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HARVARD REFERENCING GUIDE

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Introduction:

Why reference?

Referencing allows you to acknowledge the work of others, give your work credibility by validating your arguments, follow academic writing standards and avoid plagiarism.

The Harvard system of referencing is comprised of two parts:

1. in-text references
2. list of references at the end of the work

In-text references contain three pieces of information:

1. author's name
2. year of publication (n.d. if no date given)
3. page number (if using a direct quote)

The list of references at the end of the work contains more information including, but not limited to:

1. author's name
2. year of publication
3. title of publication
4. publisher
5. location of publication

In-text references can be written in two ways:

1. citing at the end of a statement: Fashion throughout history has shown that no one is truly original (Garcia 2007)
2. integrating the author's name into the statement: Garcia (2007) notes that fashion throughout history has shown that no one is truly original.

To in-text reference a direct quote quotation marks must be used, and page numbers stated:

"Fashion history tells us..." (Garcia 2007, p. 51)

If a section of the work is paraphrased, summarised or the entire work of an author is being cited, page numbers are not necessary:

Garcia (2007) gives examples of different styles...

Rules for the list of references:

1. must be in alphabetical order by the first author's surname (or by title if no author stated)
2. if the information extends past one line of text, the next line should be indented
3. the title of the book in italics using minimal capitalisation (only the first letter of the title, sub-title and any proper nouns)

Remember: To avoid plagiarism ALL resources must be referenced

If you are unsure of how to reference a resource please speak to the librarian or your lecturer

Example	In-text	List of References
Book – one author	<p>A page number is needed if you are using a direct quote: “...” (Garcia 2007, p. 51)</p> <p>No page numbers are required if you are paraphrasing, summarising or citing the entire work: ...(Garcia 2007)</p>	<p>List must include (where applicable):</p> <ol style="list-style-type: none"> 1. author’s surname, 2. author’s initial(s). 3. year of publication (n.d. if no date given), 4. title of publication (in italics with minimal capitalisation), 5. edition (if applicable, abbreviated to edn), 6. publisher, 7. location of publication. <p>Garcia, N. 2007, <i>The little black book of style</i>, Harper Collins, New York.</p>
Second or later edition	“...” (Curzon 2004, p. 254)	Curzon, L. B. 2004, <i>Teaching in further education: An outline of principles and practice</i> , 6 th edn, Continuum, London.
Book – two authors	<p>Use an ampersand “&” within the parenthesis “()” but use “and” in the main text “...” (Evans & King 2006 p.25) Evans and King (2006)...</p>	<p>Authors are listed in the order stated on the title page of the book:</p> <p>Evans, K. & King, D. 2006, <i>Studying society: The essentials</i>, Routledge, London.</p>
Book – three authors	<p>Use an ampersand “&” within the parenthesis “()” but use “and” in the main text ...(Aaker, Kumar & Day c2007) Aaker, Kumar and Day (c2007)</p>	<p>Authors are listed in the order stated on the title page of the book:</p> <p>Aaker, D. A., Kumar, V & Day, G. S. c2007, <i>Marketing research</i>, 9th edn, John Wiley, Chichester.</p>
Book – more than three authors	<p>Use the surname of the first author and et al. (‘and others’): “...” (Kotler et al. 2007, p. 15) Kotler et al. (2007, p. 15) “...”</p>	<p>List all names in the reference:</p> <p>Kotler, P., Brown, L., Adam, S., Burton, S. & Armstrong, G. 2007, <i>Marketing</i>, 7th edn, Pearson Education Australia, Frenchs Forest, NSW.</p>
Book – one editor	“...”(ed Ilorella 2006, p. 35) Ilorella (ed 2006)	Ilorella, A. (ed) 2006, <i>New studio design</i> , Daab, Cologne.
Book – two or three editors	...(eds Corbey & Roebroeks 2001) Corbey and Roebroeks (eds 2001)	Corbey, R. & Roebroeks, W. (eds) 2001, <i>Studying human origins: Disciplinary history and epistemology</i> , Amsterdam University Press, Amsterdam.

