# Business School

## Harvard Referencing Guide

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Acknowledging Sources

Referencing is a standardized method of acknowledging sources for information and ideas that you have used in your writing in a way that uniquely identifies their sources. Direct quotations, paraphrases, facts and figures, ideas and theories both from published and unpublished sources must be referenced. Sources for your written (text) and graphic material may include books, journal or magazine articles, newspapers, company, government or institutional reports, websites or personal communication.

Variations in Referencing Styles within the Australian School of Business

There are many styles of referencing, but they can be divided into two main types. The first is the footnote or endnote referencing style and the second is in-text referencing. This Harvard Referencing Guide shows a variation of the Harvard style which is an example of an in-text referencing style. In this system within the text, the author’s name is given first followed by the publication date and usually the page number/s for the source. The list of references or bibliography at the end of the document contains the full details listed in alphabetical order for all the in-text citations.

The Schools within the Business School may have differing referencing requirements, for example, the School of Business Law and Taxation requires the legal footnote method of referencing. If you take courses in this School you will be given information about how to write references using this method. All other Schools prefer the in-text referencing style. There are a number of different styles of in-text referencing. The most common ones are the Harvard style and the APA style. These two styles are very similar, but there are some differences in punctuation.

Many lecturers in the Business School will accept any major style of referencing as long as it is used consistently and correctly. However, some lecturers provide very precise instructions on the style of referencing they expect you to follow in their course outlines.

If in doubt, use the Harvard referencing style and be consistent in application of the variation you use.

Using footnotes with in-text referencing

Additional information, for example, a list of statistics, can be put into a numbered footnote at the bottom of a page and acknowledged by a superior figure placed above the line of type within the text.

How to Create a Reference List using a Harvard Style of Referencing

A list of references contains details only of those works cited in the text. If relevant sources not cited in the text are included, the list is normally called a bibliography. The References or Bibliography is arranged alphabetically, by author. Where an item has no author, it is cited by its title and ordered in the reference list or bibliography in sequence by the first significant word of the title.

The Harvard style in this Guide requires that the second line of the reference be indented to highlight the alphabetical order, for example:

Steps Involved inReferencing
Take down full bibliographical details and include the page number(s) from which the information is taken. In the case of a book, "bibliographical details" refers to:

- author/editor
- year of publication
- title
- edition
- volume number
- publisher and place of publication.

Note: not all of these details will necessarily be applicable.

In the case of a journal article it refers to:

- author of article
- year of publication
- title of article
- journal/serial title
- volume number
- issue number
- page numbers on which the article appears.

In the case of electronic information it refers to:

- Author (person or organization), editor or compiler.
- Year of the most recent version. If date of origin is not given, write 'n.d' (no date).
- Title (should be on the first page of the document)
- Version number (if applicable)
- Description of document (if applicable)
- Name and place of the sponsor of the source
- Viewed Day Month Year
- <URL either full location details or just the main site details>.

Note: not all of these details will necessarily be applicable.

How to Cite References within the Text of an Assignment
When citing references within the text of an assignment use only the name of the author, followed by the year of publication:

Larsen (1991) was the first to propound the theory

Or The theory was first propounded in 1990 by Larsen (1991).

When directly quoting from another source, ensure that quotation marks are used and the relevant page number(s) are given:

Larsen (1991, p. 245) noted that ‘many of the facts in this case are incorrect’.

Or ‘Many of the facts in this case are incorrect' (Larsen 1991, pp. 245-6).

Authors with the same surname and same publication year
Including the initials of the authors in the in-text citation indicates different people:

Based upon research conducted in 2003, the theory was developed in early 2004 (Broad, K.L 2005) and was later modified to…(Broad, M.P 2005).
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 subsequent citations, use the surname of the first listed author, followed by the expression 'et al.' (and others). For example, a work by Larsen, Green, Withers and Gonzales becomes:  
Larsen et al. (1990) have found....  Or ....is the best example (Larsen et al. 1990).

However if the first listed author has also combined with other authors and there is a textual reference to such work, then names of all authors must be given each time they are cited for example: by Larsen, Green, Broome and Southers (1991).

