

HARVARD

A QUICK GUIDE TO REFERENCING

REFERENCING IS NECESSARY TO AVOID PLAGIARISM, TO VERIFY QUOTATIONS, AND TO ENABLE READERS TO IDENTIFY AND CONSULT ANY ITEM TO FOLLOW-UP A CITED AUTHOR'S ARGUMENTS

This guide uses the Harvard or author-date system for referencing books, articles and 'non-books', including Internet sources. It is a modified version of the style presented in:

Style manual for authors, editors and printers 2002, 6th edn, rev. Snooks & Co., John Wiley & Sons, Australia. (formerly known as the *AGPS style manual*)

PLEASE NOTE

Before you write your reference list or bibliography, check with your lecturer/tutor which style they prefer you to use and refer to the instructions included with your assignment.

The information in this guide is intended to provide you with guidance on using the Harvard referencing style, for more detailed information please refer to the style manual mentioned above.

USEFUL TIPS

- The author-date system can vary in minor features such as punctuation, capitalisation, abbreviations and the use of italics
- The most important principle in referencing is to be consistent
- All sources used in assignments, essays, reports and theses must be acknowledged in the text of your document giving the author's name followed by the publication date (these are called 'in-text citations'). Refer to the section 'In-Text Citations' on page 2 of this guide.
- Brief quotations (about 30 words or less) can be included in the body of the text. Use single quotation marks. Page numbers must also be given for direct quotes.
Steward (1982, p. 6) argued that 'engineers are vital to the survival of the planet'.
It seems that 'engineers are vital to the survival of the planet' (Stewart 1982, p. 6).
- Lengthy quotations (greater than 30 words) are given in separate paragraphs which are indented from both left and right margins. The use of italics and single line spacing distinguishes lengthy quotations from the main text. No quotation marks are used. Citations are as above and appear at the end of the quotation.
- A 'bibliography' or 'reference list' at the end of your document contains the full details of all the in-text citations, arranged alphabetically
- The terms 'bibliography' and 'reference list' are often used interchangeably, however a reference list only includes items you have referenced in your assignment whereas, a bibliography also includes items used to prepare your assignment (check with your lecturer/tutor which they require)

BOOK (PRINT)

The details required, in order, are: name(s) of author(s), editor(s), compiler(s) or the institution responsible; year of publication; title of publication; subtitle if any (all titles must be italicised with sentence style capitalisation as below); series title; individual volume; edition (if other than the first); publisher; place of publication; page number(s) if applicable:

Germov, J 2000, *Get great marks for your essays*, 2nd edn, Allen & Unwin, St Leonards, NSW.

↑ ↑ ↑ ↑ ↑ ↑
AUTHOR YEAR OF PUBLICATION TITLE (italicised) EDITION PUBLISHER PLACE OF PUBLICATION

ARTICLE (PRINT)

The details required, in order are: name(s) of author(s) of the article, year of publication, title of article (in single quotation marks and sentence style capitalisation as below), title of periodical (italicised with headline style capitalisation as below), volume number, issue (or part) number, page number(s):

Miner, M 1991, 'The adjustment of long-term homeless youth', *Australian Journal of Social Issues*, vol. 26, no. 1, pp. 24–34.

↑ ↑ ↑ ↑ ↑ ↑ ↑
AUTHOR YEAR OF PUBLICATION TITLE OF ARTICLE TITLE OF JOURNAL (italicised) VOLUME No. ISSUE NoS PAGE NoS

AUDIO VISUAL MATERIALS

These include audio visual items such as CDs and DVDs. The details required are the same as those for a book: title, date, publisher and place and should also include material type, for example:

Valuing diversity in teams 2003, video recording, BBC Worldwide, London.

ELECTRONIC RESOURCES

Electronic resources are sources that are accessed online. These include: online audio visual items (for example, streamed videos); web sites; web documents; podcasts; journal articles available on the Web; and journal articles accessed via the Library's databases. The details required are the same as for print sources plus: the date you viewed the information and web page or site address (URL), **OR** the name of the database, for example:

Amelung, B, Nicholls, S. & Viner, D 2007, 'Implications of global climate change for tourism flows and seasonality', *Journal of Travel Research*, vol. 45, pp. 285-296, viewed 13 May 2008, retrieved from Sage Journals Online.