Example	In-text	List of References
Book – more than three editors	"..."(eds Bruce et al. 2006, p. 27) Bruce et al. (eds 2006)	List the first editor followed by "et al.": Bruce, M. et al. (eds) 2006, <i>UTS writers' anthology 2006: Making tracks</i> , ABC Books, Sydney.
Book – author and editor	Use the author for intext referencing "..." (Proust 1970 p.45)	List the work under the authors name and acknowledge the editor after the title, or edition if appropriate (note: editor's first initial is before the surname): Proust, M. 1970, <i>Jean Santeuil</i> , ed. G. Hopkins, Simon & Shuster, New York
A work reproduced in a book (image, poem, painting etc)	Refer to the work in the text and then cite the book: Artemisia Gentileschi's c.1618 painting 'Judith with Her Maidservant' (Chadwick 2007, p. 111)	Each book cited must have a separate entry in the list of references – the picture, poem or painting does not need a separate entry
More than one work by the same author	Arrange in chronological order: ...(Garcia 2001, 2003, 2007)	Each source must have a separate entry in the list of references – place references in chronological order, oldest first
Authors with the same family name published in the same year	Put the author's first initial after their surname in the reference to distinguish: "..." (Smith J 2000, p. 56) was later discussed...(Smith Q 2000)	Each source must have a separate entry in the list of references
Authors who have published more than one work in the same year	Differentiate the resource by putting a letter after the date: ...(Kennedy 2007a, 2007b) Kennedy (2007a) "..." (Kennedy 2007b, p. 159)	Each source must have a separate entry in the list of references – place the references in alphabetical order by the letter after the date: Kennedy, T. 2007a... Kennedy, T. 2007b...
Works by different authors with the same family name	The works will be differentiated by the date published: ...(Smith 1999) ...(Smith 1991)	Each source must have a separate entry in the list of references – place references in chronological order, oldest first Smith, T. 1991... Smith, R. 1999...

Example	In-text	List of References
Referring to more than one work	Separate entries with a semi-colon “;” if in the one set of parenthesis “()”: (Garcia 2007; Smith 2000) Garcia (2007) and Smith (2000) both...	Each source must have a separate entry in the list of references
Sponsoring body as author	...(University of Waterloo. Engineering, Mathematics and Science Library 1968)	University of Waterloo. Engineering, Mathematics and Science Library 1968, <i>Design</i> , 2 nd edn, University of Waterloo, Waterloo.
Book – no author	Italicise the title: ...(<i>Design</i> 1984) As discussed in <i>Design</i> (1984)...	List must include all the detail of a normal book, however substitute the title of the book for the author <ol style="list-style-type: none"> 1. title of publication (in italics with minimal capitalisation) 2. year of publication, 3. edition (if applicable, abbreviated to edn), 4. publisher, 5. location of publication. <i>Design</i> 1984, Clio, Oxford.
Book – no date	Replace the date with “n.d.”: ...(Shea n.d.) Shea (n.d.) states...	Replace the date with “n.d.”: Shea, R. n.d., <i>Micro-computer applications</i> , Microsoft Press, Washington.
One volume of a multi-volume work	“...” (ed McNeil 2009, p. 139)	List must include (where applicable): <ol style="list-style-type: none"> 1. author’s surname, 2. author’s initial(s). 3. year of publication (n.d. if no date given), 4. title of publication (in italics with minimal capitalisation), 5. volume number (abbreviated to vol.), 6. title of multi-volume set, 7. publisher, 8. location of publication. McNeil, P. (ed) 2009, <i>The twentieth century to today</i> , vol. 4, Fashion: Critical and primary sources, Berg, New York.

Example	In-text	List of References
Chapter in an edited work	List the author of the chapter: "..." (Fairchild 2009, p. 217)	List must include (where applicable): 1. author's surname, 2. author's initial(s). 3. year of publication (n.d. if no date given), 4. title of chapter (between single quotation marks, minimal capitalisation), 5. title of book (in italics with minimal capitalisation), 6. editor of the book, 7. publisher, 8. location of publication. Fairchild, C. 2009, 'The production and marketing populuxe goods in eighteenth century Paris', in <i>The eighteenth century</i> , ed P. McNeil, vol. 2, Fashion: Critical and primary sources, Berg, New York.
One work citing another	List the original author and the citing author separated by a semi-colon ";" "..." (Crisp 1977; cited by Evans 2003, p. 253)	The full citation of the work by Evans must be cited in the reference list. The full citation of the work by Crisp may be cited in the reference list – with the reference information found in Evans' work, however it is not compulsory if you have not consulted Crisp's work directly.
Please note: Journals accessed via electronic databases are to be referenced as a journal only – there is no need to refer to the electronic database		
Journal article – one author	"..." (Evans 2008, p. 21) ...(Evans 2008)	List must include (where applicable): 1. author's surname, 2. author's initial(s). 3. year of publication, 4. title of article (between single quotation marks, minimal capitalisation), 5. title of journal (in italics using maximum capitalisation), 6. volume number, 7. issue number , month or season, 8. page number of the article. Evans, R. 2008 'Three times a lady', <i>InStyle</i> , summer, pp. 21-26.
Journal article – two or three authors	"..." (Gross & Yi-Luen Do 2009, p.212)	Gross, M. D. & Yi-Luen Do, E. 2009, 'Educating the new makers: Cross disciplinary creativity', <i>Leonardo</i> , vol. 42, no. 3, pp. 210-215.
Journal article – more than three authors	"..." (Tenhaaf et al. 2001, p. 117)	Tenhaaf, N., Kauffman, S. A., Emmeche, C. & Etxeberria, A. 2001, 'Where surfaces meet: Interviews with Stuart Kauffman, Claus Emmeche and Arantza Etxeberria', <i>Leonardo</i> , vol. 34, no. 2, pp. 115-120.

