How to use Swinburne Harvard Style to create reference list entries: step by step instructions

This guide shows you how to apply Swinburne Harvard Style to three different types of information sources that are frequently used by Swinburne students and staff.

It demonstrates how to identify the bibliographic details you need to make reference list entries for those three types of sources, and then how to prepare and arrange those details into the correct order and format.

NOTE: This guide must be used in conjunction with the Swinburne Harvard Style Quick Guide or Swinburne Harvard Style Full Guide.

For Journal articles

Step 1
Identify the bibliographic details you need for a reference list entry.
For a journal article found through a Swinburne library database, you want these 6 details, in this order:

1. Author(s) – if given. Names are presented surname first, initial(s) next.
2. Year of publication.
3. Title of article – enclose in 'single quotation marks'. Only the first letter of the first word and proper nouns of article titles should be capitalized.
4. Title of journal. Title should be *italicized*. The first letter of the first word and the first letter of each major word should be capitalized.
5. Volume and/or issue number. Use the abbreviation/s 'vol.' and/or 'no.'.
6. Page number(s) that the article is printed on, if they are included. Note: this is not an estimate of how many printed pages would result from printing the article, but the page numbers given in the database or on the publication itself.

The bibliographic details you'll need for this journal article are enclosed in orange borders below:

(*Web of Science* is © Clarivate Analytics. Screenshot used with kind permission, 12 November 2018)

<u>Step 2</u>

Copy and paste the bibliographic details from the information source you are looking at into your own document. Then, arrange the details in the correct order, with each type of detail on a new line - eg.:

By:Yang, GT (Yang, Guotao)[1]; Bradford, MA (Bradford, Mark A.)[1]
Published: JUN 1 2018
Thermal-induced upheaval buckling of concrete pavements incorporating the effects of temperature gradient
ENGINEERING STRUCTURES
Volume: 164
Pages: 316-324

<u>Step 3</u>
Convert the bibliographic details into the format required by Swinburne Harvard Style - eg.:

Yang, GT & Bradford, MA
2018
'Thermal-induced upheaval buckling of concrete pavements incorporating the effects of temperature gradient'
Engineering Structures
vol. 164
pp. 316-324

<u>Step 4</u>
Format the details to create one flowing entry, then add in commas in the correct places and finish with a final fullstop - eg.:

Yang, GT & Bradford, MA 2018, 'Thermal-induced upheaval buckling of concrete pavements incorporating the effects of temperature gradient', *Engineering Structures,* vol. 164, pp. 316-324.

Ebooks

<u>Step 1</u>

Identify the bibliographic details you need for a reference list entry.

For an ebook provided by Swinburne University Library, you want these 7 details, in this order:

1. Author(s). Names are presented surname first, initial(s) next.
2. Year of publication of the book.
3. Title of book/ebook. *Title should be italicized.* Only the first letter of the first word and proper nouns of book and ebook titles should be capitalized.
4. Title of series (but only if the book is part of a series).
5. Edition--but only if this copy is <u>not</u> the first edition.
6. The Publisher (the company who made the book).
7. Swinburne Library ebook collection.

The bibliographic details you need for this ebook are enclosed in orange borders below:

<u>Step 2</u>

Copy and paste the bibliographic details from the information source you are looking at into your own document. Then arrange the details in the correct order, with each type of detail on a new line - eg.:

Khanna, Tarun. author ; Palepu, Krishna G. ;
2014
Winning in Emerging Markets : A Road Map for Strategy and Execution.
Harvard Business Review Press,
Ebook Central (ProQuest)

<u>Step 3</u>
Convert the bibliographic details into the format required by Swinburne Harvard Style - eg.:

Khanna, T & Palepu, KG
2014
Winning in emerging markets: a road map for strategy and execution
Harvard Business Review Press
Ebook Central (ProQuest)

<u>Step 4</u>
Format the details to create one flowing entry, then add in commas in the correct places and finish with a final fullstop - eg.:

Khanna, T & Palepu, KG 2014, *Winning in emerging markets: a road map for strategy and execution*, Harvard Business Review Press, Ebook Central (ProQuest).

