

Harvard Style Guide

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[No author or authoring body--neither a person nor an organisation](#)
[One author referring to another author](#)
[Acts of Parliament, Legislative instruments etc.](#)
[Encyclopedias and dictionaries](#)
[Sacred books](#)
[Labels and wall text in galleries and museums](#)
[Images, graphs and tables pasted in-text](#)
[Audiovisual material \(films, videos, DVDs, television and radio programs\)](#)
[Webpages](#)
[Unpublished documents](#)
[Personal communications](#)

Reference lists and bibliographies

Information sources on paper, DVD, tape etc.

Books

1. [Book with one author](#)
2. [Book with two authors](#)
3. [Book with three authors](#)
4. [Book with an organisation as author](#)
5. [Book with a government department as author](#)
6. [Book with more than three authors](#)
7. [Book with no author](#)
8. [Book with an editor and identifiable contributors](#)
9. [Book with an editor but no identifiable contributors](#)
10. [Book in a series](#)
11. [More than one place of publication](#)
12. [Entries in an encyclopedia or dictionary](#)

Periodicals

13. [Articles with an author](#)
14. [Articles with no author](#)
15. [Newspaper articles](#)
16. [Reviews of books, films, television, performances etc.](#)
17. [Annual reports](#)

Conference papers; published proceedings

Australian Bureau of Statistics documents

Acts of Parliament

Standards

Tables, graphs and images from a book or periodical

Leaflets, flyers, booklets, pamphlets, newsletters etc.

Labels and wall text in galleries and museums

Unpublished sources of information

18. [Unpublished documents: theses, personal papers, diaries etc.](#)
19. [Interviews, conversations, telephone calls, personal letters, lectures/speeches](#)

Items in languages other than English and translated items

Audiovisual material

20. [DVD's and videocassettes](#)
21. [Sound recordings e.g. audio CDs, audio cassettes, reels, vinyl records, etc.](#)
22. [Radio and television broadcasts](#)
23. [Slides from a film camera](#)

Online resources

Dates for online resources

Articles in online databases

1. [Article with an author](#)
2. [Article without an author](#)
3. [Conference paper](#)
4. [TVNews file](#)

Industry and market reports from the Library's online databases

Articles from online encyclopedias and dictionaries

Ebooks

Tables, graphs and images from an ebook or periodical in a database

Software and videogames

Webpages

Page numbers on the Web

Dates for webpages

5. [Web document with an author](#)
6. [Web document without an author](#)
7. [Webpage of a company or organisation](#)
8. [Australian Standards online](#)
9. [Patents from open access online resources](#)

10. [Articles from open access online resources](#) eg. open access journals; newspaper websites
11. [arXiv and other eprint repositories](#)
12. [Australian Bureau of Statistics webpages](#)
13. [Acts of Parliament, Legislative Instruments etc. from webpages/websites](#)
14. [Discussion lists and discussion boards](#)
15. [Online videos via Swinburne Commons](#)
16. [Learning material in Blackboard](#)
17. [Blogs and Twitter](#)
18. [Wikis](#)
19. [YouTube](#)
20. [Tables, graphs and images from a webpage](#)

Email & SMS text messages

21. [Email with permission to acknowledge the email address](#)
22. [Email without permission to acknowledge the email address](#)
23. [SMS text messages](#)

Other online resources

What if the guidelines here don't seem to match my example? - creating hybrids

Bibliographic software (EndNote)

Further reading

Standard abbreviations used in information source acknowledgement

Introduction

This guide is designed to help you acknowledge the sources of information you use for your assignments. The style used in this guide is the **Harvard Style**, which is also sometimes called the **author-date system** or the **name-year system**. It is based on the section about methods of citation in the Australian Government Style manual (Snooks and Co. 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons, Milton, Qld) and also the ebook Colin Neville's (2010) *The complete guide to referencing and avoiding plagiarism*, 2nd edn, Open University Press, ebrary, viewed 10 January 2012--both of which can give you further information and more examples.

This guide tells you which details you need to include in in-text references for most sources of information (books, articles, audiovisual material, webpages etc.) and how to set out those in-text references. This guide will also help you prepare your

reference list or bibliography, which is a more comprehensive set of details about each information source you used.

There are three important reasons for acknowledging the sources of information you have used in your assignments:

1. You must acknowledge any ideas or information you have obtained from other writers. If you do not indicate when ideas or information presented in your assignment are actually the work of other people, in academia this is called plagiarism (a type of stealing) for which you can be penalised or even failed. If you think you already know about what plagiarism is, test yourself by taking [Swinburne's Plagiarism Quiz](#). For more about plagiarism and how to avoid it, please see [Avoiding Plagiarism at Swinburne](#).
2. Ideas and information that originally appeared in other works will help you to substantiate the statements and/or arguments you make in your assignment.
3. Your readers may wish to find out more about the subject of your assignment by reading some of the same books, articles and other information sources you have used.

There are other styles and systems of acknowledging information in your work. For example, APA Style is a style used for Psychology. Ask your teacher which style they want you to use.

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Essential vocabulary for this guide

Articles

news, reports, research, reviews and other documents published in newspapers, magazines and journals.

Bibliographic details

the details that help identify a source of information, such as name of author, year of publication, title, publisher, etc.

Bibliography

a list of books, articles and other sources of information which you have consulted and found useful in your research. It may include items which you have not referred to directly or indirectly in the text of your assignment.

Citation

a record that provides all the bibliographic details needed to accurately locate a text.

In-text reference

a brief acknowledgment of the source of a specific piece of information you have used within the main text of your assignment. In-text references must be accompanied by either a reference list or a bibliography at the end of the assignment.

Pagination

a formal term for the details of the page or pages that an information source appear on. The pagination of an in-text reference is often just one page (eg. p. 242); the pagination of a reference list or bibliography entry often span a number of pages (eg. pp. 222-234.)

Paraphrase

to use someone else's information but presented using your own words or phrasing.

Periodicals

publications that are published regularly (eg. daily, weekly, monthly, quarterly) such as magazines, journals and newspapers.

Reference list

a list of books, articles and other information sources that you have referred to (either by quoting them, summarising them or paraphrasing them) in the text of your assignment. No additional items are included in a reference list, even those you found broadly relevant to your research but did not use--only those you do actually refer to. NB: Sometimes you may have to provide both a reference list and a bibliography (or annotated bibliography) with your assignment--check with your teacher if they require both.

Reference list entry

a set of information, arranged using the Harvard Style, that provides all the bibliographic details needed to accurately locate a text. If you must provide a bibliography for your assignment, then a 'bibliography entry' is effectively the same as a reference list entry.

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Organising in-text references and reference list entries

Before you begin: the most important rule of all

The most important rule in when preparing any in-text references or reference lists is to **always be consistent**.

All in-text reference or reference list entries for the same type of information source should be treated the same way throughout your assignment. For example, all articles from

newspapers that you sourced from databases like EBSCOhost or Factiva should be treated the same way.

Writing a reference list or bibliography

The following points may seem strict, but they can be important in interpreting or trying to locate a source of information.

- a. Always assemble and present the bibliographic details about the source in the same order.
- b. Be consistent in your use of punctuation.
- c. Be consistent in your use of capital letters.
- d. Obey the rules about italics and single quotation marks which are used to help to distinguish books and periodicals from the chapters or articles in them:
 - italics for the title of a book (or DVD, periodical or webpage);
 - enclose the title of an article in single quotation marks.

NB: Underlining may be used instead of italics, however, using italics is now usually preferred because underlined references can be confused with hypertext links for webpages. Also, underlining is mostly used with handwritten or typewritten material. Italics will be used throughout this guide.

- e. Arrange your reference list entries in a clearly distinguishable order. A single sequence arranged alphabetically by the first letter of each item is the most common. As each item usually begins with an author's family name/surname, then the order is usually alphabetically by author's family name/surname. Alternatives include:
 - alphabetical within topics according to subject (e.g. a bibliography on passenger transportation divided into aircraft, trains, cars, buses and boats).
 - alphabetical within groups according to format (e.g. books, periodicals, audiovisual items).

Collecting information to use in your assignment

As you find information that you want to use, it is a good idea to record the source(s) of the information in full as you do so. It takes less time to type out the bibliographic details or to copy & paste them into an electronic document in full the first time (even if you decide later not to use it), than to try to find the details at the last minute on the day when your assignment is due.

A suggestion is to use a manila folder, set of plastic sleeves, large envelope etc. to store photocopied references in and to use a computer folder to store all online resources, including their bibliographic details.

If you have used several libraries (eg. a Swinburne campus library, a local public library, The State Library of Victoria and a CAVAL library) to collect your information, it is a good idea to note where you found your source as well as its call number in that library. This information is not included in the bibliography or

reference list with your assignment, but will help you to find the material again in that other library if required.

Postgraduate students and staff should read about [Bibliographic software \(EndNote\)](#).

Steps to in-text references and reference list entries

Step 1:

Record all bibliographic details about each information source you find and consider for use in your assignment.

In the case of a book, bibliographic details refer to pieces of information like the name(s) of the author or editor, date of publication, title, edition (if not the first), volume number (if from a multi-volume work), publisher and place of publication.

In the case of an article from a periodical, bibliographic details refers to information like author(s) of the article, year of publication, title of the article, title of the periodical, day and month of publication and page number or page numbers on which the article appears.

In the case of an online resource, bibliographic details refers to information like author(s) of the resource, year of publication, title of the resource, database provider or sponsor of the webpage, day and month the resource was first viewed, and URL (webpage address).

Step 2:

Whenever you refer to some else's information (someone else's work) in your assignment, insert an in-text reference at the appropriate place within your text. This means there will be a type of note or marker at that place in your assignment showing that someone else is responsible for that piece of information. You may have to do this many times throughout your assignment.

Step 3:

Lastly, provide either a bibliography or a reference list at the end of the assignment (or both if your teacher has requested them). The bibliography or reference list is an alphabetically-arranged list of the bibliographic details gathered in **Step 1**.

Remember: if you are having any problems using the Harvard Style, you can ask for help from:

- the librarian at the Consultation Desk;
- your teacher or supervisor for the relevant subject(s);
- language support teachers or study support teachers in LAS/LearningLinks at your campus.

In-text references

Whenever you refer to some else's information (someone else's work) in your assignment, insert an **in-text reference** at the appropriate place within your text. This means there will be a type of note or marker at that place in your assignment showing that someone else is responsible for that piece of information. In-text references are also called **in-text citations**. In-text references must be accompanied by a reference list or bibliography at the end of your assignment, the reference list/bibliography listing the full bibliographic details of all sources of information that you have used, so others can locate and read the same information sources you did.

Generally, an in-text reference is simply the author's family name/surname and the year of publication. Paraphrasing an author's work and quotations from an author should always be acknowledged with full page number details (also known as **pagination**). Summarising an author does not require pagination. Additional details such as volume numbers (and authors' initials, if more than one item coincidentally has an author with the same surname as a different item) should only be used when necessary to avoid confusion with other sources of information.

Enclose the in-text reference in parentheses. If you want to identify or give prominence to a particular author in your text because they are very important in their field, their name does not need to be enclosed in parentheses, as you will place their name in the text of your assignment.

If you are not giving prominence to the author, your in-text reference should be placed at the end of the sentence.

You may decide to give prominence to an author if they are well-recognised as being important figures in their field and deliberately mention their name in your writing. If so, it is usual to put the Year of Publication (and page number(s)) in parentheses immediately after their name. You can include their given name(s) as well as their surname if that will help readers identify important figures more quickly.

e.g. 1: not giving prominence to an author	Mass media journalists themselves do not critically evaluate various groups' claims before publishing news items, which leads to poor policymaking by governments and to consumers making unsuitable purchases (Arnold 2010, p. 16).
e.g. 2: giving prominence to the author	Badke (2011, p. 51) argues that most students, regardless of where they are from, have good internet skills...
e.g. 3: giving prominence to an extremely famous author	Bill Gates (2010) has announced that...

