A student’s basic guide to bibliographies and referencing: Harvard Style

Version: February 2012
Why reference

Most of the work you produce requires referencing to demonstrate that you have researched and considered the ideas of others in researching your topic or presenting your argument.

Referencing is also necessary because it prevents you from ‘plagiarising’ which can lead to an automatic fail result. Plagiarism is using someone else’s thoughts, words or ideas and writing them as if they were your own. It is technically stealing and is a breach of ethics.

Referencing tells the reader where the original idea can be found.

What should be referenced?

Anything that you have read or heard that has influenced your writing:
- A concept or idea
- A paraphrased quote
- A direct quote
- Personal communication
- Class notes
- Script or screenplay
- A contestable argument

General knowledge does not need to be referenced, for example:

*Canberra is the capital of Australia.*

But if you read that

*‘The Yass – Canberra plains were chosen because of the snow in Dalgety …’* this would have to be referenced.

A contestable argument that would need to be referenced may be:

*It is a fact that Lady Denman, rather than the Surveyor Scrivener actually proclaimed the name Canberra.*

In-text referencing

This is a short notation within the essay, report or written answer, indicating where the source of the information or idea can be found.

- Always include the author’s surname, the year of publication and the page number(s) if available.
- If there is no author use the title of the work.
- If the author is not known but the organisation is known list the organisation as author.
What is the difference between a Bibliography and a List of References?

A bibliography is comprehensive, as it lists all the reading you did, including background reading. A list of references, on the other hand, contains only the works you have cited in the text of your assignment.

Using referenced quotes

- Use quotes wisely and don’t use too many – no more than 10% of the essay or report.
- Direct quotes (word for word) should be kept to a minimum.

Avoid making your essay/report just a chain of quotes, as this does not show any evidence that you have understood or evaluated what you have read.

Direct quotes

- Short Quotes
  If the quotation is less than about thirty words, it should be contained within the text inside single quotation marks.

  *For example:*
  Cultural planning in regional communities is central to providing services other than roads, rates and rubbish. Academic and arts critic Drew Blundell claimed ‘a town without art is a place without heart’ (2009, p.60).

- Longer quotes
  Longer quotations should be set out as separate passages without quotation marks. The passage should be indented and typed in a smaller font or narrower line spacing than the rest of your text.

  *For example:*
  Many local government advocates believe that planning in regional communities is central to providing services other than roads, rates and rubbish. This strategy is supported by academic and art critic Drew Blundell who argues that

  Regional communities facing the challenges of shifting industries have the opportunity to revitalise and to tap into regional flagship programs if the community cultural programme continues. Bureaucrats bent on changing a successful program risk inflicting more harm on towns that are already hurting (2009, pp. 13-17).

Please note that paraphrased information – ideas, concepts, thoughts and arguments from someone else that you have put in your own words - must also be referenced to acknowledge the source.

*For example:*
Regional cultural programs are critical to the health and well being of a community (Blundell, 2009, pp.13-17).
This guide is based on the Harvard style as set out in Snooks and Co. (rev.) 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons Australia, Ltd., Milton, Qld. Copies are available from all TAFE NSW libraries.

A range of bibliography and reference guides are accessible from your TAFE NSW library website.

**Before using this referencing style check for the style preferred by the Course Coordinator.**

The Harvard style is an author-date referencing system with two key components:

- Citations in the text.
- A reference list at the end of the paper.

**Acceptable abbreviations in the reference list include:**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>ch</td>
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<td>edn</td>
<td>edition</td>
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<td>vol</td>
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</table>

