This resource provides guidelines and examples regarding citing images (photos, tables, graphs, maps, diagrams, schematics etc.) from various information sources, using the Swinburne Harvard Style. Images that you create yourself should simply be inserted into your work as if they were part of the text, similar to the guidelines for *Personal Communications*.

- Part A of this resource presents the existing guidelines and examples, as found in other Swinburne Harvard Style Guide documents.

- Part B of this resource presents an example of a completed assignment, featuring plenty of images.

Part A: Guidelines and examples

Rules for all information sources:

- Image types: [table] for tables and flowcharts, [graph] for graphs, [advertisement] for advertisements, and [image] for everything else.

- If the image does not have a title, create your own and enclose it in square brackets, then immediately enclose that in single quotation marks.

- The following pagination is used for images on the front cover, inside front cover, inside rear cover and rear cover page (note the fullstop always finishes a reference list entry):

  p. front cover., p. inside front cover., p. inside rear cover., p. rear cover.

Images from Swinburne ebook collections:

Rule:

- Follow this example for a table/graph/image from an ebook, where no other part of the book is also used in the same assignment. If you use an image from one page and also information or quote from another page, then you don't need to use this guideline – just follow the relevant guideline for the book as a whole instead.

- If you have 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 from one source and they were both created by different people, then you will need to create separate reference list entries for each.

Image creator the same as the author(s):

'Image title' [image type], in Initial(s) Author(s) Year, *Title*, Publisher, Ebook collection, page number(s).

eg. 'Figure 2.1: A liquid drop in equilibrium making a static CA with the surface' [image], in I Yilgor, CK Soz & E Yigor 2016, *Superhydrophobic polymer surfaces: preparation, properties and applications*, Smithers Rapra, EBSCOhost Academic Collection - World Wide, p. 21.

The image creator is different to the author(s) of the ebook; the image is also created in a year earlier than the date of publication of the source; and the image is also in a chapter in an edited book

Author(s) Initial(s) Year, 'Image title' [image type], in Author(s) Initial(s) Year, 'Title of chapter', in Initial(s) Author(s) (ed. or eds) Year, *Title*, Publisher, Ebook collection, page number(s).

eg. 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*, Springer International Publishing, Springer ebooks, p. 372.

Images from articles from Swinburne databases

Rule:

- Follow this example for a table/graph/advertisement/image from an article, where no other part of the article is also used in the same assignment. If you use an image from one page and also information or quote from another page, then you don't need to use this guideline – just follow the relevant guideline for the article as a whole instead.

- If you have 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 from one source and they were both created by different people, then you will need to create separate reference list entries for each.

Image creator the same as the author(s):

'Table/graph/advertisement/image title' [table/graph/advertisement/image], in Initial(s) Author Year, 'Article title', *Journal Title*, volume number, issue number, page number(s).

eg. 'Drop bear in its habitat' [image], in V Janssen 2012, 'Indirect tracking of Drop Bears using GNSS technology', *Australian Geographer*, vol. 43, no. 4, p. 447.

Images on the Web and Internet

Rule:

- Follow this example for a table/graph/advertisement/image from a webpage or web document, where no other part of the source is also used in the same assignment. If you use an image from one part of the source and also information or quote from another part of the source, then you don't need to use this guideline – just follow the relevant guideline for the web document as a whole instead.

- Provide the bibliographic details using the webpage the image is embedded in or viewed from, except the URL must be to the image itself, which may have a different Organisation/Host to the webpage (common with crosslinking).

- If you have 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 from one source and they were both created by different people, then you will need to create separate reference list entries for each.

Image creator the same as the author(s) but image does not have a title and the author is an organisation:

'[Created image title]' [image type], in Initial(s) Author(s) Year, *Title of webpage or web document*, Organisation/Host of webpage or web content, viewed Day Month Year, <URL of .jpg/.gif/.png etc., not URL of webpage>.

eg. '[Swinburne astronomers examining data]' [image], in Swinburne University of Technology 2018, *New WM Keck Observatory remote viewing facility opens at Swinburne*, Swinburne University of Technology, viewed 10 April 2019, <http://www.swinburne.edu.au/media/swinburneeduau/media-centre/images/news-articles/astronomy/Keck-remote-viewing-centre.jpg >.

Image is on a webpage with no identifiable people or organisation as author, so web page title is used instead of author:

'Image title' [image type], in *Title of webpage or web document* Year, Organisation/Host of webpage or web content, viewed Day Month Year, <URL of .jpg/.gif/.png etc., not URL of webpage>.

eg. 'Wave profile devices' [image], in *Wave energy devices* 2016, Alternative Energy Tutorials, viewed 9 September 2016, <http://www.alternative-energy-tutorials.com/images/stories/wave/alt98.gif>.

Images on Canvas

Rule:

- Follow this example for a table/graph/advertisement/image from one information source (eg. one set of Powerpoint slides) from a unit in Canvas, where no other part of the source is also used in the same assignment. If you use an image from one part of the source and also information or quote from another part of the source, then you don't need to use this guideline – just follow the relevant guideline for Lectures.

