Harvard Style Sheets

Preparation of the Manuscript:

**Titles, Subtitles, Font, Size, Space, Indent:**

**Font Theme:** Times New Roman. Font style: Regular.
**Article’s title:** Capital letters, Font size 11. Centred.
**Author’s name:** Underneath the article’s title and separated by two spaces. Font size 10 Centred. Capital Letters. Centred.

**Abstract:** Two spaces between the abstract and the name of the academic institution, and three spaces between the abstract and the beginning of the main text. Font size 10. Text justified. Indented from both sides left and right, 0.5cm.

**Body Text/Main Text:** Three spaces between the abstract and the main text. Font size 11. Justified. Single space between lines and words. Indent every section of the main text, except the first section after the title or the sub-title.

**Indent quoted texts** inside the article, 1 cm right and 1cm left.

**Footnotes:** Font theme: Times New Roman. Font style: Regular. Font size: 9. Single space between lines and words. Indent the first line of each footnote: 0.5cm

**Titles:** All titles capitalised and justified. Not Bold. Not Italic. Not indented. One space after the previous text and one space before the following text.

**Subtitles:** Small Caps. Not Bold. Not Italic. Indented 1cm. One space after the previous text and one space before the following text.

**Sub-Subtitles:** Italic. Not Bold. Indented 1.5cm. One space after the previous text and one space before the following text.

**Bibliography:** All bibliography should be justified. The first line of each reference is not indented, but the rest, second, third, … lines should be indented 1.5 cm.

**Pictures/Photos, Maps, etc.:** Resolution 600 dpi (dots per inch). The author should incorporate the photos, maps, and tables in the text of his article, and they should be centred not justified.

**Captions** underneath the figures: Size 10 and in the middle of the page (centre) not justified.

**Heading** of each page: Size 10

**Page Numbers:** Size 10

**Final Saving of the file:** Imbedded.

**ARAM Template:**

Size: A4 (29.7 x 210mm) portrait.
**Margins:**
Top 4cm
Bottom 2.5cm
Left 2.5cm
Right 2.5cm

**Introduction**
The Harvard, author-date, system is based on Richard Pears and Graham Shields, *Cite Them Right. The Essential Referencing Guide*, (Basingstoke (England): Palgrave Macmillan, 2010, 8th Edn). Also, the *Harvard (Bath) Referencing Style Sheet* is accepted (see below p. 11).

We have discovered that many scholars are not following some standard principles for an academic style sheet, and some contributors are not even consistent with a single style within one article. Aram periodical cannot accept a paper which is not using one of our Aram two style sheets: *The Oxford Manual Style*, or the *Harvard, author-date, system I*, or the *Harvard (Bath) Referencing Style Sheet II*.

## I

**The Harvard Style Sheet**

### Book with one author:

**IN-TEXT CITATION**
According to Bell (2010, p. 23) the most important part of the research process is …

**REFERENCE LIST**

### Book with two or three authors:

**IN-TEXT CITATION**
Goddard and Barnett (2007) suggested …

**REFERENCE LIST**

### Book with more than three authors:

**IN-TEXT CITATION**
This was proved by Young *et al.* (2005) …

**REFERENCE LIST**

### Book with editor:

**IN-TEXT CITATION**
The formation of professions was examined in Prest (1987) …
REFERENCE LIST

**Book with no author:**

IN-TEXT CITATION
The Percy tomb has been described as ‘one of the master-pieces of medieval European art’ (*Treasures of Britain*, 1990, p. 84).

REFERENCE LIST
*Treasures of Britain and treasures of Ireland* (1990) London: Reader’s Digest Association Ltd.

**Electronic books (e-books):**

IN-TEXT CITATION
In their analysis Graham and Marvin (2000, pp. 36-92) …

REFERENCE LIST

For material downloaded and accessed from e-readers, use this format:

IN-TEXT CITATION
Arthur’s argument with the council was interrupted by the Vogon Constructor Fleet (Adams, 1979, p. 25).

