

Harvard Referencing Style

Please check the guide provided by your School, Department, or lecturer, as it may vary from these guidelines

About the Harvard Referencing Style

Harvard style is an author-date referencing system. There are many varieties of Harvard referencing system. This guide follows the standards described in the *Style Manual for Authors, Editors and Printers* 6th edition, often referred to as the "AGPS Manual" as it was formerly published by the Australian Government Publishing Services. It is also referred to as the "Snooks manual", because the 6th edition was revised by Snooks and Co. This manual is available in the Library at 808.027 STYL. You can access the online version of this guide at <http://libguides.scu.edu.au/harvard>.

General Guidelines

There are two basic components to Harvard referencing system:

1. **In-text citations:** Harvard style requires the use of a partial reference to the sources you are referring to in the text of your document. The in-text citation appears in the format of author-date or name-date enclosed in brackets e.g. (Smith 2008); (PriceWaterhouse Coopers 2005).
2. **List of References:** a list of references is placed at the end of the document. It should include the full bibliographic details of all the references you have cited in the document - except personal communications - in alphabetical order by author names. It is important that the in-text citation is in agreement with the relevant entry in the reference list.

Citing in text

The Harvard style uses the author date method in the text. Insert the surname of the author followed by the year of publication (and specific page number(s) if necessary) at the appropriate point in the text. When including page numbers, use p. for a single page and pp. for a range of consecutive pages. Note there is no comma between the name and the year, but a comma is required after the date if a page number is added, e.g. (Smith 2013, p.10).

The textual citation may appear at the end of a sentence before the full stop.

Examples:

By the middle of this century, emerging markets will be nearly twice as large as the current developed economies (Van Agtmael 2007).

By the middle of this century, emerging markets will be nearly twice as large as the current developed economies (Van Agtmael 2007, p.12).

Alternatively, the author's name may be integrated into the sentence, followed by the year of publication (and page number(s) if necessary).

Examples:

Robertson and Pitel (2011) predict an average growth of 5% for the continent for 2011 ...

Robertson and Pitel (2011, p. 12) predict an average growth of 5% for the continent for 2011 ...

How to cite summaries or paraphrases

When referring to the overall content of a work, or putting information in your own words by summarising or paraphrasing, you must cite the original author or researcher and the date of publication, e.g. (Smith 1998). A

page number may be included if you paraphrase a passage, summarise an idea from a particular page or you want to direct the reader to a specific page, e.g. (Smith 1998, p.23). Page numbers may also be included if you are referring to a long work and the page number(s) might be useful to the reader. If the name of the author forms part of the sentence, include only the date (and page number if necessary) in the brackets. e.g. Smith (1998); Smith (1998, p.8).

How to cite a direct quote

When incorporating a direct quotation into a sentence, citing the source and page numbers are essential in text. Fit quotations within your sentences, enclosed in quotation marks, making sure the sentences are grammatically correct.

For example:

Issues surround the imitation of real world buildings as whilst they “serve the important function of grounding users’ expectations and providing affordances for them to effectively move through space, they can also be limiting” (Ball & Bainbridge 2008, p. 118).

If a quotation is 30 words or more, omit quotation marks and use a block format in which the quotation is indented 5 spaces from the left margin and it is single-spaced with the in-text citation at the bottom right.

How to cite sources with no author or authoring body

When the name of an author or authoring body is not shown, cite the reference by its title and the year. Use the first few words if the title is too long.

For example:

This was apparently not the case before about 1995 (*The entrepreneur's guide to the law* 1999).

How to cite works with different numbers of authors

When a work has 2 or 3 authors, cite all the names in the order in which they appear in the reference.

Examples:

(Graham & Bennet 1995)
(Malinowski, Miller & Guota 1995)

If you integrate the authors names into the sentence, use ‘and’ instead of the ampersand.

Examples:

Graham and Bennet (1995) found that ...
Malinowski, Miller and Guota (1995) reported the same effects ...

When a work has more than 3 authors, cite only the name of the first-listed author, followed by et al., every time the reference occurs in the text.

Examples:

(Perry et al. 2000)
Perry et al. (2000) found that

How to cite a work if no dates are available

If the publication date of a resource is unknown or unsure, cite it using n.d. (no date), e.g. (Smith n.d.) or Smith (n.d.).

