

TAFE NSW Higher Education

A student's basic guide to bibliographies and referencing: Harvard Style

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Why reference

Most of the work you produce requires referencing to demonstrate that you have researched and considered the ideas of others in researching your topic or presenting your argument.

Referencing is also necessary because it prevents you from 'plagiarising' which can lead to an automatic fail result. Plagiarism is using someone else's thoughts, words or ideas and writing them as if they were your own. It is technically stealing and is a breach of ethics.

Referencing tells the reader where the original idea can be found.

What should be referenced?

Anything that you have read or heard that has influenced your writing:

- A concept or idea
- A paraphrased quote
- A direct quote
- Personal communication
- Class notes
- Script or screenplay
- A contestable argument

General knowledge does not need to be referenced, for example:

Canberra is the capital of Australia.

But if you read that

'The Yass – Canberra plains were chosen because of the snow in Dalgety ...' this would have to be referenced.

A contestable argument that would need to be referenced may be:

It is a fact that Lady Denman, rather than the Surveyor Scrivener actually proclaimed the name Canberra.

In-text referencing

This is a short notation within the essay, report or written answer, indicating where the source of the information or idea can be found.

- Always include the author's surname, the year of publication and the page number(s) if available.
- If there is no author use the title of the work.
- If the author is not known but the organisation is known list the organisation as author.

What is the difference between a Bibliography and a List of References?

A bibliography is comprehensive, as it lists all the reading you did, including background reading.

A list of references, on the other hand, contains only the works you have cited in the text of your assignment.

Using referenced quotes

- Use quotes wisely and don't use too many – no more than 10% of the essay or report.
- Direct quotes (word for word) should be kept to a minimum.

Avoid making your essay/report just a chain of quotes, as this does not show any evidence that you have understood or evaluated what you have read.

Direct quotes

- **Short Quotes**

If the quotation is less than about thirty words, it should be contained within the text inside single quotation marks.

For example:

Cultural planning in regional communities is central to providing services other than roads, rates and rubbish. Academic and arts critic Drew Blundell claimed 'a town without art is a place without heart' (2009, p.60).

- **Longer quotes**

Longer quotations should be set out as separate passages without quotation marks. The passage should be indented and typed in a smaller font or narrower line spacing than the rest of your text.

For example:

Many local government advocates believe that planning in regional communities is central to providing services other than roads, rates and rubbish. This strategy is supported by academic and art critic Drew Blundell who argues that

Regional communities facing the challenges of shifting industries have the opportunity to revitalise and to tap into regional flagship programs if the community cultural programme continues. Bureaucrats bent on changing a successful program risk inflicting more harm on towns that are already hurting (2009, pp. 13-17).

Please note that paraphrased information – ideas, concepts, thoughts and arguments from someone else that you have put in your own words - must also be referenced to acknowledge the source.

For example:

Regional cultural programs are critical to the health and well being of a community (Blundell, 2009, pp.13-17).

This guide is based on the Harvard style as set out in Snooks and Co. (rev.) 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons Australia, Ltd., Milton, Qld. Copies are available from all TAFE NSW libraries.

A range of bibliography and reference guides are accessible from your [TAFE NSW library website](#).

Before using this referencing style check for the style preferred by the Course Coordinator.

The Harvard style is an author-date referencing system with two key components:

- Citations in the text.
- A reference list at the end of the paper.

Acceptable abbreviations in the reference list include:

ch	chapter
edn	edition
ed (eds)	editor (editors)
nd	no date
p (pp)	page (pages)
ser	series
suppl	supplement
rev	revised
vol	volume

Some other points to note:

- Book titles are italicised. Minimal capitalisation is recommended. Capitalise only the first word of the title and any proper nouns.
- There is no comma or full-stop between the authors' names and year of publication. Commas are used to separate all other elements.
- Reference entries always finish with a full-stop.
- Use angle brackets to contain web addresses.