Example	In-text	List of References
Journal article – no author	Place the journal article name in single quotation marks: ...('Building human resources instead of landfills' 2000)	'Building human resources instead of landfills' 2000, <i>Biocycle</i> , vol. 41, no. 12, pp. 28-29.
Newspaper article	Cite as for a journal article: "..." (Gordevich 2007, p. 4)	Gordevich, S. 2007, 'Interns cotton on', <i>The Sun-Herald</i> , 21 January, p.4.
Newspaper article – no author	Use the name of the newspaper: "..." (<i>Sunday Telegraph</i> 2007, p. 112)	'Conley's cup runneth over' 2007, <i>Sunday Telegraph</i> , 25 February, p. 112.
Quote from an interview, personal communication or email	Include person's name, year, 'pers. comm.' and the date: (V. Eisenberg 2007, pers. comm. 12 Feb.) <u>note</u> : the initial comes before the surname.	Ensure that you have the permission of the person with whom you communicated before using the information. Details of personal communication do not need to be included in the list of references.
Unpublished material	"..." (Ballard 2003, p. 132)	List must include (where applicable): 1. author's surname, 2. author's initial(s). 3. year written, 4. title of paper (between single quotation marks, not in italics), 5. what the item is (PhD thesis, paper presented at ... conference, etc.), 6. the university, or the location and date of the conference. Ballard, B. A. 2003, 'The seeing machine: photography and the visualisation of culture in Australia, 1890-1930', PhD thesis, University of Melbourne.

Example	In-text	List of References
<p>Brochures</p>	<p>Include author or authoring body and the date: ...(New South Wales Office of Fair Trading 2006)</p> <p>...(New South Wales Department of Primary Industries 2007)</p> <p>Use the abbreviation in any further citations: ...(NSWDPI 2007)</p>	<p>List must include (where applicable):</p> <ol style="list-style-type: none"> 1. author or authoring body 2. year of publication, 3. title (in italics), 4. what it is (brochure), 5. publisher (can be abbreviated if same as author eg. NSW DPI), 6. location of publication. <p>New South Wales Office of Fair Trading 2006, <i>Sunglasses and fashion spectacles</i>, brochure, NSW Office of Fair Trading, New South Wales.</p>
<p>ABS statistics</p>	<p>Use the full name in the first citation: ...(Australian Bureau of Statistics 2005)</p> <p>Use the abbreviation in any further citations: ...(ABS 2007)</p>	<p>List must include (where applicable):</p> <ol style="list-style-type: none"> 1. name of agency as author 2. year of publication, 3. title of publication (in italics), 4. catalogue number, 5. publisher, 6. location of publication. <p>If you are viewing the information online the list must include:</p> <ol style="list-style-type: none"> 7. date of viewing, 8. database name (if applicable), 9. URL (between pointed brackets). <p>Australian Bureau of Statistics 2005, <i>New South Wales in focus</i>, Cat. No. 1338.1, Australian Bureau of Statistics, Canberra.</p> <p>Australian Bureau of Statistics 2007, <i>Internet activity, Australia, Mar 2007</i>, Cat. No. 8153.0, Australian Bureau of Statistics, Canberra, viewed 13 February 2008, <http://www.abs.gov.au>.</p>

