Harvard referencing for historians

A guide for referencing primary sources and other historical materials.

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I. General rules

Sources with approximate publication dates
It can be hard to establish the exact publication date of a primary source. If this is the case, you can use c. for *circa* followed by an approximate publication date.

*Examples*
Smith (c.1755) had several theories about human rights.
Jones (c. mid-16th century) was critical of the monarchy.
Lewis (c.1400s) claimed that disease was caused by evil spirits.

Make sure you use the same approximate date in your full reference in the reference list as you do in the main body of your essay.

References in the text when using multiple primary sources
If you are using multiple primary sources in the same piece of work, referencing them within your essay can become confusing, especially if you have several sources with no authors, no dates, and/or long titles which need abbreviating.
In these cases we suggest incorporating some additional information into your references within the text, in order to help the reader tell the references apart. This might be a reference number from an archive, the specific date of a diary entry, the title of a periodical, etc. Please see examples below.

**Pamphlet from an archive (reference includes archive number)**
More (1560, ref. 18067 (STC 2nd ed.).) wrote a response defending women.

**Pamphlet with long title and no author (reference includes archive number)**
Some suggested dressing wounds with hot tar (*An excellent recipe for the plague…*, c.1737, ref. T096165 (estc.).).

**Diary entry**
Bundy (24th June, 1916) described a long wait before being sent to France.

**Letter**
His correspondence at the time suggests he was preoccupied with entomology (Darwin, 1818, *Letter to W.D. Fox*).

**Anonymous book review from a periodical**

**Anonymous photograph from an archive**
*Destroyed bridge over the Canal du Nord at Moeuvres* (c. 1918, Q 45539) provides an example of the devastation wrought by the First World War in Northern France.
What if my references in the text are too long?

In general, additional information needed to clarify your references should be put in your references in the text, as above.

However, you may find that putting additional information into your in-text references within the brackets makes some references a bit too long and unwieldy, or it might be adding too much onto your word count.

If this is the case, you can selectively use footnotes to clarify your references. For example, if your reference in the text looks like this:

|The devastation wrought by the First World War in Northern France is amply illustrated in photographs (*Destroyed bridge over the Canal du Nord at Moeuvres*, c. 1918, Q 45539).|

You could abbreviate the reference in the text, but add the full details in a footnote, e.g.

Reference in the text
The devastation wrought by the First World War in Northern France is amply illustrated in photographs (*Destroyed bridge*, c.1918)¹.

Footnote

Remember:
Even if you have used footnotes for some of your sources, you still need to provide a full reference for every source that you used in the reference list at the end of your work.
II. Example references

**Acts of Parliament**

Until 1963, UK Acts of Parliament contained a reference to the “regnal year”, the year of the monarch’s reign during which the Act was passed. This information can be included in the reference, before the chapter number.

In the example below, the reference to the regnal year is **23 & 24 Geo. 5**. This means the Act was passed during the parliamentary session which spanned the 23rd and 24th years of the reign of George V.

**Acts of Parliament, pre-1963 (print)**

Reference format
Title of Act including year (regnal year followed by chapter number). Place of publication: Publisher.

Example full reference

Example reference in the text
The Children and Young Persons Act (1933) was concerned with the treatment of children under 16.
Legislation was passed concerning the treatment of children under 16 (*Children and Young Persons Act, 1933*).

**Acts of Parliament, pre-1963 (online)**

Reference format
Title of Act including year (regnal year followed by chapter number). [online] Place of publication: Publisher. Available at: URL [Accessed date].

Example full reference

Example reference in the text
The Children and Young Persons Act (1933) was concerned with the treatment of children under 16.
Legislation was passed concerning the treatment of children under 16 (*Children and Young Persons Act, 1933*).
Artworks

Painting, sculpture, engraving etc. in gallery or collection

Reference format
Surname of artist, Initial/s. (year/s made) Title. [medium] Held at: Location of gallery/collection: Name of Gallery or Collection. Inventory/catalogue number, location in gallery or collection.

Example full reference

Example reference in the text
Some portraiture in the mid-18th century began to show an increasingly experimental style, as evidenced by The Shrimp Girl (Hogarth, c.1740-5).
Hogarth adopted an increasingly experimental approach to portraiture, as shown in The Shrimp Girl (c. 1740-5).

Painting, sculpture, engraving etc. in gallery or collection (viewed online)

Reference format
Surname of artist, Initial/s. (year made) 'Title' [medium - online]. Available at: Name of Gallery or Collection followed by URL [Accessed date]. Inventory/catalogue number.

