



LUSEM's Harvard Referencing Style Guide (3rd Edition)

LUND UNIVERSITY SCHOOL OF ECONOMICS AND MANAGEMENT



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Introduction

Lund University School of Economics and Management (LUSEM) recommends the Harvard Style (also known as author-date) as the standard. This style is very similar to the APA system, with the main difference being that Harvard does not have a manual and as a result, there are uncountable variations of the style. To ensure that there are no misunderstandings and to maintain consistency in the referencing style, LUSEM recommends that you adhere strictly to the following guidelines.

LUSEM's Harvard Referencing Style consists of two parts:

Part 1:

An in-text citation (also referred to as a reference or source) is provided by giving the author(s), publication year and, when necessary, a page number of your source of information. This is enclosed in brackets and placed within a sentence. For example:

Various questions have been raised about the issues concerning "skills and skill development" (Fenwick & Hall, 2006, p.575).

Fenwick and Hall (2006) question staff competencies and other issues related to personal development.

Note: a citation is always included in a sentence and should never be placed in a footnote.

Part 2:

A reference list is provided on a separate page at the end of your text, sorted in alphabetical order and containing a complete and accurate description of the sources used in your in-text citations. This allows the reader to accurately and quickly locate your sources. For example:

Fenwick, T., & Hall, R. (2006). Skills in the Knowledge Economy: Changing meanings in changing conditions, *Journal of Industrial Relations*, vol. 48, no. 5, pp.571-574, <https://doi.org/10.1177/0022185606070936>

The reference list page should be titled 'References'.

Incorporating sources

Integrating information, knowledge and ideas from other sources into your writing is a complex task involving several skills: quoting, paraphrasing and summarising. There are similarities and differences when using these tools and it is vital to your academic skills that you know these well. Quoting, paraphrasing and summarising all require a citation; however, there are differences when presenting these sources (see Table 1).

Table 1. Differences in Quoting, Paraphrasing and Summarising

Quotation	Paraphrase	Summary
Matches the source word for word	Does not match the source word for word	Does not match the source word for word
Usually a short segment of the text	Putting a segment of the text into your own words	Putting the main ideas into your own words
Use double "quotation marks", integrating the author, date and page number	Communicates the original meaning in your own words, integrating the author and date	Presents a broad overview in your own words, integrating the author and date
Exact length of the original text	Close to the same length as the original text	Much shorter than the original text

For examples of how to quote, paraphrase and summarise, check the ASKS Canvas pages, accessible via lusem.lu.se/asks

PLAGIARISM

Whenever drawing on ideas, knowledge or information that is not your own, you must acknowledge the source by providing a citation in the text and in the reference list. Failure to document fully and adequately is to ignore scholarly rules, which in turn will risk plagiarism.

SELF PLAGIARISM

Plagiarism can occur if you use your old assignments when writing a new one and neglect to reference yourself. You must reference yourself with the same level of care as you would do for others.

More on plagiarism and reference management can be found at awelu.srv.lu.se and the ASKS Canvas pages, accessible via lusem.lu.se/asks

IN-TEXT CITATIONS

The in-text citation is placed within a sentence and includes the surname(s) of the author(s), the year of publication and, when necessary, a page number. The purpose of the in-text citation is to point the reader to a more complete description of the source in the reference list.

Placing a citation at the beginning of a sentence emphasises the author, and it is usually used to compare studies. For example:

According to Jones (2007), ... However, a more recent study by Henderson (2011) showed...

When two (or more) ideas from different authors are used, the citation should be placed immediately after the ideas or information that you have used. For example:

Mergers and acquisitions often fail to achieve expected synergies (Crannock, 2008), but when their goals, and the strategies to achieve them, are objectively assessed, they are much more likely to lead to growth and increased shareholder value (Benson & Hodge, 2010).

