

Harvard style referencing method: the basics

How to write in-text reference?

- When the author's surname is included in the sentence, the author's surname should be followed by the year of publication in brackets. Eg.: The importance of personal leadership is emphasized by Sharplin (1985) in achieving organizational goals.
- In case in text-reference the author's surname and the year of publication are placed in brackets at the end of a train of thought or a sentence. Eg.: Personal leadership is important in achieving organizational goals (Sharplin, 1985).
- In case of verbatim citations in quotation marks, the author's surname, the year of publication and the page number – where the quotation is taken from – are placed in brackets at the end of a train of thought or a sentence. Eg.: "The importance of personal leadership in achieving organizational purposes is well established (Sharplin, 1985, p. 148)."
- In case of two authors both authors' names should be indicated in the order of appearance, eg.: (Reekie & Crook, 1995), in case of three or more authors only the surname of the first author should be indicated and the other names are substituted by the abbreviation "et al.", eg.: (Clifton, et al., 1992).
- It is a secondary reference when the author of the source you are reading takes an idea from another author's work, and you refer to it in your own piece of work. Eg.: (Baines, 1834, referred by Seaton & Bennett, 1996)

Examples for in-text reference

- "Parallel to the progression of regionalization/globalization, a number of public and semi-public organizations have been founded or restructured for the purpose of facilitating travel and tourism activities around the world (Siu, 2020, p. 114)."
- Reekie and Crook (1995) defines managerial economics as an aid to decentralised decision taking at a company level.
- In Canada the outdoor adventure market is a growing and developing area (Huddart & Stott, 2020).
- Although travel restrictions were put in practice due to the pandemic in many countries, there remained a clear difference between travellers and visitors in the tourism sector (World Tourism Organization, 2021).

The required data for a reference

- For in-text reference **author details** (author's surname or the name of organisation) and the **year of publication** are required.
- For creating a bibliography more details are required. The following questions may help you:
- **Who created it?** – Authorship (author or organisation)
 - **When was it created?** – Year of publication in print or online
 - **What is the title?** – title of book, journal article, online material
 - **In what form did it appear?** - It should be indicated if published online, in an e-book, e-journal or in PDF format.
 - **How to find it again?** – Name of publishing house or journal + year + Volume, or in case of online publication its URL + access date

Example for bibliography

- Campbell, C., 2020. 'It Will Be Catastrophic.' Asia's Tourism-Dependent Economies Are Being Hit Hard by the Coronavirus. *Time*, [online] 13 February. Available at: <https://time.com/5783505/thailand-asia-tourism-covid-19-china-coronavirus/> [Access date: 30/03/2021.].
- Clifton, P. & Nguyen, H. & Nutt, S., 1992. *Market research: Using forecasting in business*. Oxford: Butterworth-Heinemann Ltd.
- Docterman, E., 2021. Moms on a Mission. *Time*. 29 March, pp. 44-49.
- McCartan, M., 2019. Practice: Revenue strategy. In: Ginneken, R., ed., 2019. *Hospitality finance and accounting: Essential theory and practice*. Abingdon: Routledge. pp. 57-70.
- Siu, R.C.S., 2020. *Economic principles for the hospitality industry*. Abingdon: Routledge.

Quick guide to Harvard referencing

	WHO created?	WHEN was it published?	WHAT is the title?	HOW to find it?	Example	
Printed documents	Book	Author(s),	Year of publication.	<i>Title of book.</i> (in italics)	Place of publication: Publisher.	Siu, R.C.S., 2020. <i>Economic principles for the hospitality industry</i> . Abingdon: Routledge.
	Book chapter	Author(s),	Year of publication.	Title of book chapter.		McCartan, M., 2019. Practice: Revenue strategy. In: Ginneken, R., ed., 2019. <i>Hospitality finance and accounting: Essential theory and practice</i> . Abingdon: Routledge. pp. 57-70.
	In:	Name of editor, ed.,	Year of book publication.	<i>Title of book.</i> (in italics)	Place of publication: Publisher. page number.	
	Article	Author(s),	Year of publication.	Title of article. <i>Title of journal,</i> (in italics)	Year(Volume), page number(s).	Sahin, S. & Baloglu, S. & Topcuoglu, E., 2020. The Influence of Green Message Types on Advertising Effectiveness for Luxury and Budget Hotel Segments. <i>Cornell Hospitality Quarterly</i> , 61(4), pp. 443-460.
Electronic documents	E-book	Author(s),	Year of publication.	<i>Title of book.</i> (in italics) [e-book]	Place of publication: Publisher. Available at: URL [Access date].	Huddart, D. & Stott, T., 2020. <i>Adventure Tourism</i> . [e-book] Liverpool: Palgrave Macmillan. Available at: https://link.springer.com/book/10.1007/978-3-030-18623-4#toc [Access date: 16/03/2021.].
	Electronic article	Author(s),	Year of publication.	Title of article. <i>Title of journal,</i> (in italics) [online]	Year(Volume), page number(s). Available at: URL [Access date].	Free, C. & Hecimovic, A., 2021. Global supply chains after COVID-19: the end of the road for neoliberal globalisation? <i>Accounting, Auditing & Accountability Journal</i> , [online] 34(1), pp. 58-84. Available at: https://www.emerald.com/insight/content/doi/10.1108/AAAJ-06-2020-4634/full/pdf?title=global-supply-chains-after-covid-19-the-end-of-the-road-for-neoliberal-globalisation [Access date: 16/03/2021.].
	Electronic article with DOI number	Author(s),	Year of publication.	Title of article. <i>Title of journal,</i> (in italics) [e-journal]	Year(Volume), page number(s). DOI number	Prud'homme, B., 2016. Implementation of sustainable development practices in the hospitality industry: A case study of five Canadian hotels. <i>International Journal of Contemporary Hospitality Management</i> , [e-article] 28(3), pp. 609-639. https://doi.org/10.1108/UJCHM-12-2014-0629
	Websites	Author(s) – name of organisation of website	Year of publication – access information	<i>Name of online document or website.</i> (in italics) [online]	Available at: URL [Access date].	london.gov.uk, 2021. <i>Supporting the Tourism sector</i> . [online] Available at: https://www.london.gov.uk/what-we-do/business-and-economy/supporting-londons-sectors/supporting-tourism-sector [Access date: 16/03/2021.].