

# ***References/Bibliography***

## **Harvard Style**

Based on Style manual for authors, editors and printers  
revised by Snooks & Co. 2002

## **Referencing with Harvard**

When writing assignments you must acknowledge the source of your ideas and quotes in sufficient detail so that those reading can locate the item. Referencing is important to avoid plagiarism, to verify quotations and to enable readers to follow up what you have written and locate the cited author's work. The "Harvard style" is a generic author-date style for citing and referencing information used. There are many styles which follow the author-date convention, including the American Psychological Association (APA) and the Chicago Manual of Style. This guide is based on an Australian style manual (AGPS style) now revised by Snooks & Co, 2002.

**Note:** Before you create your list of references, check with your lecturer or tutor for the bibliographic style preferred by the School.

### **Keep in mind the following points:**

- Write down all the citation details of a source as you use it.
- Place quotation marks " " around a direct quote and include page number(s) when quoting directly.
- Insert brief citations at the appropriate places in the text of your document.
- Compile a reference list at the end of the document that includes full details of all references cited.

### **In-text citations:**

- In an author-date style, in-text citations usually require the name of the author(s) and the year of publication.
- A page number is included if you have a direct quote, paraphrase a passage or you want to direct the reader to a specific page. Page numbers may also be included if you are referring to a long work and the page numbers might be useful to the reader.

### **How to create a reference list/bibliography**

- A reference list contains only the books, articles, and web pages etc that are cited in the text of the document. A bibliography includes all sources consulted for background or further reading.
- A reference list is arranged alphabetically by author. If an item has no author, it is cited by title, and included in the alphabetical list using the first significant word of the title.
- If you have more than one item with the same author, list the items chronologically, starting with the earliest publication.

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## Book

Elements of the citation

Author(s) of book – family name and initials Year of publication, *Title of book – italicised*, Edition, Publisher, Place of publication.

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Single author</i>	Sophisticated searching techniques are important in finding information (Berkman 1994) OR Berkman (1994, p. 25) claimed that ... OR Berkman (1994, pp. 30-35) agrees that ...	Berkman, RI 1994, <i>Find It fast: how to uncover expert information on any subject</i> , HarperPerennial, New York.	Book
<i>2 authors</i>	... from an engineering perspective (Cengel & Boles 1994) OR Cengel and Boles (1994) found ...	Cengel, YA & Boles, MA 1994, <i>Thermodynamics: an engineering approach</i> , 2nd edn, McGraw Hill, London.	Book
<i>3 authors</i>	... as previously demonstrated (Reid, Parsons & Green 1989)	Reid, DH, Parsons, MB & Green, CW 1989, <i>Staff management in human services: behavioral research and application</i> , Charles C. Thomas, Springfield.	Book
<i>4 or more authors</i>	... neck pain caused by whiplash (Jull et al. 2008). OR Jull et al. (2008) have argued ...	Jull, G, Sterling, M, Fallah, D, Treleaven, J & O'Leary, S 2008, <i>Whiplash headache and neck pain: research-based directions for physical therapies</i> , Churchill Livingstone, Edinburgh.	Book
<i>No author</i>	... already mentioned ( <i>Be, know, do: leadership the Army way</i> 2004). OR In <i>Be, know, do: leadership the Army way</i> (2004) there is an interesting example ...	<i>Be, know, do: leadership the Army way</i> 2004, Jossey-Bass, San Francisco.	Book

