

UGM Harvard – detailed guide

What is this guide for?

- A brief introduction to the institutional Harvard referencing format, you should always check with your tutor for the exact format required for your work.
- See LEAP Online guidance for more information and in-depth examples:



In-text citations

In-text citations go in the main body of assignments each time you reference from a information source. It is a short indication which includes the author and the year of publication e.g. (Gray, 2024, p.12). For direct quotes you should always include a page number, it is good practice to also do this when paraphrasing.

In-text citations can be placed within a sentence in several ways:

- **At the beginning:** Cook's (2025) comments about referencing are pivotal.
- **In the middle:** Referencing is essential (English, 2025), it shows integrity.
- **At the end:** 'There are lots of ways to reference' (McLellan, 2025, p.25).

For sources with three or more authors or editors, cite the first author followed by "et al." e.g. (Crimes et al., 2023). When using et al. you should use the full stop, the comma is only used for spacing within brackets between the author and date. You should include all authors within the reference list, not et al. You should check with your tutor for their preferred format.

If you use two different sources in the same citation then you can separate them with semi colons, in chronological order, for example (Petrovic, 2025; Lord, 2026).

Secondary referencing (also known as citing a citation) is used when you cannot locate the original source of something you have seen cited in what you have read. You should try to locate the original information source as a priority. If you cannot locate the original source then you must not try to pass off that you have read it, and you should make it explicitly clear.

To do this you would mention both sources in-text, and you would only add the source which you have read in the reference list:

- **In-text:** Reason 'depends upon the particular context we are in' (Donaldson, 1978 cited in Cottrell, 2024, p.256).
- **Reference list:** Cottrell, S. (2024) *The study skills handbook*. 6th ed. London: Bloomsbury Academic.

Reference list or bibliography

Full details of all the sources you referenced in-text should then be set out in the reference list at the end of your assignment, in alphabetical order. If you are asked for a bibliography this should include sources which you have read but not referenced from. You should include all authors within your reference list, you should check with your tutor for their preferred format.

Book (Print)

Author. (Year) *Title italicised*. Edition. Place of publication: Publisher.

Ashwin, P. (2020) *Reflective teaching in higher education*. 2nd ed. London: Bloomsbury.

Book (Online)

Author. (Year) *Title italicised*. Edition. [Online] Place of publication: Publisher. Available from: URL. [Accessed Date].

Aveyard, H. (2023) *Doing a literature review in health and social care: a Practical Guide*. 5th ed. [Online] Maidenhead: Open University Press. Available from: <https://ebookcentral.proquest.com/lib/bolton/reader.action?docID=30455029>. [Accessed 18 September 2025].

Journal article (Print)

Author. (Year) Title. *Journal italicised*, Volume(Issue), pp. Pages.

Matthews, K. E. and Dollinger, M. (2023) Student voice in higher education: the importance of distinguishing student representation and student partnership. *Higher Education*, 85(3), pp. 555-570.

Journal article (Online)

Author. (Year) Title. *Journal italicised*, [Online] Volume(Issue), pp. Pages. Available from: URL. [Accessed Date].

Lennox, E. (2025) Articulating passion: career decision-making and employability perception among first-year Arts, English and Language students. *Arts and Humanities in Higher Education*, [Online] 24(4), pp. 335-351. Available from: <https://doi-org.ezproxy.bolton.ac.uk/10.1177/14740222251320339>. [Accessed 10 March 2026].

OR

Karjalainen, K., Juntunen, J., Kuivila, H., Tuomikowski, A., Kääriäinen, M. and Mikkonen, K. (2022) Healthcare educators' experiences of challenging situations with their students during clinical practice: a qualitative study. *Nordic Journal of Nursing Research*, [Online] 42(1), pp. 51-58. Available from: <https://go.exlibris.link/l5x5tCBw>. [Accessed 31 March 2026].

Please note online journals often list an article number not page numbers, in those instances you substitute the page number with article and the number:

Rupnik, D. and Stanislav, A. (2025) Toward a coherent AI literacy pathway in technology education: bibliometric synthesis and cross-sectional assessment. *Education Sciences*, [Online] 15(11), article 15111455. Available from: <https://go.exlibris.link/bbvkhstS>. [Accessed 20 November 2025].

Edited book

Editor. (ed/s.) (Year) *Title italicised*. Edition. Place of publication: Publisher.