Example full reference

Example reference in the text
Sir Alfred Gilbert's works were experimental in their use of multiple materials, as evidenced by 'A Bishop Saint' (Gilbert, 1899).
Gilbert's 'A Bishop Saint' (1899) demonstrated an experimental approach in his use of multiple materials.

Painting, sculpture, engraving etc. reproduced in a book (print)

Reference format
Surname of artist, Initial/s. (year made) 'Title' [medium]. In: Author's surname, Author's initials. Title of book. Place of publication, publisher, year of publication, page number.

Example full reference

Example reference in the text
‘Windsor Castle in modern times’ (Landseer, 1841-45) epitomises the image of idealised domesticity the Royal Family wanted to project.
Landseer’s ‘Windsor Castle in modern times’ (1841-45) sought to portray the Royal Family as epitomes of happy domesticity.
Painting, sculpture, engraving etc reproduced in an e-book

Reference format
Surname of artist, Initial/s. (year made) ‘Title’ [medium]. In: Author’s surname, Author’s initials. Title of book. [e-book] Place of publication, publisher, year of publication, page number. Available at: Leeds Trinity University Library http://lib.leedstrinity.ac.uk [Date accessed].

Example full reference

Example reference in the text
The self-improvement ethos of the Victorian era is embodied in works such as ‘A party of working men at the National Gallery’ (Brewtnall, 1870). Brewtnall’s ‘A party of working men at the National Gallery’ (1870) portrays the self-improvement ethos of many Victorian working men.

Buildings

- If the date of construction cannot be established, use (ND) for “no date”.
- If date is approximate use c. for circa.
- If constructed over a number of years, state the start and end dates.
- You can include a specific room or part of a building in the reference if needed.

Reference format
Surname of architect, Initial/s. followed by (arch.) (year(s) of construction) Name of building. Location.
If the building has a specific address, add this.

Example full reference

Example reference in the text
Castle Howard is a symmetrical Baroque structure (Vanburgh, 1699-1811). English medieval domestic architecture is epitomised by The Jew’s House (12th Century) in Lincoln.

Manuscripts and primary sources

This section includes: diaries, letters, manuscripts, maps and pamphlets.
In this section, the description ‘print’ (as in Manuscript [print]) refers to the original version of a document, e.g. a manuscript that you read in an archive, as opposed to a digital version that you accessed online.

You should include any available reference number for manuscripts. This might be a reference number from an archive, name of the collection the document is held in, etc.

If you visit an archive in person, make a note of the relevant reference numbers for any documents you use while you are there; you may also be able to consult their online catalogue if they have one.

For digitised documents found online, the reference number is usually provided in the record or description of the document.

Some databases and websites use their own numbering system for primary sources, e.g. the Darwin Correspondence Project. If you accessed a document online, you should use the reference number provided by the database or website where you accessed it; this makes it easier for the reader to follow up references.

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**Diaries**

The examples below assume that the diaries are held in one collection with the same reference number. If the diaries are split across multiple collections, each should be referenced separately.

**Diary (print)**

Reference format

Author Surname, Initial/s. (year/s) *Title or description of diary*. [Diary] Held at: City: Institution. Reference number if applicable.

**Example full reference**


**Example reference in the text**

Bundy (1916-19) kept a diary of his experiences in the war.

His experiences of the war were recorded in a diary (Bundy, 1916-19).

**Diary (accessed online)**

Reference format

Author Surname, Initial/s. (year/s) *Title or description of diary*. [Diary-online] Available at: Name of database or website followed by URL [Accessed date]. Reference number if applicable.

**Example full reference**


**Example reference in the text**

Bundy (1916-19) kept a diary of his experiences in the war.

His experiences of the war were recorded in a diary (Bundy, 1916-19).
DIARY ENTRY (PRINT)

**Reference format**
Author Surname, Initial/s. (year) Title or description of diary, date of entry. [Diary] Held at: City: Institution. Reference number if applicable.

**Example full reference**

**Example reference in the text**
Bundy (1916) described a long wait before being sent to France. It was some time before he was sent to France (Bundy, 1916).

DIARY ENTRY (ACCEDED ONLINE)

**Reference format**
Author Surname, Initial/s. (year/s) Title or description of diary, date of entry. [Diary-online] Available at: Name of database or website followed by URL [Accessed date]. Reference number if applicable.

**Example full reference**

**Example reference in the text**
Bundy (1916) described a long wait before being sent to France. It was some time before he was sent to France (Bundy, 1916).

