



Swinburne Harvard brief guide

IN-TEXT REFERENCES, REFERENCE LISTS AND BIBLIOGRAPHIES



www.swinburne.edu.my/library

1. The purpose of Harvard style

Harvard style is an academic referencing/citation system that allows you to use and then acknowledge other people's information and ideas in your own work. Using Harvard style ensures that people who read your work can locate and read the same sources you found helpful; using it also reduces the risk of being accused of plagiarism (intellectual theft; stealing someone else's ideas and information).

Using Harvard style means acknowledging the author of an information source and the date the source was published each time you use their information and ideas by inserting the author's family name/surname and year of publication in the body of your work. These author and date details, together with all other identifying details (known as bibliographic details), such as the title of an information source and where it was published, are also listed at the end of your work. If you use more than one information source, arrange the sources in a list at the end of your work alphabetically by author surname.

The golden rule is to 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.

Students are advised to check with their unit convenor, school, department or faculty about which citation style is required, as not everyone in the University uses this style.

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

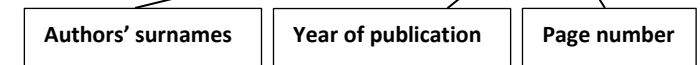
The two most important details to acknowledge whenever you use someone's information are: a) the name(s) of the author, authors or organization who published it, and b) the year they published it. You must insert them each and every time you use their information in your own work, even if this means you insert the exact same details multiple times in the same paragraph! The details are usually placed at the end of the sentence and are called 'in-text references', as you are placing them in the text (the body) of your work.

The two main ways of using an information source are 1) to paraphrase it, or 2) to quote it. To paraphrase is to read someone's information and then write it using your own words and phrasing. To quote is to copy exactly what someone has written and paste it into your work. You should only quote when you feel that the author's words are perfect and that trying to paraphrase them would weaken their message and power. Whenever you paraphrase or quote, always include the page number or page numbers in the in-text reference, placed after the year it was published. When you quote a sentence, enclose the text in double quotation marks: ". If you quote more than one sentence, do not use double quotation marks – instead, place the quoted material on a new line, indent the quote and finish with the in-text reference. New text after that quote should commence on a new line, and not be indented.

For example, consider this sentence from a book: *Volunteer programmes are successful when volunteers are working in positions they look forward to undertaking and want to fill.*

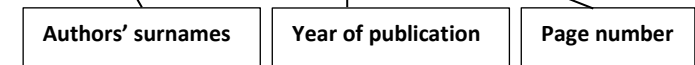
If you copy it from the book and insert it into your work (quote it), the in-text reference should look like this:

"Volunteer programmes are successful when volunteers are working in positions they look forward to undertaking and want to fill" (McCurley, Lynch & Jackson 2012, p. 78).



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

If the volunteers are employed in roles that they want to do, then the volunteer programmes will perform well (McCurley, Lynch & Jackson 2012, p. 78)



If the author of the work is very well known in their subject field, you may want to include their name as part of your writing. If you do so, you must still include the year of publication and the page number. For example:

Dawkins (2012, p. 226) states that the universe cannot do good or bad things to humans because it is not a sentient force.

If a source has more than three authors, list only the first author, then place 'et al.', then year, then page number. For example:

Skin wound healing was accelerated by *S. pseudoquina* juice (Sarandy et al. 2017, p. 8).

If a source does not have a page number (some sources, such as HTML webpages and YouTube videos, do not), simply insert the author's name and year of publication.

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

No deformation occurs even with 180 degree flexes; sections will snap only if they have been previously impacted by sideways forces (*Carbon fibre tenkara rod construction* 2018, p. 2).

