

BRIEF GUIDE TO HARVARD **REFERENCING**

WHAT IS REFERENCING?

Referencing is a method of acknowledging sources of information, or other people's opinions or theories that you have included in your written work. This includes rewording or re-working (paraphrasing) of another person's works.

WHAT DO I NEED TO REFERENCE?

- **quotations from another persons work, word for word** (direct quotation).
- **paraphrase or summarise** – if you reword another persons work (paraphrase) you need to reference the work
- **statistics, tables, diagrams, maps etc** - you will have to reference the source

The information you need to collect for Harvard referencing consists of the author's surname and initials, the title of the work, the year it was published, the name of the publisher, the place of publication and in some cases the page numbers. Whilst making notes for your assignment, make sure you note the above information for all your sources.

REFERENCING

There are two parts to a reference; the in-text citation and the reference list. The in-text citation briefly identifies the source of the information, generally using the authors surname and in closed brackets, the date of publication. The in-text citations are placed within the paragraph to directly link the information to the source. The reference list is located at the end of the work. All citations in the body of the work must appear in full in the reference list.

CITATION/REFERENCE WHAT DO THEY LOOK LIKE?

Listed below are some examples of the different types of references, use this as a **guide only** and consult the style guide in your library or at <http://library.curtin.edu.au/referencing/harvard.html>

BOOKS

Book without an author

Citation

In a reference to a work with no author, move the title to the author position, before the date of publication. (Publication manual of the American Psychological Association 2001, p. 225)

Reference

Publication manual of the American Psychological Association, 2001, A.P.A., Washington D.C.

Book with a single author

Citation

Truss (2003, p. 45) tells us that "punctuation marks are the traffic signals of language: they tell us to slow down, notice this, take a detour and stop".

Reference

Truss, L. 2003, *Eats, shoots and leaves*, Profile Books, London.

Books with two or three authors

Citation

Campbell, Reece and Meyers (2006, p. 45) state that "Darwin realized heritable variation is what makes evolution possible, he could not explain why offspring resemble – but are not identical to – their parents".

Reference

Campbell, N.A., Reece, J.B. & Meyers, N. 2006, *Biology*, Pearson Education Australia, Frenchs Forest.

Books with four or more authors

Citation

"Darwin realized heritable variation is what makes evolution possible, he could not explain why offspring resemble – but are not identical to – their parents". (Campbell et al. 2006, p. 45)

Reference

Campbell, N.A., Reece, J.B. & Meyers, N. 2006, *Biology*, Pearson Education Australia, Frenchs Forest.

PERIODICALS

Article in a magazine/newspaper

Citation

As outlined by MacKenzie (2006, p. 5), "all facial reconstruction techniques start with the bare skull, and build up the soft tissue layer by layer".

Reference

MacKenzie, D. 2006, "Putting a face to a skull", *New Scientist*, vol. 19, no.4, pp. 26 -27.

Article from an online database

Citation

In an article by Ramsay and Kinnie (2006) they say "We hear it at conferences and read it in the literature: students prefer the web to the library. So, it must be true".

Reference

Ramsay, K. & Kinnie, R 2006, "The embedded librarian: getting out there via technology to help students where they learn", *Library Journal* vol. 131, no. 6, (April 1, 2006): p 34 (2). Retrieved: June 9, 2006, from Infotrac OneFile

OTHER INFORMATION SOURCES

Videorecording

Citation

The ideas put forward regarding time management (Good time management 2001) were sound and well thought out.

Reference

Good time management, 2001 [videorecording], Learning Essentials, Melbourne.

CD-ROM

Citation

According to the information given (Safe & healthy children 2001) there are several ways to keep your child safe

Reference

Safe & healthy children, 2001, [CD-ROM], Open Learning Institute, Melbourne.

REFERENCE LIST

The reference list should be started on a new page, with the heading References.

- The author's name consists of the surname and initials, it's not necessary to show their given names
- The list should be in alphabetical order by surname of author, if no author name, then use the title
- Do not number the references
- The title of the publication is either italicised or underlined, and the year of publication is written immediately after the author's name.

Therefore the reference list for the above will look something like this:

References

Campbell, N.A., Reece, J.B. & Meyers, N 2006, *Biology*, Pearson Education Australia, Frenchs Forest, N.S.W.

Good time management, 2001 [videorecording], Learning Essentials, Melbourne.

MacKenzie, D. 2006, "Putting a face to a skull". *New Scientist*, vol. 19, no.4, pp. 26 -27.

Publication manual of the American Psychological Association 2001, A.P.A., Washington D.C.

Safe & healthy children 2001, CD-ROM, Open Learning Institute, Melbourne.

Truss, L. 2003, *Eats, shoots and leaves*, Profile Books, London.