Harvard Style Guide

Swinburne Library guide to in-text references, reference lists and bibliographies

- **Harvard Quick Guide** (PDF) Concise version of the Harvard Style Guide

Students are advised to check with their school, department or faculty which referencing style is required, as not everyone in the University uses this referencing style or this particular version of Harvard Style.

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Two or more authors with the same name but different initial(s), each with a work published in the same year
Two or more different authors with the same name and initial(s), each with a work published in the same year
More than 26 works published by the same author in the same year
An organisation or company with a long name - abbreviations and acronyms
No author or authoring body--neither a person nor an organisation
One author referring to another author
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Books

1. Book with one author
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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 - this includes customised textbooks or reading packs comprised of various chapters from different authors and from different sources
9. Book with an editor but no identifiable contributors
10. Book in a series
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12. Entries in an encyclopedia or dictionary

Periodicals (newspapers, magazines and journals) - except those freely available on official newspaper, magazine or journal web sites

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Standards

Tables, graphs and images from a book or periodical

Leaflets, flyers, booklets, pamphlets, newsletters etc.

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    18. Unpublished documents: theses, personal papers, diaries etc.
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Audiovisual material

    20. DVD's and videocassettes
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    1. TVNews file
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Ebooks for e-reader devices (eg. Kindle, Sony Reader etc.)

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Software, videogames and apps

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Page numbers on the Web

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    8. Webpage of a company or organisation

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

Example of a Reference List

Need help?

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--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. For more about plagiarism and how to avoid it, please see Avoiding Plagiarism at Swinburne, in particular Avoiding plagiarism and cheating: A guide for students at Swinburne University of Technology, which has helpful examples so you can see what to (and what not to) do.
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 course convenor which style they want you to use.

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.

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 ScienceDirect 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, Sarawak State Library Official) 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 (the printed version available for sale in newsagent or bookshop, or the electronic version available through a library database), 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 course convenor 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 at block B ;
- your course convenor or supervisor for the relevant subject(s);

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.

NB. Multiple pages when some pages are not consecutive are indicated in the following manner:

None consecutive:	pp. 2, 4 & 9.	Some consecutive:	pp. 103, 105-107.

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 numbered 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...

If you need to provide an in-text reference for an ebook and the ebook does not have pagination or clearly identifiable numbered sections, but only numbered chapter headings and unnumbered section titles, then put the chapter number, chapter title (chapter is abbreviated to 'ch.') and specific section title in:

e.g.	Bhasin (2010, ch. 6: Malaysia: Economic system) points out that ASEAN has...

If you need to provide an in-text reference for an ebook and the ebook only has unnumbered sections, then put the overall section title and specific section title in:

e.g.	Applied creativity is composed of two factors; the first is... (Harvard Business Review Press 2011, Crucibles of leadership: Overview).

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 exact phrases and sentences, then you are quoting them--you are copying what they have written and inserting it into your own work.
If you wish to use their image, then you will paraphrase if you do not also use their title/description of their image and you will be quoting when you use both their image and their image title.

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 by the same author 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).

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

e.g.	Evidently there is still uncertainty and ongoing debate about the actual colours painted 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.

e.g.	Bishop (2009, p. 36) has identified that transport by road has emerged as the leading 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).

Four or more authors

When a work has four or more 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.

In the rare event that there is another source you wish to use that is also has more than three authors and both sources begin with the same surname/family name, then then add the initial(s) after the surname/family name for each of the first listed surnames/family names and separate the name from the initial(s) with a comma. Then the abbreviation 'et al.' as per above.
Arrange the reference list entries for those items where authors have the same surname alphabetically by initial(s). For example:

e.g.	Svensonn, S, Nordstrom, D, Thuringa, L & Orkney, M are one set of authors and they have a magazine article published in 2013. In another part of the world, Svensonn, O, Abdula, A, Escudeiro, P & Bouceiro, C are a different set of authors and they also have a magazine article published in 2013. If you wish to use information from both of their papers, you differentiate between them in-text in this way: (Svensonn, S et al. 2013); and (Svensonn, O et al. 2013).

You may also wish to see **Two or more authors with the same name but different initial(s), each with a work published in the same year** below in order to understand the mechanics of this guideline.

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:

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

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.

e.g.	Carlson, T 2008, 'Understanding information security management systems', in HF Tipton & M Krause (eds), *Information security management handbook*, 6th edn, vol. 2, 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.

e.g.	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).

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

For an in-text reference where you wish to acknowledge arguments or supporting data sets by an author, and these are in more than one work (spread across them - they have been researching this for a number of years and publishing regularly about it), 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, 2010b).
The corresponding two reference list entries:	Byrne, F, Coster, A & Deery, S 2010a, 'High-priced Ugg boots', *Herald Sun*, 15 January, p. 25. Byrne, F, Coster, A & Deery, S 2010b, 'Ugg maker gets his boots on', *Herald Sun*, 11 March, p. 30.

If you have more than 26 works published by the same author in the same year, please see **More than 26 works published by the same author in the same year** below.

Two or more authors with the same name but different initial(s), each with a work published in the same year

For two or more authors whom have the same name but different initial(s) and both wrote their works in the same year, then add their initial(s) after their name and separate the name from the initial(s) with a comma. Arrange the reference list entries for those items where authors have the same surname alphabetically by initial(s). For example:

The in-text references	Although mosquito larvae populations were somewhat reduced in lakes (Nguyen, L 2009), there was no noticeable change in population sizes in irrigation canals (less than 0.1% error margin) in the same country (Nguyen, PN 2009, pp. 242-243) and only a <5% decrease in populations in natural streams and rivers (Nguyen, D 2009, p. 3).
The corresponding reference list entries	Nguyen, D 2009, 'Mosquito larvae... Nguyen, L 2009, 'Biological control... Nguyen, PN 2009, 'An examination...

Two or more different authors with the same name and initial(s), each with a work published in the same year

In this extremely rare situation, a combination of guidelines from immediately preceding sections are employed. Before you do anything else, please read the guidelines about author names at **Books** further below. If given names can be identified and are different, there are guidelines there that will prevent you from having to use the guidelines here.

First, add the authors' initials after their name and separate the name from the initials with a comma. Second, arrange the works alphabetically by title and alphabetically 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. 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.

