

# Harvard Manchester Referencing Style Guide

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## Glossary

- Citation: the author+date item that appears in your text.
- References: the full details of all items you have cited in your text.
- Bibliography: other items you have used/read but not cited.

## General Example

... .. Hartman (2008), in her seminal study on urban regeneration, found no evidence to support the role of charitable donations. However, Okuda (1998:224) concludes that "donations can have some positive impact if the donors are involved throughout the project's history". The present fieldwork indicated support for the latter viewpoint from the Bamako project (Toure 2012). ... ..

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## Reference List

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Hartman, P.V. (2008) 'Urban regeneration in the Third World', *Regeneration Today*, vol. 13, no. 4, pp. 23-45.

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Okuda, Z. (1998) *Charities, Donors and Projects*, Penguin, London.

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Toure, S. (2012) Personal interview with author, Ministry of Irrigation, Bamako, Mali, 14 Nov.

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## Citations in Your Text

- Author: ...Jameson (2012) first explained that...
- Two/three authors: ...Rasmussen and Phillips (2013) make the point also noted by Versing, Tatler and Mardy (2008) that...
- More than three authors – use *et al*: ...it was found by Rasmussen *et al.* (1998) that...

- More than one item by same author in same year – use lettering: ... (*Jameson 2004a*). ... (*Jameson 2004b*)
- Quote – use page number wherever possible: ... "making information systems harder to develop" (*Heeks 2011: 45*).
- Multiple citations in a list – using date order: ... (*Zifcak 2009; Aucoin 2011; Boston et al. 2013*).
- Organisational authorship: ...for the revised policy document (*Dept. of Internal Affairs 2011*).
- Web site – cite as for author/organisation rules; do not put just the Web address.
- Secondary references: ...*Jones (2005 cited in Tomas & Rayus 2009) states...*: note include both items in the reference list.
- No author – for newspaper or magazine – use name of newspaper/magazine: ... (*The Economist 2010*).
- No author – use the title of the work ... *budgetary mechanisms have failed (Beating the budget blues 1999)*.

Other notes:

- Citations at end of sentences should appear inside the full stop.

## Reference List

Arrange in alphabetical order of author surname.

### **Book:**

Author/Editor surname, initials. (Year) *Book Title*, Publisher, Place of publication.

- Hogan, J.F. (2013) *Urban Profiling in Developing Countries*, Harper, New York.

### **Two authors (note edition):**

First author surname, initials. & Second author surname, initials. Rest as per normal.

- Link, C.J. & MacLean, P. (2008) *Rapid Rural Appraisal*, 3<sup>rd</sup> edn, Polity Press, London.

### **Many authors:**

Don't use *et al* in reference list.

- Sheridan, M.C., Jacobs, C., Thomas, A. & Raward, S. (2012) *The Government Management Primer*, Oxford University Press, Oxford.

### **Edited book:**

Put (ed) or (eds) after name:

- Heeks, R.B. & Jones, G. (eds) (2009) *ICTs in High Mountain Regions*, Routledge, London.

### **Chapter in book/proceedings:**

Author name(s). (Year) 'Chapter title', in *Book Title*, eds Editors names, Publisher, Place of publication, Page numbers.

- Walsham, G. (2002) 'Centralisation of data processing', in *Social Implications of IT*, S. Bhatnagar & M. Odedra (eds), McGraw-Hill, New Delhi, pp. 134-51.

**Journal article:**

Author surname, initials. (Year) 'Title of article', *Title of Journal*, Vol. no.(Part/issue no.): Page numbers.

- Wittmer, P. (2007) 'Project control under the microscope', *Journal of International Development*, (23)5: 124-32.

**Newspaper article:**

Author surname, initials. (Year) 'Title of article', *Title of Newspaper [place]*, Date, Page number(s).

- Kennedy, C. (1999) 'China feels the heat of Clinton campaign', *The Guardian [London]*, 13 Dec., p. 12.

**Item with no author:**

Item title. (Year) then book publisher/journal location details as per normal.

- Beating the budget blues. (2006) *People Management*, 21(14): 6.

