

Referencing guide: Harvard author-date referencing system

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Definition: Referencing

- ❑ practice of acknowledging authors
- ❑ **must** be provided whenever you use someone else's opinions, theories, data or organisation of material.

A reference is required if you:

- ✓ quote (use someone else's exact words)
- ✓ • copy (use figures, tables or structure)
- ✓ • paraphrase (convert someone else's ideas into your own words)
- ✓ • summarise (use a brief account of someone else's ideas).

Reasons for referencing

- to enhance your writing and assist your reader by:
- showing the breadth of your research
- strengthening your academic argument
- showing the reader the source of your information
- allowing the reader to consult your sources independently
- allowing the reader to verify your data.

Principles of author-date referencing

- ❑ author-date systems commonly known as Harvard and APA (American Psychological Association)
- ❑ **There are two parts to the author-date system of referencing.**
- ❑ the author and the date are referred to in the text or main body of your writing (called *embedded* or *in-text* referencing)
- ❑ all of the resources referred to in the body of the writing are included in the *reference list* at the end of the assignment.
- ❑ All information is included in this list: author, date, title of publication, publisher and where it was published.

The other features of author-date referencing include:

- a specific order in which this information should be structured the in-text reference which should be placed (cited) in such a way that it causes minimal disruption to the flow of your writing—this usually means at the very end or the very beginning of your sentences (see ways of citing below).
- When you cite sources of information in the text of your assignment—regardless of whether you quote, copy, paraphrase or summarise—you should include:
 - ✓ the author's surname (family name)
 - ✓ the year of publication (latest edition)
 - ✓ page numbers when directly quoting or closely paraphrasing an author's words/material
 - ✓ correct punctuation and spacing.

Two ways of citing

Author prominent

- This way gives prominence to the author by using the author's surname (family name) as part of your sentence with the date and the page number in parentheses (round brackets).

Direct quote example

- Cowie (1996, p. 91) argues that 'socialism rejected the liberal ideals of individualism and
- competition'.

Paraphrase example

- Cowie (1996) suggests that unlike capitalism, socialism promotes the good of the whole before the good of the individual.

Two ways of citing

- ❑ **Information prominent**
- ❑ The other way of citing references gives prominence to the information, with all the required
- ❑ referencing details in parentheses at the end of the citation.
- ❑ *Direct quote example*
- ❑ It has been argued that 'socialism rejected the liberal ideals of individualism and competition'
- ❑ (Cowie 1996, p. 91).
- ❑ *Paraphrase example*
- ❑ Unlike capitalism, socialism promotes the good of the whole before the good of the individual
- ❑ (Cowie 1996).

Difference between a reference list and a bibliography

- ❑ The **reference list** only identifies sources referred to (cited) in the text of your assignment.
- ❑ You may also be required to provide a bibliography. A **bibliography** is presented in the same format as a reference list but it includes all material consulted in the preparation of your assignment.
- ❑ In other words, a **bibliography** presents the same items as a reference list but it also includes all other sources which you read or consulted but did not cite.

Features of the reference list

Elements for referencing a book

For a **book**, the following elements should be presented in this order:

- surname and initials of author(s)
- year of publication
- title of book (in italics) in minimal capitalisation
- the edition, for example, 4th edn, if not the original publication
- publisher
- place of publication.

Book

Shearman, D & Sauer-Thompson, G 1997,
Green or gone, Wakefield Press, Kent
Town.

Features of the reference list

Elements for referencing a journal article

For a **journal article**, the following elements should be presented in this order:

- surname and initials of author(s)
- year of publication
- title of article in single quotation marks
- title of journal or periodical in italics and maximal capitalisation
- volume number where applicable
- issue number or other identifier where applicable, for example, Winter
- page number(s).
- Authors' surnames and
- Year of publication

Features of the reference list

- Title of book in minimal capitalisation
- Publisher
- Place (city) of publication
- Ampersand Italics for book title
- Commas between elements
- except author(s) and date
- Full stop at the end
- **e.g. Journal article**
- Stove, RJ 1999, 'Xenophobia: the great local content myth', *Institute of Public Affairs Review*, vol. 51, no. 1, pp. 14–16.