IN-TEXT CITATIONS

(REFERENCES IN THE TEXT OF YOUR ASSIGNMENT)

ELEMENTS TO INCLUDE:

- In the author-date (Harvard) system, an in-text citation requires only the name of the author(s) and the year of publication (and specific page(s) if necessary).

INCLUDING PAGE NUMBERS:

- Page numbers are required in the text if you quote directly from someone else's work. The page number(s) must be given and quotation marks placed around the quote, for example: 'Referencing can initially seem the most confusing aspect of essay writing' (Gemov 2000, p.150). When you are summarising someone else's ideas or comments, page numbers **should** be included.
- When paraphrasing or referring to an idea from a lengthy book or source, the relevant page number may be included, as it will be useful for the reader
- You must be guided by your lecturer or tutor so please do check with them to ensure that you follow their specific requirements.

AUTHORS:

- The author's surname may be integrated into the text, followed by the year of publication in parentheses
- For more than 3 authors, list only the first mentioned author or organisation followed by 'et al.'
- Where there is no identifiable author/authoring body (single name or organisation) then use the title and year

REFERRING TO A CITATION:

- Where you are referring to a work that has been cited in the book you are reading, you must note the original work in the text reference, for example: (Barlow, cited in Maich 2006)

REFERENCE LIST

Provide a reference list at the end of your assignment. Include only sources that you have cited in your assignment and arrange the list alphabetically. Where the item has no author use the title. Most importantly, remember to follow the instructions as outlined in your assignment.

In the reference list authors are noted by their surname and initials. If the author has more than one first name, you must include both initials without a space in between.

James Cook would appear as: Cook, J

James Edward Cook would appear as: Cook, JE

If you are requested to include a Bibliography – rather than a Reference List – then you must list all works you have used in preparing your assignment, even those you have not actually referenced in your writing.