If you are unsure of how to arrange an author's name, or the author seems to have a difficult or unconventional name and the item you wish to use was found using [Search the Library](#), then examine the [Search the Library](#) entry for the item to see how we have arranged the name and then use this entry arrangement consistently throughout your assignment.

NB. Multiples (in a single consecutive range) of pages and/or years are indicated in the following manner:

Single page:	p. 499.	Multiple pages:	pp. 99-110.
Single year:	2009.	Multiple years:	eg. 1: 1998-2002; eg. 2: 2003-2009.

Please also see [Page numbers on the Web](#), below.

If you need to provide an in-text reference for an ebook and the ebook does not have pagination but is arranged by clearly identifiable sections, then use 's.' instead of 'p.' and put the section number instead:

e.g. Chomycz (2009, s. 10.2.4) identifies a cause of thermal noise being...

Advice about paraphrasing, quoting and summarising

When you want to use someone else's information or ideas in your own work, you have two main choices for doing so: to paraphrase them or to quote them.

Paraphrasing is the act of writing someone else's information using your own words and phrasing, not theirs.

If you want to use their phrases and sentences, then you are quoting them--you are copying what they have written and inserting it into your own work.

There are occasions where paraphrasing will be the appropriate way of using someone else's information and others when quoting them will be the appropriate way. Generally, paraphrasing is the more commonly used way--quoting should be saved for when you feel that the other person's words are perfect and paraphrasing them will only weaken their message and power.

The in-text reference must always include these details: author surname & year of publication. Pagination should be included if it exists.

Quotes must always be enclosed in double quotation marks if a single sentence long, or on a new line and indented from the rest of the text if more than one sentence long. Any text after the indented quote (apart from the in-text reference note/marker itself) should commence on a new line.

Here is an example of paraphrasing in a paragraph:

Cyanobacteria algae blooms have been observed a number of times in Australian waterways.

The more severe blooms have killed the organisms in the waterways as well as any that drink from them, such as cattle and birds. Cyanobacteria can be consumed by the freshwater shrimp *Paratya australianesis* (Piola, Suthers & Rissik 2008, p. 129). This small shrimp is found in many freshwater rivers and lakes...

Here is an example of quoting in a paragraph:

The Pechenegs were no longer just a thorn in the side of those nations that had to deal with them or fight against them – they were becoming a political force as well. Employing different strategies to deal with them at different times was now the rule, not the exception. Thus commenced a new stage of diplomacy in the region: “They became a threat to, and a potential ally of, the growing Rus’ cities along the Dnieper, and in just the same way Constantinople considered them both a danger and valuable friends” (Todorov 2010, p. 325). This was not to end until the Pechenegs had assimilated into Southern Russia toward the end of the late thirteenth century...

Paraphrasing and quoting require you to put a page number or page numbers in the in-text reference, so readers can find the exact same place that you obtained that information from. If you were paraphrasing or summarising an idea or set of information that covers a whole article, more than one chapter of or even a whole work, then simply exclude the page numbers.

Here is an example of paraphrasing information explained throughout a book--what is known as **summarising**. As there are too many individual pages where the information appears in the book, pagination is not required for the in-text reference. In this example, the information is a theme that is continually raised/discussed throughout the entire book:

Those trapped in jobs or employment that holds no meaning to them are obviously more likely to examine other career options, but without a significant event or events to energise their actions, this examination often remains very shallow. Those wanting to transfer into a career in entertainment often do so almost by accident. As a result of exposure to other entertainers and then performing alongside them, a thorough self-examination is performed and then the decision to change careers is finally made, even if finances to do so are minimal or non-existent (Milligan 1985). A network of others is thus an important resource to assist in making this decision, as is...

Lastly, here is an example of using a quotation that is more than one sentence long:

Road construction involves a number of different factors. Not only is there more than just a single layer to a road, its materials and their performance are crucial aspects that involve careful consideration. All factors worth considering are:

Roads generally have three levels: a sub-base pavement, a base pavement and an

asphalt top. The sub-base is the main load-bearing layer of the pavement; its role is to spread the load evenly over the earth beneath. The quality of the sub-base is crucial – poor construction or use of the wrong materials can cause the upper surface to crack. Materials used in a subbase must comprise particles of a shape and size that interlock tightly when compacted to eliminate air gaps and movement (Derkley 2010, p. 8).

Preparation of the earth under the road is important but nowadays material selection can outrank it. Materials currently used are well known and fairly common. There is now interest in using...

Using volume numbers

If it is necessary to specify a volume number in an in-text reference (for example if the work is one of a series and you are using multiple volumes from that series), then add these details after the Year of Publication:

e.g. (Russell 1969, vol. 3, p. 138).

Using the front covers or rear covers of an information source

If you need to provide a reference for content on the front or rear covers of publications, then please choose from one of the following locations of publication covers:

front cover; inside front cover; rear cover; inside rear cover

and use one of those instead of a number. You will still need to precede with 'p.':

e.g. This portrayal of voodoo shows its use resulting in immediate effects (Dorkin 2001, p. front cover).

In-text reference dates

Only the year of publication is used for the date of an in-text reference, even if you have a complete date of publication involving day and month as well (such as an article in a daily newspaper).

Wright (2009, p. 413) asks, "How many car buyers are aware of how many workers in e.g. how many countries helped build their car?"

Sometimes a year of publication for an information source cannot be located. As Harvard Style is based on the combination of author and date, one of the following substitutes should be used:

n.d. = no known date. (Use this very sparingly. Most dates can be roughly determined.)

c. 1995 = circa 1995 (i.e. an approximate date, where you can determine to within a year or two without much effort. You should try to use this whenever possible.)

2005? = a dubious / possible date. (Use when you can only determine to within a few years.)

forthcoming = a work to be published in the near future.

Evidently there is still uncertainty and ongoing debate about the actual colours painted e.g. on Tunisian Tigers (Chaltry c. 2002).

One author or one organisation as author

The name, year and page number(s) are placed in parentheses, usually at the end of the sentence.

e.g. Transport by road has emerged as the leading way to move goods from the port of arrival to their final destination (Bishop 2009, p. 36).

To identify/give prominence to an important author in your assignment, the author's surname/family name is integrated into the text. The name is immediately followed by the year and page number, enclosed in parentheses.

Bishop (2009, p. 36) has identified that transport by road has emerged as the leading e.g. way to move goods from the port of arrival to their final destination.

If the author is an organisation or group, use the name of the organization.

e.g.
1 The management of medications for the elderly in aged care facilities received greater attention in 2000 (Australian Pharmaceutical Advisory Council 2000).

e.g.
2 The United Nations General Assembly (2008) strongly asserts that it plays a significant role in developing international law and setting international standards.

Two or three authors

When a work has two authors, the in-text reference shows the names of the authors, separated by an ampersand (&):

e.g. (Biggs & Tang 2011, pp. 243-249).

Multiple authors are listed in the same order as they are listed in the book - do not re-arrange them and list them alphabetically.

When a work has three authors, the first two names are separated by a comma and the third from the second by an ampersand:

e.g. (Aronson, Wilson & Akert 2007, p. 36).

More than three authors

When a work has more than three authors, the in-text reference shows the name of the first listed author and then the abbreviation 'et al.', which means 'and others':

e.g. (Adams et al. 2009, p. 11).

However, the names of **all** the authors should be shown in the corresponding reference list entry and in the order as listed in the work--do not change the order of the authors' names in any way.

More than one work acknowledged in a single in-text reference

More than one work may be acknowledged in a single in-text reference. This occurs when two or more works arrive at the same finding or conclusion about the same thing and you wish to draw attention to this:

e.g. (Larsen, Jacobs & van Vlimmeren 2003; Macdonald 2008).

Note: the works are presented in alphabetical order, arranged by the (first) author's surname/family name--L before M.

When two or more authors of a single work **are integrated in the text**, the word 'and' is used rather than the ampersand (&):

e.g. Larsen, Jacobs and van Vlimmeren (2003) and Macdonald (2008) all identify that it is crucial to...

Parts of a work written by someone other than the author

When someone other than the author writes part of a work, such as a preface or introduction, give both names.

e.g. Egner (in Russell 2009, p. vii) proposes that...

(Egner, in Russell 2009, p. vii).

In the reference list entry, you only need to show details of the work in which the contribution, or part of the work, appeared. For the example above, of Egner's introduction in Russell's work, it would simply be:

Russell, B 2009, *Bertrand Russell's best*, Taylor & Francis, EBL EBook Library, viewed 3 e.g. September 2009.

The fact that Egner had written the introduction is not mentioned.

Using information from an edited book

If you wish to use information from a book where each chapter or section is written by a different author and then the book is finalised by an editor or editors, two sets of guidelines must be used to create the in-text reference and the corresponding reference list entry.

For the in-text citation, only acknowledge the name of the author(s) of the chapter you wish to use--do not mention the book editor(s) at all. **This is different to the preceding guidelines, [Parts of a work written by someone other than the author](#).**

e.g. Carlson (2008, p. 16) defines ISMS as...

(Carlson 2008, p. 16).

When compiling the reference list, carefully read and use the relevant guidelines from [Book with an editor and identifiable contributors](#) and [Book with an editor but no identifiable contributors](#) from the **Reference lists and Bibliographies** section of this guide.

Add page numbers for the whole chapter/section after the place of publication details. In the example below, note the different arrangement of the details of the editors' names.

If there is one editor, 'ed.' is inserted after the Editor's surname. If there is more than one Editor, 'eds' is inserted in after the surname of the last listed Editor. 'ed.' or 'eds' must be enclosed in parentheses.

If the year that the publication was published is later than the year the chapter/section was published, you must note that by adding an extra Year of Publication after the 'ed./eds' detail and before the title of the book.

If you use more than one chapter from a book of this sort, you will have to create a separate reference list entry for each one you use.

Carlson, T 2008, 'Understanding information security management systems', in HF Tipton & M Krause (eds), *Information security management handbook*, 6th edn, vol. 2, e.g. Auerbach, Boca Raton, FL, pp. 15-28.

If the book has been edited but you cannot identify the contributing authors, then you treat the book as if the editor is the author of the book and you follow the relevant guidelines from earlier. The in-text reference is thus comprised of the Author's surname and the Year of Publication (plus the pagination if you are quoting the Author), however 'ed.' or 'eds' is inserted before the Author's surname to show that this information source has special circumstances applying to it. Note--these sorts of books will usually be older books.

Water quality can be affected by how the water is used and by pollution, so water e.g. quality is measured by surface water sampling (ed. Krajca 1989).

More than one work by the same author and the works are written in different years

For an in-text reference where there is more than one work by the same author and each work was written in a different year, list the publication years in chronological order (oldest to newest), separated by commas.

e.g. 1: single author (Flannery 2003, 2005, 2008).

e.g. 2: corporate author The Department of Health and Ageing (2007, 2008) presents data...

When you include page numbers, a semicolon (;) is used to separate a page reference from a date that follows it.

e.g. (Australian Bureau of Statistics 2002, 2007, p. 77; 2009).

More than one work by the same author and the works are written in the same year

When there is more than one work by the same author and each work was written in the same year, arrange the works by date (oldest to newest) and alphabetically assign lower-case letters to the works, in order to distinguish between them. Insert the lower-case letter immediately after the date in the in-text reference. The reference list entries must be arranged alphabetically by those lower-case letters. For example:

The in-text reference: This product has transformed from being a maligned icon to a designer commodity (Byrne, Coster & Deery 2010a,

assign lower-case letters to the works, in order to distinguish between them. Third, insert the lower-case letter immediately after the date in the in-text reference. Lastly, the reference list entries must be arranged alphabetically by those lower-case letters.

