

How to Reference – Harvard Style

By
Mohamed Siddiq

Need to reference?

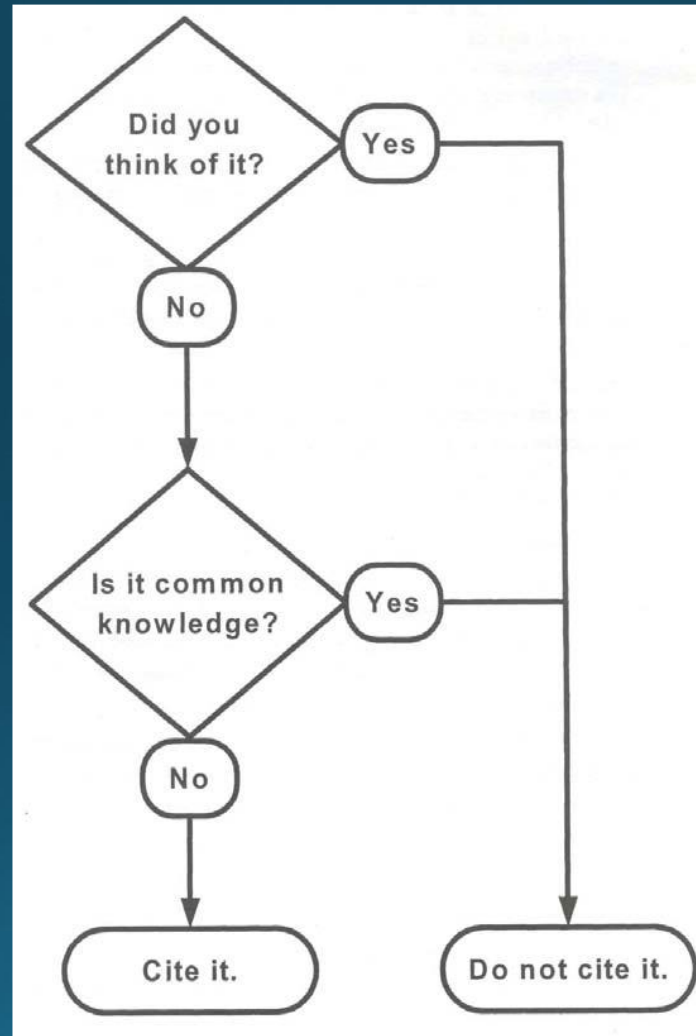


Figure 1 Referencing guidelines
Source: Harris (2001, p. 155)

Need to reference?

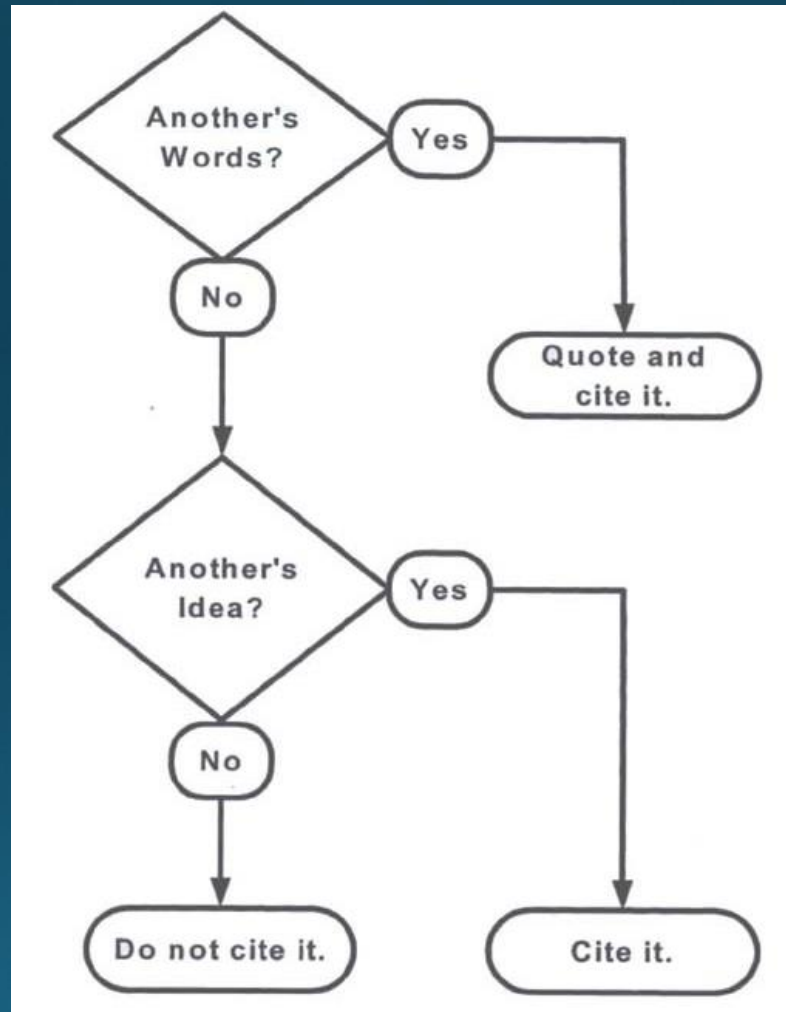


Figure 2 Plagiarism guide Source:
Harris (2001, p. 158)