When summarising or paraphrasing a single source in two or more consecutive sentences, LUSEM's Harvard Style requires that each sentence contains an acknowledgement of the source. However, it can feel awkward to put in a full citation for each sentence. To overcome this conundrum, the author's name (placed outside brackets) and the date can be stated in the first sentence that refers to the source, with subsequent sentences cited through the use of pronouns that refer back to that citation, as shown in the example below:

Jones (2008) disagrees with the critics of the state-led capitalism in China. Instead **he** thinks that the model, while not perfect, is a realistic way to develop China's resources for the following three reasons. First, **he** argues that it is based on the strong and accepted influence of the state in the private sector. Second, **he** believes that this form of state-led capitalism is a great improvement on the chaotic capitalism that characterised the early period of transition. Finally, **he** concludes that there will not be any great renationalization of industry.

Note: for a whole paragraph based on a single source, an end-of-paragraph citation should NOT be used.

For more information and examples, check the ASKS Canvas pages under: Summarising via lusem.lu.se/asks

QUOTING

A quotation is an exact reproduction of the original spoken or written words. Quotes can vary in length, depending on their purpose in your text, but are always integrated within the grammar of the sentence.

Whenever quoting, you must use your source's exact words, enclose the exact words with double quotation marks and include the page number where the quoted words were found. For example:

Corporate Culture has been defined as "collectively shared norms, values and beliefs" (Alvesson, 2007, p.3).

Long quote

Long quotations are typically longer than 30 words or 3 lines. They are separated from the rest of the text by an extra line space and the left side of the margin is indented. Quotation marks are not required because the spacing indicates that it is a quote. For example:

There are various definitions of an engineer, with each definition suiting its own purpose. This research sees an engineer as a:

unique body of knowledge to provide a particular range of services relating to the design and construction of projects; thus, the competitiveness of an engineering consultancy firm is firmly based on its knowledge resources (Baark, 2001, p.4).

This definition indicates that a company's primary resource is possibly its knowledge.

Words omitted from quotations

It is possible to omit words from quotations as long as the meaning is the same. The omitted words are to be replaced with ... (three dots). For example:

Jones (2012, p.7) describes branding as "the process involved in creating a unique name and image for a product ... aiming to establish a significant and differentiated presence in the market".

The square brackets in quotations

Sometimes it is necessary to insert a word that explains the meaning of another word or change the punctuation in a quotation. Place the explanation and/or change in square brackets []. For example:

... that "the curriculum of the national schools in the 1870s included reading, writing, arithmetic, drill [physical exercises] and music" (James et al. 2000, p.21).

Making changes to quotes

The Latin phrase [sic], meaning 'thus' or 'such', refers to something originally written in that way. This term is used when the original quote has:

- a spelling or grammatical error
- language that is discriminatory (e.g. gender specific, sexist or racist)

Place [sic] immediately after the error or inappropriate usage to show that the word or phrase appears in the original text and does not constitute an error or misjudgment on your part. For example:

Jones (2010) claims that a successful manager "establishes links throughout [sic] an organisation" (p.6).

Jones (2010) argues that "salesmen [sic] often establish links through social media" (p.6).

SYNTHESISING

Using more than one source within the same citation is called synthesising. Unlike summarising and paraphrasing, which use the ideas of one author at a time, synthesising combines the ideas from more than one source and integrates them into your argument.

Synthesising allows you to:

- focus on the issues and ideas rather than the authors,
- combine information from multiple sources. This helps develop and strengthen your argument/s.

For example:

It is difficult to make general conclusions on cross-border M&A deals, as there seems to be two opposing groups. First, those who argue in favour of value creation through these transactions (Boateng, 2007; Bhagat et al. 2011; Chakrabarti et al. 2009; Gubbi et al. 2010; Kang, 1993; Kohli & Mann, 2011; Markides & Ittner, 1994; Morck & Yeungm, 1992; Soongswang, 2010) and second, those who argue against it (Aybar & Ficici, 2009; Danbolt, 1995; Datta & Puia, 1995; Eun et al. 1996; Malhotra et al. 2011; Marthur et al. 1994).

Note: the sources must be listed alphabetically within the in-text citation and listed separately in the reference list.

USING SECONDARY SOURCES

Secondary sources (a source referenced within another source) 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. For example:

However, Main (1955 cited in Kay, 2004) has supported the view that black market economies are not culture dependent.

In the reference list, only cite the source you have read yourself. For example:

Kay, W. (2004). *The Power of Europe*, Dover: Kentish Press

Note: LUSEM's Harvard referencing style **does not** use footnotes for sources.

