

### HARVARD (AUTHOR –DATE) REFERENCING SYSTEM

(Reprinted from TAFE Hunter Institute Libraries 2004)

**Referencing is a standardized method of acknowledging sources of information & ideas that you have used in your assignment. This information may have come from a wide variety of materials, including books, journals, and audiovisual or online sources. Direct quotations, facts & figures, as well as ideas & theories should be referenced. Plagiarism results when ideas, and/or words from another person are passed off as a student's work. Paraphrasing or rewording another person's work, without acknowledging the source of the idea is also regarded as plagiarism. The most commonly used system for referencing is the Harvard (Author-Date) Referencing System.**

***When preparing an assignment be aware that you are expected to:***

***Provide a list of references*** (BIBLIOGRAPHY), which were used in completing the work. This list should appear at the end in alphabetical order, by author.

***Provide references in the text*** (IN TEXT REFERENCING) to any material you quote, paraphrase or summarise.

This will include Author's surname and year of publication. Also provide page numbers and single quotations around any particular passages you quote in entirety.

Prepare for referencing from the moment you begin your research. Keep a record of your sources so that you are able to verify your statements.

#### **You will need to keep a record of all bibliographic details.**

For a book this includes

The author's full name/initials

The year of publication

The title

The edition/volume number

The publisher's name

The place of publication

These can usually be found on the front & back of the title page.

For a journal article this includes

The author's full name/initials

The year of publication

The title of the article

The title of the journal

The volume & issue number of the journal

The page numbers of the article

For all electronic information, in addition to the above you should also note

The date you accessed the information

The database name and/or

The Web Address (URL)

## HOW TO PROVIDE IN-TEXT REFERENCING

*List Author's surname; year of publication: page number if quoting information directly.*

### ONE AUTHOR

Blainey (1966) has shown that improved rates of nutrition

OR

Improved rates of nutrition were important to the voyage's success (Blainey, 1966)

**NOTE ON DIRECT QUOTATIONS-** *Use single quotation marks around any text you are quoting*

Blainey (1966, p11) states that 'Improved nutrition was a major factor in Cook's continuing success after 1770'

### TWO OR THREE AUTHORS

*If more than one author has produced the work, then all authors should be mentioned the first time the work is referenced.*

A recent study (Runstein and Haber, 1989)

In future references this can become "Ongoing research confirmed this (Runstein et al, 1989)..."

### MORE THAN THREE AUTHORS

*Use the first author only, followed by, et al.*

King, et al.(1989) discussed the glossary of terms

### CITATIONS FROM SECONDARY SOURCES

When one author refers to another within a text, it is necessary to cite both authors.

140 hostages were taken at this battle (Smith, cited in Jones 2002)

OR

Smith (cited in Jones 2002) reported that....

### JOURNALS

Referenced in a similar fashion to books

Shea (1959) recognised this problem

OR

Shea (1959, pp504-522), in an early study of these phenomena, argued that

OR

In an early study of these phenomena (Shea, 1959, pp504-522)

### NEWSPAPERS

Same as books

David Mason reported in the Sydney Morning Herald (15 January, 2004, p26.) that ...

Unless there is no author

The Sydney Morning Herald (15 January, 2000, p.26) reported that ...

### VIDEOS

Include the title in italics, and date of production

Strictly ballroom (1992) highlighted the dance culture ...

### PERSONAL COMMUNICATION

List Author, year and date of transmission

*In 2004, the Manager of GMA, Mr Peter Emslie (21 January, email) stated that trade relations are improving.*

OR

*It has been confirmed that the Prime Minister will retire in June 2004. (M. Latham 2004, pers. comm., 5 February)*

OR

*In an interview on 5th February 2004, Mr M Latham confirmed that the Prime Minister would retire in June of this year.*

## HOW TO CREATE BIBLIOGRAPHIES

*A bibliography should cover all works that may have informed and influenced your thinking, not just those you may have cited within your assignment.*

*All entries are alphabetically ordered, by author's surname. The format, including capitals and punctuation, is as follows. The title is italicised.*

**Author's surname, Author's first name or initial. Year of publication, Book title, Publisher, Place of publication.**

### **ONE AUTHOR**

Zimbardo, P.G. 1992, Psychology and life, Harper Collins, New York.

### **TWO OR THREE AUTHORS**

Brown, P.L., Jones, W.T. & Barrow, L.N. 1996, Television Violence, Bridge, Sydney.

### **NO AUTHOR**

Engineering Practices Today 2001, Engineering Publications, Los Angeles.

### **NO PUBLICATION DATE**

Field, K, n.d., The Taming of Parramatta, Antipodean Press, Sydney.

### **EDITOR**

Kastles, T. (ed), 1998, Survey of historical sites, Apex Press, Melbourne.

### **EDITION AND/OR VOLUME STATEMENTS**

*Any edition other than the first, is noted after the title, and also after any volume information.*

Smith, K.P. 1998, Dictionary of Law.vol.2, 4th edn, Europa Publications, London.

### **ENCYCLOPEDIAS**

'Steam engines' 1997, World Book Encyclopedia, vol. 11, World Book International, London, pp. 161-8.

### **JOURNALS**

*Journal entries include volume and issue number, plus page numbers & italicised journal name.*

McPherson, J. 1996, 'The differences between TAFE and school', Education Today, 6,(2), pp3-7.

### **ELECTRONIC JOURNAL ARTICLES (e.g. Infotrac, ANZRC)**

Same as journal entry (above), but add details of database and date of access.

List Author. Year of publication, 'Article name', Journal name [Online] or [CD-ROM], volume, issue, page no. Available from: Database name, [Accessed: date of access.]

Matthews, G. 1998, 'Internet economics: the net in Australia', Business Economics Review [Online], vol 4, no.343, pp3-5. Available from: Infotrac, [Accessed: 30 January, 2003.]

### **NEWSPAPER ARTICLES where the author is known**

Leech, G. 1993, 'Call for research shakeup', The Australian, 11 August, p.13.

### **NEWSPAPER ARTICLES where the author is not known or not obvious**

Provide all the details in the in-text citation only. No bibliographic reference required.

## **VIDEOS**

Should include title and date of production. If video details are not easily found, check the library catalogue for these details.

Audiovisual items should provide:

Title, date of recording, format, Publisher, Place of recording, Special credits  
The Role of Supervision 1998, videorecording, Education Films, Bendigo, Victoria.

## **PERSONAL COMMUNICATIONS**

### **(INTERVIEWS and EMAILS)**

*These do not need to be included in a reference list. However, if you need to acknowledge the organisation a person represents, provide the following detail.*

It has been stated that the tragedy was avoidable [J.Kennedy [Australian Institute of Sociology] 2000, pers.comm.24 April]

## **INTERNET**

List the Author, Year, Title [Internet].Publisher. Available from: URL [Accessed date of retrieval].

Jones, K.2003.Avoiding tax [Internet]. Department of Agriculture. Available from:  
<http://www.agric.nsw.gov.au> [Accessed 11 June 2003]

## **Need more help??**

For help or further information in creating your bibliography or in text references, talk to your friendly librarian or go to our website at:

<http://hitwww.tafensw.edu.au/libraries/> from within a TAFE campus

**OR**

<http://www.hunter.tafensw.edu.au/libraries/> from outside TAFE  
and click on **Information Skills** and then **Reference**, then follow the links in the left column.

**OR**

<http://www.newcastle.edu.au/service/library/guides/referencing.html#authordate>

on the Newcastle University's Library page.