Harvard Referencing
Study Guide

The Harvard Referencing System is commonly used for referencing sources. However check with your lecturer or course handouts for any specific requirements and follow their preferred referencing method.

Why reference your assignments?

Referencing your assignments avoids plagiarism by acknowledging the original author or source of the information. It enables your reader to evaluate the worth of the sources by reading your list and to follow-up on those resources for themselves.

What do you need to reference?

If you use someone else's ideas in your assignment you must include a reference to that idea in the body of the assignment and also at the end of the assignment in a reference list or bibliography. If you use exact words (**quotations**) from someone else's work, re-word (**paraphrase**), **summarise**, or use specific information (**diagrams, statistics**, **tables** or **images)** from someone else's work, you need to reference that source.

In-text Reference

The brief **in-text reference** or **citation** is included in the text of your assignment. Generally, you need to include the author's surname (or title if author is unknown), year of publication and the page number (if relevant). Examples of in-text references are provided on the following page.

End-text Reference

At the end of your assignment or essay, you need to include full details of the sources you used in a Reference List or Bibliography. It is a good idea to collect all the publication details (title, author, place of publication, date, etc) for every source **as you go –** it may save you time later!

- Start your reference list or bibliography on a new page
- Use the heading **References** or **Bibliography**
- Use a new line for each resource
- Arrange your Bibliography or Reference List in alphabetical order by the **Author's** last name or if there is no known author, the first word of the **Title.** Do not use numbers or bullets
- If you have two or more works from the same **Author** then alphabetise them first according to the **Author's** last name & then in chronological order by **publication date**

Reference List or Bibliography?

A **Reference List** is an alphabetical list of all the books, websites, magazine articles, etc you consulted AND you used directly in your assignment.	A **Bibliography** is an alphabetical list of all the resources you consulted – books, websites, magazine articles, etc WHETHER OR NOT you used them directly in your assignment.

Sample Reference List

Byars, M 2004, 'Futurism', *The design encyclopedia,* Laurence King Publishing, London, p. 248.

Mattingly, D 2007, 'David Mattingly sci-fi art'*, Astrona: space and astronomical art journal,* weblog post, 10 October, viewed 17 October 2007, <http://astrona.blogspot.com>.

Meggs, PB & Purvis, AW 2006, *Meggs' history of graphic design,* 4th edn, Wiley, Hoboken, New Jersey.

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http://library.tafesa.edu.au

Examples of referencing and citing sources of information using the Harvard System:

Type of resource	In-text reference	Bibliography/Reference List
Book - 1 author	(Fortey 2005, p.36)	Fortey, RA 2005, *The earth: an intimate history,* Harper Perennial, London.
Book - more than 1 author - 2nd or later edition	(Meggs & Purvis 2006, p.55)	Meggs, PB & Purvis, AW 2006, *Meggs' history of graphic design,* 4th edn, Wiley, Hoboken, New Jersey.
Book - no author	(*Style manual for authors, editors and printers* 2002)	*Style manual for authors, editors and printers* 2002, 6th edn, John Wiley & Sons, Australia.
Book - chapter in an edited book	(Brown 2001, p.21)	Brown, W 2001, 'Information seeking', in S Riley (ed.), *The literate learner*, Dixon Books, Canberra, pp. 20-35.
Book – corporate author	(Australian Building Codes Board 2010)	Australian Building Codes Board 2010, *BCA 2010: Volume 2: Building Code of Australia: Class 1 and Class 10 buildings*, Australian Building Codes Board, Canberra.
Book - edited (ed.), revised (rev.) or compiled (comp.)	(Healey 2010, p.14)	Healey, J (ed.) 2010, *Recycling and managing waste,* Spinney Press, Thirroul, NSW.
Electronic Book	(Legal Services Commission of South Australia 2004)	Legal Services Commission of South Australia 2004, *Law handbook,* viewed 2 June 2010, <www.lawhandbook.sa.gov.au>.
Electronic discussion lists/newsgroups/listservers	(Willard 2009)	Willard, N <nwillard@csriu.org> 2009, 'Rethinking technology infrastructure', listserver, 23 November, H-Net Humanities & Social Science Online, viewed 3 June 2010, <www.h-net.org/~edweb>.
DVD/Video recording/CD-ROM	(*Safety awareness* 2008)	*Safety awareness* 2008, DVD, Vocam, Camberwell, Vic.
Encyclopedia or Dictionary - author	(Byars 2004, p. 248)	Byars, M 2004, 'Futurism', *The design encyclopedia,* Laurence King Publishing, London, p. 248.
Legislation	(*Copyright Act 1968,* s. 40)	*Copyright Act 1968* (Cwlth).
Magazine/Newspaper article – author	(Updike 2010, p. 67)	Updike, R 2010, 'Beth Levine: first lady of shoes', *Ornament*, vol. 33, no. 3, pp. 66-67.
Magazine article – no author	(*Healthy students are happy students* 2007)	'Healthy students are happy students' 2007, *Australian Nursing Journal*, vol. 15, issue 4, p. 14.
Magazine/Newspaper article – full text database	(King & Delfabbro 2010, p.11)	King, D & Delfabbro, P 2010, 'Should Australia have an R 18+ classification for video games?', *Youth Studies Australia,* vol. 29, issue 1, pp. 9-17, viewed 2 June 2010, Australia New Zealand Reference Centre.
Podcast	(*Online identity* 2010)	*Online identity* 2010, podcast, Future Tense, ABC Radio National, 27 May, viewed 3 June 2010, <http://mpegmedia.abc.net.au/rn/podcast/2010/05/fte_20100527_0850.mp3>.
Standard - online	(Standards Australia 2009)	Standards Australia 2009, *Risk management,* AS/NZS ISO 31000:2009, viewed 2 June 2010, SAI Global On-line Premium.
Weblog/Blog - post	(Mattingly 2007)	Mattingly, D 2007, 'David Mattingly sci-fi art', *Astrona: space and astronomical art journal,* weblog post, 10 October, viewed 17 October 2007, <http://astrona.blogspot.com>.
Website - author	(University Of Melbourne 2008)	University of Melbourne 2008, *Harvard author-date style,* viewed 2 June 2010, <www.lib.unimelb.edu.au/cite/harvard_dis>.
Website – no author	(*Beyond blue* 2010)	*Beyond blue: the national depression initiative* 2010, viewed 2 June 2010, <www.beyondblue.org.au>.
YouTube	(UNSW 2008)	UNSW 2008, *Solar star: Nicole Kuepper*, YouTube, 1 September, viewed 3 June 2010, <http://www.youtube.com/watch?v=W8eNeReo-hw>.

For further detail and examples try: **University of SA** http://www.unisa.edu.au/ltu/students/study/referencing/harvard.pdf