

# Harvard Style

- The following are examples of **one style, Harvard** (author-date system for books, articles and "non-books") based on AGPS Style Guide 5th ed.
- Your bibliography should identify an item (e.g. book, journal article, cassette tape or film) in sufficient detail so that others may identify it and consult it.
- Your bibliography should appear at the end of your essay/report with entries listed alphabetically.
- Generally only the author's initials are used in the bibliography, however, given names may be used if they help the reader recognise the author more readily.
- If you have used sources from the Internet, these should be listed in your bibliography.

## For a Book

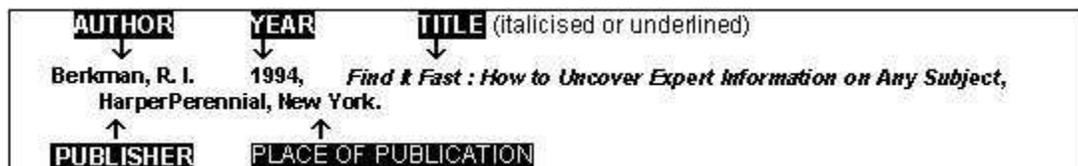
The details required in order are:

1. **name/s** of author/s, editor/s, compiler/s (surname, and initials or given name), or the institution responsible
2. **year** of publication
3. **title** of publication and **subtitle** if any (all titles must be underlined or italicised)
4. **series title** and individual **volume** if any
5. **edition**, if other than first
6. **publisher**
7. **place of publication**
8. **page number(s)** if applicable

## One author

Berkman, R. I. 1994, *Find It Fast: How to Uncover Expert Information on Any Subject*, HarperPerennial, New York.

### Explanation of citation



## Two or more authors

Moir, A. & Jessel, D. 1991, *Brain Sex: The Real Difference Between Men and Women*, Mandarin, London.

Cheek, J., Doskatsch, I., Hill, P. & Walsh, L. 1995, *Finding Out: Information Literacy For the 21st century*, MacMillan Education Australia, South Melbourne.

## Editor(s)

Robinson, W. F. & Huxtable, C. R. R. (eds) 1988, *Clinicopathologic Principles For Veterinary Medicine*, Cambridge University Press, Cambridge.

Sjostrand, S. (ed.) 1993, *Institutional Change: Theory and Empirical Findings*, M.E. Sharpe, Armonk, N.Y.

## Sponsored by institution, corporation or other organisation

Australian Government Publishing Service 1994, *Style Manual For Authors, Editors and Printers*, 5th edn, AGPS, Canberra.

Queensland Tourist and Travel Corporation, Market Research Department 1991, *An Examination of the Effect of the Domestic Aviation Dispute on Queensland Tourism*, Queensland Tourist and Travel Corporation, Brisbane.

## Series

Simons, R. C. 1996, *Boo!: Culture, Experience and the Startle Reflex*, Series in Affective Science, Oxford University Press, New York.

## Edition

McTaggart, D., Findlay, C. & Parkin, M. 1995, *Economics*, 2nd edn, Addison-Wesley, Sydney.

## Chapter or part of a book to which a number of authors have contributed

Bernstein, D. 1995, 'Transportation planning' in *The Civil Engineering Handbook*, ed. W.F.Chen, CRC Press, Boca Raton.

## No author or editor

If no author is given, the title is used as the first element of a citation. Alphabetise the entry by the first main word of the title in the bibliography.

*The CCH Macquarie dictionary of business* 1993, CCH Australia, North Ryde, NSW.

## For an Article

The details required, in order, are:

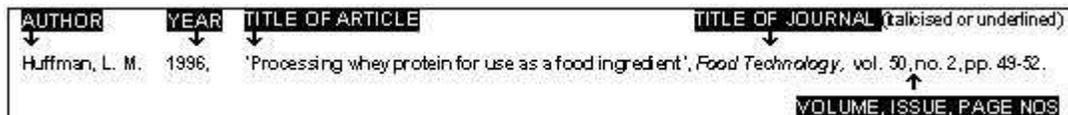
1. **name/s** of author/s of the article (surname, and initials or given name)
2. **year** of publication
3. **title of article**, in single quotation marks

4. **title of periodical** (underlined or italicised)
5. **volume** number
6. **issue** (or part) number
7. **page number(s)**

## Journal article

Huffman, L. M. 1996, 'Processing whey protein for use as a food ingredient', *Food Technology*, vol. 50, no. 2, pp. 49-52.

### Explanation of citation



## Conference paper

Bohrer, S., Zielke, T. & Freiburg, V. 1995, 'Integrated obstacle detection framework for intelligent cruise control on motorways', *IEEE Intelligent Vehicles Symposium*, Detroit, MI, Piscataway, pp. 276-281.

## Newspaper article

Simpson, L. 1997, 'Tasmania's railway goes private', *Australian Financial Review*, 13 Oct., p. 10.

## For Non-Book/Multimedia Material

The details required are the same as for a book, with the form of the item (eg videorecording, tape, computer file, etc.) indicated at the end of the entry.

*Get the Facts (And Get Them Organised)* (videorecording) 1990, Williamstown, Vic., Appleseed Productions.

*CDATA 91 With Supermap: Data For Australia 1995*, release 2.1 rev., Hawthorne East, Vic., Space-Time Research.

## For Electronic Resources

This could include sources from full text compact disk products, electronic journals or other sources from the Internet.

The **basic form** of the citations follow the principles listed for print sources (see above)

1. **name/s** of author/s
2. **date** of publication
3. **title** of publication
4. **publisher/organisation**

5. **edition**, if other than first
6. **type of medium**
7. **date item retrieved**
8. **name** or **site address** on internet (if applicable)

## Examples:

Weibel, S. 1995, 'Metadata : the foundations of resource description', *D-lib Magazine*, [Online] Available at: <http://www.dlib.org/dlib/July95/07weibel.html>

ASTEC 1994, *The Networked Nation*, Available at: [http://astec.gov.au/astec/net\\_nation/contents.html](http://astec.gov.au/astec/net_nation/contents.html)

## If no author is given, the title is used as the first element of a citation

### Example:

*Hacker Attack* (videorecording) 1995, Sydney, NSW., SBS.

## References in the Text of Your Essay

In the author-date (Harvard system), a textual citation generally requires only the name of the author(s) and the year of publication (and specific page(s) if necessary).

This may appear at the end of a sentence, before the full stop.

Alternatively, the author's surname may be integrated into the text, followed by the year of publication in parentheses.

The full reference must be listed at the end of your essay.

### What information do I need to give when using the author-date system of in text citation?

- In parentheses, give the author's surname and the year of publication, without punctuation. For example:  
(Smith 2001)
- This information should be given at the end of the relevant sentence, followed by the closing punctuation mark
- Your department may require you to also provide the page, this should come after the date and be written as (author date, p. 1 or pp. 1-4). For example:  
(Smith 2001, pp. 23-24)
- If the author's name is used within the text, place the date in parentheses immediately after the name

### Author-date system examples:

'Fire is favourable to the dreamer if he does not get burned' (Miller 1995).

Author-date system when page numbers are required:

'Fire is favourable to the dreamer if he does not get burned' (Miller 1995, p. 237).

Miller (1995) interprets the significance of fire in a person's dream:  
'Fire is favourable to the dreamer if he does not get burned' (p. 237).

If you have a long sentence, and the citation is only relevant to part of the sentence, then place the citation information at the end of a clause.

### **What other information might I need to provide?**

When you cite more than one work at a time, use a semicolon, to separate the citations, or the word and when writing the names within the text

- For example:

(Smith 2001; Richards 1998)

- For example:

Smith (2001) and Richards (1998) suggest that

If there are two to three authors, separate the first and second name with a comma and the second last and last name with an ampersand when the information is given in parentheses

- For example:

(Smith, Green & Stick 1978)

When the citations is written into the essay, replace the ampersand with an and

- For example:

Smith, Green and Stick (1978) suggest that fire often appear in dreams.

