

Referencing

The In-Text or 'Harvard' System



What is Referencing?

Referencing is a system that allows you to acknowledge the sources of information you use in your writing. A feature of academic writing is that it contains references to the words, information and ideas of others. Whenever you use **ANY** words, ideas or information from **ANY** source in your assignments, you must provide a reference for those sources.

General Principles of the Harvard System

The Harvard System requires you to have both in-text references and a list of references at the end of your work.

1. Within the Text—In-text Citations

The Harvard system of referencing requires you to include three pieces of information about a source within the text of your work. This information is:

- the *name* of the author or authors
- the *year* of publication
- the *page number* (when the information/idea can be located on a particular page, and when directly quoted)

2. At the End of the Text—List of References

At the end of your text, you must include a *List of References*. This is a list of all the books, journal articles and other sources of information you have referred to in your assignment. Full bibliographical information must be included (for further details, see page 3 of this guide).

1. In-Text Citations

How to Cite 'In-Text'

Citations may be placed at the end of a sentence (before the concluding punctuation) in brackets:

The theory was first developed by Browne (Gibbs 1981).

Another way of including a reference in your text is to integrate the author's surname into your sentence, followed by the year of publication, in parentheses:

Gibbs (1981) states that Browne was the first to develop the theory of...

The following extract is an example of a paragraph using the Harvard system:

Criticisms aside, Durkheim's work in *The Elementary Forms* was an extraordinary contribution to the sociology of religion, perhaps more specifically to a greater understanding of the origins of collective morality. Gardner makes an extremely important point about Durkheim when he writes "Durkheim had a lifelong interest in morality . . . for Durkheim morality was 'the centre and end of his work' and society itself was 'the end and source of morality'" (1987, p. 74). For Durkheim, the nature of morality was the nature of social solidarity. In *The Elementary Forms* Durkheim defined religion as the main expression of the deep moral sentiments inspired by society in individuals. His interest in the moral substratum of the modern social order expressed concern with the moral consequences of modernisation (Toles 1993).

D i f f e r e n t T y p e s o f I n - T e x t C i t a t i o n s

To cite a direct quotation

Write the text word for word and place inverted commas at the beginning and end of the quote. The author, date and page number must be included.

“Australia is a settler society” (Hudson & Bolton 1997, p. 9).

To cite a quotation or idea from an author who attributes it to another source

You must acknowledge both sources in your text:

Graham Gibbs, in his 1981 study into student learning wrote that “because students are aware of their tutor’s mastery of the subject matter, it is quite common for them to assume that their reader has no needs at all” (Gibbs 1981, p.39, cited in Bowden 1985, p.35).

To reference the overall content of a work

You do not need to include page numbers because it is the entire work you are referring to:

Larsen and Greene (1989) studied the effects of pollution in three major cities...

Referencing from a journal

If the page number is required, as it is for paraphrasing and direct quoting:

(Entwistle 1977, p.23)

If you are citing an idea only:

(Entwistle 1977)

To refer to more than one work

Separate the references either with a semicolon or the word *and*

(Entwistle 1977; Haddon 1969)

or :

Entwistle (1977) and Haddon (1969) both demonstrated that...

To cite more than one author

(Sontag & Paglia 1987)

or:

Sontag and Paglia (1987) assert that . . .

To cite more than three authors

Use the surname of the first author and *et al.* ('and others'):

Brown et al. (1987) argued that...

or:

(Brown et al. 1987)

To cite more than one work by the same author

Arrange citations in chronological order:

(Smith 1981, 1984, 1985)

To cite authors with the same surname who have published in the same year

Use their initials to indicate different people:

The theory was first developed early this century (Smith, A K 1979) but later many of its elements were refuted (Smith, J A 1979).

To cite an author who published more than one work in the same year

Attach an a, b, c, d etc. after the year:

Dawkins (1972a, 1972b) completed a number of studies on...

To cite from newspapers

If there is no author, list the name of the newspaper, the date, year and page number:

(Sydney Morning Herald 7 March 1994, p.8)

If there is an author, cite as you would for a journal article:

(Peters 2000)

To quote from a privately obtained interview or other personal communication

include the abbreviation 'pers. comm.' in your reference:

(Daly, B. 1994, pers. comm., 7 Aug.)

To cite a CD-ROM

Include the full title and year of publication:

(Microsoft Encarta, 1995)

To cite a document within a website

In-text citations usually require page numbers, but Internet documents rarely contain them. Information should include author name(s) (the person or the organisation responsible for the site) and the date created/ revised:

(Winston, J 1999)

or:

(United Nations 1999)

If the author's name is unknown, cite the website URL

(<http://www.aaa.unsw.edu.au>)

To cite a film, video, and television or radio program

Include the full title and year of release:

(*Three Colours Red*, 1995)

2 : L i s t o f R e f e r e n c e s

Listing the References You Use

The *List of References* in the Harvard system is a list of all the books, journal articles and other sources you have referred to throughout your assignment.