If the publication date can be established with some degree of accuracy, use the abbreviation 'c' (circa-about), e.g. (Smith c.1943) or Smith (c.1943).

If the publication date is dubious, use a question mark after the date, e.g. (Smith 1943?) or Smith (1943?).

Other examples with unsure dates include: a work that secured a publisher but not yet in the process of publication, e.g. (Smith forthcoming); a work that is in the process of publication but the publication date is uncertain, e. (Smith in press).

How to cite multiple references

If you are referring to more than one reference, place them in alphabetical order, e.g. (Abel 1999; Baker 1990).

If you cite more than one reference from the same author, place them in chronological order, e.g. (Smith 2000, 2001).

For multiple citations in the same year by the same author, use a, b, c ... immediately following the year of publication, e.g. (Fox 1997a, 1997b).

The Reference List

The Reference list should identify an item (e.g. book, journal article, DVD, report, web document etc.) in enough details so that others can locate and consult it. The elements required for a Reference List are outlined below:

- The Reference list usually appears at the end of the document.
- It is headed by the centred title References.
- References cited in text must appear in the Reference list and vice versa. The only exceptions to this rule are personal communications and classical works; they are cited in text only and are not included in the Reference list.
- Use only the initial(s) of the author's given name, not the full name.
- If the Reference list includes 2 or more entries by the same author(s), list them in chronological order with the earliest first.
- Arrange Reference entries in one alphabetical sequence by the surname of the first author or organisation name, or by the first word of the title if there is no author. Ignore the words A, An, and The when alphabetising by title.
- Capitalisation: In titles and subtitles of journal and newspaper articles, books, book chapters, films, and unpublished material (theses), capitalise only the first letter of the first word and proper nouns. All major words in the names of journals, magazines and newspapers should be capitalised.
- *Italicise* book titles, journal names and website titles.

In-text and Reference list examples

	Resource	In-text examples:	Reference List elements
Books	Book Single author or editor	(Tracy 2011) (Jalilvand 2012, p. 64)	Author Surname, Initial(s) Year, <i>Book title</i> , Publisher, Place of Publication. Tracy, B 2011, <i>Full engagement!: inspire, motivate, and bring out the best in your people</i> , Amacom, New York. Jalilvand, A (ed.) 2012, <i>Risk management and corporate governance</i> , Routledge, New York. <i>If a place is little known or shares its name, you can add the state or country.</i>
	Book 2-3 authors	(Abigail & Cahn 2011) (Spies-Butcher, Paton & Cahill 2012) (Abigail & Cahn 2011, p. 23) (Spies-Butcher, Paton & Cahill 2012, p. 45) <i>When authors' names are incorporated into the text, use 'and' instead of the ampersand, e.g. Abigail and Cahn (2011) disagreed with...</i>	Author Surname, Initial(s) & Author Surname, Initial(s) Year, <i>Book title</i> , Publisher, Place of Publication. 1stAuthor Surname, Initial(s), 2ndAuthor Surname, Initial(s) & 3rdAuthor Surname, Initial(s) Year, <i>Book title</i> , Publisher, Place of Publication. Abigail, R & Cahn, D 2011, <i>Managing conflict through communication</i> , 4 th edn, Allyn & Bacon, Boston. Spies-Butcher, B, Paton, J & Cahill, D 2012, <i>Market society: History, theories, practice</i> , Cambridge University Press, Port Melbourne.
	Book 4 or more authors	(Kotler et al. 2010) (Kotler et al. 2010, pp. 59-60)	1stAuthor Surname, Initial(s), 2ndAuthor Surname, Initial(s), 3rdAuthor Surname, Initial(s) & 4thAuthor Surname, Initial(s) (Year). <i>Book title</i> , edition, Publisher, Place of Publication. Kotler, P, Brown, L, Burton, S, Deans, KR & Armstrong, G 2010, <i>Marketing</i> , 8th edn, Pearson Australia, French Forest, NSW. <i>The names of all authors should be provided in the reference list (do not use et al).</i>
	Book No author	(<i>Webster's</i> 2000) (<i>Webster's</i> 2000, p. 3) <i>Italicise title of a book, periodical, brochure or report. Use double quotations marks around the title of an article or chapter.</i>	<i>Book title</i> Year, Publisher, Place of Publication. <i>Webster's basic English dictionary</i> 2000, Merriam-Webster, Springfield, MA. <i>When no author, put the title first. Alphabetise book in the reference list by the first significant word in the title.</i>