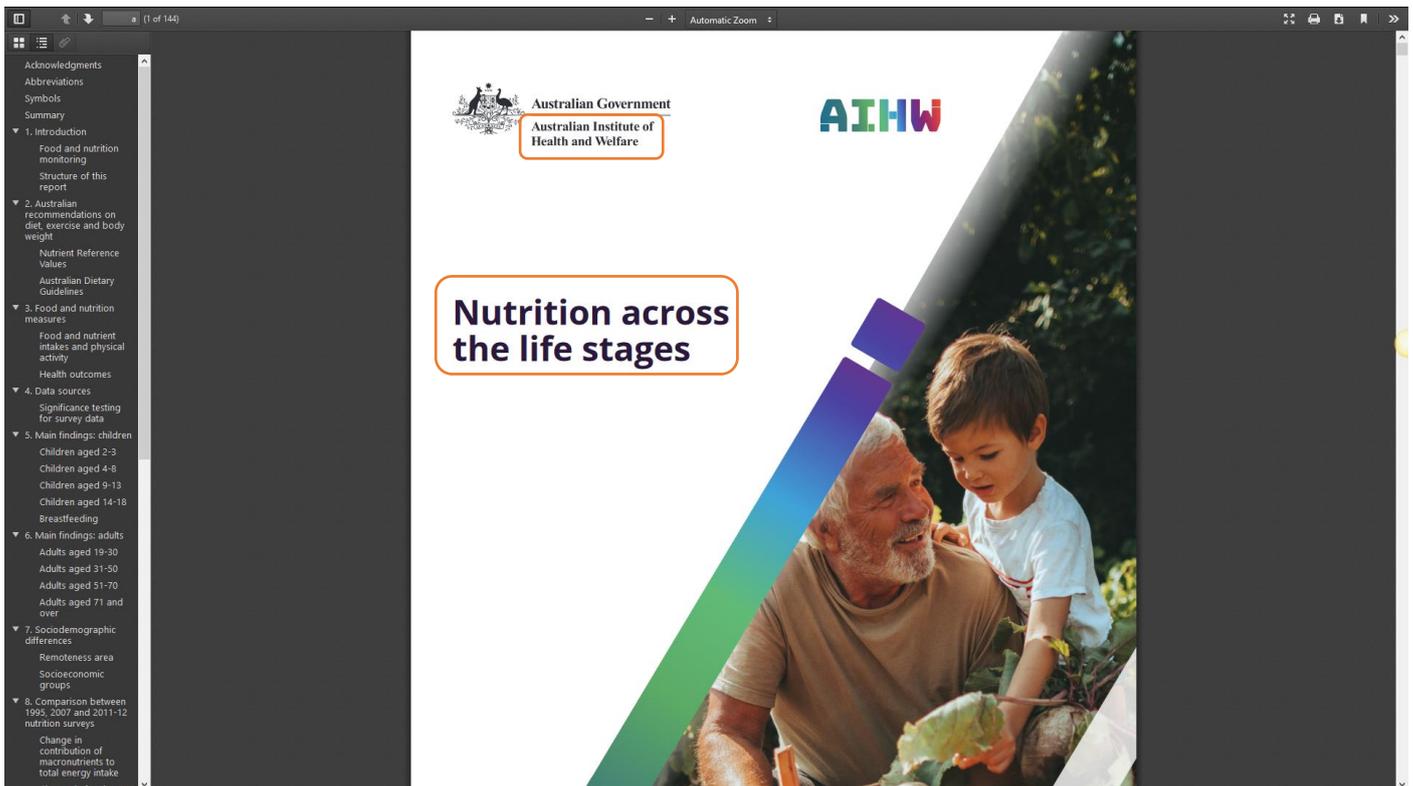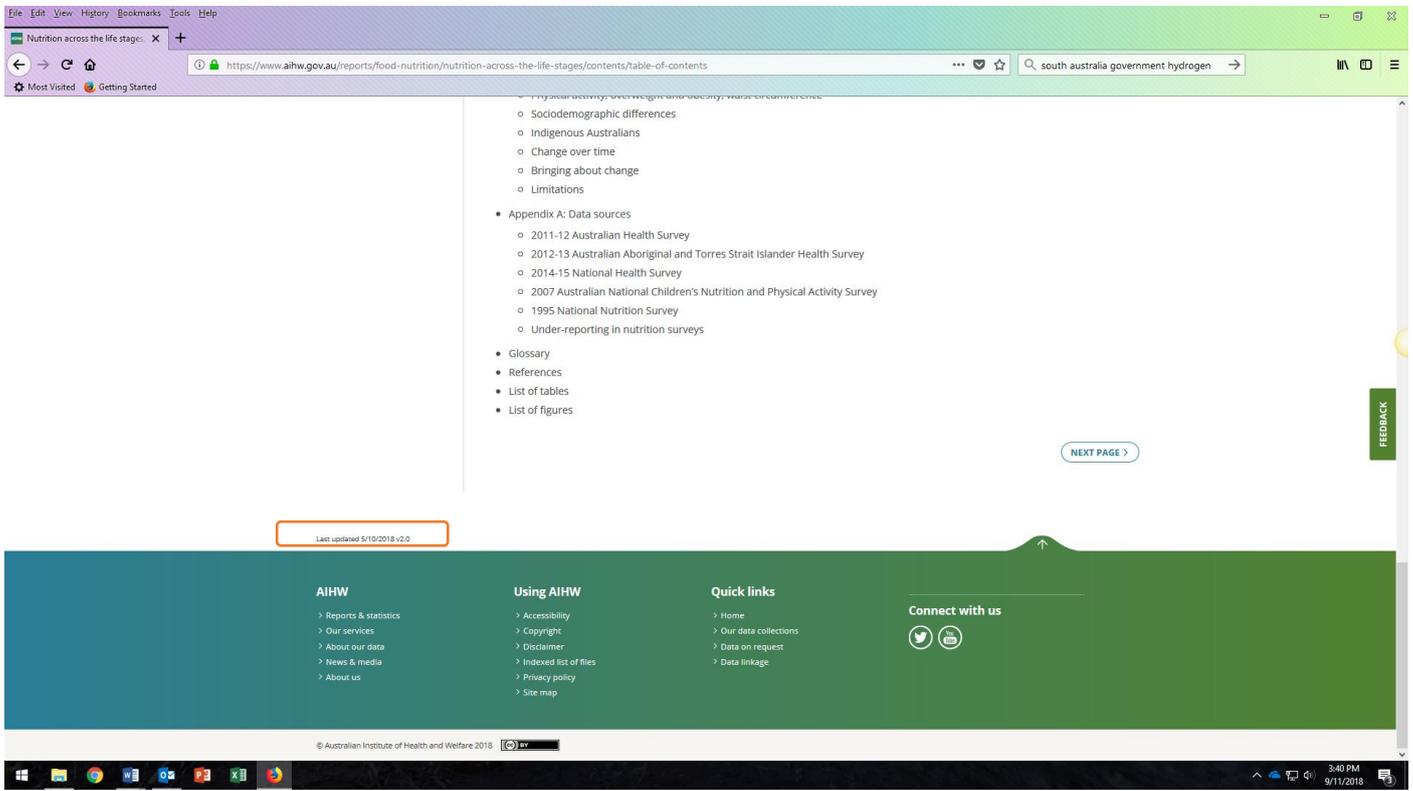# Webpages or PDFs freely accessible on the World Wide Web

