

Harvard Style Guide

IN-TEXT REFERENCES, REFERENCE LISTS AND BIBLIOGRAPHIES



1. The purpose of Harvard Style

Harvard Style is an academic system that allows you to make reference to and then acknowledge other people’s information that you have used in preparing your own work. Using Harvard Style ensures that people who read your work can locate and read the same sources you used; using it also reduces the risk of being accused of plagiarism.

Using Harvard Style means acknowledging the author of an information source and the date the source was published. The author’s family name/surname and year of publication is inserted in the body of your work each time you refer to their work. This information, together with all other identifying details (such as the title) is also included at the end of your work. If you use more than one information source, arrange the sources listed at the end of your work alphabetically.

Remember: be consistent when using Harvard Style. All information sources of the same type should be treated in the same way.

2. Acknowledging sources in the body of your work; to paraphrase and to quote

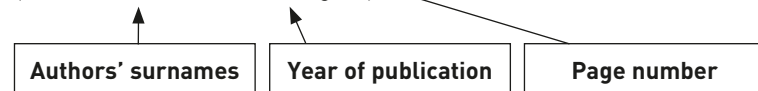
The two most important details to acknowledge whenever you use someone’s information are: a) the name(s) of the author, authors or organisation who created it, and b) the year they created it. You must insert them each time you use their information. The details are usually placed at the end of the sentence and are called ‘in-text references’, as you are placing them in the text (the body) of your work.

You can paraphrase an information source or quote from it. To paraphrase is to look at someone’s information and then write it using your own words. To quote is to copy exactly what someone has written and insert it into your work. You should only quote when you feel that the words are perfect and that trying to paraphrase them would weaken their message and power. When you paraphrase or quote, always include the page number or page numbers in the in-text reference, placed after the year it was published. If you quote, enclose the text in double quotation marks: “ ”.

For example, consider this sentence from a book: *Certain kinds of behaviour are difficult to observe because they occur only rarely or in private.*

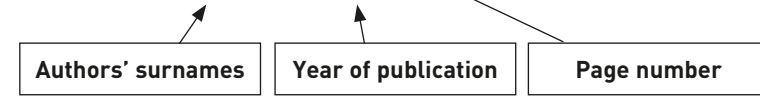
If you copy it from the book and insert it into your work, the in-text reference should look like this:

“Certain kinds of behaviour are difficult to observe because they occur only rarely or in private” (Aronson, Wilson & Akert 2007, p. 36).



If you paraphrase it by rewriting the information using your own words, the sentence and the in-text reference could look like this:

There are some behaviours which are only displayed in private or very rarely, making them hard to report (Aronson, Wilson & Akert 2007, p. 36).



If the writers are very well known in their subject field, you may want to state their names as part of your writing. If you do so, you must still include the year of publication (and the page number too, if you are quoting or paraphrasing them). For example:

Nilsson, Johansson and Frantzich (2009, p. 466) found that if someone commenced evacuating from the scene of the fire, others were influenced by their action and also evacuated, confirming an earlier experiment that had the same results.

If you quote more than one sentence, don’t use double quotation marks around the quotation – instead, place the quotation on a new line and indent it from the left margin. Anything after the quote should begin on a new line and not be indented. If a source does not have a page number (some sources, such as webpages and YouTube videos, do not), simply insert the author’s name and year of publication. If a source has section numbers instead of page numbers (eg. some ebooks; legislation) use ‘s’ instead of ‘p’ and list the section number in the in-text reference.

You can still provide an in-text reference even if an information source doesn’t have an author (check carefully first, though). The author detail is replaced by the title of the information source and the title is italicised. Year of publication and page number is unchanged. For example:

Decapsulation of brine shrimp cysts is not necessary but has been carried out by dedicated aquarists for many years as they claim it improves hatching rates (*Hatching and raising brine shrimp* 2010, p. 2).

3. Your Reference List or Bibliography

Each time you find a useful information source, keep a record of all its bibliographic details. These can include the name of the company who published the source; the state, town or suburb the source was published in; what edition the source is; the Library database you found it in (if you found it using a Library database); the web address for the source (if you found it on the web); the date that you first found it; and other details depending on the type of source. These details all help someone locate the same information source you used.