HARVARD – A QUICK GUIDE TO REFERENCING

	IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
BOOKS		
SINGLE AUTHOR	<p>'Referencing can initially seem the most confusing aspect of essay writing' (Germov 2000, p. 150). OR</p> <p>Germov (2000) suggests that referencing often confuses in the first instance...</p> <p>Use single quotation marks to enclose direct quotations. Quotes of more than 30 words are indented from text margin and don't need quotation marks.</p> <p>For direct quotations, page numbers must be given.</p>	<p>Germov, J 2000, <i>Get great marks for your essays</i>, 2nd edn, Allen & Unwin, St Leonards, NSW.</p> <p>Edition number is placed after the title (not necessary for first edition).</p>
MORE THAN ONE AUTHOR (2 OR 3 AUTHORS)	<p>According to Lowes, Peters and Turner (2004) OR (Lowes, Peters & Turner 2004)</p>	<p>Lowes, R, Peters, H & Turner, MC 2004, <i>The international student's guide: studying in English at university</i>, Sage, London.</p> <p>Hancock, P & Bazley, ME 2006, <i>Contemporary accounting</i>, 6th edn, Thomson Learning, Melbourne.</p> <p>When an author has two names include both initials without space.</p>
MORE THAN 3 AUTHORS	<p>Allen et al. (2005) have found... OR</p> <p>Special events are a celebration (Allen et al. 2005)</p> <p>Show only the name of the first author or body, followed by et al.</p>	<p>Allen, J, O'Toole, W, Harris, R & McDonnell, I 2005, <i>Festival and special event management</i>, 3rd edn, John Wiley & Sons, Milton, Qld.</p>
NO AUTHOR	<p>According to the Style manual for authors, editors and printers (2002, p. 197)...</p> <p>When there is no author, the title is used as the first element in the citation (Style manual for authors, editors and printers 2002, p. 197)</p>	<p><i>Style manual for authors, editors and printers</i> 2002, 6th edn, John Wiley & Sons, Australia.</p> <p>If no author or editor, the title is used as the first element of the citation.</p>
EDITOR(S)	<p>Ashwin (2006) identifies...</p>	<p>Ashwin, P (ed.) 2006, <i>Changing higher education: the development of learning and teaching</i>, Routledge, London.</p> <p>When more than one editor, use (eds).</p>
CHAPTER OR PART OF BOOK TO WHICH A NUMBER OF AUTHORS HAVE CONTRIBUTED	<p>Boud (2006, p. 23) states that self-directed learning... OR</p> <p>Self-directed learning is... (Boud 2006, p. 23)</p> <p>In the in-text citation name the author of the chapter.</p>	<p>Boud, D 2006, 'Aren't we all learner-centred now?: the bittersweet flavour of success', in P Ashwin (ed.), <i>Changing higher education: the development of learning and teaching</i>, Routledge, London, pp. 19–32.</p>
MULTIPLE WORKS BY SAME AUTHOR (S)	<p>Marketing requires matching your customers needs with those of your organisation (McDonald & Payne 1996, 2006) and... OR</p> <p>McDonald and Payne (1996, 2006) state...</p>	<p>McDonald, M & Payne, A 1996, <i>Marketing planning for services</i>, Butterworth-Heinemann, Oxford.</p> <p>McDonald, M & Payne, A 2006, <i>Marketing plans for service businesses: a complete guide</i>, 2nd edn, Elsevier Butterworth-Heinemann, Oxford.</p> <p>In the reference list – the one published first is listed first.</p>
INSTITUTION, CORPORATION OR OTHER ORGANISATIONAL AUTHOR	<p>(Australian Bureau of Statistics 1996)</p> <p>Department of Health and Family Services prepared the guidelines (DHFS 1997)</p> <p>Abbreviations can be used for long organisational names but be consistent.</p>	<p>Australian Bureau of Statistics 1996, 1996 <i>Census dictionary</i>, Cat. No. 2901.0, ABS, Canberra.</p> <p>Department of Health and Family Services 1997, <i>Youth suicide in Australia: the National Youth Suicide Prevention Strategy</i>, AGPS, Canberra.</p>
E-BOOK (ACCESSED ONLINE VIA THE LIBRARY CATALOGUE)	<p>(Ramsland 1992) OR</p> <p>Ramsland (1992) regards...</p>	<p>Ramsland, KM 1992, <i>The art of learning</i>, State University of New York Press, Albany, viewed 20 November 2006, retrieved from Ebrary database.</p> <p>Please note elements are the same as for a print book but also include: the date viewed and the URL of the website or name of the database.</p>
PRINT JOURNALS		
JOURNAL ARTICLE	<p>As mentioned by Dragon (2006) OR</p> <p>'... it is an holistic approach' (Dragon 2006, p. 19).</p>	<p>Dragon, N 2006, 'Patient care in a technological age', <i>Australian Nursing Journal</i>, vol. 14, no. 1, pp. 16–19.</p>
PRINT NEWSPAPERS		
NEWSPAPER ARTICLE – WITH AUTHOR	<p>Jones and Yaman (1997)... OR</p> <p>(Jones & Yaman 1997)</p>	<p>Jones, C & Yaman, E 1997, 'Casino chief fights the odds', <i>The Australian</i>, 22 December, p. 1.</p>

