

Library guide on Harvard Referencing

Introduction

The author-date system originated at Harvard University, and although they no longer produce a standard guide to referencing, a version of the author-date system is still commonly referred to as the Harvard style. Other author-date referencing styles include: Chicago, APA and MLA.

The Harvard Style of referencing is widely accepted in scholarly circles. Each reference is indicated in the text by the author and date of the publication cited, sometimes with added information such as page numbers. The full details of these references are listed at the end of the text in a Reference list.

There are many different styles or ways of using the Harvard or author-date system. This document is meant only as a guide. **It is important that you check with your School as to what they require for referencing. You may be penalised for not conforming to your School's requirements.**

Further details and examples may be found in the *Style manual for authors, editors and printers* (2002). Electronic resources are not adequately addressed in the *Style manual for authors, editors and printers* (2002) and so the principles of author-date citing have been applied in developing those examples.

The information and examples are derived from the following source:

Style manual for authors, editors and printers 2002, 6th edn, John Wiley & Sons, Australia.

Choosing a reference style

The style (i.e. order in which the details of a reference are cited) may vary depending on the requirements of your department, lecturer or supervisor. Some Schools produce their own guidelines for citing references.

What is referencing?

Referencing an information source used in an academic work means to **employ a standardised method of acknowledging that source**. The full details of the source must be given. All information used in your assignment, thesis, etc., whether published, or unpublished, must be referenced.

Why reference?

When writing a piece of academic work (ie. essay, thesis, etc.) you are required to acknowledge the sources of information that you have used:

- to prove that your work has a substantial, factual basis
- to show the research you've done to reach your conclusions
- to allow your readers to identify and retrieve the references for their own use

Information obtained from the Internet is covered by copyright law. For this reason it is important to cite Internet references just as you would cite print references. Many style guide producers have

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extended the system used for print resources and applied this to electronic resources. A date of access is very useful as Internet resources change rapidly.

When to reference? (Plagiarism)

You must reference all sources used in a particular work whether you are:

- directly copying the words of another author (quoting), or
- putting their ideas into your own words (paraphrasing)

If you do not acknowledge these sources, then you are plagiarising their work. Plagiarism is defined as the taking, using, and passing off as your own, the ideas or words of another. It is a very serious academic offence, and may result in your work being failed automatically.

Plagiarism can take many forms - written, graphic and visual forms, and includes use of electronic data and material used in oral presentations. Plagiarism may even occur unintentionally, such as when the origin of the material used is not properly cited.

What constitutes plagiarism?

Under the charter, you may be accused of plagiarism if you do **any** of the following:

- Copy sentences or paragraphs word-for-word from any source, whether published or unpublished (including, but not limited to books, journals, reports, theses, websites, conference papers, course notes, etc.) without proper citation.
- Closely paraphrase sentences, paragraphs, ideas or themes without proper citation.
- Piece together text from one or more sources and add only linking sentences without proper citation.
- Copy or submit whole or parts of computer files without acknowledging their source.
- Copy designs or works of art and submit them as your original work.
- Copy a whole or any part of another student's work.
- Submit work as your own that someone else has done for you.

In-text references

In the text of your essay or thesis you should identify your source by giving, in parentheses, the author's name and year of publication of the work to which reference has been made. From the textual reference, the reader can turn to the alphabetical list of references for full publication details. Page numbers are essential if directly quoting from a work, use single quotation marks and relevant page number. If a work being referred to is long then page numbers may be useful to the reader.

For example:

Larsen (1971) was the first to propound the theory.

OR

The theory was first propounded in 1970 (Larsen 1971).

For example:

Larsen (1971, p. 245) noted 'many of the facts in this case are incorrect'.

OR

'Many of the facts in this case are incorrect' (Larsen 1971, p. 245).

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For example:

Larsen (1971, p. 245) questions certain aspects of this case.

OR

Many aspects of this case have been questioned (Larsen 1971, p. 245).

If citing **multiple works at one point in the text** it is recommended that the authors' names be ordered alphabetically inside the parentheses, with a semicolon to separate them.

For example:

Other studies of globalization focus on its cultural and human implications (Bauman 1998; Tomlinson 1999).

Reference List

At the end of your work you should include a list of ALL the references you have cited in your text. In the Harvard Style sources that are not cited in the text but are relevant to the subject may be listed separately as a bibliography. The same method of presentation is used for both a list of references and a bibliography.

The Reference List is arranged alphabetically by author, and thereafter chronologically, starting with the earliest date.

For example:

Jones, AB 2000, ...

Jones, B 1995, ...

Smith, AK 1990, ...

Smith, AK 1995, ...