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.

An organisation or company with a long name - abbreviations and acronyms

Some companies, government agencies and organisations have very long names. If this is the situation you are facing, and you wish to refer more than once to the same source in your work,

then you are permitted to use their abbreviated name or acronym (if they have one) or create an abbreviation yourself.

There are two ways to do this. The first is to mention the proper name in the text of your work, paraphrase or quote from them, and then the in-text reference can have the abbreviation (or acronym).

e.g.: organisation with an acronym - first process	The Commonwealth Scientific and Industrial Research Organisation propose that the UltraBattery can assist in making wind and solar power more useful, through shifting load demand (CSIRO 2011).

The abbreviation (or acronym) must then be used for all subsequent in-text references for that organisation.

The second way is to mention the proper name in the text of your work and then immediately place the abbreviation or acronym in brackets afterwards. In-text references after this can then have the abbreviation (or acronym).

e.g.: organisation with an acronym - second process	...and this has already been researched by the Commonwealth Scientific and Industrial Research Organisation (CSIRO). They have named this battery the UltraBattery (CSIRO 2011). It will assist renewable technologies by...

Whichever you choose, you must **be consistent and use the same process for all instances of organisations with long names in the same work** - you can not use one process with some and the second process with others.

Finally, the reference list or bibliography must include and entry for that abbreviation or acronrym, which cross-references to the proper name of that orgnisation:

e.g., continuing from above:	CSIRO--*see* Commonwealth Scientific and Industrial Research Organisation

The reference list/bibliography may then look like this:

e.g., continuing from above - here is an extract from the completed (and longer) reference list:	Cisse, U 2011, 'Get a load of this', *Voltage for watt*, vol. 1, no. 2, pp. 39-40. Commonwealth Scientific and Industrial Research Organisation 2011, *UltraBattery: no ordinary battery*, Commonwealth Scientific and Industrial Research Organisation, viewed 25 January 2013, <http://www.csiro.au/en/Outcomes/Energy/Storing-renewable-energy/Ultra-Battery.aspx>. Crujioski, GR 2010, *Energy for the future*, Polaris, Himmelsdorf. CSIRO--*see* Commonwealth Scientific and Industrial Research Organisation Danjuma, M 2013, 'Future is contracting for nickel-metal hydride batteries', *Voltage for watt*, vol. 3, no. 6, p. 7.

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.

To continue e.g. 1 from above:	Reference list Ryan, J 2010, *A history of the Internet and the digital future*, 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. 1	The *Civil Aviation Safety Regulations 1998* (Cwlth) even covers hot-air balloons, which are a popular part of tourism in Australia...
e.g. 2	Imprisonment is the usual punishment for the various types of homicide in Victoria, and this is repeatedly stated in the *Crimes Act 1958* (Vic).

When referring to specific sections of an Act or divisons 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 seperate set of parentheses. The smaller divisions in parentheses are not seperated 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...

Case law (decisions made by Courts about cases)

These are placed directly into your text - they are not enclosed in parentheses.
These reports about what happened in court cases require more details than other information sources. You need to provide:

a.   the name of the case (in italics);
b.   the year (in parentheses);
c.   the volume number--if one is given;
d.   the abbreviated name/acronym for the law report series;
e.   the page number on which the report of the case begins.

Look at this example: *IceTV Pty Limited v Nine Network Australia Pty Ltd* (2009) HCA 14.

IceTV Pty Limited v Nine Network Australia Pty Ltd (2009) are the name and the year. There is no volume number given, so none is included - hence the acronym for the law report series appearing next, 'HCA' being the acronym for the High Court of Australia. Lastly, the page number on which the report begins is given, which is 14.

If you are using a printed version of a law report and wish to give a specific page reference to something within the report, then add this after the page number on which the report of the case begins, and instead of putting 'p.', put 'at'.
Using the same example of IceTV, if you want to quote from page 17, your in-text reference looks like this:
IceTV Pty Limited v Nine Network Australia Pty Ltd (2009) HCA 14 at 17.

If a case is reported in more than one report series, please list all of the report series and starting paginations that the case is reported in, seperated by semicolons. See example 2 below.

Here are two more examples:

e.g. 1: the Crown versus a defendant	The defence of Provocation was under great scrutiny during *R v Ramage* (2004) VSC 508, with many groups proposing...
e.g. 2: party A versus party B	*ABC v Lenah Game Meats Pty Ltd* (2001) HCA 63; 208 CLR 199; 185 ALR 1; 76 ALJR 1 is a seminal case involving the tort of invasion of privacy...

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, personal letters, private Facebook messages and private Tweets.

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 strongly advises that you obtain written permission from the person who is communicating the information and **obtain that permission before you use it**.

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, SMS text message, private Facebook, private blog and lastly private Tweet.

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).

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). Additionally, if you are using more than one information source from the same author, then those sources also need to be arranged in chronological order (oldest to newest date of publication).
The entries are not to be indented.

Information sources on paper, DVD, tape 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**

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

2. **Book with two authors**

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

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

3. **Book with three authors**

e.g.	Ghali, A, Neville, AM & Brown, TG 2009, *Structural analysis: a unified classical and 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.

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

5. **Book with a government department as author**

The department's name should be capitalised.

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

6. **Book with more than three authors**

e.g.	Haran, J, McNeil, M, O'Riordan, K & Kitzinger, J 2007, *Human cloning in the media: 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).

e.g.	*Training Australians: a better way of working: 27 case studies from leading 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. **NOTE**: If you are trying to create a reference list entry for a periodical article (newspaper article, magazine article or journal article) that has been included in a customised textbook or reading pack that also contains chapters from different authors and different infromation sources, then simply use the guidelines for **Periodicals (newspapers, magazines and journals) - except those freely available on official newspaper, magazine or journal web sites** and treat the article as if you had located it in a newspaper or magazine purchased in a shop or via the Library-restricted-resource databases.

10. **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.

11. **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.

