

Citing and Referencing - Harvard Style

In-text Citing

The purpose of in-text citing is to credit the source from which you obtained the information. You must cite if the information was a new idea or concept which you had not previously known, if you are stating evidence which is not your own or you are quoting someone. Citing tells the reader that the information presented is not the writer's and crediting the source. All in-text citing is the first two items of the referenced source.

In the text of your essay or thesis you should identify your source by giving, in parentheses, the author's name and year of publication of the work to which reference has been made. From the textual reference, the reader can turn to the alphabetical list of references for full publication details. If directly quoting from a work use single quotation marks and relevant page number.

For example:

Larsen (1971) was the first to propound the theory.

OR

The theory was first propounded in 1970 (Larsen 1971).

For example:

Larsen (1971, p. 245) noted 'many of the facts in this case are incorrect'.

OR

'Many of the facts in this case are incorrect' (Larsen 1971, p. 245).

Reference List

The purpose of referencing is to provide more information about the source to the reader. By reading the reference list the reader is able to look up the source for further reading and research. References are always listed in alphabetical order. The following methods are in order of preference.

At the end of your work you should include a list of ALL the references you have cited in your text. In the Harvard Style sources that are not cited in the text but are relevant to the subject may be listed separately as a bibliography. The same method of presentation is used for both a list of references and a bibliography.

The Reference List is arranged alphabetically by author, and thereafter chronologically, starting with the earliest date.

For example:

Jones, AB 2000, ...

Jones, B 1995, ...

Smith, AK 1990, ...

Smith, AK 1995, ...

Stein, B 2003 ...

Stein, B & Reynolds, JS 1995, ...

Stein, B & Reynolds, JS 2000, ...

Style manual for authors, editors and printers 2002, ...

Yarbro, CH, Frogge, MH, Goodman, M & Groenwald, SL 2000, ...

Young, JC 1988a, ...

Young, JC 1988b, ...

The format of the citation depends on the nature of the work, ie. whether it is a book, journal article, website, etc.

In general the order of elements contained within each reference should include: author – date – title of work – title of larger work (if any) – publishing details – date of access (if electronic).

Apart from the author and date, each element is separated from the others with a comma and the citation finishes with a full stop.

Authors

Whatever type of work you are referencing, the way you list the authors' names depends on the number of authors.

	In-text citation	Reference list
<p>One author</p>	<p>(Jones 1995) or Jones (1995) states.....</p>	<p>Jones, B 1995, <i>Sleepers, wake! technology and the future of work</i>, 4th edn, Oxford University Press, Melbourne.</p>
<p>Two or three authors</p> <p>Where there is more than one author, the in-text citation in parentheses will use an ampersand (&) to join them, whilst if the reference is part of the sentence you use the word 'and.'</p>	<p>(Stein & Reynolds 2000) or Stein and Reynolds (2000) argue.....</p>	<p>Stein, B & Reynolds, JS 2000, <i>Mechanical and electrical equipment for buildings</i>, 9th edn, John Wiley & Sons, New York.</p>
<p>Four or more authors</p> <p>If there are four or more authors only include the first author in your in-text citation, adding the words 'et al.' meaning 'and others.' However the Reference List should include all authors.</p>	<p>(Yarbro et al. 2000) or Yarbro et al. (2000) have found.....</p>	<p>Yarbro, CH, Frogge, MH, Goodman, M & Groenwald, SL 2000, <i>Cancer nursing</i>, 5th edn, Jones and Bartlett, Boston.</p>
<p>Several works by same first author and year</p> <p>Single author entries precede references with multiple authors beginning with the same name.</p> <p>A 2-em rule can be used to replace the authors' name(s) that are repeated.</p>	<p>(Heyland 2001) or Heyland (2001) reports.....</p> <p>(Heyland & Novak 2001) or Heyland and Novak (2001) reports.....</p>	<p>Heyland, DK 2001, 'In search of the magic nutraceutical: problems with current approaches', <i>Journal of nutrition</i>, vol. 131, no. 9, p. 2591S.</p> <p>---- & Novak, F 2001, 'Immunonutrition in the critically ill patient: more harm than good?', <i>JPEN: Journal of parenteral and enteral nutrition</i>, vol. 25, no. 2, p. S51.</p>
<p>Several works by same author and year</p> <p>If you are referring to several works by the same author or group of authors from the same year, designate these a, b, c, with the order of the listing based on the letter-by-letter alphabetical order of the title of the work.</p>	<p>(Porter 2001a) (Porter 2001b) or Porter (2001a) states.... or according to Porter (2001b) ...</p>	<p>Porter, ME 2001a, 'Japan: what went wrong.' <i>Wall Street Journal - Eastern Edition</i>, vol. 237, no. 56, p. A22.</p> <p>--- 2001b, 'Strategy and the Internet.' <i>Harvard Business Review</i>, vol. 79, no. 3, p. 62.</p>
<p>No author given</p> <p>Where an item has no named author it is cited by its title.</p>	<p><i>Style manual for authors, editors and printers</i> (2002)</p> <p>or</p> <p>According to the <i>Style manual for authors, editors and printers</i> (2002) ...</p>	<p><i>Style manual for authors, editors and printers</i> 2002, 6th edn, John Wiley & Sons, Australia.</p>