Stein, B 2003 ...

Stein, B & Reynolds, JS 1995, ...

Stein, B & Reynolds, JS 2000, ...

Style manual for authors, editors and printers 2002, ...

Yarbro, CH, Frogge, MH, Goodman, M & Groenwald, SL 2000, ...

Young, JC 1988a, ...

Young, JC 1988b, ...

The format of the citation depends on the nature of the work, ie. whether it is a book, journal article, website, etc.

In general the order of elements contained within each reference should include: author – date – title of work – title of larger work (if any) – publishing details – date of access (if electronic).

Apart from the author and date, each element is separated from the others with a comma and the citation finishes with a full stop.

Abbreviations

Acceptable abbreviations in the reference list for parts of books and other publications include:

app.	appendix
c.	circa
ch.	chapter

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ed. (eds.)	editor (Editors)
edn.	edition
et al.	and others
n.d.	no date
n.p.	no place
no.	number
p., pp.	page/s
para.	paragraph
pt.	part
rev.	revised
suppl.	supplement
vol.	volume (as in Vol.4)
vols.	volumes (as in 4 volumes)

Examples

Authors

Whatever type of work you are referencing, the way you list the authors' names depends on the number of authors.

	In-text citation	Reference list
One author	(Jones 1995) or Jones (1995) states.....	Jones, B 1995, <i>Sleepers, wake!: technology and the future of work</i> , 4th edn, Oxford University Press, Melbourne.
Two or three authors Where there is more than one author, the in-text citation in parentheses will use an ampersand (&) to join them, whilst if the reference is part of the sentence you use the word ' and .'	(Stein & Reynolds 2000) or Stein and Reynolds (2000) argue.....	Stein, B & Reynolds, JS 2000, <i>Mechanical and electrical equipment for buildings</i> , 9th edn, John Wiley & Sons, New York.
Four or more authors If there are four or more authors only include the first author in your in-text citation, adding the words ' et al. ' meaning 'and others.' However the Reference List should include all authors.	(Yarbro et al. 2000) or Yarbro et al. (2000) have found.....	Yarbro, CH, Frogge, MH, Goodman, M & Groenwald, SL 2000, <i>Cancer nursing</i> , 5th edn, Jones and Bartlett, Boston.

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<p>Several works by same first author and year</p> <p>Single author entries precede references with multiple authors beginning with the same name.</p>	<p>(Heyland 2001) or Heyland (2001) reports.....</p>	<p>Heyland, DK 2001, 'In search of the magic nutraceutical: problems with current approaches', <i>Journal of nutrition</i>, vol. 131, no. 9, p. 2591S.</p>
<p>A 2-em rule can be used to replace the authors' name(s) that are repeated.</p>	<p>(Heyland & Novak 2001) or Heyland and Novak (2001) reports.....</p>	<p>----- & Novak, F 2001, 'Immunonutrition in the critically ill patient: more harm than good?', <i>JPEN: Journal of parenteral and enteral nutrition</i>, vol. 25, no. 2, p. S51.</p>
<p>Several works by same author and year</p> <p>If you are referring to several works by the same author or group of authors from the same year, designate these a, b, c, with the order of the listing based on the letter-by-letter alphabetical order of the title of the work.</p>	<p>(Porter 2001a) (Porter 2001b) or Porter (2001a) states.... or according to Porter (2001b)</p>	<p>Porter, ME 2001a, 'Japan: what went wrong', <i>Wall Street Journal - Eastern Edition</i>, vol. 237, no. 56, p. A22. ---- 2001b, 'Strategy and the Internet', <i>Harvard Business Review</i>, vol. 79, no. 3, p. 62.</p>
<p>No author given</p> <p>Where an item has no named author it is cited by its title.</p>	<p><i>Style manual for authors, editors and printers</i> (2002) or According to the <i>Style manual for authors, editors and printers</i> (2002) ...</p>	<p><i>Style manual for authors, editors and printers</i> 2002, 6th edn, John Wiley & Sons, Australia.</p>
<p>Editor/s</p> <p>Use the abbreviation ed. for editor or eds. for multiple editors.</p>	<p>(eds. Muller, Cloete & Badat 2001) or edited by Muller, Cloete and Badat (2001)</p>	<p>Muller, J, Cloete, N & Badat, S (eds.) 2001, <i>Challenges of globalisation: South African debates with Manuel Castells</i>, Maskew Miller Longman, Pinelands, Cape Town.</p>

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Books

Book

Format:

Author's surname, Initials Year, *Title of book*, Edition, Publisher, Place of publication.

