

# AN ABRIDGED GUIDE TO REFERENCING

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

Library and Academic Skills Program

University of Canberra Library

2010

### 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, to 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 Student 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?

The set of examples in this Abridged Guide follows the 'Harvard' author-date style and are based on the following publication:

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

Should the item you need to reference not be covered in this Abridged Guide, 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 at: <http://www.canberra.edu.au/library/attachments/pdf/1887-UC-reference-book-Fawcover.pdf>

**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

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.

In-text references typically contain 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).

### 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' referencing style based on:

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

<b>BOOKS</b>	<b>In-text reference</b>	<b>Reference list</b>
<b>One author</b>	<p><b><i>‘Information prominent’ (the author’s name is within parentheses):</i></b> The conclusion reached in a recent study (Cochrane 2007) was that...</p> <p><b><i>OR</i></b> <b><i>‘Author prominent’ (the author’s name is outside the parentheses):</i></b> Cochrane (2007) concluded that...</p>	Cochrane, A 2007, <i>Understanding urban policy: a critical approach</i> , Blackwell Publishing, Malden, MA.
<b>Two or three authors</b>	<p>Context and communication was considered (Littlejohn &amp; Foss 2005)...</p> <p><b><i>OR</i></b> Littlejohn and Foss (2005) maintained...</p>	Littlejohn, SW & Foss, KA 2005, <i>Theories of human communication</i> , 8th edn, Thomas Wadsworth, Southbank, Vic.
<b>More than three authors</b>  For in-text references, use the first author’s family name with ‘et al.’	<p>Writing in biomedical sciences requires close attention to an acceptable style (Duffy et al. 2001) and it is...</p> <p><b><i>OR</i></b> Duffy et al. (2001) emphasised the point that...</p>	Duffy, A, Deakin, V, Wieniawa-Narkiewicz, E & Wilson, K 2001, <i>Guide to writing in biomedical sciences</i> , University of Canberra.
<b>Editor/s</b> For one editor, use the abbreviation (ed.); for more than one editor, use the abbreviation (eds)	<p>In discussing best practice, Zairi (1999) identified...</p> <p><b><i>OR</i></b> Identifying best practice indicators in management (ed. Zairi 1999)...</p>	Zairi, M (ed.) 1999, <i>Best practice: process innovation management</i> , Butterworth-Heinemann, Oxford.
<b>No author or editor</b> - Cite the title in the position of ‘author’. - The title may be shortened to the main title (omitting the sub-title) or the first few words of the title.	Macroeconomics considers prices and quantities ( <i>Macroeconomics, prices</i> 1983, pp. 43-57), so it is important to...	<i>Macroeconomics, prices and quantities: essays in memory of Arthur M Okun</i> 1983, Blackwell, Oxford.
<b>Chapter in edited book</b>	A discussion about Australia’s place in today’s world (Richards 1997) included reference to...	Richards, KC 1997, ‘Views on globalization’, in HL Vivaldi (ed.), <i>Australia in a global world</i> , Century, North Ryde, NSW.
<b>Corporate author - when the author is also the publisher</b>	<p>A recent study (Australian Institute of Health and Welfare [AIHW] 2009) highlighted ...</p> <p><b><i>Subsequent in-text reference/s:</i></b> The AIHW (2009) found that...</p>	Australian Institute of Health and Welfare 2009, <i>Indigenous housing needs 2009: a multi-measure needs model</i> , AIHW cat. no. HOU 214, AIHW, Canberra.
<b>Citing a source within a source</b> When citing a source you haven’t read yourself, but which is referred to in a source you have read.	Lilly (cited in Maxwell 1999, p. 25) stated that ‘...’.	Maxwell, F 1999. <i>Phonology</i> , Brooks Cole, San Francisco, CA.

