Bibliography: How to use Harvard Referencing System

(Rev.1—4/2/2020)

An **author-date referencing style.**

Record all your information as you go to avoid problems?

While you are reading the literature during your research process, make sure you record all of the information necessary to create your bibliography later. We strongly recommend you do this as you go, in order to save you time and frustration later on.

The data you record should include:

- Author(s)/editor(s)
- Title
- Edition (1st, 2nd, reprint ed. Revised ed. Etc.)
- Page numbers for direct quotations
- Place of publication
- Publisher
- Date of publication
- Web address if online resources and Date Accessed

You may decide to maintain a master reference list on your computer in a separate document.

(This information has been paraphrased from *The UCL Institute of Education Libguides*)

How to build a Harvard reference

There are two main elements in the Harvard citation style: **in-text** citations in your paper and the **reference** list at the end of your paper.

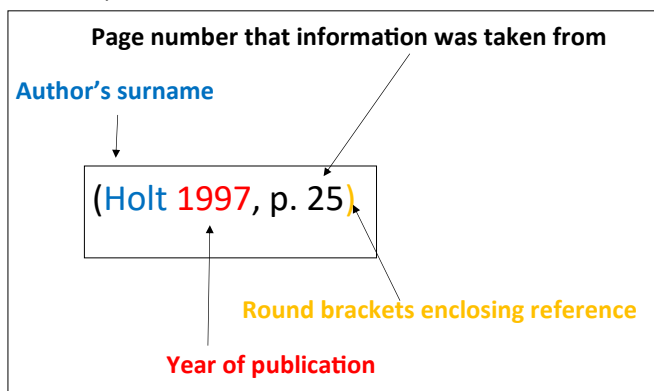The next sections explain some examples of in-text citations and reference list entries.

For help in referencing, you can use this online tool:

https://www.harvardgenerator.com/

How to build in-text citations

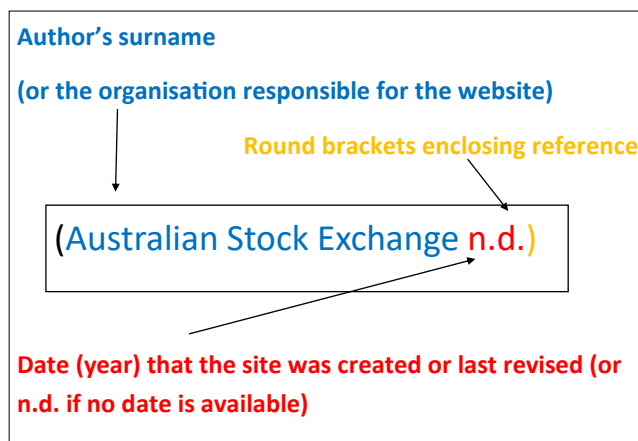Harvard is an 'author/date' system, so your in-text citation consists of author(s) and year of publication.

In-text citation of a book (the same format applies for a *journal article):*

Page number that information was taken from

Author's surname

(Holt 1997, p. 25)

Round brackets enclosing reference

Year of publication

If you quote directly from an author, or if you paraphrase a specific idea or piece of information from a source, then you need to include the page number of the quote or passage in your in-text citation.

In-text citation of a website

Like all other sources, websites need an author and a date. If a publication date is not available, use the abbreviation *n.d.* to show 'no date', as in the example below.

Author's surname

(or the organisation responsible for the website)

Round brackets enclosing reference

(Australian Stock Exchange n.d.)

Date (year) that the site was created or last revised (or n.d. if no date is available)

What if I want to cite some information that someone else has cited?

If you read an article or book which cites comes information that you want to cite, always refer to the source where you found the information, not the original source.