	Chapter in an edited book	(Rosenberg 2004) (Rosenberg 2004, p. 52)	Author Surname [of Chapter or Article], Initial(s) Year, 'Article or chapter title', in Initial(s) Editor Surname (ed.), <i>Book title</i> , Publisher, Place of Publication, pp. page range of article or chapter. Rosenberg, RS 2004, 'The social impact of computers', in D Cartmell (ed.), <i>Why people choose Macintosh</i> , Elsevier Academic Press, Boston, pp. 3-19
	Book Translated	(Mandel 1971) (Mandel 1971, p. 112)	Author Surname, Initial(s) Year, <i>Book title</i> , trans. Translator Initial(s) Surname, Publisher, Place of Publication. Mandel, E 1971, <i>The formation of the economic thought of Karl Marx, 1843 to Capital</i> , trans. B Pearce, Monthly Review Press, New York.
	Ebook	(Lipman 1918)	If an ebook is readily available still in print form (as the majority of our Ebrary and EBL titles are), then you can reference an ebook as if it was a print book . The publishing details will be on the usual pages inside the ebook. If it is an ebook that is not available in print form, or has been re-formatted in text or HTML format (losing the original page format view), then reference as below. Lipman, FL 1918, <i>Creating capital: money-making as an aim in business</i> , Project Gutenberg, viewed 25 February 2012, < http://www.gutenberg.org/files/29673/29673-h/29673-h.htm >.
	Government Publications: Individual authors	(Henry et al. 2010) (Henry et al. 2010, p. 16)	Author Surname, Initial(s) Year, <i>Title</i> , (Report No. xxx [if available]). Publisher, Place of Publication. Henry, DK, Harmer, J, Piggott, J, Ridout, H & Smith, G 2010, <i>Australia's future tax system</i> , Commonwealth of Australia, Department of Treasury, Canberra.
	Government Publications: Departmental author	(Department of Defence 2000) (Department of Defence 2000, p. 7)	Government Name, Name of Government Agency Year, <i>Title</i> , (Report No. xxx [if available]), Publisher, Place of Publication. Department of Defence 2000, <i>Defence review 2000: our future defence force</i> , public discussion paper prepared for the Commonwealth Government, Department of Defence, Canberra.
	Thesis or dissertation – Unpublished	(Sakunasingha 2006) (Sakunasingha 2006, p. 36)	Author Surname, Initial(s) Year of submission. 'Title', name of degree, Institution issuing degree, Location of institution. Sakunasingha, B 2006, 'An empirical study into factors influencing the use of value-based management tools', DBA thesis, Southern Cross University, Lismore, NSW.
	Course materials (print)	(Harrison 2012) (Harrison 2012, p. 6)	Author Surname, Initial(s) Year, <i>Title of the study guide or lecture notes</i> , Publisher, Place of Publication. Harrison, J 2012, ACC00152 Business finance study guide, 7th edn, Southern Cross University, Lismore, NSW.

