

AN ABRIDGED GUIDE TO REFERENCING

with examples in the 'Harvard' Author-Date Referencing style

Library and Academic Skills Program

University of Canberra Library

2007

WHY should I acknowledge my sources?

At University a large percentage of your written work is based on the ideas of other writers. Therefore, it is important to let the reader of your writing know where you found your ideas. Whenever you have taken something from another author (that is, you have taken an author's theory, opinion, idea, example, conclusion, or findings), you must say *where* the original can be found. In other words, you must *acknowledge* and *cite* your sources. This is important whether or not you use the author's own words and, importantly, you avoid **plagiarism**.

Plagiarism occurs when you use other people's ideas, words or data as if they were your own. Deliberate plagiarism is a serious act of academic misconduct. The University of Canberra imposes strict penalties on students who are found to contravene the **University's Academic Integrity Policy** which is available at: <http://canberra.edu.au/student-services>.

If your unit outline or Academic Division specifies a particular referencing or citation style then you must use that style or you may be penalised. Importantly, whatever referencing style is chosen you must be accurate and consistent.

WHEN should I acknowledge my sources?

You should acknowledge your sources whenever you use a source of information:

- as your inspiration
- as the source of a theory, argument or point of view
- for specific information such as statistics, examples or case studies
- for direct quotations (using the author's exact words)
- to paraphrase or summarise an author's work.

HOW do I integrate my sources into my writing?

When you are taking something from another source, you are taking it out of its original context and putting it into a new context – your own assignment. You must make sure it fits properly into this new context. This means:

- it must be relevant to your argument
- it must join neatly with what comes before and after
- it must make logical and grammatical sense.

HOW do I acknowledge my sources in 'Harvard' style?

Should your unit outline or Academic Division have NOT indicated a preferred referencing style, the Library and Academic Skills Program have set up some examples of two systems to acknowledge your sources. Both systems are based on an 'author-date' style. **The set of examples in this Guide follows the 'Harvard' author-date style**, an author-date system developed for Australian authors, editors and printers. The other set of examples is in the APA author-date style. Like this handout, you'll find a handout for the APA style in the Library and ASP.

Remember, whichever style you use, you must follow it consistently; don't mix the APA style with the 'Harvard' author-date style.

The item you need to reference may not be covered in this Abridged Guide. In this instance, please refer to our more comprehensive publication *A Guide to Referencing, with examples in the APA and Harvard styles* which is available in print as well as electronically. **Additionally, staff in the Library and Academic Skills Program can refer you to other print and web-based guides which may address your query.**

In-text referencing

In-text references should contain only the following information, in this order:

- the surname (family name) of the author/s
- the year of publication of the text
- the page number/s of the text (usually for direct quotations, particular ideas and concepts).

You need to provide an in-text reference if you:

- use a long direct quotation
- use a short direct quotation
- use an indirect quotation by either paraphrasing or summarising.

References

You will need to compile a list of all sources used in your assignment/report. Your Reference list must provide full and accurate details, as it is the means by which the reader can follow up your sources. Guidelines for referencing a variety of sources follow.

'Harvard' author-date referencing style based on:

Style manual for authors, editors and printers 2002, 6th edn, rev. Snooks & Co., John Wiley & Sons Australia, Milton, Qld.

Please note: some examples are provided for both print and electronic sources, and for unpublished material.

