References / Bibliography

Harvard Style

Style manual for authors, editors and printers

The "Harvard style" is a generic author-date style for citing and referencing information in assignments and publications.

What is referencing?

Referencing is a standardised way of acknowledging the sources of information and ideas that you have used in your document.

Why reference?

Referencing is important to avoid plagiarism, to verify quotations and to enable readers to follow up what you have written and locate the cited author's work.

Steps in referencing

• Keep a record of the full bibliographic details and relevant page numbers of all the sources

from which information is taken.

• Insert brief citations at the appropriate places in the text of your document.

• Compile a reference list at the end of the document that includes full details of all references

cited.

In-text citations

• In an author-date style, in-text citations usually require the name of the author(s) and the

year of publication.

• A page number is included if you have a direct quote, paraphrase a passage or you want to direct the reader to a specific page. Page numbers may also be included if the you are referring to a long work and the page numbers might be useful to the reader.

How to create a reference list/bibliography

• A reference list contains only the books, articles, and web pages etc that are cited in the text of the document. A bibliography includes all sources consulted for background or further reading. • A reference list is arranged alphabetically by author. If an item has no author, it is cited by title, and included in the alphabetical list using the first significant word of the title.

• If you have more than one item with the same author, list the items chronologically, starting

with the earliest publication.

• Each reference appears on a new line.

• There is no indentation of the references.

• There is no numbering of the references.

Types of Citations: Footnotes, Source Lines, and Bibliographies

Citations can appear in three main forms: footnotes (or endnotes), source lines, and bibliographies. Each form contains similar information arranged in a different way. The following sections provide details about each form.

Footnotes and Endnotes

Footnotes and endnotes have the same function — to cite the exact page of a source you refer to in your paper. The only difference between footnotes and endnotes is placement: footnotes appear at the bottom of the page, whereas endnotes appear at the end of the document.

The main characteristics of footnotes and endnotes are as follows:

• They are preceded by a number.

• The author's name is in natural order.

• The elements of the citation are separated by commas.

The following examples show a quotation and its corresponding footnote or endnote:

Quotation cited in text

Sahlman says,"Taking advantage of arbitrage opportunities is a viable and potentially profitable way to enter a business." 32

Corresponding footnote or endnote

32 William A. Sahlman,"How to Write a Great Business Plan," Harvard Business Review 75 (July - August 1997): 103.

Source Lines

Source lines typically appear under figures, tables, charts, and other graphics. Source lines should acknowledge the source of the graphic, or the data that was used to create it. A source line begins with the word Source and continues with the same information that would appear in a footnote or endnote.

The following are some examples of source lines:

Source: Jon F. Thompson, Cycle World, vol. 35, no. 6 (June 1996), p. 23.

Source: "Worldwide Semiconductor Shipments," Semiconductor Industry Association Web site,

    http://www.sia-online.org/downloads/ww_shipments.pdf, accessed June 2004.

Source: Compiled from Bloomberg LP,Thomson Datastream, LexisNexis, and SEC filings data, May 2001.

Source: Casewriter's diagram based on Rhythms NetConnections, Inc. price data for April 7, 1999

    through April 30, 2001, obtained from Thomson Datastream, accessed June 2003.

Types of Citations: Footnotes, Source Lines, and Bibliographies

Books in foreign languages: Books with titles in Latin letters will be cited in the original language without translation. Books in languages with non-Latin alphabet: The authors must provide translation of the titles, and the language of origin will be cited in parentheses following the title, e.g.: (Bulgarian), (Russian), (Yiddish).

Book

Elements of the citation

Author(s) of book - family name and initials Year of publication, *Title of book - italicised*, Edition, Publisher, Place of publication.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Single author	Sophisticated searching techniques are important in finding information (Berkman 1994) OR Berkman (1994, p. 25) claimed that … OR Berkman (1994, pp. 30-35) agrees that …	Berkman, RI 1994, *Find It fast: how to uncover expert information on any subject,* HarperPerennial, New York.	Book
2 authors	… from an engineering perspective (Cengel & Boles 1994) OR Cengel and Boles (1994) found …	Cengel, YA & Boles, MA 1994, *Thermodynamics: an engineering approach,* 2nd edn, McGraw Hill, London.	Book
3 authors	… as previously demonstrated (Reid, Parsons & Green 1989)	Reid, DH, Parsons, MB & Green, CW 1989, *Staff management in human services: behavioral research and application*, Charles C. Thomas, Springfield.	Book
4 or more authors	… neck pain caused by whiplash (Jull et al. 2008). OR Jull et al. (2008) have argued …	Jull, G, Sterling, M, Fallah, D, Treleaven, J & O'Leary, S 2008, *Whiplash headache and neck pain: research-based directions for physical therapies*, Churchill Livingstone, Edinburgh.	Book
No author	… already mentioned (*Be, know, do: leadership the Army way* 2004). OR In *Be, know, do: leadership the Army way* (2004) there is an interesting example …	*Be, know, do: leadership the Army way* 2004, Jossey-Bass, San Francisco. **Insert alphabetically into the Reference List.**	Book

