

# Harvard Referencing Guide

There are many different Author-Date referencing styles (see the Referencing Comparison Sheet for one other). This guide is based on the *Style manual for authors, editors and printers*.

Harvard referencing style uses references in two places in a piece of writing: in the text and in a reference list at the end. In general, each name that appears in the text must also appear in the reference list, and every work in the reference list must also be referred to in the main text. (There are some rare exceptions to this rule which are given in the following guide.) All the details of the reference are important, including the full stops and commas. In-text references in Harvard style should give the author's family name and the year of the work's publication; if you quote or paraphrase, you should also give a page number.

Here is a generic example, as it would appear in a reference list, for a journal article with three authors:

Author, A, Author, B & Author, C YEAR, 'Article title in between single quotes, in lower case and with no full stop to end', *Journal Title in Italics with Capitals*, vol. ##, no. #, pp. ##-##.

Note: ^ represents a space.

In the text, it would look like this: It has been claimed that . . . (Author, Author & Author YEAR, p. #).

It could also look like this: Author, Author and Author (YEAR, p. #) claim that . . .

Note: in the first in-text example the & sign is used; this is because the names are in brackets. In the second example, the word 'and' is used; this is because the names are part of the sentence and only the year and page number are in brackets.

In the examples which follow, no page numbers are given for the in-text examples. However, remember that you will need to include a page number if you quote or paraphrase. If you are referring only to one page, use the abbreviation p. If you are referring to more than one page, use the abbreviation pp.

## Electronic media

### Journal article

(Hampson 1996)

Hampson, KD 1996, 'Exporting educational services: an Australian university's experience in delivering offshore project management programs', *Australasian Journal of Engineering Education*, vol. 7, no. 1, viewed 7 July 2004, <<http://elecpress.monash.edu.au/ajee/>>.

### Journal article from a database

(Palmer & Devitt 2008)

Palmer, EJ & Devitt, PG 2008, 'Limitations of student-driven formative assessment in a clinical clerkship. A randomised controlled trial', *BMC Medical Education*, vol.8, viewed 12 October 2010, (electronic PubMed Central).

### Website

(English project 2010)

English Project 2010, *English project learning zone*, English Project, viewed 21 January 2011, <<http://www.englishproject.org/>>.

### Lecture notes given online

(Cole 2010)

Cole, P 2010, 'Part 5: advanced electromagnetic theory', lecture notes in the topic 7052 Electromagnetic theory and RFID applications, University of Adelaide, viewed 14 December 2010, <<http://www.eleceng.adelaide.edu.au/personal/peter/peter/emt&rfidlec.html>>.

**Blog entry**

(Bergmann 2011)

Bergmann, L 2011, 'The active voice versus the passive voice', *Grammar Gang blog*, 5 July, viewed 27 July 2011, <<http://thegrammargang.blogspot.com/>>.**Conference paper – online edited proceedings**

(Crisp, G, Hillier, M &amp; Joarder, S 2010)

Crisp, G, Hillier, M & Joarder, S 2010, 'Assessing students in Second Life – some options', in CH Steel, MJ Keppell, P Gerbic, & S Housego (eds), *Curriculum, technology & transformation for an unknown future. Proceedings of the 27th Annual ASCILITE Conference: Curriculum, technology and transformation for an unknown future*, Sydney, pp. 256–261, viewed 15 July 2011, <<http://www.ascilite.org.au/conferences/sydney10/proceedings.htm>>.**Newspaper article viewed online**

(Salopek 1998)

Salopek, P 1998, 'Basically, we are all the same: controversial genetic quest is unlocking secrets of the human behavior', *Chicago Tribune*, viewed 7 July 2004, <<http://www.pulitzer.org/year/1998/explanatory-reporting/works/2.html>>.**MyUni notes**

(Glonek 2010)

Glonek, G 2010, 'Session 12: summary of advanced methods', lecture notes in the topic Writing and Speaking at Uni: Researcher Education & Development: Statistics for research students, University of Adelaide, viewed 20 December 2010, <[https://myuni.adelaide.edu.au/webapps/portal/frameset.jsp?tab\\_tab\\_group\\_id=\\_2\\_1&url=/webapps/blackboard/execute/courseMain?course\\_id=\\_115783\\_1](https://myuni.adelaide.edu.au/webapps/portal/frameset.jsp?tab_tab_group_id=_2_1&url=/webapps/blackboard/execute/courseMain?course_id=_115783_1)>.**Online book**

(Eliot 1996 )

Eliot, G 1996, *Middlemarch: a study of provincial life*, University of Virginia Library, Charlottesville, Va., viewed 27 June 2011, <<http://www.netlibrary.com>>.**PowerPoint presentation found online**

(Aguilar 2001)

Aguilar, F 2001, 'Polyethylene biodigesters: production of biogas and organic fertilizer from animal manure', PowerPoint presentation, viewed 14 December 2010, <[http://www.adelaide.edu.au/biogas/poly\\_digester/](http://www.adelaide.edu.au/biogas/poly_digester/)>.**Radio broadcast***(The search for meaning 1998)**The search for meaning* 1998, radio program, ABC Radio, Sydney, 24 March.**Television broadcast***(Letters and numbers 2010)**Letters and numbers* 2010, television program, SBS Television, Melbourne, 6 October.**CD-ROM***(Dr Brain thinking games 1998)**Dr Brain thinking games* 1998, CD-ROM, Knowledge Adventure Inc., Torrance, California.**Periodicals – journals, magazines and newspapers****Journal article with one author**

(Habel 2009)

Habel, C 2009, 'Academic self-efficacy in ALL: capacity-building through self-belief', *Journal of Academic Language and Learning*, vol. 3, no. 2, pp. A94-A104.**Journal article with two authors**

(Darwin &amp; Palmer 2009)

Darwin, A & Palmer, E 2009, 'Mentoring circles in higher education', *Higher Education Research and Development*, vol. 28, no. 2, pp. 125-136.**Journal article with three or more authors**

(Maier, Baron &amp; McLaughlan 2007)

Maier, H, Baron, J & McLaughlan, R 2007, 'Using online roleplay simulations for teaching sustainability principles to engineering students', *International Journal of Engineering Education*, vol. 23, no. 6, pp. 1162-1171.**Newspaper or magazine article**

(Robertson &amp; Kyriacou 2010)

Robertson, D & Kyriacou, K 2010, 'Skating on thin ice', *Advertiser*, 20 November, p. 9.

**Books****Book with one author**

(Connell 2009) Connell, R 2009, *Gender*, Polity Press, Cambridge.

**Book with two authors**

(Naidoo & Patel 2009) Naidoo, K & Patel, F 2009, *Working women: stories of struggle, strife and success*, Sage, New Delhi.

**Book chapter in a book with 4 editors**

(Warner 2010) Warner R 2010, 'Giving feedback on assignment writing to international students - the integration of voice and writing tools', in WM Chan, KN Chin, M Nagami & T Suthiwan (eds), *Media in foreign language teaching and learning*, Centre for Language Studies, National University of Singapore, Singapore, pp.355-381.

**Book of readings**

(Author YEAR) [details of reading, eg journal article reference or book chapter] in 'Name of topic', topic code, University of Adelaide, Adelaide, semester x year.

**Book with a volume number**

(Cowie, Mackin & McCaig 1983) Cowie, AP, Mackin, R & McCaig, IR 1983, *Oxford dictionary of current idiomatic English*, vol. 2, *Phrase, clause and sentence idioms*, Oxford University Press, Oxford.

**Book with two publishers**

(Prodromou 2010) Prodromou, L 2010, 'Bumping into creative idiomaticity', in G Cook & S North (eds), *Applied linguistics in action: a reader*, The Open University and Routledge, Milton Keynes and Abingdon, Oxon, pp. 231-245.

**Book written in a foreign language** (translate the book title only)

(Lemmens 1996) Lemmens, M 1996, 'La grammaire dans les dictionnaires bilingues', in H Béjoint & P Thoiron (eds), *Les dictionnaires bilingues (Bilingual dictionaries)*, Duculot s.a., Louvain-la-Neuve, Belgium, pp. 71-102.

**Book translated from a foreign language**

(Jansson 1948) Jansson, T 1948, *Finn family Moomintroll*, trans. E Portch, Puffin Books, London.

**Book which has been revised**

(McMordie 1988) McMordie, W 1988, *English idioms*, 5th edn, rev. J Seidl, Oxford University Press, Oxford.

**Conference proceedings – published**

(Goldfinch 2005) Goldfinch, M 2005, 'A pilot discussion board for questions about referencing: what do students say and do?' in G Grigg & C Bond (eds), *Supporting learning in the 21st century, proceedings of the 2005 Annual International Conference of the Association of Tertiary Learning Advisors Aotearoa/New Zealand (ATLAANZ)*, Dunedin, New Zealand, pp. 179-191.

**Dictionary**

(*Longman dictionary of contemporary English* 2003) *Longman dictionary of contemporary English*, 3rd edn, 2003, Pearson Education Limited, Harlow, UK. [Only include in reference list if details are necessary.]

**Encyclopaedia – author prominent**

(Crystal 1995) Crystal, D 1995, *The Cambridge encyclopedia of the English language*, Cambridge University Press, Cambridge.

**Encyclopaedia – author not prominent**

(*Encyclopaedia Britannica* 1966) *Encyclopaedia Britannica* 1966, Encyclopaedia Britannica Inc., Chicago.

**The Bible**

(Psalm 23: 1-2) [Only include in reference list if details are necessary.]

**Other references****Australian Bureau of Statistics**

(Australian Bureau of Statistics 2008)

Australian Bureau of Statistics 2008, *Australian social trends 2007*, cat. no. 4102.0, ABS, viewed 31 October 2008, <<http://www.ausstats.abs.gov.au>>.**Conference paper – CD-ROM**

(Miller 2010)

Miller, J 2010, 'Coals to Newcastle or glittering gold? Which idioms need to be included in a learner's dictionary for use in Australia?', in A Dykstra & T Schoonheim (eds), *Proceedings of the XIV Euralex International Congress*, CD-ROM, Fryske Akademy, Ljouwert.**Conference presentation – unpublished**

(Butler 2009)

Butler, D 2009, 'Using video worked examples to enhance learning in a first year mathematics course', paper presented at the 4th ERGA conference, University of Adelaide, 24-25 September.

**DVD***(Pride and prejudice 1995)**Pride and prejudice* 1995, DVD, BBC, London.**Film***(Sunday too far away 1975)**Sunday too far away* 1975, motion picture, South Australian Film Corporation, Adelaide.**Lecture in which you take your own notes**

Treat as a personal communication; do not include it in the reference list.

It is preferable to include the details in your written text. e.g. During a lecture in the topic 7052 'Electromagnetic theory and RFID applications' given at the University of Adelaide on 12 July 2010, Professor Peter Cole said ...

**Email**

Treat as a personal communication; do not include it in the reference list.

It is preferable to include the details in your written text. e.g. A Polish learner's dictionary was written in 2009 (Pius ten Hacken, personal communication, 5 November 2010).

**Lecture notes given out during a lecture**

(Cole 2010)

Cole, P 2010, 'Part 5: advanced electromagnetic theory', lecture notes distributed in the topic 7052 Electromagnetic theory and RFID applications, University of Adelaide, on 12 July 2010.

**Maps**

(Mason 1832)

Mason, J 1832, *Map of the countries lying between Spain and India*, 1:8,000,000, Ordnance Survey, London.  
Or if the originator is not known,  
*Title of map* Year, Scale of map, Publisher, Place of publication.**Media release**

(Smith 1999)

Smith, A (Minister for Justice and Commons) 1999, *Coastwatch initiative bears fruit*, media release, Parliament House, Canberra, 21 July.**Pamphlet – organisation as author**

(Health Department Victoria 1987)

Health Department Victoria 1987, *Quit: give smoking away in 5 days*, Victorian Smoking and Health Program booklet, Anti-Cancer Council and National Heart Foundation, Melbourne.**Patent**

(Hill 1956)

Hill, L 1956, *Hills hoist*, Australian Patent 215772.**Play**(William Shakespeare, *Hamlet*, act 3, scene 1, line 64.)Shakespeare, W 1968, *Hamlet*, The Syndics of the Cambridge University Press, London. [Only include in reference list if details are necessary.]

**Poem**

(John Keats, *Ode to a nightingale*, verse 7, lines 1-2.)

[Only include in reference list if details are necessary. Reference the source from which you found the poem, e.g. book or website.]

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**Picture or graph**

(Willison & O'Regan 2006)

Willison, J & O'Regan, K 2006, *Research skill development framework*, viewed 14 December 2010, <<http://www.adelaide.edu.au/clpd/rsd/framework/>>.

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**Report**

(Bradley, Noonan & Scales 2008)  
or give the name:  
(The Bradley report 2008)

Bradley, D, Noonan, P, Nugent, H & Scales, B 2008, *Review of Australian higher education*, Australian Government, Canberra.  
Short name: Bradley report. Give a reference to the longer name: eg See *Review of Australian higher education*.

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**Reports by organisations without a specific author**

(*The least developed countries report 2010*)

*The least developed countries report 2010*, United Nations Conference on Trade and Development, viewed 14 December 2010, <<http://www.unctad.org/Templates/webflyer.asp?docid=14129&intItemID=2068&lang=1>>.

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**Thesis**

(Miller 2002)

Miller, J 2002, 'An investigation into the use of anglicisms in modern European Portuguese', MA thesis, Flinders University, Adelaide.

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(For further notes on usage please see the following page.)

## Notes

### And / &

- For in-text references, use 'and' between names in the text and '&' between names in brackets.
- Use '&' between authors' names in the reference list.

### Authors

- An author is someone who has written a particular text, such as a book or journal article.
- An editor is someone who has compiled a text, such as a dictionary, or a book to which several authors have contributed.
- For two authors with the same family name, writing in the same year, include their initials in the in-text reference. e.g. E Peters 2007, P Peters 2007. Give complete reference details as usual in the reference list and list them alphabetically in order of the family name followed by the authors' initials.
- Use the name of the first author and then 'et al.' for 4 or more authors in in-text references. Give all the authors in the reference list entry.

### Dates

- Website with no date – write n.d.
- Two books or articles written in the same year – use the letters 'a' and 'b' in the text and in the reference list. e.g. Smith 2000a, Smith 2000b.

### Editions

- If a book has several editions, write the number of the edition you have used. N.B. This is not the same as the printing or reprinting date. First editions do not say 'first edition', but second and subsequent editions will tell you which edition it is.

### Place of publication

- Book with many places of publication – choose the first.
- Book with no place of publication – write n.p.

### Pagination

- Use p. when referring to one page and pp. for more than one page.
- Give page numbers in the text whenever you quote or paraphrase.

### Multiple and secondary sources

- For more than one source at one place in the text, put the references in brackets in alphabetical order, separated by a semicolon (e.g. Brown 2003; Miller 2009; Smith 2001).
- For secondary sources, give both sources in the text (e.g. Smith 2001 in Wright 2004) and only put the book you have physically used in the reference list (e.g. Wright, IM 2004, *How to quote*, Book Press, Adelaide).

### Special exceptions

- For classics (e.g. Virgil), give the line number and the date of the edition you have used in the reference list but not in the text.
- Details of dictionaries, plays and poetry are not usually included in the reference list, unless you are studying a text and need to give publication and edition details.

All the examples in this style sheet are based on:

Commonwealth of Australia 2002, *Style manual for authors, editors and printers*, 6th edn, rev. Snooks & Co., John Wiley & Sons, Milton, Queensland.

Please see that book for examples of other types of reference not included here.

29 August 2011