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LUSEM’s Harvard Referencing Style

Lund University School of Economics and Management (LUSEM) recommends the Harvard Style (also known as author-date) as the standard. This style is very similar to the APA system, with the main difference being that Harvard does not have a manual and as a result, there are uncountable variations of the style. To ensure that there are no misunderstandings and to maintain consistency in the referencing style, LUSEM recommends that you adhere strictly to the following guidelines.

LUSEM’s Harvard Referencing Style consists of two (2) parts:

Part 1:
An in-text citation (also referred to as a reference or source) is provided by giving the author, publication date and in the case of quotes, a page number of your source of information. This is enclosed in brackets and placed within a sentence. For example:

Various questions have been raised about the issues concerning “skills and skill development” (Fenwick & Hall, 2006, p.575).

Fenwick and Hall (2006) question staff competencies and other issues related to personal development.

Note: a citation is always included in a sentence with the full stop (.) coming after the end of the bracket and an ampersand (&) separating the authors' surnames.

Part 2:
A reference list is provided on a separate page at the end of your text, sorted in alphabetical order and containing a complete and accurate description of the sources used in your in-text citations. This allows the reader to accurately and quickly locate your sources. For example:


The reference list page should be titled ‘References’.
HOW TO REFERENCE
Integrating information, knowledge and ideas from other sources into your writing is a complex task involving several skills: quoting, paraphrasing and summarising. There are similarities and differences when using these tools and it is vital to your academic skills that you know these well. Quoting, paraphrasing and summarising all require a citation; however, there are differences when presenting these sources (see Table 1).

Table 1. Differences in Quoting, Paraphrasing and Summarising

<table>
<thead>
<tr>
<th>Quotation</th>
<th>Paraphrase</th>
<th>Summarise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matches the source word for word</td>
<td>Does not match the source word for word</td>
<td>Does not match the source word for word</td>
</tr>
<tr>
<td>Usually a short segment of the text</td>
<td>Putting a segment of the text into your own words</td>
<td>Putting the main ideas into your own words</td>
</tr>
<tr>
<td>Use double “quotation marks”, integrating the author, date and page number</td>
<td>Communicates the original meaning in your own words, integrating the author and date</td>
<td>Presents a broad overview in your own words, integrating the author and date</td>
</tr>
<tr>
<td>Exact length of the original text</td>
<td>Close to the same length as the original text</td>
<td>Much shorter than the original text</td>
</tr>
</tbody>
</table>

PLAGIARISM
Whenever drawing on ideas, knowledge or information that is not your own, you must acknowledge the source by providing a citation in the text and in the reference list.

SELF PLAGIARISM
This can occur if you use your old assignments when writing a new one and neglect to reference yourself. You must reference yourself with the same level of care as you would do for others.

Failure to document fully and adequately is to ignore scholarly rules, which in turn will risk plagiarism. More on plagiarism and reference management can be found at awelu.srv.lu.se.

Remember: Every sentence that is not your own must have a citation.

PLACEMENT OF IN-TEXT REFERENCES
In-text references are often called citations. They must always be placed within a sentence; that is, they must be placed before the full stop. Placing a citation at the beginning of a sentence emphasises the author, and it is usually used to compare studies. For example:

According to Jones (2007) ... However, a more recent study by Henderson (2011) showed...

When two (or more) ideas from different authors are used, the citation should be placed immediately after the ideas or information that you have used. For example:

Mergers and acquisitions often fail to achieve expected synergies (Crannock, 2008), but when their goals, and the strategies to achieve them, are objectively assessed, they are much more likely to lead to growth and increased shareholder value (Benson & Hodge, 2010).
SUMMARISING
When summarising a source, the in-text citation is placed near the beginning of the very first sentence of the paragraph. The sentences that follow should clearly indicate that you are writing about the source, such as those in bold print in the following example:

Jones (2008) disagrees with the critics of the state-led capitalism in Russia. Instead he thinks that the Putin model, while not perfect, is a realistic way to develop Russia’s resources for the following three reasons. First, it is based on the strong and accepted influence of the state in the private sector. Second, he believes that this form of state-led capitalism is a great improvement on the chaotic capitalism that characterised the early period of transition. Finally, he concludes that there will not be any great renationalization of industry.

PARAPHRASING
When paraphrasing a source, the in-text citation does not include a page number. For example:

Hall and Liebman (1998) found that the U.S. pay-performance sensitivities had more than doubled between 1980 and 1998.

