General guidelines

- You can make two types of in-text references:
  - The effect of economic crisis on social care is severe (Smith 2007, p. 34)...
  - Smith (2007, p. 34) argues that the effect of economic crisis is...
- For any additional author in every document please use ampersand (&) to denote the last one, e.g. Williams, G. & Carlson, D. 2009 or Williams, G., Carlson. D. & Meyers, T. 2010.
- If you do a direct citation please use quotation marks and in a parenthesis add the name(s), date and the pages it is located in. This is to apply to every kind of direct citation, either quoting small texts, or large ones.
- If you have to make an indirect citation, which is when you refer to a text that you have not read the original, but it is cited in a text that you have available, then in the list of references provide the citation information of the work you have. For instance in text you may cite: “...Cooper (as cited by Miller 2009) argues that...”; in the reference list though you will have to mention the document by Miller.
- Please use the punctuation and the formatting as given in the detailed examples below.
- Write the author(s) names first by family name and then let the initials follow. If the work is anonymous, then write Anon.
- If more than three authors exist then in text use et al. after the name of the first one, e.g. (Jones et al. 2011, pp. 22-27). In references however, write the names of the three first authors and if more than three exist, then put et al. after the name of the fifth author.
- If you do not know the date that one document was published, please add n.d., which means “no datum” (no date). If you know the approximate date, then put ca., which stands for “circa” (around), before the date, e.g. ca. 2003.
- If you do not know the location it was published please add s.l., which stands for “sine loco” (no place).
- Use p. if the cited text or the article is a single page one. Use pp. if the article has more than one page.

Harvard Citation Style Guide

This short guide will give you the first principles of the Harvard citation style. The Harvard citation style, also known as (author-date) system, requires the citing of the author and the date both within text and references. The citations in the references are organized alphabetically and then by year. Read first the general guidelines that apply to all documents that need to be cited and then check the detailed descriptions of the most common types of documents.

You should note that there are several variations of this style and some of them apply to specific Schools and Programs of the Neapolis University. For instance the School of Psychology is using the APA (American Psychological Association) citation style, which is based on the Author-Date system.

More

To format your literature you can use Mendeley a tool for bibliographic management that is free of charge. You can format your records in every possible citation style you need, easily and quickly. Please ask for your Librarian to give you some more details.

Contact details

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Tel: +357 26843313
E-mail: lib@nup.ac.cy
Website: www.nup.ac.cy/library
Book

Use the following syntax to build a book citation:
Author(s) of book (Year of publication). Title of book, Edition. Publisher: Place of publication.

• If a book has no author, then use its title, both in text and references.
• If the book is authored by an organization, please use the name of the organization, both in text and references.
• If the book is edited by a person (or more), please use the name of the person, both in text and references. Use (ed) or (eds) after the name(s) of the editor(s) only in the references section, e.g. Smithson, F. (ed) 2011.
• Works by the same author are ranked chronologically. If the author has two or more books in the same year add an alphabetic character after the date, e.g. Williams, G. 2004a, Williams, G. 2004b.
• Works of different editions are ranked again chronologically, you should denote however only the second and on ones. The first edition of a book is not needed to be cited.
• In text, separate citations of two different authors by a semi-colon, e.g. (Williams, 2004; Carlson 2006; Meyers, 2007). Do not use initials of the first name. Mention pages with a comma after year and the range before the semi-colon that follows.
• In text, if you wish to refer to specific page or pages, please use a comma after the date, e.g. (Williams, 2004, pp. 22-24).

Examples:
• Sijmons, D. et al. (2002). = Landscape, Amsterdam: Architectura + Natura.

Book section (chapter, lemma, etc.)

Use the following syntax to build a book section (chapter, lemma, etc.) citation:
Author(s) (Year of publication). Title of chapter. In: Editor(s) (eds), Title of book, Edition. Publisher: Place of publication, Page numbers.

Example:

Conference paper (chapter in proceedings volume)

Use the following syntax to build a conference paper citation:
Author(s) (Year of publication). Title of paper/chapter. In: Editor(s) (eds), Title of published proceedings which may include place held and date(s). Publisher: Place of Publication, Page number(s).

Example:

Journal article

Use the following syntax to build a journal article citation:
Author(s) (Year of publication). Title of journal article. Title of journal, Volume (Issue), Page number(s).

• Include the issue number in parentheses, e.g. 22, (3).
• If the article is electronic, after the issue number please mention where you found it and when you viewed it, following the convention of web resources referencing, see Available at: insert link [Accessed: insert date]. For documents having a DOI number, please use this instead of any other link.

Example:

Map

Use the following syntax to build a map citation:
Author(s) (Year of publication). Title. Scale, Series title and number (if is a part of series). Publisher: Place of publication.


WWW

Use the following syntax to build a www address citation:
Author(s) (Year). Title [Online]. Available at: insert link [Accessed: insert date]

Example: