



## Contents

<b>Acknowledging Sources</b> .....	1
<b>Variations in Referencing Styles within the Australian School of Business</b> .....	1
Using footnotes with in-text referencing	
<b>How to Create a Reference List using a Harvard Style of Referencing</b> .....	1
<b>Steps Involved in Referencing</b> .....	2
<b>How to Cite References within the Text of an Assignment</b> .....	2





## Steps Involved in Referencing

### **Works with no author**

When a work has no author (including legal materials) or the author is anonymous, cite in-text the first few words of the reference list or bibliography entry (usually the title) and the year. Use italics for the title as follows:

This was apparently not the case in seventeenth-century England (*On travelling to London* 1683).  
Or *On travelling to London* (1683) reveals that this was not true.

### **Multiple authors**

When a work by two or three authors is cited in parentheses, the textual reference should be as:  
(Larsen & Green 1989)      **Or** (Larsen, Green & Withers 1987)

When the authors' names are incorporated in the text, the ampersand (&) is replaced by 'and':  
Larsen and Green (1989) were unable.... Larsen, Green and Withers (1987) agreed....

### **For a work that has more than three authors**

In the first instance, cite all authors. In subse

Anorexia nervosa 1989b, *British Medical Journal*, vol. 1, pp.529-530

Dewhirst, C. 1986a, 'Cold water around the Antarctic', *World Geographic*, vol. 1, no. 5, pp. 8-9.

Dewhirst, C. 1986b, 'Hot air over the Himalayas', *World Geographic*, vol. 1, no. 4, pp. 4-5.

### Articles/chapters in book

Bibliographic details are arranged in the sequence:

- Author of chapter
- year of publication
- chapter title
- title of book
- editor(s) of book
- publisher
- place of publication
- article or chapter pages

For example:

Blaxter, M. 1976, 'Social class and health inequalities', in *Equalities and Inequalities in Health*, eds C. Carter & J. Peel, Academic Press, London, pp.120-135.

### Article or chapter in a book (no author)

'Solving the Y2K problem' 1997, in *Technology Today and Tomorrow*, ed. D. Bowd, Van Nostrand Reinhold, New York, p.67.

### Books prepared by an editor, translator, reviser or compiler

In some circumstances, an editor, translator, reviser or compiler may have primary responsibility for preparing a book using materials from one or more authors with permission. The title page will show the editor's name if the editor has primary responsibility for the publication, otherwise the author's name and not the editor's name will be shown on the title page.

Show the name of the editor, translator, reviser or compiler in the first position rather than the author(s) and show the family name followed by the initials. In brackets after the name and initials, show (ed.), (trans.), (rev.) or (comp.) after the name of the editor, translator, reviser or compiler.

Parer, M.S. (ed.) 1989, *Development, design and distance education*, Centre for Distance Learning, Churchill, Victoria.

### Journal Article

Bibliographic details are arranged in the sequence:

- x author of journal article
- x year of publication
- x article title
- x title of journal
- x volume of journal
- x issue number of journal
- x article pages

**Periodical with one author**

Allen, M. 1995, 'The role of instructional designers in Australia', *Distance Education*, vol. 16, no. 1, pp. 26-44.

**Periodical with two authors**

Allen, M. & Black, R. 1995, 'The role of instructional designers in Australia', *Distance Education*, Vol. 16, no. 1, pp. 26-44.

**Periodical with three or more authors**

Allen, M., Zuboff, T. & Black, R. 1995, 'The role of instructional designers in Australia', *Distance Education*, vol. 16, no.1, pp. 26-44.

**Newspapers and magazines**

If a newspaper article gives the name of the author, use the same pattern that is used for a journal or periodical, but show the day and month of the issue instead of the volume and issue number. Where 'The' occurs as the first word in the name of

the in-text citation:

Morris' study (cited in Smith 2003, p. 23) **Or** (in Smith 2003, p.23) explained why...  
and only show the primary source (Smith) in the bibliography, that is:

Smith, A.M. 2003, *Technology options*, CQU Press, Rockhampton.

### Significant citation from a secondary source

If you are using actual words quoted directly from the secondary source (Morris) in the primary source (Smith) or if you wish to make significant use of the ideas or information offered by the secondary source, cite the secondary source in the text:

As described in Smith (2003, p. 23), Morris (2002) presents this critical process in detail.

Show both primary and secondary references in the reference list using Smith's reference list to provide the reference for Morris:

Morris, M.R. 2002, 'Student performance and the use of computer mediated communication in distance education', *Journal of Computer Mediated Communication*, vol. 3, no. 2, p.3.

Smith, A.M. 2003, *Technology options*, CQU Press, Rockhampton.

### Unpublished material

Research may involve use of work from materials that are not sold or distributed to the public that is not published. Unpublished material may include:

- x Personal communications like letters or conversations
- x Personal documents such as a manuscript
- x records of meetings
- x papers distributed at a conference but not subsequently published
- x a thesis.

The reference information presented should be selected to guide the reader to the original document should he or she desire to read it. The elements and pattern of the reference information may be different for each source, but it is important to try to present the information in a consistent style where this is possible.

### Unpublished material: Personal communications

Personal communication such as conversations, letters, telephone calls, faxes is not included in the references or bibliography. All the referencing information required to find the material should be given in the text with the citation. *It is very important to get permission from your source to use the material.*

During a telephone conversation on 3 August 2002, Mr S. Towers stated...

In an email message on 21 April 1996, Dr A. Bork suggested...

If later reference is made to the personal communication it can be cited in the text as:

(Mr S. Towers 2002, pers. comm. 3 August)	Or	Towers (2002, pers. comm. 3 August)
(Dr A. Bork 1996, pers. Comm, 21 April)	Or	Bork (1996, pers. Comm, 21 April)

### Unpublished material: Personal manuscripts

Personal manuscripts used in a work should be shown in the list of references. The year(s) during which the manuscript was produced should be shown instead of the year of publication. The title of the manuscript is shown in Roman type with minimal capitalization and without quotation marks. The location of the manuscript is usually shown by the name of the person or organisation in possession and their city. The following basic elements are required:

Wilkins, G. 1915, The early settlement of Yeppoon, in possession of the Livingstone Shire Council



Library, Yeppoon.

Wilkins, G. 1915, The early settlement of Yeppoon, in possession of K.A. Wilkins, Yeppoon.

Wilkins, K. 1973-75, The early settlement of Yeppoon, in possession of the author, Yeppoon.

### **Unpublished material: Unpublished thesis**

A thesis used in a work should be shown in the list of references. The year in which the thesis was completed should be shown instead of the year of publication. The title of the thesis is shown in Roman type with minimal capitalisation and without quotation marks. The level of the thesis, for example, 'PhD thesis', 'MA thesis' should also be shown.

The following example shows the basic elements are required:

Wood, K. 1965, The settlement of Yepp 1852-1872, PhD thesis, Central Queensland University.

### **Unpublished conference, meeting, seminar papers or unpublished reports**

An unpublished conference, meeting or seminar paper used in a work **should be shown in the list of references**. The year in which the paper was presented should be shown instead of the year of publication. The title of the paper is shown in Roman type with minimal capitalisation and without quotation marks. The details of the conference, seminar or meeting should include the organisation under whose auspices the conference, seminar or meeting took place, its location and date(s).

The following basic elements are required:

Smith, A. J. & Veness, D. 1995, Print lives! The role of print-based materials in an age of technology, paper presented at the 12<sup>th</sup> biennial forum of the Open and Distance Learning Association of Australia, Vanuatu, 19-23 September.

Wood, K. 1965, The settlement of Yeppoon 1852-1872, paper presented to the Rockhampton Historical Society, Rockhampton, Queensland, 23 September.

UNILEARN, 1995, Business plan 1996-1999, confidential report to UNILEARN Management Committee, Brisbane, 13th December 1995.

Bork, A. 2000, Open channel flow, lecture notes distributed in the unit Applied Hydraulics at Central Queensland University, Rockhampton on 21 April, 2000.

### Materials produced for students of education institutions

Teaching organisations may produce books like Study Guides for distance education or resource-based teaching programs. Usually, these study materials are not 'published' because they are not sold or distributed to the public. Copyright licences restrict use of these materials to enrolled students. These books of study materials often contain copies of published material copied under licence.

Reference details, required for information obtained from copies of such published materials (e.g. a book, periodical, etc.), should be presented in the normal form for a book or periodical. In addition, these study materials usually contain the original work prepared by the teaching organisation for the Unit or Subject offered. If you wish to cite such material, the reference material should be presented in a format similar to that shown for unpublished lecturer's notes.

Show the author's name, year presented, the name and number of the unit being presented (maximal capitalisation), a description of the item (e.g. study guide, book of readings, audiotape, computer disk) the name of teaching organisation, location and study period. ***No italics or quotation marks are shown.***

Bork, A. 2000, Applied Hydraulics 65150, a study guide distributed by Central Queensland University, Rockhampton for Winter Term, 2000.

Bork, A. 2000, Applied Hydraulics 65150, audiotape no.3 distributed by Central Queensland University, Rockhampton for Winter Term, 2000.

### Publication sponsored by an organisation

You may need to make some judgment about whether a book sponsored by an organisation was primarily the work of, and expresses the views of individual authors; whether it has been written primarily by the organisation; or whether the publishing organisation has not written the publication but owns and publishes it. If the individual authors are directly identified on the cover, title page or copyright page of the book they should be shown in the reference as authors. If they are not identified directly, follow the examples set out below.

For many government publications, the author may be shown as a department or a committee. If the author is also the publisher, show the author as the usual first element in the reference and show the word 'author' where the publisher's name normally occurs (see examples under Publication written by an organisation: The organisation is the publisher). For many government publications where individuals are shown in the reference as the authors, an extra element - supplementary information - may be included in the reference after the title of the publication to show:

- x the status of the publication (e.g. draft report),
- x the chair of the committee writing the publication,
- x the special initiative, government program or department funding the publication

*When there is some doubt about how much information to show, show more rather than less information.*

Also show the publisher that the government or department Note 5.9(n) included element - supplementary information



State of the Environment Advisory Council 1996, *Australia: State of the environment*, Executive Summary for the Commonwealth Minister for the Environment, CSIRO Publishing, Melbourne.

