

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:

The screenshot shows a Web of Science search results page. The article record is highlighted with orange boxes around its key details:

- Title:** Thermal-induced upheaval buckling of concrete pavements incorporating the effects of temperature gradient
- Author:** Yang, GT (Yang, Guotao)^[1]; Bradford, MA (Bradford, Mark A.)^[1]
- Journal:** ENGINEERING STRUCTURES
- Volume:** 164; **Pages:** 316-324
- DOI:** 10.1016/j.engstruct.2018.02.002
- Published:** JUN 1 2018
- Document Type:** Article
- View Journal Impact**
- Abstract:** Thermal upheaval buckling of continuously reinforced concrete pavements is widely reported around the world in conjunction with the evolution of global warming trends and increasing numbers of prolonged heatwaves, and which may lead to catastrophic scenarios. Such heatwaves may produce a large temperature gradient through the thickness of the pavement, and there is a need to examine the effects of a temperature gradient on pavement buckling. This paper proposes an analytical closed-form model for the thermal upheaval buckling of pavements, with a temperature gradient being embedded in the formulation. The principle of stationary total potential is employed to develop the non-linear equations of equilibrium for the postbuckling response of the pavement, and these equations are solved analytically by considering both the lift-off region and the adjoining region. It is found that the temperature gradient has no influence on a continuous lengthwise-symmetric pavement, so two pavement types are analyzed in this investigation, one is a continuous pavement with a joint and the other is a continuous pavement adjoining a rigid structure. The paper demonstrates that a positive temperature gradient will lower the safe temperature of a concrete pavement with a joint, while it raises the safe temperature of a pavement adjoining a rigid structure. The buckling and postbuckling responses of pavements with different characteristics are analysed by considering the temperature gradient; the parameters being the pavement thickness, pavement base and effective weight.
- Keywords:** Thermal buckling; Heatwaves; Non-linear; Upheaval buckling; Continuous pavement; Postbuckling; Temperature gradient
- KeyWords Plus:** PIPELINES; BEAMS; BLOWUPS; MODEL; FIRE
- Author Information:** Reprint Address: Yang, GT (reprint author)
- Citation Network:** In Web of Science Core Collection
0 Times Cited
Create Citation Alert
- Use in Web of Science:** Web of Science Usage Count
0 Last 180 Days 0 Since 2013
Learn more
- This record is from:** Web of Science Core Collection - Science Citation Index Expanded
- Suggest a correction:** If you would like to improve the quality of the data in this record, please suggest a

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

Step 2

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

Step 3

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

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.:

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

Step 1

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 not 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:

The screenshot shows a library catalog interface. On the left, there are filters for Active filters (Books), Sort by (Relevance), Show only (Peer-reviewed, Online, On Shelf), Location (Hawthorn), Date (From 1800), and a note about the provider code. The main search results area displays a thumbnail of the book cover for 'Winning in Emerging Markets: A Road Map for Strategy and Execution' by Khanna, Tarun, author; Palepu, Krishna G., ProQuest (Firm). Below the thumbnail, it says 'Available'. To the right of the thumbnail, there are options to SEND TO (EMAIL, PRINT, PERMALINK, ENOTE RIS, ENOTE WEB, REFWORKS, BIBTEX) and View it. A 'Sign-in for more options' link and a 'Log in' button are also present. A large orange box highlights the 'Full text available at: Ebook Central (ProQuest)' link. Below this, another orange box highlights the book's details: Title (Winning in Emerging Markets: A Road Map for Strategy and Execution.), Author/Creator (Khanna, Tarun, author ; Palepu, Krishna G. ;), Creation Date (2014), and Publisher (Boston : Harvard Business Review Press). Further down, Related to (Series: Ebook Central Library), Language (English), Format (Online), ISBN/ISSN (ISBN: 978142215786), and Note (Electronic reproduction. Ann Arbor, Michigan : ProQuest Ebook Central, 2018. Available via World Wide Web. Access may be limited to ProQuest Ebook Central affiliated libraries.) are listed. At the bottom, there are links for Explore (Summary, Browse Shelf), About The Author, You May Also Like, and Tags. A summary section notes: 'The best way to select emerging markets to exploit is to evaluate their size or growth potential, right? Not according to Krishna Palepu'.