**Organisational document:**

Organisation name. (Year) *Title of Document*, Organisation name again, place of publication.

- UKCVO (2011) *Best Practice for NGOs*, UK Council for Voluntary Organisations, London.

**Government document:**

Name of government department. (Year) *Title of Document*. Government printer/publisher (or originating department), Place of publication.

- Ministry of Rural Development. (2007) *Rural Infrastructure Projects*, Indian Government Stationery Office, New Delhi, India.
- CIA (2012) *Update Assessment on Iraq*, Central Intelligence Agency, Washington, DC.

**Conference paper:**

Author details. (Year) 'Title of paper', paper presented at Title of conference, Place and date of conference.

- Nichols, J.R. (2011) 'Patterns of NGO development', paper presented at the Development Studies Association annual conference, University of York, UK, 19-22 September.

**Handouts:**

Lecturer's name. (Year) *Title of Handout*, Course unit title handout, Department, University, Place, Date of issue.

- Heeks, R.B. (2012) *Information in Organisations*. Fundamentals of Information and Information Systems course unit handout, GDI, University of Manchester, Manchester, 8 Oct.

**Interview:**

Interviewee's name. (Year) Personal interview, Place and date of interview.

- Teller, J. (2006) Personal interview, Ibadan, Nigeria, 12 July.

**Email message:**

Author details. (Year) *Message title*, Email to whom [Online], Date sent, Available: Email: email address of recipient [date accessed]

- Nicholson, B. (2012) *Re: Indian software industry*, Email to R. Heeks [Online], 13 Oct., Available: Email: richard.heeks@manchester.ac.uk [Accessed: 14 October 2012]

**Web page/document:**

Author details. (Year) *Page title/heading*, Publisher/organisation [Online], Available: URL [date accessed]

- Bradstock, T. (2006) *Egypt Online Network*, Manchester College of Technology [Online], Available: <http://www.mct.ac.uk/cfs/egypt.html> [Accessed: 14 September 2014]

Notes: if no author is apparent, use organisation name or page title; if publication date is not clear put (n.d.)

**Foreign language document:**

Use relevant reference format given above, all translated into English, then give the original language title in brackets after the translated title. E.g.

- Ministry of Foreign Affairs (2013) *Software Production and Trade in Latin America* [Producción y Comercio de Software en América Latina], Ministry of Foreign Affairs, Buenos Aires, Argentina

Notes:

- What matters most is a) that the reader could locate any item in your reference list; b) that you are consistent: i.e. that you do all similar items the same way.
- Acceptable variations include: a) putting place of publication before publisher for books (e.g. ... Chichester, UK: John Wiley); b) not putting year in brackets; c) doing journal article details like this: ...vol. 23, no. 5, pp. 124-32.
- The University provides a more-detailed Harvard style guide, which uses slightly different variations on the above - <http://subjects.library.manchester.ac.uk/referencing-harvard> - either be consistent with the guide above or be consistent with the University guide; both are fine but don't "mix and match".

## **Appendix 4 – SEED Word Count Policy**

For every piece of work which you are required to submit for assessment, the Course Convenor will indicate the word limit. This is a **maximum** word count and should not be exceeded. Markers can take into account minor transgressions of up to 10% within the existing marking criteria which means that you can lose marks for not being concise.

### **The word count includes:**

- chapter footnotes and endnotes
- quotations
- tables, etc.

### **It does not include:**

- bibliography
- appendices (which should be for supporting, illustrative material only and may not be used to elaborate or extend the argument)

You **must** include a word count on the front page of every piece of work. Failure to indicate the word count, or the provision of a false word count, may lead to disciplinary action.

### **What are the penalties for exceeding the word count?**

- If you exceed the word count by between 10-50%, your final assignment mark will be capped at 50% (PGT) or 40% (UG).
- Work exceeding the word count by more than 50% will be viewed as not having met the requirements of the assessment. The work will not be marked and a mark of zero will be recorded.

Please note also that you **must** retain an electronic copy of each piece of work which you submit for assessment.