These bibliographic details, when arranged in the correct order, are called an entry. Entries are arranged in a single alphabetical list – either a Reference List or a Bibliography.

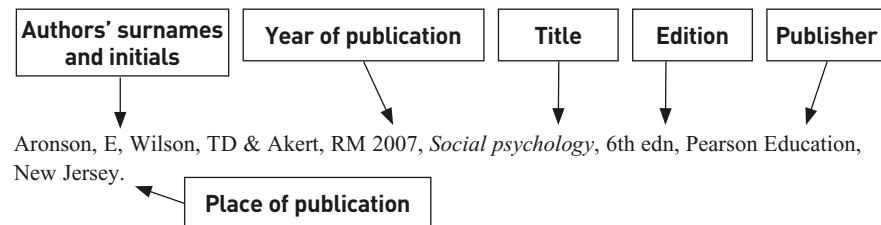
A Reference List is a list of all the information sources you refer to in your work; a Bibliography is a list of all the information sources you refer to in your work and other sources you have looked at while preparing your work but did not actually use. Ask your instructor which one they want.

4. Books: bibliographic details required

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

1. Author(s) – either a person(s) or an organisation – or editor(s). Names are presented surname first, initial(s) next.
2. Year of publication.
3. Title – plus the subtitle, if there is one. Place a colon between the title and subtitle. Both are italicised.
4. Title of series and volume number, if applicable.
5. Edition – only if this is not the first edition of the book. Edition is abbreviated in the entry as 'edn'.
6. Publisher.
7. Place of publication – state or city or suburb. Extra information may be provided if there is more than one place with the same name.

For example:



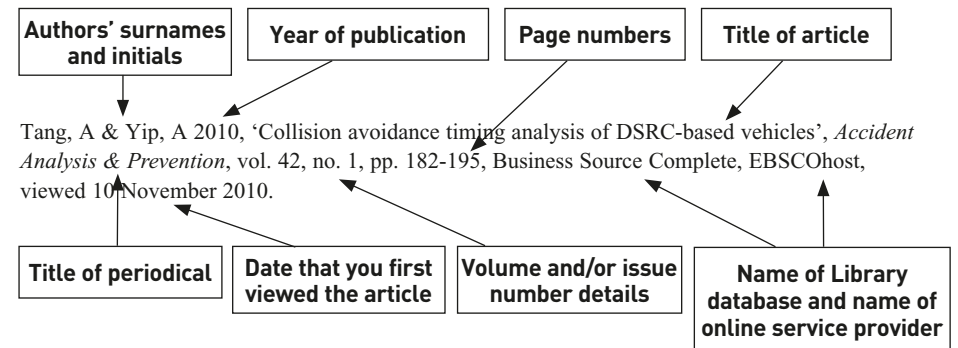
5. Articles from newspapers, magazines and journals found in Library databases: bibliographic details

Many students gather newspaper, magazine and journal articles using Library databases. The details required are:

1. Author(s) – if given.
2. Year of publication.
3. Title of article – enclose in single quotation marks.
4. Title of periodical – italicise the periodical title.

5. Volume and/or issue number. Volume number is given a prefix of 'vol.', issue number a prefix of 'no.'.
6. Day and month, or season – if volume and/or issue number are not provided, or if needed to precisely identify an article.
7. Page number(s), if they are included. Note: this is not an estimate of how many printed pages would result from printing the article, but the page numbers given in the database.
8. Title of the database and also the name of the online service provider, if applicable.
9. Date that you first viewed the online resource (day, month and year). Precede the date with the word 'viewed'.

For example:



6. Information from the web: recommendation

Information sources found on the web can sometimes be the most difficult information sources to acknowledge and create entries for. Please carefully examine the guidelines and examples at the Harvard Style webpage (www.swinburne.edu.au/lib/researchhelp/harvard_style.html) as you may find an example that matches what you are trying to do. If you cannot, you can build an entry by combining the guidelines for books and for other sources: this is called a hybrid entry. For more information on hybrid entries and to see an example, see section 8.