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

15. **Entries in an encyclopedia or dictionary**

    If there is no identifiable author for an individual entry in an encyclopedia or dictionary, 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	Meadows, M 2011, 'Indigenous media (Australia)', in JDH Downing (ed.), *Encyclopedia of social movement media*, SAGE Publications, Los Angeles, pp. 247-250.
e.g. 2	'bookkeeper' 2009, in B Moore (ed.), *Australian concise Oxford dictionary*, 5th edn, Oxford University Press, South Melbourne, p. 156.

Periodicals (newspapers, magazines and journals) - except those freely available on official newspaper, magazine or journal web sites

These guidelines are for newspaper, magazine and journal articles that are obtained in print form (eg. a newspaper purchased in a shop) or via Library-restricted-resource databases.

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.

NOTE: If you are trying to create a reference list entry for a periodical article (newspaper article, magazine article or journal article) that has been included in a customised textbook or

reading pack that also contains chapters from different authors and different information sources, then simply use the guidelines here for the article.

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 <u>Volume and/or issue number</u> are not provided, or if needed to help precisely identify an article.
    h. Page number(s).

e.g.	Fahim, N, Ouyang, Z, Zhang, Y, Jia, B, Shi, Z & Gu, M 2012, 'Efficiency enhancement of screen-printed multicrystalline silicon solar cells by integrating gold nanoparticles via a dip coating process', *Optical Materials Express*, vol. 2, no. 2, pp. 190-204.

2. Articles with no author

e.g.	'World's oldest pills treated sore eyes' 2013, *New Scientist*, vol. 217, no. 2899, p. 15.

3. Newspaper articles

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

e.g. 1: with an author	Crowe, D 2013, 'Big projects ordered to buy local', *The Australian*, 17 January, p. 1.
e.g. 2: no author	'Cyclists link up for homeless' 2012, *Herald Sun*, 17 November, p. 9.

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.

Note that while an editor or compiler of the collection of conference papers may be mentioned as part of published item's details, this Harvard Style Guide does not require editor's or compiler's names to be included in a reference list entry.

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.

e.g. 1: Date of publication is the same as date of conference	Lee, CY 2008, 'Security and ethical issues in the virtual world of Second Life', *Conference proceedings of AiCE 2008, Melbourne, 11 February 2008, fifth Australian Institute of Computer Ethics conference*, School of Information Systems, Deakin University, Burwood, Vic., pp. 119-129.
e.g. 2: Date of publication is different to date the conference was held	Zhang, JS & Henkel, K 2008, 'Statistical properties of extragalactic H2O maser sources', *Astrophysical masers and their environments: proceedings of the 242th symposium of the International Astronomical Union held in Alice Springs, Australia, March 12-16, 2007*, Cambridge University Press, Cambridge, pp. 414-415.
e.g. 3: Location and Day & Month conference was held is not mentioned in the title	Hentschel, C, Wagner, A & Spanner-Ulmer, B 2012, 'Analysis of the application of the assembly-specific evaluation method EAWS for the ergonomic evaluation of logistic processes', *Contemporary ergonomics and human factors 2012*, CRC Press, Boca Raton, pp. 221-226.

Australian Bureau of Statistics documents

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

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

e.g. 1	Standards Australia 2006, *Information technology--security techniques--information security management systems--requirements*, (AS/NZS ISO/IEC 27001:2006), Standards Australia, Sydney.
e.g. 2	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), ASTM, West Conshohocken, Penn.

Please also see **Australian Standards & IEEE 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 a single image in an information source is the only part of that source that you have used in your assignment, then that image is given a complete reference list entry.
If you have used more than just an image, for example you have used a photograph from one page and some text from another page and both the photograph and the text are created by the same author(s), then a single reference list entry is created for both--you don't need to create separate reference list entries for two separate parts of one information source! So, you don't need to follow the guidelines here in this section.
However, if you are looking at one information source and use an image that was created by one person and a section of text written by a different person, or if you use two images and they were both created by different people, then you will need to create separate reference list entries for each.

The principle is to provide the bibliographic details of the image first, then the details of the information source in which it appears.

If the person(s) responsible for creating the image is also the author of the information source the image appears in, or if no person can be identified as creator of the image, then the following guidelines must be applied for creating the image's bibliographic details:

ff.   Enclose the title of the image in single quotation marks. If there is no identifiable title given for an image, you should create your own short descriptive title, enclosed in square brackets. The title should then be enclosed in single quotation marks.
gg.   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.
hh.   Immediately after the title (or immediately after the title and date, if there are different dates - see b. immediately above), 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.   Insert a comma (,) then the word 'in'.

jj.   Now the standard bibliographic details for the book or periodical article are inserted, using guidelines adapted from **Book with an editor and identifiable contributors** above, blended with the guidelines for either **Books** or **Periodicals (newspapers, magazines and journals) - except those freely available on official newspaper, magazine or journal web sites**, as appropriate. So, the author details are provided next, but the initials **precede** the surname/family name.
However, if the image appears in a **Book with an editor and identifiable contributors**, you will need to add the chapter author details first.
If the information source is a book and 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.

kk.   Remember, pagination for the image is the last detail provided.

If the person(s) responsible for creating the image is not an author of the publication the image appears in, then the following guidelines must be applied for creating the image's bibliographic details:

ll.   First provide the surname and initial(s) of the creator(s) of the image.

mm. 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 creator's details and before the image's title.

nn.   Enclose the title of the image in single quotation marks. If there is no identifiable title given for an image, you should create your own short descriptive title, enclosed in square brackets. The title should then be enclosed in single quotation marks.

oo.   Immediately after the title, 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.

pp.   Insert a comma (,) then the word 'in'.

qq.   Now the standard bibliographic details for the book or periodical article are inserted, using guidelines adapted from **Book with an editor and identifiable contributors** above, blended with the guidelines for either Books or Periodicals (newspapers, magazines and journals) - except those freely available on official newspaper, magazine or journal web sites, as appropriate. . So, the author details are provided next, but the initials **precede** the surname/family name.
However, if the image appears in a **Book with an editor and identifiable contributors**, you will need to add the chapter author details first.
If the information source is a book and 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.

rr.   Remember, pagination for the image is the last detail provided.