When you summarise or paraphrase someone else's knowledge/ideas in several sentences or more, it is important to include a citation for each sentence. However, it feels awkward to put in a citation at the end of each sentence. Nevertheless, LUSEM’s Harvard Style requires that your reader knows exactly what information you obtained from someone else and when you started using it. Thus, an end-of-paragraph citation does not meet that requirement. To overcome this conundrum, the use of contextual cues and reminder phrases like ‘the author’ and ‘they show’ can be used to keep citations to a minimum, increasing the flow from idea to idea.

For more information and examples, check the Teaching and Learning platform under: Summarising via lusem.lu.se/asks

QUOTING
A quotation is an exact reproduction of the original spoken or written words. Quotes can vary in length, depending on their purpose in your text and used sparingly.

Quotations of less than 30 words or 3 lines are always integrated within the sentence. Whenever quoting, you must use your source’s exact words, enclose the exact words with double quotation marks and include the page number where the quoted words were found. For example:

Corporate Culture has been defined as “collectively shared norms, values and beliefs” (Alvesson, 2007, p.3).

Long quote
Long quotations are typically longer than 30 words or 3 lines. They are separated from the rest of the text by an extra line space and the left side of the margin is indented. Quotation marks are not required because the spacing indicates that it is a quote. For example:

There are various definitions of an engineer, with each definition suiting its own purpose. This research sees an engineer as a unique body of knowledge to provide a particular range of services relating to the design and construction of projects; thus, the competitiveness of an engineering consultancy firm is firmly based on its knowledge resources (Baark, 2001, p.4).

This definition indicates that a company's primary resource is possibly its knowledge.

Words omitted from quotations
It is possible to omit words from quotations as long as the meaning is the same. The omitted words are to be replaced with ... (three dots). For example:

Jones (2012, p.7) describes branding as “[t]he process involved in creating a unique name and image for a product ... aiming to establish a significant and differentiated presence in the market”.
The square brackets in quotations  
Sometimes it is necessary to insert a word that explains the meaning of another word or change the punctuation in a quotation. Place the explanation and/or change in square brackets [ ]. For example:

... that “[t]he curriculum of the national schools in the 1870s included reading, writing, arithmetic, drill [physical exercises] and music” (James et al. 2000, p.21).

Making changes to quotes  
The Latin abbreviation [sic] means thus or such, meaning intentionally so written. This term is used when the original quote has:

- a spelling or grammatical error
- language that is sexist (gender specific)

The term [sic] appears immediately after the original error to show that the error is in the original. For example:

Jones (2010) claims that a successful manager “establishes links throughout [sic] an organisation” (p.6).

Jones (2010) argues that “salesmen [sic] often establish links through social media” (p.6).

SYNTHESISING  
Using more than one source within the same citation is called synthesising. Unlike summarising and paraphrasing, which use the ideas of one author at a time, synthesising combines the ideas from more than one source and integrates them into your argument. The authors must be listed alphabetically within the in-text citation and listed separately in the reference list.

Synthesising allows you to:

- focus on the issues and ideas rather than the authors,
- combine information from multiple sources. This helps develop and strengthen your argument/s.

It shows that:

- you have read all the literature, and
- all the authors belong to a category and that they are all concerned with the same issue/s or idea/s.

For example:

It is difficult to make general conclusions on cross-border M&A deals, as there seems to be two opposing groups. First, those who argue in favour of value creation through these transactions (Boateng, 2007; Bhagat, Malhotra & Zhu, 2011; Chakrabarti et al. 2009; Gubbi et al. 2010; Kang, 1993; Kohli & Mann, 2011; Markides & Ittner, 1994; Morck & Yeungm, 1992; Soongswang, 2010) and second, those who argue against it (Aybar & Ficici, 2009; Danbolt, 1995; Datta & Puia, 1995; Eun et al. 1996; Malhotra, Sivakumar & Zhu, 2011; Marthur et al. 1994).

USING THE SAME SOURCE MORE THAN ONCE  
Each time you use a source, even if it is the same author, you must provide an in-text citation. When using the same source more than once, only list the source once in the reference list. LUSEM’s Harvard referencing style does not use the abbreviation ibid.

USING SECONDARY SOURCES  
Secondary sources (a source referenced within another source) are acceptable within academic writing; however, where possible, avoid using them. Only use secondary sources if you are unable to find or retrieve the original (primary) source of information. If the primary source is unavailable, you must refer to both the primary and secondary source for the in-text citation. For example:

However, Main (1955 cited in Kay, 2004) has supported the view that black market economies are not culture dependent.