In the example below are two different authors, both with initial and name of A. Mohammed, writing in two different countries. If required, a way to verify that two authors are different people is to check their unique identifiers and affiliations ([Scopus](#) is one database that provides both of these pieces of information). In the example below, nothing more is able to be located about their names and details using the Library's resources, which is why they must be treated using these guidelines.

An example of the in-text references: In calculating population growth, suitability should be assessed first (Mohammed, A 2009b, pp. 82-83) before choosing a mathematical structure (Mohammed, A 2009a, p. 497).

The corresponding two reference list entries:

Mohammed, A 2009a, 'A remark on the classifications of rhotrices as abstract structures', *International Journal of Physical Sciences*, vol. 4, no. 9, pp. 496-499, Scopus, viewed 12 May 2010.

Mohammed, A 2009b, 'An approach for assessing the suitability of *Ceriodaphnia rigaudii* as an indigenous tropical toxicity test species', *Toxicological and Environmental Chemistry*, vol. 91, no. 1, pp. 79-86, Scopus, viewed 12 May 2010.

More than 26 works published by the same author in the same year

If you wish to use more than 26 sources of information written by the same author in the same year, do not use lower-case letters to distinguish between them in-text. Instead, provide author and year and also the title in the in-text reference, the title being italicised and also enclosed in its own set of parentheses.

e.g. "For as long as consumers remain conservative regarding spending, visits to salons are expected to be replaced by use of products in hair care at home" (Euromonitor International 2011 (*Hair Care in Australia*), p.3).

The reference list/bibliography entries for all those works published in the same year should be arranged alphabetically by their title.

No author or authoring body--neither a person nor an organisation

Sometimes a work has no identifiable author. In this case, substitute the title of the book, article or webpage for the author's name--don't use 'Anonymous' or 'Anon'. The

title must be in italics (or underlined--see note from earlier). There is no need to repeat the title again after the year of publication for an in-text reference.

e.g. 1 ... in seventeenth century England (*On travelling to London 1683*).

e.g. 2a Reform to drug laws was discussed but rejected by the Harm Minimisation Committee (*Drugs and the law 2002*).

e.g. 2b: giving prominence In *Drugs and the law* (2002) it was claimed that reform to drug laws ...

One author referring to another author

When one author acknowledges (either refers to or quotes) another author's work and you wish to acknowledge that other authors' work in your assignment too, use all the authors' names in the in-text reference. As part of the in-text reference you must insert the phrase "cited in" so the reader can understand which author is referring to the other author.

In example 1 below, Ryan quotes in his book (published in 2010) an observation and decision made by Berners-Lee. Ryan then continues after Berners-Lee's observation and decision by relating the history of what Berners-Lee did after making the observation and decision. In example 1a & 1b, the quote has been paraphrased.

Remember from earlier, that when two authors of a work **are integrated in the text**, the word 'and' is used.

e.g. 1a Berners-Lee (cited in Ryan 2010, p. 107) had already decided for himself that while the nature of the content itself was irrelevant, it's universal access was crucial.

e.g. 1b (Berners-Lee, cited in Ryan 2010, p. 107).

e.g. 2: using a cited quotation Woodhouse and Pengally (cited in Richards, Ruch & Trevithick 2005, p. 413) at the time scathingly regarded social work practice as an "emotionally distanced way of managing people".

In the reference list, only give details of the author doing the citing, because it is from the citing author's work that you sourced the information.

	Reference list
To continue e.g. 1 from above:	Ryan, J 2010, <i>A history of the Internet and the digital future</i> , Reaktion, London.

Acts of Parliament, Legislative instruments etc.

If you are referring to an entire Act, Regulation or other piece of legislation, use its short formal title (which includes the year--no comma is required between title and year), which you should italicise. The short formal title is inserted into the sentence of your text and should not be enclosed in parentheses. It is recommended to always include the jurisdiction (in parentheses, but not italicised) after the short formal title. Here is a list of the jurisdictions: Cwlth, NSW, Qld, NT, WA, SA, Vic, Tas, ACT.

e.g. The *Civil Aviation Safety Regulations 1998* (Cwlth) even covers hot-air balloons, which
1 are a popular part of tourism in Australia...

e.g. Imprisonment is the usual punishment for the various types of homicide in Victoria, and
2 this is repeatedly stated in the *Crimes Act 1958* (Vic).

When referring to specific sections of an Act or divisions of a Regulation, use 's.' for a single section or 'r.' for a single regulation division and 'ss.' for multiple sections or 'rr.' for multiple regulation divisions and then the number(s), similar to the guidelines for pagination earlier at [In-text references](#). These are also placed directly into your text - do not enclose them in parentheses.

If sections of an Act or divisions of a Regulation are divided into subsections/subregulations and then divided further into paragraphs and even subparagraphs, and you are referring to that smaller part, then include the numbering and lettering that helps designation the smaller part you are using. Use the same number and lettering directly from the document you are using. Each division after the section should be enclosed in its own separate set of parentheses. The smaller divisions in parentheses are not separated from the section by a space nor should there be any spaces between them.

e.g. 1: section of an Act Perjury is addressed in s. 314 of the *Crimes Act 1958* (Vic) and it will decrease in occurrence as lie detector tests become mandatory for anyone involved in a trial...

e.g. 2: smallest part of a section of an Act A propeller with an NAA certificate from a recognised country should not, according to vol.1, s. 21(303)(1)(a)(ii) of the *Civil Aviation Safety Regulations 1998* (Cwlth), be repaired using any non-APMA-approved parts...

Encyclopedias and dictionaries

If there is an author for an article from an encyclopedia, use the author-date method already described. For a dictionary entry or an encyclopedia article with no author, compose your in-text reference like this:

e.g. 1 *The Australian learners dictionary* (1997, p. 80) defines 'bludge' as ...

e.g. 2 (*Encyclopædia Britannica* 2008).

Sacred books

Sacred books are usually only acknowledged in-text...do not include a reference list or bibliography entry for them unless you are deliberately using a number of different versions of the same title. Book/chapter names are not italicised, either.

Provide the details of the chapters and verse(s) instead of page numbers.

e.g.
1 "For the love of money is a root of all kinds of evil, and in their eagerness to be rich some have wandered away from the faith and pierced themselves with many pains" (1 Timothy 6:10).

e.g.
2 Humankind's greed is clearly acknowledged in the Qu'ran: "Your hearts are taken up with worldly gain from the cradle to the grave" (102:1).

Labels and wall text in galleries and museums

Ideally, the in-text reference is comprised of the Name of the artwork or label heading or wall text heading (italicised), and the Year that you viewed the label.

e.g. (*Maharana Sangram Singh II attending the feeding of crocodiles at Jagmandir* 2009).

For the corresponding Reference List/Bibliography entry for this example, please see [Labels and wall text in galleries and museums](#) below.

Images, graphs and tables pasted in-text

When you insert someone else's image, graph or table into your work, place the in-text reference in parentheses immediately under the image, graph or table and then make sure there is space between the insert's in-text reference and the rest of your assignment's text. All in-text reference guidelines mentioned above apply--use author(s) (or image creator(s) if they are not the same as the author) surname/family name, year and page number.

e.g. 1: photograph from a webpage (Moores 2009).

e.g. 2: photograph from a book (Shoesmith 2010, p.49).

e.g. 3: table of statistics from a webpage (Australian Bureau of Statistics 2009).

e.g. 4: graph from a booklet with no identifiable author/creator but a title (*Longest-lasting hair dyes c. 2009*, p.5).

Audiovisual material (DVDs/videos, television and radio programs, motion pictures)

Provide the title of the item in italics and the date.

e.g. 1 (*The biggest Chinese restaurant in the world* 2009).

e.g. 2 In the motion picture *Slumdog millionaire* (2008) the portrayal of orphans is...

Webpages

If there is an author for a webpage, use the author-date method already described. For page numbers, please see the guidelines about [Page numbers on the Web](#) below.

e.g. 1 (Dorosh 2007).

e.g. 2 The Victorian Association of TAFE Libraries (2008) is a group that sees its role as...

If there is no identifiable author at all, use the title of the webpage.

e.g. (*How to bandage a sprained limb* 1996).

Unpublished documents

If there is an author for an unpublished work, use the author-date method already described. An unpublished work may be a collection of personal research notes; an unpublished thesis; a manuscript; an unpublished paper given at a conference; etc.

e.g. A perpetual motion machine will be developed sometime in the next thirty years (Florey 1925).

If there is no identifiable author, use the title of the unpublished work.

e.g. (*Helping those who don't want help* 2005).

Personal communications

Personal communications include conversations, interviews, lectures or speeches, telephone calls and personal letters.

Personal communications usually do not appear in a reference list unless your assignment is based mainly on information collected from personal communications. The Library strongly advises that you first check with your teacher about whether they will permit you to use these sources of information in your assignment. The Library also advises that you obtain permission from the person who is communicating the information, as well.

Personal communications are usually acknowledged in-text only and must also state the format of the communication. The day, month and time of the communication may also be necessary. Note that the author's initials are included and initials **precede** the surname/family name for Personal Communications. A general format for stating that a communication is personal in an in-text reference is 'pers. comm.'. Specific formats include personal letter, facsimile, lecture or speech, interview, conversation (also used for telephone calls), email and lastly SMS text message.

You can choose to either provide the details about the source of information directly in the running text of your assignment, or enclosed in parentheses.

Please also see [Unpublished sources of information](#) below.

e.g 1: provided
directly in the
running text

In an email dated 20 March 2009, Mr D Whitehead wrote:

"The GCC is a corporate health and wellbeing event combining exercise, fun, team-based challenges and a 'virtual' interactive experience in some of the most amazing places on Earth."

e.g 2: enclosed in
parentheses

In the lecture it was advised that:

"When you see amendments listed below an original Act in this database, then the original Act should have been edited to include those amendments; you don't have to make those changes yourself" (N Pavlovski 2009, lecture, 8 August).

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Reference lists and bibliographies

In the Harvard Style of acknowledging sources of information, the author's details and the year of publication of the information are the links between the in-text references and the reference list entries or bibliography entries. There is no difference in preparing a reference list or a bibliography--both use the same details--a bibliography will simply have more entries than a reference list, because a bibliography includes everything you looked at whilst researching the assignment, even if you have not referred to some of them directly or indirectly in the text of your assignment.

You should arrange the entries in the reference list or bibliography alphabetically, by author name (family name/surname or organisation name). The entries are not to be indented.

Information sources on paper, DVD, tape etc.

Book chapters and periodical articles accessed through the [Subject Materials collection](#) are treated using the guidelines in this section, not those found later in the [Online Resources](#) section further below. Treat [Subject Materials collection](#) items as if they were actual book chapters, magazine articles, etc.

Books

The guidelines for creating Harvard Style entries for any type of information source are all derived from the guidelines for entries for Books. The guidelines here are thus adapted for all other information sources. **If you find an information source that is not covered by any of the guidelines in this booklet, you can create an entry for it by first consulting these guidelines for Books** and then create a 'hybrid' entry by blending these guidelines with guidelines for another information type or other information types.

For books, the details you must include in the entry are as follows and must be presented in this order:

- a. Author(s)--either a person or an organisation--or editor(s).
- b. Year of publication. See [in-text reference dates](#), above.
- c. Title--plus the subtitle, if there is one. Place a colon between the title and subtitle.
- d. Title of series and volume number--if applicable.
- e. Edition--only if this is not the first edition of the book. Edition is abbreviated as 'edn'.
- f. Publisher.
- g. Place of publication--city or area. Extra information may be provided if there is more than one place with the same name eg. there is Cambridge in the UK but there is also Cambridge in Massachusetts in the USA. You should distinguish between the two--Cambridge for the UK, Cambridge, Mass. for the USA. Examine the [Search the Library](#) entry for the item and follow it if you are unsure.