3. Your Reference List or Bibliography

Each time you find a useful information source, keep a record of all its bibliographic details. As well as author and year, other bibliographic details might include: the name of the company who published the source; the state, city or suburb it was published in; what edition number the source is (if not the first); the web address/URL for the source (if you found it on the web); the date that you first found it (if you found it on the web); and other details depending on the type of source. These details all help someone locate and read the same information source you used. These bibliographic details, when arranged in the correct order, are called an entry. Entries are arranged in a single alphabetical list, alphabetically by author surname/family name. This list is either a Reference List or a Bibliography, and it is placed at the end of your work.

A Reference List is a list of all the information sources you refer to in your work.

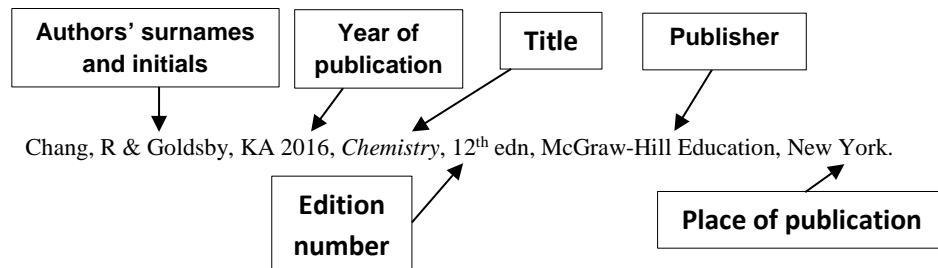
A Bibliography is a list of all the information sources you refer to in your work, as well as other sources you consulted that were helpful, but did not end up referring to in your work. A Bibliography is therefore longer than a Reference List. Ask your unit convenor which one they require if they or the unit outline does not specify.

4. Books: bibliographic details required

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

1. Author(s) – either a person(s) or an organization. Names are presented surname first, initial(s) next.
2. Year of publication.
3. Title – plus the subtitle, if there is one. Place a colon between the title and subtitle. *Both are italicized*. Only the first letter of the first word and proper nouns of book titles should be capitalized.
4. Title of series and volume number, if applicable.
5. Edition number – only if this is not the first edition. Use the abbreviation 'edn'.
6. Publisher.
7. Place of publication – state or city or suburb. Add extra information if there is more than one place with the same name eg. Melbourne, Victoria versus Melbourne, Florida.

For example:

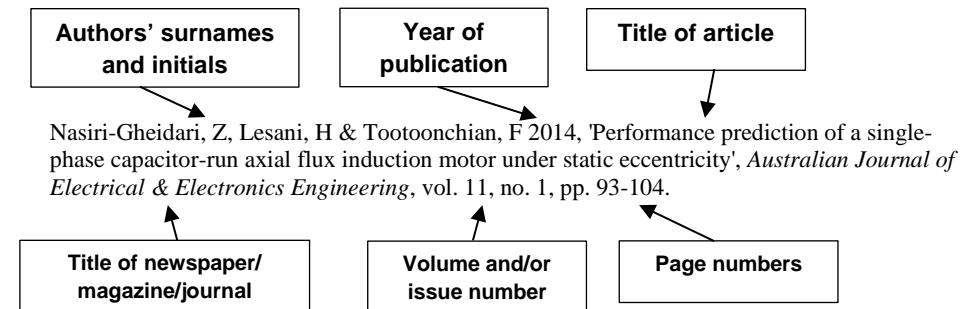


5. Articles from newspapers, magazines and journals (except those freely available on official newspaper, magazine or journal web sites): bibliographic details required

You can obtain newspaper, magazine and journal articles via Swinburne Library databases. The details required for those, and for articles found in print sources (eg. a magazine purchased in a shop), are as follows and must be presented 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 newspaper/magazine/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. Day and month, or season – if volume and/or issue number are not provided, or if needed to precisely identify an article.
7. Page number(s) 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.

