

# 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 reworking (paraphrasing) of another person's works.

There are two parts to a reference: the in-text citation and the reference list. The in-text briefly identifies the source of the information, generally using the author's surname, the date of publication and page numbers, in closed brackets. 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 In-texts in the body of the work must appear in full in the reference list.

## WHAT DO I NEED TO REFERENCE?

- **Quotations from another person's work, word for word** (direct quotation).
- **Paraphrase or summarise** – if you reword another person's 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 publisher's name, 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.

## WHAT IF I DON'T REFERENCE?

Failure to correctly reference sources whether intentional or unintentional is considered plagiarism and a form of cheating and is not acceptable. The best way to avoid plagiarism is to acknowledge all sources of information used in your assignments.

## IN-TEXT/REFERENCE - WHAT DO THEY LOOK LIKE?

Listed on the following pages are some examples of the most common types of references including:

- Books
- Journals
- Audiovisual sources
- Web pages

Use this as a guide only. Information guides are available for purchase from the Learning Resource centre. There are guides available for loan from the Learning Resource Centre or go to <http://www.central.wa.edu.au/Library/assignment-help/Documents/harvard-ref.pdf>

## BOOKS

### Book without an author

#### ***In-text***

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

#### ***In-text***

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 authors

#### ***In-text***

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 more than two authors

#### ***In-text***

“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.

## JOURNALS/MAGAZINES

### Article in a journal

#### ***In-text***

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, iss. 2554, pp. 26-27.

### Journal article from an online database

#### ***In-text***

In an article by Ramsay and Kinnie (2006, p. 34) 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, pp. 34-35. Retrieved: 26 November, 2009 from General OneFile.

## AUDIOVISUAL SOURCES

### Videorecording

#### ***In-text***

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.

## WEB PAGES

### Web document

#### ***In-text***

“Handling of any sort is discouraged due to the likelihood of injuring this animal” (Department of Environment & Conservation n.d.).

#### ***Reference***

Department of Environment & Conservation. n.d... *Leafy sea dragon*, Retrieved: November 26, 2009 from <http://www.marineparks.wa.gov.au/fun-facts/leafy-sea-dragon.html>

## CREATING A 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 italicised, 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:

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### References

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

Department of Environment & Conservation. n.d., *Leafy sea dragon*, Retrieved: November 26, 2009 from <http://www.marineparks.wa.gov.au/fun-facts/leafy-sea-dragon.html>

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