<i>Multiple works by the same author</i>	... geology of Queensland's national parks (Willmott 2004, 2006).	Willmott, WF 2004, <i>Rocks and landscapes of the national parks of southern Queensland</i> , Geological Society of Australia, Queensland Division, Brisbane. Willmott, WF 2006, <i>Rocks and landscapes of the national parks of central Queensland</i> , Geological Society of Australia, Queensland Division, Brisbane. <b>Order chronologically in the reference list.</b>	Book
<i>Multiple works by the same author, published in the same year</i>	... geographically speaking (Dawkins 1996a, 1996b)	Dawkins, R 1996a, <i>Climbing Mount Improbable</i> , Viking, London. Dawkins, R 1996b, <i>River out of Eden</i> , Phoenix, London. <b>Order alphabetically by title in the reference list.</b>	Book
<i>Two or more works by different authors</i>	... rock formations (Dawkins 1996; Willmott 2004)	Dawkins, R 1996, <i>Climbing Mount Improbable</i> , Viking, London. Willmott, WF 2004, <i>Rocks and landscapes of the national parks of southern Queensland</i> , Geological Society of Australia, Queensland Division, Brisbane.	Book
<i>Book by an organisation or institution</i>	... in the case of an institution (Australian Government Publishing Service 1987)	Australian Government Publishing Service 1987, <i>Commonwealth printing and publishing manual</i> , 2nd edn, A.G.P.S., Canberra.	Book
<i>Different Editions</i>	... the meaning of educational research (Pring 2004)	Pring, R 2004, <i>Philosophy of educational research</i> , 2nd edn, Continuum, London. <b>The edition statement is placed after the title of the work.</b> <b>This is not necessary for a first edition.</b>	Book
<i>Edited book</i>	... some findings (Sjostrand 1993) OR ... optics defined (Pike & Sarkar 1986)	Sjostrand, S (ed.) 1993, <i>Institutional change: theory and empirical findings</i> , M.E. Sharpe, Armonk, N.Y. Pike, ER & Sarkar, S (eds.) 1986, <i>Frontiers in quantum optics</i> , Adam Hilger, Bristol.	Edited book
<i>Book Series</i>	In defining permutation groups Bhattacharjee (1998) ...	Bhattacharjee, M 1998, <i>Notes of infinite permutation groups</i> , Lecture notes in mathematics no.1698, Springer, New York.	Book

## Chapter in a book

Elements of the citation

Author(s) of chapter – family name and initials Year of publication, 'Title of chapter – in single quotation marks', in Editor(s) – family name and initials (eds), *Title of book – italicised*, Edition, Publisher, Place of publication, Page numbers.

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Chapter in an edited book</i>	Bernstein (1995) explained intelligent traffic flows.	Bernstein, D 1995, 'Transportation planning', in Chen WF (ed.), <i>The civil engineering handbook</i> , CRC Press, Boca Raton, pp. 231-61.	Book section

## Conference paper

Elements of the citation

Author(s) of paper – family name and initials Year of publication, 'Title of paper – in single quotation marks', *Title of published proceedings which may include place held and date(s) – italicised*, Publisher, Place of Publication, Page number(s).

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Published conference paper</i>	Bourassa (1999) emphasised ...	Bourassa, S 1999, 'Effects of child care on young children', <i>Proceedings of the third annual meeting of the International Society for Child Psychology</i> , International Society for Child Psychology, Atlanta, Georgia, pp. 44-6.	Book section
<i>Unpublished conference paper</i>	... estimating partner change (Bowden and Fairley 1996)	Bowden, FJ & Fairley, CK 1996, 'Endemic STDs in the Northern Territory: estimations of effective rates of partner change', paper presented to the scientific meeting of the Royal Australian College of Physicians, Darwin, 24-25 June.	Conference paper

## Journal Article

### Elements of the citation

Author(s) of journal article – family name and initials Year of publication, 'Title of journal article – in single quotation marks', *Title of journal – italicised*, Volume, Issue or number, Page number(s).

Reference type Print/Online	In-text examples	Reference list example	EndNote reference type
<i>Journal articles with page numbers</i>	Huffman (1996) expanded on the theory ... OR ... uses for whey protein (Huffman 1996).	Huffman, LM 1996, 'Processing whey protein for use as a food ingredient', <i>Food Technology</i> , vol. 50, no. 2, pp. 49-52.	Journal article
<i>Online journal article without page numbers</i>	... the discipline of art history (Donahue-Wallace & Chanda 2005)	Donahue-Wallace, K & Chanda, J 2005, 'A case study in integrating the best practices of face-to-face art history and online teaching', <i>Interactive Multimedia Electronic Journal of Computer-Enhanced Learning</i> , vol. 7, no. 1, viewed 30 January 2009, < <a href="http://imej.wfu.edu/articles/2005/1/01/index.asp">http://imej.wfu.edu/articles/2005/1/01/index.asp</a> >.	Electronic article in EndNote

## Thesis

### Elements of the citation

Author of thesis – family name and initials Year of preparation of thesis, 'Title of thesis – in single quotation marks', Award, Institution issuing degree, Location of institution.