Two or more works cited at one point in the text

Use a semi-colon to separate them:

(Larson 2000; Malinowski 1999)

Two or three authors or authoring bodies

When citing a work by two or three authors or authoring bodies, cite the names in the order in which they appear on the title page:

(Malinowski, Miller & Gupta 1995)

Four or more authors or authoring bodies

When citing a work by four or more authors, list only the name of the first author following by the abbreviation et al. (*meaning and others*)

(Bond et al. 1996)

Block quotations

If you are quoting a long piece of text (more than 30 words), the actual quote should be in slightly smaller font and indented from the left hand margin. It can then be followed by an in-text citation. For example —

"If any similar qualitative research is to be undertaken in the future, then …. (Mullane 2006, p.66)
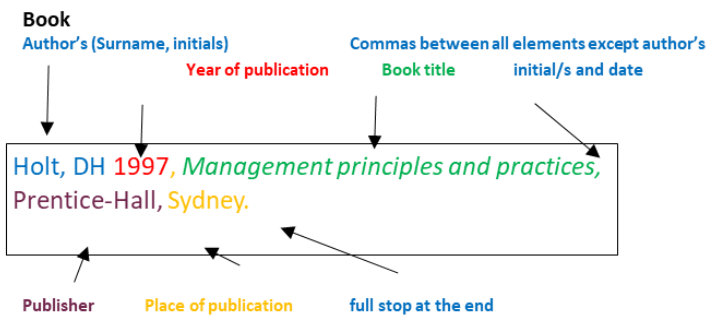
Reference list or bibliography?

There is a difference between a **reference list** and **bibliography:**
a bibliography provides a detailed list of references but it also
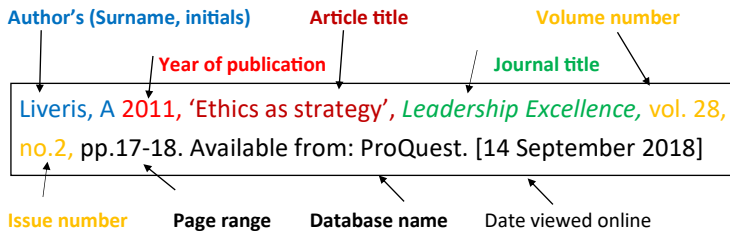includes readings you may have consulted and not cited.

In most cases at the secondary school level, if you are asked for
a bibliography, you will technically be creating a reference list—
if you haven't cited it, don't list it in your references.

Reference lists must be in alphabetical order of the first author's
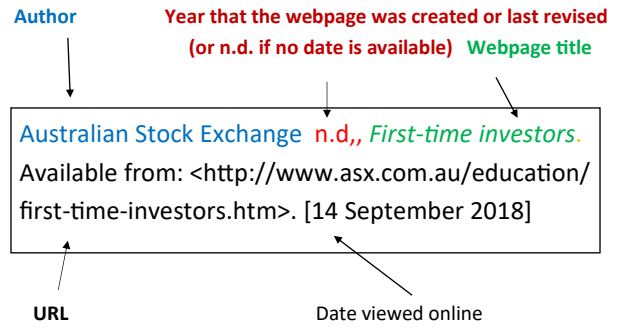name.

(This information has been paraphrased from guides created by UCL and
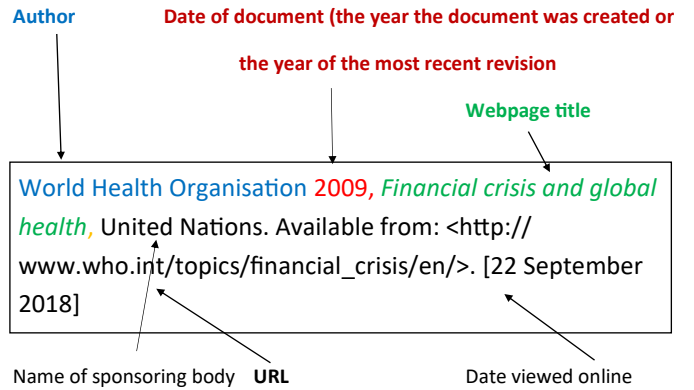Monash University).