For example:



6. Information from the web: recommendation

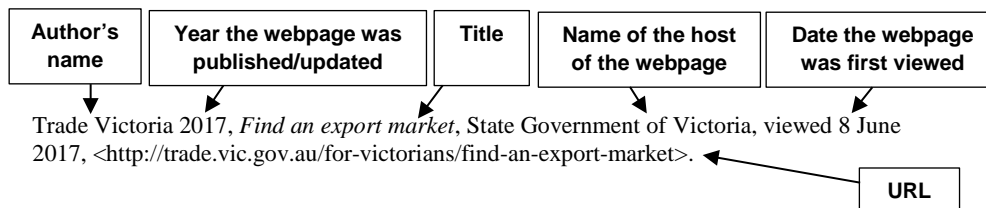
Information sources found on the web can sometimes be the most difficult information sources to acknowledge and create entries for. Please carefully examine the guidelines and examples on the Harvard style complete guide webpage and the More examples PDF at <http://www.swinburne.edu.au/library/referencing/> – you may find an example there that matches what you are trying to acknowledge. If you cannot, you can build an entry by combining the guidelines for books with the guidelines for other sources; the result will be a hybrid entry. For more information about hybrid entries and an example of one, see Section 8.

7. Information from the web: bibliographic details required

Include as many of the following details as possible and arrange them in this order:

1. Author(s) or organization responsible for the webpage – if given. If there is no clearly identifiable author, do not use the name of the Copyright owner or website host/website sponsor, as they may not be the same person or organization that authored the work. If no author can be identified or determined at all, then use the title, and the title should be italicized – see the Harvard style complete guide webpage for more in that instance.
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 – plus the subtitle, if there is one. Place a colon between the title and subtitle. *Both are italicized*. Only the first letter of the first word and proper nouns should be capitalized. The title is usually shown at or near the top of the page.
4. Name of the organization hosting the webpage on their website or the name of the sponsor of the webpage. With organizations 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; please deactivate URLs before enclosing them.

Example of an entry for a webpage for an organization:

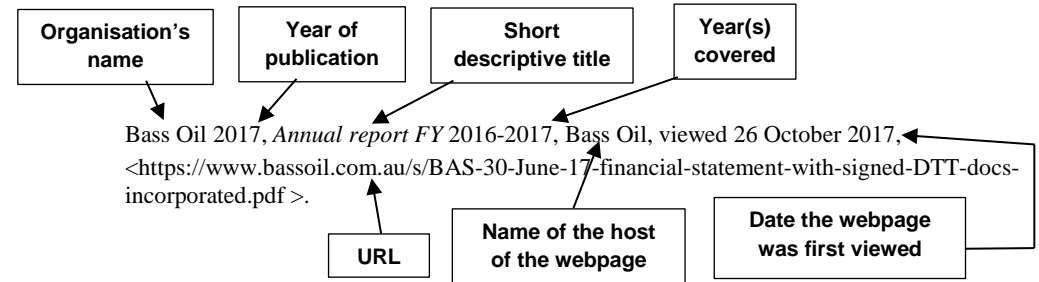


8. Hybrid entries

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

Here is an example of how to create a hybrid entry, in this instance an entry for an Annual Report found on a company website -

The details required by the guidelines for Annual Reports (Name of organization, Year of publication, Short descriptive title (*italicized*), and Year(s) covered) are collected, and then some of the guidelines for web sources (Name of the organization hosting the webpage, Date that you first viewed the webpage, and URL) are collected. The two sets are then blended together to create the following hybrid entry:



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

The Swinburne Library Referencing webpage includes:

- a PDF version of this brief guide;
- the complete guide to Swinburne Harvard style, with more examples and also guidelines for other information resource types;
- a PDF with more complicated examples and an example of a Reference List; and
- a referencing tool with more examples, plus examples for APA and AGLC3 styles.