Source	In-text referencing examples	Bibliography/ Reference list examples
Single author	<p>The assumption that a child’s personality is largely moulded by parental nurturing has been challenged (Homer 2003, pp. 1-33).</p> <p>OR</p> <p>Bland (1998, pp.1-33) argued that parents do significantly influence the personality development of their children</p> <p>OR</p> <p>It was argued by Shaw in 1998 (pp.1-33) that parents do not mould the personality of their children to any significant extent.</p>	<p>Homer, OJ 2003, <i>Contemporary Australian Families</i>, Odyssey Press, Melbourne, Vic.</p> <p>OR</p> <p>Bland, R 1998, <i>Are Parents the Problem?</i>, 2nd edn, Papaya Press, Adelaide, SA.</p> <p>OR</p> <p>Shaw, G 2007, <i>Healthy Families</i>, People’s Press, Prahran, Vic.</p> <p>[No edition number is given if the source is the first edition of a publication]</p>
Books by multiple authors	<p>It has been argued that early exposure to commercial television inhibits creativity in children. (Black, Smith & Carver 2006, p. 59-63).</p> <p>OR</p> <p>Wilkinson, Blundell & Martin in 2010 (pp.14-50), suggest that violence in the media desensitises audiences to real violence.</p> <p>OR</p> <p>‘Violence in cartoons can be harmful to toddlers...’ (Mason et al 2009, p.7).</p> <p>[All authors are listed in the bibliography/reference list]</p>	<p>Black, B, Smith, H & Carver, L 2006, <i>Idiot Boxers?</i>, Marigold Press, Melbourne, Vic.</p> <p>OR</p> <p>Wilkinson, K, Blundell, A & Martin, JM 2010, <i>Violence in the Media</i>, Socialist Press, Sydney, NSW.</p> <p>OR</p> <p>Mason, J, Eddie, M, Corliss, H & Black, N 2009, <i>Pacifism is Primary</i>, Spinifex Press, Honolulu, Hawaii.</p> <p>[If more than three authors, list the first author’s name followed by et al in the in-text referencing and list all authors in the bibliography/ reference list]</p>
Two or more books in one year by same author	<p>Employers look for communication skills in all areas (Rushton 2007a, pp.27-31).</p>	<p>Rushton, L 2007a, <i>Communicating Culture</i>, People’s Press, Lima.</p> <p>Rushton, L 2007b, <i>Facilitating Integrated Learning</i>, Waratah Press, Darwin, NT.</p> <p>[List books in alphabetical order by title]</p>
No date	<p>Academic study is more challenging (Douglas nd, p.203) ...</p>	<p>Douglas, G nd, <i>Studying at University: a Student Guide</i>, Waupub, Walcha, NSW.</p>
Edited books	<p>Climate change science is based on empirical evidence, not opinion (Parnaut 2011, p.67).</p>	<p>Parnaut, H (ed) 2011, <i>Climate Change Conspiracy?</i>, Phoenix House, Melbourne, Vic.</p> <p>[Refer to the editor (s) as if they were the author]</p>