Step 2

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 \(ProQuest\)](#)

Step 3

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)

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.:

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:

The screenshot shows a web browser displaying the AIHW website. The main content is the report 'Nutrition across the life stages'. Key highlighted sections include:

- Report Title:** Nutrition across the life stages
- Publication Details:** Publication | Release Date: 26 Oct 2018 | Author: AIHW | Media release
- Download Link:** PDF Report (12.3Mb) | DOWNLOAD REPORT
- Summary Boxes:** Iron and calcium intakes for girls and women in some age groups need to improve; About one-third of Australians' energy is from discretionary foods; Nearly all Australians (99%) aged 2-18, and 9 in 10 adults aged 19 and over do not eat enough vegetables; For adults aged 51-70, alcoholic drinks account for more than one-fifth (22%) of discretionary food intake.

File Edit View History Bookmarks Tools Help

Nutrition across the life stages

https://www.aihw.gov.au/reports/food-nutrition/nutrition-across-the-life-stages/contents/table-of-contents

Most Visited Getting Started

Last updated 5/10/2018 v2.0

o Sociodemographic differences
o Indigenous Australians
o Change over time
o Bringing about change
o Limitations

- Appendix A: Data sources
 - o 2011-12 Australian Health Survey
 - o 2012-13 Australian Aboriginal and Torres Strait Islander Health Survey
 - o 2014-15 National Health Survey
 - o 2007 Australian National Children's Nutrition and Physical Activity Survey
 - o 1995 National Nutrition Survey
 - o Under-reporting in nutrition surveys
- Glossary
- References
- List of tables
- List of figures

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FEEDBACK

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Australian Institute of Health and Welfare 2018

3:40 PM 9/11/2018

AIHW

Acknowledgments
Abbreviations
Symbols
Summary
1. Introduction
Food and nutrition monitoring
Structure of this report
2. Australian recommendations on diet, exercise and body weight
Nutrient Reference Values
Australian Dietary Guidelines
3. Food and nutrition measures
Food and nutrient intakes and physical activity
Health outcomes
4. Data sources
Significance testing for survey data
5. Main findings: children
Children aged 2-3
Children aged 4-8
Children aged 9-13
Children aged 14-18
Breastfeeding
6. Main findings: adults
Adults aged 19-30
Adults aged 31-50
Adults aged 51-70
Adults aged 71 and over
7. Sociodemographic differences
Remoteness area
Socioeconomic groups
8. Comparison between 1995, 2007 and 2011-12 nutrition surveys
Change in contribution of macronutrients to total energy intake
Change in food group

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.

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You may distribute, remix and build upon this work. However, you must attribute the AIHW as the copyright holder of the work in compliance with our attribution policy available at <www.aihw.gov.au/copyright/>. The full terms and conditions of this licence are available at <<http://creativecommons.org/licenses/by/3.0/au/>>.

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

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Acknowledgments

Peta Craig and Micaella Watson of the Population Health Unit at the Australian Institute of Health and Welfare (AIHW) wrote this report, under the guidance of Claire Sparke and Lynelle Moon.

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<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:

The screenshot shows a web browser window with the URL <https://www.aihw.gov.au/reports/food-nutrition/nutrition-across-the-life-stages/contents/table-of-contents>. The page title is "Nutrition across the life stages". On the right side, there is a green button labeled "PDF Report (12.3Mb)" with a downward arrow icon, and a smaller button below it labeled "DOWNLOAD REPORT". A large orange arrow points from the text above to this "DOWNLOAD REPORT" button. The page also contains some text and images related to the report's findings.

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>>.

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