Introduction

Referencing (or citing sources) is the important process of acknowledging another person's ideas used in constructing one's own essays or assignments, whether quoted directly or when you are using a specific idea. The main purpose of doing this is to allow the reader the opportunity to locate and check the source if required and to provide evidence of scholarly research. Every scholarly discipline has a preferred format or style of referencing their publications.

The Harvard system is made up of two components:

1. **Citation:** This occurs in the text of your essay or assignment and provides brief details of the author and date of publication.

2. **Bibliography:** This is a list at the end of an essay or assignment of all references used in the text. It provides details to help readers identify each source.

1. Citation – How to Reference a Work in the Text

Citing author, date and page numbers in the text
When referring to an author's work, the author's surname and the year of publication are placed in the text in parentheses. There is no punctuation between the surname and the year of publication. Eg:
Productivity was improved throughout the factory (Bond 1991).

To refer to a particular page of a work enter the reference as shown below. This is always done when 1) a direct quote has been used or 2) you are referring to a specific idea within a text.
'Private ownership allows wealth to be distributed unequally'. (Bond 1991, p. 253)

Citing a range of pages:
(Bond 1991, pp. 253-264)

Citing a work with more than one author
Citing a work that has two authors:
(Bond & Norrish 1992)

If there are three authors:
(Bond, Norrish & Burton 1994)

If there are more than three authors the citation is as follows:
(Bond et al. 1996)

Citing an author who has written more than one work in a year
If more than one work by an author written in the same year is to be cited, distinguish the works by placing 'a' 'b' 'c' after the publication date:
(Bond 1991a) or (Bond 1991c)
Include the letter with the publication date in the reference list.

Citing authors with the same surname
If authors have the same surname distinguish them by their initials:
(Bond, C.E. 1993)

Citing works with an editor but no author
 (ed. Black 1998)

Citing anonymous, group works and works without authors
Anonymous works are referred to by their title in parentheses:
 (*A history of Greece* 1994)

Article in a newspaper with no author
If the author of a newspaper article is not obvious, provide all the details in the in-text citation. For example
 (*The West Australian* 1 September 2003, p.8) or …in *The West Australian* (1 September 2003, p.8)

In this case there is no need for an entry in the reference list.

Personal Communication – conversation, email, interview, telephone call
This is usually documented in the text.

Format:

When interviewed on 8 August 1998, J Carr responded…

Details of a personal communication do not need to be included in a reference list

If there is no specific author of a publication but it has been written by an organisation, then the name of the organisation is used:
 (CSIRO 1996)

Reference List – How to Do a List of References

Any item that has a citation in the text of the paper should be included in the list of references at the end of the paper. The references are arranged alphabetically by their author or by title if there is no specific author. If the list includes sources not cited in the text it is called a bibliography. Any reference which exceeds more than one line in length has the subsequent lines indented.

The following are examples of commonly referenced items.

Books

Format:

Author(s). Year of publication, *Book Title*, Publisher, Place of publication.

Note:

- The author's name consists of the surname separated from the initials or given name with a comma. As a general rule initials are used. Be consistent.

- The title of the publication is either italicised or underlined, and the year of publication is written immediately after the author's name.

Single author

Holt, D.H. 1997, *Management Principles and Practices*, Prentice-Hall, Sydney.

Hodgson, A. 1998, *Accounting Theory*, John Wiley & Sons, Brisbane.

Multiple author

McCarthy, E.J., William D.P. & Pascale G.Q. 1997, *Basic Marketing*, Irwin, Sydney.

Edited work

Jones, M.D. (ed.) 1998, *Management in Australia*, Academic Press, London.

Edition other than first

Smith, J. & Bruce, S. 1997, *A Guide to Personnel Management*, 4th edn, McGraw Hill, Sydney.

Chapter or article in an edited book

Format:

Author(s) of chapter. Year of publication, 'Chapter title', in *Book Title*, ed(s). Editor(s) of book, Publisher, Place of publication, chapter page range.

Note:

- The chapter or article title is enclosed in quotation marks and that only the first word and any words that normally bear capitals are capitalised.

Milkman, R. 1998, 'The new American workplace: high road or low road?', in *Workplaces of the Future*, eds P. Thompson & C. Warhurst, Macmillan Press, London, pp. 22-34.

