HARVARD REFERENCING

Note: This handout is only an introduction to the Harvard referencing system. For a comprehensive guide to referencing print materials see:

*Style Manual for Authors, Editors and Printers*
1994, 5th edn. AGPS, Canberra

(available in the Main Library Reference Collection at [3] R808.02 STY and at most other Curtin libraries)

and for a guide to referencing electronic information sources refer to:


(available in the Main Library Reference Collection at [3] R808.022 LI and at most other Curtin libraries)

Information and examples contained in this handout 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, e.g. punctuation, may vary from the guidelines on this sheet. You may be penalised for not conforming to your school’s requirements.*

WHAT IS REFERENCING?

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Direct quotations, facts and figures, as well as ideas and theories, from both published and unpublished works must be referenced.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. In this system the author’s name is given first, followed by the publication date, within the text of the assignment. A reference list at the end of the assignment contains full details of all the in-text citations.

WHY REFERENCE?

Referencing is necessary to avoid plagiarism; to enable the reader to verify quotations; and to enable readers to follow-up and read more fully the cited author’s arguments.

STEPS INVOLVED IN REFERENCING?

- Take down the full bibliographical details including the page number(s) from which the information is taken.

In the case of books, “bibliographical details” refers to: author/editor, volume number, publisher and place of publication. (Not all of these details will necessarily be applicable.)

In the case of a journal article is refers to: author of article, year of publication, title of article, journal/serial title, volume number, issue number, and page number on which the article appears.

In case of electronic information it refers to the author/editor, year of
publication, article title, journal title, the type of medium (e.g. CD-ROM, Online, etc.), pages or length, “Available” statement (e.g. WWW address, supplier and name of electronic database, Email address, etc.), and access date. (Not all of these details will necessarily be applicable.)

- Insert the citation at the appropriate place within the text of the document (see examples below).
- Provide a reference list at the end of the document (see examples below).

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**HOW TO CITE REFERENCE WITHIN THE TEXT OF AN ASSIGNMENT**

when citing references within the text of an assignment use only the name of the author, followed by the year of publication.

Larsen (1971) was the first to propound the theory.

OR

The theory was first propounded in 1970 by Larsen (1971).

When directly quoting from another source, ensure that quotation marks are used and the relevant page number(s) are given.

Larsen (1971, p. 245) noted that “many of the facts in this case are incorrect”.

OR

“Many of the facts in this case are incorrect” (Larsen 1971, pp. 245-6).

Refer to Sections 14.70 - 14.74 of the AGPS Style Manual for more details on citing direct quotations.

**Works with no author:** When a work has no author (including legal materials) or the author is anonymous, cite in-text the first few words of the reference list entry (usually the title) and the year. Use italics for the title as follows:

This was apparently not the case in seventeenth-century England *On Travelling to London* 1683.

OR

*On Travelling to London* (1683) reveals that this was not true.

**Multiple authors:** When a work by two or three authors is cited in parentheses, the textual reference should be as:

(Larsen & Green 1987)

(Larsen, Green & Withers 1987)

When the author’s names are incorporated in the text, the ampersand is replaced by “and”:

Larsen and Green (1987) were unable..... Larsen, Green and Withers (1987) agreed....

For a work that has more than three authors, only the surname of the first listed author is used, followed by the expression “et al”. (or “and others”). For example, a work by Larsen, Green, Withers and Gonzales becomes:

Larsen et al. (1987) have found..... is the best example (Larsen et al. 1987).

Refer to Sections 9.24 - 9.52 of the AGPS Style Manual for more examples of in-text references.

**Citing a Web site:** To cite a Web page within the text of an assignment, give the address of the site (e.g. http://www.apa.org).
To cite a document from a Web site you
must follow the author/date format. In both cases an entry will still be required in the reference list.

**HOW TO CREATE A REFERENCE LIST**

A list of references contains details only of those works cited in the text. If relevant sources that are not cited in the text are included, the list is called a bibliography.

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 in sequence by the first significant word of the title.

The Harvard style requires the second line of the reference to be indented, as shown below, to highlight the alphabetical order.

**EXAMPLES OF TYPES OF PRINTED REFERENCE:**

**Articles/chapters in books:**

*Bibliographic details are arranged in the sequence:*

- author of chapter
- year of publication
- chapter title
- title of book
- editor(s) of book
- publisher
- place of publication
- article or chapter pages

*Article or chapter in a book*


*Article or chapter in a book (no author)*


**Book**

*Bibliographic details are arranged in the sequence:*

- author/editor(s)
- year of publication
- title of book
- editor of book
- publisher
- place of publication

**Book with a single author**


**Book with 2 authors/editors**


**Book with 3 or more authors**


**Book with no author (note edition)**

Refer to Sections 9.57 - 9.99 of the AGPS Style Manual for more examples of reference to books.

**Government and Parliamentary Publications**

**Act of Parliament**
Copyright Act 1968 (Cwlth), ss. 1-3.

**Australian Bureau of Statistics Bulletin**

**Government Report**

Refer to Sections 9.125 - 9.132 of the AGPS Style Manual for more examples of references to government and parliamentary publications.

**Journal Article Book**

Bibliographic details are arranged in the sequence:
- author of journal article
- year of publication
- article title
- title of journal
- volume of journal
- issue number of journal
- article pages

**Journal article**

**Journal Article (no author)**

**Newspaper article**

Refer to Section 9.100 - 9.116 of the AGPS Style Manual for more examples of references to journal and newspaper articles.

**More than one item by the same author published in the same year**


**ERIC Document (microfiche)**

**Personal Conversation**
Doe, J., Lecturer at Curtin University of
Technology Business School 2000, Conversation with the author, 14 April.

Videorecording


EXAMPLES OF TYPES OF ELECTRONIC REFERENCES:

Journal Article
Bibliographic details are arranged in the sequence:

author of journal article
year of publication
article title
title of journal
type of medium (use “Electronic” if you are unsure if it is online or networked CD-ROM)
volume of journal
issue number of journal
article pages or indication of length
“available” statement: supplier/database name/identification or number if available/item or accession number
access date

Journal Article Abstract from Electronic Database


Full Text Journal Article from CD-ROM (BPO)


Full Text Journal Article from Electronic Database


Full Text Journal Article from an Electronic Journal


Article from Curtin Electronic Reserve

Avgerou, C., Siemer, J. Bjorn-Anderson, N. 1999, “The academic field of information...


Journal Article

E-mail (Personal)
Corliss, B. 1999, News from Seattle, E-mail to X.Li (xli@uvvmv.uvm.edu), 13 Jan. [1999, Jan. 15].

Discussion List
Berkowitz, P. 1995, “Sussy’s gravestone”, Mark Twain Forum [Online], Apr. 3, Available E-mail: TWAIN-L@yorkvm1.bitnet [1995, Apr. 3].

Journal Article

World Wide Web page

World Wide Web page (no author)

World Wide Web page (no publication date)
Prizkner, T.J. n.d., An early fragment from