Examples

Website documents

Author/editor. Year of document, *Title of document – italicised*, name of the sponsor of the source, date of viewing, URL.

If you have complete information:

Author's name/organization/school, year/updated/accessed, 'Title', *Publication Title*, date, viewed on, URL

If you are missing information:

'Title', year/updated/accessed, *Publication Title*, date, viewed on, URL

'Title', year/updated/accessed, *Internet website title*, date, viewed on, URL

Example:

AVEL: Australasian Virtual Engineering Library 2003, *AVEL Sustainability Knowledge Network*, AVEL, viewed 12 March 2004, <<http://www.avel.edu.au/>>.

e-Journal article

To reference articles from the RMIT database simply reference them like you would hardcopy journal articles, plus the database used.

Author(s) of article - surname and initials, Year of publication, 'Title of article - in single quotation marks', *Journal name - italicised*, volume number, issue number (date of publication, if no vol. and iss. number), page number(s), database.

If you have complete information:

Author's name/organization/school, year, 'title', *publication title*, volume, issue; page, database

If you are missing information:

'Title', year, *Publication Title*, volume, issue/date; page, database

Example:

Bechtel, M. 2004, 'Faces in the Crowd', *Sports Illustrated*, vol. 101, no.17, pp. 35, Academic Research Library.

Bechtel, M. 2004, 'Faces in the Crowd', *Sports Illustrated*, 28 June 2004, pp. 35, Academic Research Library.

Journal article

Author(s) of article - surname and initials Year of publication, 'Title of article - in single quotation marks', *Journal name - italicised*, volume number, issue number, page number(s).

Example:

Zivkovic, B & Fujii, I 2001, 'An analysis of isothermal phase change of phase change material within rectangular and cylindrical containers', *Solar energy*, vol. 70, no.1, pp. 51-61.

Book

Author(s) of book - surname and initials Year of publication, *Title of book - italicised*, Edition. Publisher, Place of publication.

Examples:

Jones, B 1995, *Sleepers, wake!: technology and the future of work*, 4th edn, Oxford University Press, Melbourne.

Book chapter

Author(s) of chapter - surname and initials Year of publication, 'Title of chapter - in single quotation marks', [in] Author of book (if different), *Title of book - italicised*, Edition, Publisher, Place of publication, Page number(s).

Example:

Crawford, RJ 1998, 'Plastics available to the designer', in *Plastics engineering*, 3rd edn, Heinemann-Butterworth, Oxford, pp. 6-18.

Newspaper articles

Author(s) of article - surname and initials Year of publication, 'Title of article - in single quotation marks', *Newspaper name - italicised*, day month, page number(s).