**Some other points to note:**

- Book titles are italicised. Minimal capitalisation is recommended. Capitalise only the first word of the title and any proper nouns.
- There is no comma or full-stop between the authors' names and year of publication. Commas are used to separate all other elements.
- Reference entries always finish with a full-stop.
- Use angle brackets to contain web addresses.
<table>
<thead>
<tr>
<th>Source</th>
<th>In-text referencing examples</th>
<th>Bibliography/ Reference list examples</th>
</tr>
</thead>
</table>
| Single author | The assumption that a child’s personality is largely moulded by parental nurturing has been challenged (Homer 2003, pp. 1-33).  
OR  
Bland (1998, pp.1-33) argued that parents do significantly influence the personality development of their children  
OR  
It was argued by Shaw in 1998 (pp.1-33) that parents do not mould the personality of their children to any significant extent. | Homer, OJ 2003, *Contemporary Australian Families*, Odyssey Press, Melbourne, Vic.  
OR  
OR  
[No edition number is given if the source is the first edition of a publication] |
| Books by multiple authors | It has been argued that early exposure to commercial television inhibits creativity in children. (Black, Smith & Carver 2006, p. 59-63).  
OR  
Wilkinson, Blundell & Martin in 2010 (pp.14-50), suggest that violence in the media desensitises audiences to real violence.  
OR  
‘Violence in cartoons can be harmful to toddlers...’ (Mason et al 2009, p.7).  
OR  
OR  
[If more than three authors, list the first author’s name followed by et al in the in-text referencing and list all authors in the bibliography/reference list] |
| Two or more books in one year by same author | Employers look for communication skills in all areas (Rushton 2007a, pp.27-31). | Rushton, L 2007a, *Communicating Culture*, People’s Press, Lima.  
[List books in alphabetical order by title] |
| No date | Academic study is more challenging (Douglas nd, p.203) ... | Douglas, G nd, *Studying at University: a Student Guide*, Waupub, Walcha, NSW. |
[Refer to the editor(s) as if they were the author] |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Compiled works</td>
<td>Lewis (2008 p.65) argued that individual action on climate change is driven by multiple factors.</td>
<td>Lewis, C 2008, ‘Grass Roots Influence’ in Garret, P, Wong, S &amp; Turnbull, J (eds), 2010, <em>Community Coherence and Social Caretakers</em>, Trinity Press, Shanghai, China.</td>
</tr>
<tr>
<td>When one author refers to another</td>
<td>Ocean acidity is rising (Brown in Jones 2010, p.34).</td>
<td>Jones, G 2010, <em>Ocean Acidity</em>, Teatree Press, Darwin, NT.</td>
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<td></td>
<td><strong>[Name the original author, then the secondary author]</strong> Brown (quoted in Jones 2010, p.34) suggests that ‘acidity levels in....’</td>
<td>Brown, D 2009, <em>Fish Stock in Shock</em>, University Press, Brisbane, QLD. Jones, G 2010, <em>Ocean Acidity</em>, Teatree Press, Darwin, NT.</td>
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<td></td>
<td><strong>[If you use a direct quote cited by another author]</strong></td>
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<tr>
<td>Translated book</td>
<td>Popowski’s (1796) work provides an approach to the subject that was widely popular at the time.</td>
<td>Popowski, E 1796, <em>The Coming of Age: a Discussion of Rites of Passage</em>, trans. S Muller, Phoenix Press, Baulkham Hills, NSW.</td>
</tr>
<tr>
<td>Organisation as author</td>
<td>‘Student support services are a high priority’ (North Coast TAFE 2010, p.15).</td>
<td>North Coast TAFE 2010, <em>Excellence in Training</em>, TAFE NSW, Sydney, NSW.</td>
</tr>
<tr>
<td>Corporate author</td>
<td>‘Restaurants reviewed in this guide were selected randomly and received no financial rewards’ (Australian Catering and Cafes Council 2011).</td>
<td>Australian Catering and Cafes Council 2011, <em>Good Food Guide</em>, Gourmet Press, Canberra, ACT.</td>
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<tr>
<td></td>
<td><strong>Author unknown</strong> - the title becomes the author. ‘Australia Day has been ruined’ (‘Forget the beer and the barbie’ 2010, p.1).</td>
<td>‘Forget the beer and the barbie’, 2010, <em>Lake Macquarie News</em>, 20 December 2010, p.1.</td>
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<tr>
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[If using an article sourced from a database, provide the title of the database and the Internet address of the referring location] |
| **Personal communications**    | Ms Sarah Towers, youth worker (personal interview 7 January 2007), stated that the anti-graffiti project would begin in early June.  
OR  
In a telephone conversation on 7 January 2007, youth worker Sarah Towers explained... | [Information obtained by conversation, letter, interview, blog or email, without supporting data is referenced in the text only, NOT in the bibliography] |
| **Government publications**    | The number of Australian households with access to the Internet grew in the years 2008 to 2009 (Australian Bureau of Statistics 2010).  
OR  
OR  
| **Acts of Parliament**         | Marriage is a union between a man and a woman (Marriage Act 1961)  
[Future references do not include the date] | *Marriage Act 1961* (Cwlth).  
OR  
| **Lecture notes**              | 'Illegal or unauthorised access to information does not leave a theft record' (Thomas 2010). | Thomas, B 2010, *Security and controls*, lecture notes, Systems Design BCO3144 Victoria University, delivered 2 September 2010.  
[Use the lecturer’s name as source of lecture note, add Course Name and Code] |
<table>
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<td></td>
<td>[Works without an author are listed by the first significant word in their title]</td>
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<tr>
<td><strong>Online video</strong></td>
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<tr>
<td>Author known</td>
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<td></td>
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<tr>
<td><strong>Webpage</strong></td>
<td>People are now using technology to assist their writing of poetry (<em>Overload Poetry Festival</em> 2011).</td>
<td><em>Overload Poetry Festival</em> 2011, Beat, viewed 16 February 2012, <a href="http://www.beat.com.au/content/overload-poetry-festival-0">http://www.beat.com.au/content/overload-poetry-festival-0</a>-</td>
</tr>
<tr>
<td>Author unknown</td>
<td>[If author is unknown use the title of the text]</td>
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<tr>
<td>[If author is unknown use the title of the text]</td>
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OR

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<tr>
<td>Wiki</td>
<td>(Robotics wiki 2010) or Robotics wiki (2010) defines ...</td>
<td>Wiki</td>
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<td></td>
<td>[State the owner of the blog or wiki (if known), year, title, weblog or wiki (post or article), view date, and then URL]</td>
<td></td>
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<tr>
<td></td>
<td>[Note: Anyone can contribute to a blog or a wiki - (write, review and edit) - there is no evidence that information is reliable]</td>
<td></td>
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</table>
| Motion pictures, videos and DVDs | The life of a shearer is conveyed powerfully in *Sunday too far way* (motion picture 1975). The video recording *Grumpy meets the orchestra* (2009) highlights a range of musical styles. [In- text references to these sources should include the title, date of production and the material type] | Sunday too far away 1975, motion picture, South Australian Film Corporation, Adelaide. 
[Format: use motion picture, video recording, DVD] |
[List the artist, year, track, album title, audio recording, recording company and place] |
Sample Harvard Bibliography

Your Bibliography should appear on a separate page at the end of you assignment. List your sources in alphabetical order as in the example below.


Brown, D 2009, *Fish Stock in Shock*, University Press, Brisbane, QLD.


Popowski, E 1796, *The Coming of Age: a Discussion of Rites of Passage*, trans. S Muller, Phoenix Press, Baulkham Hills, NSW.