BOOKS	In-text reference	Reference list
<p>One author <i>Note:</i> There are two main ways to use in-text references. Firstly, to focus on the information from your source – 'information prominent'. Secondly, to focus on the author – 'author prominent'.</p>	<p>'Information prominent' (the author's name is within parentheses): The conclusion reached in a recent study (Cochrane 2007) was that...</p> <p>OR 'Author prominent' (the author's name is outside the parentheses): Cochrane (2007) concluded that...</p>	<p>Cochrane, A 2007, <i>Understanding urban policy: a critical approach</i>, Blackwell Publishing, Malden, MA.</p>
<p>Two or three authors or authoring bodies</p>	<p>When considering context and communication (Littlejohn & Foss 2005) maintained that...</p>	<p>Littlejohn, SW & Foss, KA 2005, <i>Theories of human communication</i>, 8th edn, Thomas Wadsworth, Southbank, Vic.</p>
<p>More than three authors or authoring bodies</p> <p>For the in-text reference, use the first author's name with et al.</p> <p>Use all names in the list of References</p>	<p>Writing in biomedical sciences requires close attention to an acceptable style (Duffy et al. 2001) and it is...</p> <p>OR Duffy et al. (2001) emphasised the point that...</p>	<p>Duffy, A, Deakin, V, Narkiewicz, E & Wilson, K 2001, <i>Guide to writing in biomedical sciences</i>, University of Canberra, ACT.</p>
<p>Editor or Editors</p> <p>For one editor, use the abbreviation (ed.); for more than one editor, use the abbreviation (eds) – this example is for one editor; examples for more than one editor are provided elsewhere in this Guide</p>	<p>In discussing best practice, Zairi (1999) identified...</p> <p>OR Identifying best practice indicators in management are available (Zairi 1999) and...</p>	<p>Zairi, M (ed.) 1999, <i>Best practice: process innovation management</i>, Butterworth-Heinemann, Oxford.</p>
<p>No author's name appears (but there is a sponsoring body, newspaper, or title)</p> <p>Cite the sponsoring organisation, the newspaper, or the title in the position of 'author'</p>	<p>No author's name Macroeconomics considers prices and quantities (Macroeconomics, prices 1983, pp. 43-57), so it is important to...</p> <p>OR a sponsoring body Possible strategies to build leadership capacity (Australian Principals Associations Professional Development Council [APAPDC] 2004) ...</p> <p>Subsequent in-text reference/s Some steps to purposeful leadership were discussed (APAPDC 2004) that provided...</p> <p>OR a newspaper A study by Western Australian Mining (<i>Perth Daily</i>, 17 November 2005, p. 20) revealed '...'</p>	<p><i>Macroeconomics, prices and quantities: essays in memory of Arthur M Okun</i> 1983, Blackwell, Oxford.</p> <p>Australian Principals Associations Professional Development Council (APAPDC) 2004, <i>Learn: lead: succeed: a resource to support the building of leadership in Australian schools</i>, APAPDC, Hindmarsh, SA.</p> <p>'Mining interests persevere' 2005, <i>Perth Daily</i>, 17 November, p. 20.</p>
<p>Chapter in book – where several authors have contributed</p>	<p>A discussion about Australia's place in today's world (Richards 1997, pp. 29-43) included reference to...</p> <p>OR Richards (in Vivaldi ed. 1997, pp. 29-43) proposed that...</p>	<p>Richards, KC 1997, 'Views on globalization', in HL Vivaldi (ed.), <i>Australia in a global world</i>, Century, North Ryde, NSW.</p>
<p>Corporate author – when the author is also the publisher</p>	<p>An earlier study (International Development Research Centre [IDRC], 1998) pointed to...</p> <p>Subsequent in-text reference/s: ... (IDRC 1998) again identified...</p>	<p>International Development Research Centre (IDRC) 1998, <i>Biodiversity, equity and the environment: a review of research for development</i>, IDRC, Ottawa.</p>
<p>Corporate author/s – electronic (online) book</p> <p>Book available online, as podcast, and in paperback</p>	<p>Australia, like other countries, is seeking organ donors (Institute of Medicine 2006) and this requires...</p>	<p>Institute of Medicine (US) 2006, <i>Organ donation: opportunities for action</i>, The Online Books Page, viewed 11 June 2007, http://onlinebooks.library.upenn.edu/new.html.</p>
<p>Corporate author –</p>	<p>The draft report prepared by CHL Consulting (2003)</p>	<p>CHL Consulting Co. Ltd. 2003 (unpub.),</p>

commissioned reports	was considered at a meeting held on...	'A tourism development strategy for North Tipperary' [Draft report], commissioned by North Tipperary County Council et al., October, pp. 1-63.
JOURNALS		
Article with one or more authors, and separated paging	In an earlier article, it was proposed (Jackson 2007)...	Jackson, A 2007, 'New approaches to drug therapy', <i>Psychology Today and Tomorrow</i> , vol. 27, no. 1, pp. 54-9.
Article in online journal or magazine	Hundy and Cameron (2004) discuss the risk factors associated with infectious disease in their recent article ...	Hundy, R & Cameron, S 2004, 'Risk factors for sporadic human infection', <i>Journal of Communicable Diseases Australia</i> , vol. 28, no. 1, viewed 2 December 2005, http://pandora.nla.gov.au/pan/10754/20040610/www.cda.gov.au/pubs/cdi/cdicur.htm .
Article retrieved from a database	An important finding (Meyer & Block 1992) was that... OR It was suggested by Meyer and Block (1992) that...	Meyer, A & Block, K 1992, 'The tip of the tongue phenomenon: blocking or partial activation?', <i>Memory & Cognition</i> , vol. 20, pp. 715-26, retrieved 26 August 2006 from PsycARTICLES database.
LECTURE NOTES & STUDY GUIDES		
Lecture notes – electronic	Examples given from experience in the construction industry (Benton 2006) provided...	Benton, E 2006, Building: bust or boom, Lecture notes (electronic), City University, Brisbane, Qld, 1 September.
Lecture notes – unpublished	It is predicted that community development has elements that enhance leadership (Klein 2005).	Klein, S 2005, Community participation, Lecture notes distributed in the course <i>CD1206 Associated leadership</i> , 12 December 2005, University of Canberra, ACT.
Study Guide – printed Include page numbers when material is quoted directly	First in-text reference: In reviewing the steps involved in processing passengers, the unit Customs Management Theory & Practice 2 (CMT&P2) (2007) identifies... OR Processing passengers on arrival involves a series of steps (Customs Management Theory & Practice 2 [CMT&P2] 2007) which... Subsequent in-text reference/s The next requirement identified in the series of steps (CMT&P2 2007) is...	Widdowson, D, Holloway, S & Murray, A 2007, <i>006341 Customs management theory & practice 2: study guide</i> , Centre for Customs & Excise Studies, University of Canberra, ACT.
NEWSPAPERS, PODCAST or VODCAST		
Newspaper article – if authorship is evident	The notion of a Bill of Rights (Waterford 2007) may be...	Waterford, J 2007, 'Bill of Rights gets it wrong', <i>Canberra Times</i> , 30 May, p. 11.
Newspaper article – if authorship is not obvious	The redesign of the internet... (<i>Canberra Times</i> 2007) is said to...	'Internet pioneer to oversee network redesign' 2007, <i>Canberra Times</i> , 28 May, p. 15.
Newspaper article retrieved from a database	In an attempt to save the tiger, Darby (2002) provided...	Darby, A 2002, 'Rarest tiger skin: a rugged survivor', <i>Sydney Morning Herald</i> , 20 August, electronic version, retrieved 20 May 2006 from Factiva database.
Newspaper or newsletter article retrieved from a website - retrieved from an online newspaper or online newsletter	Clark (2003) referred specifically to... OR Clark (2003) refers to...	Clark, E 2003, 'Enforcement, not shortage of laws, at the heart of spam's virulent growth', <i>Canberra Times</i> , 13 July, viewed 25 July 2003, http://www.canberratimes.com.au .
Podcast (audio) or Vodcast (video podcast)	Listening to the news on my MP3 player (<i>AM: news & current affairs</i> 2007) was a new experience and I decided...	<i>AM: news & current affairs</i> , radio program, ABC Radio, Sydney, 23 April, podcast downloaded 28 May 2007, http://abc.net.au/news/subscribe/amrss.sml .

