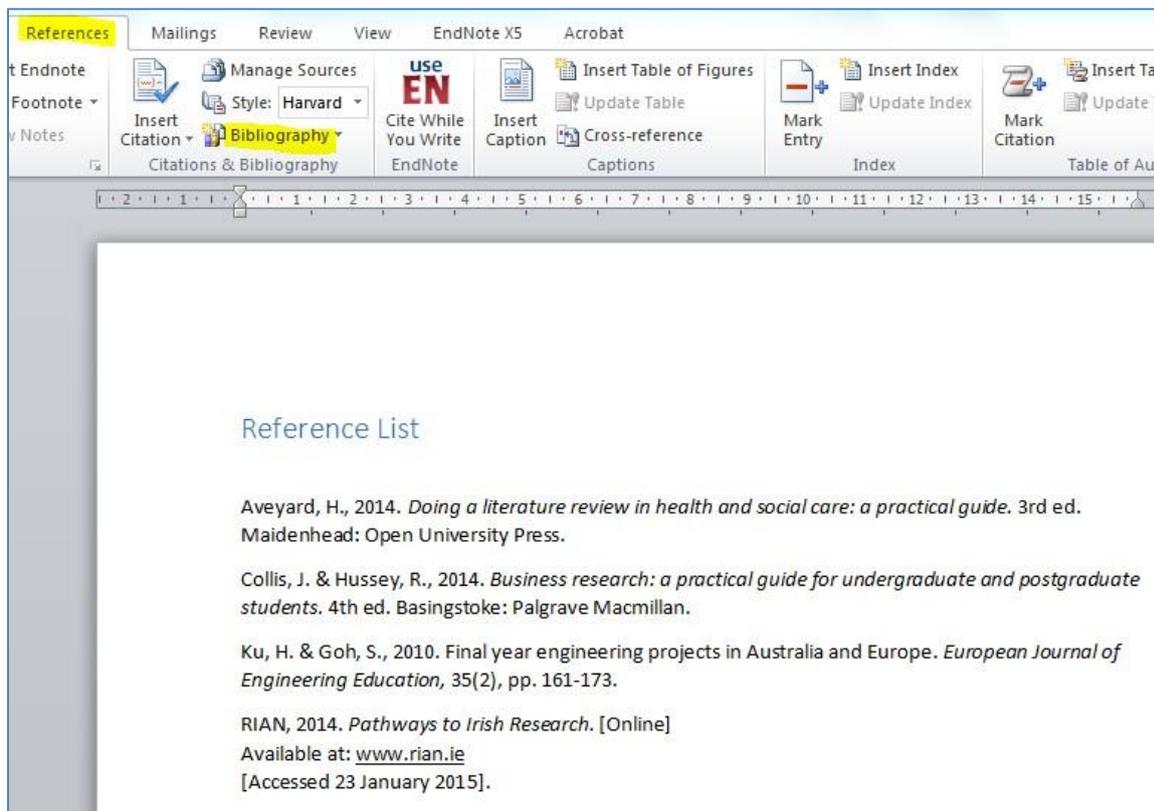


Figure 6.4: Insert Bibliography