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. The table has a title	'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 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. The artist created all the images and text in the book, so the artist is both image creator and author.	'[Devil smoking a cigarette]' [image], in E Dorkin 2001, *Who's laughing now?*, Slave Labor Graphics, San Jose, CA, p. rear cover.
e.g. 3: A photograph has been used from a newspaper article. The photographer is not acknowledged. The photograph does not have a title, so one has to created.	'[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 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 an author or editor of the book - other persons are. Also, 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. 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 cannot be identified. 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:

    ss. Author(s).
    tt. Date of publication (estimate this if not given).
    uu. Title (or your own short descriptive title)--italicised.

vv. Publisher.

ww.　　　Place of publication.

xx. 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.

yy. Location, if held in a permanent collection (at a State Library, etc.).

e.g. 1a: single sheet leaflet/flyer. The year of publication has been estimated to be 2009.	City of Whitehorse c. 2009, *MEGAmile (west) & Blackburn activity centres: urban design framework - community bulletin no. 1*, City of Whitehorse, Victoria, leaflet.
e.g. 1b: single sheet leaflet/flyer. The year of publication is not provided and cannot be inferred from the text on the leaflet. It is estimated that this was published in the last five years, so 2012 is selected.	Epworth Richmond 2012?, *Allergy challenge procedure*, Epworth Richmond, Victoria, leaflet.
e.g. 2: newsletter; more than one sheet	ANGFA Victoria 20013, *Vicnews no. 100* , ANGFA Victoria, Chirnside Park, Victoria, booklet.
e.g. 3: booklet/pamphlet	Nucleus network c. 2009, *Clinical research participant information*, 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:

zz.　　Author(s). If none are easily identifiable, use the Name of the Gallery/Museum instead.

aaa.　Year when the label/text was viewed.

bbb.　Label/text number (if any).

ccc.　Name of the exhibition and, if possible, dates of exhibition.

ddd.　Name of the artist(s) (if possible).

eee.　Name of the artwork or label heading or wall text heading--italicised.

fff.　Format--either label or wall text, enclosed in square brackets [ ].

ggg.　Day and month when label/text viewed.

hhh.　Name of gallery/museum.

iii.　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 seperate 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 public lecture--or from unpublished material such as theses, diaries or other personal or business records or private messages on Facebook or Twitter 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 course convenor 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 public lecture/speech, then 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 course convenor 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.

You are **strongly advised to get written permission from an author before using any personal or private information** of theirs.

e.g. 1: interview	Interview with F O'Donnell, Swinburne University of Technology Liasion Librarian Manager, 16 October 2009.
e.g. 2: lecture to public or class	Lecture on electronic funds transfer systems for HIT2999 Information & Banking, by J Smith, School of Business, Swinburne University of Technology, 8 September 2003.
e.g. 3: personal letter	Personal letter from T Tucceri, ANGFA Victoria secretary, 31 January 2009.

Please see **Email & SMS text messages**, **Blogs and Twitter** and **Facebook** below, if you wish to acknowledge personal and/or private information from those sources.

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 it's 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	*People at Origin Energy: an HRM case study* 2007 [DVD], Video Education Australasia, Bendigo.
e.g. 2: DVD - TV series	*The Gruen Transfer: Series 2* 2009 [DVD], Zapruder's other films and Australian Broadcasting Corporation, Australia.
e.g. 3: DVD - feature film	*Kung Fu panda* 2008 [DVD], Dreamworks Animation, USA. Distributed in Australia by Paramount Home Entertainment.
e.g. 4: DVD - feature film - re-release	*Close encounters of the third kind: Special Edition* 1977 [DVD], Columbia/EMI, USA. Distributed in Australia in 2001 by Columbia TriStar Home Entertainment. Directed by Steven Spielberg.

e.g. 5: videocassette	*More than a gut feeling III* 2000 [VHS], American Media, USA. Distributed in Australia by Mind Resources, North Sydney.
e.g. 6: videocassette - feature film	*Invasion of the Body Snatchers* 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 <u>Search the Library</u> 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 non-commercially 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 (this episode had a specific title)	*The Freemasons* 2009 [radio program], Rear vision, ABC Radio National, 7 October.

e.g. 4: Radio broadcast: no title (no episodes have special titles)	*RN Drive* 2012 [radio program], ABC Radio National, 5 December.
e.g. 5: 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.

Online resources

Many of the same guidelines used for creating reference list entries for Books and Periodicals are also used when creating reference list entries for electronic resources.

Some databases may provide examples of their information formatted into reference list entries of styles different to Harvard Style, such as 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.

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.

Specialised content in online databases

If you use specialised content from an online database (especially those that the Library makes available to you) which is not available from other databases (eg. industry reports; industrial standards), you must state clearly which database it came from. You may also need to state the name of the online service provider/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. 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 these details, if applicable:

   a. Author(s)--if given.
   b. Year of publication.
   c. Title of content--italicised.
   d. Title of the database and also the name of the online service provider, if applicable.

5.   **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. Database title and provider are not required.

e.g.	*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.

      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 it's guideline 'a.' and see how it's example 2 has been created; supply your own short descriptive title, enclosed in square brackets and then italicise it.

e.g.	[*Unity Speech: Hillary Clinton at the Democratic National Convention*] 2008 [television program], Lateline, ABC Television, 27 August.

6.   **Industry and market information from the Library's online databases**

      This covers information such as industry/market reports as well as tables of financial data. Include this information, if applicable:

      a. Author(s), editor(s), compiler(s) or organisation responsible for the information.
      b. Year the information was published.
      c. Title of the information (in italics).

d. Month of publication of the information if the information (eg. a report) has been published more than once in the same year.
e. Title of the database and also the name of the online service provider, if applicable.
f. Identifying number of the information (eg. number of the report) within the database (if any).

e.g. 1: IBISWorld: A report with a report number from the IBISWorld database, where the author is identified/acknowledged.	Sivasailam, N 2012, *Chocolate and confectionery manufacturing in Australia*, IBISWorld, C2172.
e.g. 2: Passport: A report from the Passport database by Euromonitor International, where no author is identified/acknowledged and there is no report number either.	Euromonitor International 2012, *Eyewear in the United Arab Emirates*, Passport.
e.g. 3: DatAnalysis Premium: Data from the DatAnalysis Premium database, where no author is identified/acknowledged.	Morningstar Australasia 2013, *Bank of Queensland Limited BOQ*, DatAnalysis Premium.
e.g. 4: Mint Global: Data from the Mint Global database, where no author is identified/acknowledged.	Mint Global 2013, *Apple Inc.*, Mint Global.
e.g. 5: MarketLine content in MarketLine's own database: a company profile.	MarketLine 2013, Baker Hughes Incorporated, MarketLine.
e.g. 6: MarketLine content in EBSCOhost's Business Source Complete database: an industry profile for a country.	MarketLine 2012, *Food Retail Industry Profile: Australia*, Business Source Complete, EBSCOhost.
e.g. 7: Factiva: a company profile.	Dow Jones 2013, *Dow Jones Company Report: McDonalds Corp.*, Factiva.