You can find this information on the imprint page of the book itself (i.e. the page immediately following the title page) or from the [Search the Library](#) entry for the item. The following examples illustrate how to set out the reference list or bibliography entries for a variety of different types of books. NOTE: if you are using an ebook, you need to see the [Online Resources](#) section below as there are different guidelines for ebooks compared to books printed on paper.

Notes:

The author's name comes first. Put the surname/family name first, then initial(s) of the given or personal name(s). Do not place full stops between or after an author's initials. When an author has more than one initial, do not place spaces between their initials. If listing an editor or editors, put the abbreviation (ed.) or (eds) after their name(s). Year of publication is the last item to be entered before Book title.

Book titles are italicised. Series titles are not italicised. Use minimal capitalisation for book titles.

Commas are used to separate each of the listed details above for an entry.

You should only use the author's initials and family name/surname in your reference list entry, regardless of how their name is presented in the book. You can use an author's full name to help distinguish between two authors with the same surname and initials--you should then do the same with your in-text references to help distinguish between those two authors (this may rescue you from having to follow the guidelines at [Two or more different authors with the same name and initial\(s\), each with a work published in the same year](#) from above, if you are reading this because you clicked on the link there).

If an item has more than one author, the authors' names should be listed in the order they appear on the title page--do not re-arrange their names by alphabetical order.

Use an ampersand (&) between two authors' names, rather than the word 'and'.

If you know some extra detail for an information source but it is not given on the source itself, you may include it in a square bracket e.g. [Sydney]. You may find this sort of information by using [Search the Library](#), or in another library's catalogue.

1. **Book with one author**

Kornberger, H 2008, *The power of stories: nurturing children's imagination and e.g. consciousness*, Floris Books, Edinburgh.

2. **Book with two authors**

Names should be listed in the order they appear on the title page.

Sumner, DE & Miller, HG 2009, *Feature and magazine writing: action, angle and e.g. anecdotes*, 2nd edn, Wiley-Blackwell, Chichester, UK.

3. Book with three authors

Ghali, A, Neville, AM & Brown, TG 2009, *Structural analysis: a unified classical and e.g. matrix approach*, 6th edn, Taylor & Francis, London.

4. Book with an organisation as author

The organisation's name should be capitalised. If an organisation's name begins with *The* (eg. The National Committee on Soil and Terrain), delete the first *The*. Do not use an ampersand (&) in an organisation's name--use the word 'and' instead.

National Committee on Soil and Terrain 2009, *Australian soil and land survey e.g. field handbook*, 3rd edn, CSIRO Publishing, Collingwood, Vic.

5. Book with a government department as author

The department's name should be capitalised.

Department of Victorian Communities 2003, *The People of Victoria: statistics e.g. from the 2001 census*, Department of Victorian Communities, Melbourne.

6. Book with more than three authors

Haran, J, McNeil, M, O'Riordan, K & Kitzinger, J 2007, *Human cloning in the media: e.g. from science fiction to science practice*, Genetics and Society, Routledge, London.

7. Book with no author

Use the title of the work (in italics), then the date (no italics).

Training Australians: a better way of working: 27 case studies from leading e.g. Australian organisations of their best training strategies 1990, Business Council of Australia, Melbourne.

8. Book with an editor and identifiable contributors

A large number of books nowadays are edited books, where all the chapters or sections are written by different authors and then an editor or editors bring them together and publish them as one title. These need to be treated very carefully. If you wish to use a chapter or section from this type of book, you will need to find out who the author for that chapter or section is first. Their name may be listed at the start or end of the chapter; there may be a single list before the chapters identifying who is responsible for what; the authors may only be identified in the Table of Contents. The guidelines you must follow once you've identified the author are:

Give the details about the chapter or article first, then the details of the book in which it appeared.

Enclose the title of the chapter or article in single quotation marks.

Note in the example below that the initials **precede** the surname/family name of the editors of the publication in which the chapter or article appears.

If there is one editor, 'ed.' is inserted in after the Editor's surname. If there is more than one Editor, 'eds' is inserted after the surname of the last Editor. 'ed.' or 'eds' must be enclosed in parentheses.

If the year that the publication was published is later than the year the chapter/section was published, you must note that by adding an extra Year of Publication after the 'ed./'eds' detail and before the title of the book.

Add pagination for the whole chapter/section after the place of publication details.

If you use more than one chapter from the same edited book, you will need to repeat this process for each chapter you use.

e.g. Huth, E 2005, 'Fragments of participation in architecture, 1963--2002: Graz and Berlin', in P Blundell Jones, D Petrescu & J Till (eds), *Architecture and participation*, Spon Press, London, pp. 141-148.

9. Book with an editor but no identifiable contributors

However, in earlier times the contributing authors were not always acknowledged in the same way that you see in the section immediately above. All that you may be able to find is the name of the editor or editors.

In such an instance, treat the book as if it had been written by the editor--in other words, treat it as a book with an author and use the corresponding guidelines from above. However, you will need to include an editor statement, either 'ed.' or 'eds', enclosed in parentheses, between the Author's surname and Year of publication, to show that this item has special circumstances.

The example here is the same book used in the second example in the [Using information from an edited book](#) above in the [In-text references](#) section.

e.g. One editor. Note that this book has been translated and is also part of a series.

Krajca, JM (ed.) 1989, *Water sampling*, trans. J Joseph, Ellis Horwood series in water and wastewater technology, Ellis Horwood, West Sussex.

10. Book in a series

List the name of the series after the title of the work and its number in the series. If the series states that it is comprised of volumes, place a prefix of 'vol.' before its number. If the series does not state that it is comprised of volumes but that there is a numbering system being used for the series, then simply place a prefix of 'no.' before its number. If the book's number in the series is not identifiable, then simply state what series it is in.

e.g. series,
arranged in
volumes

Cabrera, M & Malanowski, N 2009 (eds), *Information and communication technologies for active ageing: opportunities and challenges for the European Union*, Assistive technology research series, vol. 23, IOS Press, Amsterdam.

e.g. series,
arranged by
numbers only

Porter, L & Shaw, K (eds) 2009, *Whose urban renaissance?: an international comparison of urban regeneration strategies*, Routledge studies in human geography, no. 27, Routledge, London.

e.g. series--no
arranging detail
identifiable

Ateljevic, J & Page, SJ (eds) 2009, *Tourism and entrepreneurship: international perspectives*, Advances in tourism research, Elsevier, Oxford.

13. More than one place of publication

If more than one place of publication is listed, use only the first-listed place.

14. Entries in an encyclopedia or dictionary

If there is no author, use the title of the entry or article first.

If you are using an online encyclopedia (eg. *Britannica Online*), or online dictionary (eg. *Oxford Reference Online*) then please see [Articles from online encyclopedias and dictionaries](#) below.

e.g.
1

Slater, K 2006, 'Camel's-hair cloth', *The World Book encyclopedia*, vol. 3, World Book, Chicago, pp. 79-80.

e.g.
2

'hodgepodge' 2003, *Collins Cobuild learner's dictionary*, 2nd edn, HarperCollins, Bishopbriggs, Glasgow, p. 525.

Periodicals

Maximal capitalisation is used for the titles of periodicals. This means that each major word in the title of a periodical must have a capital letter. It is also the opposite of the guideline for [Books](#) (immediately above).

For all other titles (eg. the title of the article inside the periodical), capitalisation is minimal.

Periodical titles are italicised.

Dates are arranged in this order: Day, Month, Year.

In general you will find that all the issues of a magazine or journal published in one year are collectively called a volume and may be given a volume number. An issue number or the name of a month or season may identify each issue within that volume. Look at the periodical carefully, just in case it has an entirely individual numbering system instead of volume & issue or volume & month/season.

1. Articles with an author

For articles in journals and magazines, include the following information:

- a. Author(s)--if given.
- b. Year of publication.
- c. Title of article--enclose title in single quotation marks ' ' .
- d. Title of periodical.
- e. Place of publication (city)--only if there are 2 or more periodicals with the same title.
- f. Volume and/or issue number. Volume number is given a prefix of 'vol.', issue number is given a prefix of 'no.'.
- g. Day and month, or season--if Volume and/or issue number are not provided, or if needed to help precisely identify an article.
- h. Page number(s).

e.g. Srinivasan, G, Bhaduri, AK, Shankar, V & Raj, B 2008, 'Evaluation of hot cracking susceptibility of some austenitic stainless steels and a nickel-base alloy', *Welding in the World*, vol. 52, no. 7-8, pp. 4-17.

2. Articles with no author

'Entangled photons could be seen by the naked eye' 2008, *New Scientist*, vol. 197, no. 2644, e.g. p. 17.

3. Newspaper articles

Replace the volume/issue number details with day and month:

e.g. 1: with an author Wilson, A 2008, 'Early falls lift hopes of best ski season for years', *The Australian*, 28 April, p. 6.

e.g. 2: no author 'Walk this way, John' 2008, *The Herald Sun*, 27 April, p. 26.

4. Reviews of books, films, television, performances, etc.

Include:

- i. Name of reviewer.
- j. Year.
- k. Title of the review, enclosed in single quotation marks.
- l. Description of what is being reviewed (in italics) and its author (no italics).
- m. Periodical in which the review appeared.
- n. Day and month or season--if applicable.
- o. Page numbers.

Initials **precede** the surname/family name of the author/s of the artwork being reviewed.

e.g. 1 Wilson, J 2009, 'In defence of the superficial', review of *Warhol superstars on film* presented by ACMI, *The Age*, 26 September, A2, p. 23.

Note: 'A2' before the page number indicates a special, independently-paginated section of the newspaper.

e.g. 2 Woodhead, C 2009, 'Eloquent, soul-baring theatre--with laughs', review of *Look mummy I'm dancing* by V Van Durme, *The Age*, 15 October, p. 18.

5. Annual reports

These are not periodicals in the usual sense, but are important regular publications of government bodies, companies and other organisations. A reference for an annual report should include:

- p. Name of organisation.
- q. Date of publication--if applicable.
- r. Short descriptive title.
- s. Year(s) covered.

e.g. 1 Department of Health and Ageing 2007, *Annual Report 2006-2007*, Canberra.

e.g. 2 Iluka Resources Limited 2007, *Annual Report 2007*.

For an example of an annual report on a webpage, please see [Webpage of a company or organisation](#) below.

Conference papers; published proceedings

Papers presented at conferences and similar types of meetings (a congress, a symposium, etc.) are often collected and published by the organisation that arranged the conference. A reference to a published conference paper is similar to one for a chapter or article from a book. NB: Conference papers or proceedings published on a CD-ROM are also to be treated using these guidelines.

Note that the place and year that the papers were published is included, while the place and date that the conference was held are omitted **unless these form part of the title of the proceedings**. See the [Search the Library](#) entry for the item if you are uncertain.

In the second example, there is a date of 2008 after the authors' names, even though the symposium was held in 2007. This is because year of publication of the papers and the year that the conference was held is different. Date of publication is the important detail; if they are different, the different dates must be included in the entry.

Also note that pagination (how pages are numbered) may involve letters as well as numbers in these sorts of publications. In such cases, use the pagination exactly as it appears in the publication.

Lee, CY 2008, 'Security and ethical issues in the virtual world of Second Life',
e.g. *Conference proceedings of AiCE 2008, Melbourne, 11 February 2008, fifth*
1 *Australian Institute of Computer Ethics conference*, School of Information Systems,
Deakin University, Burwood, Vic., pp. 119-129.

Zhang, JS & Henkel, K 2008, 'Statistical properties of extragalactic H₂O maser
e.g. sources', *Astrophysical masers and their environments: proceedings of the 242th*
2 *symposium of the International Astronomical Union held in Alice Springs, Australia,*
March 12-16, 2007, Cambridge University Press, Cambridge, pp. 414-415.