USING SOURCES WITH MORE THAN ONE AUTHOR

In-text citations and the reference list must show the authors in the exact order as shown on the title page of the source. For example:

No. of Authors	In-text citation	Reference List
1	Nelson (2012) argues that (Nelson, 2012).	Nelson, J. (2012).
2	... family policy (Jones & Thomas, 2009). According to Jones and Thomas (2009), ...	Jones, T., & Thomas, L. (2009).
3	... these policies (Smith et al. 2012). Smith et al. (2012) claim that ...	Smith, L., James, J., & Shields, T. (2012).

Note: the ampersand "&" is used for all bracketed in-text citations and the reference list, whereas "and" is used for unbracketed in-text citations.

Note: where there are more than two authors, "et al." should be used after the name of the lead author in the in-text citation. You still need to list all authors in the reference list.

USING DIFFERENT SOURCES WITH THE SAME AUTHOR(S) AND YEAR

To distinguish between each source, add a suffix to the dates (e.g. 2010a, 2010b) for the in-text citation and the corresponding reference list entry. Reference list items should be ordered alphabetically. The letters follow the same order as the entries appear in the reference list. For example:

In-text citation	Reference List
According to Johnsson (2010a) ...	Johnsson, T. (2010a). Balancing Economic ...
... as a result (Johnsson, 2010b).	Johnsson, T. (2010b). Transitioning Economics ...

Note: when synthesising multiple sources by the same author, only give the author's surname once. For example: 'According to Johnsson (2010a, 2010b) ...' or '... as a result (Johnsson, 2010a, 2010b).'

USING SOURCES WITH NO AUTHOR

When no author is mentioned, the organisation or company that published the book, report, document or website can be used instead. Alternatively, when no organisation is mentioned, as in the case of some books, the title of the book can be used in place of the author.

USING PAGE NUMBERS

When quoting, you must include the page number in the in-text citation. For example:

If the quote was found on page 25	James (2011) states that, "brands are ..." (p.25) Some claim that "brands are ..." (James, 2011, p.25)
If the quotation runs over the page break	James states that, "brands are ..." (2011, pp.25-26)

When paraphrasing, it is sometimes recommended that you include page numbers when it would help readers locate the relevant passage in longer or more complex texts.

Note: teachers may sometimes require that you supply page numbers for all your in-text citations.

Note: more often than not, webpages do not supply page numbers. If this is the case, use n.p. (no page). For example: (Volvo, 2013, n.p.).

CITING TABLES AND FIGURES

For tables or figures compiled by selected variables from a database, the data source(s) and variables must be described in the methodology or data selection part of your thesis.

The source of data must be stated below each table and figure.

- Table: Caption above the table with explanatory text, no full stop. Source below the table. The source is not listed in the reference list.
- Figure: Caption below the figure. Source below the figure. The source is not listed in the reference list.

For example:

Sources: Consensus Economics and author's calculations

For tables already published, cite the source of the table.

- In text: Table/Figure number (adapted from ..., year) title
- Reference list: Source. (Year). Title, URL [Accessed ...]

For example:

Caption: Table 1, (adapted from Jones, 2005) Unemployment by age group

In-text citation: Table 1 (adapted from Jones, 2005) shows that ...

Note: if making any changes to the original, "adapted from" must be added to the citation.

For more information and examples, check the ASKS Canvas pages via lusem.lu.se/asks or the LUSEM library pages on Canvas.

Reference List

The reference list is found at the end of a document and consists of all the in-text citations found in the text. A major purpose of the reference list is so other readers are able to retrieve and use the source; therefore, reference data must be accurate and complete. Each entry usually contains the following elements: Author/Date/Title/Publication.

FORMATTING A REFERENCE LIST

- Place entries in alphabetical order according to the lead author's surname.
- For ease of readability, it is recommended that you leave a line between each reference entry.
- All major words in titles are capitalised with only the initial letter of the first word of a subtitle being capitalised.
- Journal names and edited book titles are in italics.
- Use a DOI for journal articles if there is one. If no DOI is available, you may consider providing a URL link to the article or a link from Google Scholar.
- When an entry includes a DOI number, no access date is needed. When a DOI is not available, and a URL is included, do not include an access date unless the source material may change over time (e.g., online encyclopedias, social media pages, organisational websites that update frequently).
- Be consistent with how you present all your entries.
- All citations within the text must be entered in the reference list.
- Be sure to only include sources cited within the text.
- Do not separate books, journal articles, online sources etc.