REFERENCE LIST

**Historical books in online collections:**

IN-TEXT CITATION
Adam’s measured plans (Adam, 1764) …

REFERENCE LIST
An Early contribution by Henry (1823) …

REFERENCE LIST

Reprint Edition:

IN-TEXT CITATION
One of the first critics of obfuscation (David, 1968) …

REFERENCE LIST

Translated book:

IN-TEXT CITATION
In his biography of Bach, Schweitzer (1911, p. 32).

REFERENCE LIST

 Chapters/sections of edited books:

IN-TEXT CITATION
The view proposed by Franklin (2002, p. 88).

REFERENCE LIST

Multi-volume works:

IN-TEXT CITATION
Butcher’s (1961) guide …

REFERENCE LIST

Citing a single volume of a multi-volume work:

IN-TEXT CITATION
Butcher’s (1961) guide …

**Chapters in multi-volume work:**

**In-text citation**
In analysing ports (Jackson, 2000) …

**Reference list**

**Reference books (encyclopaedias, dictionaries, bibliographies, etc.):**

**In-text citation**
Beal (2008, p. 171) identified …

**Reference list**

**Reference books (encyclopaedias, dictionaries, bibliographies, etc.) with no author:**

**In-text citation**
The definition (Collins beginner’s German dictionary, 2008, p. 21) …

**Reference list**

**Reference books (Encyclopaedias, Dictionaries, Bibliographies, etc.) Online:**

**In-text citation**
The process of adaptation is difficult to detect (Rose, 2007, p. 19).

**Reference list**

**Bibliographies:**

**In-text citation**
Upshpol (1958) noted the key research …
REFERENCE LIST

**Articles in printed journal:**

**IN-TEXT CITATION**
… the customer playing the part of a partial employee (Dawes and Rowley, 1998, p. 352).

**REFERENCE LIST**

**Journal/Newspapers articles in online collections:**

**IN-TEXT CITATION**
Bright (1985, p. 269) found the word ‘poetry’ ambiguous …

**REFERENCE LIST**

**Journal article with multiple authors:**

**IN-TEXT CITATION**

**REFERENCE LIST**

**Journal article with Digital Object Identifier (DOI):**

**IN-TEXT CITATION**
Observation by Horsh *et al*. (2008) …

**REFERENCE LIST**

**Newspaper article with author:**

**IN-TEXT CITATION**
The article considered business plans (Devey, 2010, p.13) …

**REFERENCE LIST**

**Newspaper article with no author:**

**IN-TEXT CITATION**
The article (*The Times*, 2008, p. 7) reported …

**REFERENCE LIST**

**Articles in individual online journals (e-journals):**

**IN-TEXT CITATION**
… whilst Pauli (2008) reported …

**REFERENCE LIST**

**Articles in open access journals (e-journals):**

**IN-TEXT CITATION**
Zhang, Pare and Sandford (2008) provided an update.

**REFERENCE LIST**

**Articles in printed newspapers with author:**

**IN-TEXT CITATION**
House prices fell by 2.1 per cent last month (Old, 2008)

**REFERENCE LIST**

**Articles in printed newspapers with no author:**

**IN-TEXT CITATION**
The article (*The Times*, 2008, p. 7) reported …

**REFERENCE LIST**

**Journal/newspaper articles from full-text CD-ROM databases:**

**IN-TEXT CITATION**
The political situation had a detrimental impact on oil exports (Lascelles, 1999, p. 18).

**REFERENCE LIST**

**Conferences: Full conference proceedings:**

**IN-TEXT CITATION**
The conference (Institute for Small Business Affairs, 2000) …

**REFERENCE LIST**

**Conferences: Individual conference papers:**

**IN-TEXT CITATION**
Cook (2000) highlighted examples …

**REFERENCE LIST**

**Conferences: Papers from conference proceedings published on the internet:**

**IN-TEXT CITATION**
A recent paper (Lord, 2009) …

**REFERENCE LIST**
Unpublished theses/dissertations:

IN-TEXT CITATION
Research by Tregear (2001) …

REFERENCE LIST

Theses/dissertations available on the internet:

IN-TEXT CITATION
Research by Winkelman (2001) …

REFERENCE LIST

Book reviews:

IN-TEXT CITATION
Darden (2007) considered the book

REFERENCE LIST

Atlases and Maps:


Ordnance Survey maps:


Geological Survey maps:


Online maps:
The Leisure centre is close to Tiddenfoot Lake (Ordnance Survey, 2008).


