

SISFA Bibliography Guide

From “A Quick Guide To Harvard Referencing” published on 14 February 2020 by [Jack Caulfield](#), and revised on 5 May 2022: <https://www.scribbr.co.uk/referencing/harvard-style/>; with modifications and numerous additions by [Ivana Gambaro](#), [Mauro Gargano](#), [Valeria Zanini](#) on 4 October 2022.

Referencing is an important part of academic writing. It tells your readers what sources you have used and how to find them. Referencing is a two-part process:

1. Citing in the text
2. References at the end of the work

Harvard is the most common referencing style used in UK universities. In Harvard style, the author and year are cited in-text, and full details of the source are given in a reference list.

In Harvard style, the bibliography or reference list provides full references for the sources you used in your writing.

- A **reference list** consists of entries corresponding to your in-text citations.
- A **bibliography** sometimes also lists sources that you consulted for background research, but did not cite in your text.

In-text citation	Referencing is an essential academic skill (Pears & Shields 2019).
Reference list entry	Pears, R. & Shields, G. (2019). <i>Cite Them Right: The Essential Referencing Guide</i> . 11th ed. London: MacMillan.

This quick guide presents the most common rules for referencing in Harvard style with specific changes and rules defined for the publication of *SISFA Proceedings (Atti SISFA)*.

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Harvard in-text citation

a) How to make an in-text citation

a.1) Where an in-text citation appears

A Harvard in-text citation appears in brackets beside any quotation or paraphrase of a source. It gives the last name of the author(s) and the year of publication, as well as a page number or range locating the passage referenced, if applicable:

The novel begins with the grim image of the train passengers' faces, which are described as 'pale yellow, the colour of the fog' (Dostoevsky 2004, p. 5).

Note that 'p.' is used for a single page, 'pp.' for multiple pages (e.g. 'pp. 1-5').

An in-text citation usually appears immediately after the quotation or paraphrase in question. It may also appear at the end of the relevant sentence, as long as it's clear what it refers to.

a.2) When the author's name should not be repeated

When your sentence already mentions the author's name, it should not be repeated in the citation:

Woolf introduces the essay's topic as 'women and fiction' (2000, p. 5), going on to discuss the various connotations of the phrase.

a.3) How to insert nobility particles

How to insert the nobility particle before the author's surname:

Format	Author surname (nob. part.), initial. (Year).
Example	Zach (von), F.X. (1819). <i>Correspondance astronomique, géographique, hydrographique et statistique</i> , vol. 2. Gênes: A. Ponthenier.
Notes	Use the nobility particle according to the nationality of the author: von (German), de (French), etc ...

a.4) Where insert citations

Where to insert long or short citations within the text:

Format	a) In case of long citations (more than 3 lines): follow the indications of the Template. b) In the case of short citations (up to 3 lines): insert them inside the text, with quotation marks ("citation") In both cases if there is a quote within another: use single quotation marks: 'citation' and not the double ones.
Example	Less than 3 lines: "oltre alle lezioni di astronomia pratica nell'Osservatorio che egli [Piazzi] 'liberamente' teneva il mercoledì e il sabato" (Cancila 2006, p. 92)

b) Sources with multiple authors

When citing a source with up to three authors, cite all of the authors' names. For four or more authors, list only the first name, followed by 'et al.':

Number of authors	In-text citation example
1 author	(Davis 2019)
2 authors	(Davis & Barrett 2019)
3 authors	(Davis, Barrett & McLachlan 2019)
4+ authors	(Davis et al. 2019)

c) Sources with no page numbers

Some sources, such as websites, often don't have page numbers. If the source is a short text, you can simply leave out the page number. With longer sources, you can use an alternate locator such as a subheading or paragraph number if you need to specify where to find the quote:

(Stanford Encyclopedia of Philosophy, *Epistemology*, para. 2)

d) Multiple citations at the same point

When you need multiple citations to appear at the same point in your text – for example, when you refer to several sources with one phrase – you can present them in the same set of brackets, separated by semicolons. List them in order of publication date:

Several in-depth studies have investigated this phenomenon during the last decade (Singh 2011; Davidson 2015; Harding 2018).

e) Multiple sources with the same author and date

If you cite multiple sources by the same author that were published in the same year, it's important to distinguish between them in your citations. To do this, insert an 'a' after the year in the first one you are referring, a 'b' in the second, and so on (a, b, c, etc.):

The results of the first study (Woodhouse 2018a) were inconclusive, but a follow up study (Woodhouse 2018b) achieved a clearer outcome.