ABBREVIATIONS

The following are the acceptable abbreviations used in the reference list for parts of books and other publications:

chapter chap.

edition edn

revised edition rev. edn

second edition 2nd edn

editor (editors) ed. (eds)

page (pages) p. (pp.)

volume (volumes) vol. (vols)

number no.

no date n.d.

EXAMPLE OF A REFERENCE LIST

Coale, A. J. (1967). The Voluntary Control of Human Fertility, *Proceedings of the American Philosophical Society*, vol. 111, no. 3, pp.164-169, <http://www.jstor.org/stable/985713>

Creanga, A. A., Gillespie, D., Karklins, S., & Tsui, A. (2011). Low Use of Contraception Among Poor Women in Africa: An equity issue, *Bulletin of the World Health Organization*, vol. 89, pp.258-266, <http://doi.org/10.2471/BLT.10.083329>

Easterlin, R. A. (1975). An Economic Framework for Fertility Analysis, *Studies in Family Planning*, vol. 6, no. 3, pp.54-63, <https://doi.org/10.2307/1964934>

Feeney, G. (1994). Fertility Decline in East Asia, *Science*, vol. 266, no. 5190, pp.1518-1523, <https://www.jstor.org/stable/2885177>

Spicer, J. (2004). *Making Sense of Multivariate Data Analysis: An intuitive approach*, London: SAGE

Wiklund, J., & Shepherd, D. (2009). The Effectiveness of Alliances and Acquisitions: The role of resource combination activities, *Entrepreneurship: Theory & Practice*, vol. 33, no. 1, pp.193-212, <https://doi.org/10.1111/j.1540-6520.2008.00286.x>

Reference Management Tools

ENDNOTE

LUSEM has its 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 licence agreement which makes EndNote available to students and faculty at Lund University. The licence is financed by the Lund University Libraries Head office and distributed by LDC.

You can download EndNote via the Student Portal: student.lu.se

You can find the EndNote style for LUSEM on the ASKS Canvas pages, accessible via lusem.lu.se/asks

ZOTERO AND MENDELEY

LUSEM also has its Harvard referencing guidelines available in two free referencing management systems: Zotero and Mendeley.

Zotero is a free and open source reference management software. It is an easy-to-use tool to help you collect, organise, cite and share your research sources. Search for "Lund University School of Economics and Management" in the Zotero Style Manager.

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".

Resources Used When Writing This Guide:

American Psychological Association. (2020). *Publication Manual of the American Psychological Association*, 7th edn, Washington, DC: APA

Anglia Ruskin University Library. (2013). *Guide to the Harvard Referencing System*, <http://libweb.anglia.ac.uk/referencing/harvard.htm>

Deane, M. (2010). *Inside Track to Academic Research, Writing & Referencing*, Harlow: Pearson Education Limited

University of Sydney. (2013). *University of Sydney Business School Referencing Guide*, http://sydney.edu.au/business/learning/students/study_research_writing/academic_writing



