



# Referencing guide

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# The Harvard System of Referencing

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When you refer to another person's ideas or direct words in the text of your essay you must acknowledge that person. You must acknowledge their contribution to your writing in two places.

The first is in the body of your essay at the point where you use their idea or words. This is called **in-text referencing**. The second is at the end of your essay under the heading 'References' or 'Reference list'. Please note that it is not called a bibliography. This is called **end-text referencing**.

## In-text referencing

**For a direct quotation** (when you use another author's actual words) record:

- The author's surname
- The year of publication
- The page number

For example: "Blyton's writing makes allusions to the homosexual relationship between Noddy and Big Ears" (**Smith 1996, p. 66**).

Take note of the comma after the year and the small 'p' for the page number followed by a full stop. This information does not need to be recorded in bold print. It is done here simply to draw it to your attention.

This could also be written: **Smith (1996, p. 66)** states that "Blyton's writing makes allusion to the homosexual relationship between Noddy and Big Ears."

Note: In this example, the author's surname is part of your sentence and so is not placed in brackets. The year of publication and the page number follow the surname and are in brackets.

An author may be a person who wrote, edited or translated the work or a corporate organisation (e.g. CSIRO) or a government department (e.g. NSW Police Service) which sponsored the work.

If the year of publication is not available, write **n.d.** This signifies no date and shows that you have not simply forgotten to enter the year.

**Books and articles with up to 3 authors** should acknowledge all surnames each time they are recorded.

With **books and articles with more than three authors**, use the surname of the first author and 'et al.' (This is a Latin phrase meaning *and the others*).

For example: A book written by Burgoon, Wilson, Mathers and Becker in 1992 can be referenced as (**Burgoon et al. 1992, p.137**)

If personal comments from lecturers or interviewees are used in an essay, they are acknowledged in the text only and are not included in the Reference List. The in-text reference should include surname, date (and person's position if it is important). Use the format: (**Brownlow, J.A. 2001, pers. comm., 1 April**) or include the reference in your text:

"In an interview I had with Inspector Wilson in August 2001, her membership of the Socialist party was revealed for the first time."

**For the use of an author's ideas/facts, but not a direct quote:**

A **paraphrase** = the expression of an author's ideas/facts in your own words, not as a direct quote. If you have simply taken a quote and summarised it in your own words (paraphrased) you should still write the surname, year and page number in the same way as you did for the direct quote. A paraphrase is not enclosed in inverted commas. For example:

Eye contact is an effective form of non-verbal communication (**Robbins 2001, p.58**).

If you have summarised the main idea of a whole article, chapter, book or pamphlet, the page numbers are not needed. For example:

Two recent criticisms of Enid Blyton's writing have been the suggested homosexual relationship between Noddy and Big Ears and the notion of racism evident towards the Golliwog (**Smith 1996**).

**Quoting from a secondary source:**

Occasionally you may need to quote from an author who is already quoted by the author of the book you are reading (secondary source). Record information in the order given in this example:

**Brown (1998, p.29 cited in Smith 2001)** also disputes the nature of relationships between Blyton's characters.

Brown is the primary author's surname. The primary author is the first author, the one who wrote first and has the earliest year of publication.

1998 is the year Brown's work was published. It was quoted (or cited) in Smith's work. Smith is the author of the secondary source that was published in 2001. This is the one you are reading from.

For example, if you use a direct quote from a secondary source you should use the following method:

'Violence is the last resort of the incompetent' (**Asimov 1974, p.26 cited in Carter 1990**).

However, it is better to go back to the original source if possible.

Books and articles with up to three authors should acknowledge all surnames each time they are recorded.

In-text online references are acknowledged in the same way as books.

## End-text referencing

In the **Harvard** system this is called a **Reference List**. It is **not** a Bibliography. It is a list of all the books or other sources that you have actually referred to in the text of your essay. You do not record the books you may have looked at but did not refer to in your essay. With the Harvard system, you only use a Reference List.

The **Reference List** should:

- Be on a separate page at the end of your essay.
- Be set out in alphabetical order according to you author's surname, regardless of the type of source being used.
- Have a matching In-text Reference under the same surname.
- Be set out **exactly** as follows.

Author's surname, Initials. Year of publication, *Title in italics*. Edition (if not first). Publisher, Place.

Please note the punctuation. Here are some examples:

### For Books, Pamphlets and Brochures:

Smith, D.P. 1996, *A criticism of Blyton's writing*. 3<sup>rd</sup> edn. Penguin, Sydney.

### For References cited from an Intermediate Source:

Adams, P. 1996, *The Way to Go*. Allen & Unwin, Sydney, quoted in Cowdrey, C. 1997, *Australian Pathways*. Penguin, Canberra, p.64.

### For an Article or Chapter in an Edited Book:

Palmer, M.1992, Controlling Corruption. In *Policing Australia: old issues new perspectives*, eds. P. Moir & H. Eijkman. MacMillan, Melbourne.

### For an Article within a Journal (periodical):

Smith, D.P. 1996, Characters and Cops. *Australian Policing Journal*, **19**(5), pp.323-342.

Please note: It is the journal name, not the article title, that is recorded in italics or underlined. The volume number is typed in bold and the issue number is in brackets.

### For a Newspaper Article:

Smith, D.P. (1996). The Great English Debate. *The Sydney Morning Herald*, 8 August, 1999. p.6.

Or, when there is **no author**:

*The Sydney Morning Herald* 8 Aug.1999, Great English Debate. p.6.

NSW Police Service Information and Intelligence Centre 1999, *Analysis of the Crime Environment*. (CD Rom). NSW Police Service.

### For Internet Sources (World Wide Web):

The same basic information is required as when referencing a book, with the addition of the version (if available), the file address (URL) and the date you visited (accessed) the site.

Goldie, N. 1999 *CSIRO Media Release: Korea, Australia to share environment satellite* (online). 20 May 1999, <http://www.csiro.au/news/mediarel/mr99107.html> [Accessed 26 Mar. 2001]

**Punctuation must be exact. Be particularly careful in recording stops and slashes.** The file address should be typed along the same line. Where the author is unnamed follow the same process as for newspaper articles and begin with the title.

*A tutorial for creating www pages* (online). 1995, Version 1.5. <http://www.mcli.dist.maricopa.edu:80/tut/> [Accessed 9 Aug. 1995]

When the publication date is not available use 'n.d.' where the date normally should be.

Galimany, M. n.d. *A visual aspect: images of the State Library of Victoria* (online). <http://www.slv.vic.gov.au/slv/exhibitions/pictures/7/> [Accessed 18 Jan. 2001]

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