Journals , magazines & newspapers	Journal article 1 author	(Smith 2011) (Smith 2011, p.13)	Author Surname, Initial(s) Year, 'Article title', <i>Journal Title</i> , Volume, issue or number, page range. Smith, J 2011, 'Agency and female teachers' career decisions: a life history study of 40 women', <i>Educational Management Administration & Leadership</i> , vol. 39, no. 1, pp. 7-24.
	Journal article 2 or 3 authors	(Browne & Hemsley 2010) (Browne & Hemsley 2010, p. 25) (Michaelidou, Siamagka & Christodoulides 2011) (Michaelidou, Siamagka & Christodoulides 2011, p.1156)	Author Surname, Initial(s) & Author Surname, Initial(s) Year, 'Article title', <i>Journal Title</i> , Volume, issue or number, page range. Browne, G & Hemsley, M 2010, 'Housing and living with a mental illness: exploring carers' views'. <i>International Journal of Mental Health Nursing</i> , vol. 19, no. 1, pp. 22-9. Michaelidou, N, Siamagka, NT & Christodoulides, G 2011, 'Usage, barriers and measurement of social media marketing: an exploratory investigation of small and medium B2B brands', <i>Industrial Marketing Management</i> , vol. 40, no. 7, pp. 1153-1159, viewed 18 April 2014, < http://dx.doi.org/10.1016/j.indmarman.2011.09.009 >.
	Journal article 4 or more authors	(James et al. 2009) (James et al. 2009, p. 249)	Author Surname, Initial(s), Author Surname, Initial(s) & Author Surname, Initial(s) Year, 'Article title', <i>Journal Title</i> , Volume, number or issue, page range. James, KR, Hart, BT, Bailey, PCE & Blinn, DW 2009, 'Impact of secondary salinisation on freshwater ecosystems: effect of experimentally increased salinity on an intermittent floodplain wetland', <i>Marine and Freshwater Research</i> , vol. 60, no. 3, pp. 246-58. <i>The names of all authors should be provided in the reference list (do not use et al).</i>
	Magazine article	(Rick & Erlandson 2009) (Rick & Erlandson 2009, p. 952)	Author Surname, Initial(s) Year, 'Article title', <i>Magazine Title</i> , Day Month, page range. Rick, TC & Erlandson, JM 2009, 'Coastal exploitation', <i>Science</i> , 21 August, pp. 952-53.
	Newspaper article With author Without author	(Browne 2010) (Browne 2010, p.45)	Author Surname, Initial(s) Year, 'Article title', <i>Newspaper Title</i> , Day, Month, page range. Browne, R 2010, 'This brainless patient is no dummy', <i>Sydney Morning Herald</i> , 21 March, p. 45. Note: If authorship of article is not obvious, provide all the details in the in-text citation e.g. ...in the <i>Sydney Morning Herald</i> (24 January 2000, p.12). In this case there is no need for an entry in the reference list.
Online materials	Course materials Blackboard	(Gillett 2012)	Author Surname, Initial(s) Year, <i>Title of the study guide or lecture notes</i> , format, Publisher, viewed date, Unit code Blackboard site. Gillett, P 2012, <i>Managing Organisations Lecture Topic 2</i> , MP3 recording, Southern Cross University, viewed March 14 2012, <MNG10247 Blackboard site>. Gillett, P 2012, <i>Managing Organisations Lecture Topic 2</i> , PowerPoint slides, Southern Cross University, viewed March 14 2012, <MNG10247 Blackboard site>.

Thesis retrieved online	(Chooprayoon 2011)	Author of thesis, Initial(s) Year of submission. 'Title', name of degree, Institution issuing degree, viewed Day Month Year, <URL>. Chooprayoon, V 2011, 'A study of factors influencing the adoption of E-Commerce technology in small and medium enterprises (SMES) in the Kingdom of Thailand', PhD thesis, Murdoch University, viewed 20 May 2012, < http://researchrepository.murdoch.edu.au/5802/ >.
Journal article (free access online)	(Salleh et al. 2009) (Salleh et al. 2009, p. 56)	Author Surname, Initial(s) & Author Surname, Initial(s) Year, 'Article title', <i>Journal Title</i> , Volume, issue or number, page range, viewed Day Month Year <URL>. Salleh, NHM, Siong-Hook, L, Ramachandran, S, Shuib, A & Noor, ZM 2008, 'Asian tourism demand for Malaysia: A bound test approach', <i>Contemporary Management Research</i> , vol. 4, no. 4, pp. 351-368, viewed 12 October 2014, < http://www.cmr-journal.org/article/viewArticle/1178 >.
Magazine article (free access online)	(Kuttner 2003) (Kuttner 2003, p. 26)	Author Surname, Initial(s) Year, 'Article title: Subtitle', <i>Magazine Title</i> , Day Month, page range. viewed Day Month Year <URL> Kuttner, R 2003, 'The great American pension-fund robbery', <i>Business Week</i> , 8 September, pp. 24-6, viewed 20 January 2012, < http://www.businessweek.com/stories/2003-09-07/the-great-american-pension-fund-robbery >.
Web page	(Beard 2006)	Author Surname, Initial(s) Year (page created or revised), <i>Title of page</i> , Publisher (if applicable), Place of publication (if applicable), viewed Day Month Year, <URL>. Beard, M 2006, <i>The fall of the Roman Republic</i> , viewed 30 January 2011, < http://www.bbc.co.uk/history/ancient/romans/fallofromanrepublic_article_01.shtml >.
Web page with Department or Institution as author	(Attorney-General's Department 1998)	Corporate Author, Year (page created or revised), <i>Title of page</i> , Publisher (if applicable), Place of publication (if applicable), viewed Day Month Year, <URL>. Attorney-General's Department 1998, <i>Review of the Commonwealth's 'Acts Interpretation Act 1901'</i> , Attorney-General's Department, Canberra, viewed 1 October 1999, < http://www.law.gov.au >.
Web page with no date	(Royal Institute of British Architects n.d.)	Author (n.d.), <i>Title of specific document</i> , viewed date, <URL of specific document>. Royal Institute of British Architects (n.d.), <i>Shaping the future: careers in architecture</i> , viewed 31 May 2005, < http://ww.careersinarchitecture.net >.

