

# HARVARD REFERENCING GUIDE

## WHAT IS A REFERENCING SYSTEM?

A referencing system is a standardised way of informing readers of the sources of information, ideas, graphics etc. that are used in any given work, e.g. your assignment.

There are a number of different referencing systems, but those most commonly used at University are:

- ♦ Harvard (an author-date system)
- ♦ APA (American Psychological Association, also an author-date system)
- ♦ The Note system (including footnotes and endnotes)

Author-date systems use the authors' surnames and the year of publication within the text of a work to refer to a detailed list of full references at the end of the work. The Note system uses numbers within the text to refer to details either at the bottom of the page (footnotes) or at the end of the work (endnotes).

## REFERENCING AND ACADEMIC INTEGRITY

The use of a referencing system to acknowledge other people's work, ideas and expression is integral to academic writing and academic integrity.

Referencing also shows readers:

- ♦ that you have read widely
- ♦ who and what you have read
- ♦ how you have interpreted your reading in forming your ideas
- ♦ whether you are up to date with current discussion and findings in your field.

In addition, accurate referencing enables readers to locate your sources if they are interested in following up on the topic.

## THERE ARE 2 PARTS TO THE HARVARD REFERENCING SYSTEM:

1. The in-text reference
2. The reference list

Each in-text reference must refer to an entry in the reference list, i.e. if you have referred to nine different works in your text, the reference list must have nine entries.

## I. THE IN-TEXT REFERENCING

In-text referencing is based on the authors' surnames, the year of publication and the page number(s) of the discussion or idea you are referring to.

Use **p.** for one page, **pp.** for more than one page.

Smith (2005, p. 45) argues that 'the relative seriousness of the two kinds of errors differs from situation to situation'.

It has been argued that 'the relative seriousness of the two kinds of errors differs from situation to situation' (Smith 2005, p. 45).

If you **paraphrase** material (express someone else's ideas in your own words) you must include a page number and make it clear that you are referring to someone else's work:

A recent study (Jones & Chan 2002, pp. 30-31) has shown...

When the authors' names are incorporated within the text, you must write the word **and** instead of the symbol **&**:

Jones and Chan (2002, pp. 30-31) have shown that...

### Works with four or more authors

Include only the surname of the first author and the abbreviation **et al.** (meaning 'and the others'). There is no longer any need to write all the authors' names the first time you refer to their work in your text, though all the names should appear in your final reference list. In the following example, the citation refers to work done by Lim, Smith, Brown and Nguyen:

A recent study (Lim et al. 2006) has shown...

### Two or more authors with the same surname

Distinguish between them by using the authors' initials or full names:

A recent study by CL Jones (2005) has shown ... but A Jones (2006) has suggested...

### Secondary references (when one author discusses another author's work)

Both sources must be acknowledged in your in-text reference. However, *only the book or article you actually used* (the secondary reference) should appear in your reference list. In the example below, Marini is the primary reference and Jones is the secondary reference:

Marini (Jones 2005) states...

Marini's study in 2003 (cited in Jones 2005) states...

Jones (2005), in reporting Marini's study of 2003, states...

The process was shown to be more complex than at first thought (Marini 2003 cited in Jones 2005).

When citing several references at the same point, separate the authors' names by semi-colons, with surnames in alphabetical order:

Recent studies (Brown 1991; Kuwlesky 1988; Wong & Smith 1993) have shown...

References to two or more publications in the same year by a given author should be distinguished by adding **a, b** etc. to the date.

A recent study (Jones 2006b) has shown...

Recent studies (Jones 2005, 2006a, 2006b) have shown...

References to personal communications such as interviews, telephone conversations, emails etc. can be provided in parentheses ( ), or in the text itself. Information should include the author's initial, surname, type of communication and the date). Personal communications are **not** included in the reference list.

In an email on 15 August 2007, Dr R Fletcher suggested that the recent findings were of high significance.

It has been suggested that the recent findings were of high significance (R Fletcher, 2007, email, 15 August).

## 2. THE REFERENCE LIST

The reference list is placed at the end of the assignment. It is arranged in alphabetical order of authors' surnames and chronologically for each author, with the items marked below with an asterisk (\*) being essential.