Finally, in your list of references e.g. 'Johnson (1994a)' would be listed before 'Johnson (1994b)'.

f) Citing sources with missing information or referencing sources with no author or date

Sometimes you won't have all the information you need for a reference. This section covers what to do if you're missing the publication date, author's name, or page numbers for a source.

f1) No publication date

When a source doesn't have a clear publication date – for example, a constantly updated reference source like Wikipedia or an obscure historical document that cannot be accurately dated – you can replace the date with the words '*sd*' which stands for *sine data*:

In-text citation	(LUISS Biblioteca, <i>sd</i>)
Reference list entry	LUISS Biblioteca (<i>sd</i>). <i>Come scrivere una tesi di laurea</i> . Available at: biblioteca.luiss.it/it/come-scrivere-una-tesi-di-laurea (Accessed: 4 October 2022).

Note that when you do this with an online source, you should still include an access date, as in the example.

f2) No author

When a source lacks a clearly identified author, you can just replace it with the title of the source in the reference list. In the in-text citation use only the first three words.

In-text citation	<i>(How to Structure 2019)</i>
Reference list entry	<i>How to Structure a Dissertation</i> (2019). Available at: www.scribbr.co.uk/category/thesis-dissertation/ (Accessed: 14 February 2020).

g) Person-to-person communications:

Based on – APA, 2009. Publication Manual of the American Psychological Association. 6th ed. Washington: APA.

If it is not possible to provide recoverable data, and so they are not included in the reference list, these personal communications, received by the author(s), have to be cited only in the text. Give the initials as well as the surname and status and/or occupation of the person. Provide as exact a date as possible. When citing research data you have collected, it is advisable to also include copies or summaries of source data in Appendices.

According to Professor J.O. Reiss, many designers do not understand the needs of disabled people (personal communication, 18 April 1997, see Appendix 1).

Creating a Harvard reference list

A bibliography or reference list appears at the end of your text. It lists all your sources in alphabetical order by the author's last name, giving complete information so that the reader can look them up if necessary.

In the Harvard System, all references are listed in alphabetical order by author name in a single list. The reference entry starts with the author's last name followed by initial(s).

If you have cited more than one item by a specific author they should be listed chronologically (earliest date first), and by letter (1993a, 1993b) if more than one item has been published in the same year. You will usually find bibliographical reference information on the title page of the publication.

For place of publication indicate the town or city. If more than one town/city is listed give the first one or the location of the publisher's head office. If the town/city is not well known, you may also add a county, region or state. Note that in the United States of America states are denoted by a two-letter code, for example Hillsdale, NJ.

For the publisher's name, omit superfluous terms such as Publishers, Co, or Inc. Always retain the words Books or Press. Where the publisher is a university and the place or location is included in the name of the university, the place of publication may not be included.

Where authorship is attributed to an organisation or corporation instead of an individual author, ascribe authorship to the organisation. In academic writing, names of organisations may be abbreviated once they have been given in full e.g. Office for National Statistics (ONS, 2013). You must always give the full version of organisational names in your list of references.

Harvard reference list example:

Reference list
Baldini, U. (1980). "L'attività scientifica nel primo Settecento", in Micheli, G. (ed.) <i>Storia d'Italia: Annali 3. Scienza e tecnica nella cultura e nella società dal Rinascimento a oggi</i> . Torino: Einaudi, pp. 467-545.
Bertoloni Meli, D. (1998). "From Borelli's 'Theoricae' to the 'Saggi' of the Cimento", <i>The British Journal for the History of Science</i> , 31(4), pp. 383-402.
Dinis, A. (2017). <i>A Jesuit Against Galileo? The Strange Case of Giovanni Battista Riccioli Cosmology</i> . Edited by Balsas, A. & Batista, R.B. Braga: Axioma Publicações da Faculdade de Filosofia, Universidade Católica Portuguesa.
Leibniz, G.W. (1896). <i>New essays concerning human understanding</i> . Translated from Latin, French and German by Langley, A.G. New York: The Macmillan Company.
Zach (von), F.X. (1819). <i>Correspondance astronomique, géographique, hydrographique et statistique</i> , vol. 2. Gênes: A. Ponthenier.

