The preferred referencing style at Cambridge Judge Business School is Harvard. This guide shows the format you need use for your references together with some practical examples. For more detailed examples, we advise you to check out the Cite Them Right website.

The Harvard style, put simply, involves:

1. Including an **in-text reference** in our piece of work, citing the **Author, Year and Page No.**
2. Followed by a **full reference** in the **List of References** (or Bibliography) at the end.

**IN-TEXT REFERENCE**

‘Essentially, when writing you need to acknowledge the hard work of the scholars on whose work you are drawing’ (Parker, 2009, p.107).

N.B. Even if you are not quoting directly you still need to cite the author, year and page no. in your text.

**FULL REFERENCES (for your BIBLIOGRAPHY)**

This is how references should be presented in Harvard Style for different types of sources. Although you can create and maintain a list of references yourself, we advise you to use a tool such as Zotero to create it for you and help you keep track of the sources you’ve consulted.

**Books (printed or electronic)**

Author(s). (Year) *Title*. Edition. Place of publication: Publisher.


*Hint! Don’t include the edition number if it’s a first edition.*

**Books with three or more authors**

Author et al. (Year) *Title*. Edition. Place of publication: Publisher.


*Hint! Include the first author only.*

**Books with editors**

Editor(s). (ed./eds.) (Year) *Title*. Edition. Place of publication: Publisher.


**Chapters in books**

Author(s). (Year) ‘Chapter title.’ In: Author(s)/Editor(s). *Book title*. Edition. Place of publication: Publisher, page numbers.

Journal articles (printed or electronic)
Author(s). (Year) ‘Article title.’ Journal title, Volume number (part no./issue/month), page numbers.

Newspaper articles
Author(s). (Year) ‘Article title.’ Newspaper title, Day and Month, page number(s).

Market research and company reports
Author / Organisation. (Year) Title. Place of publication: Publisher.
   e.g. Key Note (2011) Renewable energy: Key Note market report. Richmond upon Thames: Key Note.

Conference papers
Author(s). (Year) ‘Paper title’. Conference title. Location and date of conference. Place of publication: Publisher, page number(s).

Thesis
Author. (Year) Title. Type of thesis. Academic institution.

Web pages
Author/Organisation. (Year site was last updated) Title. Available at: URL (Accessed: date).

General points
- The references should be arranged alphabetically by author/editor/organisation within your bibliography.
- If you use data from a database (e.g. Bloomberg, Passport GMID etc) you'll need to indicate this at the point where you include it: e.g. Source: Bloomberg

Need further help?
We’re here to help too. Feel free to come and talk to us in person in the Information Centre or email us at: infolib@jbs.cam.ac.uk