

NO AUTHOR

Cite by title with the year of publication following.

The SBS world guide, 1992, Text Publishing, Melbourne.

NO PUBLICATION DATE

Field, K. (n.d.), *The Taming of Parramatta*, Antipodean Press, Sydney.

SERIES

If the work is part of a series, note the series title (in roman type) after the book title.

Morris, N. 2007, *Global warming*, What if we do nothing?, Franklin Watts, London.

EDITION AND/OR VOLUME STATEMENTS

Any edition other than the first, is noted after the title, followed by volume number & the volume title.

Renton, N.E. 2005, *Guide for meetings and organisations*, 8th edn, vol. 2, Guide for meetings, Lawbook Co, Pymont, NSW.

CHAPTER IN BOOKS

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

Vatikiotis, M. 2007, 'Civil war, conflicts and natural disasters', in *ACEH: a new dawn*, A Ananta & L Poh Onn (eds), Institute of Southeast Asian Studies, Singapore.

JOURNALS or MAGAZINES

Author year of publication, 'article title' (in single quotation marks), *journal name* (in italics), issue details (volume no., issues no.), page number/s of article.

Bassanese, D. 2008, 'Know which way to turn', *AFR Smart Investor*, vol. 3, no. 3, pp. 28-30.

E-BOOKS

Name of author/s or editor/s, year of publication, title (italics), edition, publisher, place of publication, 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.

ONLINE JOURNAL ARTICLES (e.g. ANZRC database)

Author (surname, initials) year of publication, 'Article name', *Journal name*, volume, issue, page number/s, date viewed, from database name.

Armstrong, F. 2007, 'Global warming: the heat is on', *Australian Nursing Journal*, vol. 15, no. 5, p. 19, viewed 5 March 2008, from Australia/New Zealand Reference Centre.

NEWSPAPER ARTICLES

Where author is known. List details as for journal articles using day & month instead of the issue details.

Nader, C. 2008, 'Cost of children is putting couples off', *The Sydney Morning Herald*, 26 February, p.3.

Where author is not known or not obvious, provide all the details in the in-text citation only.

VIDEOS, TELEVISION, FILMS, RADIO

Title (in italics) year of recording, format, publisher, place of recording, description, day & month of transmission. (If details are not easily found, check the library catalogue for these details).

Renewable energy, 2002, videorecording, Video Education Australasia, Australia.

WEB PAGES (WWW)

Author (surname, initials.) date of publication, title of page (in italics), name and place of sponsor, viewed date, URL (enclose in < > & include protocol http://).

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>



Student Guide for

Harvard Author—Date Referencing System



Updated August 2011

PLAGIARISM

To avoid the risk of plagiarism you must reference all of the sources you use accurately. 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.

Keep a record of 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>

HOW TO PROVIDE IN-TEXT REFERENCING

List: Author's surname, Year of Publication, and page number if quoting information directly.

SINGLE AUTHOR

Garner (2007) discusses ways for reducing water in your garden. **OR**
...impact of global warming (Morris 2007).

TWO OR THREE AUTHORS

Cite all of the authors in the order they appear on the title page.

A recent study (Fleming & Parker 2007)...

OR

Thompson, Govindji and Suthering (2007) suggest...

MORE THAN THREE AUTHORS

Use the first author only, followed by ' et al.'

Woodford et al.(2007, p. 12) notes that the 'five broad classifications used in the accounting process are...'

Show the names of all authors in your bibliography.

NO AUTHOR

When there is no author cite the item using the title (*in italics*).

The SBS world guide (1992) defines...

DIRECT QUOTATIONS

Use single quotation marks around any text you are quoting and include page number/s.

'Global warming is a gradual...' (Morris 2007, p. 4).

OR

Morris (2007, p. 10) states, 'by 2020 the temperature...'

NO PUBLICATION DATE

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

Field (n.d.) states...

OR...(Field n.d.).

JOURNALS

Cite using the same process as books.

Bassanese (2008) discusses current economic conditions...

OR

'global inflation has lifted...' (Bassanese 2008, pp. 28-30).

NEWSPAPERS

If the author is not known, include all details in the in-text citation.

The *Sydney Morning Herald* (26 February 2008, p. 2) reported...**OR**

If author is known cite using the same process as books.

Nader (2008, p. 3) reported that...

VIDEOS, TELEVISION, FILMS, RADIO

Include the title (*in italics*), and date of production.

Renewable energy (2002) shows examples of technologies...

OR...(Bend it like Beckham 2002).

ELECTRONIC SOURCES Including web pages, online journals and databases

Cite using the same process as books. If the author or authoring body is not known cite using the title.

Armstrong (2007, p. 19) discusses the implications... **OR**

Symptoms include...(Alzheimer's Australia 2005).

PERSONAL COMMUNICATION

Including Conversations, Interviews and Email

Author's initial/s followed by surname, full date of transmission and form of communication in the citation.

Mr Peter Emslie (Manager GMA) in his email dated 21 January 2009, stated that trade relations are improving.

No reference for personal communication is required in your bibliography.

HOW TO CREATE BIBLIOGRAPHIES

A bibliography should cover all works which may have informed your thinking, not just those you may have cited within your assignment.

All entries are alphabetical by author's surname. The format, including capitals and punctuation, is as follows.

BOOKS (Use the following elements as required)
Author/s or editor (surname, initials.) **year of publication, title of publication (*in italics*), title of series, edition, volume, publisher, place of publication.**

SINGLE AUTHOR

Garner, J. 2007, *Dry gardening Australia: sustainable drought proof gardening from the soil up*, Murdoch Books, Australia.

TWO AUTHORS

Fleming, M.L. & Parker, E. 2007, *Health promotion: principles and practice in the Australian context*, 3rd edn, Allen & Unwin, NSW.

THREE OR MORE AUTHORS

List all authors in order as they appear on title page.

Woodford, W., Wilson, V., Freeman, S. & Freeman, J. 2007, *Accounting: A practical approach*, 2nd edn, LexisNexis Butterworths, Australia.

EDITOR/S

Jaggard, E. (ed.), 2006, *Between the flags: one hundred summers of Australian surf lifesaving*, UNSW Press, Sydney.