Please type in this URL to your browser to access them:

<https://www.swinburne.edu.my/library/referencing/harvard-style-guide.php/>



Need help with Harvard style? Visit us at Library Service Desk, or contact us:

- Email: IR@swinburne.edu.my
- Telephone: +6082 260625 or 260748

Author: Nick Pavlovski
Version: 23 May 2019

Information source	In-text (paraphrasing)	In-text (quoting)	Reference List or Bibliography entry
Book with one author	The universe cannot do good or bad things to humans because it is not a sentient force (Dawkins 2012, p. 226).	"The universe has no mind, no feelings and no personality, so it doesn't do things in order to hurt or please you" (Dawkins 2012, p. 226), which leaves us having to examine other reasons for why events happen.	Dawkins, R 2012, <i>The magic of reality</i> , Black Swan, London.
Book with two authors. Note: book that is not the first edition	Inclusivity should be a part of an interior design project from the outset, rather than later applied, as the outcomes will be best for everyone (Dodsworth & Anderson 2015, p. 114).	"Good inclusive design will make the planning solutions that are developed better for everyone, and it will always make sense to build inclusive solutions into a design from the very beginning of a project rather than retrospectively" (Dodsworth & Anderson 2015, p. 114).	Dodsworth, S & Anderson, S 2015, <i>The fundamentals of interior design</i> , 2 nd edn, Bloomsbury, London.
Book with three authors	If the volunteers are employed in roles that they want to do, then the volunteer programmes will perform well (McCurley, Lynch & Jackson 2012, p. 78).	"Volunteer programmes are successful when volunteers are working in positions they look forward to undertaking and want to fill" (McCurley, Lynch & Jackson 2012, p. 78).	McCurley, S, Lynch, R & Jackson, R 2012, <i>The complete volunteer management handbook</i> , 3rd edn, Directory of Social Change, London.
Book with more than three authors. Note: Book is part of a series and the series is unnumbered	One way to visualise this is to see the citizens wanting wider and freer access to information on one side, whilst the state wants to control it (for both its own benefit and also for those of other citizens) on the other (Baldino et al. 2011, p. 137).	Baldino et al. (2011, p. 137) see two agencies struggling: "The perpetual tension remains between the rights of citizens to advance their interests and the interests of the state to protect itself (and the citizens it is ideally designed to serve)".	Baldino, D, Lundberg, D, Pietch, J & Rees, J 2011, <i>Contemporary challenges to Australian security</i> , Assessing the evidence, Palgrave Macmillan, South Yarra.
Chapter in an edited book with four editors and the chapter authors are identifiable. Editor names are listed initials first, surname last. A single editor is given the suffix (ed.), two or more editors are given the suffix (eds)	Embedding oneself by working with and for such people provided the perspectives that were absent or unable to previously be appreciated (Morrison 2016, p. 293).	"My work provided a window into oppression that as a privileged person I had not previously had access to" (Morrison 2016, p. 293).	Morrison, J 2016, 'Taking it to the streets: critical social work's relationship with activism', in B Pease, S Goldingay, N Hosken & S Nipperess (eds), <i>Doing critical social work: transformative practices for social justice</i> , Allen & Unwin, Crows Nest, pp. 286-297.
Book in English language that has been translated from Russian language and edited by the translators too	Vygotsky (1962, p. 260) clearly differentiated the meanings of words as influenced by their context or lack thereof and the power such differentiation gave; this also can be applied to the current naming conventions and descriptive text or blurbs.	"A word in a context means both more and less than the same word in isolation: more because it acquires new context; less, because it's meaning is limited and narrowed by the context" (Vygotsky 1962, p. 260).	Vygotsky, LS 1962, <i>Thought and language</i> , trans. E Hanfmann & G Vakar, E Hanfmann & G Vakar (eds), MIT Press, Cambridge, MA.