In-text Citation and Reference List Entry Examples

BOOKS, E-BOOKS AND PDF REPORTS

Source	In-Text Citation	Reference List Entry
Single Author	According to Balchin (1996)... ... (Balchin, 1996).	Balchin, P. (1996). <i>Housing Policy in Europe</i> , London: Routledge
2 Authors	... (Eriksson & Kovalainen, 2008). According to Eriksson and Kovalainen (2008), ...	Eriksson, P., & Kovalainen, A. (2008). <i>Qualitative Methods in Business Research</i> , London: SAGE
More than 2 Authors and the use of et al.	According to Ball et al. (1988), (Ball et al. 1988).	Ball, M., Harloe, M., & Martens, M. (1988). <i>Housing and Social Change in Europe and the USA</i> , London: Routledge
		Note: et al. is never used in the reference list. All authors must be listed.
Organisation as Author	... (Swedish Bureau of Agricultural and Resource Economics, 2010).	Swedish Bureau of Agricultural and Resource Economics. (2010). <i>Aquaculture Development in Sweden: A review of key economic issues</i> , Stockholm: SBARE
No Author	... (A History of Sweden, 2011). As stated in A History of Sweden (2011) ...	A History of Sweden. (2011). Sweden: Studentlitteratur
		Note: when there is no author, the title can be used instead
Translator & Author	In his view, Kant (1785) sees (Kant, 1785).	Kant, I. (1785). <i>Fundamental Principles of the Metaphysic of Morals</i> , Translated by T.K. Abbott, 1988, New York: Prometheus Books

Source	In-Text Citation	Reference List Entry
Chapter or Article in Edited Book	A contributing factor that seems to affect progress is attitude (Larsson, 2011).	Larsson, R. (2011). <i>The New American Workplace: High road or low road?</i> , in P. Thompson & C. Warhurst (eds), <i>Workplaces of the Future</i> , London: Macmillan Press, pp.22-34
		Note: the book title is in italics and the page numbers of the chapter are included.
Edition Other than First	... (Andersson, 2009). In his view, Andersson (2009) ...	Andersson, M. (2009). <i>The Human Side of Organizations</i> , 10th edn, Upper Saddle River, N.J.: Pearson/Prentice Hall
Different Works by Same Author in Same Year	... (Bond, 1991a) ... as Bond (1991b) claims.	Bond, G. (1991a). <i>Business Ethics</i> , Sydney: McGraw-Hill Bond, G. (1991b). <i>Corporate Governance</i> , London: Irwin
E-book	Initially, Carlsen and Charters (2007) argue that (Carlsen & Charters, 2007).	Carlsen, J., & Charters, S. (2007). <i>Global Wine Tourism</i> , [e-book] Wallingford: CABI Pub, http://library.nuft.edu.ua/ebook/file/Carlsenurism.pdf
		Note: supply the URL but the date of access not needed
Encyclopedia Entry	Change management theories are explained as ... (Change Management, 2004)	Change Management. (2004). In G. R. Goethals, G. J. Sorenson & J. M. Burns (eds), <i>Encyclopedia of Leadership</i> , SAGE:Thousand Oaks, CA, pp. 155-157, https://dx.doi.org/10.4135/9781412952392.n40
Google Books	... (Cookson & Church, 2007). Cookson and Church (2007) claim that ...	Cookson, J., & Church, S., (eds). (2007). <i>Leisure and the Tourist</i> , [e-book] Wallingford: ABS Publishers, Google Books: books.google.com
PDF Documents	As suggested in the report from the Bank of England (2008) (Bank of England, 2008).	Bank of England. (2008). <i>Inflation Report</i> [pdf], http://www.bankofengland.co.uk/publications/inflationreport/ir08nov.pdf

JOURNAL ARTICLES

Source	In-Text Citation	Reference List Entry
Journal Article	... (Fenwick & Hall, 2006).	Fenwick, T., & Hall, R. (2006). Skills in the Knowledge Economy: Changing meanings in changing conditions. <i>Journal of Industrial Relations</i> , vol. 48, no. 5, pp.571-574, https://doi.org/10.1177/0022185606070936
		Note: place the journal name in italics. Include the volume, issue and page numbers (or article number) if available.
		Note: for online articles, supply a DOI if available.
Journal Article Preprint	According to Nalchigar and Weber (2012) from the ArXiv e-print archive at Cornell University (arXiv.org), online shopping behaviour has ...	Nalchigar, S., & Weber, I. (2012). A Large-Scale Study of Online Shopping Behavior, preprint, pp.1-42, http://arxiv.org/abs/1212.5959

LEGAL CASES, ACTS OF PARLIAMENT, COMPANY REPORTS, STANDARDS AND EU LEGISLATION

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.

