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## 32 Harvard Referencing 2005

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Note: this page is only an introduction to the Harvard referencing system. Curtin Library & Information Service provides a modified version of the author-date system presented in:

**Snooks & Co. 2002, *Style manual: For authors, editors and printers*, 6th edn, John Wiley & Sons Australia, n.p.**

For referencing electronic sources, refer to the American Psychological Association's *Publication manual*:

**American Psychological Association 2001, *Publication manual of the American Psychological Association*, 5th edn, APA, Washington, DC.**

**Note: A modified APA style is used for electronic sources to fit in with the Harvard referencing style provided by Curtin Library & Information Service as the *Style manual* does not cover this area fully.**

The information and examples contained on this page are chiefly derived from the above publications.

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

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### What is Referencing?

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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 Direct quotations, facts and figures, as well as ideas and theories, from both published and unpublished works must be referenced.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 provides a brief guide to the Harvard referencing style. Within the text of the assignment the author's name is given first, followed by the publication date. A reference list at the end of the assignment contains the full details of all the in-text citations.

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### Why Reference?

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Referencing is necessary to avoid plagiarism, 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

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1. Note down the full bibliographic 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 as found on the front and back of the title page. (Not all of these details will necessarily be applicable).

In the case of a **journal article** the details required include: author of the article, year of publication, title of the article, title of the journal, volume and issue number of the journal, and page numbers.

For all **electronic information**, in addition to the above you should note the date that you accessed the information, and database name or web address (URL).

2. Insert the citation at the appropriate place within the text of the document (see examples below).

3. Provide a reference list at the end of the document (see examples below).

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### **In-Text Citations**

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When citing references within the text of an assignment, use the name of the author, followed by the year of publication. When directly quoting from another source, the relevant page number **must** be given. When paraphrasing or referring to an idea from another source which is a book or lengthy text, include the relevant page number, as this might be useful to the reader.

*In general, page numbers should be included in all in-text citations, as many schools insist on this practice.*

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### **How to Create a Reference List**

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A reference list only includes books, articles etc that are cited in the text. A bibliography is a list containing the sources used in developing a publication and other sources the author considers might be of use or interest to the reader.

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 alphabetically by the first significant word of the title.

The Harvard style requires the second and subsequent lines of the reference to be indented, as shown in the examples below, to highlight the alphabetical order.

**Examples of referencing:**

<b>Books</b>	<b>In-Text Example</b>	<b>Reference List Example</b>	<b>EndNote (which reference type?)</b>
<i>Single author</i>	The theory was first propounded in 1993 (Comfort 1997, p. 58) <b>OR</b> Comfort (1997, p. 58) claimed that...	Comfort, A 1997, <i>A good age</i> , Mitchell Beazley, London.	Book
<i>2 or 3 authors</i>	(Madden & Hogan 1997 p. 45) <b>OR</b> Madden and Hogan (1997, p. 45) discuss this idea...	Madden, R & Hogan, T 1997, <i>The definition of disability in Australia: moving towards national consistency</i> , Australian Institute of Health and Welfare, Canberra.	Book
<i>4 or more authors</i>	(Leeder et al. 1996, p. 69)	Leeder, SR, Dobson, AJ, Gibbers, RW, Patel, NK, Mathews, PS, Williams, DW & Mariot, DL 1996, <i>The Australian film industry</i> , Dominion Press, Adelaide.	Book
<i>No author</i>	This was apparently not the case before about 1995 ( <i>Advertising in the Western Cape</i> 1990, p. 14)...	<i>Advertising in the Western Cape</i> 1990, ABC Publishers, Cape Town.	Book
<i>Multiple works by same author</i>	University research (Brown 1982, 1988) has indicated that...	Brown, P 1982, <i>Corals in the Capricorn group</i> , Central Queensland University, Rockhampton.  Brown, P 1988, <i>The effects of anchor on corals</i> , Central Queensland University, Rockhampton.  <b>Order chronologically in the reference list.</b>	Book
<i>Multiple works published in the same year by the same author</i>	In recent reports (Napier 1993a, 1993b)...	Napier, A 1993a, <i>Fatal storm</i> , Allen & Unwin, Sydney.  Napier, A 1993b, <i>Survival at sea</i> , Allen & Unwin, Sydney.  <b>Order alphabetically by title in the reference list.</b>	Book