Information source	In-text (paraphrasing)	In-text (quoting)	Reference List or Bibliography entry
Ebooks – with page numbers (or numbered sections)	Appleby, Reilly and Grenfell (2014, p. 282) state that it is essential that the High Court must remain completely free from interference by any factor in order for it to unbiasedly administer the national laws and hear cases.	Appleby, Reilly and Grenfell (2014, p. 282) express it this way: “The High Court’s capacity to remain independent of the political arms of government and to judicially review legislative and executive action is essential to ensuring the maintenance of the Constitution” (p. 282).	Appleby, G, Reilly, A & Grenfell, L 2014, <i>Australian public law</i> , 2nd edn, Oxford University Press, Ebook Central (Proquest).
Ebooks – no page numbers; chapter and section details only (chapter is here abbreviated as ‘ch.’) and sections are titled but unnumbered. Both must be used in-text to ensure accuracy of citation	Advertising should not be so quickly demonized when there are other media sources that can be just as influencing on the public (Cluley 2017, ch. 10: The Distorted Mirror: Advertising and Ethics, s. Sticking up for advertising).	“That would be like saying that the news has unintended social effects because it reports bad news” (Cluley 2017, ch. 10: The Distorted Mirror: Advertising and Ethics, s. Sticking up for advertising).	Cluley, R 2017, <i>Essentials of advertising</i> , Kogan Page, Books 24x7.
One author referring to a work by two authors. Note: this is a conference paper published in ebook format	Another perspective is that of Vargo and Lusch (cited in Graham 2011, p. 145), who propose that it is the purchaser that gives a purchased item its value.	Monetary value is not the true value of a purchased item – Vargo and Lusch (cited in Graham 2011, p. 145) “introduced the idea that value can only be created and acknowledged by the consumer in the act of consumption”.	Graham, G 2011, ‘Interaction space’, <i>Workshop proceedings of the 7th international conference on intelligent environments</i> , IOS Press, EBSCOhost eBook Collection, pp. 145-154.
Newspaper, magazine and journal articles with an author. Note: Not found on official newspaper / magazine / journal websites	Cloud computing is a solution to overloading of nodes and network processing being impaired (Wang et al. 2017, p. 79).	There is a limitation that our group will address in the following way: “To avoid the potential congestion of critical nodes carrying a high throughput and having a limited processing capability in the network, cloud computing is proposed as a remedy” (Wang et al. 2017, p. 79).	Wang, J, Jiang, C, Han, Z, Ren, Y, Maunder, RG & Hanzo, L 2017, ‘Taking drones to the next level: cooperative distributed unmanned-aerial-vehicular networks for small and mini drones’, <i>IEEE Vehicular Technology Magazine</i> , vol. 12, no. 3, pp. 73-82.
Newspaper, magazine and journal articles without an author. Note: Not found on official newspaper / magazine / journal websites	Encouraging people to accept higher density living is difficult if they are not educated about higher density living’s benefits first; and if there is the right infrastructure and services, higher density living can satisfy residents’ needs (<i>Residents to vote with their feet</i> 2017, p. 9)	“People were often frightened of change involving higher density living because they weren’t certain what it meant, but done well, it could cater to people’s needs” (<i>Residents to vote with their feet</i> 2017, p. 9); this newspaper article statement demonstrates that the perception certainly does exist in many people’s minds.	‘Residents to vote with their feet’ 2017, <i>Herald Sun</i> , 30 October, p. 9.
Industry and market reports from Library databases	Two external factors will strongly influence the industry over the next five years: the value of the Australian dollar; and fluctuating world prices (Allday 2017, p. 5).	The situation in Australia will not be insulated at all - “Changes in world gold prices and the value of the Australian dollar will continue to heavily influence the industry over the five years through 2022-23” (Allday 2017, p. 5).	Allday, A 2017, <i>Gold ore mining in Australia</i> , IBISWorld, B0804.

