Quick Guide to Harvard Referencing

For more information see the Harvard Referencing Guide at: libguides.newcastle.edu.au/referencing/harvard

Produced by the University of Newcastle Library, August 2018.
Based on the Style Manual for Authors, Editors and Printers, 6th edition, using the Monash Harvard style

Index:
Harvard Basics  1
Journal Articles    2
Books & eBooks     3
Web Resources      5
Other Sources      6
Abbreviations      6
HARVARD BASICS

GENERAL

• The Harvard style of author-date referencing is widely accepted in academic publications, although you may see a number of variations in the way it is used. This guide is based on the Monash version of Harvard. Check your Course Outline for any variations required or consult your lecturer.

• References cited in your assignment text (in-text citations) must appear in the reference list and vice versa, except for ‘personal communications’.

IN-TEXT CITATIONS

• When inserting a citation into the text of your document, include the author’s surname and the year of publication, enclosed in parentheses, e.g. (Smith & Jones 2016). This brief citation allows the reader to find the appropriate full reference in the list at the end of the document.

• An in-text citation can appear anywhere in a sentence, provided that it follows the paraphrasing of the source or a direct quote (see below).

• If you include a direct quote (word-for-word), the in-text citation must include the page number/s where the quotation appeared, e.g. … “correct referencing is a necessity” (Smith & Jones 2016, p. 16). Page numbers are also required when paraphrasing specific information.

• Use “and” when citing authors’ names in sentences and “&” for parenthetical usage, e.g. Smith and Jones (2016) … versus … (Smith & Jones 2016).

• For multiple in-text citations within parentheses, alphabetise citations by first author and add a semi colon (;) between them to differentiate citations, e.g. (Sato & Yamada 2014; Smith & Jones 2016).

• For different authors with the same surname and with the same publication year, include their initials after a comma, e.g. (Smith, A 2017) and (Smith, DL 2017).

REFERENCE LIST

• The reference list starts on a separate page and is always organised in alphabetical order.

THINGS TO LOOK OUT FOR

• When no author is available, cite the work by its title in both its in-text citation, e.g. (‘Bespoke’ 2009), and also in the reference list. In the reference list, ignore articles such as "A", "An", and "The" when alphabetising by title.

• When you have multiple works from exactly the same authors in the same year, alphabetise by title for your reference list and then add a, b, c, and so on after the year to differentiate the references. For example:
  The in-text citation would then be (Acciari 2014a) or (Acciari 2014b), depending on which document you cited.

• When no publication date is available, use n.d. (no date) in the place of the year, e.g. Smith (n.d.) notes that …

• If a DOI (Digital Object Identifier) is available for your source, place it at the end of the reference as shown in the journal article examples below.
# JOURNAL ARTICLES

<table>
<thead>
<tr>
<th>TYPE</th>
<th>IN-TEXT CITATION</th>
<th>REFERENCE LIST</th>
</tr>
</thead>
</table>
| One author  
*Follow this format for articles from library databases or in print* | ... notes its prominence (Acciari 2014)  
*OR*  
| Two authors  
*Follow this format for articles from library databases or in print* | ... notes its prominence (Kummitha & Crutzen 2017)  
| Three authors  
*Follow this format for articles from library databases or in print* | ... support frameworks (Wilson, Cordier & Wilkes-Gillan 2014)  
*OR*  
| Four or more authors  
*For all in-text citations, use only the first author’s name, followed by ‘et al.’*  
*Needs a change* | ... needs a change (Vromen et al. 2017)  
*OR*  
Vromen et al. (2017) suggest ... | Vromen, A, Loader, BD, Xenos, MA & Bailo, F 2016, 'Everyday making through Facebook engagement: young citizens' political interactions in Australia, the United Kingdom and the United States', *Political Studies*, vol. 64, no. 3, pp. 513-533, doi:10.1177/0032321715614012 |
| Corporate author  
*Written by an organisation or a group* | ... trial (SPRINT Research Group 2015)  
*OR*  
| Reference within an article  
*Secondary source*  
*Where possible, try to access the work being cited, otherwise follow this pattern* | For this example, Baker’s work from 2008 is being quoted in Bail’s 2016 article.  
... was signified (Baker 2008 cited in Bail 2016, p. 1175)  
*OR*  
<table>
<thead>
<tr>
<th>TYPE</th>
<th>IN-TEXT CITATION</th>
<th>REFERENCE LIST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Book without a date</strong></td>
<td><strong>Use n.d. instead of a year</strong></td>
<td></td>
</tr>
<tr>
<td>Where the same authors have written the whole book</td>
<td>… notes a problem (Ashman 2009) OR Ashman (2009) notes that …</td>
<td><em>As the chapter has specific authors listed, reference the chapter not the book.</em> Ashman, A 2009, ‘Contemporary cultures and education’, in A Ashman &amp; J Elkins (eds.), <em>Education for inclusion and diversity</em>, 3rd edn, Pearson Education, Frenchs Forest, pp. 3-34.</td>
</tr>
<tr>
<td>Reference Type</td>
<td>Sample Reference</td>
<td>Example</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Entries from reference works (encyclopaedias, dictionaries, etc.)** | *Use title in the place of author if no author is listed. Note that editors do not count as authors.* | *No author listed:*  
... is tailor-made (‘Bespoke’ 2009)  
*Author listed:*  
... unfortunate condition (Opitz 2015)  
Opitz (2015) contradicts ...  
*No author listed:*  
*Author listed:*  
| **Reference within a book (secondary source)**    | *Where possible, try to access the work being cited, otherwise follow this pattern* | *For this example, Grieve and Gear’s work from 1996 is being quoted in Kirtley’s 2006 book.*  
... the pattern (Grieve & Gear 1996 cited in Kirtley 2006, p. 15)  
OR  
Grieve and Gear (1996 cited in Kirtley 2006, p. 15) suggest a pattern of ...  
*Reference the book (or chapter) you have, not the resource being quoted.*  

