

## RefWorks: Imperial College Harvard - how do I reference...?

RefWorks has a number of templates or RefTypes available to help you construct references, but sometimes you may need to create references for more unusual material for which there is no obvious RefType, such as interviews or lectures.

This guide describes how to use existing RefTypes to accommodate non-standard references using the Harvard style.

### How do I reference an interview?

To reference an interview you need to enter the following information:

Name of person interviewed  
 Interviewed by: Name of interviewer  
 (Date of interview)

In RefWorks use the **Generic** RefType and enter the information as in the example below:

Fields used by  [About this style](#)

and Reference Type

The following fields are used by your selected output style. You can access additional fields below.

Authors, Primary:

Title, Primary:

Pub Year:

This will generate the following in-text citation and reference:

**In-text citation:**

(Day, 2009)

**Reference:**

Day, A. (2009) *Interviewed by Jones, L. (4 June 2009)*.

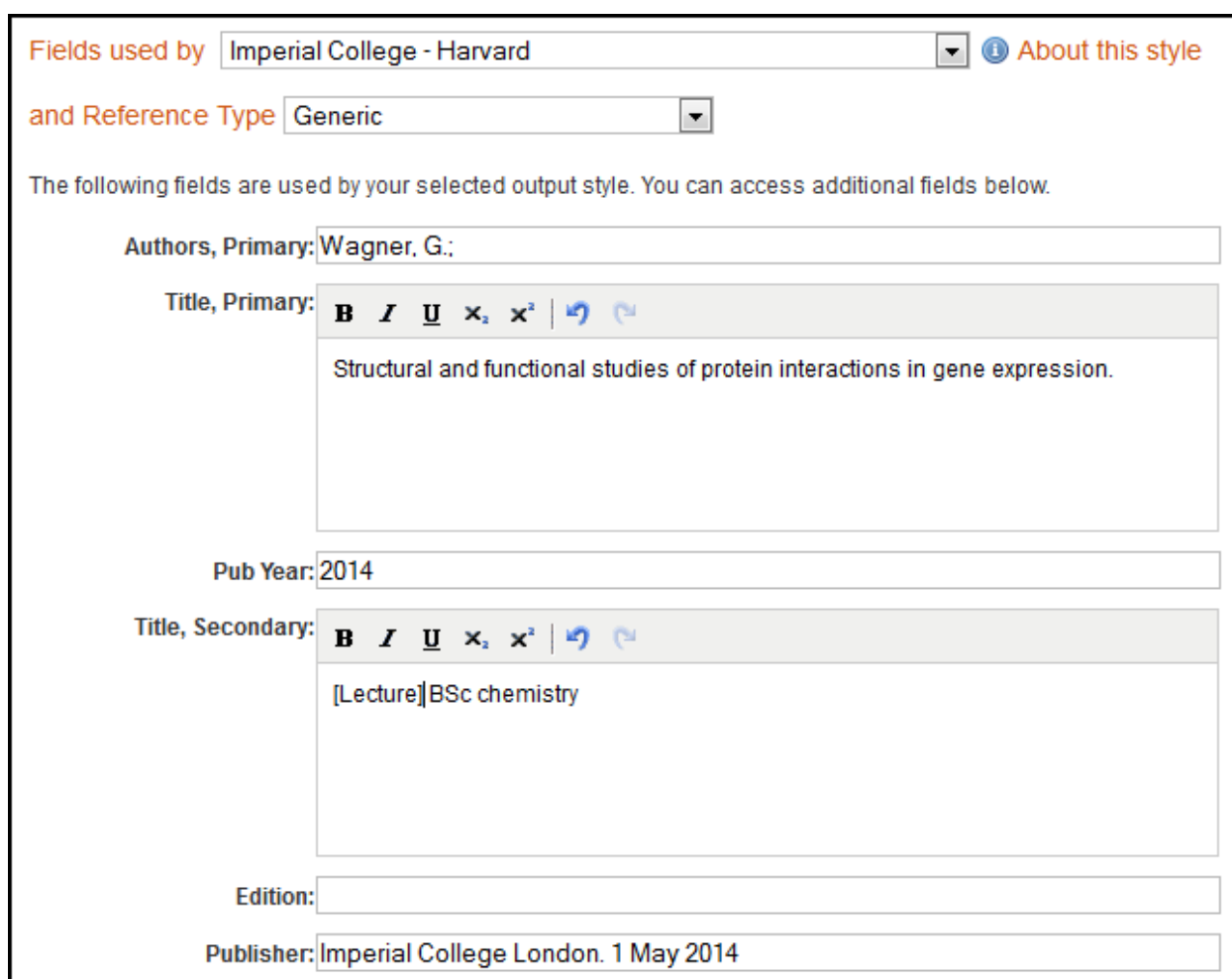
**Note:** if the person being interviewed wishes to remain anonymous you can replace their name with Interviewee A, Interviewee B etc.

