### In-text Citation and Reference List Entry Examples

<table>
<thead>
<tr>
<th>Type of Source</th>
<th>In-Text Citation</th>
<th>Reference List Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Books/ E-Books/PDF Report</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translator &amp; Author</td>
<td>In his view, Kant (1785) sees ... (Kant, 1785).</td>
<td>Kant, I. (1785). Fundamental Principles of the Metaphysics of Morals, Translated by T.K. Abbott, 1988, New York: Prometheus Books</td>
</tr>
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</tr>
</tbody>
</table>

Note: et al. is never used in the reference list. All authors must be listed.
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**Legal Cases/Government Reports/ Company Reports/Standards**

Legal Cases are not part of the Harvard System, therefore, it is recommended that accepted legal citation be used – check with your department for guidelines.

**No Date**

- ... (Högskoleverket, n.d.).
- ... states Högskoleverket (n.d.).

**Högskoleverket (n.d.). Available Online:**
http://www.hsv.se/2.539a94911bf3d5914ec800056267.html
[Accessed 8 February 2012]

**Web document**

- (Department of Industry, Innovation, Science and Tertiary Education, 2006)


**Video Online**

- David Lawee (2014) currently has .......

**Lawee, D. (2014). DEMO One-on-One Interview with David Lawee, Google, [video online], Available at:**
http://www.seb.se [Accessed 9 May 2014]

**Web Based Image / table/ figure/graph/screen shot**

- Figure 3 (adapted from Australian Bureau of Statistics 2011) shows a sustained downward trend in private sector house approvals ...

**Australian Bureau of Statistics. (2010). Building Approvals, Australia, November 2011, Available Online:**

**Social Media:**

- Roger Federer currently has 12 Million fans on Facebook (2013a), 33000 followers on Twitter (2013b) and his own Youtube Channel (2013c)

**Federer, R. (2013a). Federer [Facebook]. Available from:**


**Blog Post**

- As presented in Hagon’s blog post (2009) .......

**Hagon, P. (2009). Immediate Sharing, What’s New, web blog post available at:**
### Theses/Conference Papers /Working Papers/Lectures/Presentations/Seminars

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<tbody>
<tr>
<td>Working Papers</td>
<td>Corporate social responsibility is... (Tomas, 2003).</td>
<td>Tomas, N. C. (2003). Corporate Social Responsibility: A case study, Marketing Department, working paper, no.03-701, Lund University School of Economics and Management</td>
</tr>
</tbody>
</table>

### Course Cases

Course cases are referenced differently from legal cases. It is not uncommon for course cases to lack referencing information, such as dates or the original source.


### Company Reports


### Accounting Standards

### Secondary Sources

Secondary sources are acceptable within academic writing; however, where possible, avoid using them. Only use secondary sources if you are unable to find or retrieve the original (primary) source of information. If the primary source is unavailable, you must refer to both the primary and secondary source for the in-text citation. In the reference list, only cite the source you have read yourself.

**In-text citation:**
However, Main (2003 cited in Kay, 2004) has supported the view that black market economies are not culture-dependent.

**Reference list:**

### Special note on paraphrasing and summarising

**Note:**
When you summarise or paraphrase someone else's information/knowledge/ideas in several sentences or more, it is important to cite after each sentence. However, it feels awkward to put in a citation at the end of each sentence. It is also awkward to read. Nevertheless, technically, LUSEM's Harvard demands that your reader knows exactly what information you obtained from someone else and when you start using it. Thus, an end-of-paragraph citation does not meet that requirement. For more information, check the Teaching and Learning platform under “summarising”: lusem.lu.se/asks

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**Lectures (ppt or other presentations for courses)**
Andersson (2014). explained that .......


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**News Papers**

**- Printed**
(Andersson, 2013) Andersson, A. (2013). Sweden’s Future, Aftonbladet, 1 April, p.31

**- Electronic DataBase**

**- Website**

**- no author**
(Tidningen Metro, 7 May 2012, p.15) Not required

**Personal Communication**

**Personal Communication:**
includes private letters, memos, email, telephone conversations, personal interviews, etc. These are cited in-text only, not in the Reference List.

J. Francis (personal communication, 6 August 2011) was able to confirm that the company was in good shape.

Pelle Andersson (interview, September 29, 2013) had specific suggestions regarding the market in Sweden.

**Not included in Reference List. Cite in-text only.**

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### Reference Management Tools

LUSEM has their HARVARD referencing guidelines available in EndNote. EndNote is a software tool for reference management from Thomson Reuters. The Lund University Libraries Head office and LDC have a site license agreement which makes EndNote available to students and faculty at Lund University. The license is financed by the Lund University Libraries Head office and distributed by LDC.

You can download EndNote via the Student Portal [Student Portal](http://www.student.lu.se/uPortal/f/welcome/normal/render.uP)

You can find the EndNote style for LUSEM: [here](#)

LUSEM has their HARVARD referencing guidelines available in two free referencing management systems: Zotero and Mendeley.

**Zotero:** is a Web-based Firefox extension. An easy-to-use tool to help you collect, organize, cite, and share your research sources. Search for Lund University School of Economics and Management.

**Mendeley:** is a reference manager and academic social network. Make your own fully-searchable library in seconds, cite as you write, and read and annotate your PDFs on any device. Showcase your work on your profile and assess the impact of your research. Search for Lund University School of Economics and Management.

You can also find the links to these management systems on: [https://liveatlund.lu.se/Faculties/LUSEM/teachingandlearning/referencingskills/Pages/ReferencingTools.aspx](https://liveatlund.lu.se/Faculties/LUSEM/teachingandlearning/referencingskills/Pages/ReferencingTools.aspx)