Ways of referencing

- Author prominent
- Information prominent

Author Prominent

- This way gives prominence to the author by using the author's surname (family name) as part of your sentence with the date and the page number in parentheses (round brackets).
 - *Direct quote example* Unterhalter (2007, p. 5) argues that 'gender equality in schooling is an aspiration of global social justice'.
 - *Paraphrase example* Unterhalter (2007, p. 5) suggests that equal treatment of the genders in education should be the goal of every just society.
- Note: Include the page number when **quoting** the author's exact words as well as when **paraphrasing** information that is on a **specific page** of a resource.

Information Prominent

- The other way of referencing (citing) gives prominence to the information, with all the required referencing details in parentheses at the end of the citation.
 - *Direct quote example* It has been argued that 'gender equality in schooling is an aspiration of global social justice' (Unterhalter 2007, p. 5).
 - *Paraphrase example* Equal treatment of the genders in education should be the goal of every just society (Unterhalter 2007, p. 5).
- Note: Include the page number when **quoting** the author's exact words as well as when **paraphrasing** information that is on a **specific page** of a resource.

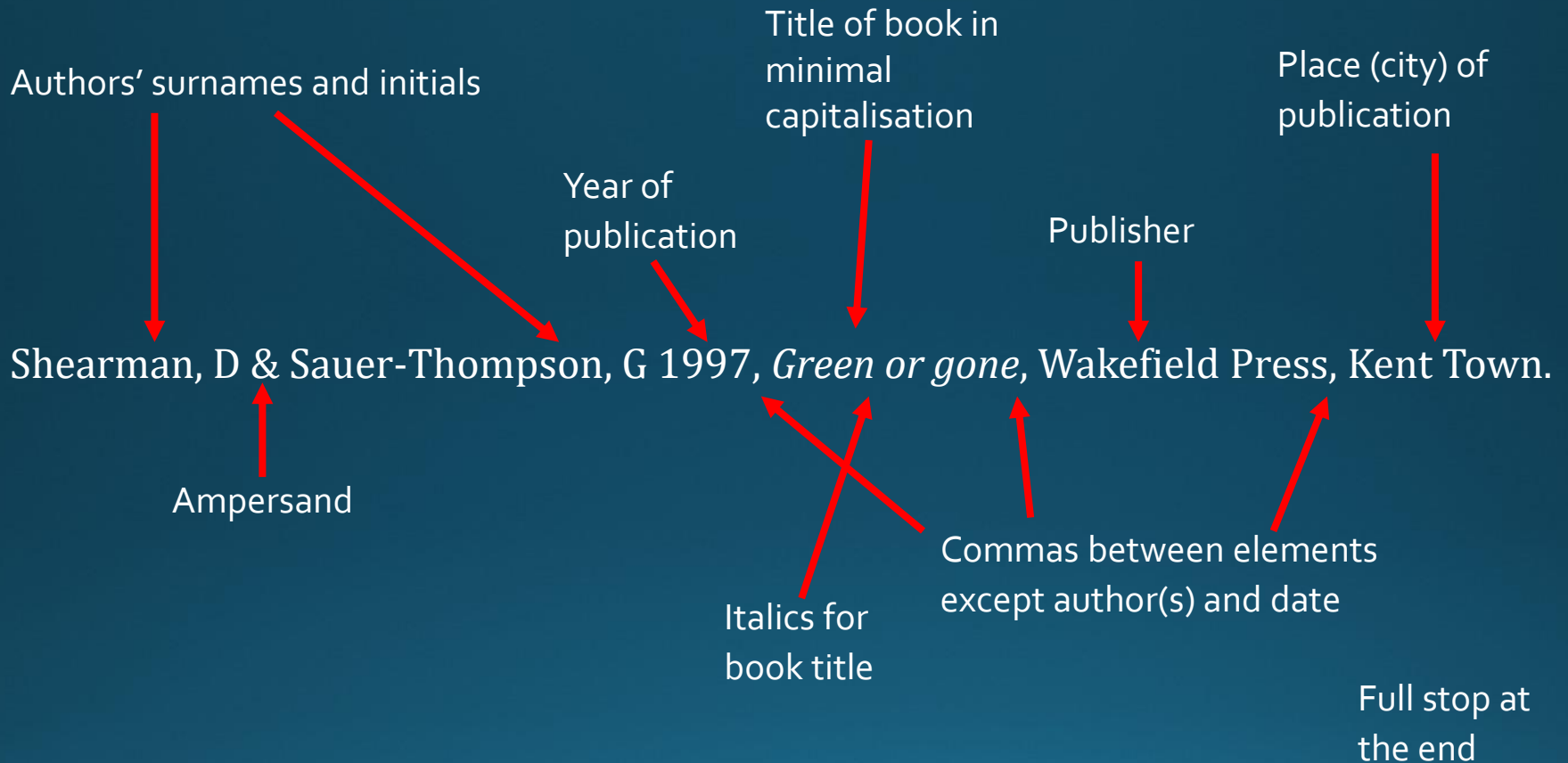
Difference between Reference and Bibliography