Australian Bureau of Statistics documents

Include the ABS catalogue number after the title. Use ABS as the Publisher details.

Australian Bureau of Statistics 1998, *Marriages and divorces, Australia*, cat. no. 3310.0,
e.g. ABS, Canberra.

Please also see [Australian Bureau of Statistics webpages](#) below.

Acts of Parliament

The following information is given, in this order:

- t. Title of the Act and Date of publication--these are both italicised. Do not place a comma after these.
- u. List the abbreviation of the jurisdiction, in parentheses. If the jurisdiction is the Commonwealth, use (Cwlth).
- v. Section number(s).
- w. Reprint number--if applicable.
- x. Publisher.
- y. Place of publication.

e.g. *Residential Tenancies Act 1997* (Vic), ss. 167-187, reprint 2, Anstat, Melbourne.

Standards

Standards Australia defines a standard as "a published document which sets out technical specifications or other criteria necessary to ensure that a material or method will consistently do the job it is intended to do".

For standards, the following information is given, in this order:

- z. Author(s).
- aa. Year of publication--use the date that the current edition of the standard was published.
- bb. Title (in italics).
- cc. Standard Number--enclosed in parentheses.
- dd. Publisher.
- ee. Place of publication.

Standards Australia 2006, *Information technology--security techniques--information security management systems--requirements*, (AS/NZS ISO/IEC 27001:2006), Standards 1 Australia, Sydney.

American Society for Testing and Materials 2006, *Standard specification for aluminum alloys in ingot and molten forms for castings from all casting processes*, (ASTM B179-06), 2 ASTM, West Conshohocken, Penn.

Please also see [Australian Standards Online](#) below.

Tables, graphs and images from a book or periodical

This also applies to advertisements in newspapers, magazines and other forms printed on paper.

If an image (or images) in an information source is the only part of that source that you have used in your assignment, then the image or images must each have a separate complete reference list entry. If you have used more than just an image, for example you have used a diagram from one page and some text from another page, then a single reference list entry is created for the whole information source--you don't need to create separate reference list entries for separate parts of one information source.

Give the bibliographic details of the image first, then the details of the information source in which it appears. The details for the image are usually the image creator's surname and initials; the year the image was created and then the title of the image. The following guidelines must be applied to the image's bibliographic details:

- ff. Enclose the title of the image in single quotation marks.
- gg. Add pagination for the whole chapter/section after the place of publication details.
- hh. Use the following to describe what the item is: [table] for tables; [graph] for graphs; [image] for photographs, figures and graphics; and lastly [advertisement] for all advertisements.
- ii. If the person(s) responsible for creating the image is also the author of the information source the image appears in, you do not need to repeat their name(s). If the person(s) responsible for creating the image is not an author of the publication the image appears in, you need to include their name preceding the title of the image, arranged with surname first and then any initials.
- jj. If the date the image was created is different to the date the information source was published and that date is clearly identified, you must acknowledge that different date after the title of the image or before the image if the image's creator is not a publication author.
- kk. If there is no identifiable person(s) responsible for creating the image, you should supply your own short descriptive title, enclosed in square brackets. The title should then be enclosed in single quotation marks as per guideline a.

e.g. 1: A table with a title has been used from a book. Nothing else from that book has been used. The table was created by the author of the book.

'Table 1: Personality problems - behaviour predictors' [table] in R de Board 1983, *Counselling people at work: an introduction for managers*, Gower, Aldershot, Hants., p. 25.

e.g. 2: A photograph has been used from a chapter of an edited book. Nothing else from that book has been used. The photograph has an identifiable creator and the creator is not one of the authors or editors of the book. The photograph has a title.

Graham, T 1992, 'Bonita Mabo with her daughter Seluia' [image] in Langton, M & Loos, N 2008, 'The dawn is at hand' in R Perkins & M Langton (eds) 2008, *First Australians: an illustrated history*, Melbourne University Publishing, Carlton, p. 372.

- e.g. 3: A photograph has been used from a newspaper article. The photographer is not acknowledged. The photograph does not have a title. '[Woman lying on sunbed]' [image] in G Maslen 2010, 'Sunbed study confirms cancer risk', *The Age*, 31 August, p. 12.
- e.g. 4: An advertisement has been used from a magazine. Premium Appliances Australia 2010, 'Liebherr'[advertisement] in *Delicious* 2010, September, p. 115.
- e.g. 5: A cartoon on the rear cover of a book of cartoons by one artist has been used. The cartoon does not have a title. Nothing else from that book has been used. '[Devil smoking a cigarette]' [image] in E Dorkin 2001, *Who's laughing now?*, Slave Labor Graphics, San Jose, CA, p. rear cover.
- e.g. 6: An photograph on the front cover of a periodical has been used. The photograph is not reproduced inside the periodical. The photograph does not have a title. The photographer is not acknowledged. The periodical does not have volume numbers, just an issue number. Nothing else from the periodical is used. '[Children at day care]' 2011 [image] in *Jigsaw*, no. 57, p. front cover.
- eg. 7: Two photographs and some text are used from a book. McCourt, T 1975, *Aboriginal artefacts*, Rigby, Adelaide.

For advertisements on radio and TV, please see [Radio and television broadcasts](#) below.

Leaflets, flyers, booklets, pamphlets, newsletters etc.

These small publications often contain useful information, but don't often have all the details printed on them in order to perfectly identify them using all the guidelines in Harvard Style. So, try to provide as many identifying details as you can successfully locate on the publication. Include as many of the following details as possible:

- ll. Author(s).
- mm. Date of publication (estimate this if not given).
- nn. Title (or your own short descriptive title)--italicised.
- oo. Publisher.
- pp. Place of publication.
- qq. Brief description. Use 'leaflet' for items printed on a single sheet of paper, 'booklet' for everything else (even if only two sheets of paper stapled together). The description is not enclosed in anything.
- rr. Location, if held in a permanent collection (at a State Library, etc.).

e.g. 1: single sheet leaflet/flyer	City of Whitehorse c. 2009, <i>MEGAmile (west) & Blackburn activity centres: urban design framework - community bulletin no. 1</i> , City of Whitehorse, Victoria, leaflet.
e.g. 2: newsletter; more than one sheet	ANGFA Victoria 2008, <i>Vicnews no. 72</i> , ANGFA Victoria, Chirnside Park, booklet.
e.g. 3: booklet/pamphlet	Nucleus network c. 2009, <i>Clinical research participant information</i> , Victoria, booklet.

Labels and wall text in galleries and museums

These will have varying amounts of bibliographic detail to utilise. Collect as many of them as you can while you are on site. Ask gallery/museum staff if necessary.

The following information should given, in this order:

- ss. Author(s). If none are easily identifiable, use the Name of the Gallery/Museum instead.
- tt. Year when the label/text was viewed.
- uu. Label/text number (if any).
- vv. Name of the exhibition and, if possible, dates of exhibition.
- ww. Name of the artist(s) (if possible).
- xx. Name of the artwork or label heading or wall text heading--italicised.
- yy. Format--either label or wall text, enclosed in square brackets [].
- zz. Day and month when label/text viewed.
- aaa. Name of gallery/museum.
- bbb. Location of gallery/museum.

e.g. NGV International 2009, *The cricket and the dragon: animals in Asian art* 17 October 2008--15 March 2009, *Maharana Sangram Singh II attending the feeding of crocodiles at Jagmandir* [label], 3 January, NGV International, Melbourne.

Note: If you are using more than one label/wall text information source from the same exhibition, you will need to prepare in-text references for each separate information source but only prepare a single reference list entry for the exhibition itself, using the appropriate guidelines in this section.

Unpublished sources of information

Information obtained directly from people and organisations, by letter or interview, by attending a lecture--or from unpublished material such as theses, diaries or other personal or business records should be acknowledged. Usually, this is only done in-

text--please carefully read the notes above at [Unpublished documents](#) and [Personal communications](#) first to confirm what you should do. Only include an entry in your bibliography or reference list if the source of information is a document or other record which is available for other people to consult. Ask your teacher if they will permit you to use unpublished sources and, if so, what types they will permit.

When acknowledging unpublished materials, enclose titles in single quotation marks rather than italicising them.

1. Unpublished documents: theses, personal papers, dairies etc.

Use the guidelines from [Leaflets, flyers, booklets, pamphlets, newsletters etc.](#) above to build your reference list entries for these sources of information. For guideline f., provide your own brief description of the item.

e.g. 1: unpublished thesis Sobieralski, C 1995, 'Development of a dangerous goods compliance model for the photographic manufacturing industry', MEng thesis, Swinburne University of Technology, Melbourne.

e.g. 2: collection of personal papers Syme Family 1854-1947, Personal and business papers, LaTrobe Collection, State Library of Victoria.

2. Interviews, conversations, telephone calls, personal letters, lectures/speeches

If you have obtained information directly from a person or organisation through a personal letter; formal interview, informal conversation or telephone call; or by attending a lecture/speech, this should be acknowledged in an in-text reference. This type of source is usually not referred to again in a reference list, except when the essay or report is based mainly on such sources, in which case it is appropriate to list them. Check with your teacher first before you do this.

Note that the format is given before the name of the person (or organisation) for these references. Also note that initials **precede** surname/family name. It is useful to include some information indicating the significance of the person to the subject of your work in the reference.

Formal interviews, conversations and informal discussions are all given the format of Interview. Lectures, speeches and addresses are all given the format of Lecture. A telephone call is given the format of Telephone Call.

e.g. 1: interview Interview with F O'Donnell, Swinburne University of Technology Liasion Librarian Manager, 16 October 2009.

e.g. 2: lecture to Lecture on electronic funds transfer systems for HIT2999 Information & Banking, by J Smith, School of Business, Swinburne

public or class University of Technology, 8 September 2003.

e.g. 3: personal Personal letter from T Tucceri, ANGFA Victoria secretary, 31 January
letter 2009.

Items in languages other than English and translated items

When using items written in another language, the capitalisation conventions of that language should be followed. An English translation should be given in parentheses immediately after the original title.

e.g. Klein, G 1986, *La politica linguistica del fascismo* (The language policy of fascism), Il Mulino, Bologna.

When using items that are written in a script other than Roman (eg. Chinese/Japanese, Cyrillic, Arabic, Sanskrit etc.), you must apply the following steps:

- a. Identify what sort of item it is and see what information you need to provide in order to reference it properly;
- b. Translate what you can of the bibliographic details into English;
- c. Arrange the bibliographic details in the correct order;
- d. Add a statement in parentheses about which language the item is originally written in.

e.g. Yang, X 1999, *The comedy of Lao Fu Ye* (in Chinese), Da Zhong Press, Beijing.

When using items that have already been translated from another language into English and the translator's details are identifiable, then the translator's details need to be included:

After the title, insert 'trans.', then the translator's name. The translator's initials/first name(s) **precede** surname/family name.

Then continue with the remaining appropriate bibliographic details. You do not need to include the statement about which language the item was originally written in.

e.g. Xingjian, G 2000, *Soul mountain*, trans. M Lee, HarperCollins, Sydney.

Audiovisual material

You may need to write a reference for a DVD, videocassette, TV program etc. The guidelines are similar to those used for [Books](#). Use the label on the item or its [Search the Library](#) entry to obtain the information you need. Include the following details:

- e. Title--in italics.
- f. Year of original release/broadcast.
- g. Format--this is enclosed in square brackets []. The **Details** tab information in the [Search the Library](#) entry for the item will tell you what Format (or Type, if no Format is listed) you should use.
- h. Publisher (this is different to Distributor).
- i. Place of publication (if any).

Any other details you decide are useful to help further identify the particular source you use can be included after the Place of Publication. Place a fullstop after Place of Publication and then list the extra details eg. Distributor; Year of Distribution, Director's name; Actors names etc. Use fullstops between each different set of details.