Source	In-text referencing examples	Bibliography/ Reference list examples
Compiled works	<p>Lewis (2008 p.65) argued that individual action on climate change is driven by multiple factors.</p> <p>[In text, refer only to the specific item that you use. The details of the book it was published in are listed in the bibliography]</p>	<p>Lewis, C 2008, 'Grass Roots Influence' in Garret, P, Wong, S & Turnbull, J (eds), 2010, <i>Community Coherence and Social Caretakers</i>, Trinity Press, Shanghai, China.</p> <p>[These are books where each chapter or item is contributed by a different author or where someone compiles a collection of works]</p>
When one author refers to another	<p>Ocean acidity is rising (Brown in Jones 2010, p.34).</p> <p>[Name the original author, then the secondary author]</p> <p>Brown (quoted in Jones 2010, p.34) suggests that 'acidity levels in....</p> <p>[If you use a direct quote cited by another author]</p>	<p>Jones, G 2010, <i>Ocean Acidity</i>, Teatree Press, Darwin, NT.</p> <p>[List only the secondary source (the source that you read)]</p> <p>Brown, D 2009, <i>Fish Stock in Shock</i>, University Press, Brisbane, QLD. Jones, G 2010, <i>Ocean Acidity</i>, Teatree Press, Darwin, NT.</p> <p>[When direct quotes are cited by another author, list both authors in Bibliography]</p>
Translated book	<p>Popowski's (1796) work provides an approach to the subject that was widely popular at the time.</p>	<p>Popowski, E 1796, <i>The Coming of Age: a Discussion of Rites of Passage</i>, trans. S Muller, Phoenix Press, Baulkham Hills, NSW.</p>
Organisation as author	<p>'Student support services are a high priority' (North Coast TAFE 2010, p.15).</p>	<p>North Coast TAFE 2010, <i>Excellence in Training</i>, TAFE NSW, Sydney, NSW.</p>
Corporate author	<p>'Restaurants reviewed in this guide were selected randomly and received no financial rewards' (Australian Catering and Cafes Council 2011).</p>	<p>Australian Catering and Cafes Council 2011, <i>Good Food Guide</i>, Gourmet Press, Canberra, ACT.</p>
Newspaper, journal or magazine articles	<p>Author known Macpherson (2010, p.13) reported that Australian timbers were favoured by many instrument makers in Tasmania.</p> <p>Author unknown - the title becomes the author. 'Australia Day has been ruined' ('Forget the beer and the barbie' 2010, p.1).</p>	<p>Author known Macpherson, A 2010, 'Sound Australian timber', <i>Sydney Daily</i>, 27 July, p.13.</p> <p>Author unknown – the title becomes the first entry. 'Forget the beer and the barbie', 2010, <i>Lake Macquarie News</i>, 20 December 2010, p.1.</p>

Source	In-text referencing examples	Bibliography/ Reference list examples
Articles retrieved from databases	An examination of the literature (Dale & Hill 2010) showed that work related stress claims...	Dale, P & Hill, M 2010, 'Work overload in library professionals', <i>Library Journal of Australasia</i> , vol.23, no.3, pp.1187-99, viewed 1 November 2011, Australia and New Zealand Reference Centre database, < http://northcoast.tafensw.edu.au/library/Pages/e-Resources/electronicresources.aspx >. [If using an article sourced from a database, provide the title of the database and the Internet address of the referring location]
Personal communications	Ms Sarah Towers, youth worker (personal interview 7 January 2007), stated that the anti-graffiti project would begin in early June. OR In a telephone conversation on 7 January 2007, youth worker Sarah Towers explained...	[Information obtained by conversation, letter, interview, blog or email, without supporting data is referenced in the text only, NOT in the bibliography]
Government publications	The number of Australian households with access to the Internet grew in the years 2008 to 2009 (Australian Bureau of Statistics 2010). OR The Australian Indigenous population has a median age of 21 years which is relatively young compared with the median age of 37 years for the non-Indigenous population (Australian Bureau of Statistics 2007).	Australian Bureau of Statistics 2010, <i>Global Financial Position Australia</i> , March Quarter 2010, cat. no. 6974, ABS, Canberra. OR Australian Bureau of Statistics 2007, <i>Older Aboriginal and Torres Strait Islander people: a snapshot, 2004-05</i> , cat. no. 4722.0.55.002, ABS, viewed 16 February 2012, < http://www.abs.gov.au/AUSSTATS/abs@.nsf/mf/4722.0.55.002?OpenDocument >.
Acts of Parliament	Marriage is a union between a man and a woman (Marriage Act 1961) [Future references do not include the date]	<i>Marriage Act 1961</i> (Cwlth). OR <i>Civil Aviation Safety Regulations 1998</i> (Cwlth), ComLaw, viewed 21 December 2011, < http://www.comlaw.gov.au/Details/F2011C00973 >.
Lecture notes	'Illegal or unauthorised access to information does not leave a theft record' (Thomas 2010).	Thomas, B 2010, <i>Security and controls</i> , lecture notes, Systems Design BCO3144 Victoria University, delivered 2 September 2010. [Use the lecturer's name as source of lecture note, add Course Name and Code]