Harrison, C. (ed.) (2024) *Leadership during a crisis: a focus on leadership development*. Abingdon: Routledge.

Chapter or section of edited book

Author. (Year) Title of Chapter. In: Editor. (ed/s.) (Year) *Title italicised*. Edition. Place of publication: Publisher, pp. Pages.

Garvey, B. (2025) Mentoring and coaching. In: Hargie, O. (ed.) (2025) *The handbook of communication skills*. 5th ed. London: Routledge, pp. 487-514.

Webpage

Author or Organisation. (Year) *Title italicised*. [Online] Available from: URL. [Accessed Date].

Friedman, M. and Soloman, D. (2024) *What's new in psychiatry*. [Online] Available from: <https://www.uptodate.com/contents/whats-new-in-psychiatry>. [Accessed 5 January 2024].

OR

Nursing and Midwifery Council. (2019) *Standards of proficiency for midwives*. [Online] Available from: <https://www.nmc.org.uk/standards/standards-for-midwives/standards-of-proficiency-for-midwives/>. [Accessed 6 February 2023].

Confidential source

Anonymised Organisation (Year) *Title italicised*. Location: [Document type].

Placement Hospital. (2024) *Prescribing guidelines*. Manchester: [Hospital policy].

OR

Placement College. (2026) *Safeguarding risk assessment*. Salford: [College policy].

Government publication (Online)

Government Department or Committee. (Year) *Title italicised*. (Command or Report number if applicable). [Online] Available from: URL. [Accessed Date].

Department for Education. (2026) *Every child achieving and thriving*. [Online] Available from: <https://www.gov.uk/government/publications/every-child-achieving-and-thriving/every-child-achieving-and-thriving-html-version>. [Accessed 10 March 2026].

OR

Department of Health and Social Care. (2025) *Fit for the future: 10 Year health plan for England*. (CP 1350). [Online] Available from: <https://www.gov.uk/government/publications/10-year-health-plan-for-england-fit-for-the-future/fit-for-the-future-10-year-health-plan-for-england-accessible-version>. [Accessed 10 March 2026].

Guideline (Online)

Author or Organisation. (Year) *Title italicised*. Guide or publication number if provided. [Online] Available from: URL. [Accessed Date].

National Institute for Health and Care Excellence [NICE]. (2026) *Type 2 diabetes in adults*. QS209. [Online] Available from: <https://www.nice.org.uk/guidance/qs209>. [Accessed 10 March 2026].

OR

British National Formulary [BNF]. (2026) *Type 2 diabetes*. [Online] Available from: <https://doi.org/10.18578/BNF.340508628>. [Accessed 10 March 2026].

Please note we recommend going through [MedicinesComplete](#) to access BNF and BNFC, accessed through the [A-Z of Databases](#) on the [Library homepage](#).

Report (Online)

Author or Organisation. (Year) *Title italicised*. (Report Number if applicable). [Online] Available from: URL. [Accessed Date].

Office for Students [OFS]. (2026) *Student pulse survey*. [Online] Available from: <https://www.officeforstudents.org.uk/publications/student-pulse-survey/>. [Accessed 10 March 2026].

British/International Standard (Online)

Author. (Year) *Standard number and Title italicised*. [Online] Available from: URL. [Accessed Date].

British Standards Institution [BSI]. (2025) *BS 1377-9:2025: Methods of test for soils for civil engineering purposes. Part 9: In-situ tests*. [Online] Available from: <https://bsol.bsigroup.com/PdfViewer/Viewer?pid=00000000030482944>. [Accessed 10 March 2026].

Act of Parliament/UK Legislation (Online)

Title and year, chapter number. [Online] Available from: URL. [Accessed Date].

Mental Health Act 2025, c.33. [Online] Available from: <https://www.legislation.gov.uk/ukpga/2025/33/contents>. [Accessed 10 March 2026].

OR

Education Act 2011, c.21. [Online] Available from: <https://www.legislation.gov.uk/ukpga/2011/21>. [Accessed 31 March 2026].

Acknowledging generative artificial intelligence output



If you have been permitted to use Generative AI in your assignment, please use the guidance to correctly acknowledge output using the UGM AI Literacy Framework.

If you would like further library support or if you have any questions, please contact us by email Library@GreaterManchester.ac.uk or scan the QR code to visit the Library website:



No. 1 Author: SE Created: 03/2026 Review: 03/2027