Harvard Referencing Guidelines

THE AUSTRALIAN INSTITUTE OF MANAGEMENT

In-text Harvard Referencing

When using the Harvard referencing systems for each citation you must note:

- The author's surname, year of publication and page number/s next to any quote or paraphrase in the body of the assignment.
- Give the full bibliographical details in the list of references at the end of the assignment.

The following extract, has been presented as a block quote sourced from page 21 of Summers, D and Smith, B, P 2001, *Communication Skills Handbook,* 3rd edn, John Wiley & Sons, Australia.

> A vital skill that all university students should develop is the ability to evaluate existing knowledge critically and, in so doing, further develop their own understanding of an area of study. Students are often required to demonstrate this ability by producing a written document, such as an essay or report that interweaves their own ideas and arguments with ideas and arguments documented by other authors (Summers & Smith 2001, p. 21).

NOTE: The authors; surname, year and page number is given at the end of a block quote. In the event that a block quote is used i.e. indented and separated from the text, it is acceptable to provide the one reference at the end of the quote.

How to reference paraphrases

Example 1:   As Summers and Smith (2001, p. 21) point out, a vital skill all university students should develop is the ability to critically evaluate existing knowledge.

Example 2:   Summers and Smith state that the students ability to critically evaluate existing knowledge further develops their own understanding of an area of study and allows ideas and arguments to be supported or challenged (2001, p.21).

Example 3:   At university, it is vital that students learn to critically evaluate existing knowledge (Summers & Smith 2001, p. 21)

Referencing quotes

Example 1:   As Summers and Smith (2001, p. 21) point out, 'A vital skill that all university students should develop is the ability to evaluate existing knowledge critically and, in so doing, further develop their own understanding of an area of study'.

Example 2:   A credible and well researched report requires students to demonstrate their ability to interweave '…their own ideas and arguments with ideas and arguments documented by other authors' (Summers & Smith 2001, p. 21).

In-text referencing if there are more than three authors

When referencing a document written by more than two authors, use, the first authors' surname followed by et al. ('et al.' means 'and others'), e.g. Summers et al. (2001. p .21). All names are to be included in the list of references at the rear of the report.

In-text referencing if an author refers to another authors' work

For example if Summers refers to the work of Lovelock. This is called a secondary reference.

Example 1:   Lovelock (cited in Summers 2001, p. 60)…

Example 2:   Summers (2001, p.60) cites a study by Lovelock

Example 3:   …(Lovelock cited in Summers 2001, p. 60).

Referencing electronic sources in-text

Always aim to provide, authors' surname, year and page number (always include the date of viewing the source and URL in the list of references).

The Australian Bureau of Statistics' website http://www.abs.gov.au/ provides details of…

- If there is no author, use the journal name, or organisations' name
- If there is no date use (n.d)

- Electronic sources rarely display page numbers. If you are unable to locate a specific page number, then give the paragraph number or section number of the quotation e.g. para. 6/section 3.5.

In text referencing from a chapter of an edited book

Provide author of chapter's surname, year and page number. See List of References for how to include this in the List of References.

LIST OF REFERENCES

A list of references must contain details of the work cited in the document.

- A list of references should appear on a separate sheet of paper at the end of the document
- The list must be arranged alphabetically by authors' surnames. If there is more than one work by the same author, then arrange chronologically

EXAMPLES

Website → ABS Online 2010, *Electronic References,* Australian Bureau of Statistics, viewed 15 October 2010, <http://www.abs.gov.au/>.

Journal article → Becher, T 1990, 'The counter culture of specialisation', *European Journal of Education,* vol. 25, no. 3, pp. 330-6.

Book with

two authors → Max, D & Bacal, R 2004, *Perfect phrases for setting performance goals',* McGraw Hill, United States.

Book with

one author → Stone, R 2005, *Human resource management,* John Wiley & Sons, Australia.

Chapter in an

edited book → Enwistle, N 1998, 'Approaches to learning and forms of understanding', in B Dart & G Boulton-Lewis (eds), *Teaching and learning in high education,* ACER, Melbourne.

Documents produced

for a govt. agency → Health Promotion Committee, 2000, *The funding of anti-smoking campaigns,* Department of Health, Brisbane.

Document

within a website → Australian Bureau of Statistics 2010, in *Is life in Australia getting better?*, Australia, viewed 15 October 2010, <http://www.abs.gov.au/>.

Electronic journal

on a database → Smith, D, Campbell, J & Brooker, R 1999, 'The impact of students' approaches to essay writing on the quality of their essay writing', *Assessment and Evaluation in Higher Education,* vol. 24, no. 3, pp. 327 (11), viewed 15 October 2010, Proquest 5000 database.

First page number and number of pages

Dictionary → The Oxford guide to the English language 1984, Oxford University Press, Oxford

Newspaper → Siegmeier, M 2010, 'Gold Coast real estate agents earn high commission', *The Courier Mail,* 15 October, p. 3.

If a newspaper article has no apparent author, provide all details (newspaper name, date and page number) in the in-text citation, no entry is then required in the reference list).