In the reference list, only cite the source you have read yourself. For example:


Note: LUSEM’s Harvard referencing style does not use footnotes.
### USING SOURCES WITH MORE THAN ONE AUTHOR
In-text citations and the reference list must show the authors in the exact order as shown on the title page of the source. For example:

<table>
<thead>
<tr>
<th>No. of Authors</th>
<th>In-text citation</th>
<th>Reference List</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>… (Nelson, 2012).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>According to Jones and Thomas (2009)…</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smith, James and Shields (2012) claim that …</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Johnsson et al. (2010) claim that …</td>
<td></td>
</tr>
</tbody>
</table>

Note: 4 or more authors - use all the authors’ names for the first citation, thereafter, use et al.

### USING PAGE NUMBERS
All quotes must include the page number only in the in-text citation. For example:

- If the quote was found on page 25:
  - James states that, “brands are … ” (2011, p.25)
  - Some claim that “brands are … ” (James, 2011, p.25)
- If the quotation runs over the page break:
  - James states that, “brands are … ” (2011, pp.25-26)
- If the quotation is not from sequential pages:
  - Some claim that “brands are … ” (James, 2011, pp.25-29)
  - James states that, “brands are … ” (2011, pp.25, 52-57)
- If the quote is from a webpage:
  - Some claim that “brands are … ” (James, 2011, pp.25, 52-57)
  - James states that, “brands are … ” (2011, n.p.)

More often than not, webpages do not supply page numbers. If this is the case, use n.p. (no page). For example: (Volvo, 2013, n.p.). If there is no date, use the copyright date, which is usually recent, or ‘online’. For example: (Volvo, online, n.p.).

Note: the ampersand “&” is used for all bracketed in-text citations and the reference list, whereas “and” is used for unbracketed in-text citations.

### USING DIFFERENT SOURCES WITH THE SAME AUTHOR(S) AND YEAR
To distinguish between each source, add a suffix to the dates (e.g. 2010a, 2010b) for the in-text citation and the corresponding reference list entry. Reference list items should be ordered alphabetically. The letters follow the same order as the entries appear in the reference list. For example:

<table>
<thead>
<tr>
<th>In-text citation</th>
<th>Reference List</th>
</tr>
</thead>
</table>
Format a Reference List

The reference list is found at the end of a document and consists of all the in-text citations found in the text. It must be in alphabetical order according to the first author listed. For ease of readability, it is recommended that you use paragraph spacing so that there is a gap between each reference entry.

A major purpose of the reference list is so other readers are able to retrieve and use the source; therefore, reference data must be accurate and complete. Each entry usually contains the following elements: Author/Date/Title/Publication

- All major words in titles are capitalised with only the first word of a subtitle being capitalised.
- Journal names are in italics
- Edited book titles are in italics
- All online references require a date of access – state when you actually viewed the online site
- Be consistent with how you present all your entries
- All citations within the text must also be entered in full, in the reference list. This is also applicable for the reference list – all entries in the reference list must also be found in citations within the text
- Do not separate book, journal articles, online sources etc.

ABBREVIATIONS

The following are the acceptable abbreviations used in the reference list for parts of books and other publications:

- chapter chap.
- edition edn
- revised edition rev. edn
- second edition 2nd edn
- editor (editors) ed. (eds)
- page (pages) p. (pp.)
- volume (volumes) vol. (vols)
- number no.
- no date n.d.

Example of reference list


Reference Management Tools

**ENDNOTE**
LUSEM has their HARVARD referencing guidelines available in EndNote. EndNote is a software tool for reference management from Thomson Reuters. The Lund University Libraries Head office and LDC have a site licence agreement which makes EndNote available to students and faculty at Lund University. The licence is financed by the Lund University Libraries Head office and distributed by LDC.

You can download EndNote via the Student Portal: [student.lu.se](http://student.lu.se)

You can find the EndNote style for LUSEM at the Teaching and Learning platform: [lusem.lu.se/asks](http://lusem.lu.se/asks)

**ZOTERO AND MENDELEY**
LUSEM has its HARVARD referencing guidelines available in two free referencing management systems: Zotero and Mendeley.

**Zotero** is a Web-based Firefox extension. It is an easy-to-use tool to help you collect, organise, cite, and share your research sources. Search for “Lund University School of Economics and Management”.