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Thesis</i>	Exelby (1997) described the process ... OR ... processing gold (Exelby 1997)	Exelby, HRA 1997, 'Aspects of gold and mineral liberation', PhD thesis, University of Queensland, Brisbane. <b>The title is not italicised and is placed in quotation marks.</b>	Thesis

## Report

Elements of the citation

Author(s) of report – (person or organisation) Year of Publication, *Title of report - italicised*, Report number (if available), Publisher/ Institution, Place of publication, (viewed date, URL - if accessed electronically).

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Report</i>	... in Queensland waterways (Mortimer & Cox 1999)	Mortimer, M & Cox, M 1999, <i>Contaminants in mud crabs and sediments from the Maroochy River</i> , Environment technical report no. 25, Queensland Department of the Environment, Brisbane.	Report  Use the institution field for publisher name
<i>Report with corporate author</i>	(Australian Institute of Health and Welfare 2010)	Australian Institute of Health and Welfare 2010, <i>Child protection Australia 2008-09</i> , Child welfare series no. 47. Cat. no. CWS 35, Australian Institute of Health and Welfare, Canberra.	Report  Use the institution field for publisher name

## Web page

Elements of the citation

Author(s) of page – (person or organisation) Year (page created or revised), *Title of page - italicised*, Publisher (if applicable), Place of publication (if applicable), viewed date, URL.

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Web page with author</i>	... this agreement (Albanese 2009)	Albanese, A 2009, <i>Fairer compensation for air travellers</i> , media release, 29 January, Minister for Infrastructure, Transport, Regional Development and Local Government, viewed 30 January 2009, < <a href="http://www.minister.infrastructure.gov.au/releases/2009">http://www.minister.infrastructure.gov.au/releases/2009</a> >.	Web page
<i>Web page - no author</i>	(Behaviour modification 2007)	Behaviour modification 2007, Viewed 31 August 2011, < <a href="http://www.educational.org.uk/behaviour.html">http://www.educational.org.uk/behaviour.html</a> >.	
<i>Web page with institutional or organisational author</i>	(Queensland Health 2009)	Queensland Health 2009, <i>Sun safety and physical activity</i> , viewed 31 August 2011, < <a href="http://access.health.qld.gov.au/hid/SkinHealth/SunSafety/sunSafetyAndPhysicalActivity_ap.asp">http://access.health.qld.gov.au/hid/SkinHealth/SunSafety/sunSafetyAndPhysicalActivity_ap.asp</a> >.	Web page
<i>Web page with no date of publication</i>	... it has been argued that emotional intelligence is a combination of competencies (Bliss n.d.)	Bliss, SE n.d., <i>The effect of emotional intelligence on a modern organizational leader's ability to make effective decisions</i> , viewed 10 February 2008, < <a href="http://eqi.org/mgtpaper.htm">http://eqi.org/mgtpaper.htm</a> >.	Web page

## Table, Image or Diagram

Elements of the citation

Author(s) of item – family name and initials Year of publication, *Title of item – italicised*, Edition, Publisher, Place of publication.

Reference type	In-text examples	Reference list example	EndNote - reference type
	(Newton 2007)  References are placed directly under the table, diagram or image.	Newton, AC 2007, <i>Forest ecology and conservation: a handbook of techniques</i> , Oxford University Press, Oxford.	Book  Use the relevant reference type for the item you are citing.



## Other Internet sources

Elements of the citation

Author(s) Year, *Title - italicised*, Type of medium, Publisher (if applicable), Place of publication (if applicable), Viewed date, URL.