Source	In-text referencing examples	Bibliography/ Reference list examples
Online podcasts	<p>In 305 AD, Diocletian and Maximian voluntarily abdicated the throne (Duncan 2011).</p>	<p>Duncan, M 2011, 'Abdication', <i>The History of Rome</i>, audio podcast, viewed 16 February 2012, <http://thehistoryofrome.typepad.com/the_history_of_rome/2011/03/129-abdication.html>.</p> <p><i>Small town salvation</i> 2009, video podcast, Compass Television Program, ABC TV, Sydney, 1 November, viewed 16 February 2012, <http://www.abc.net.au/compass/s2707046.htm>.</p> <p>[Works without an author are listed by the first significant word in their title]</p>
Online video <ul style="list-style-type: none"> • Youtube • TV program 	<p>Not all architecture is based on right angles as highlighted in a slideshow of weird architectural styles (FDTAFDW 2008).</p> <p>Di Gilcrist has helped instigate two criminal trials (<i>Road to Nowhere – Part One</i> 2012).</p>	<p>FDTAFDW 2008, <i>Strange Architecture</i>, 17 July, viewed 16 February 2012, <http://www.youtube.com/watch?v=waxfmSpifRw&feature=related>.</p> <p><i>Road To Nowhere - Part One - Australian Story</i> (ABC1 Melbourne), television program, 6th February 2012, Australian Broadcasting Service, viewed 16 February 2012, <http://www.abc.net.au/austory/specials/roadtonowherepartone/default.htm>.</p>
Webpage Author known	<p>CSI job descriptions vary throughout the world (Baldwin 2006).</p>	<p>Baldwin, HB 2006, <i>How to become a CSI</i>, International Crime Scene Investigators Association, viewed 14 February 2012, <http://www.icsia.org/faq.html>.</p>
Webpage Author unknown	<p>People are now using technology to assist their writing of poetry (<i>Overload Poetry Festival</i> 2011).</p>	<p><i>Overload Poetry Festival</i> 2011, Beat, viewed 16 February 2012, <http://www.beat.com.au/content/overload-poetry-festival-0></p> <p>[If author is unknown use the title of the text]</p>
Webpage of a company or organisation	<p>Coles considers they have been a highly regarded and much loved part of Australian life (<i>All about Coles</i> 2011).</p>	<p><i>All about Coles</i> 2011, Coles, viewed 15 February 2012, <http://www.coles.com.au/About-Coles/Company.aspx>.</p> <p>[If author is unknown use the title of the text]</p>
Blog or Wiki	<p>Blog Vande Moere (2012) “explores the symbiotic relationship between creative design and the field of information visualisation” in his blog.</p>	<p>Blog Vande Moere, A 2012, <i>Information aesthetics</i>, weblog, viewed 17 February 2012, <http://infosthetics.com/>.</p> <p>OR Wilton, P 2010, 'Proteins prove their metal', <i>Oxford Science Blog</i>, weblog post, 7 July, viewed 17 February 2012, <http://www.ox.ac.uk/media/science_blog/100707.html>.</p>

Source	In-text referencing examples	Bibliography/ Reference list examples
	<p>Wiki <i>(Robotics wiki 2010) or Robotics wiki (2010) defines ...</i></p>	<p>Wiki 'Australian Defence Force' 2009, <i>Wikipedia</i>, viewed 16 February 2012, <http://en.wikipedia.org/wiki/Australian_Defence_Force>.</p> <p>OR <i>Robotics wiki 2010</i>, 'Current research topics', wiki article, 19 October, viewed 17 February 2012, <http://robotics.caltech.edu/wiki/index.php/Main_Page>.</p> <p>[State the owner of the blog or wiki (if known), year, title, weblog or wiki (post or article), view date, and then URL]</p> <p>[Note: Anyone can contribute to a blog or a wiki - (write, review and edit) - there is no evidence that information is reliable]</p>
<p>Motion pictures, videos and DVDs</p>	<p>The life of a shearer is conveyed powerfully in <i>Sunday too far way</i> (motion picture 1975).</p> <p>The video recording <i>Grumpy meets the orchestra</i> (2009) highlights a range of musical styles.</p> <p>[In- text references to these sources should include the title, date of production and the material type]</p>	<p><i>Sunday too far away</i> 1975, motion picture, South Australian Film Corporation, Adelaide.</p> <p><i>Grumpy meets the orchestra</i> 1992, video recording, Australian Broadcasting Corporation, Sydney.</p> <p>[Format: use motion picture, video recording, DVD]</p>
<p>Music recording</p>	<p>'The road is full of music, stories everywhere' (Rose, 2011).</p>	<p>Rose, C 2011, 'Roadie' <i>On Travelling Free</i>, audio recording, Siren Sounds, Sydney, NSW.</p> <p>[List the artist, year, track, album title, audio recording, recording company and place]</p>

Sample Harvard Bibliography

Your Bibliography should appear on a separate page at the end of you assignment. List your sources in alphabetical order as in the example below.