Source	In-Text Citation	Reference List Entry
Legal Cases	(J v Andersson, 2010, 232 CLR 1)	J v Andersson. (2010). 232 CLR 1 Thomas v Larsson. (1962). 1 WLR 832 Italy v France. (1994). 17 EHRR 251, p.245
	In the recent case of R v White (Tom Brown) (2005), the defence noted ...	R v White (Tom Brown). (2005). EWCA Crim 689, 2005 WL 104528
		Note: only quote law reports if you have used them.
Acts of Parliament	... as seen in the Disability Discrimination Act (1995).	Disability Discrimination Act. (1995). London: HMSO
Company Reports	... (Volvo Group Global, 2013) Volvo Group Global (2013) presented a convincing argument in their 2011 annual report where ...	Volvo Group Global. (2013). Volvo Group Annual Report 2011, http://www.volvogroup.com/group/global/en-gb/investors/reports/annual_reports/pages/annual_reports.aspx [Accessed 28 January 2013]
Accounting Standards	The IFRS and IASB work together to set high quality and enforceable standards throughout the world (IFRS, 2013)	International Financial Reporting Standards (IFRS) Organisation. (2013). Standards Development, http://www.ifrs.org/How-we-develop-standards/Pages/How-we-develop-standards.aspx [Accessed 22 August 2013]
EU directives, decisions and regulations	In the EU directive Representative actions for the protection of the collective interests of consumers and repealing (Directive 2009/22), it is said ...	Directive 2020/1282. Representative actions for the protection of the collective interests of consumers and repealing. European Parliament, Council of the European Union. http://data.europa.eu/eli/dir/2020/1828/oj

INTERNET, WEBSITES

Source	In-Text Citation	Reference List Entry
Website: text with Author	...as presented in Jones (2015).	Jones, L. (2015). Internet Trends, http://future-internetsociety.org [Accessed 1 April 2020]
Website: text without Author	IKEA (2019) presents several alternatives to ... According to the European Housing Review (2011) ...	IKEA. (2019). IKEA Family, https://m2.ikea.com/se/sv/ikea-family/ [Accessed 22 March 2019] European Housing Review. (2011). RICS, http://www.rics.org/site/scripts/downloadinfo.aspx?fileID=8882&-categoryID=726 [Accessed 8 February 2022]
No Date	... (UKÄ, n.d.). ... states UKÄ (n.d.).	UKÄ. (n.d.). Analys och Uppföljning, http://uka.se/statistik-analys [Accessed 8 February 2019]
Web Based Image, Table or Figure	Table/Figure 3 (adapted from Australian Bureau of Statistics 2011) shows a sustained downward trend in private sector house approvals ... Note: if making any changes to the table or figure, "adapted from" must be added to the citation.	Australian Bureau of Statistics. (2010). Building Approvals, Australia, November 2011, http://www.abs.gov.au/ausstats/abs@.nsf/mf/8731.0 [Accessed 30 January 2013] Note: captions for Tables are placed above the Table and captions for Figures are placed below the Figure.
Table or figure compiled from data source (see p.14)	Sources: Consensus Economics and author's calculations	No reference list entry needed

Source	In-Text Citation	Reference List Entry
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], https://www.facebook.com/Federer [Accessed 2 February 2013] Federer, R. (2013b). Federer Official [Twitter], https://twitter.com/FedererOfficial [Accessed 2 February 2013] Federer, R. (2013c). Roger Federer Tennis Channel, [video online], http://www.youtube.com/user/rftennischannel [Accessed 2 February 2013]
	Note: the date used is the year that you personally viewed the pages	
Video	According to Arika Okrent in Words That Seem Related, But Aren't (2016, 00:00:10), "there's no male in female".	Words That Seem Related, But Aren't. (2016). YouTube video, added by Arika Okrent, https://www.youtube.com/watch?v=_f_3PNlkaKs [Accessed 8 November 2016] Title of Video. (date uploaded). YouTube video, added by Username of uploader [Online], URL [Accessed date]
MOOC video	... as presented in Austin's (2015) MOOC ...	Austin, R. (2015). Strategic Management, Copenhagen Business School Coursera MOOC, 15 February – 21 March, https://www.coursera.org/learn/strategic-management [Accessed 8 February 2015]
Blog post	As presented in Hagon's blog post (2009) ...	Hagon, P. (2009). Immediate Sharing, What's New, web blog post, http://www.paulhagon.com/blog/2009/09/27/immediate-sharing [Accessed 1 February 2009]