## How do I reference a lecture or presentation?

To reference a lecture you need to enter the following information:

Name of lecturer/presenter  
(Year of lecture/presentation)  
Title of lecture/presentation (this should be in italics)  
[Lecture/Presentation]  
Title of module/degree course (if appropriate)  
Name of institution or location  
Date of lecture/presentation (day month)

In RefWorks use the **Generic** RefType and enter the information as in the example below:



The screenshot shows the RefWorks citation form for a 'Generic' reference type. At the top, the 'Fields used by' dropdown is set to 'Imperial College - Harvard' and the 'Reference Type' dropdown is set to 'Generic'. Below this, a message states: 'The following fields are used by your selected output style. You can access additional fields below.' The form fields are as follows:

- Authors, Primary:** Wagner, G.:
- Title, Primary:** Structural and functional studies of protein interactions in gene expression.
- Pub Year:** 2014
- Title, Secondary:** [Lecture]BSc chemistry
- Edition:**
- Publisher:** Imperial College London. 1 May 2014

This will generate the following in-text citation and reference:

### In-text citation:

(Wagner, 2014)

### Reference:

Wagner, G. (2014) *Structural and functional studies of protein interactions in gene expression*. [Lecture] BSc chemistry. Imperial College London. 1 May 2014.

## How do I reference a pre-print article?

It is likely you will find articles available online before they have been submitted to the peer review procedure and published in a journal. These articles are **preprints** and may be placed in an online repository or on a publisher's website (but not in a specific journal issue).

To reference a pre-print article you need to enter the following information:

Author/s

(Year of writing)

Title of journal article

Submitted to/To be published in (if this information is with the article)

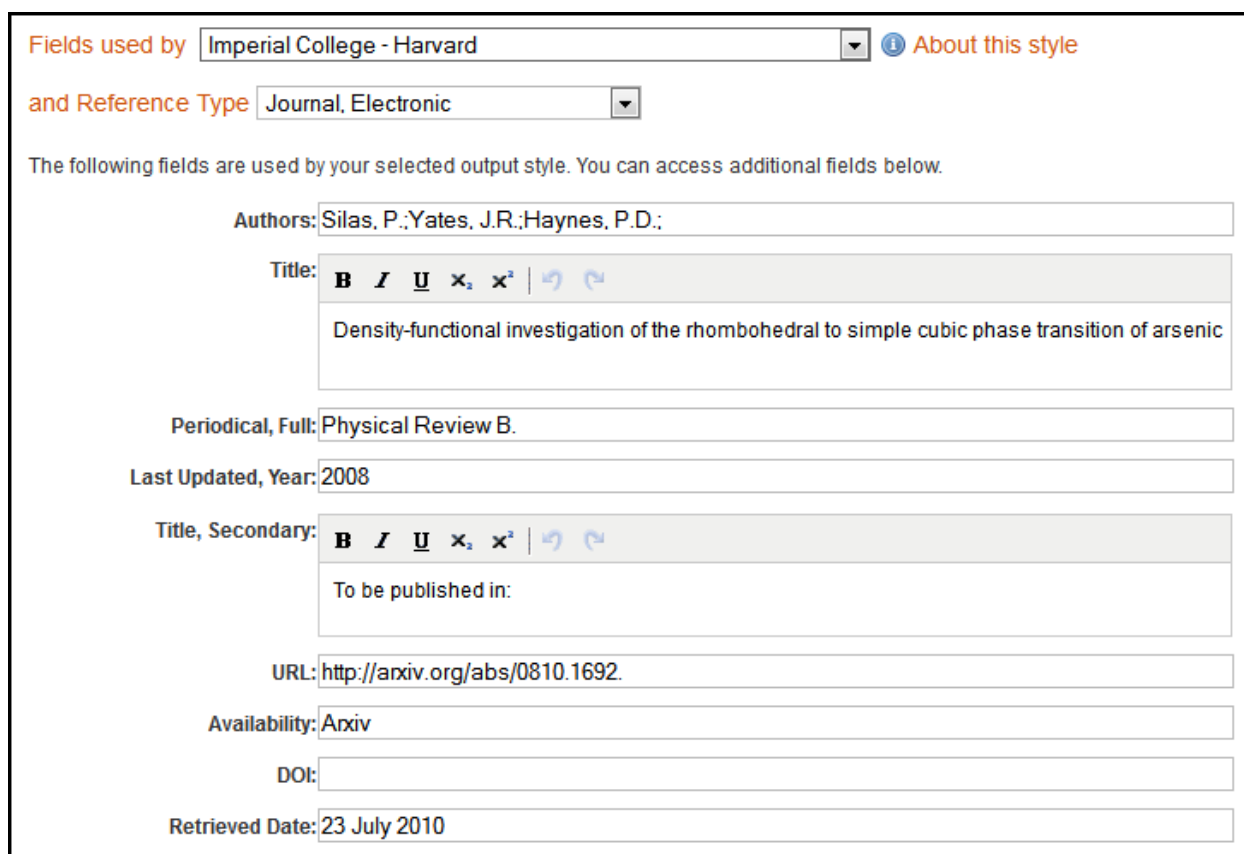
Title of journal (in italics)

