GUIDE TO REFERENCING IN ESSAYS AND BIBLIOGRAPHIES

REFERRING TO YOUR SOURCES

In any essay or assignment the student should acknowledge references made either directly or indirectly to the works, findings or statements of others. This is achieved by using a referencing system to indicate the source of a fact, opinion or quotation.

Using the Harvard system of referencing:

- Provide a reference in the text of your essay for any material you quote, paraphrase or summarise. These references can be books, periodical articles, newspapers articles, encyclopaedias, pamphlets, slide sets, tape cassettes, interviews, or programmes from television, or CD Roms.

- Document your reference by including in brackets the author’s surname (initials are added only when required to distinguish between authors of the same surname), year of publication and the page on which the source is found.

  e.g. When the children were asked to express their attitude to books, magazines and newspapers, intelligence paid no part (Fader, 1976, 98)...

- Page numbers are necessary only when you quote or paraphrase particular passages, diagrams or statistics from your source.

  e.g. Gott (1993, 35) states, “In the Netherlands, euthanasia is technically illegal, but it has become an accepted practice in hospitals.”

- When a citation includes the names of two or more authors, all surnames are listed the first time the reference is made, subsequent use of that source only requires the surname of the first author and the abbreviation et.al. (meaning ‘and others’)

  e.g. A recent study (McConnochie, Hollinsworth, Pettman, 1993)…

  As research previously cited (McConnochie et.al., 1993) suggest…

- If you need to name several references at the same time, separate the author’s surnames by semi-colons, with surnames in alphabetical order.

  e.g. Recent studies (Bronson, 1990; Dolan, 1989; Hammond, 1992; Park, 1988) have shown…

- References to personal communication not included in the Bibliography, should include initials, surname, pers. comm. and date.

  e.g. the Madonna concert was huge (M. Meldrum, pers. comm.. 1993)
**The Harvard Style**

In-Text Referencing Examples:

**One work by single author**
In a recent study of feminism, (Greer, 2005) the move away from new found freedoms by young women was seen as a great cause for concern.

**Works by two or more authors**
The need for greater simplicity in the law was demonstrated (Freeman & Jones, 1999). A later study found the contrary was true (Williams et al. 2001).

**More than one work cited**
Several studies confirmed the theory (Larsen, 1961 ; Haddon, 1980 ; Crowley, 1990).

**Works with no evident author**

**Works with an editor**
As outlined in a recent study (ed. Kaufmann, 2004), the situation is becoming worse.

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

**The Bible**
Psalm 23 : 6-8
Mark 16 : 9-11

**Motion pictures, videos, DVDs, TV and radio programs**
In-text referencing must contain the title (in italics) and date of production.
(Strictly Ballroom, 1992)

**Legislation**
Titles of pieces of legislation must be cited exactly (including articles and capitalization) and also be put in italics.
The Environment Protection (Impacts of Proposals) Act, 1974
The Anti-Discrimination Act 1991 (year is part of the title, hence italics)

**Direct Quotations**
Refer also to **Style: Overview** section above.
Stewart (1982, p.6) said “Engineers are vital to the survival of the planet”
Or
“Engineers are vital to the survival of the planet." (Stewart, 1982, p.6)

**World Wide Web**
In-text referencing of material from the Internet follows the same conventions as for printed material, but page numbers are not required.
Where date is certain, cite as ff.: (Harris, 2002)
Where date is uncertain, cite as ff.: (James, accessed 13 March 2006)
B: HOW TO WRITE A BIBLIOGRAPHY

What is it?
A bibliography is a single alphabetical list by author’s surname or title (if no author) of ALL the resources which you refer to or have used when writing an essay or preparing an assignment.

What does it include?
The bibliography includes all the works used, in a single alphabetical order, whether they be books, pamphlets, slide sets, encyclopaedias, periodicals, tape cassettes, etc. and appears at the end of the essay.

Why is it important?
Sources need to be acknowledged to allow the reader to verify the information provided and to check your sources independently. For any reference without an acknowledged author, begin with the title. Always put in as much information as you can. It is advisable to write a rough list first, then neatly write out your list of items in alphabetical order.

What is the difference between a bibliography and list of references?
A list of references is a list of the resources cited in the text.
A Bibliography may also be required. A Bibliography is a listing of all resources used in the preparation of your assignment, project etc. These are works which provided you with information, but may not have been explicitly cited. As in the case of the Reference List, works are arranged alphabetically in order of authors’ surnames.

SAMPLE BIBLIOGRAPHY

Note: The bibliography is in alphabetical order.
“Type of Resource” column is NOT included in the bibliography. This is a guide only.

<table>
<thead>
<tr>
<th>TYPE OF RESOURCE</th>
<th>BIBLIOGRAPHY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book – two authors</td>
<td>Rowe, Gaelene and Gray, Ross 1992. It’s easy : ten steps to writing successful school projects. Dellasta, Mt Waverley, Vic.</td>
</tr>
</tbody>
</table>

*Note: the date the internet site was last accessed is noted in brackets at the end of the citation.*
Harvard conventions for entries in Reference List and/or Bibliography

Examples of how it’s done (showing item type)

Book, single author

Book, two authors

Book, no author

Book, with editor

Book, new edition

Chapter in an edited book

Journal article with author

Journal article with no author

Newspaper article

Newspaper article with no author

Motion pictures, DVDs, television and radio programs
*Valley of the kings* 2005, [television program], ABC, Sydney, 8 August.
*The search for meaning* 1998, [radio program], ABC, Sydney, 24 March.

Web Site
Author (the person or organization responsible for the site), Year (that the site was created or last updated), Name and place of the host of site (if available), when accessed, day, month, year <URL>


Web Document with author
Author, title (in italics), Year, Name and place of the host of site, when accessed, day, month, year, <URL> either full location or just the main site details.


Web Document with no author
Title (in italics), Year, Name and place of the host of site, when accessed, day, month, year, <URL> either full location or just the main site details.


CD-Roms
Bibliographic details same as those for print media.

Sydney *Morning Herald*, 2005 [CD-Rom], John Fairfax, Sydney.