Harvard referencing examples

Reference list entries vary according to source type, since different information is relevant for different sources. Formats and examples for the most commonly used source types are given below.

Only for the English contributions: As for headline-style capitalization, authors must follow the instructions on p. 1161 of *The Chicago Manual of Style* 16th edition Spring 2010 (rules confirmed by *The Chicago Manual of Style* 17th edition 2017, pp. 526-527):

8.157 PRINCIPLES OF HEADLINE-STYLE CAPITALIZATION

1. Capitalize the first and last words in titles and subtitles (but see rule 7), and capitalize all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions--but see rule 4).
2. Lowercase the articles *the*, *a*, and *an*.
3. Lowercase prepositions, regardless of length, except when they are used adverbially or adjectivally (*up* in *Look Up*, *down* in *Turn Down*, *on* in *The On Button*, *to* in *Come To*, etc.) or when they compose part of a Latin expression used adjectivally or adverbially (*De Facto*, *In Vitro*, etc.).
4. Lowercase the conjunctions *and*, *but*, *for*, *or*, and *nor*.
5. Lowercase *to* not only as a preposition (rule 3) but also as part of an infinitive (*to Run*, *to Hide*, etc.), and lowercase *as* in any grammatical function.
6. Lowercase the part of a proper name that would be lowercased in text, such as *de* or *von*.
7. Lowercase the second part of a species name, such as *fulvescens* in *Acipenser fulvescens*, even if it is the last word in a title or subtitle.

Books

1) Entire book

Format	Author surname, initial. (Year). <i>Book Title</i> . City: Publisher.
Example	Costantini, C. (1969). <i>Baliani e i Gesuiti</i> . Firenze: Giunti Barbera. McDonald, R. (<i>in press</i>). <i>Modernist Literary Collaborations Between Women and Men</i> . Cambridge: Cambridge University Press.
Notes	• <i>The city mentioned is the location of the publisher's headquarters.</i>

	If the book is in the process of being published, indicate in press inside the brackets.
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If the book you are citing is a second or later edition (i.e. when the edition is stated on the title page or cover), specify this in your reference. Abbreviate 'edition' to 'ed' or 'revised edition' to 'rev ed'. The edition appears only when it is a second or later edition.

Format	Author surname, initial. (Year). <i>Book Title</i> . Edition ed. City: Publisher.
Example	Pears, R. & Shields, G. (2019). <i>Cite Them Right: The Essential Referencing Guide</i> . 11th ed. London: MacMillan.

When referencing a book published in multiple volumes, include the total number of volumes in your reference.

Format	Author surname, initial. (Year). <i>Book Title</i> (number of volumes vols). City: Publisher.
Example	Leggiere, M. V. (2015). <i>Napoleon and the Struggle for Germany: The Franco-Prussian War of 1813</i> (2 vols). Cambridge: Cambridge University Press.

If you're just referencing one volume, omit the total number but include the number and subtitle of the particular volume you are referencing as part of the title.

Format	Author surname, initial. (Year). <i>Book Title</i> . City: Publisher.
Example	Leggiere, M. V. (2015). <i>Napoleon and the Struggle for Germany: The Franco-Prussian War of 1813. Vol. 2: The Defeat of Napoleon</i> . Cambridge: Cambridge University Press.

2) **Book belonging to a series**

If books belonging to a series can be located without the series title, it may be omitted to save space. If the series title is included, it is capitalized headline-style, but it is neither italicized nor put in quotation marks or parentheses. Some series are numbered; many are not. The number (if any) follows the series title with no intervening comma unless *vol.* or *no.* is used. See example (a).

A non-English series title it is not capitalized headline-style.

In this case use sentence style, as in example (b).

Format	Author surname, initial. (Year). <i>Book Title</i> . Name of the Series No. City: Publisher.
Example	a) Mazrim, R.F. (2011). <i>At Home in the Illinois Country: French Colonial Domestic Site Archaeology in the Midwest, 1730-1800</i>. Studies in Illinois Archaeology 9. Urbana: Illinois State Archaeological Survey. b) Martin, J.-P. (2013). <i>L'autre vie d'Orwell</i>. Collection l'un et l'autre. Paris: Gallimard.

