# **A beginners guide to referencing with Harvard Cite Them Right**

**ESSENTIAL**: Use both **in-text references** and an **alphabetical reference list at the end of your work**.

A long, detailed list of how to reference different sources can be found here: <https://library-guides.ucl.ac.uk/harvard/a-z>

1. **In-text citations: (Author name, date)**

*‘Excavations at Wealdbǣra provide key evidence for the development of the landscape of the West Central Weald (Margetts, 2018)’.*

* 1. **For particular, specific statements and quotations, you need to quote the page(s) (*author name, date, p. if single page pp. if more than one page*)**

*‘Urnes style brooches display a rich diversity of forms and can, on occasion, incorporate Mammen and Ringerike-style elements (Bertelsen, 1994, p. 347).*

*Ornate silver and gold convex disc brooches occur in Scandinavia in hoards from Gotland and Oland, among other locations (Wilson, 1995, pp. 208-212).*

* 1. **Multiple authors in in-text citations**

*Two Authors (Smith and Jones, 2015)*

*Three Authors (Smith, Jones and Brown, 2015)*

*Four or more Authors (Smith et al., 2015)*

*Organisation (University of Wolverhampton, 2015)*

* 1. **Using more than one author in support of a statement**

*By the mid-1990s, over one hundred openwork brooches in the Urnes style had been recorded in Scandinavia; a figure which has increased further still in recent years due to the influx of finds registered through metal-detecting (Bertelsen, 1994, p. 347; Roesdahl, 2007, p. 26; Owen, 2001, p. 25).*

* 1. **Using quotations**

**Short quotation:** *Harari (2011, p. 89) says, “foragers knew the secrets of nature long before the Agricultural Revolution”.*

**Quotation longer than three lines: separate paragraph of text and indented. No “”**

*Wheat did not give people economic security. The life of a peasant is less secure than that of a hunter-gatherer. Foragers relied on dozens of species to survive and could therefore weather difficult years even without stocks of preserved food. (Harari, 2011, p. 91).*

## **Reference list: Always arrange alphabetically by surname.**

**2.1. Book:** Surname, Initial. (Year of publication) *Title*. Edition if later than first. Place of publication: publisher.

Margetts, A. (2018) *Wealdbǣra: excavations at Wickhurst Green, Broadbridge Heath and the landscape of the West Central Weald*. Portslade: Spoilheap Publications.

**2.2. Journal:** Surname, Initial. (Year of publication) 'Title of article', *Title of Journal*, volume number (issue number if present), page reference. If accessed online: Available at: DOI or URL (if required) (Accessed: date).

Greig, J. (1981) ‘The Investigation of a medieval barrel-latrine from Worcester’, *Journal of Archaeological Science,* 8, pp. 265-282.

**2.3. Chapter in edited book:** Surname of chapter author, Initial. (Year of publication) 'Title of chapter or section', in Initial. Surname of book editor, (ed.) *Title of book*. Place of publication: publisher, Page reference.

Baker, J. and Brookes, S. (2016) ‘Landscapes of violence in early Medieval Wessex’, in Lavelle, R. and Roffey, S. (ed.) *Danes in Wessex*. Oxford: Oxbow, pp. 70-86.

**2.4. Web page:** Author (Year the site was published/last updated). *Title of web page*. Available at: URL (Accessed: date).

The Griffith Institute (2022) *Tutankhamun: anatomy of an excavation*. Available at: <http://www.griffith.ox.ac/discoveringtut/> Accessed: 03 November 2022.