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**European Center
for Peace and Development**
**Centre Européen
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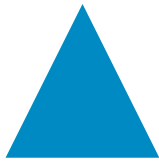
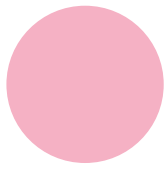


University for Peace est. by the United Nations

ANNEX

*Harvard System of Citing and
Referencing of the Literature*

January 2023



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GUIDELINES FOR WRITING A RESEARCH PAPER – A Reminder

Citing and Referencing

There are many ways of writing a list of references/bibliography, such as the Harvard style, Oxford style, MLA (Modern Language Association) style, AMA (American Medical Association) style, APA (American Psychological Association) style and the like. This section provides guidance for using the Harvard style of citing and referencing.*

A. Citing/Referencing a Text:

When citing/referencing a text, it is necessary to give short details about the author, time of publication and text page(s). At each point of the text which refers to a used text, the author's surname and year of publication must be written inside small brackets.

When the author, in his/her text, **refers to another text**, the surname of the author of the text he/she refers to and the year of publication should be written in small brackets (without punctuation between the surname and year of publication):

Example: The findings of many researches confirm that hypothesis (Brown 2004).

When the author, in his/her text, **cites** another text, he/she should write, in small brackets, the surname of the author of the text he/she refers to and the year of publication (without punctuation between the surname and year of publication) and the page number(s) of the cited text.

Example: "To be effective, an organization must also acquire and efficiently use its resources for achieving the operational aims." (Steers 1991, p. 302)

When the author, in his/her text, cites a text from more pages:

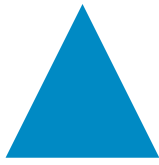
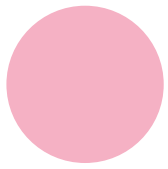
(Steers 1991, pp. 302-303)

When the author, in his/her text, cites the text by two or more authors:

Citing or referencing a text by two authors:

(Chang & Morgan 2000)

* The Harvard style, which is otherwise widely accepted, has been selected for explanation in this section, because the ECPD requires that the list of references/bibliography in the Application for the final thesis must be prepared in that style.



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Or:

Davenport & Prusak (1999) concluded that...

Citing or referencing a text by three authors:

(Inmon, Welch & Glassey 1997)

Or:

Fayyad, Piatetsky-Shapiro & Smith (1996) argue that...

Citing or referencing a text by more than three authors:

Heskett et al. (1994) advocated the view that...

Citing an Original Text According to Some Other Source

The text which the author did not read directly, but took it over from some other text, is cited by giving both the original and secondary sources:

Lingle & Schiemann (1996, cited according to Chang & Morgan 2000, p.xxi) compared the results of fifty eight companies...

When citing or referencing two or more works by the same author published in the same year, they must be designated with small Latin letters 'a' 'b' 'c', after the year of publication, thus distinguishing them from each other. Naturally, the relevant letter designation after the year of publication must also be included in the list of references.

(Henderson 1998a) or (Henderson 1998b)

When the author, in his/her text, cites (or refers to) the texts by two (or more) authors with the same surname, the initial letter of the author's name must be written next to the author's surname.

For example: (Beckman, T.J. 1999)

Citing or referencing a work with one editor, but with no author given: (ed. Langley 1998)
When the author in his/her text cites (or refers to) an anonymous or group work, or a work with no author given, he/she will write its title and year of publication within small brackets.

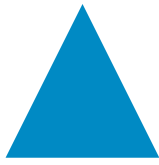
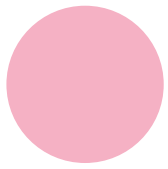
For example: (Encyclopedia of Philosophy 2003)

Citing from the Web Site

Web site with the author:

The author and year of publication are cited as usual:

Gourlay (2004) argues that tacit knowledge...



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Web site with no author given:

If no data about the author are given, the title of the text is cited.

Citing/referencing a text in an electronic journal:

The author and year of publication are cited in the same way as print sources.

B. Writing Bibliography

Each bibliographic unit the author refers to, or cites in his/her text must be included in bibliography. Bibliographic units must be listed alphabetically according to the surname of the (first) author, or the title if no author is given.

Books

The reference about a book in bibliography includes the following bibliographical data, given in the following order:

- (1) Author(s) – editor(s) or the organization responsible for writing the book
- (2) Year of publication – in small brackets
- (3) Title and subtitle (if any) – underlined, **bolded**, or *italicized* – followed by a period
- (4) Series and volume number (if any) – which is followed by a period
- (5) Edition, if other than first, e.g. Third Edition.
- (6) Place of publication, if known – followed by a comma
- (7) Publisher – followed by a period

The author's surname is written first, whereby it should be separated from the initial letter of the author's name by a comma.

When writing these data, it is necessary to be consistent!

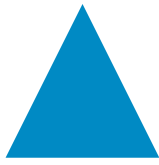
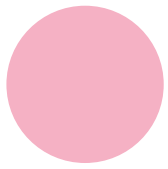
Form:

Author(s) (Year of publication) Title of the book. Place of publication, Publisher.

For example:

Davenport, T. & Prusak, L. (1998) *Working Knowledge*. Boston, Harvard Business School Press.

Pyle, D. (1999) *Data Preparation for Data Mining*. San Francisco, Morgan Kaufmann Publishers.



