

# HARVARD REFERENCING

## What is referencing?

When you write an assignment at university, you are required to refer to the work of other authors. Each time you do so, it is necessary to identify their work by making reference to it—both in the text of your assignment and in a list at the end of your assignment.

This practice of acknowledging authors is known as **referencing**. If you do not reference your sources you are **plagiarising**. This is academic deceit and disciplinary action may be taken against you by the University.

## When to reference?

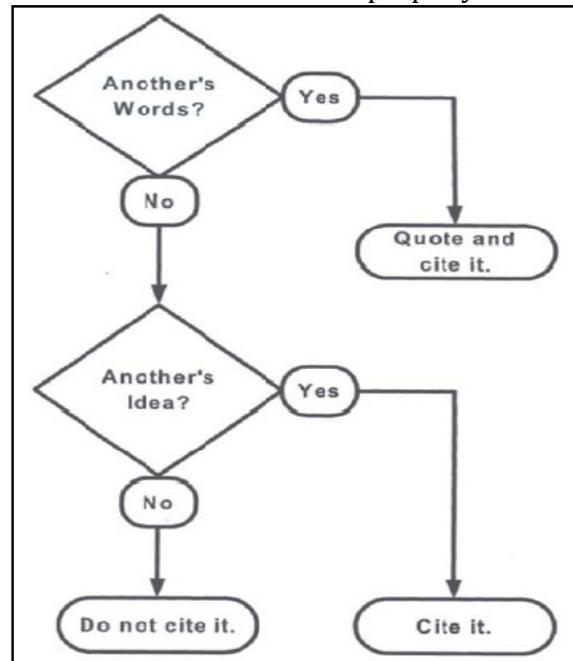
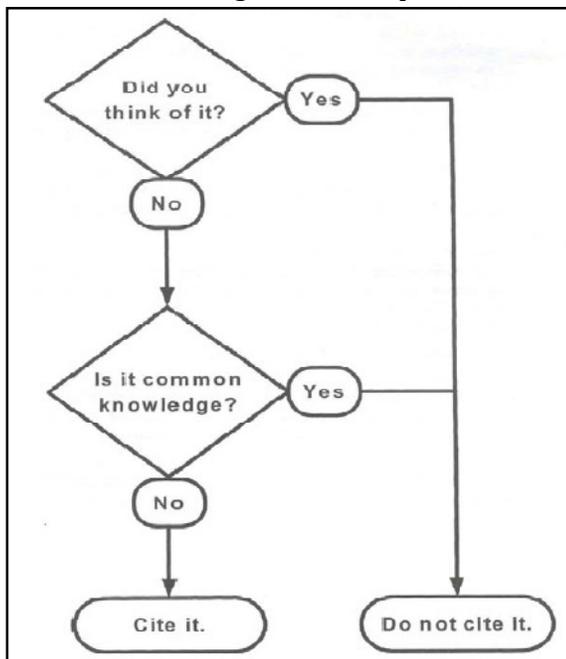
References **must** be provided whenever you use someone else's opinions, theories, data or organisation of material. You need to reference information from books, articles, videos, computers, other print or electronic sources, and personal communications.

A reference is required if you:

- ☞ quote (use someone else's exact words)
- ☞ copy (use figures, tables or structure)
- ☞ paraphrase (convert someone else's ideas into your own words)
- ☞ summarise (use a brief account of someone else's ideas).

## A Quick Guide to Referencing

Robert Harris designed this simple flowchart to assist students to cite their research properly.



(Source: Harris, 2001, p.155 & 158)

## General Principles of the Harvard System

The Harvard System requires two parts: you should have both **in-text references** and **a list of references** at the end of your work.

### 1. Within the Text—In-text Citations

The Harvard referencing system requires you to include three pieces of information about a source within the text of your work. This information is:

- the *name* of the author or authors
- the *year* of publication
- the *page number* (when the information/idea can be located on a particular page, or when directly quoted)

### 2. At the End of the Text—List of References

At the end of your text, you must include a ***List of References***, a list of all the books, journal articles and other sources of information you have used to research your assignment.