- The reference list includes only sources referred to (referenced/cited) in the text of your assignment.
- A bibliography is presented in the same format as a reference list but it includes all material consulted in the preparation of your assignment.
- A bibliography presents the same items as a reference list but it also includes all other sources which you read or consulted but did not use in the text of the assignment.

Referencing a Book

- surname and initials of author(s)
- year of publication
- title of book in italics and minimal capitalisation
- the edition, if not the original publication, for example, 4th edn
- publisher
- place of publication.

Referencing a Book



Referencing a Journal Article

- surname and initials of author(s)
- year of publication
- title of article in single quotation marks and minimal capitalisation
- title of journal or periodical in italics and maximal capitalisation
- volume number where applicable
- issue number or other identifier where applicable, for example, Winter
- page number(s).

Referencing a Journal Article

Author's surname
and initials

Year of publication

Title of article in minimal
capitalisation and in single
quotation marks

Italics and maximal
capitalisation for
journal title

Stove, RJ 1999, 'Xenophobia: the great local content myth', *Institute of Public Affairs Review*,
vol. 51, no. 1, pp. 14-16.

Volume and issue
number in lower
case

Page numbers

Full stop at the end

Referencing an e-book

- Quayle, M 2006, *Purchasing and supply chain management: strategies and realities*, e-book, viewed 22 November 2007, <http://www.netlibrary.com/Reader/>

Referencing a chapter in an e-book

- Harindranath, R & Guedes Bailey, O 2005, 'Radicalised "othering": the representation of asylum seekers in news', in S Allen (ed.), *Journalism: critical issues*, e-book, viewed 6 October 2009, [http://dtl.unimelb.edu.au/R/GRY5KPN29M5L2KN8GGAMG9PM491YDBSN87BUBEIFDAGBTKJEDR-00678?func=dbin-jump-full&object id=67624&local base=GEN01&pds handle=GUEST](http://dtl.unimelb.edu.au/R/GRY5KPN29M5L2KN8GGAMG9PM491YDBSN87BUBEIFDAGBTKJEDR-00678?func=dbin-jump-full&object%20id=67624&local%20base=GEN01&pds_handle=GUEST)

Referencing Journal with no Author

- 'Multifaceted menace' 2007, *Science*, vol. 317, no. 5836, pp. 301–304.

Referencing a Journal with no Volume or Issue Number

- Cheng, AT 2001, 'Dateline: Taiwan: Taiwan (in) dependence', *Asiaweek*, 30 November, p. 1.

Note: If there is no volume or issue number, include the month or the season (e.g. Spring, Summer).

Referencing from e-Journal

- Sutton-Spence, R & Kaneko, M 2007, 'Symmetry in sign language poetry', *Sign Language Studies*, vol. 7, no. 3, pp. 284–318, (online ProQuest).
- Kennedy, I 2004, 'An assessment strategy to help forestall plagiarism problems', *Studies in Learning, Evaluation, Innovation and Development*, vol. 1, no. 1, viewed 7 October 2005,
<http://www.sleid.cqu.edu.au/viewissue.php?id=5>

Referencing from Newspaper

- Warren, M 2007, 'Kyoto targets flouted', *Australian*, 21 November, p. 3.
- **Note: In the reference list omit 'The' from any newspaper title.**

Referencing from Newspaper Article without Author

- 'Federal election: new Chip in politics' 2001, *Advertiser*, 23 October, p. 10.
- **Note:** In the reference list omit 'The' from any newspaper title.

Referencing from the web

- Brizee, HA 2007, *Paramedic method: a lesson in writing concisely*, The OWL at Purdue, viewed 18 November 2008,
<http://owl.english.purdue.edu/owl/resource/635/01/>

Referencing from the web without date

- Greenpeace n.d., *The future is GE free*, viewed 28 September 2005,
<http://www.greenpeace.org.au/ge/farming/canola.html>
- **Note:** The title of a web page is treated like the title of a book. It is written in italics in the reference list.

Bibliography

- Commonwealth of Australia 2002, *Style manual for authors, editors and printers*, 6th edn, rev. by Snooks & Co., John Wiley & Sons Australia, Brisbane.