

Harvard: Print Sources

Journal Article (volume or issue only)

Author(s)¹ Year, 'Article name', *Journal Name*, vol. # **or** no. #, pp. page range.

Alexander, S. & Ruderman, M. 1987, 'The role of procedural and distributive justice in organizational behavior', *Social Justice Research*, vol. 1, pp. 177-198.

Journal Article (volume and issue)

Author(s)² Year, 'Article name', *Journal Name*, vol. #, no. #, pp. page range.

Early, P. C. 1986, 'Trust, perceived importance of praise and criticism, and work performance: An examination of feedback in the United States and England', *Journal of Management*, vol. 12, no. 4, pp. 457-473.

Newspaper Article (author's name given)

Author(s)³ Year, 'Article name', *Newspaper Name*, day **or** day range Month⁴, p. #.

Warrick, J. 2008, 'U.S. cites big gains against Al-Qaeda', *Washington Post*, 30 Mar., p. A1.

Newspaper Article (no obvious author)

Newspaper Name Year, 'Article name', day **or** day range Month⁵, p. #.

Washington Post 2009, 'Watch that welcome', 16 Feb., p. A14.

Personal communications (not given in the reference list)

¹ Initials are used instead of first/middle names, serial commas are not used when listing multiple authors, and *all* authors are listed (no matter how many).

² See note 1.

³ See note 1.

⁴ Abbreviated and followed by a period.

⁵ Abbreviated and followed by a period.

Book

Author(s)⁶ Year, *Book Name*, Publisher, Place of Publication.

Styron, W. 1993, *Set This House on Fire*, Vintage International, New York.

Fischer, C. S., Hout, M., Jankowski, M. S., Lucas, S. R., Swidler, A. & Vos, K. 1996, *Inequality by Design: Cracking the Bell Curve*, Princeton University Press, Princeton.

Book (author; edition other than the first)

Auletta, K. 2000, *The Underclass*, 2nd edn, Overlook, San Francisco.

Book (editor(s), translator(s), compiler(s), or reviser(s), but no author; edition other than the first)

Editor(s)⁷ (ed./eds⁸) Year, *Book Name*, Nth edn, Publisher, Place of Publication.

Heyel, C. (ed.) 1973, *The Encyclopedia of Management*, 2nd edn, Van Nostrand Reinbold, New York.

Book (foreign title or translated title)

Author(s)⁹ Year, *Book Name* (Book Name in English), Publisher, Place of Publication.

or

Author(s)¹⁰ Year, *Book Name in English* (in language), Nth edn, Publisher, Place of Publication.

⁶ See note 1.

⁷ Initials are used instead of first/middle names, and serial commas are not used when listing multiple editors.

⁸ one editor = (ed.) two or more editors = (eds) one translator = (trans.) two or more translators = (trans) one reviser = (rev.) two or more revisers = (revs) one compiler = (comp.) two or more compilers = (comps) When one person performs two roles, use an ampersand to separate them, e.g., (ed. & trans.)

⁹ See note 1.

¹⁰ See note 1.

Jung, C. G. 1964, *Der Mensch unde seine Symbole*¹¹ (Man and his Symbols), Aldus Books, London.

or

Jung, C. G. 1964, *Man and his Symbols* (in German), Aldus Books, London.

Book (author plus editor(s), translator(s), reviser(s), and/or compiler(s))

Author(s)¹² Year, *Book Name*, trans.¹³ Translator, Publisher, Place of Publication.

Proust, M. 1970, *Jean Santeuil*, trans. G. Hopkins, Simon & Schuster, New York.

Book (part of a series)

Author(s)¹⁴ Year, *Book Name*, Series Name, Nth edn, ed./eds¹⁵ Editor(s),¹⁶ Publisher, Place of Publication.

Wilson, C. 1984, *England's Apprenticeship 1603-1763*, Social and Economic History of England, 2nd edn, ed. Asa Briggs, Longman, London.

Book (organization as both author and publisher)

Organization Name Year, *Book Name*, Organization Name,¹⁷ Place of Publication.

Ansett Transport Industries Ltd 1984, *Annual Report 1983-84*, ATI, Melbourne.

¹¹ Use the capitalization rules for the language in question, e.g., French titles are all in lowercase except for the first word.

¹² See note 1.