Australian Bureau of Statistics 2010, *Global Financial Position Australia*, March Quarter 2010, cat. no. 6974, ABS, Canberra.

Australian Catering and Cafes Council 2011, *Good Food Guide*, Gourmet Press, Canberra, ACT.

Baldwin, HB 2006, *How to become a CSI*, International Crime Scene Investigators Association, viewed 14 February 2012, <<http://www.icsia.org/faq.html>>.

Black, B, Smith, H & Carver, L 2006, *Idiot Boxers?*, Marigold Press, Melbourne, Vic.

Bland, R 1998, *Are Parents the Problem?*, 2nd edn, Papaya Press, Adelaide, SA.

Brown, D 2009, *Fish Stock in Shock*, University Press, Brisbane, QLD.

Civil Aviation Safety Regulations 1998 (Cwlth), ComLaw, viewed 21 December 2011, <<http://www.comlaw.gov.au/Details/F2011C00973>>.

Dale, P & Hill, M 2010, 'Work overload in library professionals', *Library Journal of Australasia*, vol.23, no.3, pp.1187-99, viewed 1 November 2011, Australia and New Zealand Reference Centre database, <<http://northcoast.tafensw.edu.au/library/Pages/e-Resources/electronicresources.aspx>>.

Douglas, G nd, *Studying at University: a Student Guide*, Waupub, Walcha, NSW.

Duncan, M 2011, 'Abdication', *The History of Rome*, audio podcast, viewed 16 February 2012, <http://thehistoryofrome.typepad.com/the_history_of_rome/2011/03/129-abdication.html>.

FDTAFDW 2008, *Strange Architecture*, 17 July, viewed 16 February 2012, <<http://www.youtube.com/watch?v=waxfmSpifRw&feature=related>>.

Jones, G 2010, *Ocean Acidity*, Teatree Press, Darwin, NT.

Lewis, C 2008, 'Grass Roots Influence' in Garret, P, Wong, S & Turnbull, J (eds), 2010, *Community Coherence and Social Caretakers*, Trinity Press, Shanghai, China.

Mason, J, Eddie, M, Corliss, H & Black, N 2009, *Pacifism is Primary*, Spinifex Press, Honolulu, Hawaii.

Macpherson, A 2010, 'Sound Australian timber', *Sydney Daily*, 27 July, p.13.

North Coast TAFE 2010, *Excellence in Training*, TAFE NSW, Sydney, NSW.

Popowski, E 1796, *The Coming of Age: a Discussion of Rites of Passage*, trans. S Muller, Phoenix Press, Baulkham Hills, NSW.

Robotics wiki 2010, 'Current research topics', wiki article, 19 October, viewed 17 February 2012, <http://robotics.caltech.edu/wiki/index.php/Main_Page>.

Rushton, L 2007a, *Communicating Culture*, People's Press, Lima.

Rushton, L 2007b, *Facilitating Integrated Learning*, Waratah Press, Darwin, NT.

Shaw, G 2007, *Healthy Families*, People's Press, Prahran, Vic.

Small town salvation 2009, video podcast, Compass Television Program, ABC TV, Sydney, 1 November, viewed 16 February 2012, <<http://www.abc.net.au/compass/s2707046.htm>>.

Thomas, B 2010, *Security and controls*, lecture notes, Systems Design BCO3144 Victoria University, delivered 2 September 2010.

Vande Moere, A 2012, *Information aesthetics*, weblog, viewed 17 February 2012, <<http://infosthetics.com/>>.

Wilkinson, K, Blundell, A & Martin, JM 2010, *Violence in the Media*, Socialist Press, Sydney, NSW.