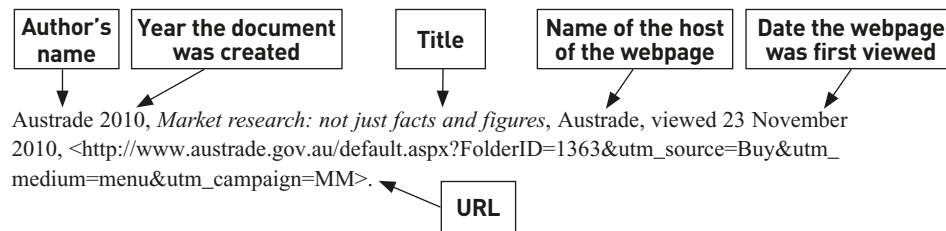
7. Information from the web: bibliographic details required

Include as many of the following details in the entry as possible:

1. Author(s), editor(s), compiler(s) or organisation responsible for the website – if given. If there is no clearly identifiable author, do not use the name of the Copyright owner or website host or website sponsor, as they may not be the same organisation. If there is no author, use the title, in italics.

2. Year the information was created or year of the most recent revision, modification or update. Use the Copyright date of a webpage if there is no date of creation. If a range of dates is given (e.g. 2004 – 2008), use the latest date.
3. Title of document. The page title is usually shown at or near the top of the page.
4. Name of the organisation hosting the webpage on their website or the name of the sponsor of the webpage. Remember – do not confuse a group hosting or sponsoring a webpage with the author.
5. Date that you first viewed the webpage (day, month and year. Precede the date with the word 'viewed'.
6. URL. The URL (website address) should be enclosed in angle brackets: < > .
The URLs should not be in blue colour and underlined – they should not be active; please deactivate URL links before enclosing them.

Example of an entry for a web source from an organisation:

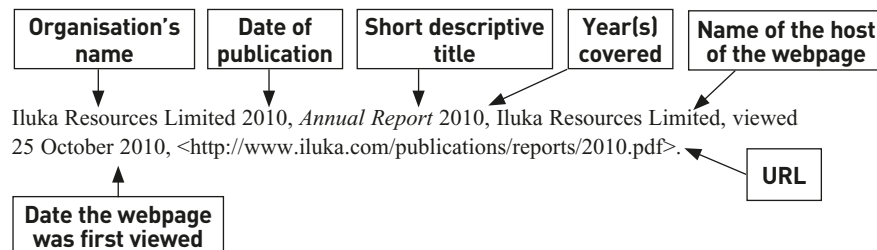


8. Hybrid entries

If you need to blend guidelines to create a hybrid for an unusual information source, remember: always be consistent in the application of Harvard Style throughout your work.

Here are the steps showing how to create a hybrid entry, in this instance an entry for an Annual Report found on a company website:

The details required by the guidelines for Annual Reports (Name of organisation, Year of publication, Short descriptive title (italicised), and Year(s) covered) are collected and then the guidelines for web sources (Name of the group hosting the webpage, Date that you first viewed the webpage, and URL) are collected. The two are then blended to make the following hybrid entry:



9. More examples, more guidelines and getting help with Harvard Style

The Harvard Style webpage includes:

- a PDF version of this guide called *Harvard Quick Guide*
- an online video called *A Practical Guide to Harvard AGPS Referencing* (in Flash format)
- a comprehensive guide to Harvard Style with many more examples.

Please see www.swinburne.edu.au/lib/researchhelp/harvard_style.html

Need help with Harvard Style? Visit us at a campus library, or contact us:

- Email: library@swin.edu.au
- SMS: 0427 841 787
- Telephone: (+61 3) 9214 8330

Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
Book with one author	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).	“The predominant and fastest-growing form of inland transport within the EU is road transport” (Bishop 2009, p. 36), which means the truck will be the vehicle of choice for the next decade at least.	Bishop, B 2009, <i>European Union law for international business: an introduction</i> , Cambridge University Press, Melbourne.
Book with two authors	A government minister’s performance will be influenced and affected by four factors: their personality; the government’s requirements; the portfolio and lastly their circumstances (Tiernan & Waller 2010, p. 299).	Tiernan and Weller (2010, p. 299) state that there are four factors that will determine a minister’s performance: “their personality, the requirements of the government, the expectations of their portfolio and the political circumstances in which they find themselves”.	Tiernan, A & Weller, P 2010, <i>Learning to be a minister: heroic expectations, practical realities</i> , Melbourne University Press, Carlton.
Book with three authors	There are some behaviours which are only displayed in private or very rarely, making them hard to report (Aronson, Wilson & Akert 2007, p. 36).	“Certain kinds of behaviour are difficult to observe because they occur only rarely or in private” (Aronson, Wilson & Akert 2007, p. 36).	Aronson, E, Wilson, TD & Akert, RM 2007, <i>Social psychology</i> , 6th edn, Pearson Education, New Jersey.
Book with more than three authors	A module can be compromised of certain data and certain procedures (Adams et al. 2009, p. 11).	Adams et al. (2009, p. 11) define it this way: “A module provides a means of packaging related data and procedures, and hiding information not needed inside the module”.	Adams, JC, Brainerd, WS, Hendrickson, RA, Maine, RE, Martin, JT & Smith, BT 2009, <i>The Fortran 2003 handbook: the complete syntax, features and procedures</i> , Springer, USA.
Book with an editor(s) and the contributing writers are identifiable	Sports events can bring together disparate peoples and reduce the geographical differences between them when they come together to play against others (Schulenkorf & Edwards 2010, p. 113).	According to Schulenkorf and Edwards (2010, p. 113), “Sport events as superordinate goals are able to reduce intergroup distance and create inclusive identity feelings, as they encourage people from different groups to come together and work toward a common purpose”.	Schulenkorf, N & Edwards, D 2010, ‘The role of sport events in peace tourism’, in O Moufakkir and I Kelly (eds), <i>Tourism, progress and peace</i> , CABI, Oxfordshire, pp. 99-117.
Book with an editor(s) but the contributing writers are not identifiable (in this particular example, the book has also been translated and is part of a series too)	Water quality can be affected by how the water is used and by pollution, so water quality is measured by surface water sampling (ed. Krajca 1989, p. 14).	Krajca (ed. 1989, p. 14) also considers surface water sampling to be essential, because it “is fundamental to quality studies relating to use (water supply, irrigation, fisheries, etc.) or to degree of pollution”.	Krajca, JM (ed.) 1989, <i>Water sampling</i> , trans. J Joseph, Ellis Horwood series in water and wastewater technology, Ellis Horwood, West Sussex.
Book where an organisation is the author	A seller only needs a minimum level of insurance when CIF is used (International Chamber of Commerce 2010, p. 105).	The buyer cannot expect the seller to pay a premium level; “under CIF the seller is required to obtain insurance only on minimum cover” (International Chamber of Commerce 2010, p. 105).	International Chamber of Commerce 2010, <i>Incoterms 2010: ICC rules for the use of domestic and international trade terms</i> , ICC Services, Paris.

Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
One author referring to another author	Sir Alfred Pugsley (cited in Wolfram & Phillips 1978, p. 153) proposed a new sequence of checks to building design and construction as far back as 1973.	Sir Alfred Pugsley (cited in Wolfram & Phillips 1978, p. 153) had called for a new sequence as far back as 1973, when he stated that “all safety rules grow out of, and are periodically amended as a result of accidents to structures, and in this sense what we are wanting is a reversal of the usual sequence”.	Wolfram, HG & Phillips, JT 1978, ‘Proof engineering for major structures’, <i>Engineering conference 1978: engineers developing a better world</i> , Institution of Engineers, Australia, Barton, ACT, pp. 149-154, Engineering Collection, Informit, viewed 10 December 2010.
DVD	Effective communication in a workplace can end if a problem is not dealt with (<i>Don't hesitate, communicate! Effective communication in the office</i> 2010).	In other words, “Refusing to address the issues is one way to kill communication” (<i>Don't hesitate, communicate! Effective communication in the office</i> 2010).	<i>Don't hesitate, communicate! Effective communication in the office</i> 2010 [DVD], Video Education Australasia, Bendigo.
DVD – feature film	In this instance, a blank scroll is used as a metaphor for non-existent knowledge (<i>Kung Fu panda</i> 2008).	The passing down from generation to generation of a chef's skills can humorously be summed up as follows: “We are noodle folk – broth runs through our veins!” (<i>Kung Fu panda</i> 2008).	<i>Kung Fu panda</i> 2008 [DVD], Dreamworks Animation, USA. Distributed in Australia by Paramount Home Entertainment.
ebooks – with pagination	Lake Eyre receives high amounts of incoming water but due to a combination of slow arrival time of incoming water combined with a high evaporation rate, it rarely fills (Ghassemi & White 2007, p. 141).	The process has been described this way: “In spite of this significant volume of run-off, the very high evaporation rates and the long time it takes for water to reach the Lake, means that it only fills with water during exceptionally wet years” (Ghassemi & White 2007, p. 141).	Ghassemi, F & White, I 2007, <i>Inter-basin water transfer: case studies from Australia, United States, Canada, China and India</i> , Cambridge University Press, EBL Ebook Library, viewed 6 December 2010.
ebooks – no pagination, sections only	Temperature affects random electron motion which in turn can cause thermal noise (Chomycz 2009, s. 10.2.4).	“Thermal noise occurs in any component and is due to random electron motion due to temperature” (Chomycz 2009, s. 10.2.4).	Chomycz, B 2009, <i>Planning fiber optic networks</i> , McGraw-Hill, Books24x7, viewed 1 December 2010.
Periodical articles with an author (online)	It is much simpler to manage an optical network that has been arranged in a ring (Argibay-losada et al. 2010, p. 263)	Argibay-losada et al. (2010, p. 263) identify that “The main reason to use ring topologies is not a high degree of connectivity or route diversity, but the opposite, namely simplicity of management (static routing and automatic recovery, for example)”.	Argibay-losada, P, Suarez-Gonzalez, A, Lopez-Garcia, C & Fernandez-Veiga, M 2010, ‘Flow splitting for end-to-end proportional QoS in OBS networks’, <i>IEEE Transactions on Communications</i> , vol. 58, no. 1, pp. 257-269, IEEE Xplore, viewed 8 December 2010.
Periodical articles with no author (online)	Wikileaks was founded by a number of different people from different countries with the aim to bypass censorship and publish truthful documents (<i>How to avoid embarrassing leaks</i> 2008, p. 4).	Wikileaks “was founded by dissidents, journalists, mathematicians and technologists from China, the US, Taiwan, Europe, Australia and South Africa, with the aim of subverting censorship and distributing the unvarnished truth” (<i>How to avoid embarrassing leaks</i> 2008, p. 4).	‘How to avoid embarrassing leaks’ 2008, <i>IT Week</i> , 10 March, p. 4, Computers & Applied Sciences Complete, EBSCOhost, viewed 8 December 2010.
Industry and market reports from the Library's databases	Demand from Asian markets is expected to continue to raise the price of gold over the next few years (Butler 2010, p. 6).	This commodity is not going to stagnate; “there are solid prospects for rising demand for gold in Asian markets” (Butler 2010, p. 6).	Butler, E 2010, <i>Gold ore mining in Australia</i> , IBISWorld, B1314, viewed 10 December 2010.

Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
Australian Standards Online	LP gas fuel vessel manufacturers must make and then keep their records for a minimum of 11 years (Standards Australia 2009, p. 23).	The rule from Standards Australia (2009, p. 23) is: "The fuel vessel manufacturer shall maintain suitable records including the following data from Items (a) through (l) and retain them for not less than 11 years in Australia".	Standard Australia 2009, <i>LP Gas fuel vessels for automotive use</i> , (AS/NZS 3509:2009), SAI Global Limited, viewed 10 December 2010.
Learning material in Blackboard	There are usually two types of systems: natural systems and artificial systems (Tipping 2010).	"Systems can be natural or artificial, eg. The solar system; Australia; Swinburne University of Technology; a bicycle" (Tipping 2010).	Tipping, R 2010, 'Lecture 1', <i>HIT3423/8423 Enterprise system management</i> , Learning materials on Blackboard, Swinburne University of Technology, 10 August, viewed 16 August 2010.
Web document with an author	Practicing is the best way to improve juggling skills (Kalvan 1999).	Kalvan (1999) reinforces this on his website when he says "The best way to improve your juggling is to practice".	Kalvan, J 1999, <i>Learn to Juggle</i> , Kalvan network, viewed 10 December 2010, < http://www.kalvan.net/howtojug/howtojug.htm >.
Web document without an author	The Phoenix Mars Lander will investigate the ice on Mars to see if it was once capable of supporting life (<i>Phoenix Mars Lander: Digging for Secrets of Martian Ice</i> 2010).	The Phoenix Mars Lander mission is "to sample Mars ice and determine if the Martian arctic could have once supported primitive life" (<i>Phoenix Mars Lander: Digging for Secrets of Martian Ice</i> 2010).	<i>Phoenix Mars Lander: Digging for Secrets of Martian Ice</i> 2010, Imaginova Corporation, viewed 10 December 2010, < http://www.space.com/missionlaunches/phoenix-mars-lander-special-report.html >.
Webpage of a company or organisation	Telstra has increased its Sales Revenue over the last five years (<i>Five Year Financial Summary</i> 2010).	Telstra has increased its Sales Revenue from \$22,712,000 AUD to \$24,813,000 AUD over the last five years (<i>Five Year Financial Summary</i> 2010).	<i>Five Year Financial Summary</i> 2010, Telstra Corporation, viewed 10 December 2010, < http://www.telstra.com.au/abouttelstra/investor/financial-information/financial-summary/ >.
YouTube video	Those already in the trade say the best way to get into bricklaying is through friends, family, contacts and the local TAFE (abttf 2010).	Troy Everett, Chief Judge of the Bricklaying Speed Test at Worldskills 2010 advises that "The best way (into a job in Bricklaying) is through friends, family, contacts and also going to your local TAFE college and (doing) some courses to see if you like it" (abttf 2010).	abttf 2010, <i>ABBTF Bricklaying Speed Test – WorldSkills 2010</i> , 3 June, viewed 10 December 2010, < http://www.youtube.com/watch?v=xhHt2Nbcm_c >.
Tables, graphs and images from a webpage	(United States National Library of Medicine 2010)	Section through Visible Human Male – abdomen, including large and small intestines, spinal column, musculature, subcutaneous fat (United States National Library of Medicine 2010).	United States National Library of Medicine 2010, 'Section through Visible Human Male – abdomen, including large and small intestines, spinal column, musculature, subcutaneous fat' [image], in <i>The Visible Human Project</i> , United States National Library of Medicine, viewed 9 December 2010, < http://www.nlm.nih.gov/research/visible/image/abdomen.jpg >.

Information source	In-text (paraphrase)	In-text (direct quotation)	Reference List or Bibliography entry
Article from a newspaper website	By understanding Venus's climate it will be easier to understand our own (AFP 2010).	"Scientists believe investigating the climate of Venus would help them deepen their understanding of the formation of the Earth's environment and its future" (AFP 2010).	AFP 2010, 'Japanese space probe Akatsuki fails in attempt to orbit Venus', <i>The Australian</i> , 8 December, viewed 8 December 2010, < http://www.theaustralian.com.au/news/health-science/japanese-space-probe-akatsuki-fails-in-attempt-to-orbit-venus/story-e6frg8y6-1225967684743 >.
Article from an open access online journal	It should be obvious that published research found to contain falsified data and poor experimental procedures will cause any science to be ignored or ridiculed by common people (Kreutzberg 2004, p. 332).	Kreutzberg (2004, p. 332) was prescient about this issue when he stated "Scientific honesty and adhering to the principles of good scientific practice are not only essential for our work but are indispensable in gaining the respect and trust of the public".	Kreutzberg, GW 2004, 'The rules of good science', <i>EMBO reports</i> , vol. 5, no. 4, pp. 330-332, viewed 4 January 2011, < http://www.nature.com/embor/journal/v5/n4/pdf/7400136.pdf >.
Blog entry	The issue of sustainability in architecture can be addressed by using recycled materials (katzsj 2009).	One way of including sustainability in architecture is "to use recycled products and objects in creative and innovative ways" (katzsj 2009).	katzsj 2009, 'Water bottles as a design tool', <i>Sara's blog</i> , 11 February, viewed 9 December 2010, < http://katzsj.wordpress.com/2009/02/11/water-bottles-as-a-design-tool/ >.
Blog entry on a newspaper website (this is not a hybrid entry, it simply employs the guidelines for Blogs)	The parent should carefully gauge if their children are ready before having them meet the parent's new partner (Davoren 2011).	Such an event should not be rushed: "Introducing a new partner should only occur when the children are ready, not because it is convenient for the adults involved" (Davoren 2011).	Davoren, H 2011, 'Children must come first when divorcees seek new partners', <i>Dirty Laundry</i> , 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 >.