<i>Editor</i>	(Kastenbaum 1993, p. 78)	Kastenbaum R (ed.) 1993, <i>Encyclopedia of adult development</i> , Oryx Press, Phoenix.	Edited Book
<i>Different Editions</i>	Renton (2004, p. 5) suggests that...	Renton, N 2004, <i>Compendium of good writing</i> , 3rd edn, John Wiley & Sons, Milton.  <b>An edition number is placed after the title of the work - this is not necessary for a first edition.</b>	Book
<i>Encyclopedia or Dictionary</i>	<i>The new Grove encyclopedia of music and musicians</i> (1980, p. 85) defined it as...	<i>The new Grove encyclopedia of music and musicians</i> 1980, Macmillan, London.	Book
<i>Article or chapter in a book</i>	As discussed by Blaxter (1976, p. 101)...	Blaxter, M 1976, 'Social class and health inequalities', in C Carter & J Peel (eds), <i>Equalities and inequalities in health</i> , Academic Press, London, pp. 120-135.	Book Section
<i>Article or chapter in a book – no author</i>	( <i>Solving the Y2K problem</i> 1997, p. 23).	'Solving the Y2K problem' 1997, in D Bowd (ed.), <i>Technology today and tomorrow</i> , Van Nostrand Reinhold, New York, p. 27.	Book Section  You will need to edit the in-text citation for it to appear in italics
<i>E-book</i>	(Pettinger 2002)	Pettinger, R 2002, <i>Global organizations</i> , Capstone Publishing, Oxford. Retrieved 28 September 2004, from Curtin University Library & Information Service E-books: <a href="http://opac.lis.curtin.edu.au">http://opac.lis.curtin.edu.au</a>	Electronic Source (put September 28, 2004 in the <i>Access Date</i> field, Curtin University Library & Information Service E-books: <a href="http://opac.lis.curtin.edu.au">http://opac.lis.curtin.edu.au</a> in <i>URL</i> )
<b>Print Journals</b>	<b>In-Text Example</b>	<b>Reference List Example</b>	<b>EndNote (which reference type?)</b>
<i>Article</i>	As mentioned by Wharton (1996, p. 8)...	Wharton, N 1996, 'Health and safety in outdoor activity centres', <i>Journal of Adventure Education and Outdoor Leadership</i> , vol. 12, no. 4, pp. 8-9.	Journal Article
<i>Article – no author</i>	It's a growing problem in the U.K. ( <i>Anorexia nervosa</i> 1969, p. 530)...	'Anorexia nervosa' 1969, <i>British Medical Journal</i> , vol. 1, pp. 529-530.	Journal Article  You will need to edit the in-text citation for it to appear in italics
<i>Newspaper article</i>	(Towers 2000)	Towers, K 2000, 'Doctor not at fault: coroner', <i>The Australian</i> , 18 January, p. 3.	Newspaper Article

<i>Newspaper article – no author</i>	....in the <i>Sydney Morning Herald</i> (24 January 2000, p. 12)	<b>Provide all the details in the in-text citation – no need for an entry in the reference list.</b>	
<i>Press release</i>	(Watersmith 2000)	Watersmith, C 2000, <i>BHP enters new era</i> , media release, BHP Limited, Melbourne, 1 March.	Report (put media release in the <i>Accession Number</i> field, BHP Limited in <i>Institution</i> , 1 March in <i>Report Number</i> )
<b>Electronic Journals</b>	<b>In-Text Example</b>	<b>Reference List Example</b>	<b>EndNote (which reference type?)</b>
<i>Full text from an electronic database</i>	(Madden 2002)	Madden, G 2002, 'Internet economics and policy: an Australian perspective', <i>Economic Record</i> , vol. 78, no. 242, pp. 343-358. Retrieved October 16, 2002, from ABI/Inform database.	Journal Article (put October 16, 2002 in the <i>Date</i> field, ABI/Inform database in <i>Type of Article</i> )
<i>Full text from an electronic database – no author</i>	The internet has had a huge impact on the Australian economy ( <i>Internet economics and policy</i> 2002, p. 350)	'Internet economics and policy: an Australian perspective' 2002, <i>Economic Record</i> , vol. 78, no. 242, pp. 343-358. Retrieved October 16, 2002, from ABI/Inform database.	Journal Article (put October 16, 2002 in the <i>Date</i> field, ABI/Inform database in <i>Type of Article</i> )  You will need to edit the in-text citation for it to appear in italics
<i>Full text newspaper, newswire or magazine from an electronic database – no author</i>	( <i>WA packed with overseas appeal</i> 2004)	'WA packed with overseas appeal' 2004, <i>The West Australian</i> , 12 November, p. 47. Retrieved November 13, 2004, from Factiva database.	Newspaper Article  (put November 13, 2004 in the <i>Notes</i> field, Factiva database in <i>Type of Article</i> ) You will need to edit the in-text citation for it to appear in italics
<i>Full text from the internet</i>	It was proposed by Byrne (2004) that...	Byrne, A 2004, 'The end of history: censorship and libraries', <i>The Australian Library Journal</i> , vol. 53, no. 2. Retrieved November 16, 2004, from <a href="http://www.alia.org.au/publishing/alj/53.2/full.text/byrne.html">http://www.alia.org.au/publishing/alj/53.2/full.text/byrne.html</a>	Journal Article (put November 16, 2004 in the <i>Date</i> field, <a href="http://www.alia.org.au/publishing/alj/53.2/full.text/byrne.html">http://www.alia.org.au/publishing/alj/53.2/full.text/byrne.html</a> in <i>Type of Article</i> )