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Podcasts</i>	(Williams 2011)	Williams, R 2011, <i>New lab for ancient DNA: Science Show</i> , Podcast, ABC, viewed 31 October 2011, < <a href="http://www.abc.net.au/rn/scienceshow/stories/2011/3345448.htm">http://www.abc.net.au/rn/scienceshow/stories/2011/3345448.htm</a> >.	Audiovisual material
<i>Blog Post</i>	(O'Neill 2011)	O'Neill, I 2011, <i>Could Kepler Detect Borg Cubes? Why Not</i> , AstroEngine, viewed 5 October 2011, < <a href="http://www.astroengine.com/2011/05/could-kepler-detect-borg-cubes-why-not/">http://www.astroengine.com/2011/05/could-kepler-detect-borg-cubes-why-not/</a> >.	Web Page  Use the publisher field for blog name

## Patent

Elements of the citation

Author(s) of patent – family name and initials Year of issue, *Title of patent- italicised*, Number of patent including country of issue.

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Patent</i>	... gas insulated transmission systems (Cookson 1985)	Cookson, AH 1985, <i>Particle trap for compressed gas insulated transmission systems</i> , US Patent 4554399.	Patent

## Standard

Elements of the citation

Corporate body issuing standard Year of publication, *Title of standard- italicised*, Number of standard including identifier of issuing country or body, Publisher of standard, Place of publication.

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Standard</i>	... steels are classified (International Organization for Standardization 1982)	International Organization for Standardization 1982, <i>Steels - classification - part 1: classification of steels into unalloyed and alloy steels based on chemical composition</i> , ISO 4948-1:1982, International Organization for Standardization, Geneva.	Standard

## Map

Elements of the citation

Issuing body Year of publication, <i>Title of map – italicised</i> , Series (if available), Publisher, Place of publication.
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Reference type	In-text examples	Reference list example	EndNote reference type
<i>Map</i>	... reading this map (Department of Mines and Energy, Queensland 1996)	Department of Mines and Energy, Queensland 1996, <i>Dotswood</i> , Australia 1:100 000 geological series, sheet 8158, Department of Mines and Energy, Queensland, Brisbane.	Map

## DVD or Video

Elements of the citation

Author/Producer/Director Year, <i>Title</i> , Type of medium, Publisher, Place.
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Reference type	In-text examples	Reference list example	EndNote reference type
DVD or Video	(Smith 2009)	Smith, S 2009, <i>Excellence in teaching: lesson planning</i> , DVD, Sunburst Media, Plainview, NY.	Audiovisual media  Add DVD to the Type field.

## Lecture Notes

Elements of the citation

Name of author(s) or the institution responsible, use & for multiple authors Year of publication, *Title and subtitle of publication – italicised*, Type of medium, Name of institution, Location of institution.

Reference type	In-text examples	Reference list example	EndNote reference type
Lecture notes	(Johnson 2008)	Johnson, A 2008, <i>Week 3 Pipes</i> , PowerPoint slides, University of Queensland, Brisbane.	Book

## Personal communication

Elements of the citation

Information obtained by interview, telephone call, letter or email should be documented in the text, but should **NOT** be included in the list of References.

Reference type	In-text examples	Reference list example	EndNote reference type
<i>Personal communication</i>	When interviewed on 15 June 1995, Dr Peter Jones explained that ... OR This was later verbally confirmed (P Jones 1995, pers. comm., 15 June).	<b>Do not include in the Reference List</b>	

## Indirect citation

An indirect citation is when the ideas of one author are published in another author's text but you have not read or accessed the original author's work. In the list of References provide the details of the author of the work you have read.

Reference type	In-text examples	Reference list example	EndNote reference type
Indirect citation or secondary source	Miller (cited in Agrios 2005) found ... ... it was found (Miller cited in Agrios 2005).  <b>Add "cited in" manually using "Edit Citation" option.</b>	Agrios GN, 2005, <i>Plant pathology</i> , 5th edn, Elsevier, Burlington, MA.	Book  Use the relevant reference type for the item you are citing.

## Direct quotation

- A direct quotation reproduces word-for-word material directly quoted from another author's work, or from your own previously-published work.
- If the quotation is **fewer than 40 words**, incorporate it into your paragraph and enclose the quotation in double quotation marks.
- If the quotation comprises **40 or more words**, display it in an indented, freestanding block of text, without quotation marks. At the end of a block quotation, cite the quoted source and the page number in parentheses, after the final punctuation mark.
- If you have directly quoted words from a source (in inverted commas, or in an indented paragraph), provide the author, year, and specific **page number** for that quotation. (For material without page numbers, give the paragraph number.) Include a complete reference in the reference list.