The examples provided for the ‘Harvard’ Australian author-date system would look like the following entries in a Reference list.

References

- AM: *news & current affairs*, radio program, ABC Radio, Sydney, 23 April, podcast downloaded 28 May 2007, <http://abc.net.au/news/subscribe/amrss.sml>.
- Australian Principals Associations Professional Development Council (APAPDC) 2004, *Learn: lead: succeed: a resource to support the building of leadership in Australian schools*, APAPDC, Hindmarsh, SA.
- Benton, E 2006, Building: bust or boom, Lecture notes (electronic), City University, Brisbane, Qld, 1 September. Littlejohn, SW & Foss, KA 2005, *Theories of human communication*, 8th edn, Thomas Wadsworth, Southbank, Vic.
- CHL Consulting Co. Ltd. 2003 (unpub.), ‘A tourism development strategy for North Tipperary’ [Draft report], commissioned by North Tipperary County Council et al., October, pp. 1-63.
- Clark, E 2003, ‘Enforcement, not shortage of laws, at the heart of spam’s virulent growth’, *Canberra Times*, 13 July, viewed 25 July 2003, <http://www.canberratimes.com.au>.
- Cochrane, A 2007, *Understanding urban policy: a critical approach*, Blackwell Publishing, Malden, MA.
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- Duffy, A, Deakin, V, Narkiewicz, E & Wilson, K 2001, *Guide to writing in biomedical sciences*, University of Canberra, ACT.
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- Institute of Medicine (US) 2006, *Organ donation: opportunities for action*, The Online Books Page, viewed 11 June 2007, <http://onlinebooks.library.upenn.edu/new.html>.
- International Development Research Centre (IDRC) 1998, *Biodiversity, equity and the environment: a review of research for development*, IDRC, Ottawa.
- ‘Internet pioneer to oversee network redesign’ 2007, *Canberra Times*, 28 May, p. 15.
- Jackson, A 2007, ‘New approaches to drug therapy’, *Psychology Today and Tomorrow*, vol. 27, no. 1, pp. 54-9.
- Klein, S 2005, Community participation, Lecture notes distributed in the course *CD1206 Associated leadership*, 12 December 2005, University of Canberra, ACT.
- Littlejohn, SW & Foss, KA 2005, *Theories of human communication*, 8th edn, Thomas Wadsworth, Southbank, Vic.
- Macroeconomics, prices and quantities: essays in memory of Arthur M Okun* 1983, Blackwell, Oxford.
- Meyer, A & Block, K 1992, ‘The tip of the tongue phenomenon: blocking or partial activation?’, *Memory & Cognition*, vol. 20, pp. 715-26, retrieved 26 August 2006 from PsycARTICLES database.
- ‘Mining interests persevere’ 2005, *Perth Daily*, 17 November, p. 20.
- Richards, KC 1997, ‘Views on globalization’, in HL Vivaldi (ed.), *Australia in a global world*, Century, North Ryde, NSW.
- Waterford, J 2007, ‘Bill of Rights gets it wrong’, *Canberra Times*, 30 May, p. 11.
- Widdowson, D, Holloway, S & Murray, A 2007, *006341 Customs management theory & practice 2: study guide*, Centre for Customs & Excise Studies, University of Canberra, ACT.
- Zairi, M (ed.) 1999, *Best practice: process innovation management*, Butterworth-Heinemann, Oxford.

If you need more information about referencing, contact:

The Library’s Research Desk, Library, Building 8 – phone 6201 5082

Ask a Librarian (electronic reference service) – askalibrarian@canberra.edu.au

Academic Skills Program (ASP), Building 1, Room B24 – phone 6201 2205