¹³ one editor = ed. two or more editors = eds one translator = trans. two or more translators = trans one reviser = rev. two or more revisers = revs one compiler = comp. two or more compilers = comps. When one person performs two roles, use an ampersand to separate them, e.g., ed. & trans.

¹⁴ See note 1.

¹⁵ See note 8.

¹⁶ See note 7.

¹⁷ Abbreviated.

Article in an Edited Book

Author(s)¹⁸ Year, 'Article name', in *Book Name*, ed./eds¹⁹ Editor(s),²⁰ Publisher, Place.

Greenberg, J. 1986, 'The distributive justice of organizational performance evaluations', in *Justice in Social Relations*, eds H. W. Bierhoff, R. L. Cohen & J. Greenberg, Plenum Press, New York.

Article in an Edited Book (one volume of a multivolume work)

Author(s)²¹ Year, 'Article name', in *Book Name*, vol. #, ed./eds²² Editor(s),²³ Publisher, Place.

Adams, J. S. 1965, 'Inequity in social exchange', in *Advances in Experimental Social Psychology*, vol. 2, ed. L. Berkowitz, Academic Press, New York.

Thesis

Author(s)²⁴ Year, Thesis title, PhD thesis²⁵, University Name.

Crowley, F. K. 1949, Working class conditions in Australia, PhD thesis, University of Melbourne.

Papers Presented at Conferences, Seminars, and Meetings (unpublished)

Author(s)²⁶ Year, Paper title, Paper presented to Conference, Seminar, or Meeting Name, City, City and State/Province, or State/Province, date²⁷.

¹⁸ See note 1.

¹⁹ See note 8.

²⁰ See note 7.

²¹ See note 1.

²² See note 8.

²³ See note 7.

²⁴ See note 1.

²⁵ PhD thesis or MA thesis, whichever applies.

²⁶ See note 1.

Suzuki, R. 1982, Workers' attitudes toward computer innovation and organizational culture: The case in Japan, Paper presented to 10th World Congress of Sociology, Mexico City, 16-21 Aug.

Papers presented at Conferences, Seminars, and Meetings (Published)

Author(s)²⁸ Year, 'Paper title', *Title of Proceedings*, Name of Sponsoring Organization, City, City and State/Province, City and Country, or State/Province, pp. page range.

DuPont, B. 1974, 'Bone marrow transplantation in severe combined immunodeficiency with an unrelated MLC compatible donor', *Proceedings of the Third Annual Meeting of the International Society for Experimental Hematology*, International Society for Experimental Hematology, Houston, Texas, pp. 44-6.

Reports from the Government, a University, or a Private Organization

Author(s)²⁹ Year, *Report Title*, Type of Report plus number, Publisher, Place of Publication

Broadhurst, R. G. & Maller, R. A. 1991, *Sex Offending and Recidivism*, Tech. Rep. No. 3, University of Western Australia, Crime Research Centre, Nedlands, Western Australia.

Employee Benefit Research Institute 1992, *Sources of Health Insurance and Characteristics of the Uninsured*, Issue Brief No. 123, EBRI, Washington, DC.

Mazzeo, J., Druesne, B., Raffeld, P. C., Checketts, K. T. & Muhlstein, A. 1991, *Comparability of Computer and Paper-and-Pencil Scores for Two CLEP General Examinations*, College Board Rep. No. 91-5, Educational Testing Service, Princeton.

²⁷ Day or day range month (abbreviated).

²⁸ See note 1.

²⁹ See note 1.

National Institute of Mental Health 1990, *Clinical Training in Serious Mental Illness*, DHHS

Publication No. ADM 90-1679, U.S. Government Printing Office, Washington, DC.

U.S. Department of Health and Human Services 1992, *Pressure Ulcers in Adults: Prediction and*

Prevention, AHCPR Publication No. 92-0047, DHHS, Rockville, MD.

Harvard: Online Sources

Non-Periodical Web Document³⁰

Author(s)³¹ Year, *Document title*, Sponsor's Name, Sponsor's Location, viewed day Month³²
Year, <URL>.

Barclay, L. 2002, *The paradox of "justice" formalization: When procedures erode perceptions of fairness*, University of British Columbia, Vancouver, BC, viewed 9 Dec. 2005,

<http://frontiers.sauder.ubc.ca/Laurie_2002.pdf>.