3) **Book chapter or contribution in an edited print book**

Format	Contributing author's surname, initial. (Year of publication). "Chapter Title" or "Title of Contribution". Followed by in surname, initial. of author or editor of publication followed by ed. or eds. if appropriate. (Year of publication, if different to contribution).
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	<i>Title of Book</i> . Edition (if not the first edition). Place of publication: Publisher, page range.
Example	a) Greenblatt, S. (2010). “The Traces of Shakespeare’s Life”, in De Grazia, M. & Wells, S. (eds.) <i>The New Cambridge Companion to Shakespeare</i>. Cambridge: Cambridge University Press, pp. 1-14. or: b) Greenblatt, S. (2010). “The Traces of Shakespeare’s Life”, in De Grazia & Wells (2010), pp. 1-14. And elsewhere in the bibliography: De Grazia, M. & Wells, S. (eds.) (2010). <i>The New Cambridge Companion to Shakespeare</i>. Cambridge: Cambridge University Press.
Notes	• The first name listed is the author of the individual chapter or the contribution you are referencing. • The editor of the book appears later in the reference, followed by ‘ed.’ (or ‘eds.’ if there are two or more). • The page range at the end shows the chapter’s/contribution’s location in the book. • Use “-” and not “-” to indicate the page range (in other words it is recommended to use the “trattino-meno” and not the “Lineetta enne”). • If other chapters of the book, which includes this chapter, are cited in the text, you can provide the full reference to that book only once, as in example (b).

4) **Edited or translated book**

If a book specifies an editor and/or translator, this information should be included in the reference.

4.1) **Edited book**

When a book has an editor in addition to the main author, the editor’s name is included later in the reference.

Format	Author surname, initial. (Year). <i>Book Title</i> . Edited by Editor surname, initial. City: Publisher.
Example	Dinis, A. (2017). <i>A Jesuit Against Galileo? The Strange Case of Giovanni Battista Riccioli Cosmology</i> . Edited by Balsas, A. & Batista, R.B. Braga: Axioma Publicações da Faculdade de Filosofia, Universidade Catolica Portuguesa.

When the editor is the main author (i.e. when his/her name is on the cover), his/her name comes first. Use “ed.” for a single editor and “eds.” if there are multiple editors.

If you are using a specific chapter or working from an edited collection, follow the format for referencing a book chapter instead.

Format	Editor surname, initial. (ed./eds.) (Year). <i>Book Title</i> . City: Publisher.
Example	Danielson, D. (ed.) (1989). <i>The Cambridge Companion to Milton</i> . Cambridge: Cambridge University Press

Notes	Note that this example is an edited collection of essays from different authors, and thus the editor is listed as the main author.
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4.2) **Contribution in an edited Conference print Proceedings (conference paper)**

Format	Contributing author's surname, initials. (Year of publication). "Title of Contribution". Followed by in surname, initials. of editor of proceedings (if applicable) followed by ed. or eds. if relevant. <i>Title of Conference</i> including place and date of conference. Place of publication: Publisher, page range of contribution.
Example	Coccia, E. (2013). "Edoardo Amaldi and the birth of the gravitational wave research in Italy", in Ruffini, R. & Jantzen, R. (eds.) <i>Proceedings of the 13th Marcel Grossman Meeting</i> , Stockholm, Sweden, July 1-7, 2012. Singapore: World Scientific, pp. 2048-2050.

4.3) **Print encyclopaedia or dictionary entry (without an editor)**

If a dictionary or encyclopaedia is the co-operative work of many individuals, none of whom are the main editor, the title of the work may be used instead.

Format	Short form title/publisher (Year). "Title of Contribution", in <i>Title of Source</i> . Edition (if not first). Place: Publisher.
Example	Philips (2008). "Bird Identification Guide", in <i>Philips Encyclopedia</i> . 2008. Comprehensive edition. London: Philips.

4.4) **Translated book**

When you reference a book that has been translated from another language, include the original language and the translator's name.

Format	Author surname, initial. (Year). <i>Book Title</i> . Translated from the Language by Translator surname, initial. City: Publisher.
Example	Leibniz, G.W. (1896). <i>New essays concerning human understanding</i> . Translated from Latin, French and German by Langley, A.G. New York: The Macmillan Company.