Example:

Jones, B 1995, *Sleepers, wake!: technology and the future of work*, 4th edn, Oxford University Press, Melbourne.

Book chapter

Format:

Author's surname, Initials Year, 'Title of chapter', [in] Author of book (if different), *Title of book*, Edition, Publisher, Place of publication, Page number(s).

Examples:

Crawford, RJ 1998, 'Plastics available to the designer', in *Plastics engineering*, 3rd edn, Heinemann-Butterworth, Oxford, pp. 6-18.

or

Christians, CG 2000, 'Ethics and politics in qualitative research', in Denzin NK & Lincoln YS *Handbook of qualitative research*, 2nd edn, Thousand Oaks, CA, Sage, pp. 133-154.

e-book from a database

Note: *Style manual for authors, editors and printers* (2002) does not distinguish between printed sources and those sourced electronically. The following is a suggested procedure for referencing e-books.

If an e-book is retrieved electronically from a library database in page image format, eg. in an Acrobat (PDF) file, cite it the same as the original printed book. Where alternative formats are available, it is recommended to choose page image format.

If an e-book is retrieved from a library database where it has been reformatted, eg. as HTML or plain text, or from a website, you should cite the source you have used, as images, charts, page numbers, etc. may have been removed. Where the source is a library database give the database name, or if it is from the internet give the URL.

Format:

Author's surname, Initials Year of publication, *Title of book*, Edition, Publisher, Place of publication, viewed day month year, database name.

Example:

Kung, SY, Mak, MW & Lin, SH 2004, *Biometric authentication: a machine learning approach*, Prentice Hall, Upper Saddle River, NJ., viewed 5 August 2005, Safari Tech Books Online.

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e-book from the Internet

Note: Style manual for authors, editors and printers (2002) does not distinguish between printed sources and those sourced electronically. The following is a suggested procedure for referencing e-books.

If an e-book is retrieved electronically from a library database in page image format, eg. in an Acrobat (PDF) file, cite it the same as the original printed book. Where alternative formats are available, it is recommended to choose page image format.

If an e-book is retrieved from a library database where it has been reformatted, eg. as HTML or plain text, or from a website, you should cite the source you have used, as images, charts, page numbers, etc. may have been removed. Where the source is a library database give the database name, or if it is from the internet give the URL.

Format:MIT

Author's surname, Initials Year of publication, 'Title of chapter', [in] Author of book (if different), *Title of book*, Edition, Publisher, Place of publication, viewed day month year, <URL>.

Example:

Chen, C & Farruggia, S 2002, 'Culture and adolescent development', in Lonner, WJ, Dinnel, DL, Hayes, SA & Sattler, DN (eds.), *Online Readings in Psychology and Culture*, Unit 11, Chapter 2, Center for Cross-Cultural Research, Western Washington University, Bellingham, Washington USA, viewed 15 September 2005, <http://www.ac.wvu.edu/~culture/Chen_Farruggia.htm>.

Encyclopaedia or dictionary

Encyclopaedias and dictionaries should be cited in the **in-text reference only**, NOT in the Reference List.

Examples:

(*Literacy in America: an encyclopedia* 2001, p.25) states.....

The Macquarie dictionary (1997) defines it as.....

Secondary citation

While primary sources are essential, sometimes the source you wish to refer to may be unavailable and you must refer to someone else's citation of that source. This is a secondary source and in this case you must include both names in the in-text reference. The Reference List example would include only the source you have seen.

In-text citation example:

MacDonald (1993, cited in Saunders, Lewis & Thornhill 2003, p. 48) states ...

or

(MacDonald 1993, cited in Saunders, Lewis & Thornhill 2003, p. 48)

Reference List example:

Saunders, M, Lewis, P & Thornhill, A 2003, *Research methods for business students*, 3rd edn, Pearson Educational, Essex, p. 48.

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No date

Works that do not have a publication date may be cited using the expression **n.d.** (no date).

In-text citation example:

(Brown n.d.)

or

Brown (n.d.)

Reference List example:

Brown, S n.d. *B. B. Bernard*, Sunshine Press, London.

Journal articles

Note: Capitalise the first letter of the first word, and each of the major words of the journal name.

Do not use capital letters for words such as *on, for, in, and*

example: The Australian Journal of Language and Literacy

Journal article

Format:

Author(s) of article - surname and initials Year of publication, 'Title of article', *Journal name*, volume number, issue number, page number(s).

Example:

Zivkovic, B & Fujii, I 2001, 'An analysis of isothermal phase change of phase change material within rectangular and cylindrical containers', *Solar Energy*, vol. 70, no.1, pp. 51-61.

e-journal article from a database

Note: *Style manual for authors, editors and printers* (2002) does not distinguish between journal articles from printed sources and articles sourced electronically. The following is a suggested procedure for referencing electronic journal articles.