LETTERS

- Letters in archives may not have formal page numbering. If you need to quote or paraphrase a specific section of the letter, you may need to include the page number followed by *recto* (“on the right side of the page”) or *verso* (“on the turned side of the page”).

LETTER (PRINT)

**Reference format**
Author Surname, Initial/s. (year) Letter information e.g. sender and recipient, date. [Letter] Held at: City: Institution. Reference number if applicable.

**Example full reference**

**Example reference in the text**
Darwin (1818) wrote to W. D. Fox about entomology. The letter to W. D. Fox mentioned entomology (Darwin, 1818).
Example reference in the text with page numbers
Darwin (1818, p.1, recto) wrote to W. D. Fox about entomology.
The letter to W. D. Fox mentioned entomology (Darwin, 1818, p.1, recto).

Letter (accessed online)
Reference format
Author Surname, Initial/s. (year) Letter information e.g. sender and recipient, date. [Letter-online] Available at: Name of database or website followed by URL [Accessed date]. Reference number if applicable.
Example full reference
Example reference in the text
Darwin (1818) wrote to W. D. Fox about entomology.
The letter to W. D. Fox was about entomology (Darwin, 1818).

Manuscripts

Manuscript (print)
Reference format
Author Surname, Initial/s. (year) Title or description of manuscript. [Manuscript] Held at: City: Institution. Reference number if applicable.
Example full reference
Example reference in the text
The entry in Little Domesday: Dunwich, Suffolk (1086) recorded local information.
The local population of Dunwich was surveyed (Little Domesday: Dunwich, Suffolk, 1086).

Manuscript (accessed online)
Reference format
Author Surname, Initial/s. (year) Title or description of manuscript. [Manuscript-online] Available at: Name of database or website followed by URL [Accessed date]. Reference number if applicable.
Example full reference
Example reference in the text
The entry in Little Domesday: Dunwich, Suffolk (1086) recorded local information.
The local population of Dunwich was surveyed (Little Domesday: Dunwich, Suffolk, 1086).
Maps

Map (print)
Reference format
Author/Cartographer Surname, Initial/s. (year) Title or description of map, scale. [Map] Held at: City: Institution. Reference number if applicable.

Example full reference

Example reference in the text
Wyld (1850) created a map showing London’s water levels. Water levels in London can be seen on a map (Wyld, 1850).

Map (accessed online)
Reference format
Author/Cartographer Surname, Initial/s. (year) Title or description of map, scale. [Map-online] Available at: Name of database or website followed by URL [Accessed date]. Reference number if applicable.

Example full reference

Example reference in the text
Wyld (1850) created a map showing London’s water levels. Water levels in London can be seen on a map (Wyld, 1850).

Pamphlets

Pamphlet (print)
Reference format
Author Surname, Initial/s. (year) Title. [Pamphlet] Held at: City: Institution. Reference number if applicable.

Example full reference
More, E. (1560) A lytle and bryefe treatyse, called the defence of women and especially of Englyshe women, made agaynst the Schole howse of women. [Pamphlet] Held at: California: Huntington Library. 18067 (STC 2nd ed.).

Example reference in the text
More (1560) wrote a response defending women. A response defending women was published (More, 1560).
Pamphlet (accessed online)

Reference format
Author Surname, Initial/s. (year) Title. [Pamphlet-online] Available at: Name of database or website followed by URL [Accessed date]. Reference number if applicable.

Example full reference
More, E. (1560) A lytle and bryefe tryatuse, called the defence of women and especially of Englyshe women, made agaynst the Schole howse of women. [Pamphlet-online] Available at: JISC Historical Texts https://data.historicaltexts.jisc.ac.uk/ [Accessed 20 January 2017]. 18067 (STC 2nd ed.).

Example reference in the text
More (1560) wrote a response defending women.
A response defending women was published (More, 1560).

Manuscripts with no titles, dates, authors etc

- In some cases not all of the information needed for the reference will be available. If so, include as much identifying information as possible.
- If there is no identifiable author, go straight to the title. Long titles can be abbreviated in r in the text, as long as this does not cause confusion with similarly titled sources.
- If you have several anonymous sources with similar titles, include any relevant reference numbers and/or archive locations when referencing in-text, to help the reader tell them apart.

Pamphlet with no author and approximate publication date (print)

Example full reference
An excellent recipe for the plague or murrain in cattle. (c.1737) [Pamphlet] Held at: London: British Library. T096165 (estc).

Example reference in the text
A leaflet, An excellent recipe for the plague… suggested dressing wounds with hot tar (c.1737).
Some suggested dressing wounds with hot tar (An excellent recipe for the plague…, c.1737).