Arranging the reference list

1. The reference list is arranged in alphabetical order according to the author's family name. (Do **not** use numbers, letters or bullet points to begin each entry.)
2. Any reference that starts with a number (e.g. 7:30 Report) precedes the alphabetical listing and is listed numerically.
3. Where there is more than one author of a publication, maintain the order of their names as they appear on the title page of the publication, even if they are not in alphabetical order on the title page.
4. If a reference has no author, list it alphabetically according to the sponsoring body, for example, CSIRO or Education Queensland.

Arranging the reference list

5. If there is no author or sponsoring body, list alphabetically according to the title. The whole title of the resource must appear, but when listing alphabetically, ignore words such as, 'The', 'A', 'An' at the beginning of the reference's title. For example, 'The Australian child' should be alphabetised according to the 'A' in 'Australian'.
6. If there are two or more references by the same author, then list them in order of publication date with the **oldest** work first.
7. If references by the same author have been published in the same year, then list them alphabetically according to the title and add the letter 'a' after the first date, and 'b' after the second date, and so on, (e.g. 1993a, 1993b, 1993c).

Formatting the reference list

The title should be **References** and it should be:

- bold
- left aligned
- in the same font size as the document, 12 pt.

Note: headings are neither underlined nor punctuated.

- Author's surname and initials
- Year of publication
- Title of article in minimal capitalisation and in single quotation marks
- Italics and maximal capitalisation for journal title
- Volume and issue number in lower case
- Page numbers Full stop at the end

The references contained in the list should:

- be in single line spacing
- have a blank single line space between each reference (**Hint:** use paragraph spacing of 12 pt)
- be left aligned
- be arranged alphabetically
- be the **final page** of your assignment. (Appendices are placed after the reference list.)

Minimal or maximal capitalisation?

- ❑ the Harvard author-date system endorses minimal capitalisation.
- ❑ *Minimal capitalisation* Only the first word in the titles of books, chapters and journal articles is capitalised.
- ❑ Authors' names and initials, journal titles and publishing
- ❑ firm names are **always capitalised**.
- ❑ **If the title of the article, book or chapter contains a colon, only capitalise if the first word after the colon is a proper name.**

For example:

**Jones, B 1999, *The history of rock: John Lennon, Zen*
Publishing, London.**

Minimal or maximal capitalisation?

For journal titles use maximal capitalisation.

- For titles of periodicals (journals, magazines and newspapers), capitalise the first word and also any other word which is not 'the', 'a', 'an', a preposition (such as 'for', 'on', 'under', 'about') or a conjunction (such as 'and', 'but', 'or').

Minimal capitalisation

Example

- 'Green light for operation glass ceiling' 1999, *Queensland women*, viewed 22 May 2000,
- <http://www.qldwoman.qld.gov.au/qwo/9712/ceiling.html>
- Kaye, M 1994, *Communication management*, Prentice-Hall, Sydney.

Maximal capitalisation

Example

- Anderson, A & Ellis, A 2001, 'Using Desktop Video to Enhance Music Instruction', *Australian Journal of Educational Technology*, vol. 17, no. 3, pp. 279–294.
- Crystal, D 1996, *Discover Grammar*, Pearson Education, Harlow.

Hard copy books- One Author

- ❑ A recent study (Elder 1995) found that rock samples ...
or Elder (1995, p. 14) claims that `...'.

Elder, B 1995, *The magic of Australia*, Beauty Books, Sydney.

- ❑ **Note: When an author has two or more initials, the entry would look like this:**

Schwartz, HJ 1985, *Interactive writing: composing with a word processor*, Holt, Reinhardt and Winston, Austin.

Hard copy books – Two Authors

- A recent study (Yeric & Todd 1989) predicted that ...*or*
- Yeric and Todd (1989, p. 17) suggest that
'...'

Note: Use an ampersand (&) within the parenthesis, but use 'and' for author prominent referencing.