Book

Author's (Surname, initials)   Commas between all elements except author's
        Year of publication   Book title   initial/s and date

Holt, DH 1997, *Management principles and practices,*
Prentice-Hall, Sydney.

Publisher   Place of publication   full stop at the end

Journal Article from an electronic database

Author's (Surname, initials)   Article title   Volume number
        Year of publication   Journal title

Liveris, A 2011, 'Ethics as strategy', *Leadership Excellence,* vol. 28,
no.2, pp.17-18. Available from: ProQuest. [14 September 2018]

Issue number   Page range   Database name   Date viewed online

Note the various punctuation marks:

- commas between all elements except the author's
  initial/s and date (as per the book reference)
- Full stops between the: pages and database name,
  database name and date viewed online, and at the
  end of the reference

The **date viewed online** is the date that you viewed the arti-
cle online—in other words, the date that you found the arti-
cle in the online database, or the date that you last looked at
the article online (not the date that you looked at the PDF
you downloaded)

Website

Author   Year that the webpage was created or last revised
        (or n.d. if no date is available)   Webpage title

Australian Stock Exchange n.d,, *First-time investors.*
Available from: <http://www.asx.com.au/education/
first-time-investors.htm>. [14 September 2018]

URL   Date viewed online

Document from a Website

Author   Date of document (the year the document was created or
        the year of the most recent revision
            Webpage title

World Health Organisation 2009, *Financial crisis and global
health,* United Nations. Available from: <http://
www.who.int/topics/financial_crisis/en/>. [22 September
2018]

Name of sponsoring body   URL   Date viewed online

eBooks

Material Type	In-Text Example	Reference List Example
Ebook	(Drucker 2012)	Drucker, P 2012, *Managing the non-profit organization*, Routledge, London. Available from: Ebook Library. [29 September 2015].
Ebook: chapter or article in an edited Ebook	(White 2002, p. 112)	White, H 2002, 'The westernization of world history' in J Ruseñ (ed) *Western historical thinking: An intercultural debate*, pp. 111 – 119. Berghahn Books, New York. Available from: ACLS Humanities E-Book. [29 September 2015].
Ebook: chapter available via Unit Readings	(Birch 2013)	Birch, T 2013, 'The trouble with history' in A Clark & P Ashton, (eds), *Australian history now*, pp. 232-250. NewSouth Publishing, Sydney. Available from: The University of Western Australia Library Course Materials Online. [29 September 2015].
Ebook: freely available online (with no place of publication)	(de Grosbois 2015)	de Grosbois, T 2015, *Mass influence: the habits of the highly influential*, Wildfire Workshops. Available from: http://www.massinfluencethebook.com/. [27 January 2016]. *If an eBook is "born digital" (it has only ever been published online) and no place of publication can be located, only list the publisher.*

Harvard Referencing – How to Cite a Website

Websites or Online

| Material Type	In-Text Example	Reference List Example
Website	(University Library 2015)	University Library 2015, *University Library Home page*, 26 February 2016, The University of Western Australia. Available from: http://www.library.uwa.edu.au. [31 March 2016]. When referencing a website, include the following: • *Author – the person or organisation responsible for the site* • *Site date – the year the site was created or last revised* • *Name of the sponsor of the source* • *URL* • *Date of viewing the source*
Webpage	(Weida & Stolley 2013)	Weida, S & Stolley, K 2013, *Developing strong thesis statements*. Available from: https://owl.english.purdue.edu/owl/resource/588/1/. [13 October 2015].
Webpage: no date	(Apprentice Support Australia n.d.)	Apprentice Support Australia n.d., *What is an apprenticeship*. Available from: http://www.apprenticeshipsupport.com.au/Employers/What-is-an-apprenticeship. [20 October 2015].