Example:

Tobler, K & Kerin, J 2002, 'Hormone alert for cancer', *The Australian*, 10 July, p. 1.

Note: if the newspaper article does NOT have an author then provide details in-text citation only, NOT in the Reference List.

For example: *The Australian* (10 July 2002, p.1) states.....

Film, videos, TV and radio programs

Title of program – italicised date of recording, format, publisher, place of recording, date viewed.

Example:

What are we going to do with the money? 1997, television program, SBS Television, Sydney, 8 August.

Or

Swiss ball: exercises for performance and function 1999, video recording, Galaxy Leisure Corporation, 3 February.

Note: the in-text reference would be to the title of the program, also in italics.

Conference paper

Author(s) of paper - surname and initials Year of publication, 'Title of paper - in single quotation marks', [in] Editor (if applicable), *Title of published proceeding which may include place held and date(s) - italicised*, Publisher, Place of publication, page number(s).

Example:

Kovacs, GL 1994, 'Simulation-scheduling system using hybrid software technology', in *Computer Integrated Manufacturing and Automation Technology: Proceedings of the 4th International conference*, Troy, New York, October 10-12, 1994, IEEE Computer Society Press, Los Alamitos, California, pp.351-356.

Thesis

Author of thesis - surname and initials Year of preparation of thesis, 'Title of thesis – in single quotation marks', Award, Institution under whose auspices the study was taken.

Example:

Garland, CP 1986, 'Structure and removal of non-cellulosic components of eucalypt woods', MAppSci thesis, Royal Melbourne Institute of Technology.

Reports

Author(s) of report - surname and initials Year of publication, *Title of report - italicised*, Report series code and number, Sponsoring body or body issuing report series, Publisher (if different from sponsoring body).

Example:

Kogan, P, Moses, I & El-Khawas, EH 1994, *Staffing higher education : meeting new challenges : report of the IMHE project on policies for academic staffing in higher education*, Higher education policy series, no. 27, Jessica Kingsley Publishers, London.

Patents

Name(s) of inventor. Name(s) of assignees, *Patent title - italicised*. Patent number Date of patent (including day and month).

Example:

Wilmott, JM & Znaiden, AP Avon Products Inc., *Cosmetic preparation incorporating stabilized ascorbic acid*, U.S. patent 4,983,382 Jan. 8 1991.

CD-ROM

Author/editor. Year, *Title – italicised* (edition), CD-ROM, Publisher, Place of publication.

Example:

Young, B & Heath, J 2000, *Wheater's functional histology : a text and colour atlas*, 4th edn, CD-ROM, Churchill Livingstone, Edinburgh.

Discussion list message

Author <author's email address> Year of posting, title of posting – in quotation marks, description of posting, date and month of posting, name of list owner, date of viewing, <URL>.

Example:

Shively, E <chminf-l@listserv.indiana.edu> 1997, 'CA pre-1967 information', list server, 1 July, *Chemical Information Sources Discussion List*, viewed 3 July, <<http://listserv.indiana.edu/archives/chminf-l.html>>.

Personal communication

Information gained through personal communication, either – face-to-face interview or conversation, telephone call, facsimile, letter, email, etc. – should be provided as an in-text citation. Details of personal communications **do not** need to be included in the Reference List.

The information, including day, month and year, is provided in the text, or parenthetically. Details of the organisation that the person represents may also be included. **Note** that initials *precede* the family name.

Examples:

When interviewed on 24 April 1999, Ms S Savieri confirmed.....

Ms S Savieri confirmed this by facsimile on 24 April 1999.

It has been confirmed that an outbreak occurred in Shepparton (S Savieri 1999, pers. comm., 24 April).

Ms S Savieri (Australian Institute of Criminology) confirmed this by email on 24 April 1999.

It has been confirmed that an outbreak occurred in Shepparton (S Savieri [Australian Institute of Criminology] 1999, pers. comm., 24 April).