	Blog Post	(Hagon 2009)	Author Surname, Initial(s) Year, <i>Title of specific post</i> , Blog name, viewed date, <URL>. Hagon, P. 2009, <i>Immediate sharing</i> , What's New, viewed 10 January 2009, < http://www.paulhagon.com/blog/2009/09/27/immediate-sharing/ >.
	Wiki	(Sunnder 2011) (Sunnder 2011, para. 2)	Author Surname, Initial(s) Year, 'Title of post', <i>Title of Wiki</i> , viewed date, <URL>. Sunnder, J 2011, 'Psychometric assessment', <i>Psychology Wiki</i> , viewed 19 January 2012, < http://psychology.wikia.com/wiki/Psychometric_assessment >.
Audio Visual	DVD, film or Video recording	(The sum of us 1994)	<i>Title of movie</i> Year of release, format e.g. DVD, motion picture or video recording, Publisher, Place. <i>The sum of us</i> 1994, DVD, Southern Star Entertainment, Sydney.
	Web video, eg. YouTube	(<i>Libby Trickett's relief</i> 2012)	<i>Title</i> Year, type of recording, Producer, viewed date <URL>. <i>Libby Trickett's relief</i> 2012, online video, 7 News, viewed 25 Mar 2012, < http://www.youtube.com/watch?v=3M-zOu0_q-s >.
	Audio Podcast	(Van Nuys 2007)	Author Surname, Initial(s) Year, <i>Title of podcast</i> , Podcast, Publisher (if applicable), Place of Publication (if applicable), viewed date, <URL>. Van Nuys, D 2007, <i>Shrink rap radio</i> , Podcast, viewed 19 December 2011, < http://www.shrinkrapradio.com >.
Other Sources	Annual report Print	(Tabcorp 2012) (Tabcorp 2012, p. 2)	Corporate Author, Year, <i>Full title of annual report</i> . Publisher, Place of Publication. Tabcorp 2012, <i>Concise annual report 2012</i> , Tabcorp Holdings Limited, Melbourne.
	Annual report Online	(Tabcorp 2012) (Tabcorp 2012, p. 2)	Corporate Author, Year, <i>Full title of annual report</i> . viewed Day Month Year, <URL>. Tabcorp 2012, <i>Concise annual report 2012</i> , Tabcorp Holdings Limited, viewed 7 January 2013, < www.tabcorp.com.au >.
	Brochures, pamphlets, booklets	(Southern Cross University 2008)	Author surname, Initial(s), Year, <i>Title</i> , Publisher, Place of Publication. Southern Cross University. 2008. <i>Copyright and you: a guide for staff</i> . Southern Cross University, Lismore, NSW.
	Conference paper (in published conference proceedings)	(Wilde & Cox 2008) (Wilde & Cox 2008, p. 115)	Author Surname, Initial(s) Year of publication, 'Title of paper', (Initial and Surname of editors), <i>Title of published proceedings which may include place held and date</i> , Publisher, Place of Publication, page number(s). Wilde, S & Cox, C 2008, 'Principal factors contributing to the competitiveness of tourism destinations at varying stages of development', in S Richardson, L Fredline, A Patiar & M Ternel (eds), <i>CAUTHE 2008: Tourism and Hospitality Research, Training and Practice; "Where the 'Bloody Hell' Are We?"</i> , Griffith University, Gold Coast, Qld, pp. 115-8.