E-book

Format:

Author(s). Year of Publication, *Title* [online]. Edition. Place of publication: Publisher. Available from: <URL> [Date of access].

Holland, M. 2002., *Guide to citing Internet sources* [online]. Poole: Bournemouth University. Available from: <http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html> [4 November 2004]

Annual Reports

Coca Cola Amatil Ltd. 1998, *Annual Report* 1997-98, Coca-Cola Amatil, Sydney.

Government publication

Australian Bureau of Statistics. 1997, *Government Finance Statistics* 1995-96, Cat. No. 5512.0, ABS, Canberra.

Conference paper in published proceedings

Riley, D. 1992, 'Industrial relations in Australian education,' in *Contemporary Australasian Industrial Relations: Proceedings of the Sixth AIRAANZ Conference,* ed. D. Blackmur, AIRAANZ, Sydney, pp. 124-140.

Online Conference paper

Format:

Author(s). Year of publication, 'Paper title', *Conference Proceeding Title*, pages. Available from: Database name, [Date of access]

Fan, W., Gordon, M.D. & Pathak, R. 2000, 'Personalization of search engine services for effective retrieval and knowledge management', *Proceedings of the twenty first international conference on information systems*, pp.20-34. Available from: ACM Portal: ACM Digital Library, [24 June 2004].

Articles

Article in a journal

Format:

Author(s). Year of publication, 'Article title', *Journal Title*, volume, issue, range of article pages.

Conley, T.G. & Galenson, D.W. 1998, 'Nativity and wealth in mid-nineteenth century cities', *Journal of Economic History*, vol. 58, no. 2, pp. 468-493.

Article from an online database

Format:

Author(s). Year of Publication, 'Article title', *Journal Title*, [Online], volume, issue, article pages. Available from: Supplier/Database name. [Date of access].

Malhotra, Y. 2003, 'The knowledge application gap in information systems research and education and their quest for the dependent variable', *Information Resources Management Journal,* [Online], vol. 16, no. 2, pp. 1-7. Available from: Proquest/ABI-Inform. [17 February 2004].

Article in a newspaper with a known author

Ryan, D. 1998, 'Looking on the bright side', *The Age*, 18 January, p. 12.

Newspaper article in electronic database

Format:

Author(s). Year of Publication, 'Article title', *Newspaper Title*, Day Month, page number (if given). Available from: Database name, [Date accessed]

Pianin, E. 2001, 'As coal's fortunes climb, mountains tremble in W.Va.: energy policy is transforming lives', *The Washington Post*. Available from: Factiva. [8 March 2004]

Other formats

World wide web page

Format:

Author/editor. (Last update or copyright date), *Title,* [Online], Publisher. Available from: <URL> [Date of access].

Note:

- If no readily identifiable author can be found, use the page title.

- If a web document includes both a date of last update and a copyright date, use the date of last update.

- The publisher element is optional.

Grossman, M. (2001). *Technology and Diplomacy in the 21st Century*, [Online], U.S. Department of State. Available from: <http://www.state.gov/p/6580.htm> [21 May 2004].

ASX-Australian Stock Exchange. (2002). [Online]. Available from: <http://www.asx.com.au/asx/homepage/index.jsp> [21 May 2004].

Always give a last update date, if one is available, in preference to a copyright date as it tells your reader which version of the page you were looking at. Make it clear to your reader that you are using an update date. If no date is given, use the abbreviation n.d. (for no date)

Videos

Format:

Title of video. date of production, (format of the recording), place of production, name of production company.

Effective Performance Appraisals. 1994, (video recording), Melbourne, Educational Media Australia.

Patent

Format:

Name(s) of inventor(s) Date of issue, *title of patent,* number of patent including country of issue

Cookson, A.H. 1985, *Particle trap for compressed gas insulated transmission systems*, US Patent 4554399

Article from UWA Course Materials Online

For material digitised by the library.

Format:

Author(s). Year, 'Article title', *Journal title*, volume, issue, pages. Available from: University of Western Australia Course Materials Online. [Date of access]

Jennings, P. 1997, 'The performance and competitive advantage of small firms: a management perspective ', *International Small Business Journal*, vol.15, no.2, pp.63 - 75. Available from: University of Western Australia Library Course Materials Online. [1 September 2004]

Lecture notes

Format:

Author(s). Year of presentation, *Lecture Title,* lecture notes distributed in the unit at the name of the teaching organisation, the location and the date