Name of repository (in italics)

Available from: URL (if available)

[Date of access]

In RefWorks use the **Journal, Electronic** RefType and enter the information as in the example below:



The screenshot shows the RefWorks interface for creating a reference. At the top, it says "Fields used by Imperial College - Harvard" and "and Reference Type Journal, Electronic". Below this, it lists the fields used by the selected output style. The fields are: Authors: Silas, P.; Yates, J.R.; Haynes, P.D.; Title: Density-functional investigation of the rhombohedral to simple cubic phase transition of arsenic; Periodical, Full: Physical Review B; Last Updated, Year: 2008; Title, Secondary: To be published in.; URL: http://arxiv.org/abs/0810.1692; Availability: Arxiv; DOI: (empty); Retrieved Date: 23 July 2010.

**Note:** to display the DOI field instead of the URL change the **Source Type** (Available under **Additional Fields**) to **Electronic**.

**Note:** volume, issue or page numbers will not yet be assigned to preprint articles.

This will generate the following in-text citation and reference:

**In-text citation:**

(Silas, Yates & Haynes, 2008)

**Reference:**

Silas, P., Yates, J. R. & Haynes, P. D. (2008) Density-functional investigation of the rhombohedral to simple cubic phase transition of arsenic. To be published in:*Physical Review B. Arxiv*, Available from: <http://arxiv.org/abs/0810.1692>. [Accessed 23 July 2010].

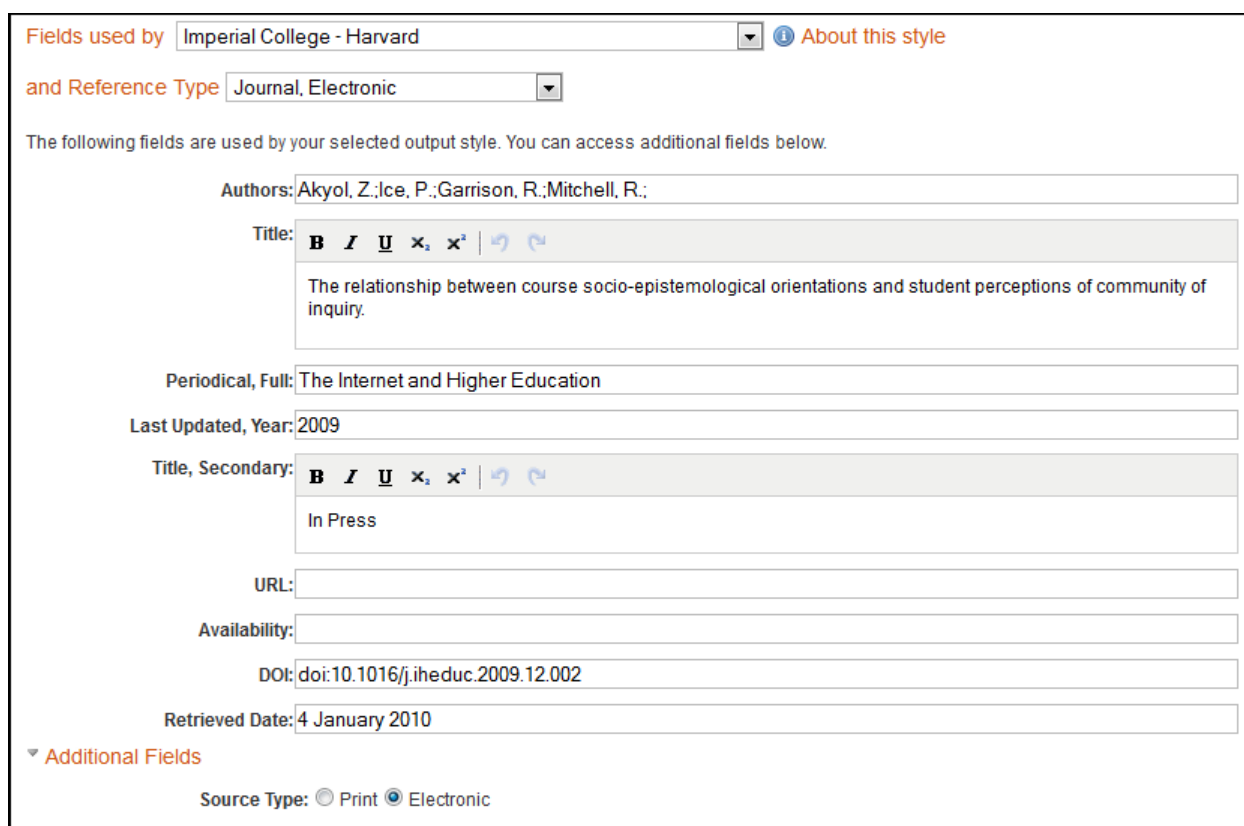
## How do I reference a postprint/in press article?