Writing References or a Bibliography

Book
- Author/editor
- year of publication
- title
- edition
- volume number
- publisher and place of publication.  
Note: not all of these details will necessarily be applicable

Book with a single author

Book with two authors

Book with three or more authors

Book with no author (note edition)

More than one item by the same author/organisation published in the same year (note the use of a…b…)

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:


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


**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.


**Journal Article**

Bibliographic details are arranged in the sequence:

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


**Journal Article (no author)**


**Periodicals** Where there are two or more authors, all authors must be listed. Authors must be listed in the order in which their names appear at the beginning of the article.
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

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 newspaper, it is omitted. The name of the newspaper is shown in italic with maximal capitalisation. If the name of the author is not identified, start with the article title and year of publication, the newspaper's name, the date of issue and page reference.

Newspapers and magazines: author identified
Reid, I. 1996, 'Face the dilemma of learn versus earn', *Australian*, 21 August, p. 32.

Newspapers and magazines: author not identified

Published conference or seminar proceedings
Papers presented at conferences and seminars are often compiled and published as proceedings. The reference information required and the sequence of elements are the same as those for a chapter in a book. The title of the published proceedings should be in italics followed by supplementary information in Roman type. This supplementary information should include details of the conference, including the location, date and year of the conference. The learned society, association, organisation or professional body responsible for publishing the proceedings should be shown as the publisher. If the papers presented at a conference are not collected and published as proceedings, they should be described using the rules for unpublished material.


Citation within a citation (secondary source)
You have a publication (the primary source) in which the author cites material from another publication (the secondary source). In your writing you wish to use ideas, words or information from the secondary source. How such a secondary source is cited and referenced depends on how you use the ideas, words or information it presents.

Minor citation from a secondary source If the secondary source (Morris in the example given) is claimed only as an authority to support your argument, mention the secondary publication as part 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:


**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:


**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:

- personal communications like letters or conversations
- personal documents such as a manuscript
- records of meetings
- papers distributed at a conference but not subsequently published
- 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)

**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.


**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:


**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:


**Unpublished material: Lecture, interview**

This may be presented in the same manner as personal communications. Include notes made by the teacher on blackboards or an overhead projector or PowerPoint slides, if the teacher does not distribute copies on paper. Show all the reference information in your text. It need not be included in the reference list or bibliography at the end of your work. Show the nature of the presentation (lecture, tutorial, workshop etc.), the date, the name of the teaching organisation, the location and the presenter's name. Note that no italics and no quotation marks are shown.

In a lecture, English 20101: Introduction to Linguistics, presented on 21 April 2003 at Central Queensland University, Rockhampton, Dr A. Bork suggested...

C. Davis, principal at St Peter's College, said in an interview on 2 September 2002, that...

**Unpublished lecture notes**

Teachers' handouts that are available to the class but not to the general public are unpublished. They may be referenced in the same way as unpublished seminar papers presented at a conference, seminar or meeting. Show the author's name, year presented, the topic of the presentation, the unit being presented (maximal capitalisation) the name of teaching organisation, location and date. Note that no italics or quotation marks are shown.
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.*


**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:

- the status of the publication (e.g. draft report),
- the chair of the committee writing the publication,
- 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.* Note that the government publisher responsible for publishing (that is, making the publication available to the public) is shown as the publisher, while the government department that sponsors the publication should be identified in the supplementary information element described above. Careful study of the following examples shows how these situations are referenced.

**Publication sponsored by an organisation: Individual authors directly identified**
Use the rules for setting out a reference for a book when a publication clearly identifies the author(s) on the cover, title page or copyright page. To provide reference information for material in a chapter of an organisational publication when that chapter clearly identifies the author(s) near the chapter title, use the rules for setting out a reference for a chapter in a book.


Shapiro, B. 1993, 'Mass higher education: Problems and challenges', in conference proceedings *The transition from elite to mass higher education*, Department of Employment Education and Training, AGPS, Canberra.

**Publication written by an organisation: Individual authors indirectly identified**

Where the authors are not identified directly on the cover, title page or copyright page, and the publication was written for the organisation by an identifiable group, then the name of the group, department, organisation, commission, council or committee responsible for writing the publication should be shown as the first element in the reference, that is, as the author.