Pamphlet with no author and approximate publication date (online)

Example full reference
An excellent recipe for the plague or murrain in cattle. (c.1737) [Pamphlet-online] Available at: JISC Historical Texts https://historicaltexts.jisc.ac.uk [Accessed 1 February 2017]. T096165 (estc).

Example reference in the text
A pamphlet, An excellent recipe for the plague… suggested dressing wounds with hot tar (c.1737).
Some suggested dressing wounds with hot tar (*An excellent recipe for the plague…*, c.1737).

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**Manuscripts reprinted in books**

- For reprinted sources, when referencing them in the body of your essay you should provide both the original publication date, and the date of the reprinted version that you actually read.

**Manuscript reprinted in a book (print)**

Reference format


**Example full reference**


**Example reference in the text**

Perkins (1608/2015) claimed women were more likely than men to practice witchcraft.

**Manuscript reprinted in an e-book**

Reference format


**Example full reference**


**Example reference in the text**

Perkins (1608/2015) claimed women were more likely than men to practice witchcraft.

Women were claimed to be more likely than men to practice witchcraft (Perkins, 1608/2015).

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**Manuscript reprinted in a book (print) – previously published elsewhere**
Reference format
Author of manuscript Surname, Initial/s. (year of original publication) *Title of manuscript*. Editor or translator of previous publication. *Title of previous publication if relevant*. (year of previous publication) Location: Publisher. Reprinted in: Book editor Surname, Initial/s. Ed. (date of book publication) *Book title*. Edition. Page numbers. Location: Publisher.

Example full reference

Example reference in the text
Bodin (1580/2015) linked witchcraft with devil worship.
Witchcraft was linked by some with devil worship (Bodin, 1580/2015).

Manuscript reprinted in an e-book – previously published elsewhere
Reference format
Author of manuscript Surname, Initial/s. (year of original publication) *Title of manuscript*. Editor or translator of previous publication. *Title of previous publication if relevant*. (year of previous publication) Location: Publisher. Reprinted in: Book editor Surname, Initial/s. Ed. (date of book publication) *Book title*. Edition. Page numbers. Location: Publisher. Available at: Website or e-book provider, followed by URL [Accessed date].

Example full reference

Example reference in the text
Bodin (1580/2015) linked witchcraft with devil worship.
Witchcraft was linked by some with devil worship (Bodin, 1580/2015).

Objects

Object in a collection
Reference format
Surname, initial/s of maker/designer of object. (responsibility e.g. maker, des.) (date made) Name of object. [Type of object]. Location of gallery or museum: Name of gallery or museum. Museum or gallery number, exact location within gallery or museum.

Example full reference

Example reference in the text
Vredeman de Vries (1590-1600) illustrates outstanding craftsmanship in his most famous work, the *Great bed of Ware*. 
Outstanding craftsmanship is illustrated by the *Great Bed of Ware* (Vredeman de Vries, 1590-1600).

**Object in a collection (viewed online)**

**Reference format**
Surname, initial/s of maker/designer of object. (responsibility e.g. maker, des.) (date made) *Name of object*. [Type of object - online]. Available at: Name of gallery or museum followed by URL [Accessed date]. Museum or gallery number.

**Example full reference**

**Example reference in the text**
Objects such the *Princess Mary gift fund box* (1914, EPH9380) illustrate the degree of concern shown by many civilians for British servicemen during the First World War. Many objects were created to raise funds for the troops during the First World War (Princess Mary gift fund box, 1914, EPH9380).

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**Periodicals (pre-20th century)**

- Articles in older periodicals can be complicated to reference as they are often anonymous and may have unhelpful titles (e.g. a book review will be given the same title as the book which is being reviewed). For clarification, it will sometimes be necessary to include extra information within the reference in the text, such as the title of the periodical.
- In the full reference you can also include more detailed publication information than you would for a modern journal article, such as the day or month of publication. This makes it easier for the reader to follow up references.

**Anonymous article in periodical (print)**

**Reference format**
‘Title of article’. (year) *Title of periodical*, date, volume number(issue number), page numbers.

**Example full reference**

**Example reference in the text**
The article ‘Fifty Years of Darwinism’ (*Saturday Review*, 26 June 1909) stated that Darwin’s work continued to be influential. Darwin’s work continued to be influential (‘Fifty Years of Darwinism’, *Saturday Review*, 26 June 1909).
Anonymous article in periodical (online)
Reference format
‘Title of article’. (year) Title of periodical, [online] date, volume number(issue number), page numbers. Available at: Name of database or website followed by URL [Accessed date].
Example full reference
Example reference in the text
The article ‘Fifty Years of Darwinism’ (Saturday Review, 26 June 1909) stated that Darwin’s work continued to be influential.
Darwin’s work continued to be influential (‘Fifty Years of Darwinism’, Saturday Review, 26 June 1909).