Article from Curtin E-Reserve	(Davidhizar & Dowd 1997, p. 29)	Davidhizar, R & Dowd, SB 1997, 'The art of giving an effective presentation', <i>Health Care Supervisor</i> , vol. 15, no. 3, pp. 25-31. Retrieved October 16, 2002, from Curtin University Library & Information Service E-Reserve: <a href="http://opac.lis.curtin.edu.au">http://opac.lis.curtin.edu.au</a>	Journal Article (put October 16, 2002 in the <i>Date</i> field, Curtin University Library & Information Service E-Reserve: <a href="http://opac.lis.curtin.edu.au">http://opac.lis.curtin.edu.au</a> in <i>Type of Article</i> )
Article from database on CD-ROM (BPO)	(La Rosa 1992, p. 58)	La Rosa, SM 1992, 'Marketing slays the downsizing dragon', <i>Information Today</i> , vol. 9, no. 3, pp. 58-59. Retrieved October 16, 2002, from UMI Business Periodicals Ondisc database.	Journal Article  (put October 16, 2002 in the <i>Date</i> field, UMI Business Periodicals Ondisc database in <i>Type of Article</i> )
<b>Secondary Sources</b>	<b>In-Text Example</b>	<b>Reference List Example</b>	<b>EndNote (which reference type?)</b>
Book	Including neuralgia (Carini and Hogan, cited in Thibodeau & Patton 2002, p. 45) <b>OR</b> Carini and Hogan (cited in Thibodeau & Patton 2002, p. 45)...	Thibodeau GA & Patton KT (Ed.) 2002. <i>The human body in health and disease</i> , Mosby, St. Louis, Mo.  <b>Record the book that you actually sourced.</b>	Book
Journal Article	"...origins of neuralgia" (Carini and Hogan, cited in Patton 2002, p. 2154) <b>OR</b> Carini and Hogan (cited in Patton 2002)	Patton KT 2002, 'Neuralgia and headaches', <i>Science</i> , vol. 4, pp. 2153-2155.  <b>Record the journal that you actually sourced.</b>	Journal Article
<b>World Wide Web</b>	<b>In-Text Example</b>	<b>Reference List Example</b>	<b>EndNote (which reference type?)</b>
Document on WWW	"It's essential you learn how to reference" (Dawson et al. 2002).	Dawson, J, Smith, L, Deubert, K & Grey-Smith, S 2002, ' <i>S' Trek 6: referencing, not plagiarism</i> '. Retrieved October 31, 2002, from <a href="http://studytrekk.lis.curtin.edu.au">http://studytrekk.lis.curtin.edu.au</a>	Electronic Source (Use <i>Access Date</i> & <i>URL</i> for retrieved statement)
Document on WWW – No author	( <i>Leafy seadragons and weedy seadragons</i> 2001)	<i>Leafy seadragons and weedy seadragons</i> 2001. Retrieved November 13, 2002, from <a href="http://www.windspeed.net.au/~jenny/seadragons/">http://www.windspeed.net.au/~jenny/seadragons/</a>	Electronic Source (Use <i>Access Date</i> & <i>URL</i> for retrieved statement)