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Chapter or Article in an Edited Book

The reference to a chapter in a book includes the following bibliographical data, given in the following order:

- (1) Author(s) of chapter/section
- (2) Year of publication – in small brackets
- (3) Chapter/section title – followed by a period
- (4) (Word – pronoun) in:
- (5) Author/editor
- (6) Book title – underlined, **bolded**, or *italicized* – followed by a period
- (7) Place of publication, if known – followed by a comma
- (8) Publisher – followed by a comma
- (9) Page numbers of chapter/section – followed by a period

Form:

Author(s) of the chapter (Year of publication) Chapter title, in: ed(s) of the book, *Book title*.
Place of publication, Publisher, chapter pages.

For example:

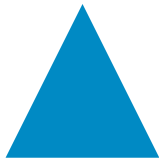
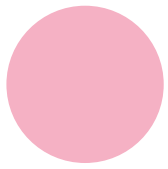
Malhotra, Y. (2000) From Information Management to Knowledge Management: Beyond the 'Hi-Tech Heidebound' Systems. In: K. Srikantiah & M.E.D. Koenig eds, *Knowledge Management for Information Professional*, Medford N.J., Information Today Inc., pp. 37-61.

Theses and Dissertations

When citing a thesis or dissertation, it is necessary to write the name of the institution in which it was defended.

For example:

Page, S. (1999) *Information technology impact: a survey of leading UK companies*. MPhil. thesis, Leeds Metropolitan University.



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Encyclopedias

The reference to an encyclopedia includes the following bibliographical data, given in the following order:

- (1) Author(s) or editor(s)
- (2) Year of publication – in small brackets
- (3) Title of section – followed by a comma
- (4) in:
- (5) Title of encyclopedia - underlined, **bolded**, or *italicized* – followed by a comma
- (6) Volume number (if applicable) – followed by a comma
- (7) Edition number – followed by a period
- (8) Place of publication – followed by a comma
- (9) Publisher – followed by a period

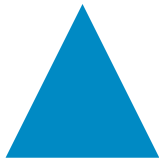
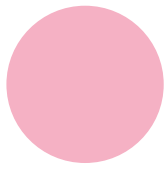
For example:

Hibbard, J.D., Kotler, P. & Hitchens, K.A. (1997) Marketing and Merchandising, in: *The New Encyclopaedia Britannica*, Vol. 23, 15th revised ed. London, Encyclopaedia Britannica.

Electronic Books

The reference to an electronic book includes the following bibliographical data, given in the following order:

- (1) Author(s) or editor(s)
- (2) Year of publication – in small brackets
- (3) Title of section – underlined, **bolded**, or *italicized*
- (4) [Internet]. – in medium brackets followed by a period
- (5) Place of publication for print version – followed by a comma
- (6) Publisher of print version – followed by a period
- (7) Available from: - followed by a colon
- (8) Internet site of electronic book (e.g. netLibrary)
- (9) <Internet address> – in angle brackets (< >)
- (10) [Accessed (date accessed)]. – in medium brackets followed by a period



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Form:

Author(s) (Year of publication) *Title* [Internet]. Place of publication, Publisher. Available from: Internet location of electronic book <URL> [Date accessed].

(It is necessary (where applicable), between angle brackets < >, to enter the address (<URL>) and date accessed to the text in middle brackets, i.e. [date accessed], since the text may have different versions due to permissible changes.)

For example:

Dronke, P. (1968) *Medieval Latin and the rise of European love-lyric* [Internet].
Oxford, Oxford University Press. Available from: netLibrary
<<http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=22981>>
[Accessed 6 March 2001].

Articles

Journal Articles

The reference to a journal article includes the following bibliographical data, given in the following order:

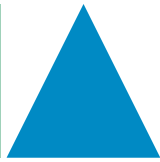
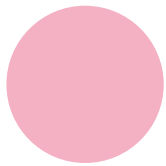
- (1) Author(s) of article
- (2) Year of publication – in small brackets
- (3) Title of article – followed by a period
- (4) Title of journal – underlined, **bolded**, or *italicized* – followed by a period
- (5) Volume and number of journal, month or season – followed by a comma
- (6) Page numbers of article – followed by a period

Form:

Author(s) (Year of publication) Title of article. *Title of journal*. Volume, Number, Article pages.

For example:

Malhotra, Y. (2005) Integrating Knowledge Management Technologies in Organizational Business Processes: Getting Real Time Enterprises To Deliver Real Business Performance. *Journal of Knowledge Management*. 9 (1), pp. 7-28.



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Articles in an Electronic Journal

The article in an electronic journal includes the following bibliographical data, given in the following order:

- (1) Author(s) or editor(s)
- (2) Year of publication – in small brackets
- (3) Title of article – followed by a period
- (4) Title of journal – underlined, **bolded**, or *italicized*
- (5) [Internet]. – in medium brackets followed by a comma
- (6) Date of publication – followed by a comma
- (7) Volume number
- (8) Journal number in small brackets – followed by a comma
- (9) Pagination, i.e. pages – followed by a period
- (10) Available from: – followed by a colon
- (11) <Internet address> – in angle brackets (< >)
- (12) [Accessed date accessed]. – in medium brackets followed by a period

Form:

Author(s) (Year of publication) Title of article. Title of journal [Internet], Date of publication, volume (number of journal), article pages. Available from: <Internet address> [Date accessed].

For example:

Johansen-Berg, H. & Lloyd, D.M. (2000) The physiology and psychology of selective attention to touch. *Frontiers in Bioscience* [Internet], November 1, (5), pp. 894-904. Available from: <<http://www.bioscience.org/2000/v5/d/berg/fulltext.htm>> [Accessed 26 November 2000].

Glasbergen, P. & Groenenberg, R. (2001) Environmental partnerships in sustainable energy. **European Environment** [Internet], January/February, 11 (1), pp. 1-13.

Available from: <<http://www3.interscience.wiley.com>> [Accessed 12 August 2001].