Step 1

These often require careful examination in order to locate the bibliographic details. You may need to look at every page, as well as the page a PDF is linked from, to find them all. If any still cannot be found, you will need to create them yourself, making educated guesses about what they should be.
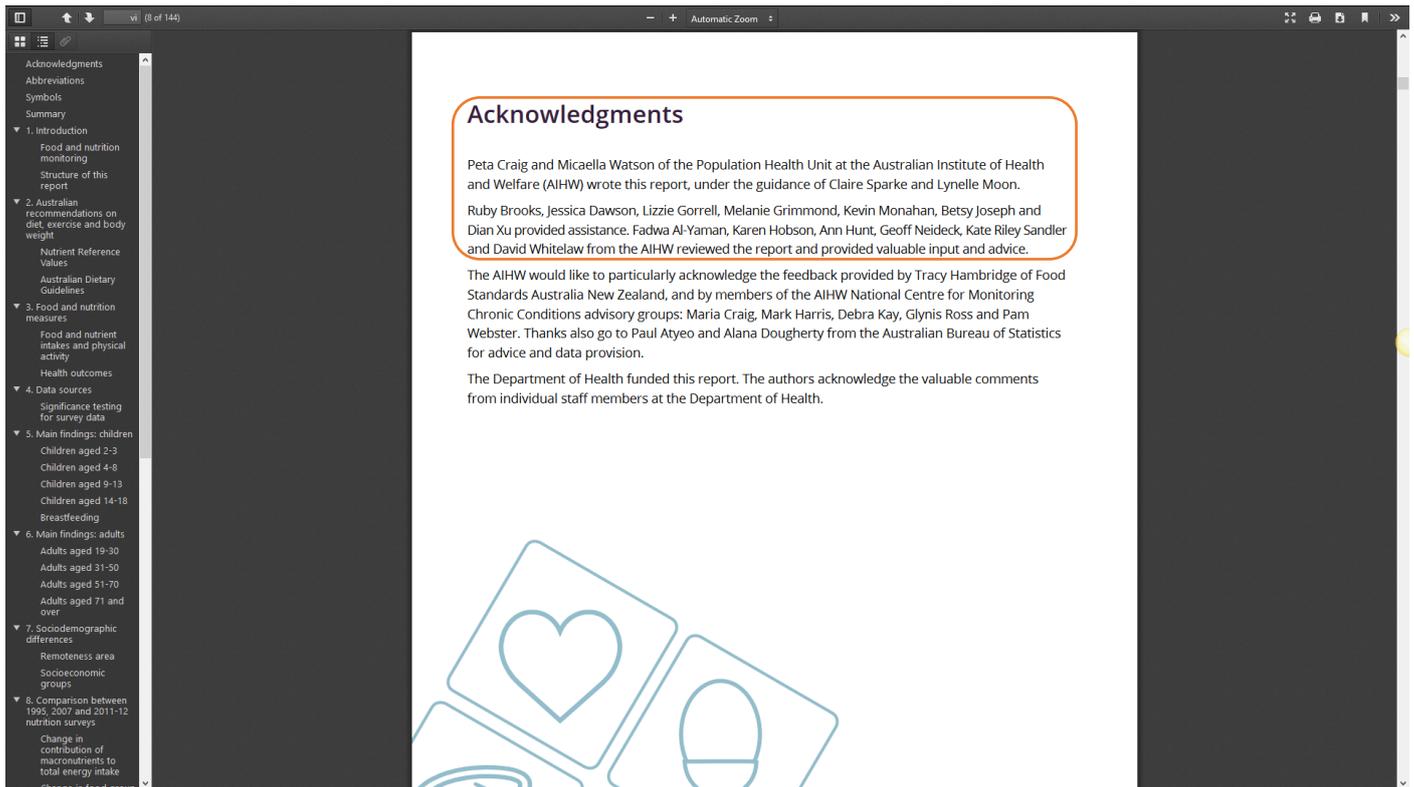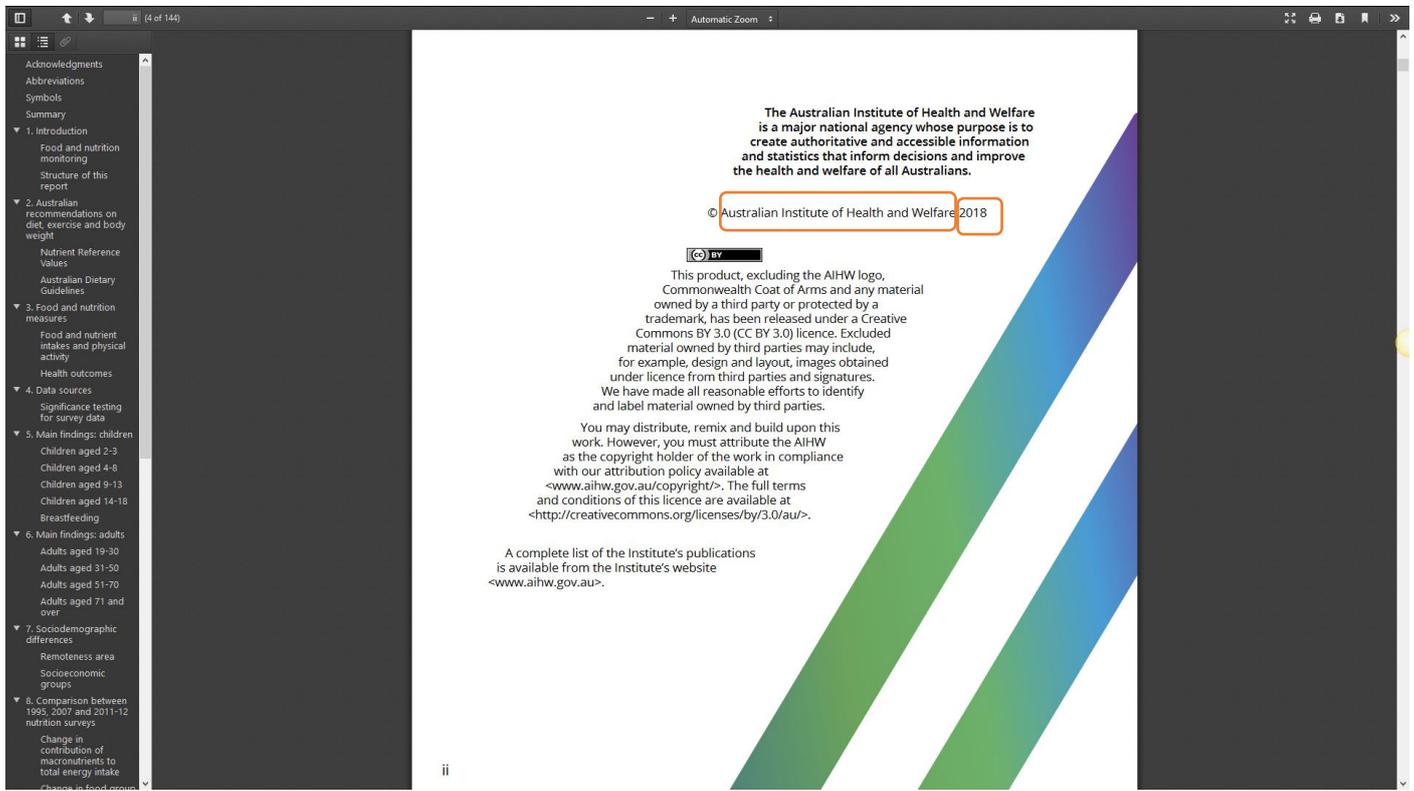
You want these 6 details, in this order:

1. Author(s) or organization responsible for the webpage – if provided. As with other types of information sources, Author(s) names should be presented surname first, initial(s) next. If no individual or groups of authors can be identified, then use the full name of the organisation, not its abbreviation, as the Author. If there is no clearly identifiable author at all, do not use the name of the Copyright owner, nor the name of the website host/website sponsor, as they may not be the same person or organization that authored the work – instead use the title, and the title should be italicized – see the Harvard Style Complete Guide webpage for examples of this.

2. Year the information was published or year of the most recent update. Use the Copyright date of a webpage if there is no date of publication. If a range of Copyright dates is given (e.g. © 2015 – 2018), use the latest date indicated.

3. Title of the webpage/document. *Title should be italicized*. The title is usually shown at or near the top of the page. If the entire title is capitalized, reformat so that only the first letter of the first word and proper nouns of the page/document title are capitalized.

4. Name of the organization hosting the webpage on their website or the name of the sponsor of the webpage. With organisations like government bodies or large companies, this is sometimes the same as the author organization.

5. Date that you first viewed the webpage, in this order: day, month, year. Precede the date with the word 'viewed'.

6. URL. The URL (webpage address) should be enclosed in angle brackets: < >. The URLs should not be active/live links; you need to deactivate the URLs.

The bibliographic details for this government pdf are enclosed in orange borders below. You can see that the information required is not all on the first page - you must look for it on many different pages:

How to use Swinburne Harvard Style: step by step instructions

NEXT PAGE >

Last updated 5/10/2018 v2.0

AIHW
> Reports & statistics
> Our services
> About our data
> News & media
> About us

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> Accessibility
> Copyright
> Disclaimer
> Indexed list of files
> Privacy policy
> Site map

Quick links
> Home
> Our data collections
> Data on request
> Data linkage

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Nutrition across the life stages

The Australian Institute of Health and Welfare is a major national agency whose purpose is to create authoritative and accessible information and statistics that inform decisions and improve the health and welfare of all Australians.