7.   Australian Standards & IEEE Standards online

The Library subscribes to the Australian Standards and the IEEE Standards and makes them accessible to you via online databases.

For these library-accesed standards, the following information is given, in this order:

a. Author--the group or association responsible for developing the standard.
b. Year of publication--use the date that the current edition of the standard was published.
c. Title (in italics).
d. Standard Number--enclosed in parentheses.
e. Library database used to access the standard.

e.g. 1: Australian Standard	Standards Australia 2008, *Air navigation--cables and their supporting structures--marking and safety requirements--marking of overhead cables for planned low-level flying operations*, (AS 3891.2-2008), SAI Global Limited.

e.g. 2: IEEE Standard	IEEE Standards Association 2010, *IEEE Standard for Local and metropolitan area networks--Part 20: Air Interface for Mobile Broadband Wireless Access Systems Supporting Vehicular Mobility-- Physical and Media Access Control Layer Specification Amendment 1: Management Information Base Enhancements and Corrigenda Items*, (IEEE Std 802.20a-2010), IEEE Xplore.

8. 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. 1	'drought' 2013, *Encyclopædia Britannica online*, Encyclopædia Britannica Inc.
e.g. 2	'Naga' 2012, in J Bowker (ed.), *The concise Oxford dictionary of world religions*, Oxford Reference.
e.g. 3	Kleiman, LS & Simmering, M 2006, 'Employee Recruitment Planning', in MM Helms (ed.), *Encyclopaedia of Management*, 5th edn, Gale, Gale Virtual Reference Library.

9. Ebooks available in Swinburne Library's ebook collections

This section only applies to ebooks used through the Swinburne Library's ebook collections: Books 24x7, Cambridge Books Online, EBook Central(ProQuest), ICE Virtual Library, Knovel, Oxford Scholarship Online, ICE Virtual Library, IG Publishing, McGraw-Hill's Access Engineering, Morgan & Claypool 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 instead.

For ebooks found directly on the World Wide Web, please use the guidelines from Webpages below.

e.g. 1: Book with authors	Radebaugh, LH, Gray, SJ & Black, EL 2006, *International accounting and multinational enterprises*, 6th edn, John Wiley & Sons, Books 24x7.
e.g. 2: Book with organisation as author	Harvard Business Review Press 2011, *HBR 's must reads on leadership*, Harvard Business Press, Books24x7.
e.g. 3: 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.

Ebooks for e-reader devices (eg. Kindle, Sony Reader etc.)

Use the guidelines from Books above, but instead of Place of Publication, put the name of the e-reader device it was purchased for.

e.g.	Radebaugh, LH, Gray, SJ & Black, EL 2006, *International accounting and multinational enterprises*, 6th edn, John Wiley & Sons, Kindle.

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 by two other authors. Nothing else from the ebook is used.	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 Masterman-Smith & B Pocock 2008, *Living low paid: the dark side of prosperous Australia*, Allen & Unwin, EBL EBook Library, p.159.

Software, videogames and apps

The following information should given, in this order:

j. 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.
k. Year of publication in Australia or the distribution region that includes Australia.
l. 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.
m. Type of information source. Use [computer program] for any software, apps or videogames. This is not italicised.
n. Name of Australian or regional distributor. Note that Authoring Organisation and Distributing Organisation may be two different entities.
o. 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.
e.g. 3: smartphone app with a different authoring organisation and distributing organisation	Boosted Human Mobile and Web Solutions 2012, *SunSmart* [computer program], Cancer Council Victoria, 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.

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:

p.   Author(s), editor(s), compiler(s) or organisation responsible for the site--if given. Sometimes an author may only be identified by their username or login name. 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.

q.   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.

e.g.	Skills for Learning 2012, *'Quote, unquote' short guide: Harvard style of citing and referencing*, Leeds Metropolitan University, viewed 30 October 2012, <http://libraryonline.leedsmet.ac.uk/sys.files/guides/quote_unquote_short_guide_harvard_style_of_citing_and_referencing.docx>.

r.   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.
s.   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.
t.   Date that you first viewed the webpage (day, month and year)--precede the date with the word 'viewed'.
u.   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, "© 2009", "(C) 2012" or "Copyright 2013"), 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**

e.g. 1: normal webpage	Lamster, M 2012, *The other Ezra Stoller*, Design Observer, viewed 6 December 2012, <http://observatory.designobserver.com/feature/the-other-ezra-stoller/37543/>.
e.g. 2: PDF document downloadable from a webpage	Cheney, P, Gould, J, & McCaw, L 2001, *The Deadman Zone: a neglected area of firefighter safety*, CSIRO, viewed 27 May 2008, <http://www.csiro.au/files/files/p1ih.pdf>.
e.g. 3: a Google book	Turnbull, SR 1996, *The Samurai: a military history*, Google Books, viewed 6 October 2009, <http://books.google.com.au/books?id=RMBdoimD2kIC&printsec=frontcover&source=gbs_v2_summary_r&cad=0#v=onepage&q=&f=false>.
e.g. 4: The Swinburne Harvard Style guide on the Swinburne	Pavlovski, N 2013, *Harvard Style guide*, Swinburne University of Technology, viewed 6 February 2013, <http://www.swinburne.edu.au/lib/researchhelp/harvard_style.html>.

Library website (the same website you are looking at right now)	

2. Web document without an author

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

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

3. Webpage of a company or organisation

If you use webpages from a company or organisation's website, then use the company/organisation's name as the author name if there is no clearly identifiable author(s). Be careful to differentiate when you use content from sub-groups within an organisation(eg. Swinburne University of Technology has sub-groups such as Swinburne Library, Swinburne Faculty of Engineering and Industrial Sciences, etc.). Some sub-groups may be divided into further sub-groups.