<i>Document on WWW – No date</i>	(Royal institute of British Architects n.d.)	Royal Institute of British Architects n.d., <i>Shaping the future: Careers in architecture</i> . Retrieved 31 May 2005, from <a href="http://www.careersinarchitecture.net/">http://www.careersinarchitecture.net/</a>	Electronic Source (put Royal Institute of British Architects in the <i>Author</i> field, n.d. in <i>Year</i> , use <i>Access Date &amp; URL</i> for retrieved statement)
<b>Government Publications</b>	<b>In-Text Example</b>	<b>Reference List Example</b>	<b>EndNote (which reference type?)</b>
<i>Acts of Parliament</i>	The Commonwealth's <i>Copyright Act 1968</i> ...  [future references do not include date]	<b>Legislation is included in a list of references only if it is important to an understanding of the work. Set the list apart from the main body of the reference under the subheading 'Legislation'.</b>  <b>Essential elements: <i>Short title Date (Jurisdiction)</i></b> eg. <i>Copyright Act 1968 (Cwlth)</i> .  <b>If legislation is obtained from an electronic database, add a retrieved statement as for electronic journal articles.</b>	Enter in-text citation manually.
<i>Cases</i>	<i>The State of New South Wales v. The Commonwealth</i> (1915) 20 CLR 5	<b>Legal authorities are included in a list of references only if they are important to an understanding of the work. Set the list apart from the main body of the reference under the subheading 'Legal Authorities'.</b>	Case  You will need to edit the in-text citation for it to appear in italics and add the case abbreviation
<i>Australian Bureau of Statistics Bulletin</i>	(Australian Bureau of Statistics 1999)	Australian Bureau of Statistics 1999, <i>Disability, ageing and carers: summary of findings</i> , cat. no. 4430.0, ABS, Canberra.	Report (put cat. no. 4430.0 in the <i>Accession Number</i> field, ABS in <i>Institution</i> )
<i>Australian Bureau of Statistics from AusStats</i>	(Australian Bureau of Statistics 1999)	Australian Bureau of Statistics 1999, <i>Disability, ageing and carers: summary of findings</i> , cat. no. 4430.0, ABS, Canberra. Retrieved October 14, 2002, from AusStats database.	Report (put cat. no. 4430.0 in the <i>Accession Number</i> field, October 14, 2002 in <i>Date</i> , AusStats database in <i>Type</i> )

<i>Census Information</i>	(Australian Bureau of Statistics 2001)	Australian Bureau of Statistics 2001, <i>Census of population and housing: B01 selected characteristics (First release processing) postal area 6050</i> . Retrieved November 20, 2002, from AusStats database.	Report (use <i>Date &amp; Type</i> for retrieved statement)
<i>Government Reports</i>	(Resource Assessment Commission 1991)	Resource Assessment Commission 1991, <i>Forest and timber inquiry: draft report</i> , vol. 1, Australian Government Publishing Service, Canberra.	Report (put vol. 1 in the <i>Accession Number</i> field, Australian Government Publishing Service in <i>Institution</i> )
<b>Other Sources</b>	<b>In-Text Example</b>	<b>Reference List Example</b>	<b>EndNote (which reference type?)</b>
<i>Personal communication, e-mail and discussion lists with no web archive.</i>	It was confirmed that an outbreak occurred in London (S Savieri 1999, pers. comm., 24 April).	<b>Not included in reference list as they cannot be traced by the reader.</b>	Enter in-text citation manually.
<i>Films and videorecordings,</i>	( <i>Grumpy meets the orchestra</i> 1992)	<i>Grumpy meets the orchestra</i> 1992, videorecording, Australian Broadcasting Corporation, Sydney. Featuring the Sydney Symphony Orchestra.  <b>Any special information may be noted after the citation.</b>	Audiovisual material (put videorecording in the <i>Type</i> field, Featuring the Sydney Symphony Orchestra in <i>Contents</i> )
<i>Television and radio programmes</i>	( <i>What are we going to do with the money?</i> 1997)	<i>What are we going to do with the money?</i> 1997, television programme, SBS Television, Sydney, 8 August.	Film or Broadcast (put television programme in the <i>Format</i> field, SBS Television in <i>Distributor</i> , Sydney in <i>Country</i> )
<i>ERIC document (microfiche)</i>	Davis and Lombardi (1996) put forward the proposal that...	Davis, RK & Lombardi, TP 1996, 'The quality of life of rural high school special education graduates', in <i>Rural goals 2000: Building programs that work</i> . ERIC Document No. 394765, microfiche.	Generic  (put Rural goals 2000: Building programs that work in the <i>Secondary Title</i> field, ERIC Document No. ED394765 in <i>Publisher</i> , microfiche in <i>Date</i> )



<p><i>E-mail discussion list – web archive</i></p>	<p>(Little 2002)</p>	<p>Little, L 2002, 'Two new policy briefs', ECPOLICY, discussion list, 16 April. Retrieved November 13, 2002 from <a href="http://www.askeric.org/VirtualListserv_Archives/ECPOLICY/2002/Apr_2002/Msg00003.html">http://www.askeric.org/VirtualListserv_Archives/ECPOLICY/2002/Apr_2002/Msg00003.html</a></p>	<p>Newspaper Article</p> <p>(put Little, L in the <i>Reporter</i> field, ECPOLICY in <i>Newspaper</i>, discussion list in <i>Section</i>, November 13, 2002 in <i>Notes</i>, <a href="http://www.askeric.org/VirtualListserv_Archives/ECPOLICY/2002/Apr_2002/Msg00003.html">http://www.askeric.org/VirtualListserv_Archives/ECPOLICY/2002/Apr_2002/Msg00003.html</a> in <i>Type of Article</i>)</p>
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