- If you have 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 from one source and they were both created by different people, then you will need to create separate reference list entries for each.

The image creator is different to the author(s) of the source; the image is also created in a year earlier than the date of publication of the source

Author(s) Initial(s) Year, 'Image title' [image type], in Initial(s) Author(s) Year, 'Title of information source', *Unit code and name*, Learning materials via Canvas, Swinburne University of Technology, Day Month source was uploaded to Canvas, viewed Day Month Year.

eg. Pavlovski, N 2016, '[Telstra injuries sign]' [image], in Y Gao 2017, 'Lecture 3. Aircraft evaluation and selection', *AVA10005 Aviation regulation & operation*, Learning materials via Canvas, Swinburne University of Technology, 15 August, viewed 30 August 2017.

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

- Email: **IR@swinburne.edu.my**

- Telephone: **+6082 260625 or 260748**

Design of GUI buttons and other interactive controllers

By: L Cook

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document (Nakayama & Tang 2019, p. 344). To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar (Ansari et al. 2019, p. 79; Nakayama & Tang 2019, p. 344). Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme (Ansari et al. 2019, p. 80). When you apply styles, your headings change to match the new theme (Ansari et al. 2019, p. 80). Save time in Word with new buttons that show up where you need them – buttons should look like this:

(General Electric Company c. 2005).

To change the way a picture fits in your document, click it and a button for layout options appears next to it – the author's innovative design created in Photoshop for this assignment is:

 .

When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. See table 1 below for various HTML commands that can be used to collapse CSS. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device. Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

Table 1: Python and MySQL commands

(de Board 1983, p. 25)

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other (Dick, Hull & Jackson 2017, p. 233). For example, you can add a matching cover page, header, and sidebar, which you can then reproduce and mount on walls where necessary – eg.:

(Pavlovski 2016).

Click Insert and then choose the elements you want from the different galleries (Dick, Hull & Jackson 2017, p. 214). Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme (Dick, Hull & Jackson 2017, p. 339). When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. The picture can then end up looking like one of these:

(Janssen 2012, p. 447)

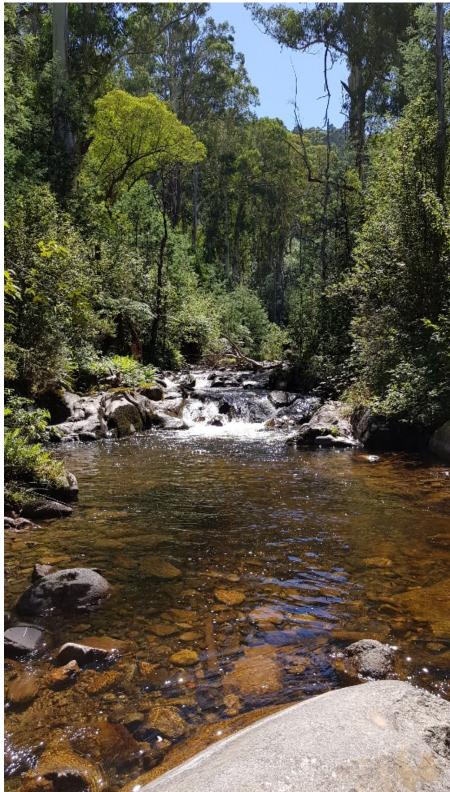(Yilgor, Soz & Yigor 2016, p. 21)

(*Wave Energy Devices* 2016)

(Dorkin 2001, p. rear cover)

When you work on a table, click where you want to add a row or a column, and then click the plus sign (see also Baltz, Davies & Demain 2010, pp. 44-47). The slogan employed by opponents to highlight the flimsy evidence supporting the theory was, "Reading is easier, too, in the new Reading view" (Ahriche et al. 2019, p. 121). You can collapse parts of the document and focus on the text you want, as proven by the Commonwealth Scientific and Industrial Research Organisation (CSIRO) in 2017. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device (CSIRO 2017).

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add (CSIRO 2017; Masood, Ruan & Rajapatruni 2018, pp. 73-74). You can also type a keyword to search online for the video that best fits your document,

however in the early 1990's Vinuptram (cited in Khan et al. 2017, p. 711) identified that pasting a partial URL can achieve the same result. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.

For example, you can add a matching cover page, header, and sidebar –

the author produced the following:

.

Click Insert and then choose the elements you want from the different galleries.

These image issues are thus complex. Creation thus warrants care, with framing essential – best practice is visible here:

(Victorian Fixedline Flyfishers 2019a).

Infographics are potent storytellers, but remember to use them sparingly on the page. Commands for them are available within proprietary software or from open source. Table 2 below lists them all but is not an exhaustive list, as other sources can be found on software vendor help guides. Users may be able to create their own using various hotkey programming commands.

Table 2: Infographic creation, insertion and editing commands

(Victorian Fixedline Flyfishers 2019b).

Design is constantly undergoing change, and software and documents will as well. Currently, existing commands are the best way to add images. This author has demonstrated some of their own designs, set against the prevailing schools of thought. Other methods have also been identified.

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