Anonymous book review in periodical (print)
Reference format
‘Title of article’. (year) Title of periodical, date, volume number(issue number), page numbers.
Example full reference
Example reference in the text

Anonymous book review in periodical (online)
Reference format
‘Title of article’. (year) Title of periodical, [online] date, volume number(issue number), page numbers. Available at: Name of database or website followed by URL [Accessed date].
Example full reference
Example reference in the text

Anonymous untitled article in periodical (print)
Reference format
‘Opening words of article’. (year) Title of periodical, date, volume number(issue number), page numbers.
Example full reference
‘One or two letters…’. (1894) Music Herald, 2 July, 556, p.208.

Example reference in the text
An article ‘One or two letters…’ questioned the impact of new legislation on child musicians (Music Herald, 2 July 1894, p.208).
Some questioned the impact of the legislation on child musicians (‘One or two letters…’, Music Herald, 2 July 1894, p.208).

Anonymous untitled article in periodical (online)
Reference format
‘Opening words of article’. (year) Title of periodical, [online] date, volume number(issue number), page numbers. Available at: Name of database or website followed by URL [Accessed date].

Example full reference

Example reference in the text
An article ‘One or two letters…’ questioned the impact of new legislation on child musicians (Music Herald, 2 July 1894, p.208).
Some questioned the impact of the legislation on child musicians (‘One or two letters…’, Music Herald, 2 July 1894, p.208).

Photographs

- If the photograph has no formal title, use the description supplied by the archive.
- In the in-text reference, add the catalogue number to the date if needed for differentiation between photographs with identical or similar titles/descriptions.

Photograph in an archive
Reference format
Surname, initial/s of photographer. (date of creation) Title [Photograph]. Location of Archive: Name of Archive. Catalogue number, Collection.

Example full reference

Example reference in the text
Edwards (1895) clearly shows the high importance placed on the tea industry by the British Raj.
The tea industry was critically important to the economy of the British Raj, as photographic evidence from the late 19th Century clearly attests (Edwards, 1895).
Photograph in an archive (viewed online)

Reference format
Surname, initial/s of photographer. (date of creation) Title [Photograph - online]. Available at: Name of Archive followed by URL [Accessed date]. Catalogue number, Collection.

Example full reference

Example reference in the text
The devastation wrought by the First World War in Northern France is amply illustrated in photographs *(Destroyed bridge over the Canal du Nord at Moeuvres, c.1918)*. *Destroyed bridge over the Canal du Nord at Moeuvres* (c.1918) provides an example of the devastation wrought by the First World War in Northern France.

Photographs reproduced in books

- Sometimes collections of photographs are included in a book without being allocated page numbers. In this case, use the figure number, abbreviated as fig.

Photograph reproduced in a book (print)

Reference format
Surname, initial/s of photographer. (date of creation) ‘Title of photograph’ [photograph] In: Surname, initials/s of publication author. *Title of publication*. Place of publication: publisher, date, page number.

Example full reference

Example reference in the text
The care taken by Churchill over his memoirs is illustrated in a number of photographs (‘Churchill at Chartwell’, 1947). The photograph ‘Churchill at Chartwell’ (1947) makes evident the great care that he took over his memoirs.

Photograph reproduced in an e-book

Reference format

Example full reference
Example reference in the text
Many clergyman regarded it as their Christian duty to provide support to all soldiers, irrespective of their nationality, as evidenced by contemporary photographs (‘A British chaplain ministering to a badly wounded German soldier’, 1918).
‘A British chaplain ministering to a badly wounded German soldier’ (1918) shows that many clergymen regarded it as their Christian duty to provide support to all soldiers, irrespective of their nationality.

III. Getting help with referencing

For guidance on referencing more common sources of information, such as books and journal articles, please consult the main LTU Harvard Referencing Guide. This is available on the library website https://lib.leedstrinity.ac.uk under the Referencing tab.

If you need one-to-one support with referencing, please contact the Humanities Liaison Librarian, Rachel Davies r.davies@leedstrinity.ac.uk

If Rachel is unavailable please contact the library helpdesk at libraryenquiries@leedstrinity.ac.uk or visit the library Enquiry Point, open 11am-3pm Monday to Friday in term-time.