If a journal article is retrieved electronically from a library database in page image format, eg. as an Acrobat (PDF) file, cite it the same as the original printed article. Where alternative formats are available, it is recommended to choose page image format.

If a journal article is retrieved from a library database where it has been reformatted, eg. as HTML or plain text, or from a website, you should cite the source you have used, as images, charts, page numbers, etc may have been removed. Where the source is a library database give the database name, not the URL.

Format:

Author(s) of article - surname and initials Year of publication, 'Title of article', *Journal name*, volume number, issue number, page number(s), viewed day month year, database name.

Example:

Easthope, G 2004, 'Consuming health: the market for complementary and alternative medicine', *Australian Journal of Primary Health*, vol. 10, no. 2, pp. 68-75, viewed 30 March 2005, Australian Public Affairs Full Text.

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In press article

Format:

Author(s) of article - surname and initials in press, 'Title of article', *Journal name*, viewed day month year, database name (if applicable).

Example:

Mundermann, A, Wakeling, JM, Nigg, BM, Humble, RN & Stefanyshyn, DJ in press, 'Foot orthoses affect frequency components of muscle activity in the lower extremity', *Gait and posture*, viewed 15 September 2005, ScienceDirect.

Magazine article – no author

Note: if the magazine article does NOT have an author then provide details as an in-text citation only, NOT in the Reference List.

For example: *Electronics Weekly* (11 July 2007, p.4) states.....

Newspaper articles

Note: Capitalise the first letter of the first word, and each of the major words of the newspaper name.

Note: if the newspaper article does NOT have an author then provide details as an in-text citation only, NOT in the Reference List.

For example: *The Australian* (10 July 2002, p.1) states.....

Newspaper article

Format:

Author's surname, Initials Year of publication, 'Title of article', *Newspaper name*, day month, page number(s).

Example:

Tobler, K & Kerin, J 2002, 'Hormone alert for cancer', *The Australian*, 10 July, p. 1.

Newspaper article from a database

Note: *Style manual for authors, editors and printers* (2002) does not distinguish between articles from printed sources and articles sourced electronically. The following is a suggested procedure for referencing electronic newspaper articles.

If a newspaper article is retrieved electronically from a library database in page image format, eg. as an Acrobat (PDF) file, cite it the same as the original printed article. Where alternative formats are available, it is recommended to choose page image format.

If a newspaper article is retrieved from a library database where it has been reformatted, eg. as HTML or plain text, or from a website, you should cite the source you have used, as images, charts, page numbers, etc may have been removed. Where the source is a library database give the database name, not the URL.

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Format:

Author's surname, Initials Year of publication, 'Title of article', *Newspaper name*, day month, page number(s), viewed day month year, name of database.

Example:

Timmins, N 2005, 'Delay raises doubt in public sector', *Financial Times*, 20 July, viewed 21 July 2005, Factiva.

Internet sources

Discussion list message

Format:

Author <author's email address> Year of posting, 'Title of posting', description of posting, date and month of posting, *name of list owner*, viewed day month year, <URL>.

Example:

Shively, E <chminf-l@listserv.indiana.edu> 1997, 'CA pre-1967 information', list server, 1 July, *Chemical Information Sources Discussion List*, viewed 3 July 2003, <<http://listserv.indiana.edu/archives/chminf-l.html>>.

Newsgroup message

Format:

Author <author's email address> Year of posting, 'Title of posting', description of posting, date and month of posting, *name of newsgroup owner*, viewed day month year, <URL>.

Example:

Milinkovich, M 2005, 'Oracle PL/SQL in Eclipse', newsgroup, 12 July, *News.Eclipse.Technology*, 15 September 2005, <<http://dev.eclipse.org/newslists/news.eclipse.technology/msg01045.html>>.

Blogs

Format:

Author <author's email address> Year of posting, 'Title of posting', description of posting, date and month of posting, *name of list owner*, viewed day month year, <URL>.

Example:

Steffen, A 2005, 'Bird flu can we out-collaborate a pandemic?' blog, 15 August, *World Changing: another world is here*, viewed 15 September 2005, <<http://www.worldchanging.com/archives/003310.html>>.

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Website documents

Many electronic sources do not provide page numbers, unless they are in PDF format. If quoting or paraphrasing from a website, that is NOT a PDF, then use as part of the in-text reference either:

- a section heading, (eg. Stone 2004, Usage and prognosis section)
- a paragraph number (eg. Stone 2004, para.11)

Format:

Author/editor. Year of document, *Title of document*, name of the sponsor of the source, date of viewing, <URL>.

