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HARVARD (AUTHOR - DATE) REFERENCING SYSTEM

Referencing is a standardised method of acknowledging the sources of information and ideas that you have used in your assignment. This information may have come from a wide variety of materials, including books, journals, audiovisual materials or online sources. Direct quotations, facts and figures, as well as ideas and theories should all be referenced. To avoid the risk of **plagiarism** you must reference all of the sources you use accurately. The most commonly used system for referencing is the **Harvard (Author-Date) Referencing System**.

Plagiarism results when ideas, and/or words from another person are passed off as a student's own work. Paraphrasing or rewording another person's work, without acknowledging the source of the idea is also regarded as plagiarism.

When preparing an assignment be aware that you are expected to:

1. Provide a list of references (**Bibliography**), which were used in completing the work. This list should appear at the end of your assignment arranged in alphabetical order, by author's surname.
2. Provide references in the text (**In-Text Referencing**) to any material you quote, paraphrase or summarise. This will include the Author's surname and year of publication.
3. Provide page numbers and single quotations around any particular passages you quote in entirety.



Prepare for referencing from the moment you begin your research. Keep a record of all your sources so that you are able to verify your statements. The TAFE NSW Library Catalogue is a good source for bibliographic information of books and videos.

<http://tafecat.tafensw.edu.au/tafecat.html>

To create a proper bibliography you will need to keep a record of the following bibliographic details:

For books this includes:

- Name of author/s or editor (surname, & initials)
- Year of publication
- Title
- Edition/volume number
- Publisher's name
- Place of publication

This information can usually be found on the front and back of the title page.

For journal articles this includes:

- Author/s of article (surname, & initials)
- Year of publication
- 'Title of the article'
- Journal name
- Volume of journal
- Issue number of the journal
- Page number/s of the article

Some of this information can be found on the cover of the journal or on the contents page.

For online journal articles this includes:

- Author/s of article
- Year of publication
- 'Title of article'
- Journal name
- Volume number
- Issue number
- Page numbers or indication of length
- Supplier/Database name
- Date you accessed the article

For Web Pages this includes:

- Author/s of page
- Year of publication or most recent version
- Title of page
- Description of document if applicable
- Name and place of sponsor
- Date you viewed the page
- The URL of the page or site

HOW TO PROVIDE IN-TEXT REFERENCING

Single Author

When the author's surname occurs naturally as part of the sentence, the reference is listed as: **Author's surname (year of publication)**.

- Blainey (1966) has shown that improved rates of nutrition ...

When the name is not in the text, the reference is listed as: **(Author's surname year of publication)**.

- Improved rates of nutrition were important to the voyage's success (Blainey 1966).

Direct Quotations

For **direct quotations** use single quotation marks around any text you are quoting.

- Blainey (1966, p. 11) states that 'improved nutrition was a major factor in Cook's continuing success after 1770'

Two or three authors

If two or three authors have produced the work, cite all authors

- A recent study (Evans & Tate 2009) shows

More than three authors

If there are more than three authors responsible for the work use the first author only followed by et al.

- (King et al. 1989) OR
- King et al. (1989) discussed the glossary of terms

Citations from secondary sources

When one author refers to another within a text, it is necessary to cite both authors.

- 140 hostages were taken at this battle (Smith 1995 cited in Jones 2002) OR Smith (1995 cited in Jones 2002)
- (You will only list the work by Jones in your bibliography)

No author

Where there is no author cite the item using the title.

- The SBS World Guide (2010) defines....

No publication date

When there is no publication date, use n.d. for no date.

- Field (n.d.) states that...

Journals (articles online may not provide a page number)

Journal articles are referenced in a similar fashion to books.

- Shea (2004) recognised this problem. OR
- Shea (2004, pp. 504-522), in an early study of these phenomena, argued that ...OR
- In an early study of these phenomena (Shea 2004, pp. 504-522)

Newspapers (articles from databases or online may not provide a page number)

Newspapers are referenced the same as books.

- Harvey Grennan reported in the Sydney Morning Herald (2 February 2002, p. 26) that...

Unless there is no author, then:

- The Sydney Morning Herald (15 January 2008, p. 12) reported that...

DVDs or Videos

For videos the title appears in italics followed by the production date in brackets.

- *Strictly ballroom* (1992) highlighted the dance culture...

Personal Communications

For Personal Communications, email and interviews cite the author, full date of transmission and form of communication. N.B. Do not list these in your bibliography.

- In 2004, the Manager of GMA, Mr Peter Emslie (21 January, email) stated that trade relations are improving. OR
- It has been confirmed that the Prime Minister will retire in June 2004 (Latham, M 2004, pers. comm., 5 February).

HOW TO CREATE BIBLIOGRAPHIES

A bibliography should cover all works which may have informed and influenced your thinking, not just those you may have cited within your assignment. **List your references in alphabetical order.**

BOOKS

List the following details in order: **Name of author/s or editor/s** (surname, and initials), **year of publication**, **title** (*in italics*), **edition**, **publisher**, **place of publication**.