1. Your list of references should be laid out alphabetically by author surname.
2. If bibliographic information exceeds one line of text, then the following lines should have a hanging indent.
3. The title of a **book** should be in *italics*. Minimal capitalisation, or sentence case, is recommended (e.g. only capitalise the first word of a title's heading/subheading, and any proper nouns).
4. The title of an **article** appears between single quotation marks and is given minimal capitalisation.
5. The title of a **journal** should be in italics. Maximum capitalisation, or title case, is recommended (e.g. capitalise every word in a title, except for articles and prepositions).
6. If there is more than one author or editor, all must be listed in the List of References. Don't use *et al.*

Books

Present full bibliographic details in the following order:

1. author's surname and initial(s)
2. year of publication
3. title of publication (in italics and with minimal capitalisation)
4. edition (if applicable. Abbreviated as 'edn')
5. publisher
6. place of publication

Examples

- Leeder, S R, Dobson, A J , Gribberd, R W & Patel, N K 1996, *The Australian film industry*, Dominion Press, Adelaide.
- Smith, G & Brown, J 1993, *Introduction to sociology*, UNSW Press, Sydney.
- Ward, R, 1966, *The Australian legend*, 2nd edn, Oxford University Press, Melbourne.

Articles from a Book Collection

When a book consists of a collection of articles, each by different authors, but with editor(s), use the following layout:

Marton, F, Hounsell, D & Entwistle, N (eds) 1982, *The experience of learning*, Scottish Academic Press, Edinburgh.

When you use *an article* from a book collection, the title of the article appears in quotations. The title of the book is italicised. Here is an example:

Curthoys, A 1997, 'History and identity', in W Hudson & G Bolton (eds), *Creating Australia: Changing Australian history*, Allen & Unwin, Australia.

Place the information in the following order:

1. author's surname and initial
2. year of publication
3. name of article (between single quotation marks and with minimal capitalisation)
4. in
5. initial(s) and surname(s) of editor(s)
6. ed(s)
7. name of collection (the name on the title page) in italics and minimal capitalisation
8. publisher
9. place of publication

Journal Articles

Place the information in the following order:

1. author's surname and initial
2. year of publication
3. title of article (between single quotation marks and with minimal capitalisation)
4. title of journal or periodical (in italics, using maximum capitalisation)
5. volume number, if applicable
6. issue number or month (if applicable)
7. page numbers of the article

Examples

Kozulin, A 1993, 'Literature as a psychological tool', *Educational Psychologist* vol. 28, no. 3, summer, pp. 253-265.

Souban, J C, Kouzman, T H, & Whitman, W 1991, 'A sociological survey into enterprise bargaining', *Journal of the Australian Sociological Association*, vol. 6, no. 3, pp. 23-45.

More Examples

A newspaper article with a named author

Donaghy, B 1994, 'National meeting set to review tertiary admissions', *Campus News*, 3-9 Mar, p. 3.

An unattributed newspaper article

'UNSW gains top ranking from quality team', *Sydney Morning Herald*, 30 February, 1994, p.21.

Film, video, television and radio programs

Cutting Edge: Neighbours, 4 May 1992, Video, Channel Four, United Kingdom.

Government publications

Give the name of the ministry or agency that has issued the report

Department of Education, Employment & Training, 1992, *Annual Report 1991-92*, AGPS, Canberra.

CD_ROMS

These are the same as for Film, Video TV and Radio recordings

Email communications

Private emails (those sent between individuals or small groups) are the same as personal communications

Internet Sources

A Note About Internet and Electronic Sources

There are some special problems and demands when referencing Internet sites. In comparison to print material, electronic sources can easily be changed, or vanish altogether. This makes full and accurate information essential. Methods for referencing electronic sources are changing and developing rapidly. The following is based on the Government Style Guide 6th edn. Please see page 230-1 for more details. Always check with your lecturer or tutor about their preferred referencing method.

A Website	A document within a website	Electronic mail lists, Usenet groups and bulletin boards
1. author	1. author/editor	1. author
2. site date	2. last date site updated	2. author's details (eg.email address)
3. name and place of sponsor of site	3. title	3. date of posting
4. date of viewing	4. name of sponsor of site	4. description of posting
5. URL or Internet address (between pointed brackets)	5. date of viewing	5. name of list owner
	6. URL	6. date of viewing
		7. URL

Examples

To reference a document within a website:

Winston, J 1999, *A look at referencing*, AAA Educational Services, viewed 20 October 2002, <<http://www.aaa.edu.au/aaa.html>>.

Saxton, A 1975, 'Blackface minstrelsy and Jacksonian ideology' in *American Quarterly*, Vol. 27, No. 1, March 1975, pp. 3-28, viewed 11 April 2003, <<http://links.jstor.org/sici?sici=0003-0678%28197503%2927%3A1%3C3%3ABMAJI%3E2.0.CO%3B2-Z>>.

To reference a website:

International Narcotics Control Board 1999, United Nations, Vienna, viewed 1 October 1999, <<http://www.incb.org>>.

Finding More Information

Many faculties and schools at UNSW have style guides indicating how referencing for assignments should be done. The Learning Centre strongly suggests that you check with them about which method to use. The material in our guide is based on the 6th edition of the *Government Style Manual*, revised by Snooks & Co. For more detailed information and examples, we recommend that you consult this source, especially Chapter 12 (pp. 187-232).

It is impossible to include every possible referencing requirement or format in this pamphlet. If you need referencing procedures for a format not listed here, seek further assistance from:

- your lecturer or tutor;
- a Harvard referencing website (try an internet search);
- a style manual such as those below. Style manuals for different referencing systems are available in the UNSW library.

Further Reading

Li, X & Crane, N 1996, *Electronic Style: A Handbook to Citing Electronic Information*, Information Today, Medford, New Jersey.

Style Manual for Authors, Editors and Printers, 2002, 6th edn. revised by Snooks & Co., AGPS, Canberra.