When using the Harvard system for **books**, the following information is required in this order:

- ♦ author's surname & initials \*
- ♦ year of publication \*
- ♦ title of publication (in italics) \*
- ♦ title of series (if applicable)
- ♦ volume number or number of volumes (if applicable)
- ♦ edition (if applicable)
- ♦ editor, reviser, compiler or translator (if other than the author) \*
- ♦ publisher \*
- ♦ place of publication \*
- ♦ page numbers (when applicable, e.g. for a chapter in a book)

### *Book*

Angelil-Carter, S 2000, *Stolen language? Plagiarism in writing*, Longman, London.

### *Chapter in an edited book*

Fox, R 2000, 'Online technologies changing university practices', in A Herrmann & M Kulski (eds), *Futures in university teaching*, Centre for Educational Advancement, Curtin University of Technology, Perth, pp. 235-243.

When referencing material from **journals (periodicals)** the following order is required:

- ♦ author's surname & initials \*
- ♦ year of publication \*
- ♦ title of article (in inverted commas) \*
- ♦ title of journal or periodical (in italics)\*
- ♦ title of series (if applicable)
- ♦ place of publication ( if needed to distinguish between different periodicals with the same title

- ♦ volume number \*
- ♦ issue number (if applicable)
- ♦ month (if applicable)
- ♦ page number or numbers \*

Campbell, M 2003, 'Dorothy Smith and knowing the world we live in', *Journal of Sociology and Social Welfare*, vol. 30, no. 1, March, pp. 3-22.

When referencing **World Wide Web pages**, the following order is required:

- ♦ author – the person or organisation responsible for the page
- ♦ site date (either the date it was last updated, a copyright date or n.d. (no date), if date not available)
- ♦ name and place of sponsor of website
- ♦ the date you viewed the site
- ♦ the web address

When referencing **documents within a website**:

- ♦ author, editor or compiler
- ♦ date of document (either copyright date, when it was last updated or n.d. , if no date)
- ♦ title of document
- ♦ version no. (if applicable)
- ♦ description of document (if applicable)
- ♦ name of sponsor of site
- ♦ the date you viewed it
- ♦ the web address

## EXAMPLES

### BOOKS

<b>One author</b>	Everitt, BS 1996, <i>Making sense of statistics in psychology</i> , Oxford University Press, Oxford.
<b>Two authors</b>	Shaughnessy, JJ & Zechmeister, EB 1997, <i>Research methods in psychology</i> , 4 <sup>th</sup> edn, McGraw-Hill, Singapore.
<b>More than two authors</b>	Hay, I, Bochner, D & Dungey, C 2002, <i>Making the grade</i> , 2nd edn, Oxford University Press, Melbourne.
<b>No author</b>	<i>Computer graphics inter-facing</i> 1996, 3rd edn, Modern Technology Corporation, Minneapolis.
<b>Edited work</b> (editor's role not paramount)	<i>The young persons' guide to anarchy</i> 1995, ed. Heinrich A Stumpendorfer, Hard Core Press, Berlin.
<b>Edited work</b> (editor paramount)	Broom, TE (ed.) 1990, <i>Analytical chemistry: theory and techniques</i> , M Dekker, New York.
<b>Chapter in edited book</b>	Shark, JJ 1993, 'Hormones in fish', in RL Whiting & SS Trout (eds), <i>The fishing industries of the South Atlantic</i> , 5th edn, Seaside Publishing Company, New Hampshire, pp. 456-472.
<b>Sponsored by an institution, corporation.</b>	Centre for Student Learning 1996, <i>Methods of learning in science</i> , ed. J Davies, Harper Collins, Sydney.
<b>Conference paper</b> (published)	Smith, FL 1996, 'An academic orientation program for commencing students', <i>Proceedings of the Australasian Science Education Research Association</i> , University of Canberra, Canberra, pp. 24-26.
<b>Government publication</b>	Australian Bureau of Statistics 1990, <i>New technology approvals in Australia</i> , cat. no. 7779.1, ABS, Canberra.
<b>Government report</b>	Department of Education, Science and Technology 2002, <i>Higher education at the crossroads: ministerial discussion paper</i> , DEST, Canberra.
<b>Topic/Course materials</b>	School of Humanities, Flinders University 2003, <i>Professional English course book</i> , ENGL 1001, semester 2, Flinders University, Adelaide, p. 135.