### 3. Other features include:

- ☞ a specific order in which this information should be structured the in-text reference which should be placed (cited) in such a way that it causes minimal disruption to the flow of your writing—this usually means at the very end or the very beginning of your sentences (see ways of citing below).
- ☞ When you cite sources of information in the text of your assignment—regardless of whether you quote, copy, paraphrase or summarise—you should include:
  - the author's surname (family name)
  - the year of publication (latest edition)
  - page numbers when directly quoting or closely paraphrasing an author's words/material
  - correct punctuation and spacing

## In-Text Citations

### How to Cite In-text

Citations may be placed at the end of a sentence (before the concluding punctuation) in brackets:

**The theory was first developed by Fayol (Robbins, 2005)...**

#### 1. Author prominent

This way of referencing in your text is to integrate the author's surname into your sentence, followed by the year of publication and page number, in parentheses (round brackets):

##### *Example*

Chon and Sparrowe (2000, p. 123) state that an advantage of chain ownership is 'the strong national brand identity'.

#### 2. Information prominent

The other way of citing references gives prominence to the information, with all the required referencing details in parentheses at the end of the citation.

##### *Example*

It has been stated that 'the strong national brand identity' is one of the advantages of chain ownership (Chon and Sparrowe, 2000).



#### To cite a direct quotation

Write the text word for word and place quotation marks at the beginning and end of the quotation. The author, date and page number must be included.

"Geographical impact on the nature of tourism, hospitality and leisure..."  
(Baum 2006, p. 5).



#### To cite a paraphrase or a short summary of an author's words or ideas

Restate the original words/ idea in your own words. The author, date and page number(s) must be included.

Employees' range of skills in hospitality is influenced by geographic consideration (Baum 2006, p.5)



#### To reference the overall content of a work

You do not need to include page numbers because it is the entire work you are referring to:

Larsen and Greene (1989) studied the effects of pollution in three major cities...

 **Acronyms and initials**

**Acronyms** are initial letters pronounced as a word. Examples are MAS, TNB etc. These must appear both in-text and in the reference list.

If a work contains numerous references to a particular resource with a long title, for example, Royal Society for the Prevention of Cruelty to Animals, the **initials** may be used, RSPCA.

The first citation in-text must include both the full title and the acronym or initials, and thereafter the acronym and initials will suffice. Write these **without full stops**.

**Example**

The Royal Society for the Prevention of Cruelty to Animals (RSPCA) has a policy on removing injured animals (RSPCA 1999).

In the reference list, both the long title and the acronym or initials must be included, for example:

Royal Society for the Prevention of Cruelty to Animals (RSPCA) 1999, *Policy statement on removal of animals at risk*, Author, Brisbane.

 **Page numbers**

Page numbers should be used when you directly quote material (word for word) from the original publication.

This includes tables or figures. Page numbers should also be provided for indirect quotes and paraphrasing where the summarised material appears in specific pages, chapters or sections.

The following examples illustrate the use of page numbers:

One page referred to	Wells 1992, p. 4
Pages that are not in sequence	Smith 1996, pp. 1, 4 & 6
Pages that are in sequence	Jones & Mackay 1998, pp. 25–26
Pages from a web site	Kelly & McWhirter 1997, p. 1 of 2

## List of References

The List of References in the Harvard system is a single list of all the books, journal articles and other sources you have referred to throughout your assignment.



### Key Points to Note

- ★ A list of references should be laid out alphabetically by author surname.
- ★ If bibliographic information exceeds one line of text, then the following lines should have a hanging indent.
- ★ The title of a book should be in italics. Minimal capitalisation is recommended (e.g. only capitalise the first word of a title's heading/subheading and any proper nouns).

### Difference between a reference list and a bibliography

The reference list only identifies sources referred to (cited) in the text of your assignment.

You may also be required to provide a bibliography.

A bibliography is presented in the same format as a reference list but it includes all material consulted in the preparation of your assignment.

***In other words, a bibliography presents the same items as a reference list but it also includes all other sources which you read or consulted but did not cite.***

## Citing /Referencing Different Sources

### 1. Elements for referencing a book

For a **book**, the following elements should be presented in this order:

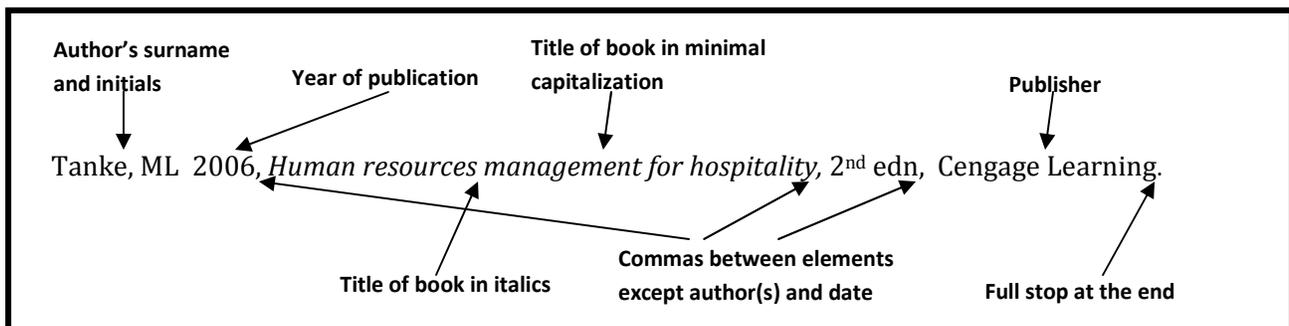
- *surname and initials of author(s)*
- *year of publication*
- *title of book (in italics) in **minimal capitalisation***
- *the edition, for example, 4th edn, if not the original publication*
- *publisher*
- *place of publication.*

Only the first word in the titles of books, chapters and journal articles is capitalised.

Authors' names and initials, journal titles and publishing firm names are **always capitalised**.

If the title of the article, book or chapter contains a colon, only capitalise if the first word after the colon is a proper name. For example:

Baum, T 2006, *Human resource management for tourism, hospitality and leisure*, Thomson, Australia.



#### In the text

- A page number is required if you are paraphrasing, summarising or quoting directly:  
(Williams 2006, p.23)  
  
DuBrin (2006, p. 12) suggests that ...
- If you are only citing the main idea of the book:  
(Williams 2007)

#### In the List of References

- Williams, C 2006, *Effective management* 3<sup>rd</sup> edn, Thomson Southwestern, Australia.
- DuBrin, AJ 2006, *Essentials of management*, 7<sup>th</sup> edn, Thomson Southwestern, Australia.

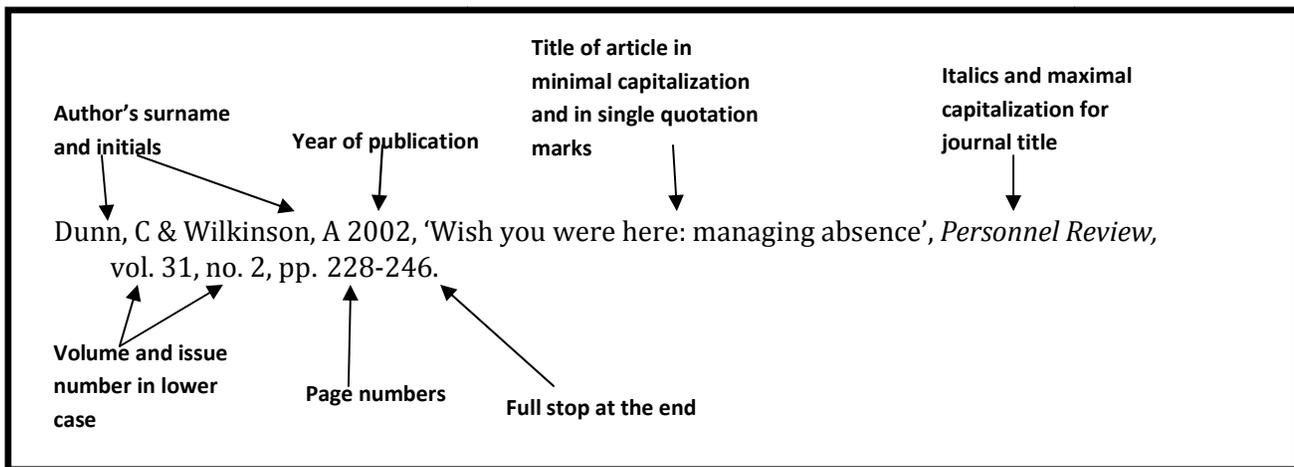
## 2. Elements for referencing a journal article

For a **journal article**, the following elements should be presented in this order:

- *surname and initials of author(s)*
- *year of publication*
- *title of article in single quotation marks*
- *title of journal or periodical in italics and **maximal capitalisation***
- *volume number where applicable*
- *issue number or other identifier where applicable, for example, Winter*
- *page number(s).*

For titles of periodicals (journals, magazines and newspapers), capitalise the first word and also any other word which is not 'the', 'a', 'an', a preposition (such as 'for', 'on', 'under', 'about') or a conjunction (such as 'and', 'but', 'or').