A complete list of the Institute's publications is available from the Institute's website <www.aihw.gov.au>.

ii

Acknowledgments

https://www.aihw.gov.au/getmedia/fc5ad42e-08f5-4f9a-9ca4-723cacaa510d/aihw-phe-227.pdf.aspx?inline=true (obtained by placing the mouse/cursor on the DOWNLOAD REPORT button, clicking the right mouse/cursor button, selecting *Copy Link Location* from the menu, then selecting *Paste*)

This PDF was first found and viewed on 9 November, 2018

Here is where to get the proper PDF link:
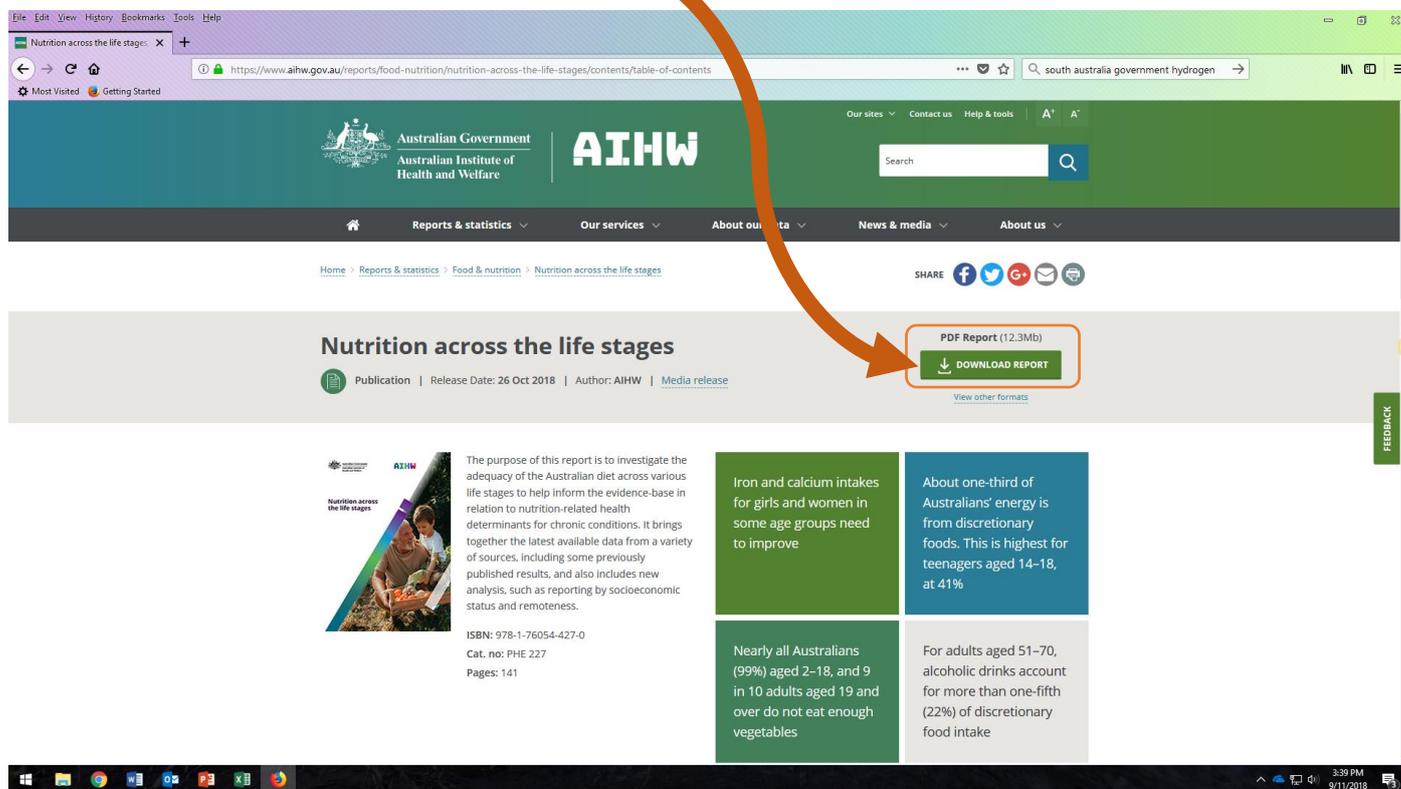
Step 2

For this example, two options for referencing it are presented; one actual and one hypothetical.