The remaining elements of the reference are laid out following the rules for a book but the following additional elements may be added to clearly identify the publication. Supplementary information may be shown after the title showing the official status of the publication and any other necessary information.

Where the authors are not identified directly on the cover, title page or copyright page, but major contributors are identified in a preface such as a letter from the chair of an inquiry, committee or commission responsible for preparing the report, the name of the chairperson and other major contributors may be identified in brackets before the publisher.


**Publication written by an organisation: Individual authors not identified**

If the individual authors are not identified but the publication was written within an identifiable group or organisation, the group or organisation responsible for writing the material should be shown as the author. The reference may include a supplementary information element after the title showing catalogue numbers, the series title if the publication is part of a series of publications, the official status of the publication, the department funding, the publication and other information required to describe the publication.


**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.


**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.


**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.


*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**

**Encyclopaedia article: Author not identified**

**Government and Parliamentary Publications**
**Act of Parliament**
Copyright Act 1968 (Cwth), ss.1-3
Australian Bureau of Statistics Bulletin

Government Report

Audio/Visual examples
The following details should be provided in a reference list - *title*, date of recording, format, publisher, place of recording. Any special credits and other information that might be useful can be noted after the citation.

<table>
<thead>
<tr>
<th>Type</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion picture</td>
<td><em>Sunday too far away</em> 1975, motion picture, South Australian Film Corporation, Adelaide. Distributed by Rainbow Products Ltd, Sydney, and starring Jack Thompson, Reg Lye and Max Cullen.</td>
</tr>
<tr>
<td>Television program</td>
<td><em>What are we going to do with the money?</em> 1997, television program, ABC Television, Sydney, 8 August.</td>
</tr>
</tbody>
</table>

Web documents and sites
As provided above for electronic sources, the bibliographic details for web documents are:

- Author (person or organization), editor or compiler.
- Year of the most recent version. If date of origin is not given, write 'n.d' (no date).
- *Title* (should be on the first page of the document)
- Version number (if applicable)
- Description of document (if applicable)
- Name and place of the sponsor of the source
- Viewed Day Month Year
- <URL either full location details or just the main site details>.

Examples


Web document (no author)

Title Year, version number (if applicable), description of document (if applicable), name and place of the sponsor of the source, viewed Day Month Year, <URL either full location details or just the main site details>.

Example:


Website

Author (the person or organisation responsible for the site) Year (that the site was created or last revised), name and place of the sponsor of the source, viewed Day Month Year, <URL>.

for example:


To cite a Website within the text of an assignment name the Website, for example: the American Psychological Association’s website (2004).

On-line journal or periodicals

- author of journal article
- year of publication
- article title
- title of journal
- volume of journal
- issue number of journal
- page numbers (for pdf articles) or indication of length
- viewed date
- supplier/database name/identifier or number if available/item or accession number


Newspaper article on the WWW

Author Year, 'Article title', Newspaper Title, Day Month, page number (if given), viewed Day Month Year, <URL>.

Example:

Online images
Author (the person or organisation responsible, if available) Year, *Title of image (or a description)*, description of document (if applicable), name and place of the sponsor of the source, viewed Day Month Year, <URL either full location details or just the main site details>.
If there is no named author, put the image title first followed by the date.
*Title of image (or a description)* Year, description of document (if applicable), name and place of the sponsor of the source, viewed Day Month Year, <URL either full location details or just the main site details>.
Examples:


Conference proceedings

Email
An email may be treated like an unpublished personal communication. Note: it is very important to get the permission of the person being referred to before using any of the information in a document. Such material is not shown in a reference list or bibliography. The full details are shown in the text itself. For example: In an email message on 13 December 1999, Dr Corliss suggested...

OR an email may be listed in the reference list as a source for example:


Discussion List
Berkowitz, P. 2001, April 3, 'Sussy's gravestone', *Mark Twain Forum*, viewed 3 April 2001, Email: TWAIN-L@yorkvm1.bitnet.

Email list server

ERIC Document (microfiche)

Journal Article from Electronic Database
Author Year, 'Article title', *Journal Title*, volume, issue, paging (if given), viewed Day Month
Year, Name of database service, Name of database, item number (if given).
For example:


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

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


*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.


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