

# MHCC Learning and Development

Harvard Referencing Guide  
For students

# Summary of Usage of Harvard Referencing System

(Adapted from University of NSW, 2010)

Referencing allows the author to acknowledge the source of the information being presented. Writers must provide a reference whenever ideas, theories or data are quoted, paraphrased or summarised. People submitting assignments for LDU courses should use the Harvard Referencing Style (also known as the author–date system), to ensure that readers can easily access original sources and further information if they wish. In this style, the document requires two parts: the in-text references and a list of references at the end.

A summary of the Commonwealth Government's *Style manual for authors, editors and printers*' interpretation of the Harvard Referencing Style is included in the table on the next page. The summary has been adapted from guidance by the University of New South Wales (2010).

Citation Source	In-text	List of References
<p><b>To cite a book</b></p>	<p>A page number is required if you are paraphrasing, summarising or quoting directly:</p> <p>(Karskens 1997, p.23)</p> <p>Ward (1966, p. 12) suggests that ...</p> <p>If you are only citing the main idea of the book:</p> <p>(Karskens 1997)</p>	<p>Karskens, G 1997, <i>The Rocks: life in early Sydney</i>, Melbourne University Press, Carlton.</p> <p>Ward, R 1966, <i>The Australian legend</i>, 2nd edn, Oxford University Press, Melbourne.</p> <p>Present full bibliographic details in the following order:</p> <ul style="list-style-type: none"> <li>• author's surname and initial(s)</li> <li>• year of publication</li> <li>• title of publication (in italics and with minimal capitalisation)</li> <li>• edition (if applicable. Abbreviated as 'edn')</li> <li>• publisher</li> <li>• place of publication</li> </ul>
<p><b>To cite a journal article</b></p>	<p>If the page number is required, as it is for summarising, paraphrasing and direct quoting:</p> <p>(Kozulin 1993, p. 257)</p> <p>If you are citing the main idea of the article only:</p> <p>(Kozulin 1993)</p>	<p>Kozulin, A 1993, 'Literature as a psychological tool', <i>Educational Psychologist</i>, vol. 28, no. 3, summer, pp. 253-265.</p> <p>Place the information in the following order:</p> <ul style="list-style-type: none"> <li>• author's surname and initial</li> <li>• year of publication</li> <li>• title of article (between single quotation marks and with minimal capitalisation)</li> <li>• title of journal or periodical (in italics, with words capitalised)</li> <li>• volume number, and if applicable issue number, month or season as well</li> <li>• page numbers of the article</li> </ul>

Citation Source	In-text	List of References
<p><b>To cite an article from a book collection</b></p>	<p>A book collection consists of a collection of articles or chapters, each by different authors, but compiled by editor(s).</p> <p>If you want to cite a particular article/chapter, cite the author(s) of the article in the text:</p> <p>(Curthoys 1997, p. 25)</p>	<p>When you use an article or chapter from a book collection, the title of the article appears in quotations. The title of the book is italicised. For example:</p> <p>Curthoys, A 1997, 'History and identity', in W Hudson &amp; G Bolton (eds), <i>Creating Australia: changing Australian history</i>, Allen &amp; Unwin, Sydney, pp. 23-38.</p> <p>Place the information in the following order:</p> <ul style="list-style-type: none"> <li>• author's surname then initial</li> <li>• year of publication</li> <li>• name of article (between single quotation marks and with minimal capitalisation)</li> <li>• in</li> <li>• initial then surname(s) of editor(s)</li> <li>• (ed.) or (eds)</li> <li>• name of collection (the name on the title page) in italics and minimal capitalisation</li> <li>• publisher</li> <li>• place of publication</li> <li>• page range</li> </ul>
<p><b>To cite an entire book collection</b></p>	<p>If you want to cite the entire book, refer to the editors(s) of the collection in the text:</p> <p>(Hudson &amp; Bolton 1997)</p>	<p>To cite the entire book:</p> <p>Hudson, W &amp; Bolton, G (eds) 1997, <i>Creating Australia: changing Australian history</i>, Allen &amp; Unwin, Sydney.</p>

Citation Source	In-text	List of References
<p><b>Website</b></p>	<p>Insert the person or organisation responsible for the site, and the date of the site's creation or most recent update:</p> <p>(International Narcotics Control Board 1999)</p>	<p>International Narcotics Control Board 1999, United Nations, Vienna, viewed 1 October 2010, &lt;<a href="http://www.incb.org">http://www.incb.org</a>&gt;.</p> <p>Place the information in the following order:</p> <ul style="list-style-type: none"> <li>• author – person or organisation responsible for the site</li> <li>• site date - the date it was created or last revised (usually displayed in the footer of a website.)</li> <li>• name and place of the sponsor of the source (i.e. an “umbrella organisation”)</li> <li>• date the website was viewed</li> <li>• URL between pointed brackets.</li> </ul>
<p><b>A document within a website</b></p>	<p>Insert the name of the author/editor/compiler, and the date the document was created or last revised.</p> <p>(International Narcotics Control Board 1999)</p>	<p>International Narcotics Control Board 1999, International Narcotics Control Board report for 1998, United Nations, Vienna, viewed 1 October 1999, &lt;<a href="http://www.incb.org/e/index.htm">http://www.incb.org/e/index.htm</a>&gt;.</p> <p>Place the information in the following order:</p> <ul style="list-style-type: none"> <li>• author/editor/compiler</li> <li>• date of document - the date it was created or last revised (usually displayed in the footer of the page)</li> <li>• title of document</li> <li>• version number (if applicable)</li> <li>• description of document (if applicable)</li> <li>• name of sponsor of source (i.e. “umbrella organisation”)</li> <li>• date the document was viewed</li> <li>• URL between pointed brackets.</li> </ul>