Dunn, C & Wilkinson, A 2002, 'Wish you were here: managing absence', *Personnel Review*, vol. 31, no. 2, pp. 228-246.



### In the text

- If the page number is required (when you summarise, paraphrase or directly quote):  
(Dunn & Wilkinson 2002, p. 231)
- If you are citing the main idea of the article only:  
(Dunn & Wilkinson 2002)

### In the List of References

Dunn, C & Wilkinson, A 2002, 'Wish you were here: managing absence', *Personnel Review*, vol. 31, no. 2, pp. 228-246.

### 3. Other Sources

<b>To cite an article from a book collection</b>	
<p>A book collection consists of a collection of articles or chapters, each by different authors, but compiled by editor(s).</p> <p>If you want to cite a particular article/chapter, cite the author(s) of the article in the text:</p> <p style="text-align: center;">(Curthoys 1997, p. 25)</p>	<p><b>In the List of References</b></p> <p>When you use an article or chapter from a book collection, the title of the article appears in quotations. The title of the book is italicised. For example:</p> <p>Curthoys, A 1997, 'History and identity', in W Hudson &amp; G Bolton (eds), <i>Creating Australia: changing Australian history</i>, Allen &amp; Unwin, Sydney, pp. 23-38.</p>
<b>To cite a book collection</b>	
<p>If you want to cite the entire book, refer to the editors(s) of the collection in the text:</p> <p style="text-align: center;">(Hudson &amp; Bolton 1997)</p>	<p><b>To cite the entire book:</b></p> <p>Hudson, W &amp; Bolton, G (eds) 1997, <i>Creating Australia: changing Australian history</i>, Allen &amp; Unwin, Sydney.</p>
<b>To cite a quotation or idea from an author who attributes it to another source</b>	
<p>You must acknowledge both sources in your text:</p> <p>Graham Gibbs, in his 1981 study into student learning wrote that "because students are aware of their tutor's mastery of the subject matter, it is quite common for them to assume that their reader has no needs at all" (Gibbs 1981, p. 39, cited in Bowden &amp; Marton 1998, p. 35).</p>	<p><b>In the List of References</b>, record the book that you actually sourced:</p> <p>Bowden, J &amp; Marton, F 1998, <i>The university of learning</i>, Kogan Page, London.</p>
<b>To refer to more than one work</b>	
<p>Separate the references either with a semicolon or the word <i>and</i></p> <p>(Entwistle 1977; Haddon 1969) or :</p> <p>Entwistle (1977) and Haddon (1969) both demonstrated ...</p>	<p>Each source will require a separate entry in the List of References.</p>

<b>To cite more than one author</b>	
<p>Include both names in the order in which they appear on the title page:</p> <p>(Gerster &amp; Basset 1987) or:</p> <p>Gerster and Basset (1987) assert that ...</p>	<p><b>In the List of References:</b></p> <p>Gerster, R &amp; Bassett, J 1991, <i>Seizures of youth: the sixties and Australia</i>, Hyland House, Melbourne.</p>
<b>To cite more than three authors</b>	
<p>Use the surname of the first author and et al. ('and others') in the text:</p> <p>Leeder et al. (1996, p. 78) argued ...</p> <p style="text-align: center;"><b>or</b></p> <p>(Leeder et al. 1996)</p>	<p><b>In the List of References:</b></p> <p>Leeder, SR, Dobson, AJ, Gibbers, RW, Patel, NK, Mathews, PS, Williams, DW &amp; Mariot, DL 1996, <i>The Australian film industry</i>, Dominion Press, Adelaide.</p> <p>Don't use et al. in the list of references. List all authors in the order in which they appear on the title page</p>
<b>To cite on-line or electronic journals</b>	
<p>Journal article from a website</p> <p>'Many teachers who work in "wired schools" are complaining that new technologies ...'(McKenzie 1998, p.2)</p> <p style="text-align: center;"><b>or</b></p> <p>McKenzie (1998) suggests that new technologies have made plagiarism easier.</p>	<p>McKenzie, J 1998, 'The new plagiarism: seven antidotes to prevent highway robbery in an electronic age', <i>The Educational Technology Journal</i>, vol. 7, no. 8, viewed 3 May 2006, <a href="http://www.fno.org/may98/cov98may.html">http://www.fno.org/may98/cov98may.html</a></p>
<p>Journal article from a database</p> <p>Dunn and Wilkinson (2002) state that direct payment of sick leave to employees....</p> <p style="text-align: center;"><b>or</b></p> <p>Dunn and Wilkinson (2002, p.230) stated that '....'</p>	<p>Dunn, C &amp; Wilkinson, A 2002, 'Wish you were here: managing absence', <i>Personnel Review</i>, vol.31 no.2, pp. 228-246, (online EmeraldInsight).</p>
<b>To cite from newspapers and magazines</b>	
<p><b>In the text</b></p> <p>If there is no author, list the name of the newspaper, the date, year and page number:</p> <p>(<i>The Star</i> 12 December 2007, p. 8)</p>	<p><b>List of References</b></p> <p>An unattributed newspaper article:</p> <p>'Political parties gearing up for national elections', <i>The Star</i>, 12 December, 2007, p. 21.</p>