When there are more than three authors, provide the first author's name then write et al. (this means, and others).

If you need to refer to another work by Smith, which includes a different group of authors, then to avoid confusion you should give all the author's names in both in text citations

- For example:

(Smith, Grey, Stick & Spence 1992), (Smith, Green, Stick & Saunders 1992) instead of (Smith et al. 1992; Smith et al. 1992)

## Using quotations

If you use a quotation you cannot change the grammar or spelling of that quotation.

Short quotations, under 40 words: place the quotation within "double quotation marks" within the body of the text and provide the citation details after the closing quotation mark.

Long quotations, 40 words and over: generally, when you are quoting more than forty words at a time, this quotation should be double spaced and indented five spaces from the left margin.

For example:

The author suggests that fire can have different implications in dreams:

To dream that he is fighting fire and does not get burned, denotes that he will be much worked and worried as to the conduct of his business. To see the ruins of his store after a fire forebodes ill luck. He will be almost ready to give up the effort of amassing a handsome fortune and a brilliant business record as useless, but some unforeseen good fortune will bear him up again. (Miller 1995)

## Preparing your reference list

The reference list is placed at the end of your essay. However, it is important to prepare this list before you start writing.

The reference list is a compilation of all the works that you cite within your text. This means that you do not include texts that you have not used in your essay. Other names for this list include *Works Cited* or *Literature Cited*; the preferred name for the Harvard style is *Reference List*.

Note: if you include references that you have not mentioned within your essay, then this list is called a *Bibliography*, rather than a *Reference List*.

## How to format your reference list

The citations should be placed in alphabetical order, using the author's last name (if given) or the first word of the title

If you have the following names Ian McKnight, Ian MacDonald, Ian MacKnight, Ian Macaroon and Ian Maast then they would appear as:

- Maast, Ian
- Macaroon, Ian
- MacKnight, Ian
- McKnight, Ian

The alphabetical order is taken from alphabetical order of letters in the last name. Only when these names are identical will you refer to the alphabetical order of the first name.

When works are co-authored and the first author is the same, take the last name of the second author as your guide to place the names in alphabetical order.

- Smith, Jan and Michael Smith
- Smith, Jan and Kay Wilson

When the work is by an anonymous author, use the first word in the title to place it in alphabetical order. However, if the title begins with A, An or The, then ignore these words and take the beginning of the title from the second word.

- The Orange Man
- A Tale of Truth and Lies

## **The Following are Examples of Entries in a Bibliography or List of References**

Australian Government Publishing Service 1994, *Style Manual for Authors, Editors and Printers*, 5th edn, AGPS, Canberra.

Bernstein, D. 1995, 'Transportation planning' in *The Civil Engineering Handbook*, ed. W. F. Chen, CRC Press, Boca Raton.

Bohrer, S., Zielke, T. and Freiburg, V. 1995, 'Integrated obstacle detection framework for intelligent cruise control on motorways', *IEEE Intelligent Vehicles Symposium* Detroit, MI Piscataway, pp.276-281.

*Hacker Attack*. (videorecording) 1995, Sydney, NSW., SBS.

Huffman, L. M. 1996, 'Processing whey protein for use as a food ingredient', *Food Technology*, vol. 50, no. 2, pp. 49-52.

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Moir, A. & Jessel, D. 1991, *Brain Sex: The Real Difference Between Men and Women*, Mandarin, London.

Robinson, W. F. & Huxtable, C. R. R. (eds) 1988, *Clinicopathologic Principles for Veterinary Medicine*, Cambridge University Press, Cambridge.

Simons, R. C. 1996, *Boo!: Culture, Experience and the Startle Reflex*, Series in Affective Science, Oxford University Press, New York.

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For further information on in text citations, visit [Library Bridges - Harvard System](#)