1. DVD's and videocassettes

- | | |
|---|--|
| e.g. 1: DVD | <i>People at Origin Energy: an HRM case study</i> 2007 [DVD], Video Education Australasia, Bendigo. |
| e.g. 2: DVD - TV series | <i>The Gruen Transfer: Series 2</i> 2009 [DVD], Zapruder's other films and Australian Broadcasting Corporation, Australia. |
| e.g. 3: DVD - feature film | <i>Kung Fu panda</i> 2008 [DVD], Dreamworks Animation, USA. Distributed in Australia by Paramount Home Entertainment. |
| e.g. 4: DVD - feature film - re-release | <i>Close encounters of the third kind: Special Edition</i> 1977 [DVD], Columbia/EMI, USA. Distributed in Australia in 2001 by Columbia TriStar Home Entertainment. Directed by Steven Spielberg. |
| e.g. 5: videocassette | <i>More than a gut feeling III</i> 2000 [VHS], American Media, USA. Distributed in Australia by Mind Resources, North Sydney. |
| e.g. 6: videocassette - feature film | <i>Invasion of the Body Snatchers</i> 1956 [VHS], Allied Artists Picture Corporation, USA. Distributed in Australia in 1985 by CBS/Fox Video. Directed by Don Siegel. Starring Kevin McCarthy and Dana Wynter. |

Note: the title for example 3 was derived from the [Search the Library](#) entry for the item.

2. Sound recordings e.g. audio CDs, audio cassettes, reels, vinyl records, etc.

This includes recordings of radio broadcasts.

If no title is given for the program, you should supply your own short descriptive title, enclosed in square brackets. The title should be italicised.

Conclude with day and month of the broadcast.

e.g. 1: radio interview recorded onto CD *[Interview with Josie Arnold]* 2003 [Audio], ABC Radio Melbourne, Melbourne, 29 April.

e.g. 2: commercially-made music CD Zimmer's Hole 2008, *When you were shouting at the Devil...we were in league with Satan* [Audio], Century Media Records, Hawthorne, CA.

3. Radio and television broadcasts

Include:

- j. Title. If no title is given for the program, you should supply your own short descriptive title, enclosed in square brackets. As always, the title should be italicised.
- k. Year of broadcast.
- l. Type--use either [television program] or [radio program].
- m. Series title (this can replace guideline a. if you are providing a reference list entry for the entire series).
- n. Broadcasting station.
- o. Day and month of broadcast.

e.g. 1: TV broadcast: title given *Howard's end* 2008 [television program], Four Corners, ABC1, 18 February.

e.g. 2: TV broadcast: no title given *[Protest by Melbourne's taxi drivers ends]* 2008 [television program], News, Channel 9, 30 April.

e.g. 3: Radio broadcast: title given *The Freemasons* 2009 [radio program], Rear vision, ABC Radio National, 7 October.

e.g. 4: Broadcast of a whole four-part TV series *Downunder Grads* 2008 [television program], SBS-TV, 5 March, 12 March, 19 March, 26 March.

4. Slides from a film camera

e.g. Birnstihl, H 1980, *Emotions* [slide], Northside Productions, North Melbourne.

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Online resources

Many of the same guidelines used for creating reference list entries for Books and for Periodicals are also used when creating reference list entries for electronic resources (like an article from a database or information from a webpage).

Some databases may provide examples of their information formatted into reference list entries of styles different to Harvard Style: Vancouver Style, APA Style, etc. You may wish to use those acknowledging examples from the databases, but you must reformat them into Swinburne University's Harvard Style (using this document you are reading now).

Acknowledging resources found on the World Wide Web can be difficult. Often, there may not be enough details available to make a reference list entry that will clearly identify the information at a later stage. If that is the case with a particular page on a website, then you are permitted to locate and use identifying details from the homepage or 'About' page of the website in order to try to determine authorship of a webpage or website.

Note: Book chapters and periodical articles accessed through the [Subject Materials collection](#) are not treated using the guidelines in this section. Treat [Subject Materials collection](#) items as if they were actual book chapters, magazine articles, etc. by using the [Books](#) and [Periodicals](#) guidelines from earlier.

Dates for online resources

Dates are arranged in this order: Day, Month, Year.

If there is a publication date which is clearly identifiable, use that date--for example, the date of an issue of a periodical.

Look at the online citation carefully and be prepared to re-arrange dates to suit the Swinburne University Harvard Style guidelines.

Be careful not confuse the date of publication with the date you first viewed an information source.

Articles in online databases

If you use an article from an online database (especially those that the Library makes available to you), you must state clearly which database it came from. You may also need to state the name of the company that provides that database, if there is one.

Sometimes it is hard to work out what the name of a database is. Look at the online citation carefully. It is possible to confuse the name of the database with the name of the online service provider. As an example, Australia/New Zealand Reference Centre is the name of a database and **EBSCOhost** is the name of its online service provider. If you need any help clarifying which is which, please [contact the Library](#).

Remember from earlier, maximal capitalisation is used for the titles of periodicals. This means that each major word in the title of a periodical has a capital letter. For all other titles, capitalisation is minimal.

Include this information, if applicable

- a. Author(s)--if given.
 - b. Year of publication.
 - c. Title of article--enclose title in single quotation marks ' ' .
 - d. Title of periodical--italicised.
 - e. Volume and/or issue number. Volume number is given a prefix of 'vol.', issue number is given a prefix of 'no.'.
 - f. Day and month, or season--if Volume and/or issue number are not provided, or if needed to help precisely identify an article.
 - g. Page number(s), if they are included. NB: This is not an estimate of how many printed pages would result from printing the article, but the page numbers given in the database.
 - h. Title of the database and also the name of the online service provider, if applicable.
 - i. Date that you first viewed the online resource (day, month and year)--precede the date with the word 'viewed'.

b. Article with an author

e.g. 1
Filippidis, L, Galea, ER, Gwynne, S & Lawrence, PJ 2006, 'Representing the influence of signage on evacuation behavior within an evacuation model', *Journal of Fire Protection Engineering*, vol. 16, no. 1, pp. 37-73, General OneFile, Gale, viewed 19 October 2009.

e.g. 2
Newell, F 2008, 'The healthy multicultural school canteen: a site for adult learning', *Fine Print*, vol. 31, no. 3, pp.12-16, A+ Education, Informit, viewed 26 October 2009.

c. Article without an author

e.g. 1
'You're in for a rollicking ride with Bruno' 2009, *Coffs Coast Advocate*, 2 July, Factiva, viewed 26 October 2009.

e.g. 2
'The ideal Windows 7 PC' 2009, *APC*, vol. 29, no. 7, pp.70-71, Computers & Applied Sciences Complete, EBSCOhost, viewed 26 October 2009.

d. Conference paper

e.g.
Foo, JJ, Zobel, J, Sinha, R & Tahaghoghi, SMM 2007, 'Detection of near-duplicate images for web search', *Proceedings of the 6th ACM international conference on image and video retrieval*, July 9-11, pp. 557-564, ACM Digital Library, ACM Portal, viewed 26 May 2008.

e. **TVNews file**

TVNews is a database of digitised video content in a compressed format provided by Informit.

You should follow the guidelines from [Radio and television broadcasts](#) above and then add title of database, name of the online service provider and the date you first viewed it.

Italian cyclist Danilo de Luca has been cleared of doping charges by the Italian Olympic Committee 2008 [television program], World News Australia, SBS Television, 17 April, TVNews, Informit, viewed 8 July 2008.

If the title of an item is long and also exactly the same as its abstract, then go to [Radio and television broadcasts](#) above and follow its guideline 'a.' and see how its example 2 has been created; supply your own short descriptive title, enclosed in square brackets and then italicise it.

[Unity Speech: Hillary Clinton at the Democratic National Convention] 2008 [television program], Lateline, ABC Television, 27 August, TVNews, Informit, viewed 30 September 2008.

Industry and market reports from the Library's online databases

Include this information, if applicable:

- . Author(s), editor(s), compiler(s) or organisation responsible for the report.
 - a. Date the report was created.
 - b. Title of the report (in italics).
 - c. Month of report if the report has been published more than once in the same year.
 - d. Name of the database.
 - e. Identifying number of the report within the database (if any).
 - f. Date viewed.

e.g.1: Report where the author is identified/acknowledged. Sivasailam, N 2010, *Chocolate and confectionery manufacturing in Australia*, IBISWorld, C2172, viewed 12 October 2010.

e.g.2: No author is identified/acknowledged. Euromonitor International 2010, *Cheese - Australia*, Passport GMID, viewed 18 October 2010.

Articles from online encyclopedias and dictionaries

Remember from earlier: if there is no author, use the title of the encyclopedia entry or article first.

e.g. 'drought' 2008, *Encyclopædia Britannica*, Encyclopædia Britannica Online,
1 viewed 27 May 2008.

e.g. 'Hijab' 2003, *Oxford Dictionary of Islam*, Oxford Reference Online, viewed 27 May
2 2008.

e.g. Kleiman, LS & Simmering, M 2006, 'Employee Recruitment Planning', in MM
3 Helms (ed.), *Encyclopaedia of Management*, 5th edn, Gale, Gale Virtual
Reference Library, viewed 12 October 2011.

Ebooks

This section only applies to ebooks used through the Swinburne Library's ebook collections: Books 24x7, CRCnetBASE, Digital Engineering Library, EBL EBook Library, Knovel, Oxford Scholarship Online, PsychBooks (EBSCO), SAFARI Tech Books Online and Wiley InterScience Books.

Use the guidelines from [Books](#) above, but instead of Place of Publication put the name of the ebook collection it comes from and the date that you first viewed the ebook.

For ebooks found directly on the World Wide Web, please use the guidelines from [Webpages](#) below.

e.g. 1: Book with three authors Radebaugh, LH, Gray, SJ & Black, EL 2006, *International accounting and multinational enterprises*, 6th edn, John Wiley & Sons, Books 24x7, viewed 26 October 2009.

e.g. 2: Chapter from a book with more than one editor Templeton, S 2004, 'Pressure ulcers and leg ulcers' in S Carmody & S Forster (eds), *Aged care nursing: a guide to practice*, Ausmed, EBL EBook Library, viewed 26 October 2009.

Tables, graphs and images from an ebook or periodical in an online database

Please also see [Tables, graphs and images from a book or periodical](#), above.

e.g.: A table created by one group of authors is used in an ebook written Yates, J, Randolph, B, Holloway, D & Murray, D 2006, 'Table 7.1: the incidence of housing stress in selected occupations, inner Sydney, 2001, %' [table] in H

by two other authors.
Nothing else from the
ebook is used.

Masterman-Smith & B Pocock 2008, *Living low paid: the dark side of prosperous Australia*, Allen & Unwin, EBL EBook Library, p.159, viewed 7 September 2010.

Software and videogames

The following information should given, in this order:

- a. Author(s)--either person(s) or organisation(s). If created by a small number of individuals that can be clearly identified, then they can be listed. In most cases a large team is involved (with too many individuals to list), so the guidelines for [Book with an organisation as author](#) from earlier should be applied instead.
- b. Year of publication in Australia or the distribution region that includes Australia.
- c. Title--plus the subtitle, if there is one. Place a colon between the title and subtitle. Version should also be included if not the first.
- d. Type of information source. Use [computer program] for any software, apps or videogames. This is not italicised.
- e. Name of Australian or regional distributor. Note that Authoring Organisation and Distributing Organisation may be two different entities.
- f. Place of production, if listed (country name where software was purchased is sufficient if a region is listed).

eg. 1: desktop software with no listed place
of production

Macromedia 2004, *Dreamweaver MX: 2004 education version* [computer program],
Macromedia.

e.g. 2: videogame with a different authoring
organisation and distributing organisation

FASA Studio 2004, *Crimson skies: high road to revenge* [computer program], Microsoft,
Australia.