Information source	In-text (paraphrasing)	In-text (quoting)	Reference List or Bibliography entry
Streamed TV program accessed through the EDU TV database	At first Ned's children assisted him, and now his grandchildren do; he's proud that they have adopted his profession (<i>My father is a fruit vendor</i> 2017).	Contrary to expectations, his offspring happily work with him: "Oh, they love it...my children (were) right there with me...even today, my grandchildren help me...it's carried on, that lifestyle" (<i>My father is a fruit vendor</i> 2017).	<i>My father is a fruit vendor</i> 2017 [television program], Our stories, NITV, 24 October.
Lynda database video via Library subscription	A manager will have invested many hours and much energy on a project and if a decision has been made to stop it, the manager and the staff will be very emotionally impacted (Figliuolo 2017).	"It's hard to walk away when you've invested significant time and effort" (Figliuolo 2017), so counselling or other confidential services should be made available to all employees as part of making that decision.	Figliuolo, M 2017, <i>Creating a culture of strategy execution</i> , Lynda.com.
Australian Standards Online	It is permissible to simply identify multivalve model by affixing an adhesive label to the gas bottle (Standards Australia 2009, p. 23).	The rule from Standards Australia (2009, p. 23) is: "An adhesive label is an acceptable means of identifying the model of multivalve".	Standards Australia 2009, <i>LP Gas fuel vessels for automotive use</i> , (AS/NZS 3509:2009), SAI Global Limited.
Learning materials via Canvas. Note: This example is of the PowerPoint slides from a weekly lecture	Fleeting planning is a process of aircraft acquisition and management over a fixed period of time and to meet changing customer demands carried out by a company in the most profitable way (Gao 2017).	"Fleeting planning is the process by which an airline acquires and manages appropriate aircraft capacity in order to serve anticipated markets over a variety of defined periods of time with a view to maximising corporate wealth" (Gao 2017).	Gao, Y 2017, 'Lecture 3. Aircraft evaluation and selection', <i>AVA10005 Aviation regulation & operation</i> , Learning materials via Canvas, Swinburne University of Technology, 15 August, viewed 30 August 2017.
DVD – feature film	In this instance, a blank scroll is used as a metaphor for non-existent knowledge (<i>Kung Fu panda</i> 2008).	The passing down from generation to generation of a chef's skills is humorously summed up by this statement from Po's adopted father: "We are noodle folk – broth runs through our veins!" (<i>Kung fu panda</i> 2008).	<i>Kung fu panda</i> 2008 [DVD], Dreamworks Animation, USA. Distributed in Australia by Paramount Home Entertainment.
Webpage with an author	Environmental factors include loss of suitable habitat, competition with exotic species of animals, and lastly, climate change (Rowley 2017).	Rowley (2017) asserts that "...habitat loss and modification, introduced species and climate change have also played a part (and continue to do so)".	Rowley, J 2017, <i>Home</i> , Jodi Rowley, viewed 30 October 2017, < http://jodirowley.com >.
Webpage without an author. Note: no exact year or even an approximate year can be identified, so a possible year has been used	In what could be considered an extremely bold move, Boeing did not even make prototypes of the 747 but used actual production planes in test flights (<i>Commercial jet aviation</i> 2010?).	In what could be considered an extremely bold move for its 747, "Boeing...did not bother with a prototype but used its first production models for test flights" (<i>Commercial jet aviation</i> 2010?).	<i>Commercial jet aviation</i> 2010?, Century of flight, viewed 24 October 2016, < http://www.century-of-flight.net/Aviation%20history/jet%20age/commercial%20aviation2.htm >.
Conference paper available on the conference's publically accessible website	Under analysis, evidence of a poorly-coded program can be total failure when a field is filled, or an error statement when a field is filled (Gerrard & Dwyer 2017, p. 3).	Programmer discretion must be balanced with stakeholder terminology and requirements, because when testing the alpha version, "Evidence of a violation can be as complete as a trace of program execution leading to a potential failure or as partial as designating a single statement at which the failure may occur" (Gerrard & Dwyer 2017, p. 3).	Gerrard, MJ & Dwyer, MB 2017, 'Comprehensive failure characterization', <i>32nd IEEE/ACM international conference on Automated Software Engineering (ASE 2017)</i> , October 30 - November 3, 2017, Urbana-Champaign, Illinois, USA, pp. 1-12, ASE 2017, viewed 31 October 2017, < http://acf-framework.gitlab.io/artifacts/cfc.pdf >.