## PERIODICALS

<b>Journal (no author)</b>	'New methods of laser detection' 1994, <i>Laser Technology</i> , vol. 25, p. 309.
<b>Journal (one author)</b>	Ramsden, P 1985, 'Student learning research: retrospect and prospect', <i>Higher Education Research &amp; Development</i> , vol. 4, no.1, pp. 51-69.
<b>Journals (more than one author)</b>	Boyl, EA, Duffy, T & Dunleavy, K 2003, 'Learning styles and academic outcomes: the validity and utility of Vermunt's Inventory of Learning Styles in British higher education', <i>British Journal of Educational Psychology</i> , vol. 73, pp. 267-290.
<b>Journal (No volume or issue number)</b>	Crassinmore, F 1994, 'A better mouse-trap?', <i>Creative Technology</i> , September, pp. 32-35.
<b>Newspaper article</b>	Martyr, HE 1994, 'The debate into racism in Australia', <i>The Australian</i> , 13 August, p. 14.
<b>Magazine article</b>	Raloff, J 2001, 'Lead therapy won't help most kids', <i>Science News</i> , vol. 159, 12 May, p. 292.

## OTHER SOURCES

<b>Lecture notes</b>	Karageorgos, E 2008, 'Soldiers' behaviour and attitudes', lecture notes distributed in the topic HIST2051 War and Society, Flinders University, Bedford Park on 19 October.
<b>Standards</b>	Standards Association of Australia 1991, <i>Australian standard for cauliflowers and cabbages</i> , AS 1455-1991, Standards Australia, Sydney.
<b>Patent</b>	Tan, IS & Arnold, FF (US Air Force) 1993, <i>In-situ molecular composites based on rigid-rod polyamides</i> , US Patent 5 247 057.
<b>Pamphlet</b>	<i>Quit: give smoking away in 5 days</i> 1987, Victorian Smoking and Health Program booklet, Health Department Victoria, Anti-Cancer Council and National Heart Foundation, Melbourne.
<b>DVD, Video, television</b> (identify the medium)	<i>The life of fish</i> 1999, video recording, Canadian Wildlife Services, Vancouver.
<b>Microfiche</b>	Wells, HG 1887, microfiche, <i>The Martian canal industry: an overview</i> , Australian Science Fiction Council, Canberra.
<b>Musical recording</b>	Waits, T 1985, cassette recording 61180-4, <i>Blue valentine</i> , Asylum Records, Oakland, California.
<b>Legal Case</b>	<i>The State of South Australia v. The Commonwealth</i> (1915) 20 CLR 54

<b>Reference to Legal Authority</b>	Latham, CJ & McTieran, J in <i>Attorney-General (Vic.) v. The Commonwealth</i> (1946) 71 CLR at 253-6 and 273-4.
<b>Thesis</b>	Trout, NA 1996, 'Spectroscopic, stereochemical and reactivity studies in the adamantane ring system', PhD thesis, Flinders University, Adelaide, Australia.
<b>Unpublished conference paper</b>	Melanti, BG 1982, 'Programmers' attitudes toward computer crime: the case in Hong Kong', paper presented to 10th World Congress of Computer Technology, Kathmandu, 16-21 August.

## ELECTRONIC SOURCES

<b>Article from an electronic journal</b>	Birbeck, D & Drummond, M 2006, 'Very young children's body image: bodies and minds under construction', <i>International Education Journal</i> , vol. 7, no. 4, viewed 12 December 2006, < <a href="http://iej.com">http://iej.com</a> >.
<b>Journal article from a full-text online database</b>	Kember, D, Biggs, J & Leung, D 2004, 'Examining the multidimensionality of approaches to learning through the development of a revised version of the LPQ', <i>British Journal of Educational Psychology</i> , vol. 74, no. 2, pp. 261-279, viewed 4 May 2004, (online Bell & Howell/ProQuest).
<b>Web document</b>	World Health Organisation 2008, <i>Avian influenza</i> , viewed 28 August 2008, < <a href="http://www.who.int/csr/disease/avian_influenza/en/index.html">http://www.who.int/csr/disease/avian_influenza/en/index.html</a> >.
<b>Website with no date</b>	Flinders University Student Learning Centre n.d., <i>Article reviews</i> , viewed 12 December 2006, < <a href="http://www.flinders.edu.au/slpubs.ht">http://www.flinders.edu.au/slpubs.ht</a> >.
<b>CD Rom</b>	The Comedy Store 2002, <i>The art of comedy</i> , CD-ROM, Western Publishing, New York.
<b>Electronic mail list or bulletin board</b>	Scrooge, E < <a href="mailto:scrooge@dickens.ac.uk">scrooge@dickens.ac.uk</a> > 2003, 'The life and times of a superstar', list server, 1 April, Dickensian Society of London, viewed 5 April, < <a href="http://www.dickens.org.uk/home">http://www.dickens.org.uk/home</a> >.