If a journal article has been submitted to the peer review procedure and accepted for publication, but is not yet published in a specific journal issue, this is a **postprint**.

To reference a postprint/in press article you need to enter the following information:

Author/s  
(Year of writing)  
Title of journal article  
Title of journal (in italics)  
Postprint/In press  
Available from: URL or DOI  
[Date of access]

In RefWorks use the **Journal, Electronic** RefType and enter the information as in the example below:



The screenshot shows the RefWorks interface for creating a reference. At the top, the 'Fields used by' dropdown is set to 'Imperial College - Harvard' and the 'and Reference Type' dropdown is set to 'Journal, Electronic'. Below this, a message states: 'The following fields are used by your selected output style. You can access additional fields below.' The form contains the following fields:

- Authors:** Akyol, Z.;Ice, P.;Garrison, R.;Mitchell, R.;
- Title:** The relationship between course socio-epistemological orientations and student perceptions of community of inquiry.
- Periodical, Full:** The Internet and Higher Education
- Last Updated, Year:** 2009
- Title, Secondary:** In Press
- URL:** (empty)
- Availability:** (empty)
- DOI:** doi:10.1016/j.iheduc.2009.12.002
- Retrieved Date:** 4 January 2010

At the bottom, there is a section for 'Additional Fields' with a 'Source Type' dropdown set to 'Electronic' (selected over 'Print').

**Note:** to display the DOI field instead of the URL change the **Source Type** (Available under **Additional Fields**) to **Electronic**.

**Note:** volume, issue or page numbers will not yet be assigned to post print/in press articles.

This will generate the following in-text citation and reference:

**In-text citation:**

(Akyol et al., 2009)

**Reference:**

Akyol, Z., Ice, P., Garrison, R. & Mitchell, R. (2009) The relationship between course socio-epistemological orientations and student perceptions of community of inquiry. In Press *The Internet and Higher Education*. Available from: doi: doi:10.1016/j.iheduc.2009.12.002 [Accessed 4 January 2010].