If you are using more than one webpage from the same company or organisation and the date of publication is the same for all of them, then please follow the guidelines at **More than one work by the same author and the works are written in the same year**, above. NOTE: If the only given date is just the year, then the reference list entries need to be arranged alphabetically by title and the lower-case letters then assigned.

e.g. 1: webpage of an sub-group within Swinburne	Swinburne Aviation 2013, *Home*, Swinburne University of Technology, viewed 24 January 2013, <http://www.swin.edu.au/aviation/>.
e.g. 2: webpage of an Australian company	Wesfarmers Limited 2009, *Company history*, Wesfarmers Limited, viewed 2 November 2009, <http://www.wesfarmers.com.au/about-us/company-history.html>.

e.g. 3: webpages of an organisation. In this example, three pages from the same organisation published on the same date are to be used. Once arranged in the reference list by author, they are further arranged in the reference list alphabetically by webpage title and given lower-case letters to differentiate via that alphabetical arrangement.	Australian Red Cross Blood Service 2012a, *Am I eligible to donate blood?*, Australian Red Cross Blood Service, viewed 24 January 2013, <http://www.donateblood.com.au/who-can-give/am-i-eligible>. Australian Red Cross Blood Service 2012b, *How donated blood is used*, Australian Red Cross Blood Service, viewed 24 January 2013, <http://www.donateblood.com.au/why-donate/blood-use>. Australian Red Cross Blood Service 2012c, *What happens on the day*, Australian Red Cross Blood Service, viewed 24 January 2013, <http://www.donateblood.com.au/ready-to-donate/what-happens>.
e.g. 4: 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. 5: 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. 6: 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>.

4. **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>.

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

This is used for periodicals published on websites that don't require you to log in or enter a password in order 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 follow the examples below. If you use the Academic OneFile version, then use the guidelines from **Periodicals (newspapers, magazines and journals) - except those freely available on official newspaper, magazine or journal web sites**, above.

The following information should given, in this order:

5. Author(s)--if given.
6. Year of publication.
7. Title of article--enclose title in single quotation marks ' ' .
8. Title of periodical.
9. Place of publication (city)--only if there are 2 or more periodicals with the same title.
10. Volume and/or issue number. Volume number is given a prefix of 'vol.', issue number is given a prefix of 'no.'.
11. Day and month, or season--if <u>Volume and/or issue number</u> are not provided, or if needed to help precisely identify an article.
12. Page number(s), if provided.
13. Date that you first viewed the webpage (day, month and year)--precede the date with the word 'viewed'.
14. URL.

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 an organisation 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.

- **arXiv and other eprint repositories**

The following information should given, in this order:

1. Author/s.
2. Year of publication.
3. Title of eprint. Titles should be italicised and use minimal capitalisation.
4. Unique eprint identifier. These vary between the different repositories. An example of one from arXiv is arXiv:1001.0785v1 [hep-th].
5. 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.
6. Date that you first viewed the eprint (day, month and year)--precede the date with the word 'viewed'.
7. 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>.

- **Australian Bureau of Statistics webpages**

Use ABS as the host/sponsor details.

e.g. 1	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>.
e.g. 2	Linacre, S 2007, *Australian social trends 2007: participation in sports and physical recreation*, ABS, cat. no. 4102.0, viewed 27 May 2008, <http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/1CE05AE897BAD438CA25732F001CA62F/$File/41020_Participation%20in%20sports%20and%20physical%20recreation_2007.pdf>.

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

e.g. 1: One part only of an Act	*Civil Aviation Safety Regulations 1998, Volume 1, Part 21 Certification and 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 entire Act	*Civil Aviation Safety Regulations 1998* (Cwlth), ComLaw, viewed 21 December 2011, <http://www.comlaw.gov.au/Details/F2011C00973>.

- **Case law from AustLII**

e.g. 1:	*R v Ramage* (2004) VSC 508, AustLII, viewed 4 April 2012, <http://www.austlii.edu.au/cgi-bin/disp.pl/au/cases/vic/VSC/2004/391.html?stem=0&synonyms=0&query=title(r%20and%20.%20ramage%20)>.
e.g. 2:	*ABC v Lenah Game Meats Pty Ltd* (2001) HCA 63; 208 CLR 199; 185 ALR 1; 76 ALJR 1, AustLII, viewed 13 April 2012, <http://www.austlii.edu.au/cgi-bin/disp.pl/au/cases/cth/HCA/2001/63.html?stem=0&synonyms=0&query=lenah>.

- **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 where the author only has a username	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>.

- **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 unit convenor that you are permitted to use these in your assignment!

The bibliographic details are:
1. Lecturer's name.
2. Year.
3. Title of the lecture, enclosed in single quotation marks.
4. Course number and title, in italics.
5. Statement of location online--use 'Learning materials on Blackboard'.
6. Statement of education institution--use 'Swinburne University of Technology'.
7. Date the lecture was given.
8. 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). 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.

- **Podcasts**

For podcasts of radio programs, blend together the guidelines from **Radio and television broadcasts** with those of **Web document with an author**. Here are two examples:

e.g 1: One section or segment of a radio program	*The proteins which regulate obesity* 2012 [radio program], The Science Show, ABC Radio National, 1 December, ABC, viewed 6 December 2012, <http://www.abc.net.au/radio/player/rnmodplayer.html?pgm=The%20Science%20Show&pgmu rl=http%3A%2F%2Fwww.abc.net.au%2Fradionational%2Fprograms%2Fscienceshow%2F&w=http%3A%2F%2F www.abc.net.au%2Fradionational%2Fmedia%2F4401700.asx&r=http%3A%2F%2Fwww.abc.net.au%2Fradion ational%2Fmedia%2F4401700.ram&t=The%20proteins%20which%20regulate%20obesity&url=http%3A%2F%2Fw ww.abc.net.au%2Fradionational%2Fprograms%2Fscienceshow%2Fthe-proteins-which-regulate-obesity%2F4401700&p=1>.
e.g 2: An entire episode of a program	*The Science Show* 2012 [radio program], ABC Radio National, 1 December, ABC, viewed 6 December 2012, <http://www.abc.net.au/radio/player/rnmodplayer.html?pgm=The%20Science%20Show&pgmurl=http%3A%2F%2Fwww.a bc.net.au%2Fradionational%2Fprograms%2Fscienceshow%2F&w=http%3A%2F%2Fwww.abc.net.au%2Fradional%2Fmedia%2F4395204.asx&r=http%3A%2F%2Fwww.abc.net.au%2Fradionat ional%2Fmedia%2F4395204.ram &t=Saturday%2001%20December%202012%20-%2001%20Dec%202012&url=http%3A%2F%2Fwww.abc.net.au%2Fradionati onal%2Fprograms%2Fscien ceshow%2Fthe-science-show-1st-december-2012%2F4395204&p=1>.