The dock layout and road network can be seen using Google Maps (Tele Atlas, 2008)


The triumph of St Augustine was one of the finest works by Coello (1664)

Coello, C. (1664) The triumph of St Augustine [Oil on Canvas]. Museo del Prado, Madrid.

The seasonal and architectural changes were captured on film (Thomas, 2003; Bailey, 1996).


His beautiful phograph (Kitto, 2008) …

Photographs from the internet:

IN-TEXT- CITATION
The deep hues in Kamuro’s photo (2008) …

REFERENCE LIST

Photographs from the internet:

IN-TEXT- CITATION
The flat sandy beach (Corrance, no date) …

REFERENCE LIST

Posters:

IN-TEXT- CITATION
The image (Chagall, no date) …

REFERENCE LIST
Chagall, M. (no date) Le violinist [Posters]. 84cm x 48cm/33" x 19".

Posters for exhibition:

IN-TEXT- CITATION
Smith’s poster (2008) …

REFERENCE LIST

Sculpture:

IN-TEXT- CITATION
His talents were proven with The lovers (Rodin, 1886).

REFERENCE LIST
II

Harvard (Bath) Referencing Style Sheet

This version of Harvard is a variant based on standards developed in 1989 and 1990, and some scholars prefer Harvard (Bath) style references with numeric citations rather than the usual name-date citations as above.

CITATION

Following the Harvard (Bath) style means you cite your sources within your text by giving the author’s surname, year of publication and, when appropriate, page numbers. This brief citation tells the reader that there is a detailed list of references at the end of your text. If there are two authors, cite both names, but if there are any more give the first surname only followed by ‘et al.’. However, include all authors in the full reference list. Differentiate multiple sources by the same author published in the same year by adding lower case letters (a, b, c) after the year.

Example:

The notion of an invisible collection has been explored in the sciences (Crane 1972). Its absence amongst historians is noted by Stieg (1981b, p.556).

It may be, as Burchard (1965) points out, that they have no assistants or are reluctant to delegate…

If you cannot identify a named author, use ‘Anon’. If no date is known, ‘n.d.’ should be used.

REFERENCE LIST

Detailed references are listed at the end of your work. This list can be titled ‘References’ or ‘Reference list’. They are arranged alphabetically by author’s surname, subdivided, if necessary, by year and letter.

Example:


REFERENCE EXAMPLES
Each of the following gives a suggested standard format for the reference followed by examples for the different document types. Remember to include the full details of every single author or editor if there is more than one.

If you are referencing e-books and e-journals or chapters / articles from these that are PDF versions of the print equivalent, you can use the suggested standard format for the print equivalent.

1. **Book with author(s)**

Author’s surname(s), INITIALS., Year. *Title*. Edition (if not the first). Place of publication: Publisher.


2. **Book with editor(s) instead of author(s)**

Editor’s surname, INITIALS., ed., Year. *Title*. Edition (if not the first). Place of publication: Publisher.


3. **Book with corporate author**

Corporate author, Year. *Title*. Edition (if not the first). Place of publication: Publisher.


4. **One chapter / paper from a collection in a book**

Author of paper’s surname, INITIALS., Year. *Title of paper*. In: INITIALS. Surname of author/editor of book, followed by ed. or eds if relevant. *Title of book*. Place of publication: Publisher, page numbers of paper.


5. **Electronic book**

Author’s surname(s), INITIALS., Year. *Title* [Online]. Edition (if not the first). Place of publication: Publisher. Available from: URL [Accessed date].


Note: if the e-book is a direct equivalent of a print book e.g. in PDF format, you can reference it as a normal print book.
6. Journal article

Author’s surname, INITIALS., Year. Title of article. *Title of journal*, Volume number(part), page numbers.