<p>If there is an author, cite as you would for a journal article:</p> <p>(Nadeson 2007, p. 3)</p>	<p>A newspaper article with a named author:</p> <p>Nadeson, A 2007, 'National meeting set to review component parties' performance', <i>The Star</i>, December, p. 3.</p>
<p><b>To quote from a privately obtained interview or other personal communication</b></p>	
<p>Include the abbreviation 'pers. comm.' in your in-text reference:</p> <p>(B Daly 1994, pers. comm., 7 Aug.)</p> <p><b>Note that the initial(s) precede the surname.</b></p>	<p>Details of a personal communication do not usually need to be included in the List of References as it cannot be traced by the reader.</p> <p>Check with your tutor or lecturer for their preferences. Before using personal communications, ensure you have the permission of the person with whom you communicated.</p>
<p><b>No date can be established or established approximately</b></p>	
<p>The new programme is aimed at facilitating student performance ... (Umar n.d.).</p> <p><b>or</b></p> <p>Umar (n.d., p. 7) found that '...'</p> <p>In a draft policy release, the Malaysian government (c. 2001) suggests that ...</p> <p><b>or</b></p> <p>'Rural tourism in Malaysia has long been a neglected ...' (Tourism Malaysia c.2001, p. 1).</p>	<p>Umar, K n.d., <i>Study Skills Program</i>, ACI International College, USA.</p> <p>Tourism Malaysia c. 2001, <i>Draft policy for rural tourism in Malaysia</i>.</p>
<p><b>Documents on the internet (world wide web)</b></p>	
<p>Indicate page numbers by using, for example, p. 1 of 2 in in-text referencing.</p> <p>To see the page numbers, click on <b>File</b> then <b>Print Preview</b> while in <b>Internet Explorer</b>.</p> <p>When referencing documents from the WWW, always apply this principle: Author and date, <i>name of document</i>, viewed date, URL</p>	

## Arranging the reference list

1. The reference list is arranged in alphabetical order according to the author's family name. (Do **not** use numbers, letters or bullet points to begin each entry.)
2. Any reference that starts with a number (e.g. 7:30 Report) precedes the alphabetical listing and is listed numerically.
3. Where there is more than one author of a publication, maintain the order of their names as they appear on the title page of the publication, even if they are not in alphabetical order on the title page.
4. If a reference has no author, list it alphabetically according to the sponsoring body, for example, Tourism Malaysia.
5. If there is no author or sponsoring body, list alphabetically according to the title. The whole title of the resource must appear, but when listing alphabetically, ignore words such as, 'The', 'A', 'An' at the beginning of the reference's title. For example, 'The Australian child' should be alphabetised according to the 'A' in 'Australian'.
6. If there are two or more references by the same author, then list them in order of publication date with the **oldest** work first.
7. If references by the same author have been published in the same year, then list them alphabetically according to the title and add the letter 'a' after the first date, and 'b' after the second date, and so on, (e.g. 1993a, 1993b, 1993c).

## Formatting the reference list

1. The title should be **References** and it should be:
  - bold
  - left aligned
  - in the same font size as the document (usually 12 pt).

**Note:** *headings are neither underlined nor punctuated.*

2. The references contained in the list should:
  - be in single line spacing
  - have a blank single line space between each reference (Use paragraph spacing of 12 pt)
  - be left aligned
  - be arranged alphabetically
  - be the **final page** of your assignment. (Appendices are placed after the reference list.)

## References

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

Harris, R 2001, *The plagiarism handbook: strategies for preventing, detecting and dealing with plagiarism*, Pyczak, Los Angeles.