For podcasts of public speeches, see **Web document with an author** above. Here are two examples:

e.g. 1:	Sterling, L 2012, *Remembering Alan Turing at 100: Father of computer science, victim of prejudice and lessons for future thought leadership*, Swinburne University of Technology, 23 October, viewed 25 January 2013, <http://www.commons.swinburne.edu.au/uploaded/files/remembering_a lan_turing_at_100.mp4>.
e.g. 2:	Armstrong, K 2007, *What is a sacred text?*, The British Library, 4 June, viewed 30 May 2008, <http://www.bl.uk/onlinegallery/whatson/downloads/files/KarenArmstr ong.mp3>.

Other podcasts: use the appropriate guidelines from **Web document with an author**, **Web document without an author** or **Webpage of a company or organisation** above, however include the Day and Month of podcast (if identifiable). Here is one example:

e.g.	Crews, S, Philipp, J & Gardner, B 2012, *Working As Intended 2.0 Podcast #4 – Yes, We're Still Talking About The Old Republic*, The MMO Gamer, 31 January, viewed 25 January 2013, <http://www.mmogamer.com/01/31/2012/working-as-intended-2-podcast-4>.

- **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

The bibliographic details required for a reference are:
1. 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.
2. Year of production.
3. Statement of location online--use 'Swinburne Commons video'.
4. Statement of education institution--use 'Swinburne University of Technology'.
5. 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.

- **Blogs and Twitter**

If there is no proper name given for the author, you may use their username instead. Use the username exactly as it appears.
After the title of the blog, also put the day and month of the individual post.
You do not need to list the Name of the group hosting the blog on their website.
You do not need to list the name of the blog platform (eg. Wordpress, Blogger, Twitter).

If an author posts multiple entries on one day, also put the time the entry you wish to use was posted after the date.

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 on a newspaper website	Davoren, H 2011, 'Children must come first when divorcees seek new 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.	Dent, G 2013, *Grace Dent*, 13 January, 4:25 AM, viewed 23 January 2013, <https://twitter.com/gracedent/status/290434401811173376>.

- **Facebook**

e.g.	Swinburne Sarawak Library 2012, *Library Opening Hour from 17th December 2012 to 1st March 2013*, 14 December, viewed 19 December 2012, <http://www.facebook.com/pages/Swinburne-Sarawak-Library/201665589848533?ref=stream>.

- **Wikis**

e.g. 1: Wikipedia entry	'Australian air traffic control' 2009, *Wikipedia*, viewed 2 April 2009, <http://en.wikipedia.org/wiki/Australian_Air_Traffic_Control>.

e.g. 2: other wikis	'Satellites' 2008, *Amateur Radio Wiki*, viewed 4 August 2008, <http://www.amateur-radio-wiki.net/index.php?title=Satellites>.

- **YouTube**

If there is no proper name given for the YouTube channel owner, you may use their username instead. Use the username exactly as it appears in YouTube.

For official YouTube channels for companies and organisations, use the username exactly as it appears in YouTube as the author name. Do not edit anything, change anything or make inferences about what the'correct' name should be.

After the title of the YouTube video, also put the day and month the video was added.

e.g. 1a: Channel owner username with a capital letter at start and no numbers and/or characters	Anymuster 2010, *Mechwarrior new / old cinematic intro*, 22 June, viewed 13 October 2012, <http://www.youtube.com/watch?v=ctQ_FEHzDgs>.
e.g. 1b: Channel owner username without a capital letter at start but with numbers and/or characters	davep666 2011, *Devin Townsend Project 'Heaven Send' 'Ki Live in London' @ ULU 10 November 2011*, 11 November, viewed 6 July 2012, <http://www.youtube.com/watch?v=X2AaE-xAlGM>.
e.g. 2: an organisation's official YouTube channel	INSEADofficial 2010, *Social responsibility in business today*, 14 June, viewed 13 November 2012, <http://www.youtube.com/watch?v=0qwDQN-b72Y>.
e.g. 3: a channel owner with a proper name (first name and surname/family name, with a space between them)	Collins, P 2012, *Swinburne University Robotics Lab Clip1, Hawthorn, Melbourne, Australia*, 3 January, viewed 6 December 2012, <http://www.youtube.com/watch?v=vsY_H_WSJ2w>.

- **Tables, graphs and images from a webpage**

If you wish to acknowledge an image you have found via **Pinterest** or similar type of aggregator service, please track back and reference the image from its original web source - don't reference the Pinterest version.