Note: Use this format for PDF versions of print journals

7. E-journal article

Author’s surname, INITIALS., Year. Title. *Journal title* [Online], volume(issue). Available from: URL [Accessed date].


Note: PDF versions of print journal articles are direct copies of the print edition, so treat them just like print journals – see no.6 above.

8. Websites

Author’s surname, INITIALS., Year (if known). Title [Online]. (Edition if known). Place of publication: Publisher (if known). Available from: URL [Accessed date].


9. Conference paper (when proceedings have a named editor)

Author of paper’s surname, INITIALS., Year. Title of paper. In: INITIALS. surname of editor, ed. *Title of conference proceedings*, full date and place of conference. Place of publication: Publisher, page numbers of paper.


10. Conference paper (when proceedings have no named editor or are part of a major series)

Author of paper’s surname, INITIALS., Year. Title of paper. *Title of conference proceedings*, full date and place of conference. Place of publication: Publisher, page numbers of paper.

11. Newspaper article

Author’s surname, INITIALS. (or newspaper title if author unknown), Year. Title of article. *Title of newspaper*, Day and Month, page number/s and column letter.


12. Thesis/dissertation

Author’s surname, INITIALS., Year. *Title*. Designation (type). Name of institution.


13. Report

Author, Year. *Title*. Place of publication: Publisher, (Report number, if given).


14. Government publication

Author, Year. *Title*. Place of publication: Publisher.


Note: If you can find an individual or company who has been commissioned to write the document for the Government, then use that. In all other cases use the name of the government department responsible. This can make for a very long author particularly if there is a division to name as well, as in this case.

15. Patent

Originator (name of applicant), Year. *Title of patent*. Series designation which may include full date.


16. Standard

Standard number: Year. *Title*. Standards Issuing Body.
BS 5605:1990. *Recommendations for citing and referencing published material*. BSI.

17. **Map**

Originator’s surname, first name or INITIALS, Year. *Title*, Scale. Place of publication: Publisher.


18. **Film, video or DVD**

*Title*, Year of release. Material designation. Subsidiary originator (this is usually the director): directed by (followed by director’s name in full). Production details i.e. Place: Organisation.


19. **Television or radio broadcast**

*Series title: Episode number, Title of episode*, Year. Medium. Transmitting organisation and channel, full date. Time of transmission.

*Rick Stein’s French Odyssey: Episode 5*, 2006. TV. BBC2, 23 August. 20.30 hrs.


20. **Music scores**

Composer, Year. Title of work. Edition. Place of publication: Publisher.


21. **Illustrations, images (see also no. 24 below)**

Illustrator, Year. *Title*. Material type. At: Location. Archive/register number (if available).


22. **Email discussion lists (jiscmail/listserv etc)**

Author’s surname, INITIALS., Day Month Year. Subject of message. *Discussion List* [Online]. Available from: list email address [Accessed date].


23. **Personal emails**
Sender’s surname, INITIALS., (Sender’s email address), Day Month Year. *Subject of Message.* Email to Recipient’s Initials. Surname (Recipient’s email address).

Alston, S., (S.J.Alston@bath.ac.uk), 19 July 2004. *Society of Architectural Historians of GB.* Email to K.M.Jordan (K.M.Jordan@bath.ac.uk).

24. Unpublished material held in a public archive

Author, Year(s). *Title.* Archive name, Archive number.


25. Unpublished material

e.g. notes collected by you during interviews or lectures, comments made to you during conversations etc.

These are your known notes, unpublished and inaccessible to your readers. Because they are unpublished and inaccessible, there is effectively nothing to reference. All you can do is to cite them in your text as ‘personal comment’ using their name (if they are willing to give it), (pers.comm.), and the date of the comment e.g.

“The Vice-Chancellor of one HE institution asserted that the recent rise in student numbers is having a detrimental effect on many aspects of university life, in particular forcing staff and student to attend teaching sessions after 6pm (Anon. (pers.comm.) 30 August 2006).”

Note: if you are citing notes (e.g. by your lecturer) where they have been published on a public webpage: then you can reference them using the format for a webpage in section 8 above.