Harvard Referencing Style Guide

Introduction

This guide outlines the Harvard style of referencing as used for the *Security Spectrum* journal published by the Estonian Academy of Security Sciences.

Harvard referencing follows an author-date method and consists of two components:

- **Citations in the text:** Briefly indicate sources within the text by providing the author's name, year of publication and page number if relevant.
- **Reference list:** Lists full publication details of all cited works at the end of the document.

Citations in the text

General format. All references in the text and notes must include the author's last name, year of publication and page numbers if relevant, e.g. (Smith, 2025, p. 5). List up to three authors per source. If there are more than three, cite up to three authors (or just the first) followed by "et al.". If there are two or three authors, use "and" before the last author's name listed.

Subsequent citations. For repeated references to the same source, use the same format as the first citation. Do not use "ibid.", "op. cit.", "infra." or "supra".

Authors with the same last name. If multiple authors with the same last name have works published in the same year, include their initials to distinguish them, e.g. (Smith, A., 2009) and (Smith, J., 2009).

Institutional authors. If the author is an organisation, cite the name in full, e.g. (Foresight Centre, 2022), unless the abbreviation is well known, e.g. (BBC, 2017).

No author. If a work is anonymous or has no identified author, use the name of the organisation (institutional author) instead (e.g. OECD, 2025); if there is no author or institutional author available, use the source title in italics in place of the author, e.g. (*OED Online*, 2018).

No date. If no date is available, use "n.d." for "no date", e.g. (Smith, n.d.).

Examples

Narrative citation. If the author's name appears in the text, follow with the year (and page numbers if necessary) in parentheses:

- Smith (2025) has argued that…

Parenthetical citation. If the author's name does not appear in the text, insert the last name in parentheses, followed by a comma and the year:

- Some recent studies (e.g. Smith, 2025) have described…

Page numbers. Where appropriate, include the page number after the year, separated by a comma ("p." refers to a single page, and "pp." refers to a range of pages):

- It has been noted (Smith, 2025, p. 42) that…
- It has been noted (Smith, 2025, pp. 42–43) that…

Two or three authors. List the last names of all the authors and use "and" before the name of the last author;

- (Smith, Jones and Saunders, 2025)

Four or more authors. Cite the last name of the first author followed by "et al.":

- (Smith et al., 2025)

Multiple works. When citing multiple works by the same author in the same year. Use "a", "b" and so on, separated by semicolons:

- (Smith, 2025a; 2025b)

When citing multiple works by the same author from different years, separate years with a semicolon, starting with the oldest:

- (Smith, 2019; 2021; 2025)

When citing multiple sources in a single parenthetical reference, separate them with semicolons and order them alphabetically:

- (Morecambe and Wise, 2023; Smith and Jones, 2020; Walliams, 2021)

Institutional authors. Cite the minimum necessary information:

- A recent statement (WHO, 2025, p. 15)...
- Occupational data (Statistics Estonia, 2025, p. 88) reveal...

Secondary sources. When citing a source that is cited within another work, include both the original and secondary source:

- Smith 2000 (cited in Jones, 2020, p. 100)
- (Smith, 2000, cited in Jones, 2020, p. 100)

Additional phrases. If you include a phrase in the citation, enclose it within the parentheses:

- Several investigators have claimed this (but see Smith, 2025, pp. 42–45)...

No date. If no date of publication is available, use "no date" instead:

- (Smith, no date, p. 100).

Reference list

Section heading. Use "REFERENCES AND SOURCES" as the heading for the bibliography section.

Authors' names. Use initials instead of first names, with spaces between initials and full points (e.g. Smith, J. A.). List up to three authors per source. If a source has more than three authors, list the first three followed by "et al." (in roman type, not italicised).

Ordering. List references in alphabetical order by the first author's last name:

- A reference with a single author appears before one with multiple authors if the first author's last name is the same, e.g. "Smith, M. (2018)" would appear before "Smith, A. and Jones, B. (2017)".
- Multiple references by the same author(s) are listed in chronological order.
- Institutional authors are listed under the first proper noun of the name, e.g. "Royal Academy of Arts (The)", excluding articles ("a", "an", or "the").
- If there is no author or institutional author available, order by the source title.

Titles of works. Capitalise all major words in the titles of works (e.g. journal articles, books). Follow this rule consistently, even if the original source uses a different capitalisation style.

