

Harvard Referencing Style Guide

The Harvard Style of referencing is widely accepted in scholarly circles. Each reference is indicated in the text by the author and date of the publication cited, sometimes with added information such as page numbers. The full details of these references are listed at the end of the text in a Reference list. Always follow information given to you by your lecturer regarding referencing.

The information and examples are derived from the following source:

Style manual for authors, editors and printers 2002, 6th edn, John Wiley & Sons, Australia.

In-text references

Single author

(Note that citations can be at the beginning, middle or end of the sentence)

- In a study by Brightman (2003), financial ruin was investigated
- ...financial ruin was investigated (Brightman 2003).
- Brightman (2000, p. 48) states that 'financial ruin was more common in the 1980s.' (Note: page no. for quotes.)
- When an author has published more than one cited article in the same year, distinguish each article by using a lower case letter after the year within the brackets (this is also written in the reference list):
- In a study by Brightman (2003a), financial ruin was investigated.

Two or three authors

- ...and this is therefore not appropriate (Sleeman & Jones 2004).
- Stewart, Millar and Jones (2003) state that...
- Note that an ampersand (&) is used between the names only when they appear in brackets.

Four or more authors

- ...should be used only when appropriate (Smith et al 2001).
- Smith et al (2001) conclude that...

Edited work

- (eds. Muller, Cloete & Badat 2001)
- edited by Muller, Cloete and Badat (2001)

More than one citation is provided in your sentence

List all citations alphabetically, with a semi-colon to separate.

- There are indications that passive smoking is potentially threatening to health (Applebee 1997; Cookson 1997; Sheldon & James 1998).

Secondary citation

This is when you refer to the work of one author cited by another.

- Jones (cited in McKenzie 2003) believes that...
- ...to improve learning (Jones, cited in McKenzie 2003).
- In the Reference List you refer to the author of the text from which your information came (in this case, McKenzie).

Website documents

Many electronic sources do not provide page numbers, unless they are in PDF format. If quoting or paraphrasing from a website, that is NOT a PDF, then use as part of the in-text reference either:

- a section heading, (eg. United Nations 2007, article 1)
- a paragraph number (eg. United Nations 2007, para.10)

Personal communication

Personal communication may only be cited in the text, NOT in the Reference List. The information, including day, month and year, is provided in the text, or parenthetically. Details of the organisation that the person represents may also be included. **Note** that initials *precede* the family name.

- When interviewed on 24 April 1999, Ms S Savieri confirmed.....
- Ms S Savieri confirmed this by facsimile on 24 April 1999.
- It has been confirmed that an outbreak occurred in Shepparton (S Savieri 1999, pers. comm., 24 April).
- Ms S Savieri (Australian Institute of Criminology) confirmed this by email on 24 April 1999.

Encyclopaedia or dictionary

Encyclopaedias and dictionaries may only be cited in the text, NOT in the Reference List.

- (*Literacy in America: an encyclopedia* 2001, p.25) states.....
- *The Macquarie dictionary* (1997) defines it as.....

Examples

Book – single author

Jones, B 1995, *Sleepers, wake!: technology and the future of work*, 4th edn, Oxford University Press, Melbourne.

Book – two or three authors

Stein, B & Reynolds, JS 2000, *Mechanical and electrical equipment for buildings*, 9th edn, John Wiley & Sons, New York.

Book – four or more authors

Yarbro, CH, Frogge, MH, Goodman, M & Groenwald, SL 2000, *Cancer nursing*, 5th edn, Jones and Bartlett, Boston.

Book chapter

Crawford, RJ 1998, 'Plastics available to the designer', in *Plastics engineering*, 3rd edn, Heinemann-Butterworth, Oxford, pp. 6-18.

Edited book

Muller, J, Cloete, N & Badat, S (eds.) 2001, *Challenges of globalisation: South African debates with Manuel Castells*, Maskew Miller Longman, Pinelands, Cape Town.

Journal article

Zivkovic, B & Fujii, I 2001, 'An analysis of isothermal phase change of phase change material within rectangular and cylindrical containers', *Solar Energy*, vol. 70, no.1, pp. 51-61.

e-journal article from a database

Easthope, G 2004, 'Consuming health: the market for complementary and alternative medicine', *Australian Journal of Primary Health*, vol. 10, no. 2, pp. 68-75, viewed 30 March 2005, Australian Public Affairs Full Text.

Newspaper article

Tobler, K & Kerin, J 2002, 'Hormone alert for cancer', *The Australian*, 10 July, p. 1.

Note: if the newspaper article does NOT have an author then provide details as an in-text citation only, NOT in the Reference List.

For example: *The Australian* (10 July 2002, p.1) states.....

Newspaper article from a database

Sinclair, L 2008, 'Scott sees ABC as a cultural beacon in a flood of services', *The Australian*, 17 April, viewed 7 August 2007, Factiva.

Website documents

United Nations, 2007, *Universal declaration of human rights*, United Nations, viewed 19 March 2007, <<http://www.un.org/Overview/rights.html>.>