**Mendeley** is a reference manager and academic social network. Make your own fully-searchable library in seconds, cite as you write, and read and annotate your PDFs on any device. Showcase your work on your profile and assess the impact of your research. Search for “Lund University School of Economics and Management”.

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**Resources used when writing this guide**


Dr. Julienne Stewart-Sandgren
Director of Learning and Teaching
Academic Skills Services (ASKS)
[lusem.lu.se/asks](http://lusem.lu.se/asks)

If you require assistance, contact ASKS through: [lusem.lu.se/asks](http://lusem.lu.se/asks) and make a booking.
### Journal Articles

<table>
<thead>
<tr>
<th>Source</th>
<th>In-Text Citation</th>
<th>Reference List Entry</th>
</tr>
</thead>
</table>

Note: The journal name in italics and supply the page numbers of the article.
# BOOKS, E-BOOKS AND PDF REPORTS

<table>
<thead>
<tr>
<th>Source</th>
<th>In-Text Citation</th>
<th>Reference List Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>According to Balchin (1996)...</td>
<td></td>
</tr>
<tr>
<td></td>
<td>According to Ball, Harloe and Martens (1988) ...</td>
<td></td>
</tr>
<tr>
<td></td>
<td>According to Bond et al. (1996) ...</td>
<td></td>
</tr>
<tr>
<td>Note: use all the authors’ names for the first in-text citation and then use et al. thereafter.</td>
<td>Note: et al. is never used in the reference list. All authors must be listed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>As stated in A History of Sweden (2011) ...</td>
<td></td>
</tr>
<tr>
<td></td>
<td>... (ed. Carlson, 2008).</td>
<td></td>
</tr>
</tbody>
</table>

**Source**

<table>
<thead>
<tr>
<th>Source</th>
<th>In-Text Citation</th>
<th>Reference List Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translator &amp; Author</td>
<td>In his view, Kant (1785) sees ...</td>
<td>Kant, I. (1785). Fundamental Principles of the Metaphysic of Morals, Translated by T.K. Abbott, 1988, New York: Prometheus Books</td>
</tr>
<tr>
<td></td>
<td>... (Kant, 1785).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In his view, Andersson (2009) ...</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Initially, Carlson and Charters (2007) argue that ...</td>
<td></td>
</tr>
<tr>
<td></td>
<td>claim that ...</td>
<td></td>
</tr>
</tbody>
</table>

Note: Supply the URL and the date of access

Note: The book title is in italics and the page numbers of the chapter are included.
INTERNET, WEBSITES

Source  | In-Text Citation | Reference List Entry
--- | --- | ---
Website | IKEA (2019) present several alternatives to ... | IKEA. (2019). IKEA Family, Available online: https://m2.ikea.com/se/se/iwiea-family/ [Accessed 22 March 2019]
Video online | David Lawee (2014) currently has ... | Lawee, D. (2014). DEMO One-on-One Interview with David Lawee, Google, [video online], Available at: http://www.seb.se [Accessed 9 May 2014]
Web Based | Table/Figure 3 (adapted from Australian Bureau of Statistics 2011) shows a sustained downward trend in private sector house approvals ... | Australian Bureau of Statistics. (2010). Building Approvals, Australia, November 2011, Available online: http://www.abs.gov.au/ausstats/abs@.nsf/mf/8731.0 [Accessed 30 January 2013]

Note: If making any changes to the date, “adapted from” must be added to the citation.

 | ... | Federer, R. (2013c). Roger Federer Tennis Channel, [video online], Available at: http://www.youtube.com/user/tennischannel [Accessed 2 February 2013]

Title of Video. (date uploaded). YouTube video, added by Username of uploader [Online], Available at: URL [Accessed date]


# Legal Cases, Government Reports, Company Reports and Standards

Legal Cases are not part of the Harvard System; therefore, it is recommended that accepted legal citation be used – check with your department for guidelines.

<table>
<thead>
<tr>
<th>Source</th>
<th>In-Text Citation</th>
<th>Reference List Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>the defence noted ...</td>
<td>Note: only quote law reports if you have used them.</td>
</tr>
</tbody>
</table>

# Course Cases

Course cases are referenced differently from legal cases. It is not uncommon for course cases to lack referencing information, such as dates or the original source.