Citation Source	In-text	List of References
<p><b>To cite from newspapers and magazines</b></p>	<p>If there is no author, list the name of the newspaper, the date, year and page number: (Sydney Morning Herald 7 March 1994, p. 8)</p> <p>If there is an author, cite as you would for a journal article: (Donaghy 1994, p. 3)</p>	<p>An unattributed newspaper article: 'UNSW gains top ranking from quality team', <i>Sydney Morning Herald</i>, 30 February, 1994, p.21.</p> <p>A newspaper article with a named author: Donaghy, B 1994, 'National meeting set to review tertiary admissions', <i>Campus News</i>, 3-9 March, p. 3.</p>
<p><b>To quote from a privately obtained interview or other personal communication</b></p>	<p>Include the abbreviation 'pers. comm.' in your in-text reference: (B Daly 1994, pers. comm., 7 Aug.)</p> <p>Note that the initial(s) precede the surname.</p>	<p>Details of a personal communication do not usually need to be included in the List of References as it cannot be traced by the reader.</p> <p>Before using personal communications, ensure you have the permission of the person with whom you communicated.</p>
<p><b>Brochure</b></p>	<p>In the text, cite the author or authoring body and the date if available: (New South Wales Dept of Primary Industries 2005)</p>	<p>New South Wales Dept of Primary Industries 2005, <i>Saltwater recreational fishing in New South Wales: rules &amp; regulations summary</i>, brochure, NSW DPI, New South Wales.</p> <p>Include as much information as available. The publisher's name may be abbreviated if it is also the author.</p>
<p><b>To cite a work reproduced in a book (e.g. image, poem, or painting)</b></p>	<p>Refer to the work in the text, then include book author, date, page number: De Kooning's 1952 painting 'Woman and Bicycle' (Hughes 1980, p. 295) is an example of ...'</p>	<p>List the book containing the image: Hughes, R 1980, <i>The shock of the new: art and the century of change</i>, British Broadcasting Corporation, London.</p>

Citation Source	In-text	List of References
<b>Government publications</b>	<p>If there is no obvious author or editor, cite the sponsoring agency as the author:</p> <p>(Department of Education, Science &amp; Training 2000)</p>	<p>Give the name of the ministry or agency that has issued the document:</p> <p>Department of Education, Science &amp; Training 2000, <i>Annual Report 1999-2000</i>, AGPS, Canberra.</p>
<b>To cite a part of a publication contributed by someone other than the main author (a preface, introduction etc)</b>	<p>For example, a preface, introduction or foreword contributed by someone other than the author of the publication:</p> <p>Drabble (in Bronte 1978) suggests ....</p>	<p>In the List of References, provide the details of the publication to which the contribution was made:</p> <p>Bronte, E 1978, <i>Wuthering Heights and poems</i>, H Osborne (ed.), Orion Publishing Group, London. Introduction by Margaret Drabble.</p>
<b>To cite unpublished material (thesis, a manuscript, an unpublished paper)</b>	<p>(Ballard 2003, p. 132)</p> <p>(Fitzsimmons 2005)</p>	<p>When citing a thesis in the List of References:</p> <ul style="list-style-type: none"> <li>• put the title between quotation marks and do not use italics.</li> <li>• acknowledge the university where the thesis was undertaken</li> </ul> <p>Ballard, BA 2003, 'The seeing machine: photography and the visualisation of culture in Australia, 1890-1930', PhD thesis, University of Melbourne.</p> <p>An unpublished conference paper:</p> <p>Fitzsimmons, D 2005, 'Who chooses who belongs: tactics and strategies and migrant literature', paper presented at the AULLA &amp; FILLM conference, James Cook University, Cairns, 15-19th July.</p>

Citation Source	In-text	List of References
<b>ABS Statistics</b>	<p>Use the full name in the first in-text reference:</p> <p>(Australian Bureau of Statistics 2005)</p> <p>and use the abbreviation 'ABS' in subsequent references:</p> <p>(ABS 2005)</p>	<p>Australian Bureau of Statistics 2005, <i>New South Wales in focus</i>, Cat. no. 1338.1, Australian Bureau of Statistics, Canberra.</p> <ul style="list-style-type: none"> <li>• name of agency as author</li> <li>• year of publication</li> <li>• title of publication (in italics)</li> <li>• catalogue number</li> <li>• name of publisher</li> <li>• place of publication</li> </ul> <p>If you are viewing the information online, include:</p> <ul style="list-style-type: none"> <li>• date of viewing (if viewed online)</li> <li>• database name (if applicable)</li> <li>• URL (between pointed brackets)</li> </ul> <p>Australian Bureau of Statistics 2007, <i>Internet Activity, Australia, Sep 2006</i>, Cat. no. 8153.0, Australian Bureau of Statistics, Canberra, viewed 11 April 2007, &lt;<a href="http://www.abs.gov.au">http://www.abs.gov.au</a>&gt;.</p>

## References

University of New South Wales 2010, *Harvard Referencing, the In Text System*, viewed 1 March 2011, <<http://www.lc.unsw.edu.au/onlib/pdf/harvard.pdf>>