Conference paper (unpublished online)	(Julian 2011) (Julian 2011, p. 63)	Author Surname, Initial(s) Year of publication, 'Title of paper', paper presented to Name of the conference, Place of the conference, date held. viewed Date Month Year, <URL>. Julian, CC 2011, 'The relationship between industry structure, marketing capabilities, strategy and performance: the empirical link in export ventures', paper presented to The Clute Institute International Academic Conference, Las Vegas, 10-12 October, viewed 9 May 2012, < http://conferences.cluteonline.com/index.php/IAC/2011LV/paper/view/619 >.
Company, industry, market reports from databases	(Datamonitor 2010) (Datamonitor 2010, p. 13) (Stephen 2012) (Stephen 2012, p. 24)	Author Year. <i>Report title</i> , Database name, viewed date. Datamonitor 2010, <i>Rio Tinto SWOT analysis</i> , Business Source Premier, EBSCOhost, viewed 20 January 2012. Stephen, T 2012, <i>IBISWorld Industry Report L771. Retail property operators in Australia</i> , IBISWorld, viewed 20 January 2013.
Financial data	(DatAnalysis 2013) (Factiva 2010)	Author Year. <i>Financial data</i> , Name of data provider, access date. DatAnalysis 2013, <i>QBE weekly share price data 2002-2012</i> , DatAnalysis, viewed Jan 21 2013. Factiva 2010, <i>Qantas Financial results: annual cash flow</i> , Factiva, viewed Jan 5 2013.
Legal Authorities Acts	<i>Victoria's Residential Tenancies Act 1997</i> ... <i>Residential Tenancies Act 1997 (Vic)</i>	<i>Title of the Act and date of publication</i> (abbreviation of the jurisdiction), section number(s), reprint number, Publisher, Place of Publication. <i>Residential Tenancies Act 1997 (Vic)</i> , ss. 167-187, reprint 2, Anstat, <i>Melbourne</i> . Note: Legislation is only included in a list of reference if it is important to an understanding of the work. In that case, it is preferable to list separately under the subheading of "Legislation".
Legal Authorities Cases	<i>The State of New South Wales v. The Commonwealth</i> (1915) 20 CLR 54 <i>Greutner v. Everard</i> (1960) 103 CLR 177 at 181 <i>The Commonwealth v. The State of Tasmania</i> (1983) 158 CLR 1; (1983) 57 ALJR 450; (1983) 46 ALR 625 (the <i>Tasmanian Dam Case</i>) For specific page reference: use the word 'at' instead of p. <i>Name of the case</i> (Year) Reference details at Page number	The name of the case is italicised and the year is placed in brackets. <i>Name of the case</i> (Year) Reference details (including vol number, Abbreviated Reference Series, Starting page number) Note: Legal cases are only included in a list of reference if they are important to an understanding of the work. In that case, it is preferable to list cases separately under the subheading of "Cases".

	Personal communications	(J Smith 2008, pers. comm., 2 July) J Smith (2008, pers. comm., 2 July) said ...	Information gained through conversations, emails, phones calls, faxes, letters, lecture presentations or interviews may be cited as "Personal communications" in text. Details of a personal communication is usually not included in the reference list but it is important to obtain the permission of the person being referred to. Note that that full date (year, day Month) is included in the citation and the initial is placed before the surname.
	Secondary sources	(Fong, cited in Bertram 1997) Fong's 1987 study (cited in Bertram, 1997) found that older students' memory can be as good as that of young people, ...	Reference the work of the author who has done the citing. For in-text citations, include both authors' names using the words "cited in" to indicate the work of one author as cited in another author's work. In the list of references, record the publication you actually sourced. Do not include Fong (1987) in your References; do include Bertram (1997): Bertram, F 1997, <i>The tragedy of youth</i>, 2nd edn, Macmillan, New York.