

# Harvard Referencing

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## What is Referencing?

Referencing is a standardised method of acknowledging sources of information and ideas that you have used in your assignment, in a way that uniquely identifies their source. Direct quotations, facts and figures, as well as ideas and theories, from both published and unpublished works must be referenced. There are many acceptable forms of referencing. This information sheet shows the Harvard referencing style. In this system the author's name is given first, followed by the publication date within the text of the assignment. A reference list at the end of the assignment contains full details of all the in-text citations.

*It is very important that you check your department's or school's assignment guide as some details, e.g. punctuation, may vary from the guidelines on this sheet. You may be penalised for not conforming to your school's requirements.*

## Why Reference?

Referencing is necessary to avoid plagiarism; to enable the reader to verify quotations; and to enable readers to follow-up and read more fully the cited author's arguments.

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## Steps Involved in Referencing

- Take down the full bibliographical details including the page number(s) from which the information is taken.

In the case of a **book**, "bibliographical details" refers to:

author/editor  
year of publication  
title  
edition  
volume number  
place of publication and publisher.

(Not all of these details will necessarily be applicable).

In the case of a **journal article** it refers to:

author of article  
year of publication  
title of article  
journal/serial title  
volume number  
issue number  
page numbers on which the article appears.

In the case of **electronic information** it refers to:

author/editor  
year of publication  
article title  
journal title  
the type of medium (e.g. CD-ROM, Online, etc.)  
pages or length  
"Available" statement (e.g. WWW address, supplier and name of electronic database, Email address, etc.)  
access date  
(Not all of these details will necessarily be applicable.)

- Insert the citation at the appropriate place within the text of the document (see examples below).
- Provide a reference list at the end of the document (see examples below).

## How to cite references within the text of an assignment

When citing references within the text of an assignment use only the name of the author, followed by the year of publication.

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

OR

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

When directly quoting from another source, ensure that quotation marks are used and the relevant page number(s) are given.

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

OR

"Many of the facts in this case are incorrect" (Larsen 1971, pp. 245-6).

Refer to Sections 14.70 - 14.74 of the AGPS Style Manual for more details on citing direct quotations.

**Works with no author:** When a work has no author (including legal materials) or the author is anonymous, cite in-text the first few words of the reference list entry (usually the title) and the year. Use italics for the title as follows:

This was apparently not the case in seventeenth-century England (*On Travelling to London* 1683).

OR

*On travelling to London*(1683) reveals that this was not true.

**Multiple authors:**When a work by two or three authors is cited in parentheses, the textual reference should be as:

(Larsen & Green 1987)  
(Larsen, Green & Withers 1987)

When the authors' names are incorporated in the text, the ampersand is replaced by 'and':

Larsen and Green (1987) were unable....  
Larsen, Green and Withers (1987) agreed....

For a work that has more than three authors, only the surname of the first listed author is used, followed by the expression 'et al.' (or 'and others'). For example, a work by Larsen, Green, Withers and Gonzales becomes:

Larsen et al. (1987) have found....  
....is the best example (Larsen et al. 1987).

Refer to Sections 9.24 - 9.52 of the AGPS Style Manual for more examples of in-text references.

**Citing a Web site:** To cite a Web page within the text of an assignment, give the address of the site (e.g. <http://www.apa.org>). To cite a *document* from a Web site you must follow the author/date format. In both cases an entry will still be required in the reference list.

## How to create a Reference List

A list of references contains details only of those works cited in the text. If relevant sources that are not cited in the text are included, the list is called a bibliography.

The Reference List is arranged alphabetically by author. Where an item has no author it is cited by its title, and ordered in the reference list or bibliography in sequence by the first significant word of the title.

**The Harvard style requires the second and subsequent lines of the reference to be indented, to highlight the alphabetical order.**

## Examples of different types of References

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### Articles/chapters in book:

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Bibliographic details are arranged in the sequence:

author of chapter  
year of publication  
chapter title  
title of book  
editor(s) of book  
publisher  
place of publication  
article or chapter pages

### Article or chapter in a book

Blaxter, M. 1976, 'Social class and health inequalities', in *Equalities and Inequalities in Health*, eds C. Carter & J. Peel, Academic Press, London, pp.120-135.

### **Article or chapter in a book (no author)**

'Solving the Y2K problem' 1997, in *Technology Today and Tomorrow*, ed. D. Bowd, Van Nostrand Reinhold, New York, p. 27.

### **Article in an encyclopaedia**

Stafford-Clark, D. 1987, 'Mental disorders and their treatment', in *The New Encyclopedia Britannica*, 5th edn., vol. 23, Chicago, Encyclopaedia Britannica, pp. 956-975.

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### **Book**

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Bibliographic details are arranged in the sequence:

author/ editor(s)  
year of publication  
title of book  
edition of book  
publisher  
place of publication

### **Book with a single author**

Adam-Smith, P. 1978, *The ANZACS*, Thomas Nelson, Melbourne.

### **Book with 2 authors**

Butler, J. D. & Walbert, D.F. (eds) 1986, *Abortion, Medicine and the Law*, Facts on File Publications, New York.

### **Book with 3 or more authors**

Leeder, S. R., Dobson, A. J., Gibberd, R. W. & Patel, N. K. 1996, *The Australian Film Industry*, Dominion Press, Adelaide.

### **Book with no author (note edition)**

*The Australian Concise Oxford Dictionary* 1992, 2nd edn, Oxford University Press, Melbourne.

Refer to Sections 9.57 - 9.99 of the AGPS Style Manual for more examples of references to books.

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### **Government and Parliamentary Publications**

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### **Act of Parliament**

Copyright Act 1968 (Cwlth), ss. 1-3.