LECTURES, PRESENTATIONS, SEMINARS, CONFERENCE PAPERS, WORKING PAPERS, DISCUSSION PAPERS AND THESES

Source	In-Text Citation	Reference List Entry
Lectures Presentations Seminars Discussion Papers	Andersson (2014), explained that ...	Andersson, B. (2014). Lecture 4: Business Process Modelling, INFN50, powerpoint presentation, LUSEM Lund, 1 December 2014
For other services, contact ASKS for advice.		
Guest Lectures	A recent guest lecturer from ... pointed out the importance of employee mobility in firms (Pontén, 2014).	Pontén, A. (2014). Human Resources Management in Practice: Deloitte, Guest Lecture, Lund University School of Economics and Management, Sweden, 5 November, 2014
If the presentation has been uploaded to your course pages, then this information needs to be added:		
		Pontén, A. (2014). Human Resources Management in Practice: Deloitte, Guest Lecture, Lund University School of Economics and Management, Sweden, 5 November, 2014, https://canvas.education.lu.se/courses/18876/files/30789 [Accessed 5 February 2022]
Published Conference Papers	... (Lee et al. 2012). According to Lee et al. (2012) information sharing ...	Lee, L., Fayard, D., Leitch, R., & Kettinger, W. (2012). A Relational View of Accounting Information Sharing, AMCIS 2012 Proceedings, Paper 9, http://aisel.aisnet.org/amcis2012/proceedings/AccountingInformationSystems/9 [Accessed 28 January 2013]
Working Papers	Corporate social responsibility is ... (Tomas, 2003).	Tomas, N. C. (2003). Corporate Social Responsibility: A case study, Department of Business Administration, working paper, no.03-701, Lund University School of Economics and Management

Source	In-Text Citation	Reference List Entry
Theses	... (Andersson, 2003). In Andersson's work, he revealed that ... (2003).	Andersson, Fredrik, C.A. (2003). Interest Groups and Government Policy, A Political Economy Analysis, PhD thesis, Department of Economics, Lund University, http://www.lu.se/lup/publication/465771 [Accessed 28 January 2013]
Unpublished Theses	... (Larsson, 2003).	Larsson, T. E. (2003). Implementing Strategic Change in the Recruitment Advertising, unpublished, Business Management Project, Lund University, School of Economics and Management's Library

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.

Source	In-Text Citation	Reference List Entry
Course Case	Gore & Associates, Inc. (n.d.) argued that ...	Gore & Associates, Inc. (n.d.). Case 6-13, Case Study course material, https://canvas.education.lu.se/courses/18973/files/327856 [Accessed 6 March 2021]

NEWSPAPERS AND MAGAZINES

Source	In-Text Citation	Reference List Entry
Printed	(Andersson, 2013)	Andersson, A. (2013). Sweden's Future, <i>Aftonbladet</i> , 1 April, p.31
Electronic Database	(Mason, 2006)	Mason, J. (2006). Wages in the Increase, <i>Sydsvenska Dagbladet</i> , 7 October, p.5, Factiva [Accessed 28 January 2013]
Website	(Reilly, 2013)	Reilly, P. (2013). Swedish Ref Slammed by Jose Mourinho, <i>The Local</i> , 31 August, http://www.thelocal.se/49976/20130831/ [Accessed 2 September 2013]
No author	(Tidningen Metro, 7 May 2012, p.15)	Not required

PERSONAL COMMUNICATION

Source	In-Text Citation	Reference List Entry
Private letters	J. Francis (personal communication, 6 August 2011) was able to confirm that the company was in good shape.	The source is cited in the text only. It is not included in the Reference list because the work has not been published.
Memos		
Email		
Telephone conversations		
Personal interviews	Pelle Andersson (interview, 29 September 2013) had specific suggestions regarding the market in Sweden.	

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.

Source	In-Text Citation	Reference List Entry
Secondary Source	However, Main (1955 cited in Kay, 2004) has supported the view that black market economies are not culture dependent.	Kay, W. (2004). <i>The Power of Europe</i> , Dover: Kentish Press

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