<table>
<thead>
<tr>
<th>Source</th>
<th>In-Text Citation</th>
<th>Reference List Entry</th>
</tr>
</thead>
</table>
## LECTURES, PRESENTATIONS, SEMINARS, CONFERENCE PAPERS, WORKING PAPERS, DISCUSSION PAPERS AND THESSES

<table>
<thead>
<tr>
<th>Source</th>
<th>In-Text Citation</th>
<th>Reference List Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentations</td>
<td>A recent guest lecturer from ... pointed out the importance of employee mobility in firms (Pontén, 2014).</td>
<td>For other services, contact ASKS for advice.</td>
</tr>
<tr>
<td>Discussion Papers</td>
<td></td>
<td>If the presentation has been loaded up on your course pages, then this information needs to be added:</td>
</tr>
</tbody>
</table>

### Published Conference Papers

- According to Lee et al. (2012) information sharing ...


### Working Papers

- Corporate social responsibility is ... (Tomas, 2003).

  - Tomas, N. C. (2003). Corporate Social Responsibility: A case study, Department of Business Administration, working paper, no.03-701, Lund University School of Economics and Management

### Theses

- In Andersson's work, he revealed that ... (2003).


### Unpublished Theses

- Implementing Strategic Change in the Recruitment Advertising, unpublished, Business Management Project, Lund University, School of Economics and Management's Library

### NEWSPAPERS AND MAGAZINES

<table>
<thead>
<tr>
<th>Source</th>
<th>In-Text Citation</th>
<th>Reference List Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed</td>
<td>(Andersson, 2013)</td>
<td>Andersson, A. (2013). Sweden’s Future, Aftonbladet, 1 April, p.31</td>
</tr>
<tr>
<td>No author</td>
<td>(Tidningen Metro, 7 May 2012, p.15)</td>
<td>Not required</td>
</tr>
</tbody>
</table>

### PERSONAL COMMUNICATION

<table>
<thead>
<tr>
<th>Source</th>
<th>In-Text Citation</th>
<th>Reference List Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private letters</td>
<td>J. Francis (personal communication, 6 August 2011)</td>
<td>The source is cited in the in-text only. It is not included in the Reference list entries because the work has not been published.</td>
</tr>
<tr>
<td>Memos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone conversations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal interviews</td>
<td>Pelle Andersson (interview, 29 September 2013) had specific suggestions regarding the market in Sweden.</td>
<td></td>
</tr>
</tbody>
</table>

### SELF-TRANSLATED WORKS

If you speak different languages and have referenced non-English language words that you have translated yourself, you state your name in the reference list entry.

<table>
<thead>
<tr>
<th>Source</th>
<th>In-Text Citation</th>
<th>Reference List Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translated Works</td>
<td>As stated in Marquez (1998) ...</td>
<td>Marquez, G.G. (1998). One Hundred Years of Solitude, trans. First initial and surname, New York: Perennial Classics</td>
</tr>
<tr>
<td></td>
<td>Marquez claimed that “...”</td>
<td>Marquez, G.G. (1998). One Hundred Years of Solitude, trans. First initial and surname, New York: Perennial Classics</td>
</tr>
</tbody>
</table>

### SECONDARY SOURCES

Secondary sources are acceptable within academic writing; however, where possible, avoid using them. Only use secondary sources if you are unable to find or retrieve the original (primary) source of information. If the primary source is unavailable, you must refer to both the primary and secondary source for the in-text citation.

In the reference list, only cite the source you have read yourself.

<table>
<thead>
<tr>
<th>Source</th>
<th>In-Text Citation</th>
<th>Reference List Entry</th>
</tr>
</thead>
</table>

...
Academic Skills Services

TEACHING AND LEARNING SUPPORT AT LUSEM
Academic Skills Services (ASKS) provides free and confidential learning support, in English, for all students at LUSEM.

This support includes:
- Consultations for individuals or small-groups
- Drop-in opportunities
- Workshop series
- Comprehensive online resources for academic writing, referencing, study skills, reading and critical thinking etc.
- Lectures on academic skills, writing and referencing
- Writing clinics for thesis writing

BOOK A CONSULTATION
Academic Skills Services (ASKS) offers individual and small-group consultations. All consultations are made by appointment.

PREPARING FOR YOUR CONSULTATION
You need to bring:
- A copy of your work (at any stage of development)
- A copy of the assignment guidelines
- Your specific questions
- Any other material you consider relevant to the task

Please check the Teaching and Learning platform before making a booking as these resources may answer your questions: lusem.lu.se/asks

ASKS STAFF
Julienne Stewart-Sandgren
Director of Learning and Teaching
Room EC1: 316

Garo Harwood
Educational Developer
Room EC1: 317

Contact us at:
lusem.lu.se/asks