Yeric, J & Todd, J 1989, *Public opinion: the visible politics*, Peacock Publishers, Chicago.

Hard copy books – Three Authors

A recent study highlighted the fact that ...
(Yeric, Todd & Muller 1999).

□ *or*

Yeric, Todd and Muller (1999, p. 28) stated that '...'.
'...'

Note: Use an ampersand (&) within the parenthesis, but use 'and' in author prominent referencing.

Yeric, J, Todd, J & Muller, P 1999, *Political perspectives*, Peacock Publishers, Chicago.

Hard copy books – Four or more Authors

A comprehensive study conducted in 1998 indicated that business in Australia is growing exponentially (Jones et al. 1999).

□ *or*

Jones et al. (1999, p. 34) suggested in their comprehensive study that '...'

Note: If there is another reference starting with Jones, for example, Jones, Larsen, Green and Matthews, the names of all the authors should be given in both cases to avoid confusion.

Jones, P, Smith, A, Hudson, T, Etherton, J, Connelly, W & Gardener, J
1999, *Business management for the new era*, Wyland Publishing,
Adelaide.

Note: Use et al. in all in-text entries. Include all of the authors in the reference list.

Hard copy books – Multiple Works: same author

University research (Brown 1982, 1988) has indicated that ...

□ *or*

Recent reports (Napier 1993a, 1993b) indicate that ...

Note: When using two studies by the same author in different years, paraphrasing is essential. Place in chronological order—oldest first.

Ideas by Napier (1993b) were implemented

Note: You may use direct quotes when using the sources separately. Add a, b, c, etc. to differentiate between works in the same year by using the alphabetical order of the title.

Brown, P 1982, *Corals in the Capricorn group*, Central Queensland University, Rockhampton.

Brown, P 1988, *The effects of anchors on corals*, Central Queensland University, Rockhampton.

Napier, A 1993a, *Fatal storm*, Allen & Unwin, Sydney.

Napier, A 1993b, *Survival at sea*, Allen & Unwin, Sydney.

Hard copy books

Works by different authors—same family name

A recent report (Smith 1998) shows that ...

□ *or*

It was recently found that `...' (Smith 1999, pp. 47–48).

Note: The year of publication will differentiate between the two authors.

Smith, J 1998, *The world's polluted oceans*, Pacific Publishers, Sydney. Smith, R 1999, *Evolution and religion*, Firth's Publishers, Adelaide.

Hard copy books

Works by different authors—same family name—same year

A. Carter (1999) proposed that class size seriously limited creativity in the lower school. Further investigation proved there were notable weaknesses in this claim (Carter, T 1999).

Note: As a general rule, it is advisable to paraphrase in this instance.

Carter, A 1999, *Issues in Australian education*, Cherokee Publications, Brisbane. Carter, T 1999, *Creativity in the classroom*, Watkins & O'Hara Publishers, Darwin

Hard copy books

Second or later edition with an author

Group dynamics has been identified as ...
(Johnston 1993).

□ *or*

A recent theory (Johnston 1993, p. 5) on
group dynamics states that '...'.
Johnston, K 1993, *Surviving the first year*

experience, 2nd edn, Macmillan,
Melbourne.

Hard copy books

Several sources are cited at once

Note: Do *not* overdo this!

Bradford (1992), Curtis (1983), and Graham (1997) all agree ...

or

Recent studies (Bradford 1992; Curtis 1983; Graham 1997) agree that ...

Note: Paraphrasing is essential if you are going to cite the essence of what the authors all agree upon. Alphabetise according to the name of the first author in each source. Separate entries by using semicolons.

Bradford, C 1992, *Genre in perspective: a whole language approach*, Bookshelf, Gosford.

Curtis, A 1983, *Practical math for business*, Houghton Mifflin, Boston.

Graham, A 1997, *Managing more postgraduate research students*, Oxford Centre for Staff Development, Oxford.

Hard copy books

Note: Each author will appear as a separate entry in the reference list. Author(s) sponsored by institution, corporation or other organisation

Recent theories (Centre for Continuing Studies 1987) expose the link ...