Place of publication. After the book title, include the place of publication, followed by the name of the publisher, separated by a colon. For items published in the United States, include the state abbreviation (without points) if the location is not obvious. For example, "Cambridge, MA: Harvard University Press" (to distinguish it from Cambridge, UK).

No date. If no date of publication is available, use "n.d." instead.

Punctuation. Use full stops to separate major elements of the reference (e.g. author, title, publication details). However, separate the journal title, volume number and page numbers with commas. Each reference should end with a full stop unless it concludes with a URL or DOI, as a full stop may interfere with the link.

DOI numbers. Format DOIs as "DOI: https://doi.org/" followed by the DOI number, e.g. "DOI: https://doi.org/10.xxxx/xxxxx". Do not include an access date for sources with a DOI, as it is a stable identifier. Do not add a full stop at the end.

URLs. For online sources, provide the full URL at the end of the entry, followed by the access date, as URLs may change or be deleted.

Access dates. Format access dates as follows: (Accessed: 1 January 2025).

Books

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

Kumar, R. (2011) *Research Methodology*. 3rd edn. London: Sage.

DeFleur, M. and Ball-Rokeach, S. (1989) *Theories of Mass Communication*. 5th edn. New York, London: Longman.

Breakwell, G., Hammond, S. M., Fife-Schaw, et al. (2025) *Research Methods in Psychology*. 3rd edn. London: Routledge.

Jones, M. (ed.) *Advances in Psychology*. London: Sage.

Book chapters

Author(s). (Year) "Chapter Title" in Editor(s) (ed(s.)). *Book Title*. Place of publication: Publisher, pp. page numbers.

Smith, J. A. (2025) "Theoretical Frameworks" in Jones, M. (ed.) *Advances in Psychology*. London: Sage, pp. 42–56.

Journal articles

Author(s). (Year) "Article Title", *Journal Name*, Volume(Issue), pp. page numbers. DOI:...

Smith, J. and Jones, B. (2025) "New Perspectives on Cognition", *Journal of Psychology*, 34(2), pp. 123–135. DOI: https://doi.org/[DOI NUMBER]

Journal articles published ahead of print

Author(s). (Year) "Article Title", *Journal Name* [Preprint]. DOI:...

Smith, J. (2025) "Understanding Memory Retention", *Cognitive Science Journal* [Preprint]. DOI: https://doi.org/[DOI NUMBER]

Theses

Author. (Year) *Title of Thesis*. Level of thesis. Institution.

Smith, J. (2025) *Cognitive Development in Early Childhood*. PhD thesis. University of Oxford.

Newspaper/magazine articles

Author(s). (Year) Article Title. *Newspaper/Magazine Name*, Day Month, p. page number.

Smith, J. (2025) New Educational Trends. *The Guardian*, 10 March, p. 12.

Conference papers

Published: Author(s). (Year) "Title" in Editor(s) (ed(s.)) *Proceedings Title*. Place of publication: Publisher, pp. page numbers.

> Smith, J. (2025) "Artificial Intelligence in Research" in Jones, M. (ed.) *Proceedings of the AI Conference 2025*. London: IEEE, pp. 100–112.

Unpublished: Author(s). (Year) "Title". Paper presented at Conference Name, Location, Day Month.

> Smith, J. (2025) "Trends in Social Media". Paper presented at the International Communication Conference, Paris, 5 July.

Webpages

Author(s) or Organisation. (Year) *Title of Page*. Website Name [Online]. Available at: URL (Accessed: date).

> Wikipedia (2025) *Security Studies* [Online]. Available at: https://en.wikipedia.org/wiki/Security_studies (Accessed: 1 January 2025).

Blogs

Author(s). (Year) "Blog Post Title", *Blog Name*, Day Month [Blog post]. Available at: URL (Accessed: date).

> Smith, J. A. (2025) "The Rise of AI Ethics", *Tech Insights*, 15 February [Blog post]. Available at: www.techinsights.com/aiethics (Accessed: 20 February 2025).

Reports

Author(s)/Institution. (Year) *Title of Report*. Report number (if applicable). Place of publication: Publisher.

> World Bank (2025) *Annual Economic Outlook*. Report No 2025-01. Washington, DC: World Bank.

Standards

Institution. (Year) *Title of Standard*. Standard number. Place of publication: Publisher.

> International Organization for Standardization (ISO). (2025) *Information Security, Cybersecurity and Privacy Protection – Information Security Management Systems – Requirements*. ISO/IEC 27001:2022. Geneva: ISO.