Single author/editor

Lynas, M. 2008, *Six degrees : our future on a hotter planet*, Rev. edn, Harper Perennial, London.

Two or more authors/editors

Lam, K.C., Lam, K.S. & Lam, T.Y. 2002, *The way of tea : the sublime art of oriental tea-drinking*, Gaia, Stroud, N.S.W.

Freshwater, D. & Malin-Prothero, S. (eds), 2005, *Blackwell's nursing dictionary*, Blackwell, Oxford.

No author/editor

Melting ice - rising seas : the frontline of global warming, 2006, Understanding Global Issues Ltd, Cheltenham, England.

No publication date

Teubner, C. (n.d.), *The chocolate bible : the definitive sourcebook*, Chartwell Books, Edison, N.J.

Edition and/or volume

Delbridge, A. 1997, *The Macquarie dictionary*, 3rd edn, Macquarie Library, North Ryde, N.S.W.

Chapter within a book

Author of chapter, **year of publication**, **'chapter title'** (in single quotation marks), **in editor/s of book**, **title of book** (*in italics*), **publisher**, **place of publication**, **page numbers of chapter**.

Rudd, K. 2008, 'The apology to Australia's Indigenous peoples', in Healey, J. (ed.), *Stolen generations : the way forward*, Spinney Press, Thirroul, N.S.W.

ENCYCLOPEDIA ARTICLES

Gavrilas, M. 2005, 'Nuclear energy', in *The world book encyclopedia*, vol. 14, World Book, Chicago, pp. 579-95.

DVDS or VIDEOS

List as for book and include the form of the item e.g. videorecording after the date of publication.

Breitenmoser, K. 2008, *Job application : looking good on paper*, videorecording, Video Education Australia, Bendigo, Vic.

WEB PAGES

Author of page, **date of publication**, **title** (*in italics*), **description of document** (if applicable), **name and place of sponsor**, **viewed date**, **<URL>**.

Arnot, J.F. 1983, *Kibble, Nita Bernice (1879-1962)*, Australian Dictionary of Biography, viewed 21 January 2009, <<http://adbonline.anu.edu.au/biogs/A090585b.htm?hilite=nita%3Bkibble>>.

Alzheimer's disease, 2005, Alzheimer's Australia, viewed 29 February 2008,
<<http://www.alzheimers.org.au/content.cfm?infopageid=439#wh>>.

WEB SITES (author not available)

The Body Shop Australia 2008, The Body Shop Australia, Victoria, Viewed 5 January 2010,
<http://www.thebodyshop.com.au>

e-BOOKS

Name of author/s or editor/s, year of publication, *title* (in italics), edition, publisher (if known), place of publication (if known), **viewed date, name of eBook database or URL.**

O'Hara, S. 2004, *Easy google*, Pearson Education, Indianapolis, U.S.A., viewed 23 July 2009, from NetLibrary.

Austen, J. 1998, *Pride and prejudice*, viewed 23 July 2009,
<<http://www.gutenberg.org/files/1342/1342.txt>>.

JOURNAL OR MAGAZINE ARTICLES

List the details in the following order: Name of author (surname, and initials), **year of publication, 'title of article'** (in single quotation marks), ***journal title* (in italics), volume number, issue number, page numbers of article.** For online journals or magazines, add the viewed date, and the database provider or URL.

DeLuca, M. 1996, 'Is customer happiness your priority?', *Restaurant Hospitality*, vol. 80, no. 6, pp. 26-7, viewed 23 July 2009, from Business Source Premier.

Smith, M., Jaffe-Gill, E. & Segal, R. 2008, 'Stress management', *Helpguide*, viewed 21 January 2010,
<http://www.helpguide.org/mental/stress_management_relief_coping.htm>.

NEWSPAPER ARTICLES

List the same details as journal articles but replace the volume and issue with the date. For online newspaper articles add the viewed date, the database provider or URL.

Grennan, H. 2002, 'Councils find it isn't cheap going green', *The Sydney Morning Herald*, 2 February, viewed 24 July, 2009, from Australia/New Zealand Reference Centre.

Carr, B. 2009, 'Logging river red gums is vandalism', *The Sydney Morning Herald*, 24 July 2009, viewed 21 January, 2010, <<http://www.smh.com.au/environment/conservation/logging-river-red-gums-is-vandalism-20090723-duum.html>>.

PERSONAL COMMUNICATIONS: Interviews and Emails

These do not need to be included in a reference list. Provide all the details in the in-text citation only.

LECTURES

Listed as: **Name of lecturer, year, 'title of lecture', Lecture, place, date.**

Maloney, S.E. 1996, 'Study Skills', Lecture, Hunter Institute of TAFE, Belmont Campus, 15 June.

Reference: Summers, Jane & Smith, Brett, 2010, *Communication skills handbook*, John Wiley & Sons, Milton, Qld.

More information is available at your local TAFE Library or online at:
<http://www.hunter.tafensw.edu.au/library>