Webpages

Webpages can sometimes be very difficult to prepare an in-text reference or reference list entry for. This is because webpages can vary greatly in the amount of bibliographic details available. Remember that Harvard Style is concerned with attributing primarily by author(s) and by date. Therefore, **you are permitted to move around a website to try to determine authorship of a particular webpage**-- one way to do this is to look for links to "About us" or "Contact" or something similar. If no author can be clearly identified, then use the title of the webpage as a substitute. Please read guideline a. below carefully first.

It is recommended by a number of educational groups that you should print out, in full, any webpage you wish to use in your assignment.

Include as many of the following pieces of information, if applicable:

- g. Author(s), editor(s), compiler(s) or organisation responsible for the site--if given. If there is no author that can be clearly identified, do not use the name of the Copyright holder or host or sponsor, as they can be a completely unrelated entity. If there is no author, use the title in italics.
- h. Year the document was created or the year of the most recent revision, modification or update. You may use the Copyright date of a webpage if there is no date of creation, modification or update. If the Copyright date is a range of dates (e.g. 2004-2008), you should use the latest date.

Skills for Learning 2009, *Quote, unquote: a guide to Harvard referencing*, Leeds e.g. Metropolitan University, viewed 9 January 2012,
<http://skillsforlearning.leedsmet.ac.uk/Quote_Unquote.pdf>

- i. Title of document (if author(s) have been given). The page title is usually shown at or near the top of the page. On the extremely rare occasion when a title cannot be identified at all, use the URL.
- j. Name of the group hosting the webpage on their website or name of sponsor of the webpage. Remember--do not confuse a group hosting or sponsoring a webpage as also being the author--see guideline a. above.
- k. Date that you first viewed the webpage (day, month and year)--precede the date with the word 'viewed'.
- l. URL. The URL (website address) should be enclosed in angle brackets ' < > '. The URLs should not be in blue colour and underlined--in other words, the URLs should not be live hyperlinks to webpages. If necessary, deactivate those links using your word processing software (eg. in Microsoft Word, place the cursor on the URL, click to open the menu and execute the command, 'Remove hyperlink'). After the closing angle bracket, place a fullstop.

Podcasts are documents that can be listened to on the Web and are sometimes available for download, so follow the example below for podcasts. You must try to add the day and month the podcast was recorded, if possible.

Page numbers on the Web

You can list pagination (page number) details for a section of text from a scanned document on the Web (eg. for a PDF file or a Word document available for download from a webpage), but you should not list pagination details for in-text references from standard webpages. Although a normal webpage may be several pages long when printed out onto paper, strictly speaking the document is only one page long.

Dates for webpages

Dates are arranged in this order: Day, Month, Year.

See guideline b. immediately above if a range of dates is given.

If there is a publication date which is clearly identifiable, use that date--for example, the date of an issue of a periodical.

If there isn't a clear publication date, but you can see when the page was last updated

(for example, 'Last updated on ...'), then use that date.

If there isn't a clear publication date, but you can see a copyright date (for example, "© 2007", "(C) 2009" or "Copyright 2011"), then use that date.

Be careful not to confuse the date of publication with the date you first viewed an information source.

1. Web document with an author

Baldwin, HB 2006, *How to become a CSI*, International Crime Scene
e.g. 1: normal Investigators Association, viewed 27 May 2008,
webpage <<http://www.icsia.org/faq.html>>.

Cheney, P, Gould, J, & McCaw, L 2001, *The Deadman Zone: a
neglected area of firefighter safety*, CSIRO, viewed 27 May 2008,
e.g. 2: PDF document downloadable from a
webpage <<http://www.csiro.au/files/files/p1ih.pdf>>.

Armstrong, K 2007, *What is a sacred text?*, The British Library, 4 June, viewed 30
e.g. 3: May 2008,
podcast <<http://www.bl.uk/onlinegallery/whatson/downloads/files/KarenArmstrong.mp3>>.

e.g. 4:

a Turnbull, SR 1996, *The Samurai: a military history*, Google Books, viewed 6 October 2009,
Google <http://books.google.com.au/books?id=RMBdoimD2kIC&printsec=frontcover&source=gbs_v2_summary>
book

e.g. 5: The
Swinburne

Harvard Style

guide on the

Swinburne

Library website

(the same

website you are

looking at right

now)

Pavlovski, N 2012, *Harvard Style guide*, Swinburne University of
Technology, viewed 10 January 2012,

<http://www.swinburne.edu.au/lib/researchhelp/harvard_style.html>.

6. Web document without an author

Use the title of the work (in italics), then the date (not italicised).

e.g. webpage *The history of the Edison Cylinder Phonograph* n.d., Library of Congress,
with no author viewed 3 November 2008,
and no date <<http://lcweb2.loc.gov/ammem/edhtml/edcylldr.html>>.

7. Webpage of a company or organisation

e.g. 1:

webpage of an organisation within Swinburne Swinburne Aviation 2008, *Links*, Swinburne University of Technology, viewed 27 May 2008, <<http://www.swin.edu.au/aviation/links.htm>>.

e.g. 2:

webpage of an Australian company *Company history* c. 2009, Wesfarmers Limited, viewed 2 November 2009, <<http://www.wesfarmers.com.au/about-us/company-history.html>>.

e.g. 3: annual report of an Australian company Iluka Resources Limited 2010, *Annual Report 2010*, Iluka Resources Limited, viewed 25 October 2010, <<http://www.iluka.com/publications/reports/2010.pdf>>.

e.g. 4: Section from the CIA's 'World Factbook' about Australia Central Intelligence Agency 2011, *The World Factbook: Australia*, Central Intelligence Agency, viewed 6 August 2011, <<https://www.cia.gov/library/publications/the-world-factbook/geos/as.html>>.

e.g. 5: Information from a United Nations organisation United Nations Conference on Trade and Development 2011, *Country Fact Sheet: Australia*, United Nations Conference on Trade and Development, viewed 2 September 2011, <http://www.unctad.org/sections/dite_dir/docs/wir11_fs_au_en.pdf>.

8. Australian Standards online

The Library subscribes to Australian Standards and makes them accessible to you. If you have accessed them using the Library subscription, you do not need to include the URL.

Standards Australia 2008, *Air navigation--cables and their supporting structures--marking and safety requirements--marking of overhead cables for planned low-e.g. level flying operations*, (AS 3891.2-2008), SAI Global Limited, viewed 27 May 2008.

9. Patents from open access (no SIMS login required) online resources

e.g. Watanabe, H, Ooyama T, Soma, M & Ogisu K 2008, *Cathode active material, its*

manufacturing method, and non-aqueous electrolyte secondary battery, US Patent 2008131778, 5 June, viewed 20 June 2008, <<http://v3.espacenet.com/textdoc?DB=EPODOC&IDX=US2008131778&F=0>>.

10.

Please also see **the related Subject Starter Guide, [Patents](#)** (This link will take you to a different part of the Library website. If you want to keep Harvard Style open, right-click with your mouse and choose to open the link in another window or another tab).

11. **Articles from open access online resources** eg. open access journals; newspaper websites

This is used for periodicals published on websites that don't require you to log in or enter a password to access the full text. Some online journals, when accessed through [Search the Library](#), will give you multiple choices to browse the journal. For example, the *Duke Journal of Comparative & International Law* (ISSN 1053-6736) is available through the Directory of Open Access Journals (a free, open access website) and also Academic OneFile (a login-restricted commercial database that Swinburne University of Technology has access to). If using the Directory of Open Access Journals version of this journal, then use the guidelines below. If you use the Academic OneFile version, then use the guidelines from [Articles in online databases](#), above.

Include the same information as for [Articles in online databases](#), leave out the database name & sponsor but add the URL at the end.

e.g. 1: article from an open-access journal website Rauh, MJ, Macera, CA, Ji, M & Wiksten, ML 2007, 'Subsequent injury patterns in girls' high school sports', *Journal of Athletic Training*, vol. 42, no. 4, pp. 486-494, viewed 26 May 2008, <<http://www.pubmedcentral.nih.gov/articlerender.fcgi?artid=2140074>>.

e.g 2a. article from a newspaper website, from a single author Short, M 2011, 'So what comes next?', *The Age*, 7 March, viewed 29 March 2011, <<http://www.theage.com.au/opinion/so-what-comes-next-20110306-1bjgr.html>>.

e.g 2b. article from a newspaper website, from a group author AFP 2010, 'Japanese space probe Akatsuki fails in attempt to orbit Venus', *The Australian*, 8 December, viewed 16 December 2010, <<http://www.theaustralian.com.au/news/health-science/japanese-space-probe-akatsuki-fails-in-attempt-to-orbit-venus/story-e6frg8y6-1225967684743>>.

If you are trying to create a reference list entry for a blog entry on a newspaper website, then please see [Blogs and Twitter](#) below.

12. arXiv and other eprint repositories

The following information should be given, in this order:

- a. Author/s.
- b. Year of publication.
- c. Title of eprint. Titles should be italicised and use minimal capitalisation.
- d. Unique eprint identifier. These vary between the different repositories. An example of one from arXiv is arXiv:1001.0785v1 [hep-th].
- e. Name of the repository. This is performing the same function as guideline d. in [Webpages](#) above; Name of the group hosting the webpage on their website or name of sponsor of the webpage.
- f. Date that you first viewed the eprint (day, month and year)--precede the date with the word 'viewed'.
- g. URL of the eprint. The URL should be enclosed in angle brackets and should not be in blue colour or underlined.

e.g. Verlinde, EP 2010, *On the origin of gravity and the laws of Newton*,
arXiv:1001.0785v1 [hep-th], arXiv, viewed 27 January 2010,
<<http://arxiv.org/abs/1001.0785>>.

13. Australian Bureau of Statistics webpages

Use ABS as the host/sponsor details.

e
. Australian Bureau of Statistics 2007, *Older Aboriginal and Torres Strait Islander people: a snapshot, 2004-05*, cat. no. 4722.0.55.002, ABS, viewed 27 May 2008,
. <<http://www.abs.gov.au/AUSSTATS/abs@.nsf/mf/4722.0.55.002?OpenDocument>>.

1

e Linacre, S 2007, *Australian social trends 2007: participation in sports and physical recreation*, ABS, cat. no. 4102.0, viewed 27 May 2008,
g <[http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/1CE05AE897BAD438CA25732F001CA62F/\\$File/41020_Participation%20in%20sports%20and%20physical%20recreation%20_2007.pdf](http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/1CE05AE897BAD438CA25732F001CA62F/$File/41020_Participation%20in%20sports%20and%20physical%20recreation%20_2007.pdf)>.

14. Acts of Parliament, Legislative Instruments etc. from webpages/websites

e.g.

1: *Civil Aviation Safety Regulations 1998, Volume 1, Part 21 Certification and One part only of an Act* *airworthiness requirements for aircraft and parts, Subpart 21.303 Replacement and modification parts* (Cwlth), ComLaw, viewed 21 December 2011, <http://www.comlaw.gov.au/Details/F2011C00973/Html/Volume_1#_Toc311720854>.

e.g.

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

15. Discussion lists & discussion boards

Also covers internet forums.

After the title of the post, put the subject code and subject title in italics. Then put a clarification of what this is (for all of these, put the statement 'discussion board post'); the name of the sponsor or provider of the discussion board and lastly the day and month of the individual posting.

For discussion boards that are part of subjects taught at Swinburne and accessed through Blackboard, you do not have to provide the URL.

If there is no proper name given for the author, you may use their username instead.