## How do I reference personal communication (including telephone conversation, fax, email or personal interview)?

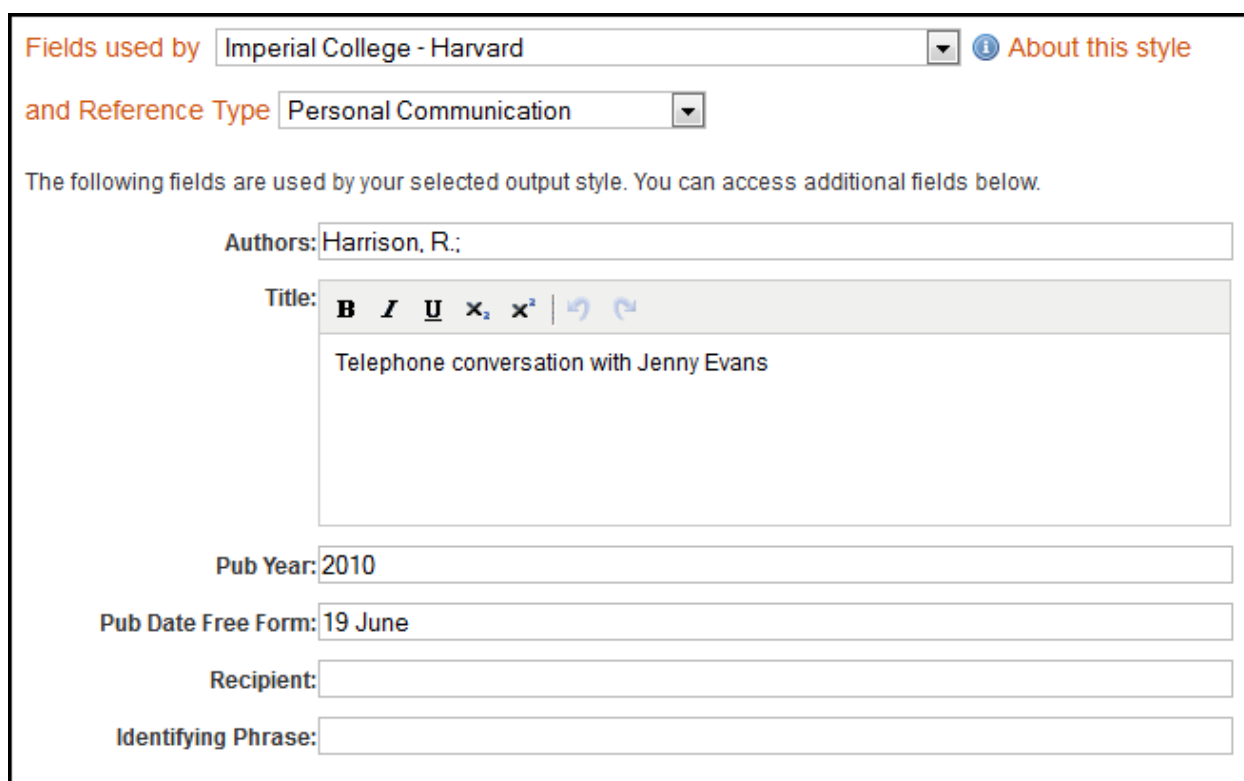
To reference personal communication you need to enter the following information:

Sender/speaker/author  
(Year of communication)  
Medium of communication  
Receiver of communication  
Date and month of communication

Or

Name of practitioner  
Occupation  
(Personal communication, followed by the date when the information was provided)

In RefWorks use the **Personal Communication** RefType and enter the information as in the example below:



Fields used by  [About this style](#)

and Reference Type

The following fields are used by your selected output style. You can access additional fields below.

Authors:

Title:

Pub Year:

Pub Date Free Form:

Recipient:

Identifying Phrase:

This will generate the following in-text citation and reference:

**In-text citation:**  
(Harrison, 2010)

**Reference:**  
Harrison, R. (2010) Telephone conversation with Jenny Evans. 19 June.

Fields used by  [About this style](#)

and Reference Type

The following fields are used by your selected output style. You can access additional fields below.

Authors:

Pub Year:

Pub Date Free Form:

Recipient:

Identifying Phrase:

This will generate the following in-text citation and reference:

**In-text citation:**

(Law, 2004)

**Reference:**

Law, J. Engineering consultant (2004) (Personal communication, 26th April 2004).



## How do I reference a YouTube/online video?

To reference a YouTube/online video you need to enter the following information:

Name of person who uploaded the video (this could be a YouTube username, not a full name)

(Year the video was uploaded)

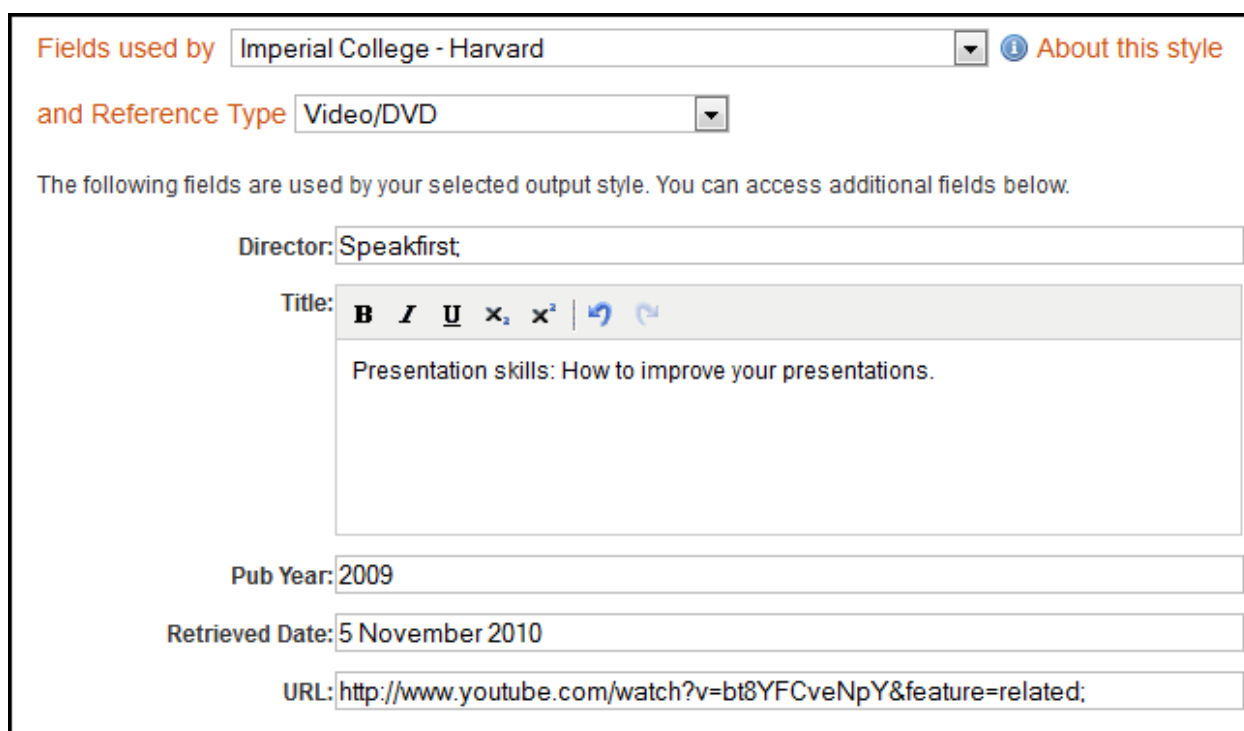
Title of video (in italics)