Be sure to check with your lecturer if these kinds of resources are suitable for use in your assignments.
## WEB RESOURCES

<table>
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<tr>
<th>TYPE</th>
<th>IN-TEXT CITATION</th>
<th>REFERENCE LIST</th>
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| Web page with author/s listed  
Follows the same author formatting as other resources | … notes its prominence (Palmer 2008)  
OR  
| Web page with corporate author  
Written by an organisation or a group | … in their care (HealthTimes 2015)  
OR  
| Web page without author/s  
Title becomes main entry – use full title in-text; subsequent in-text citation can be abbreviated | … its demise (*$250$m funding boost for malaria vaccine 2003*)  
**Subsequent entries:**  
| Web page without a date  
Use (n.d.) instead of a year | … in assessment (Australian College of Midwives n.d.)  
OR  
| Online document  
Provide description as required, e.g. fact sheet, brochure, pamphlet, policy brief | … is important (Hand Hygiene Australia n.d.)  
OR  
| Government report  
Use the name of the department as noted on the document | … in bats (Queensland Health 2014)  
OR  
| Research report  
Use the name of the department as noted on the document | … that year (United Nations 2013).  
OR  
| Conference paper published online | … notes its prominence (Bland 2010)  
OR  

*In this case there is a copyright date at the bottom of the page, but it is a footer repeated across every page on the site – it is not a true creation date.*
### YouTube and other streaming video

... colour (Vsauce 2013)

**OR**

Vsauce (2013) posits that ...

Vsauce 2013, Is your red the same as my red?, online video, viewed 15 February 2018, https://www.youtube.com/watch?v=evQsOFQju08

### Podcast

... has ended (Rissian 2012)

**OR**

Rissian (2012) notes ....


## OTHER SOURCES

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<tr>
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<th>REFERENCE LIST</th>
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<tbody>
<tr>
<td>Lectures and PowerPoints Online</td>
<td>... notes its prominence (Smith 2018)</td>
<td>Smith, J 2018, EDUC3065 Diversity and Inclusion in Early Childhood: pedagogy and inclusion, online course materials, Semester 1, 2018, University of Newcastle.</td>
</tr>
</tbody>
</table>
| Personal communication              | ... was confirmed in her interview (C Dresden 2018, pers. comm. 15 February)                        | Personal communication is not included in your reference list.  
**Be sure to obtain the permission of the person being referred to.**  
**Be sure to check with your lecturer if these kinds of resources are suitable for use in your assignments.** |

### ABBREVIATIONS USED IN THE HARVARD REFERENCING STYLE

- **&**: Use an ampersand (&):
  - between two authors or before the final author in your reference list, or
  - within the parenthesis in an in-text citation, e.g. *(Jackson & Burns 2017)*.
  Do not use an ampersand when using authors’ names in your assignment text – use ‘and’ instead, e.g. Jackson and Burns (2017) found that ...

- **ed.** or **eds.**: Used for editor or editors. Do not confuse with edition (below).

- **edn**: Used for editions. You do not need to include edition information for a ‘standard’ first edition.
  Note: Editions contain major revisions – reprints do not, so it is not necessary to include a reprint number.

- **et al.**: This is used in in-text citations when there are four or more authors to mean ‘and others’. All authors are still listed in full in the reference list.

- **n.d.**: Used for references that have no publication/creation date listed.

- **p.** | **pp.** | **para.**:  
  - **p.** is used for single page citations;  
  - **pp.** when multiple pages are involved; and **para.** for websites (count the paragraphs, e.g. **para. 3**).

- **trans.**: Used for ‘translated by’, e.g. **trans. M Tanaka**