HARVARD SYSTEM OF REFERENCING – QUICK GUIDE

Always check that your school does not use a variation on this system.

1. Quotations

| Short direct quotations | - single quotation marks  
| - after the quote, put (AUTHOR YEAR, p. PAGE NUMBER)  
| - Stewart (1982, p.6) said 'Engineers are vital to the survival of the planet'.  
| - 'Engineers are vital to the survival of the planet' (Stewart 1982, p.6). |
| Longer direct quotations | - Quotes longer than about 30 words are given in separate paragraphs which are indented from both left and right margins.  
| - The use of italics and single line spacing distinguishes lengthy quotations from the main text. No quotation marks are used.  
| - Citations are as above and appear at the end of the quotation. |

2. In-text citations

| One author | Working smarter involves using your head (Jones 1993). |
| Two or three authors | - If the authors names are in brackets, use and & between the last two, if not, just the word 'and'.  
| - Funding is made available based on size (Smith & Smythe 2008).  
| - Smith and Smythe (2008) showed that funding is available based on size.  
| - Meat is a good source of protein (Jon, Hailey & Sul 2005).  
| - Jon, Hailey and Sul (2005) state that meat is a good source of protein. |
| More than 3 authors | - You just the first author followed by et al. which means 'and others'.  
| - Mitchel et al (2004) believed that... |
| More than 1 source | - If two sources have the same conclusions, you need to acknowledge both, place them alphabetically based on the first author name and separate by a semi-colon.  
| - Teenage girls shop more than teenage boys (Jones & Smith 2008; Manny 2009).  
| - Jones and Smith (2008) and Manny (2009) found that teenage girls shop more than teenage boys. |
| More than 1 work by the same author | - ...the age of the binding (Gonry 1998, 1999). |
| Encyclopedias and dictionaries | - If there is an author for an article from an encyclopedia, use the author-date method already described. Otherwise, use italics for the name:  
| - ...in China in 1312 (Encyclopedia Britannica 2007).  
| - Encyclopedia Britannica (2007) states that in China in 1312... |
| Audiovisual material (DVDs/videos, television and radio programs, motion pictures) | - Provide the title of the item in italics and the date.  
| - In the movie Pay it Forward (2000) the character...  
| - .... by the character (Pay it Forward 2000). |
| Images, graphs and tables pasted in-text | - When you insert someone else's image, graph or table into your work, place the in-text reference in parentheses immediately under it and then make sure there is space between the insert's in-text reference and the rest of your assignment's text.  
| - All in-text reference guidelines mentioned above apply--use author/s |
surname/family name, year and page number.
- Eg under a photo (Jansen 2010).

### Webpage
- If there is an author of the website use their name eg (Salter 2010)
- Otherwise, use the title of the webpage (Westpac Banking Regulation 2010).

### Newspapers
- If authors are given, use the guidelines above. If there is no author:
  (Weekend Australian, 24-25 Jan. 2005, p.19)

### Legislation
- Titles of pieces of legislation must be cited exactly (including articles and capitalization) and also be put in italics.
- *The Anti-Discrimination Act 1991* (year is part of the title, hence italics)

### 3. Bibliography/reference list

#### Book with one author
- Surname author, then initials (without full stops), then year published, then full stop. If multiple initials no spaces between them. Only use initials even if full name is shown on the book.
- Name of book next in italics, with minimal capitalisation. Series titles are not italicised.
- If there is an edition number, this comes next.
- Then put the publisher, a comma, and then where it was published.

#### Books with two or three authors
- If an item has more than one author, the authors’ names should be listed in the order they appear on the title page--do not re-arrange their names by alphabetical order.
- Use an ampersand (&) between two authors’ names, rather than the word ‘and’.
- Rowe, G & Gray, R 1992. *It’s easy : ten steps to writing successful school projects*, Dellasta, Mt Waverley, VIC.

#### Books with more than 3 authors
- Same as books with 3 authors above. Even though you used et al. in the essay, you cannot use it in the bibliography and must list all authors.

#### Book with an editor
- If listing an editor or editors, put the abbreviation (ed.) or (eds) after their name/s.

#### Chapter or article in a book
- Give the details of the chapter or article first, then the details of the publication in which it appeared.
- Enclose the title of the chapter or article in single quotation marks.
- This is different to what you normally do, but you put the initials before the surname of the authors of the overall publication.
- Page numbers also have to be included.

#### Encyclopedias and dictionaries
- If there is no author, use the title of the entry or article first.

#### Journal articles
- Author(s)—if given, Year of publication, Title of article—enclose title in single quotation marks, Title of periodical, Place of publication (city)—only if there are 2 or more periodicals with the same title, Volume and/or issue number, Day and month or season—if Volume and/or issue number are not provided, or if needed to help precisely identify an article, Page number(s).

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<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Information</th>
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<tbody>
<tr>
<td>Audiovisual material (DVDs/videos,</td>
<td>- Author (if there is one), Year of publication (not the original year of release), Title,</td>
</tr>
<tr>
<td>television and radio programs,</td>
<td>Type—this is enclosed in square brackets [], Name of producer/director (presented in first name/s initial/s then surname/family name), Place of production.</td>
</tr>
<tr>
<td>motion pictures)</td>
<td>- People at Origin Energy: an HRM case study 2007 [video], Video Education Australasia, Ballarat.</td>
</tr>
<tr>
<td></td>
<td>- The Eternal 2005, <em>Sleep of Reason</em> [audio], Firebox Records, Seinajoki, Finland.</td>
</tr>
<tr>
<td>Images, graphs and tables pasted</td>
<td>- ‘Fig. 10: Parrot’s Nest (Goorambil), the djurebil of the hoop pine’ [image] in JG Steele 1983,</td>
</tr>
<tr>
<td>in-text</td>
<td><em>Aboriginal pathways in southeast Queensland and the Richmond River</em>, University of Queensland Press, St, Lucia, Qld, p. 16.</td>
</tr>
<tr>
<td>Webpage</td>
<td>- Main difference is you need to include the date you viewed the site and the actual web address</td>
</tr>
</tbody>
</table>

To make your life easier, as you do your research, always keep a list for all resources used of:

- full title
- author
- place of publication
- publisher
- date of publication
- edition
- volume number
- page numbers