[Video]

Available from: URL

[Date of access]

In RefWorks use the **Video/DVD** RefType and enter the information as in the example below:



The screenshot shows the RefWorks citation form. At the top, there are two dropdown menus: 'Fields used by' set to 'Imperial College - Harvard' and 'and Reference Type' set to 'Video/DVD'. Below these is a message: 'The following fields are used by your selected output style. You can access additional fields below.' The form fields are: 'Director:' with the text 'Speakfirst'; 'Title:' with a rich text editor containing 'Presentation skills: How to improve your presentations.'; 'Pub Year:' with the text '2009'; 'Retrieved Date:' with the text '5 November 2010'; and 'URL:' with the text 'http://www.youtube.com/watch?v=bt8YFCveNpY&feature=related;'.

This will generate the following in-text citation and reference:

### In-text citation:

(Speakfirst, 2009)

### Reference:

Speakfirst. (2009) *Presentation skills: How to improve your presentations*. [Video] Available from: <http://www.youtube.com/watch?v=bt8YFCveNpY&feature=related> [Accessed 5 November 2010].

## How do reference a standard?

To reference a standard you need to enter the following information:

Name of Standard Body/Institution  
(Year of publication)  
Standard number  
Title (this should be in italics)  
Place of publication  
Publisher

In RefWorks use the **Book, Whole** RefType and enter the information as in the example below:

Fields used by  [About this style](#)

and Reference Type

The following fields are used by your selected output style. You can access additional fields below.

Authors:

Book Title:

Pub Year:

Publisher:

Place of Publication:

Shortened Title:

This will generate the following in-text citation and reference:

### In-text citation:

(British Standards Institute, 2003)

### Reference:

British Standards Institute. (2003) BS 5950-8:2003. *Structural use of steelwork in building: code of practice for fire resistant design*. London, BSI.

## How do I reference EU documentation/legislation?

To reference EU documentation and legislation you need to enter the following information:

Name of Institution  
(Year of publication)  
Title (this should be in italics)  
Place of publication  
Publisher  
Reference/report number

In RefWorks use the **Report** RefType and enter the information as in the example below:

Fields used by  [About this style](#)

and Reference Type

The following fields are used by your selected output style. You can access additional fields below.

Authors:

Title:

Pub Year:

Report Number:

Publisher:

Place of Publication:

This will generate the following in-text citation and reference:

### In-text citation:

(EU, 2009)

### Reference:

EU. (2009) *Commission Decision of 16 April 2009 amending Decision 2007/589/EC as regards the inclusion of monitoring and reporting guidelines for emissions and tonne-kilometre data from aviation activities (notified under document number C(2009) 2887)*. Brussels, European Commission. Report number: (2009/339/EC).