### **Australian Bureau of Statistics bulletin**

Australian Bureau of Statistics, 1985, *Domestic travel and tourism survey, Australia, 1983*, Cat. no. 9216.0, ABS, Canberra.

### **Government report**

Office of the Status of Women 1981, *Fair Exposure*, AGPS, Canberra.

Refer to Sections 9.125 - 9.132 of the AGPS Style Manual for more examples of references to government and parliamentary publications.

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### **Journal Article**

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Bibliographic details are arranged in the sequence:

author of journal article  
year of publication  
article title  
title of journal  
volume of journal  
issue number of journal  
article pages

### **Journal article**

Dewhirst, C. 1986, 'Hot air over the Himalayas', *World Geographic*, vol. 1, no. 4, pp. 44-45.

### **Journal article (no author)**

'Anorexia nervosa' 1969, *British Medical Journal*, 1, 529-530.

### **Newspaper article**

Legge, K. 1987, 'Labor to cost the "Keating Factor"', *Times on Sunday*, 1 Feb., p. 2.

Refer to Sections 9.100 - 9.116 of the AGPS Style Manual for more examples of references to journal articles.

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### **More than one item by the same author published in the same year**

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Dewhirst, C. 1986a, 'Hot air over the Himalayas', *World Geographic*, vol. 1, no. 4, pp. 44-45.

Dewhirst, C. 1986b, 'Cold water around the Antarctic', *World Geographic*, vol. 1, no. 5, pp. 32-39.

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#### **ERIC Document (microfiche)**

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Davis, R.K. & Lombardi, T.P. 1996, 'The quality of life of rural high school special education graduates: A follow-up study', in *Rural Goals 2000: Building Programs that Work* [Microfiche]. Available: ERIC Document: ED394765.

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#### **Personal Conversation**

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Doe, J., Lecturer at Curtin University of Technology 2000, Conversation with the author, 14 Apr.

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#### **Videorecording**

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*Apartheid did not Die* (video recording) 1998, London, Carlton International, Written and produced by John Pilger.

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#### **Examples of types of electronic references:**

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##### **Journal Article**

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Bibliographic details are arranged in the sequence:

author of journal article  
year of publication  
article title  
title of journal  
type of medium (use "Electronic" if you are unsure if it is online or networked CD-ROM)  
volume of journal  
issue number of journal  
article pages or indication of length

"available" statement: supplier/database name/identifier or number if available/item or accession number  
access date

#### **Journal article abstract from Electronic Database**

Ryles, R. 1996, [Abstract of 'The impact of braille reading skills on employment, income, education and reading habits', *Journal of Visual Impairment and Blindness*, vol. 90, no. 3, pp. 219-226], [Electronic], Available: Silver Platter File: CINAHL/1996036756 [1997, June 7].

#### **Full text journal article from CD-ROM (BPO)**

La Rosa, S.M. 1992, 'Marketing slays the downsizing dragon', *Information Today*, [CD-ROM], vol. 9, no. 3, pp. 58-59, Available: UMI/Business Periodicals Ondisc/92-20889 [1999, Jan. 15].

#### **Full text journal article from Electronic Database**

Sale, P. & Carey, D.M. 1995, 'The sociometric status of students with disabilities in a full inclusion school', *Exceptional Children* [Electronic], vol. 62, no. 1, pp. 6-22, Available: Information Access/Expanded Academic ASAP/A17435391 [1998, June 12].

#### **Fulltext journal article from an Electronic Journal**

Skargren, E. I. & Öberg, B. 1998, 'Predictive factors for 1-year outcome of low-back and neck pain in patients treated in primary care: comparison between the treatment strategies chiropractic and physiotherapy', *Pain* [Electronic], vol. 77, no. 2, 201(7pp.), Available: Elsevier/ScienceDirect/S0304- 3959(98)00101-8 [1999, Feb. 8].

#### **Article from Curtin Electronic Reserve**

Avgerou, C, Siemer, J. & Bjørn-Anderson, N. 1999, 'The academic field of information systems in Europe', *European Journal of Information Systems* [Electronic], vol. 8, pp. 136-153, Available: Curtin University Library and Information Service E-Reserve/dc60005019 [2001, Jan. 22].

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#### **Discussion List**

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Berkowitz, P. 1995, April 3, 'Sussy's gravestone', *Mark Twain Forum* [Online], Apr. 3, Available E-mail: TWAIN-L@yorkvm1.bitnet [1995, Apr. 3].

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#### **World Wide Web**

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#### **World Wide Web page**

Beckleheimer, J. 1994, *How do you cite URL's in a bibliography?* [Online], Available:

<http://www.nrlssc.navy.mil/meta/bibliography.html> [1995, Dec. 13].

**World Wide Web page (no author)**

*Educating America for the 21st century: Developing a strategic plan for educational leadership for Columbia University, 1993-2000 (Initial workshop draft)* 1994 [Online], Available: <http://www.ilt.columbia.edu/CONF/EdPlan.html> [2001, May 16].

**World Wide Web page (no publication date)**

Prizker, T.J. n.d., *An early fragment from central Nepal*, [Online], Available: <http://www.ingress.com/~astanart/pritker/pritzker.html> [2000, Dec. 12].

**More information**

For more detailed information about the Harvard referencing system, and many more examples, refer to:

*Style Manual for Authors, Editors and Printers* 1994, 5th edn, AGPS, Canberra.

Detailed information about referencing electronic sources can be found in:

Li, X. & Crane, N. B. 1996, *Electronic Styles: A Handbook for Citing Electronic Information*, 2nd edn, Information Today, Medford, N.J.

The examples in this guide have been adapted to the Harvard format from this source.