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 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.	Ribeiro, J 2005, 'Annular eclipse seen in Portugal, 3 October 2005' [image], in *Amateur Astronomy* 2010, Astronomical Society of Australia, viewed 7 September 2010, <http://www.astronomy.org.au/ngn/engine.php?SID=1000005>.
eg. 2: A photograph on a webpage has been used. Three details cannot be identified: a creator for the photograph, author for the webpage, year of publication of the webpage.	'AIS: Matrix' [image], in *Furniture: AIS* 2009?, Audette Office Equipment, viewed 9 April 2010, <http://www.audetteofficeequipment.com/graphics/furniture/ais/Matrix/PrivateOffice2Inside.jpg>.
eg. 3a: A photograph found in *Flickr* is used.	Lyle58 2007, 'German Type 82 Kubelwagen, WWII reenactment' [image], in *Lyle58's photostream*, Flickr, viewed 30 August 2010, <http://www.flickr.com/photos/lyle58/1041158346/>.
eg. 3b: An *Instagram* photograph found in *Statigram* is used. As there is no identifiable title for this image, a title has been created for it. As there is no clearly identifiable title for this collection, the username is used instead.	Huang, M 2012, '[Daenerys Targaryen in formal gown]' [image], in *michspinach*, Statigram, viewed 23 December 2012, <http://statigr.am/p/250446593221055614_144132420>.
eg. 4: An illustration in an online digital picture collection is used.	Gostelow, EE 1922, 'Acacia decurrens (Black wattle), Acacia oxycedrus' [image], in *Digital Collections - Pictures*, National Library of Australia, viewed 30 August 2010, <http://nla.gov.au/nla.pic-an6133675>.
eg. 5: A graph from a report available on a council website is used. Nothing else is used.	'Figure 6: Age profile of the Interstate and Overseas visitors' [graph], in P Hughes & N Gibney 2010, *Central City Users Survey 2010*, p. 22, City of Melbourne, viewed 4 April 2011, <http://www.melbourne.vic.gov.au/AboutMelbourne/Statistics/Documents/Central_City_Users_Survey_2010.pdf>.

- **Google Maps**

Use the full given address in Google Maps as the title.
Use the "Link" icon to obtain the correct URL.

eg. 1.	*Swinburne University of Technology Sarawak Campus, Jalan Simpang Tiga, 93350 Kuching, Sarawak, Malaysia* 2013 [image], Google Maps, viewed 24 January 2013, <http://maps.google.com.au/maps?q=Swinburne+University+of+Technology+Sarawak+ Campus+Jalan+Simpang+Tiga+Kuching+Sarawak+Malaysia&hl=en&sll=- 37.817893,145.006186&sspn=0.076889,0.110378&oq=swinburne+sarawak&hq= Swinburne+University+of+Technology+Sarawak+Campus+Jalan+Simpang+Tiga+ Kuching+Sarawak+Malaysia&t=m&z=14>.
e.g. 2	*1 Collins St, Melbourne, VIC 3000* 2013 [image], Google Maps, viewed 24 January 2013, <http://maps.google.com.au/maps?q=1+Collins+Street,+Victoria&hl=en&sll=- 37.74033,145.088646&sspn=0.009621,0.013797&oq=1+collin&hnear=1+Collins+St, +Melbourne+Victoria+3000&t=m&z=16>.
e.g. 3	*Tin Can Bay QLD 4580* 2013 [image], Google Maps, viewed 24 January 2013, <http://maps.google.com.au/maps?q=tin+can+bay&hl=en&sll=- 37.817178,144.96124&sspn=0.076889,0.110378&hnear=Tin+Can+Bay+Queensland&t=m&z=11>.

- **TED talks**

The bibliographic details required are:

1. Name of speaker (or speakers).
2. Year the talk was given.
3. Title given to the talk by TED.
4. Month of upload (and year, if different to year the talk was given).
5. The website host--enter 'TED' for all.
6. Date viewed.
7. URL.

eg.	Robinson, K 2006, *How schools kill creativity*, June, TED, viewed 1 July 2013, <http://www.ted.com/talks/ken_robinson_says_schools_kill_creativity.html>.

- **Streaming music eg. Last FM**

eg.	Orquesta Típica Tangarte & Carlos Buono c. 2009, *Retrato de Nana*, Last.fm, viewed 9 August 2013, <http://www.last.fm/music/Orquesta+T%C3%ADpica+Tangarte/_/Retrato+de+ Nana#play-this-track>.

- **Sound repositories eg. Freesound**

eg.	stomachache 2008, *slowdrums.WAV*, Freesound, viewed 9 August 2013, <http://www.freesound.org/people/stomachache/sounds/48619/#>.

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 course convenor 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. **You are strongly advised to obtain written permission from an author who has communicated with you personally before you use any of their information**. 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.	Wilson, JE 2013, personal email, 16 January.

3. **SMS text messages**

e.g.	Jackson, J 2012, SMS text message, 24 December, 5.41 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.

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: IR@swinburne.edu.my

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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 Desktop software is only available for Swinburne Undergraduate, Postgraduate by Coursework and Swinburne students involved in group work, Swinburne Honours, Masters by Research, Doctoral students and Swinburne staff.

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.

Skills for Learning 2012, *Quote, unquote: a guide to Harvard referencing*, 2nd edn, Leeds Metropolitan University, Leeds Metropolitan University.

Skills for Learning 2012, *'Quote, unquote' short guide: Harvard style of citing and referencing*, Leeds Metropolitan University, viewed 30 October 2012, <http://libraryonline.leedsmet.ac.uk/sys.files/guides/quote_unquote_short_guide_harvard_style_of _citing_and_referencing.docx>.

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

A collection of other resources on how to acknowledge references is available online at: https://www.swinburne.edu.my/library/search/subject-guides.php

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Standard abbreviations used in information source acknowlegement

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

& = ampersand, which means 'and'
app. = appendix
ch. = chapter
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

Example of a Reference List

1 Collins St, Melbourne, VIC 3000 2013 [image], Google Maps, viewed 24 January 2013, <http://maps.google.com.au/maps?q=1+Collins+Street,+Victoria&hl=en&sll=-37.74033,145.088646&sspn=0.009621,0.013797&oq=1+collin&hnear=1+Collins+St,+Melbourne+Victoria+3000&t=m&z=16>.

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Byrne, F, Coster, A & Deery, S 2010b, 'Ugg maker gets his boots on', *Herald Sun*, 11 March, p. 30.

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Commonwealth Scientific and Industrial Research Organisation 2011, *UltraBattery: no ordinary battery*, Commonwealth Scientific and Industrial Research Organisation, viewed 25 January 2013, <http://www.csiro.au/en/Outcomes/Energy/Storing-renewable-energy/Ultra-Battery.aspx>.

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Need help?

Ask **in person** at the **Library Service Desk** for help.

From outside the library you can ask for help:

By **email** : **IR@swinburne.edu.my**

By **phone** on **+6082 260625 or 260748**

Last updated by Nick Pavlovski (npavlovski@swin.edu.au), 7 October 2013.