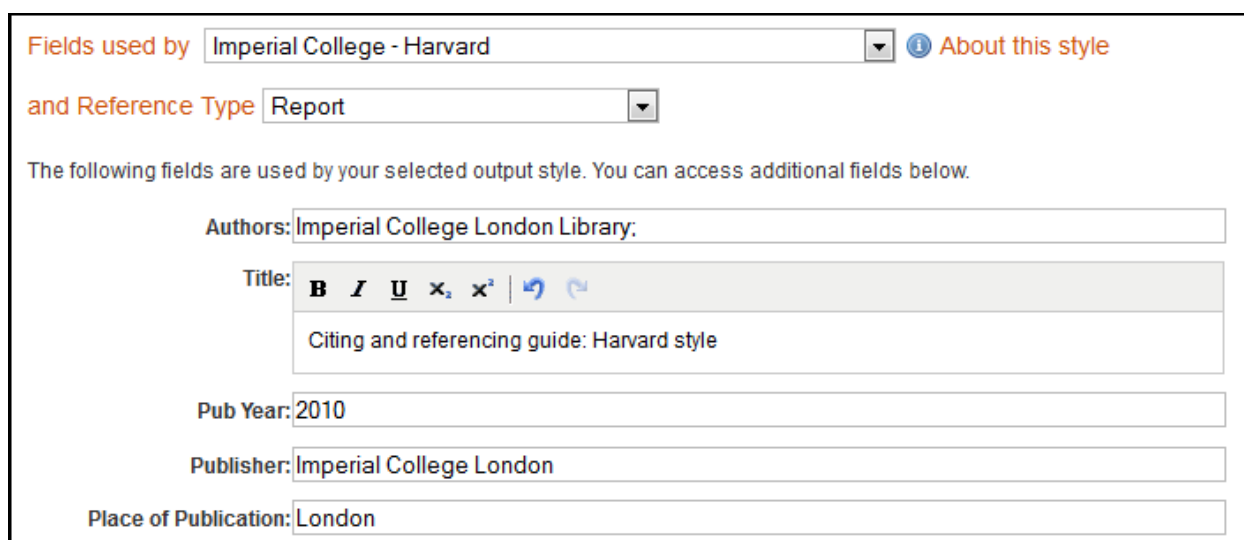
## How do I reference a brochure/pamphlet/booklet?

These can often be published by organisations or companies, and may not have individual authors. You can use the corporate author if there is no individual author, and this may also be the publisher's name.

To reference a brochure/pamphlet/booklet you need to enter the following information:

Author/editor (if it is an editor always put (ed.) after the name)  
(Year of publication) (if there is no year of publication, write 'no date')  
Title of brochure/pamphlet (in italics)  
Series title (if part of a series)  
Edition (if not the first)  
Place of publication  
Publisher

In RefWorks use the **Report** RefType and enter the information as in the example below:



The screenshot shows the RefWorks citation generator interface. At the top, there is a dropdown menu for 'Fields used by' set to 'Imperial College - Harvard' and a button for 'About this style'. Below this is another dropdown menu for 'and Reference Type' set to 'Report'. A message states: 'The following fields are used by your selected output style. You can access additional fields below.' The input fields are as follows:

- Authors: Imperial College London Library;
- Title: Citing and referencing guide: Harvard style
- Pub Year: 2010
- Publisher: Imperial College London
- Place of Publication: London

This will generate the following in-text citation and reference:

### In-text citation:

(Imperial College London Library, 2010)

### Reference:

Imperial College London Library. (2010) *Citing and referencing guide: Harvard style*. London, Imperial College London.

## How do I reference Acts of Parliament?

To reference an Act of Parliament you need to enter the following information:

Country

Name of Act: Name of sovereign (this should be in italics)

Chapter number (this should be in italics)

(Year of publication)

Place of publication

Publisher

In RefWorks use the **Bills/Resolutions** RefType and enter the information as in the example below:

Fields used by  [About this style](#)

and Reference Type

The following fields are used by your selected output style. You can access additional fields below.

Sponsor:

Title: **B I U x x<sup>2</sup>** |

Pub Year:

Number:

Publisher:

Place of Publication:

This will generate the following in-text citation and reference:

### In-text citation:

(Great Britain, 2008)