Harvard Referencing – How to Cite Websites

Webpage: no author	(Improve indigenous housing 2007) *Use the first few words of the page title.*	*Improve indigenous housing now, governments told* 2007. Available from: http://www.raia.com.au/i-cms?page=10220. [20 October 2015].
Document from a webpage	(Department of the Premier and Cabinet 2009)	Department of the Premier and Cabinet 2009, *Pandemic planning in the workforce*, Queensland Government. Available from: https://www.health.qld.gov.au/flu/documents/Fact-sheet-3_Qkit-infrastructure.pdf. [13 October 2015]. *To avoid very long URLs, it is acceptable to give the home page for a website rather than the exact URL of the page you are referencing as long as the website has a search facility.*
Blog	(Mercoulia 2015)	Mercoulia, P 2015, 'A glimpse into coal's future', *Greenpeace Australia Pacific Blog*, blog post, 15 June. Available from: http://www.greenpeace.org.au/blog/a-glimpse-into-coals-future/. [13 October 2015].

Image with no known creator or date	(Nefertari with Isis n.d.)	*Nefertari with Isis* n.d., image. Available from: http://en.wikipedia.org/wiki/File:Ankh_isis_nefertari.jpg.[13 October 2015].	**Reference type: Web page** In 'Author' field, enter title of image. For 'type of medium', enter image.
Image with known creator available via the web	(Colli 2009)	Colli, MG 2009, *Bilbao_6 Guggenheim Museum Bilbao*, image. Available from: http://www.flickr.com/photos/52355315@N08/5757476385/. [13 October 2015].	**Reference type: Artwork** Enter creator in 'Author' field. Enter image in 'Type of work' field.
Podcast	(Crawford 2009)	Crawford, M 2009, *Shop class as soulcraft*, audio podcast, Future Tense, Radio National, ABC Radio, Sydney, 5 November. Available from: http://www.abc.net.au/radionational/programs/futuretense/shop-class-as-soulcraft/3098308. [9 March 2016].	**Reference type: Podcast** 'Type of work' is audio podcast. Enter audio podcast in the' Type' field.
Wiki	('Internet entrepreneur' 2012)	Internet entrepreneur 2012, *Wikiversity*, wiki, 6 January 2016. Available from: https://en.wikiversity.org/wiki/Internet_entrepreneur. [31 March 2016]. *As wikis usually feature user generated content there is usually no named author. Cite the title of the Wiki article and date of last revision.*	**Reference type: Web page**
Facebook	(UWA Library 2015)	UWA Library 2015, *Special collections in the Reid Library*, Facebook post, 14 April. Available from: https://www.facebook.com/UWALibrary. [22 October 2015].	**Reference type: Web page** Enter date month (eg. 14 April) in 'Last Update' field. Enter Facebook post in 'Type of Medium' field.
Twitter	(Gillard 2014)	Gillard, J [JuliaGillard] 2014, 'Stella Young was a shining light for care and action on disabilities. We mourn her passing and rededicate ourselves to her spirit. JG', Twitter post, 7 December. Available from: http://twitter.com/JuliaGillard. [22 October 2015].	**Reference type: Blog** Enter Twitter post, date Month in the 'Type of Medium' field (eg. Twitter post, 7 December).
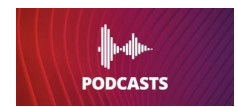
YouTube	(TED Talks 2013)	TED Talks 2013, *Ken Robinson: how to escape education's death valley*, YouTube video, 10 May. Available from: https://www.youtube.com/watch?v=wX78iKhInsc. [22 October 2015].

Newspapers

Material Type	In-Text Example	Reference List Example
Newspaper: print	(Devlin 2011)	Devlin, M 2011, 'Keys found to success by the less privileged', *The Australian*, 16 November, p. 32.
Newspaper: electronic database	(Garvey 2015)	Garvey, P 2015, 'Investors sue after contract problems', *The Australian*, 10 November, p. 20. Available from: Factiva. [10 November 2015].
Newspaper: from website	(Reed 2015)	Reed, S 2015, 'Shift to lower-carbon energy is too slow, report warns', *New York Times*, 9 November. Available from: www.nytimes.com. [10 November 2015].
Newspaper: no author	('Foreign cyber-spies' 2009)	'Foreign cyber-spies' 2009, *Sydney Morning Herald*, 24 November, p. 7.