Journal Article (not found in a database)

Author(s)³³ Year, 'Article title', *Journal Title*, vol. #, no. #, viewed day Month³⁴ Year, <URL>.

Raine, A., Lencz, T., Bihrlé, S., LaCasse, L. & Colletti, P. 2000, 'Reduced prefrontal gray matter volume and reduced autonomic activity in antisocial personality disorder', *Archives of*

General Psychiatry, vol. 57, no. 2, pp. 119-127, viewed 16 Feb. 2009,

<<http://archpsyc.ama-assn.org/cgi/content/full/57/2/119>>.

Journal Article (found in a database)

³⁰ If there is no author, begin with the title, and if there is no date, use "n.d."

³¹ See note 1.

³² Abbreviated and followed by a period.

³³ See note 1.

³⁴ Abbreviated and followed by a period.

Author(s)³⁵ Year, 'Article title', *Journal Title*, vol. #, no. #, pp. page range (if given), viewed day Month³⁶ Year, Name of database service (if applicable), Name of database, item number (if given).

Hubbell, A. P. & Chory-Assad, R. M. 2005, 'Motivating factors: Perceptions of justice and their relationship with managerial and organizational trust', *Communication Studies*, vol. 56, no. 1, pp. 47-70, viewed 16 Feb. 2009, BNET.

Newspaper Article³⁷

Author(s)³⁸ Year, 'Article title', *Newspaper Title*, day **or** day range Month³⁹, page number (if given), viewed day Month⁴⁰ Year, <URL>.

Levy, C. J. 2009, 'Tariff protests in Eastern port rattle Kremlin', *New York Times*, 16 Feb., p. A6, viewed 16 Feb. 2009, <<http://www.nytimes.com/2009/02/16/world/europe/16russia.html>>.

Web Site

Author(s)⁴¹ (the person or organization responsible for the site) Year (that the site was created or last revised), name of the site's sponsor, place (sponsor), viewed day Month⁴² Year, <URL>.

Starbucks Corporation 2009, Starbucks Corporation, Seattle, viewed 16. Feb. 2009,

³⁵ See note 1.

³⁶ Abbreviated and followed by a period.

³⁷ If there is no obvious author, begin with the *Newspaper Name*.

³⁸ See note 1.

³⁹ Abbreviated and followed by a period.

⁴⁰ Abbreviated and followed by a period.

⁴¹ See note 1.

⁴² Abbreviated and followed by a period.

<<http://www.starbucks.com>>.

Online Book

Author(s)⁴³ Year (of original publication or creation), *Book Name*, Publisher, Place, viewed day
Month⁴⁴ Year, <URL>.

Fitzgerald, F. S. 1920, *This Side of Paradise*, Scribner, New York, viewed 16 Feb. 2005,
<<http://www.bartleby.com/115/>>.

Online Book (author plus editor(s), translator(s), reviser(s), and/or compiler(s))

Author(s)⁴⁵ Year (of original publication or creation), *Book Name*, ed./eds⁴⁶ Editor(s)⁴⁷,
Publisher, Place of Publication, viewed day Month⁴⁸ Year, <URL>.

Pierpont, J. 1900, *An American Anthology, 1787-1900*, ed. E. C. Stedman, Houghton Mifflin,
Boston, viewed 29 Mar. 2008, <<http://bartleby.com/248/61.html>>.

Part of an Online Book

Author(s)⁴⁹ Year (of original publication or creation), 'Part name', in *Book Name*, ed./eds⁵⁰
Editor(s)⁵¹ Publisher, Place, viewed day Month⁵² Year, <URL>.

⁴³ See note 1.

⁴⁴ Abbreviated and followed by a period.

⁴⁵ See note 1.

⁴⁶ See note 8.

⁴⁷ See note 7.

⁴⁸ Abbreviated and followed by a period.

⁴⁹ See note 1.

⁵⁰ See note 8.

⁵¹ See note 7.

⁵² Abbreviated and followed by a period.

Pierpont, J. 1900, 'My child', in *An American Anthology, 1787-1900*, ed. E. C. Stedman,

Houghton Mifflin, Boston, viewed 29 Mar. 2008, <<http://bartleby.com/248/61.html>>.