If an author has made more than one posting on the same day, then also add the time of the posting after the date of the posting. Remember to apply the guidelines for multiple items by one author--see [More than one work by the same author and the works are written in the same year](#) from earlier about how to do it.

e.g. 1: Discussion board in Blackboard for a subject taught at Swinburne Pavlovski, N 2008, 'Hi and welcome to the library', *LPW700 The writerly self*, discussion board post, Swinburne University of Technology, 2 March, viewed 4 April 2008.

e.g. 2:

Discussion board for a hobby website, involving multiple posts on the same day by an author and kalima117 2006, 'Need help with Betta...greenish gray stuff on him!', *AC Tropical Fish aquarium forum*, discussion board post, AC Tropical Fish, 20 June, 1:43 am, viewed 29 May 2008, <<http://www.aquaticcommunity.com/aquariumforum/showthread.php?t=1012>>.

where the
author
only has a
username

17. Learning material in Blackboard

Use this when you wish to acknowledge lecture notes/lecture slides that your teachers have made available through Blackboard.

Check first with your teacher that you are permitted to use these in your assignment!

The bibliographic details are:

- a. Lecturer's name.
- b. Year.
- c. Title of the lecture, enclosed in single quotation marks.
- d. Course number and title, in italics.
- e. Statement of location online--use 'Learning materials on Blackboard'.
- f. Statement of education institution--use 'Swinburne University of Technology'.
- g. Date the lecture was given.
- h. Date you first accessed the Learning materials through Blackboard.

e.g. Veeken, P 2009, 'Lecture 2: The business analyst', *HIT7462 Contemporary issues in business analysis*, Learning materials on Blackboard, Swinburne University of Technology, 17 August, viewed 1 September 2009.

NB: If you are trying to create Harvard Style references for book chapters or periodical articles that your teacher has linked to in Blackboard (and when you open them, the first page has a Commonwealth of Australia Copyright Regulations 1969 Warning), then what you are actually doing is accessing these chapters and articles through the [Subject Materials collection](#) via a hyperlink from your teacher. Book chapters and periodical articles accessed through the Subject Materials collection are treated by using the guidelines at [Information sources on paper, DVD, tape etc.](#), from earlier. Treat Subject Materials collection items as if they were actual book chapters, magazine articles, etc.

If you are trying to create Harvard Style references for online articles that your teacher has linked to in Blackboard (but they don't have a Copyright Warning on the first page when you access them), then what you are doing is accessing these via the Library's Online resources (databases, etc.). Please follow the guidelines at [Online resources](#) for those.

18. Online videos via Swinburne Commons

Use these guidelines to create a reference when you wish to acknowledge videos that your teacher has linked to in Blackboard **and, when you follow that link, you arrive at a webpage titled "Swinburne Commons"**.

The bibliographic details required for a reference are:

- a. Title of the video. This is italicised.
 - If the video is an episode or part of a series, the individual episode title is given. This is italicised, a comma is placed and then the series name and the episode number are given. The series name and episode number are not italicised.
 - If there is no episode name given, then the series title is italicised.
 - If there is no episode number but a full date is given, put that date instead and do not add guideline b., immediately below.
- b. Year of production.
- c. Statement of location online--use 'Swinburne Commons video'.
- d. Statement of education institution--use 'Swinburne University of Technology'.
- e. Date you first accessed the video.

e.g.
1: *Captivity*, Hungry Beast 22, 2011, Swinburne Commons video, Swinburne University of Technology, viewed 1 August 2011.

e.g.
2: *Catalyst* 8 July 2010, Swinburne Commons video, Swinburne University of Technology, viewed 9 August 2011.

e.g.
3: *Negotiation skills* 1996, Swinburne Commons video, Swinburne University of Technology, viewed 18 August 2011.

19. Blogs and Twitter

If there is no proper name given for the author, you may use their username instead. After the title of the blog, also put the day and month of the individual post. If an author posts multiple entries on one day and you wish to use two or more entries from that date, also put the time the entry was posted after the date.

You do not need to list the Name of the group hosting the webpage on their website or name of sponsor of the webpage for blogs or Twitter.

e.g. 1: Blog with proper author name
Lemon, A 2005, 'Stardust Circus big top', *The circus diaries*, 25 July, viewed 27 May 2008,
<<http://thecircusdiaries.blogspot.com/2005/07/stardust-circus-big-top.html>>.

e.g. 2: blog with username only
Wilhelm2451 2008, 'Age of Conan: Hystarian adventures', *The ancient gaming noob*, 22 May, viewed 28 May 2008,
<<http://tagn.wordpress.com/2008/05/22/age-of-conan-hystarian-adventures/>>.

e.g. 3: Blog
Davoren, H 2011, 'Children must come first when divorcees seek new

on a newspaper website partners', *Dirty Laundry*, 12 April, viewed 27 May 2011, <<http://www.theage.com.au/lifestyle/lifematters/blogs/dirty-laundry/children-must-come-first-when-divorcees-seek-new-partners-20110411-1db80.html>>.

e.g 4: Blog where no author can be identified at all (Note: these are extremely rare!) 'Improving vocabulary and comprehension skills in ESL students through language proficiency, critical thinking and study skills' 2010, *Sample Research Proposals*, February, viewed 7 December 2011, <<http://sampleresearchproposals.blogspot.com/2010/02/improving-vocabulary-and-comprehension.html>>.

e.g 5: Twitter Fry, S 2009, *Stephen Fry on Twitter*, 19 August, 11:46 AM, viewed 21 September 2009, <<http://twitter.com/stephenfry/status/3410508772>>.

21. Wikis

e.g. 1 'Satellites' 2008, *Amateur Radio Wiki*, viewed 4 August 2008, <<http://www.amateur-radio-wiki.net/index.php?title=Satellites>>.

e.g. 2: Wikipedia entry 'Australian air traffic control' 2009, *Wikipedia*, viewed 2 April 2009, <http://en.wikipedia.org/wiki/Australian_Air_Traffic_Control>.

22. YouTube

If there is no proper name given for the author, you may use their username instead. After the title of the YouTube video, also put the day and month the video was added.

e.g. zthechainz 2007, *World architecture*, 2 February, viewed 28 May 2008, <http://www.youtube.com/watch?v=__tX49-_8uQ>.

23. Tables, graphs and images from a webpage

Please also see [Tables, graphs and images from a book or periodical](#) and also [Tables, graphs and images from an ebook or periodical in an online database](#), both from earlier.

e.g. 1: A Ribeiro, J 2005, 'Annular eclipse seen in Portugal, 3 October 2005' [image] in *Amateur Astronomer*

photograph on a webpage has been used. Nothing else from the webpage has been used. The photo has an identifiable creator but the webpage does not have an identifiable author.

A photograph on a webpage has been used. Three details cannot be identified: a 'AIS: Matrix' [image] in *Furniture: AIS 2009?*, Audette Office Equipment, viewed 9 April 2010, creator for the photograph, author for the webpage, year of publication of the webpage.

eg. 3: A

photograph found in *Flickr* is used. Lyle58 2007, 'German Type 82 Kubelwagen, WWII reenactment' [image] in *Lyle58's photostream* August 2010, <<http://www.flickr.com/photos/lyle58/1041158346/>>.

eg. 4: An illustration in an online digital

Gostelow, EE 1922, 'Acacia decurrens (Black wattle), Acacia oxycedrus' [image] in *Digital Collect* National Library of Australia, viewed 30 August 2010, <<http://nla.gov.au/nla.pic-an6133675>>.

picture
collection
is used.

eg. 5: A
graph from
a report

available 'Figure 6: Age profile of the Interstate and Overseas visitors' [graph] in P Hughes & N Gibney 2010
on a *Users Survey 2010*, p. 22, City of Melbourne, viewed 4 April 2011,
council <http://www.melbourne.vic.gov.au/AboutMelbourne/Statistics/Documents/Central_City_Users>
website is
used.

Nothing
else is used.

Email & SMS text messages

An email and/or SMS text message should be acknowledged in an in-text reference. Please first see [Personal communications](#) in the **In-text references** section about how to treat these.

This type of source is usually not referred to again in a reference list, except when your assignment is based mainly on such sources, in which case it is appropriate to list them. Check with your teacher first before you do this.

In order to prove to a teacher that an email or SMS text message exists, you must make printouts/hardcopies of them. The printout should then be verified by a witness. Finally, the printout(s) should be attached as an appendix at the end of the assignment.

You should never acknowledge an email address without the permission of the owner of the address.

Include the complete date and also the time if you wish to use more than one email or text message received on the same day.

1. Email with permission to acknowledge the email address

e.g. Wallis, R 2009, email, 24 April, rwallis@swin.edu.au.

2. Email without permission to acknowledge the email address

e.g. Wallis, R 2009, personal email, 24 April.

3. SMS text messages

e.g. Jackson, J 2008, SMS text message, 1 January, 9.43 pm.

Other online resources

Need more help on how to acknowledge an online resource? The following book is available in the Swinburne Library ebook collection:

Neville, C 2010, *The complete guide to referencing and avoiding plagiarism*, 2nd edn, Open University Press, ebrary, viewed 10 January 2012.

The librarians at our campus libraries will also be pleased to help you with examples not covered here. If you aren't able to visit the Library you can email your question to: library@swin.edu.au

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What if the guidelines here don't seem to match my example? - creating hybrids

If you are uncertain about how to reference a particular type of information source and you have a number of different items all of that type to reference, the general rule is to begin by applying the guidelines for [Books](#) and then exchange or add in guidelines from other types of information sources in order to build the entry - and then apply these hybrid or blended guidelines consistently to all other items of that type of source. Before you do that, though, please carefully examine this entire Harvard Style webpage, as there are lots of examples of many different information sources and you may find what you want here.

One example of a hybrid entry is that of an Annual Report that you found on a company's website, which you can see at [Webpage of a company or organisation](#). In that case, the guidelines from [Annual reports](#) (which are in the [Information sources on paper, DVD, tape etc.](#) section) were blended with the guidelines from [Webpages](#) (which are in the [Online resources](#) section) to produce a hybrid set of guidelines which was then used to build that particular reference entry example.

Bibliographic software (EndNote)

What is Bibliographic software?

Bibliographic software allows you to organise your references and create bibliographies in hundreds of citation styles, including the Swinburne Harvard Style.

Which version of the software should I use?

EndNote Web is recommended for Swinburne Undergraduate, Postgraduate by Coursework and Swinburne students involved in group work.

EndNote Desktop software is only available for Swinburne Honours, Masters by Research, Doctoral students and Swinburne staff.

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Further reading

There are many style manuals and guides to writing papers and reports. A few of the most useful ones are listed below; some of them and also many others may be found at Swinburne Library on the shelves around numbers 808 (writing style and technique), and 371.302 (study guides).

Hacker, D 2008, *A pocket style manual*, 5th edn, Bedford/St. Martin's, Boston.

Neville, C 2007, *The complete guide to referencing and avoiding plagiarism*, Open University Press, Maidenhead.

Neville, C 2010, *The complete guide to referencing and avoiding plagiarism*, 2nd edn, Open University Press, ebrary, viewed 10 January 2012.

Skills for Learning 2009, *Quote, unquote: a guide to Harvard referencing*, Leeds Metropolitan University, viewed 2 November 2009,
<http://skillsforlearning.leedsmet.ac.uk/Quote_Unquote.pdf>.

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

Szuchman, LT 2008, *Writing with style : APA style made easy*, Thomson/Wadsworth, Belmont, Calif.

A collection of other resources on how to acknowledge references is available online at:

<http://www.swinburne.edu.au/lib/subjectguide/citing.htm>

Standard abbreviations used in information source acknowledgement

List of abbreviations commonly used in in-text references and reference lists/bibliographies:

& = ampersand, which means 'and'

app. = appendix

dir. = director, directed by

ed., eds = editor, editors

edn = edition (note: some systems use ed. for edition)

et al. = and others
NB = take careful note
n.d. = no date
no., nos = number, numbers
p., pp. = page, pages
prod. = produced by, producer
rev. = revised
rpt. = reprint, reprinted by
trans. = translated by
vol., vols = volume, volumes