Example	In-text	List of References
Government publications	If there is no author or authoring body, cite the sponsoring agency as the author: ...(Culture and Recreation Portal 2008)	List must include (where applicable): 1. author, authoring body or sponsoring agency 2. year of publication, 3. title of publication (in italics), 4. publisher (usually the government department), 5. location of publication. Culture and Recreation Portal 2008, <i>Modern Australian fashion</i> , Australian Government Culture and Recreation Portal, Canberra.
Website - author	...(Hemingway c2000) ...(Mistry 2009) ...(Pedgley 2009)	List must include (where applicable): 1. author or authoring body 2. year of publication or the most recent update or revision (n.d. if no date given), 3. title (in italics), 4. version number, 5. date (day and month of the most recent update or revision), 6. description, 7. name of publisher, sponsor or source, 8. place or location of publication, 9. date document was viewed, 10. URL of the site. Hemingway, C. c2000, <i>Architecture in Ancient Greece</i> , The Metropolitan Museum of Art, New York, viewed 4 May 2009, < http://www.metmuseum.org/toah/hd/grarc/hd_grarc.htm > Mistry, M. 2009, <i>Missing Michelle on the Whitehouse Flickr</i> , 1 May 2009, Style File Blog, Style.com, viewed 4 May 2009, < http://www.style.com/stylefile/ > Pedgley, O. 2009, <i>Influence of stakeholders on industrial design materials and manufacturing selection</i> , International Journal of Design, vol. 3, no. 1, viewed 4 May 2009, < http://www.ijdesign.org/ojs/index.php/IJDesign/article/view/453/237 >
Website – authoring body	...(Department of Asian Art c2000)	Use the name of the authoring body in place of the author: Department of Asian Art, c2000, <i>Qin Dynasty (221-206 B.C.)</i> , The Metropolitan Museum of Art, viewed 4 May 2009, < http://www.metmuseum.org/toah/hd/qind/hd_qind.htm >

Example	In-text	List of References
Website – no author	...(<i>Organic</i> n.d.)	<p><i>Organic</i>, n.d., <i>Make Your Mark in Fashion</i>, London, viewed 11 May 2009, <http://www.makeyourmarkinfashion.org/sustainable_fashion/key_issues/organic></p> <p><u>note</u>: If an article from a website has no author AND no date you may need to decide how suitable the source is.</p>
Image on a website	<p>Refer to the work in the text and then cite the website: Barbara Hanrahan’s image ‘Flora’ (National Gallery of Australia c1992)...</p> <p>The ‘Miu Miu’ image (Vogue.com 2009)...</p>	<p>Each book cited must have a separate entry in the list of references – the picture, poem or painting does not need a separate entry:</p> <p>National Gallery of Australia c1992, <i>Collection search</i>, NGA, Canberra, viewed 15 May 2009, <http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=168087&View=LRG></p> <p>Vogue.com 2009, <i>Runway shows</i>, 13 March 2009, Vogue, viewed 15 May 2009, <http://www.style.com/fashionshows/collections/F2009RTW/></p>
Video from a website	(The Cabinet of Dr. Caligari 1919)...	<p>List must include (where applicable):</p> <ol style="list-style-type: none"> 1. title (in italics, minimal capitalisation) 2. year of publication or the most recent update or revision (n.d. if no date given), 3. format, 4. name of author, authoring body, publisher, sponsor or source, 5. date document was viewed, 6. URL of the site. <p><i>The Cabinet of Dr. Caligari</i>, 1919, online video, accessed 20 June 2007, <http://video.google.com.au/videoplay?docid=-411719693227284081></p>

Example	In-text	List of References
Video from YouTube	Include the title of the video in single quotation marks: In 'Behind the scenes: Julien d'Ys creates heads and wigs for The Model as Muse' (YouTube 2009)	List must include (where applicable): 1. name of authoring site - YouTube 2. year of publication or the most recent update or revision (n.d. if no date given), 3. title (in single quotation marks, minimal capitalisation), 4. date (day and month of the most recent update or revision), 5. description, 6. name of author, authoring body, publisher, sponsor or source, 7. date document was viewed, 8. URL of the site. YouTube 2009, 'Behind the scenes: Julien d'Ys creates heads and wigs for The Model as Muse', 6 May, Metropolitan Museum of Art, viewed 15 May 2009, < http://www.youtube.com/watch?v=YvvZ-I6PD5E&feature=Playlist&p=C8083B36F59F528A&playnext=1&playnext_from=PL&index=1 >
Film, DVD, television show or radio program	Include the full title and date of production: ...(My Brilliant Career 1979) ...(Four Corners 9 July 2001)	List must include (where applicable): 1. title (if part of an ongoing series, list the episode title first, then the series name) 2. year of recording, 3. format, 4. publisher or distributor, 5. place of recording, 6. date of recording (if applicable). <i>My Brilliant Career</i> 1979, motion picture, New South Wales Film Corporation, distributed by Australian Video, Australia. <i>Going backwards: Four Corners</i> 2001, television program, Australian Broadcasting Corporation, Sydney, 9 July.
Podcasts and vodcasts	Refer to the program title: In <i>Lingua Franca</i> (2009)... ...(Lingua Franca 2009)	List must include (where applicable): 1. title of the program (in italics, maximum capitalisation) 2. year of recording, 3. format, 4. authoring body, sponsoring body, publisher or distributor, 5. place of recording, 6. date of recording (if applicable), 7. URL (if applicable). <i>Lingua Franca</i> 2009, podcast radio program, ABC Radio National, 2 May, accessed 15 May 2009, < http://abc.net.au/rn/podcast/feeds/lin.xml >