4.5) **Print Thesis**

Format	Author's Surname, initial. (Year of publication). <i>Title of Thesis</i> . Designation (and type). Name of institution to which submitted.
Example	Klinkner, M. J. (2009). <i>Toward Improved Understanding and Interaction between Forensic Science and International Criminal Law in the Context of Transitional Justice</i> . Thesis (PhD). Bournemouth University.

Journal articles

1) Print Journal

In Harvard style, to reference a journal article, you need the author's name(s), year, article title, journal name, volume and issue numbers, and the page range on which the article appears.

If you accessed the article online, add a DOI (digital object identifier) if available.

In-text citation example	(Poggiolesi 2016)
Format	Author surname, initial. (Year). "Article Title", <i>Journal Name</i> , Volume(Issue), pp. page range. doi:DOI.
Example	Poggiolesi, F. (2016). "On Defining the Notion of Complete and Immediate Formal Grounding", <i>Synthese</i> , 193(10), pp. 3147-3167. doi:10.1007/s11229-015-0923-x
Notes	• This format is also used for journal articles which you accessed online but which are available in print too. • There is no space between the volume and issue number (in brackets). • The page range shows where the article is located in the journal.

2) Online-only journal with DOI

To reference an online journal article with no print version, always include the DOI if available. No access date is necessary with a DOI. Note that a page range may not be available for online-only articles; in this case, simply leave it out, as in this example.

Format	Author surname, initial. (Year). "Article Title", <i>Journal Name</i> , Volume(Issue), page range. doi:DOI.
Example	Happ-Kurz, C. (2020). "Object-oriented Software for Functional Data", <i>Journal of Statistical Software</i> , 93(5). doi:10.18637/jss.v093.i05.
Notes	• When an article you accessed online has no print equivalent, include the DOI if available. • The DOI is preceded by 'doi;', no capitalisation, no space.

3) Online-only journal with no DOI

When you need to reference an online-only article that doesn't have a DOI, use a URL instead, preferably the stable URL often listed with the article. In this case, you need to include an access date.

Format	Author surname, initial. (Year). "Article Title", <i>Journal Name</i> , Volume(Issue), pp. page range. Available at: URL (Accessed: Day Month Year).
Example	Horowitz, E. (2006). "George Eliot: The Conservative", <i>Victorian Studies</i> , 49(1), pp. 7-32. Available at: www.jstor.org/stable/4618949 (Accessed: 14 May 2020).

4) Articles with multiple authors

Journal articles often have multiple authors. In both your in-text citations and reference list, list up to three authors in full. Use the first author's name followed by 'et al.' when there are four or more.

	In-text citation	Reference list
1 author	(Smith 2014)	Smith, T. (2014) ...
2 authors	(Smith & Jones 2014)	Smith, T. & Jones, F. (2014) ...
3 authors	(Smith, Jones & Davies 2014)	Smith, T., Jones, F. & Davies, S. (2014) ...
4+ authors	(Smith et al. 2014)	Smith, T. et al. (2014) ...

5) Referencing a whole issue of a journal

When you want to reference an entire issue of a journal instead of an individual article, as in the case of a special issue, you list the issue editor(s) in the author position and give the title of the issue (if available) rather than of an individual article.

Format	Editor surname, initial. (ed.) (Year). "Issue Title", <i>Journal Name</i> , Volume(Issue). doi:DOI.
Example	Goldstein, D. M. & Drybread, K. (eds.) (2018). "The Social Life of Corruption in Latin America", <i>Culture, Theory and Critique</i> , 59(4).

6) Referencing a preprint journal article

When you reference an article that has been accepted for publication but not yet published, the format changes to acknowledge this.

Format	Author surname, initial. (Year). "Article title". To be published in <i>Journal Name</i> [Preprint].
Example	Jeon, I., Lee, K. & Park, J.-H. (2018). "Ramond-Ramond Cohomology and O(D,D) T-duality". To be published in <i>Journal of High Energy Physics</i> [Preprint].

