

Harvard Referencing System

The following is an abbreviated version of the **Referencing Guide** available from Central TAFE Bookshop. The full guide is available for downloading; see 'Assignment Help' on the Library website at: www.central.wa.edu.au/library



Frequently Asked Questions

What is referencing?

Referencing is a method of acknowledging sources of information that you have included in your written work. The Harvard Referencing System is the method used by Central TAFE.

What do you reference?

- another person's ideas or opinions
- statistical material, tables and figures
- direct quotations.

What are the steps in referencing?

Step 1: When taking notes for an assignment topic, write down all the relevant bibliographic details such as author, date of publication, title, publisher, place of publication, etc.

Step 2: Insert a **brief** citation within the text of your assignment where this information is used. For example:

Langford 2002, p. 22

Step 3: At the end of your assignment add a reference list or bibliography with **full** citations. For example:

Langford, M. 2002, *Basic photography*, Focal Press, Oxford.

General Rules for Citing In-Text References

You should include:

- the author's surname
- the year of publication (latest edition)
- page number(s).

Examples of In-Text References

Single Author

A recent study (Smith 2008, p. 24) has shown that...
or Research by Smith (2008, p. 24) suggests that...

Two Authors

Ross and Davis (2008, p. 56) studied the effects of...

No Author

This is the case in Bangkok (*A journey through Thailand* 2007)...

How to Cite References in a Bibliography

General Rules

- List your references in alphabetical order by author.
- Where there is no author, use the title.
- Use italics (or underlining if handwritten) to indicate titles.

Examples of End -Text References

BOOK

The information required is:

- author's surname and initials
- year of publication
- title of book (either use italics or underline)
- edition (if not the first edition)
- publisher
- place of publication.

Example of a single author

Langford, M. 2002, *Basic photography*, Focal Press, Oxford.

Example of multiple authors

Kleiner, F., Tansey, R. & Mamiya, C. 2000, *Gardner's art through the ages*, 11th edn, Harcourt, London.

Example of a book with no author

Collins concise dictionary, 2001, 5th edn, Harper Collins, Glasgow.

PART OF A BOOK

The information required is:

- author's surname and initials
- year of publication
- title of article (place in single inverted commas)
- **in** title of book (either use italics or underline)
- volume number
- edition (if not the first edition)
- editor
- publisher
- place of publication
- page number(s).

Example of chapter within a book

Blake, M. 1988, 'Social class and health inequalities', in *Health Australia*, ed. N. Taylor, Simon & Schuster, New York, pp. 76-88.

Example of article within an encyclopaedia

Riley, H. 1987, 'Occupational diseases and disorders', in *Encyclopaedia Britannica*, vol.12, 14th edn, Encyclopaedia Britannica, Chicago, pp. 67- 83.

ARTICLE IN A JOURNAL OR NEWSPAPER

The information required is:

- author's surname and initials
- year of publication
- title of the article (place in single inverted commas)
- name of journal or newspaper (either use italics or underline)
- volume number
- issue number or date
- page number(s).

Example of article in a journal

Roberts, G. 1994, 'Western forests', *Australian Geographical Magazine*, vol. 19, no. 4, pp. 21-29.

Example of article in a newspaper (no author)

'Terrorist attacks condemned', 2001, *The Australian*, November 23, p. 13.

OTHER EXAMPLES

Example of a conference paper

Candy, P. 1993, 'The learning society', in *Information literacy: the Australian agenda*. Proceedings of a seminar conducted by the University of South Australia Library, held at Adelaide College of TAFE, 2-4 December 1992, ed. D. Booker, University of South Australia Library, Adelaide, pp.60-77.

Example of a government report

Department of Foreign Affairs, 1998, *Annual Report*, AGPS, Canberra.

Example of a brochure

Western Australia's beautiful South, 2005, Gordon Cook Advertising, West Perth.

Example of a learning/study guide

Gaujer, R., Harper, J. & Browne, J. 2001, *Manage a small team: a resource for BSBSBM407*, Innovative Business Resources, Cottesloe.

Example of a videorecording

How to conduct a meeting, 1995 [videorecording], BBC, London.

Example of a CD-ROM

'Birds of prey', 2002, *Oxford student's multimedia CD-ROM dictionary* [CD-ROM], Oxford University Press, Copenhagen.

Example of a Television Program (in a series)

'Clare goes to college', *Australian story*, 2001 [television program], ABC-TV, Brisbane, April 5, 2003.

Example of a DVD

Walking with beasts, 2002 [DVD], BBC Worldwide, London.

ELECTRONIC MEDIA

The information required for citing an **online journal article** or **online newspaper article** is:

- author's surname and initials
- year of publication
- title of page (place in single inverted commas)
- name of journal or newspaper (either underline or use italics)
- volume number
- issue number or date
- page number(s)
- **Retrieved** statement, giving month day year
- **from** name of database.

Example of an online journal article

Wood, C. 2002, 'Healthy start: good nutrition for babies with special needs', *The Exceptional Parent*, vol. 32, no. 8, pp. 24-26, Retrieved: October 23, 2008, from General OneFile, Article A93347658.

Example of an online newspaper article

Phillips, M. 2003, 'High court questions detentions', *Herald Sun*, January 10, p. 24, Retrieved: November 10, 2003, from eLibrary.

When citing a **World Wide Web page**, the information required is:

- author's surname and initials (or sponsor)
- year of creation (or update year)
- title of web page (either underline or use italics)
- **Retrieved** statement, giving month day year
- **from** name of URL (web address).

Example of a web site

Cancer Council WA, 2008, *Nutrition*, Retrieved: October 23, 2008, from <http://www.cancerwa.asn.au/prevention/nutrition/>

Example of a web page (no author)

Leafy seadragons and weedy seadragons, 2001, Retrieved: February 14, 2001, from <http://www.windspeed.net.au/~jenny/seadragons/>

For further examples refer to:

Referencing guide, 2009, Central TAFE, Perth.

Style manual for authors, editors and printers, 2002, 6th edn, John Wiley, Milton.

For more information, contact the Library:

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