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	IN-TEXT EXAMPLE	REFERENCE LIST EXAMPLE
NEWSPAPER ARTICLE – WITHOUT AUTHOR	The argument in the article ‘Castello’s proposed baby boom is likely to be stillborn’ (<i>The Age</i> 9 May 2006, p. 12)... OR The argument put forward in <i>The Age</i> (9 May 2006, p. 12)... Where there is no author, put all details of the source in the in-text citation.	For newspaper articles where no author is indicated, provide full details of the source in the in-text citation. No entry in the reference list is then needed.
ELECTRONIC JOURNALS/NEWSPAPERS		
ELECTRONIC JOURNAL (ACCESSED ON THE WEB)	Wood reflects... ‘Traveler teachers have the unique challenge of balancing mobility and routine’ (2006, p. 5).	Wood, K 2006, ‘Surviving your travels: reflections of a first-year teacher’, <i>Essays in Education</i> , vol. 17, summer 2006, viewed 4 December 2006, pp. 1–5, < http://www.usca.edu/essays/vol172006/wood.pdf >. The details required are the same as for a print journal plus the date you viewed the information and the URL.
ELECTRONIC JOURNAL (ACCESSED FROM LIBRARY DATABASE)	Amelung, Nicholls & Viner (2008) discusses ... OR (Amelung, Nicholls & Viner 2008)	Amelung, B, Nicholls, S. & Viner, D 2007, ‘Implications of global climate change for tourism flows and seasonality’, <i>Journal of Travel Research</i> , vol. 45, pp. 285-296, viewed 13 May 2008, retrieved from Sage Journals Online. Include the date you viewed the information and the name of the database.
NEWSPAPER ARTICLE (ACCESSED FROM LIBRARY DATABASE)	Davidson (2008)... OR (Davidson 2008)	Davidson, K 2008, ‘Time to spend big on infrastructure’, <i>The Age</i> , 10 November, p.6, viewed 21 November 2008, retrieved from Factiva database.
OTHER ELECTRONIC RESOURCES		
WEBSITE	Australian Safety and Compensation Council (2008) aims to promote best practice in Occupational Health and Safety ...	Australian Safety and Compensation Council 2008, Australian Safety and Compensation Council, Canberra, viewed 30 October 2008, < http://www.ascc.gov.au >.
WEB DOCUMENT	... key recommendations (McLennan & Keating 2005) OR McLennan and Keating (2005) discuss the relevance...	McLennan, B & Keating, S 2005, <i>Making the links to student learning</i> , Victoria University, Melbourne, viewed 2 March 2006, < http://tls.vu.edu.au/PEC/PEC_docs/Making%20the%20links%20to%20student%20learning.pdf >.
WEB VIDEO (ACCESSED ON THE WEB) ALSO REFERRED TO AS ‘ONLINE’ OR ‘STREAMED’	Dutt raises the key issues... (2007) OR The debate continues... (Dutt 2007)	Dutt, B 2007, <i>Death debate: should euthanasia be legalised?</i> , online video, viewed 1 August 2008, < http://www.youtube.com/watch?v=Y_F0wChggIc >.
PODCAST (ACCESSED ON THE WEB)	<i>The Health Report</i> discusses the critical issues ... (‘Adult ADHD’ 2005).	‘Adult ADHD’ 2005, podcast, <i>The Health Report</i> , ABC Radio National, 28 November, accessed 29 November 2005, < http://www.abc.net.au/rn/talks/8.30/helthrpt >. When citing from an episode of a series, the format type must appear after the year.
LECTURE NOTES (ACCESSED VIA E – RESERVE ON THE LIBRARY WEBSITE OR VIA WEBCT/BLACKBOARD)	Clancy (2006) OR (Clancy 2006)	Clancy, D 2006, <i>Education in Australia: Week 3 lecture notes</i> , Victoria University, Melbourne, viewed 18 October 2006, < http://library.vu.edu.au/search/r?SEARCH >.
IMAGE ON THE INTERNET	In the image (<i>An offering to the ocean in La Punta Peru</i> , 2009) one can observe...	<i>An offering to the ocean in La Punta, Peru</i> 2009, image, Sydney Morning Herald 19 May, viewed 25 May 2009, < http://www.smh.com.au/snapshots >.
PHOTOGRAPH ON THE INTERNET	In the photograph (<i>The Square and Compass Inn, Worth Matravers, 1935</i>) one can observe...	Sweetman, EA, 1935. <i>The Square and Compass Inn, Worth Matravers</i> , photograph, Dorset Coast Digital Archive, viewed 28 October 2009, < http://www.dca.org.uk/images/jpg600/dcm_pht_11442d3.jpg >.
SECONDARY SOURCES		
WHEN YOU ARE REFERRING TO THE IDEAS OR WORDS OF AN AUTHOR WHO HAS BEEN CITED IN ANOTHER AUTHOR’S WORK	‘... optimistic, independent yet good at collaboration’ (Tapscott, cited in El-Shamy 2004, p. 5) OR Tapscott (cited in El-Shamy 2004) Provide names of both authors	El-Shamy, S 2004, <i>How to design and deliver training for the new and emerging generations</i> , Wiley, San Francisco. Provide the reference for the book/article that you actually read.