Information source	In-text (paraphrasing)	In-text (quoting)	Reference List or Bibliography entry
Webpage of a company or organization. Note: No exact year could be identified, so an approximate date has been used	Haigh's see their company as being involved in consumer experiences (Haigh's Chocolates c. 2017).	Haigh's mission is to be "Delivering a world class chocolate experience every time" to their consumers (Haigh's Chocolates c. 2017).	Haigh's Chocolates c. 2017, <i>Haigh's today</i> , Haigh's Chocolates, viewed 1 September 2017, < http://www.haighschocolates.com.au/about-us/haighs-today/ >.
YouTube video. Note: An organisation's channel	Tropical Telecom opted to immediately make use of their network free to anyone (INSEAD 2010).	Chris Taylor, the CEO of Tropical Telecom, decided immediately to be altruistic: "We reacted by opening up our network; making it free for everyone" (INSEAD 2010).	INSEAD 2010, <i>Social responsibility in business today</i> , 14 June, viewed 13 October 2016, < https://youtu.be/0qwDQN-b72Y >.
Tables, graphs and images from a webpage. Note: only the image being referenced is used from the webpage, nothing else from it	Tick after feeding: (Queensland Museum 2017)	Adult Paralysis tick engorged with blood: (Queensland Museum 2017)	'Adult Paralysis tick engorged with blood' [image], in Queensland Museum 2017, <i>Paralysis tick</i> , Queensland Museum, viewed 11 May 2017, < http://www.qm.qld.gov.au/Find+out+about/Animals+of+Queensland/Parasites/Human+parasites/~media/Images/Find%20out%20about/Animals/Parasites/Human%20parasites/ixodes-holocycclus-2.jpg?w=300&h=196&as=1 >.
Article from a newspaper's official website	The nervous system of an octopus is very different, with most of its neurons in its eight tentacles (Strom 2017); this suggests its sense of perception – and thus, self – must be very different to our own.	Octopi are physiologically very different to humans and especially in regards to its senses: "Most of an octopus' neurons are not in a brain but in its arms, and these limbs can act semi-autonomously" (Strom 2017).	Strom, M 2017, 'Do octopuses dream of electric squid? One philosopher's love of the cephalopods', <i>The Age</i> , 1 April, viewed 9 August 2017, < http://www.theage.com.au/technology/sci-tech/do-octopuses-dream-of-electric-squid-one-philosophers-love-of-the-cephalopods-20170329-gv8r9l.html >.
Article from an open access online journal	The survey was not constructed to be objective and neutral, which makes it dangerously flawed (Black 2016, p. 71).	"These surveys are not politically neutral - they necessarily reflect the values and the worldview of the OECD, the leading international economic think-tank committed to the promotion of human capital in its current neo-liberal form" (Black 2016, p. 71), which begs the question - which other survey instruments are actually biased from the outset?	Black, S 2016, 'Challenging a statistic: why should we accept that 60 percent of adult Australians have low health literacy?', <i>Literacy & Numeracy Studies</i> , vol. 24, no. 1, pp. 66-74, viewed 21 June 2017, < http://epress.lib.uts.edu.au/journals/index.php/lnj/article/view/4901/5260 >.
Blog entry. NOTE: If the source text was enclosed in double quotation marks, then an extra set of marks would be used here	In dealing with one or more small rooms, use of small objects, small features and small motifs can amplify existing space and also provide pleasant aesthetics (Malacari 2017).	The designer called upon previous experience: "By looking at how small details can make a big impact, such as in yacht design, I was able to bring a fresh perspective to the style of this room" (Malacari 2017)	Malacari, S 2017, 'Speaking with the designer: Umberta', <i>inCollective</i> , 30 August, viewed 3 November 2017, < https://incollective.co/blog/2017/8/2/speaking-with-the-designer-umberta >.