□ *or*

It has been suggested that '...' (Centre for Continuing 1987, p. 23).

Centre for Continuing Studies 1987, *Methods of learning*, Harper Collins, Sydney.

Hard copy books

No author's name appears (but there is a sponsoring body or title)

A recent study (Australian Defence Force 1996) suggests ...

□ *or*

A recent study (*Family policies* 1996) shows that ...

Note: Cite the sponsoring organisation, the newspaper or the title.

Sponsoring body example

Australian Defence Force 1996, *The boat people issue*,
Australian Government Publishing Service, Canberra.

Title example

Family policies 1996, Australian Government Publishing
Service, Canberra.

Hard copy books

No author and 2nd or later edition

Designing a house is ... (*Practical design* 1992)

□ or

When designing a house, it is important that `...' (*Practical design* 1992, p. 90).

Practical design 1992, 2nd edn, South Australian Design Press, Adelaide.

Edited work—role of editor is significant

Current essays edited by Danaher (1998) suggest ...

□ or

Current essays (ed. Danaher 1998) suggest ...

□ or

Danaher (ed. 1998, p. 87) indicates that `...'.

~~Danaher, P (ed.) 1998, *Beyond the Ferris wheel*, CQU Press, Rockhampton.~~

Hard copy books

No date can be established

Bridging courses are studied by students who have not previously ... (Lansdown n.d.).

□ *or*

Lansdown (n.d., p. 13) found that `...'

Lansdown, M n.d., *Bridging courses*,
Central Queensland University,
Rockhampton.

Hard copy books

- ❑ **The date can be established but only approximately**

In a draft policy release, the Queensland Education Department (c. 1995) suggests

...

- ❑ *Or*

`Disciplining a child should not invoke ...
(Queensland Education Department c.1995, p. xxii). Queensland Education Department c. 1995, *Draft policy on school discipline*, Author, Gladstone.

Referring to an author (primary source) read about in another publication (secondary source)

Simpson's observations in 1975 (cited in Cole 1992) led to

or

Learning is a process of association and development ... (Simpson 1975, cited in Cole 1992).

or

Cole (1992, p. 9), in reporting Simpson's study, highlights that in 1975, ...

Cole, P 1992, *Teaching and learning*, Cap Press, Yeppoon.

Note: Cole is the author who will appear in the reference list. Try to locate the primary source if possible.

Electronic books

E-book from CQU library e-book resources

Macroeconomics has been defined as ... (Barro 1997).

□ *or*

According to Barro (1997, p. 3), macroeconomics has been

defined as `...' .

Barro, RJ 1997, *Macroeconomics*, 5th edn, viewed
17 February 2006,

<http://purl.library.cqu.edu.au/EBOOKS/339-0289-29960>

Magazine

Social welfare workers Australia wide have indicated a need to address the issues surrounding the rising suicide rate (McVeigh 2001).

□ *or*

According to McVeigh (2001, p. 20) the increase in the rate of youth suicide is 'of great concern to those employed in the social welfare sector'.

McVeigh, T 2001, 'Death wish', *Australian Magazine*, 12–13 May, p. 20.

Note : Always evaluate information found in magazines for 'scholarliness'—including bias, validity, trustworthiness of the authors etc. Magazines are not generally considered scholarly pieces of work for research.

Online or electronic journals

Examples of how to refer to the resource in-text Model to follow in the reference list Journal article from a database

Recommendations about the optimal size of a small business included ... (Mulgan 2000).

□ *or*

Mulgan (2000, p. 10) recommends that `...'.

Mulgan, R 2000, 'Perspectives on "the public interest"',
*Canberra Bulletin of Public
Administration*, no. 95, March, pp. 5–12, (online
ProQuest).

Journal article from a website

'Plagiarism is one of the biggest problems in academia at present' (Kennedy 2004, p. 2).

□ or

Kennedy (2004) suggests that plagiarism in universities is very common.

Kennedy, I 2004, 'An assessment strategy to help forestall plagiarism problems', *Studies in Learning , Evaluation, Innovation and Development*, vol. 1, no. 1, viewed 7 October 2005,

<http://www.sleid.cqu.edu.au/viewissue.php?id=5>

Journal article from SU Course Resources Online

Isolation is a key factor in ... (Kendall 1998).