Reference list example:

Stone, A 2004, *Headaches due to Wind Cold*, Al Stone Acupuncture and Traditional Chinese Herbal Medicines, viewed 10 September 2006, < <http://beyondwellbeing.com/headaches/wind-cold.shtml> >.

In-text citation example:

It is stated that: “this formula is about 85% targeting the symptoms of headache and stuffy nose, while only 15% directly addresses the cold or allergies” (Stone 2004, Usage and prognosis section)

or

It is stated that: “this formula is about 85% targeting the symptoms of headache and stuffy nose, while only 15% directly addresses the cold or allergies” (Stone 2004, para. 11)

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Legislation and Legal cases

Legislation

When referring to Commonwealth Acts, Ordinances and Regulations, the title must be reproduced exactly, without changing the capitalisation or spelling. The words Act and Bill are generally written with a capital letter.

An Act or Ordinance may be cited by the short title, which is usually drafted into modern legislation. The first reference must always include the short title in italics. Subsequent references may refer to it by an undated, descriptive title in roman type.

Legislation is usually numbered as well as dated. The number follows the date.

For Australian State legislation, the State must be included in roman type.

Acts of Parliaments of the United Kingdom, New Zealand, Canada and the United States, use roman type.

Bills currently before Parliament are presented in roman type, not italics.

Examples:

Interstate Road Transport Act 1985 (Cwlth)

Interstate Road Transport Act

Air Navigation Act 1920 (No. 50) (Cwlth)

Firearms Act 1936 (NSW)

Badgers Act 1974 (UK)

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Legal cases

To fully cite legal authorities list name of case; (date) or volume number, or both; abbreviated name of report series; and beginning page.

Example:

Greutner v. Everard (1960) 103 CLR 177

Other sources

Conference paper

Format:

Author's surname, Initials Year of publication, 'Title of paper', [in] Editor (if applicable), *Title of published proceeding which may include place held and date(s)*, Publisher, Place of publication, page number(s).

Example:

Kovacs, GL 1994, 'Simulation-scheduling system using hybrid software technology', in *Computer Integrated Manufacturing and Automation Technology: Proceedings of the 4th International conference, Troy, New York, October 10-12, 1994*, IEEE Computer Society Press, Los Alamitos, California, pp.351-356.

Thesis

Format:

Author's surname, Initials Year of preparation of thesis, 'Title of thesis', Award, Institution under whose auspices the study was taken.

Example:

Garland, CP 1986, 'Structure and removal of non-cellulosic components of eucalypt woods', MAppSci thesis, Royal Melbourne Institute of Technology.

Patent

Format:

Name(s) of inventor. Name(s) of assignees, *Patent title*, Patent number Date of patent (including day and month).

Example:

Wilmott, JM & Znaiden, AP Avon Products Inc., *Cosmetic preparation incorporating stabilized ascorbic acid*, U.S. patent 4,983,382 Jan. 8 1991.

CD-ROM

Format:

Author/editor's name, Initials Year, *Title*, Edition, CD-ROM, Publisher, Place of publication.

Example:

Young, B & Heath, J 2000, *Wheater's functional histology : a text and colour atlas*, 4th edn, CD-ROM, Churchill Livingstone, Edinburgh.

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Film, video, TV and radio program

Format:

Title of program Date of recording, format, publisher, place of recording, date viewed.

Example:

What are we going to do with the money? 1997, television program, SBS Television, Sydney, 8 August.

Or

Swiss ball: exercises for performance and function 1999, video recording, Galaxy Leisure Corporation, 3 February.

Note: the in-text reference would be to the title of the program, also in italics.

Personal communication

Information gained through personal communication, either – face-to-face interview or conversation, telephone call, facsimile, letter, email, etc. – should be provided as an in-text citation. Details of personal communications **do not** need to be included in the Reference List.

The information, including day, month and year, is provided in the text, or parenthetically. Details of the organisation that the person represents may also be included. **Note** that initials *precede* the family name.

Examples:

When interviewed on 24 April 1999, Ms S Savieri confirmed.....

Ms S Savieri confirmed this by facsimile on 24 April 1999.

It has been confirmed that an outbreak occurred in Shepparton (S Savieri 1999, pers. comm., 24 April).

Ms S Savieri (Australian Institute of Criminology) confirmed this by email on 24 April 1999.

It has been confirmed that an outbreak occurred in Shepparton (S Savieri [Australian Institute of Criminology] 1999, pers. comm., 24 April).

A member of Raffles Education Group