In the 'Acknowledgements' section, Peta Craig and Micaella Watson are acknowledged as the authors of the report. You should use their names as the Authors in your reference list entry.

However, some government and organisation reports and proposals do not identify the authors on the front pages, or in the 'Acknowledgements' section, nor anywhere else in or on the document. If this was the case with this report, you would use the organisation's name that it is attributed to – which, in this case, is the Australian Institute of Health and Welfare.

The most important thing is that, whichever option you choose, the 'golden' referencing rule still applies - always be consistent when using Harvard Style. All information sources of the same type should be treated the same way in the same piece of work.

On the following pages are examples of how this government PDF can be referenced using the actual authors provided, and how it could hypothetically be referenced if it is decided to use the organisation itself (Australian Institute of Health and Welfare) as the author.

a) Peta Craig and Micaella Watson as authors version

Copy and paste the bibliographic details from the information source you are looking at into your own document. Then, arrange the details in the correct order, with each type of detail on a new line - eg.:

Peta Craig and Micaella Watson
26 Oct, 2018
Nutrition across the life stages
Australian Institute of Health and Welfare
This was first viewed on 9 November 2018
https://www.aihw.gov.au/getmedia/fc5ad42e-08f5-4f9a-9ca4-723cacaa510d/aihw-phe-227.pdf.aspx?inline=true

NOTE: Remember, Author(s) names should be presented surname first, initial(s) next. In Step 3, Peta Craig and Micaella Watson need to be converted to Craig, P & Watson, M.

b) Australian Institute of Health and Welfare as author version

Copy and paste the bibliographic details from the information source you are looking at into your own document. Then, arrange the details in the correct order, with each type of detail on a new line - eg.:

Australian Institute of Health and Welfare
26 Oct, 2018
Nutrition across the life stages
Australian Institute of Health and Welfare
This was first viewed on 9 November 2018
https://www.aihw.gov.au/getmedia/fc5ad42e-08f5-4f9a-9ca4-723cacaa510d/aihw-phe-227.pdf.aspx?inline=true

Step 3
Convert the bibliographic details into the format required by Swinburne Harvard Style - eg.:

a) Peta Craig and Micaella Watson as authors version
NOTE: Remember in this example that the authors' names have been copied with the given names first and the surnames second, so that name order needs to be changed for the reference list entry to display surname first and given name second:

Craig, P & Watson, M
2018
Nutrition across the life stages
Australian Institute of Health and Welfare
viewed 9 November 2018
<https://www.aihw.gov.au/getmedia/fc5ad42e-08f5-4f9a-9ca4-723cacaa510d/aihw-phe-227.pdf.aspx?inline=true>

b) Australian Institute of Health and Welfare as author version

Australian Institute of Health and Welfare
2018
Nutrition across the life stages
Australian Institute of Health and Welfare
viewed 9 November 2018
<https://www.aihw.gov.au/getmedia/fc5ad42e-08f5-4f9a-9ca4-723cacaa510d/aihw-phe-227.pdf.aspx?inline=true>

Step 4
Format the details to create one flowing entry, then add in commas in the correct places and finish with a final fullstop - eg.:

a) Peta Craig and Micaella Watson as authors version

Craig, P & Watson, M 2018, *Nutrition across the life stages*, Australian Institute of Health and Welfare, viewed 9 November 2018, <https://www.aihw.gov.au/getmedia/fc5ad42e-08f5-4f9a-9ca4-723cacaa510d/aihw-phe-227.pdf.aspx?inline=true>.

b) Australian Institute of Health and Welfare as author version

Australian Institute of Health and Welfare 2018, *Nutrition across the life stages*, Australian Institute of Health and Welfare, viewed 9 November 2018, <https://www.aihw.gov.au/getmedia/fc5ad42e-08f5-4f9a-9ca4-723cacaa510d/aihw-phe-227.pdf.aspx?inline=true>.

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Need to ask a question about this?
Contact us:
e: library@swin.edu.au
t: 03 9214 8330

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Authors: Nicholas Pavlovski & Barbara Browne.   Version: 21 December, 2018