

This is a referencing guide to the Harvard referencing system as required for *The European Review of Organised Crime*.

The Harvard style is an author-date referencing system. It has two main components:

1. Citations in the text
2. References

All in-text citations and references have to be presented in a consistent style throughout your document.

1. Citations in the text

Each time you refer to someone else's work in your manuscript, you need to include the author's name and year of publication. In-text citations should be placed at the end of a sentence, before the concluding punctuation.

e.g. ...the relocation of crime or criminals as a result of crime prevention measures (Nelen, 2010).

However, if the citation refers to only part of a sentence, it should be placed at the end of the part to which it relates.

e.g. ...It has also been used to identify vandalism targets (Smith, 2003) or to assess the risk of theft of consumer electronic products (Ekblom and Sidebottom, 2008).

If you have an in-text quotation, give also specific page numbers.

e.g. ...it is becoming so extensive that it has been claimed it is “changing how we conceive of drug users, drug dealers, and the war on drugs” (Finley, 2009: 101).

When the author's name is part of the sentence, the in-text citation is placed directly after the author's name.

e.g. According to Grabosky and Smith (1998: 188), this can happen in principle in four basic ways.

If more than one reference is included in the same set of brackets, cite them in the temporal order in which they have been published.

e.g. ...and especially the trafficking of women and children for sexual exploitation (Council of Europe, 2003; Chawki and Wahab, 2005; Sykiotou, 2007).

Use only the author's family name and the year of publication. Initials are only used when two or more authors have the same family name.

e.g. (Cohen AK, 1977) and (Cohen L, 1979).

When a work has two authors, use "and" and cite the authors' names in the order in which they appear in the publication. If there are three or more authors, cite the name of the first author as he/she appears in the publication and add "et al."

e.g. ...such as burglary and shop theft (Heal and Laycock, 1986; Bullock et al., 2010: 5).

2. References

At the end of the manuscript, a reference list is needed. This list includes full bibliographic details for each work you have quoted, summarised, paraphrased, or otherwise used in your writing. You should also include references for definitions, tables, images, and statistics that are not entirely your own work.

Works are arranged alphabetically by author. Each reference appears on a new line. References are not indented and they are not numbered.

Each entry begins with the family name of the author, followed by the initial of the name and the year of publication. No full stops and spaces are used with names' initials.

The reference entry finishes with a full-stop.

Please consider the following examples for the references.

Books

Book titles are italicised. Information appears in the following order: author, year of publication, title of the book, (if need be: title of the series, edition, volume number), place of publication, publisher. Minimal capitalisation is recommended. Subtitles are not capitalised and are separated from the main title by a colon.

e.g. Abadinsky H (1981) *Organized crime*. Belmont, CA: Wadsworth.

e.g. Reuter P (1983) *Disorganized crime: the economics of the visible hand*. Cambridge, MA: MIT.

Press

Book chapters Provide both the title of the book and the title of the chapter. Chapter titles are not italicised.

e.g. Graycar A and Felson M (2010) Situational prevention of organised timber theft and related corruption. In Bullock K, Clarke RV and Tilley N (eds) *Situational Prevention of Organised Crimes*. Devon: Willan Publishing, pp. 81-93.

Journal articles

Provide both the title of the article and the title of the journal. Article titles are not italicised. Give the journal name in full. Use minimal capitalisation. Subtitles are not capitalised and are separated from the main title by a colon.

e.g. Brenner SW (2002) Organized cybercrime? How cyberspace may affect the structure of criminal relationships. *North Carolina Journal of Law and Technology*, 4(1): 1-50.

Web resources Cite information in full.

e.g. InternetWorldStat–WorldInternetUsersandPopulationStats. Retrieved from <http://www.internetworldstats.com/stats.htm> (accessed on 1 October 2013).

Magazines and newspapers

Magazine and newspapers names are italicised, while articles are not.

For weekly magazines, give the day and month.

e.g. October, 1;

For monthly/bimonthly/quarterly magazines give the month or other descriptor.

e.g. September- October, Autumn.

If the authorship of the newspaper item is evident:

e.g. Laville S (2013) Serious Organised Crime Agency chairman resigns. *The Guardian*. August, 1. Retrieved from:<http://www.theguardian.com/uk-news/2013/aug/01/serious-organised-crime-agency-chairman-resigns> (accessed 1 October 2013).

If the authorship of the newspaper item is not evident:

e.g. *The Guardian* (2013) Serious Organised Crime Agency chairman resigns. August, 1. Retrieved from:<http://www.theguardian.com/uk-news/2013/aug/01/serious-organised-crime-agency-chairman-resigns> (accessed 1 October 2013).

Other instructions

Entries by the same author(s) are ordered by the year of publication.

e.g. Felson M (2006) The ecosystem for organized crime. HEUNI paper, N. 26. Helsinki: Heuni.

e.g. Felson M (2009) The natural history of extended co-offending. *Trends in Organized Crime*, 12(2):159-165.

References with no author are ordered alphabetically by the first significant word of the title. If an item with no author has an editor (for instance, in the case of reports) cite the work by its name.

e.g. IFAW (2008) *Criminal nature: the global security implications of the illegal wildlife trade*. Yarmouth Port, MA: International Fund for Animal Welfare.

References by the same author with the same publication date are ordered alphabetically by the first significant word of the title. Lower case letters (a, b, c, etc) are placed immediately after the year, e.g.

EUROPOL (2011a) *Internet facilitated organized crime*.

EUROPOL (2011b) *EU Organized Crime Threat Assessment*.

In case of two or more authors, all the authors' names must be listed in the order in which they appear on the title page.

Cite personal communications (such as informal emails) only in the text, do not include them in the reference list.