### Reference:

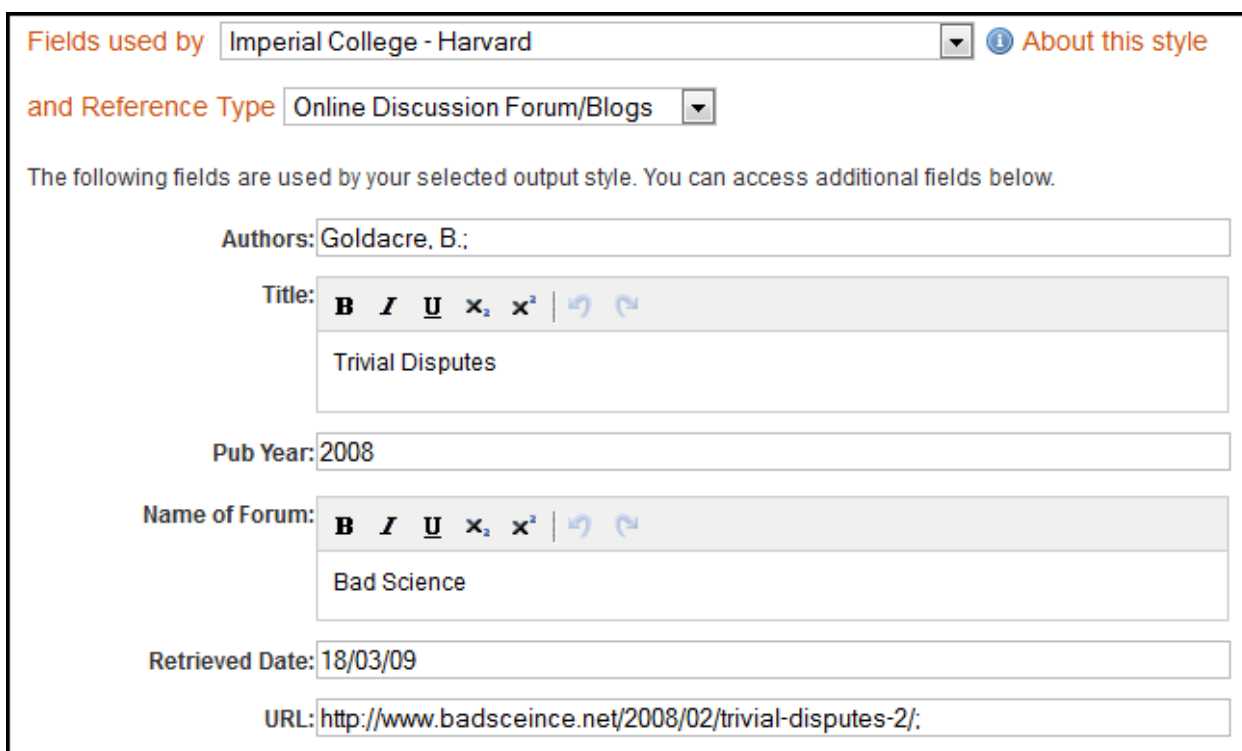
Great Britain. *Climate Change Act 2008: Elizabeth II*. (2008) London, Stationery Office.

## How do I reference a blog post or comment on a discussion forum?

To reference a blog post you need to enter the following information:

Author (Year of publication)  
Title of blog post (if applicable)  
Title of blog (this should be in italics)  
Weblog  
[Online]  
Available from: URL  
Date of access

In RefWorks use the **Online Discussion Forum/Blogs** RefType and enter the information as in the example below:



Fields used by Imperial College - Harvard ▼ [About this style](#)

and Reference Type Online Discussion Forum/Blogs ▼

The following fields are used by your selected output style. You can access additional fields below.

Authors: Goldacre, B.:

Title: **B I U x<sub>2</sub> x<sup>2</sup>** | ↶ ↷  
Trivial Disputes

Pub Year: 2008

Name of Forum: **B I U x<sub>2</sub> x<sup>2</sup>** | ↶ ↷  
Bad Science

Retrieved Date: 18/03/09

URL: <http://www.badsceince.net/2008/02/trivial-disputes-2/>:

This will generate the following in-text citation and reference:

### In-text citation:

(Goldacre, 2008)

### Reference:

Goldacre, B. (2008) Trivial Disputes. *Bad Science*. Available from:  
<http://www.badsceince.net/2008/02/trivial-disputes-2/> [Accessed 18/03/09].

## How do I reference a computer program?

To reference a computer program you need to enter the following information:

Author (use the corporate author or research group if no individual author or editor is named)

(Year of publication)

Title of program (this should be in italics)

(Version number)

[Format type] (computer program, software or code)

Place of publication (if available)

Name of publisher/distributor (if available)

Available from: URL (if online)

In RefWorks use the **Computer Program** RefType and enter the information as in the example below:

Fields used by: Imperial College - Harvard [About this style](#)

and Reference Type: Computer Program

The following fields are used by your selected output style. You can access additional fields below.

Developer: TechSmith;

Title: **B I U x<sub>2</sub> x<sup>2</sup>** | ↶ ↷  
Snagit

Pub Year: 2008

Version: Version 9.1

Publisher: TechSmith Corporation

Place of Publication:

Classification: Software

Retrieved Date:

URL: <http://www.techsmith.com/screen-capture.asp>:

This will generate the following in-text citation and reference:

### In-text citation:

(TechSmith, 2008)

### Reference:

TechSmith. (2008) *Snagit* (Version 9.1) [Software] TechSmith Corporation. Available from: <http://www.techsmith.com/screen-capture.asp> .