Referencing Guide

Using the Harvard Referencing System

(Based on information from ACU National (2005))

When using the Harvard System, you need to **reference within your assignment** with author/date, then **include a reference list** (or bibliography) at the end of your text.

1. Referencing Within your Assignment with Author/Date

Within the body of your assignment, all references to books, articles and other sources of information have to be identified by the last name of the author(s), the year of publication and page number (if you have used a direct quote).

When you use a direct quote, the words you quote should have "double quotation marks" at the beginning and end.

When citing one work by one author, use the name of the author, followed by the year of publication:

> Bloggs (2006) proved that birds can fly backwards… OR The fact that birds can fly backwards has been proven (Bloggs 2006).

When citing a work with two or three authors, include the names of all authors:

> Carmen, Dell and Billings (2001) have shown… OR It has been shown (Carmen, Dell & Billings 2001)…

When citing a work with more than three authors, use the surname of the first-listed author, followed by the 'et al.' (which is Latin for 'and others'):

> Simpson et al. (1962) found that… OR It was found (Simpson et al. 1962)…

(But the names of all of the authors should appear in the reference list)

When citing works with an editor, put 'ed.' before their name:

> It has been argued that referencing can be complicated (ed. Brown 2007).

When citing newspapers, if the author is known, follow the author/date method outlined above. Otherwise, use the following:

> The Illawarra Mercury (28 May 2007, p.3) reported…

When citing more than one article or book, separate multiple citations by semicolons:

> As several studies have shown (Brewster 1999; Ngoro 2005; Adams 2006)…

When citing two or more works by the same author published in the same year, add the letters a, b, c and so on after the year.

When citing a Web page, give the address of the site. **When citing a document from the Web**, you must use the author/date format. In both cases, you must include your source in the list of references.

> Information from the Australian Bureau of Statistics (9 February 2007) reveals that…

2. Creating a Reference List

At the end of your essay or assignment, you **must** acknowledge your sources by using either a reference list *or* a bibliography. A *reference* list includes all the information necessary to identify and retrieve each work cited. A *bibliography* also includes works for background or further reading as well as.

Entries should be arranged in alphabetical order.

Entries should have a 'hanging indent' (see examples below).

An entry for a book with one or more authors, must include the name of every author. In general, the order of information is Author, Date, Title (in *italics*), Edition, Publisher, Place of Publication:

> Edgar, D, Earle, L & Fopp, R 1993 *Introduction to Australian Society*, 2nd edn, Prentice Hall, Sydney.

An entry with a 'group' (an institution, a corporation, or other organisation) as the author is listed under the name of the group. Abbreviations may be used:

> CSIRO 1990, *The Effects of Fishing*, CSIRO, East Melbourne.

An entry with editors, translators, etc., should use the abbreviations 'ed.', 'trans.' etc. as appropriate:

> Robinson, R (ed.) 1977, *Urban Illawarra*, Sorret Publishing, Melbourne.

An entry for an article should include the volume, issue, and page numbers (as appropriate). The article title is in 'single quote marks' and the journal or magazine is in *italics*:

> Carter, B 2006, 'Shoalhaven Marine Rescue', *Search and Rescue*, vol.2, no.1, p.5.

An entry for a newspaper article should use the same method as for journal articles, but replace the volume and series information with the day and month:

> Jopson, B 2007, 'Phantom aid never leaves our shores', *Sydney Morning Herald*, 28 May 2007, p.1.

An entry for a video or movie should indicate the format (videorecording or motion picture), and include special credits (e.g. Script by…):

> *Climbing the walls: extreme adventures in rockclimbing* (videorecording) 2004, Lighten Sound Video, Written, directed and produced by Arthur Branagan.

An entry for a CD-ROM, should include Author(s), Year of publication, Title [CD-ROM], edition, Publisher, Place of publication.

> CSIRO 1996, *State of the environment* [CD-ROM], CSIRO, Canberra.

An entry for a website should include author/editor, site date (if known), Homepage Title, Name and place of the sponsor of the source, access date, URL.

> ACU National 2005, *Harvard Referencing Guide*, Australian Catholic University, viewed: 28 May 2007, http://dlibrary.acu.edu.au/library/skharvard.htm