Audiovisual and Music

Material Type	In-Text Example	Reference List Example
DVD recording	(Art Nation 2010)	*Art Nation* 2010, DVD recording, Australian Broadcasting Corporation, Sydney.
Television programme	(*Immigration nation : the secret life of us* 2011)	*Immigration nation: the secret life of us* 2011, television program, SBS, Sydney, 28 January.
Interview on radio or radio program	Tony Abbott defended the government's approach to key budget measures (Woodley 2014).	Woodley, N 2014, *The world today*, radio program, ABC News, Sydney, 8 December.
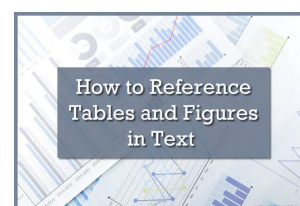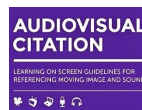
Tables, figures and images

The in text-citation examples given in this section are for use as **captions** for a table, or for an image. For example, if you copy a table from another work, or if you create a table using some data from another work, you must provide a caption under the table. This caption should contain an in-text reference similar to the examples below.

Material Type	In-Text Example	Reference List Example	EndNote (Harvard – Business 2016)
All or part of a table, figure, or data used in text: from a print Journal	*Note*. From 'Evaluating the effectiveness of best management practices using dynamic modelling' (Ackerman & Stein 2008, p. 634) *OR* *Note*. The data in column # are from 'Evaluating the effectiveness of best management practices using dynamic modelling' (Ackerman & Stein 2008, p. 634)	Ackerman, D & Stein ED 2008. 'Evaluating the effectiveness of best management practices using dynamic modelling', *Journal of Environmental Engineering*, vol. 134, no. 8, pp. 629-639.	**Reference type: Journal Article**
All or part of a table, figure or data used in text: from a book	*Note*. From [*or* The data in column # are from] *Thermophysical properties of fluids* (Assael 1998, p. 70)	Assael, M 1998, *Thermophysical properties of fluids*, Imperial College Press, London.	**Reference type: Book**
All or part of a table, figure or data used in text: from the web	*Note*. From [*or* The data in column # are from] *International merchandise imports Australia, January 2009* (ABS 2009)	Australian Bureau of Statistics 2009, *International merchandise imports Australia, January 2009* cat. no. 5439.0. Available from: http://www.abs.gov.au/ausstats/abs@.nsf/mf/5439.0. [6 March 2014].	**Reference type: Choose Dataset(s).** If the author is Australian Bureau of Statistics, this can be manually edited to ABS for in-text citations. Add ABS catalogue number in the 'Study Number' field – cat. no. xxxx.

Further resources available for extending your knowledge on referencing:

University of Western Australia, https://guides.library.uwa.edu.au/harvard/examples

University of New England (UNE), APA Referencing Guide, https://www.une.edu.au/__data/assets/pdf_file/0008/286091/new-REF_APA-Referencing.pdf

Macquarie University Referencing Guides, https://libguides.mq.edu.au/referencing/Harvard

University of Newcastle, Library Guides, https://libguides.newcastle.edu.au/referencing/harvard

Further resources available on-line generators on referencing:

Harvard Cite This For Me, http://www.citethisforme.com/harvard-agps (this will help with the major referencing styles)

Harvard Referencing Generator, https://www.harvardgenerator.com/

REFERENCE:

This style guide was adapted from The University of Western Australia, Harvard citation style guide, Harvard citation style printable (2019~10) downloaded from https://guides.library.uwa.edu.au/harvard/examples

This style guide was adapted using The UCL Institute of Education Libguides, downloaded from https://libguides.ioe.ac.uk/c.php?g=449711&p=3069778

This style guide was adapted using Monash University Library Guides, downloaded from https://guides.lib.monash.edu/?b=s