□ *or*

Kendall (1998, p. 217) indicates that 'isolation thus becomes intrinsic ...'.

Kendall, CN 1998, 'Teen suicide, sexuality and silence', *Alternative Law Journal*, vol. 23, no. 5,

Stafforshire University Course Resources Online (LAWS11045).

Hardcopy—newspaper articles

Newspaper article with an author

... has become a major source of public concern in recent weeks (Condren 1999).

□ *or*

Condren (1999, p. 1) reported that `...'.

Condren, P 1999, 'Swiss prepare charges', *Weekend Australian*, 30–31 July, p. 1.

Newspaper article without an author

In the *Advertiser* (23 October 2001, p. 10) ...

□ *or*

Reform to tax laws was mentioned as `...' (*Advertiser* 23 October 2001, p. 10).

Note: At undergraduate study level, you are strongly encouraged not to use newspaper articles without an author. You should seek to locate a more acceptable scholarly representation of the information you wish to use.

Advertiser 2001, 'Federal election: new Chip in politics', 23 October, p. 10.

Note: In this case the name of the newspaper is substituted for the name of the sponsoring body.

Newspaper article with an author (online newspaper)

The banking industry's vital networks have ...
(Davies 1996).

□ or

The banking industry is said to have '...'
(Davies 1996, p. 1).

Davies, P 1996, 'Key mistake wreaks havoc',
Australian, 18 June, p. 1, viewed 12 August
1997,

[http://www.australian.aust.com/hied/columns/dav18jn .htm](http://www.australian.aust.com/hied/columns/dav18jn.htm)

Document on the WWW

(author/sponsor given but not dated (n.d.))

According to Greenpeace (n.d.), genetically modified foods are ...

□ *or*

Greenpeace (n.d., p. 1 of 2) recommends that 'fewer genetically ...'.

Greenpeace n.d., *The future is GE free*, viewed 28 September 2005,

<http://www.greenpeace.org.au/ge/farming/canola.html>

<http://www.unisanet.unisa.edu.au/learningconnection/students/Lguides/harvard-referencing.pdf>

Note: The title of a webpage is treated like the title of a book. It is written in italics in the reference list.

Document on the World

□ **Wide Web (no author/sponsor)**

As stated in 'Harvard style' (2003), ...

Pamphlet & Video

It has been established that encouraging workers over the age of 55 to ... (Centrelink 1999).

□ *or*

Centrelink (1999, p. 10) concluded that `...'.
Centrelink 1999, *Bonus for working seniors*,
Author, Brisbane.

Video Similarly, in *Harry Potter and the philosopher's stone* (2002),

□ *... or*

The use of lighting to create mood was evidenced in ... (*Harry Potter and the philosopher's stone* 2002).

Harry Potter and the philosopher's stone 2002, video recording,
Warner Home Video, New York.

Movie

Movie The use of animation to create mystery and intrigue were ... (*Harry Potter and the philosopher's stone*).

□ or

In the movie *Harry Potter and the philosopher's stone* (2002) animation *Harry Potter and the philosopher's stone* 2002, motion picture, Warner Bros, New York.

Television broadcast

The idea was first presented in 'Emission impossible' (1999).
'Emission impossible' 1999, *Four Corners*, television broadcast, ABC Television, 8 November.

Note: Often, transcripts of television broadcasts will appear on the web site of the sponsoring body. It is often a better idea to gain the transcript—especially if you wish to use a direct quote from the broadcast.

Television advertisement 'Coke adds life' (Coca-Cola Amatil 1986), is the slogan used by ...

Coca-Cola Amatil 1986, *Coca-Cola at the beach*, television advertisement, Cruise Advertising, Brisbane.

Reference

- Commonwealth of Australia 2002, *Style manual for authors, editors and printers*, 6th edn, rev. Snooks & Co., John Wiley & Sons Australia, Brisbane. Copyright:



thank you