Xerox Corporation 1988, *Xerox publishing standards*, Watson-Guptill Publications, New York.

**Publication written by an organisation: The organisation is the publisher.**

If the author is both an organisation and the publisher, the reference begins with the author/publisher's name. It then follows the normal pattern for a book, but the word 'Author' is placed before the place of publication instead of the publisher's name.

Macquarie Library 1987, *The Macquarie dictionary*, revised edn, Author, Sydney.

University of Chicago Press 1982, *The Chicago manual of style*, 13th edn revised, Author, Chicago.

**Publication written by an organisation: Brochures and pamphlets**

Many organisations and government departments distribute information to the public. This material is 'published' if members of the public can request and obtain the material from the organisation that produces it. Such publications rarely show the names of authors or date of publication. In such cases, show the organisation as the author, the approximate date if the actual date is not shown, the title, the organisation as the publisher and the location of the publisher.

Capricornia Electricity 1995a, *Water heating*, Author, Rockhampton.

Capricornia Electricity 1995b, *Heating and saving*, Author, Rockhampton.

**Publication in which authors cannot be identified**

It is not possible to acknowledge authors of publications compiled from the work of many people over many years or identify authors of publications produced from contributions by many authors from a number of organisations. In such circumstances, an organisation (or publisher) cannot claim to be the author though it may be responsible for and own the publication. Note that this situation does not apply where many authors work on one publication for one organisation. This organisation is the author. Such publications are shown with no author. The title is shown first in the reference.

*Lithographer's manual* 1983, 7th edn, The Graphic Arts Technical Foundation, Pittsburgh.

*The Times atlas of the world* 1986, 7th edn, Times Books, London.

*Webster's new collegiate dictionary* 1981, 8th edn, Merriam-Webster, Springfield Ma.

**Encyclopaedia article**

In an encyclopaedia where the authors' names are given for major articles, the reference may be set out like a reference for an article in a periodical. Authors of major articles are often identified in the encyclopaedia by initials or a shortened form of their name at the end of their article. For example in the article 'Metabolism' in the following examples, the authors were identified by the short forms Ha.Ko. and S.Ge. The encyclopaedia has an index, 'Initials of Contributors' that gives details of each author. The names of authors of minor articles are not usually given. The reference is set out much like a newspaper article where the author is not identified.

**Encyclopaedia article: Author identified**

Korn, H. & Genuth, S. 1991, 'Metabolism', *Encyclopaedia Britannica*, 15th edn, vol. 23, pp. 975-7.

**Encyclopaedia article: Author not identified**

'Linoleum' 1991, *Encyclopaedia Britannica*, 15th edn, vol.7, p. 381.

**Government and Parliamentary Publications**

**Act of Parliament**

Copyright Act 1968 (Cwth), ss.1-3

**Australian Bureau of Statistics Bulletin**  
Australian Bureau of Statistics, 1985,





Year, Name of database service, Name of database, item number (if given).

For example:

Sale, P. & Carey, D.M. 1995, 'The sociometric status of students with disabilities in a full inclusion school', *Exceptional Children*, vol. 62, no. 1, pp. 6-22, viewed 2 May 2002, [Information Access/Expanded Academic ASAP/A17435391].

Goodyear-Smith, F. 2001, 'Health and safety issues pertaining to genetically modified foods', *Australian and New Zealand Journal of Public Health*, vol. 25, no. 4, pp. 371-375, viewed 3 September 2003, [Bell & Howell/ProQuest].

**Full text newspaper article from Factiva (no author, no page number)**

'Backbytes - spicing up the internet', 1998, *Daily Mirror*, 24 Jan., 1,130 words, viewed 10 February 2000, [Factiva].

---

Information for the Harvard Referencing Guide has been adapted from the following:

Li, X. & Crane, N. B. 1996, *Electronic Styles: A Handbook for Citing Electronic Information*, 2nd edn, Information Today, Medford, New Jersey.

Nouwens, F., Bennett, S & Meyer, J. 1997 'Referencing: A Basic Guide for Students', prepared by the Division of Distance and Continuing Education at the University of Queensland, viewed 20 May 1999, <<http://www.ddce.cqu.edu.au/refandcitation/home/html>>.

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

*Style Manual for Authors, Editors and Printers* 2002, 6th edn, John Wiley and Sons, Australia.

University Southern Queensland, 2009, *Referencing guides*, viewed 20 May 2009.  
<[http://www.usq.edu.au/library/help/referencing/harvard.htm#Web\\_documents\\_and\\_sites](http://www.usq.edu.au/library/help/referencing/harvard.htm#Web_documents_and_sites)>

Nov 2014. Updated by Louise Fitzgerald, Education Development Unit.  
Contact: Email: [edu@unsw.edu.au](mailto:edu@unsw.edu.au), Phone: 9385 5584