<b>JOURNAL &amp; NEWSPAPER ARTICLES</b>		
<b>Journal article with one author - separated paging</b> Each issue begins on page one.	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.
<b>Journal article retrieved from a database</b>	A study examining priming (Johns & Mewhort 2009) discovered...	Johns, E & Mewhort, D 2009, 'Test sequence priming in recognition memory', <i>Journal of Experimental Psychology: Learning, Memory and Cognition</i> , vol. 35, pp. 1162-74, viewed 20 November 2009, PsycARTICLES database.
<b>Article in online journal</b>	An article linking ethical behaviour and religion (Noor 2008)...	Noor, A 2008, 'Ethics, religion and good governance'. <i>JOAG: Journal of Administration &amp; Governance</i> , vol. 3, no. 2, pp. 62-77, viewed 17 November 2009, <a href="http://www.joaag.com/Home_Page.php">http://www.joaag.com/Home_Page.php</a>
<b>Newspaper article – with an author</b>	The notion of a Bill of Rights may be inappropriate in the Australian context (Waterford 2007).	Waterford, J 2007, 'Bill of Rights gets it wrong', <i>Canberra Times</i> , 30 May, p. 11.
<b>Newspaper article – without an author</b>	The redesign of the internet ('Internet pioneer' 2007) is said...	'Internet pioneer to oversee network redesign' 2007, <i>Canberra Times</i> , 28 May, p. 15.
<b>Newspaper article retrieved from a database</b>	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, viewed 20 May 2006, Factiva database.
<b>ONLINE LECTURE/TUTORIAL NOTES &amp; E-RESERVE ITEMS</b>		
<b>Lecture / tutorial notes - online</b>	In examining the genre of fiction (St. Vincent Welch 2009)...	St. Vincent Welch, S 2009, <i>Unit 8147 Writing short narratives, lecture 1, week 1: What is fiction?</i> , lecture PowerPoint slides, viewed 20 November 2009, <a href="http://learnonline.canberra.edu.au">http://learnonline.canberra.edu.au</a>
<b>Item from E-Reserve</b>	In a review of the <i>Freedom of Information Act 1988</i> , Rose (1996, p. 4) determined that...	Rose, A 1996, 'Freedom of information under review', <i>Canberra Bulletin of Public Administration</i> , vol. 80, September, pp. 4-8, viewed 6 June 2007, University of Canberra E-Reserve.
<b>OTHER SOURCES</b>		
<b>DVD / Videorecording</b>	Jane Austen's world came alive in <i>Sense and sensibility</i> (1995).	<i>Sense and sensibility</i> 1995, DVD, Columbia TriStar Home Video, Australia. Directed by Ang Lee.
<b>Figure, Table, Graph, Map or Chart</b>	The internal processes were well described (Kaplan & Norton 2004), which led to...	Kaplan, RS & Norton, DP 2004, 'Internal processes deliver value over different time horizons', graph, in <i>Strategy maps: converting intangible assets into tangible outcomes</i> , Harvard Business School, Boston, MA, p. 48.
<b>Image - online</b>	The effective use of light in Monet's 'Haystacks' (Monet 1890)...	Monet, C 1890, <i>Haystacks, midday</i> , painting, National Gallery of Australia, Canberra, viewed 18 November 2009, <a href="http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&amp;View=LRG">http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&amp;View=LRG</a>
<b>Web document - dated &amp; author or sponsor given</b>	An RBA paper (Simon, Smith & West 2009) found that participation in a loyalty program and access to an interest-free period...	Simon, J, Smith, K & West, T 2009, <i>Price incentives and consumer payment behaviour</i> , Reserve Bank of Australia, Sydney, viewed 24 November 2009, <a href="http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html">http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html</a>
<b>Web source with no page numbers</b> Give a paragraph number (use the abbreviation "para.") or a section heading & paragraph no.	Copyright ownership of 'lecture notes created as part of a lecturer's employment at the university' (University of Canberra 2009, 'University material', para. 2)...	University of Canberra 2009, <i>Copyright guide</i> , version 13 – 22 January, University of Canberra, viewed 23 November 2009, <a href="http://www.canberra.edu.au/copyright/guide#heading14">http://www.canberra.edu.au/copyright/guide#heading14</a>

## The examples provided for the 'Harvard' Australian author-date referencing style would look like the following entries in a Reference list

### References

- Australian Institute of Health and Welfare 2009, *Indigenous housing needs 2009: a multi-measure needs model*, AIHW cat. no. HOU 214, AIHW, Canberra.
- Cochrane, A 2007, *Understanding urban policy: a critical approach*, Blackwell Publishing, Malden, MA.
- Commonwealth Scientific and Industrial Research Organisation n.d., *Reducing Australia's greenhouse emissions factsheet*, CSIRO, Canberra, viewed 21 November 2009, <http://www.csiro.au/resources/ps282.html>
- Darby, A 2002, 'Rarest tiger skin a rugged survivor', *Sydney Morning Herald*, 20 August, viewed 20 May 2006, Factiva database.
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- Macroeconomics, prices and quantities: essays in memory of Arthur M Okun* 1983, Blackwell, Oxford.
- Maxwell, F 1999. *Phonology*, Brooks Cole, San Francisco, CA.
- Monet, C 1890, *Haystacks, midday*, painting, National Gallery of Australia, Canberra, viewed 18 November 2009, <http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&View=LRG>
- Noor, A 2008, 'Ethics, religion and good governance'. *JOAAG: Journal of Administration & Governance*, vol. 3, no. 2, pp. 62-77, viewed 17 November 2009, [http://www.joaag.com/Home\\_Page.php](http://www.joaag.com/Home_Page.php)
- Richards, KC 1997, 'Views on globalization', in HL Vivaldi (ed.), *Australia in a global world*, Century, North Ryde, NSW.
- Rose, A 1996, 'Freedom of information under review', *Canberra Bulletin of Public Administration*, vol. 80, September, pp. 4-8, viewed 6 June 2007, University of Canberra E-Reserve.
- Sense and sensibility* 1995, DVD, Columbia TriStar Home Video, Australia. Directed by Ang Lee.
- St. Vincent Welch, S 2009, *Unit 8147 Writing short narratives, lecture 1, week 1: What is fiction?*, lecture PowerPoint slides, viewed 20 November 2009, <http://learnonline.canberra.edu.au>
- Simon, J, Smith, K & West, T 2009, *Price incentives and consumer payment behaviour*, Reserve Bank of Australia, Sydney, viewed 24 November 2009, <http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html>
- University of Canberra 2009, *Copyright guide*, version 13 – 22 January, University of Canberra, viewed 23 November 2009, <http://www.canberra.edu.au/copyright/guide#heading14>
- Waterford, J 2007, 'Bill of Rights gets it wrong', *Canberra Times*, 30 May, p. 11.
- 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 – phone 6201 5082

Ask a Librarian (electronic reference service) – [askalibrarian@canberra.edu.au](mailto:askalibrarian@canberra.edu.au)

Chat with a librarian – <http://www.canberra.edu.au/library/refchat>

Academic Skills Program (ASP) – phone 6201 2205