If it's unknown where or whether the article will be published, omit the information of the journal:

Example	Le Bras, P. et al. (2020). "Visualising COVID-19 Research" [Preprint]. Available at: arxiv.org/abs/2005.06380 (Accessed: 14 May 2020).
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Websites

- ❖ General web page
- ❖ Online article or blog

1) General web page

To reference a website in Harvard style, include the name of the author or organization, the year of publication, the title of the page, the URL, and the date on which you accessed the website.

In-text citation example	(Leafstedt 2020)
Format	Author surname, initial. (Year). <i>Page Title</i> . Available at: URL (Accessed: Day Month Year).
Example	Leafstedt, E. (2020). “Russia’s Constitutional Reform and Putin’s Plans for a Legacy of Stability”, <i>OxPol</i> , 29 January. Available at: blog.politics.ox.ac.uk/russias-constitutional-reform-and-putins-plans-for-a-legacy-of-stability/ (Accessed: 13 February 2020).
Notes	Reference list entries for pages without a clearly identified author can begin with the name of the relevant site or organisation instead. Here you include the year at the start as usual, but also the exact day of publication later in the reference.

Different formats are used for other kinds of online source, such as articles, social media posts and multimedia content.

2) Online articles and blog

Blog posts and online newspaper articles are both referenced in the same format: include the title of the article in quotation marks, the name of the blog or newspaper in italics, and the date of publication.

2.1) Blog

Format	Author surname, initial. (Year). “Article Title”, <i>Blog Name</i> , Day Month. Available at: URL (Accessed: Day Month Year).
Example	Rakich, N. (2020). “How Does Biden Stack up to Past Democratic Nominees?”, <i>FiveThirtyEight</i> , 28 April. Available at: fivethirtyeight.com/features/how-does-biden-stack-up-to-past-democratic-nominees/ (Accessed: 29 April 2020).

2.2) Newspaper article

Format	Author surname, initial. (Year). “Article Title”, <i>Newspaper Name</i> , Day Month. Available at: URL (Accessed: Day Month Year).
Example	Rayner, G. (2020). “Boris Johnson Sets out Three-step Plan to End Lockdown on Long Road to Freedom”, <i>The Telegraph</i> , 10 May. Available at: www.telegraph.co.uk/politics/2020/05/10/go-back-work-boris-johnson-says-britons-set-long-road-freedom/ (Accessed: 11 May 2020).

2.3) Magazine article

The format for a magazine article is slightly different. Instead of a precise date, include the month, season, or volume and issue number, depending on what the magazine uses to identify its issues. The URL and access date information are included only when the article is online-exclusive.

Format	Author surname, initial. (Year). “Article Title”, <i>Magazine Name</i> , Volume(Issue) or (Month) or (Season). Available at: URL (Accessed: Day Month Year).
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Example	Taylor, P. (2020). “Susceptible, Infectious, Recovered”, <i>London Review of Books</i> , 42(9). Available at: www.lrb.co.uk/the-paper/v42/n09/paul-taylor/susceptible-infectious-recovered (Accessed: 11 May 2020).
Example	‘Divest’ (2020) Available at: https://www.merriam-webster.com/dictionary/divest (Accessed: 29 April 2020).

Archival Sources

In-text citation example	(Biancani 1611)
Format	Author surname, initial. (Year). Title of the record item, date (if applicable, otherwise replace the date with the words ‘ <i>sd</i> ’ which stands for <i>sine data</i>), Archival institution (Acronym), <i>Name of series</i> , File unit.
Examples	Biancani, G. (1611). Lettera a Cristoph Grienberger, Parma, 14 giugno. Biblioteca Nazionale Centrale di Firenze (BNCF), <i>Fondo galileiano</i> , Gal. 53 Fowler A. (1920b), Lettera a A. Antoniazzi, London, 6 luglio, Archivio Storico dell’Osservatorio Astronomico di Padova (ASOP), <i>Atti. Riunioni, Congressi, Esposizioni</i> , B. XXV, f. 3

Other special cases and styles in-text

Regarding the use of *italics* or the use of quotation marks (single ‘ or double “) for:

- Titles of newspapers
- Titles of articles in journals or e-journals
- Titles (any other: books, journals, essays, chapters, etc.)
- Institutions/Companies
- Technical and specialistic terms
- Foreign terms or expressions if not assimilated term/expression
- Latin terms
- Etc.

we recommend maintaining a uniformity of choice within each contribution.