Multiple works by the same author	… geology of Queensland's national parks (Willmott 2004, 2006).	Willmott, WF 2004, *Rocks and landscapes of the national parks of southern Queensland,* Geological Society of Australia, Queensland Division, Brisbane. Willmott, WF 2006, *Rocks and landscapes of the national parks of central Queensland,* Geological Society of Australia, Queensland Division, Brisbane. **Order chronologically from in the reference list.**	Book
Multiple works by the same author, published in the same year	… geographically speaking (Dawkins 1996a, 1996b)	Dawkins, R 1996a, *Climbing Mount Improbable*, Viking, London. Dawkins, R 1996b, *River out of Eden*, Phoenix, London. **Order alphabetically by title in the reference list.**	Book
Two or more works by different authors	… rock formations (Dawkins 1996; Willmott 2004)	Dawkins, R 1996, *Climbing Mount Improbable*, Viking, London. Willmott, WF 2004, *Rocks and landscapes of the national parks of southern Queensland,* Geological Society of Australia, Queensland Division, Brisbane.	Book
Book by an organisation or institution	… in the case of an institution (Australian Government Publishing Service 1987)	Australian Government Publishing Service 1987, *Commonwealth printing and publishing manual*, 2nd edn, A.G.P.S., Canberra.	Book
Different Editions	… the meaning of educational research (Pring 2004)	Pring, R 2004, *Philosophy of educational research,* 2nd edn, Continuum, London. **The edition statement is placed after the title of the work. This is not necessary for a first edition.**	Book
Edited book	… some findings (Sjostrand 1993) OR … optics defined (Pike & Sarkar 1986)	Sjostrand, S (ed.) 1993, *Institutional change: theory and empirical findings*, M.E. Sharpe, Armonk, N.Y. Pike, ER & Sarkar, S (eds) 1986, *Frontiers in quantum optics,* Adam Hilger, Bristol.	Edited book
Book Series	In defining permutation groups Bhattacharjee (1998) …	Bhattacharjee, M 1998, *Notes of infinite permutation groups*, Lecture notes in mathematics no.1698, Springer, New York.	Book

Chapter in a book

Elements of the citation

Author(s) of chapter - family name and initials Year of publication, 'Title of chapter - in single quotation marks', in Editor(s) of book (eds), *Title of book - italicised*, Edition, Publisher, Place of publication, Page numbers.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Chapter in an edited book	Bernstein (1995) explained intelligent traffic flows.	Bernstein, D 1995, 'Transportation planning', in WF Chen (ed.), *The civil engineering handbook*, CRC Press, Boca Raton, pp. 231-61.	Book section

Conference paper

Elements of the citation

Author(s) of paper - family name and initials Year of publication, 'Title of paper - in single quotation marks', *Title of published proceedings which may include place held and date(s) - italicised*, Publisher, Place of Publication, Page number(s), (viewed date-in-full, URL - if accessed electronically).

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Published conference paper	Bourassa (1999) emphasised …	Bourassa, S 1999, 'Effects of child care on young children', *Proceedings of the third annual meeting of the International Society for Child Psychology,* International Society for Child Psychology, Atlanta, Georgia, pp. 44-6.	Conference proceeding
Unpublished conference paper	… estimating partner change (Bowden and Fairley 1996)	Bowden, FJ & Fairley, CK 1996, 'Endemic STDs in the Northern Territory: estimations of effective rates of partner change', paper presented to the scientific meeting of the Royal Australian College of Physicians, Darwin, 24-25 June.	Conference paper

Journal Article

Elements of the citation

Author(s) of journal article - family name and initials Year of publication, 'Title of journal article - in single quotation marks', *Title of journal - italicised*, Volume, Issue or number, Page number(s), (viewed date-in-full, URL - if accessed electronically).

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Journal articles	Huffman (1996) expanded on the theory … OR … uses for whey protein (Huffman 1996).	Huffman, LM 1996, 'Processing whey protein for use as a food ingredient', *Food Technology,* vol. 50, no. 2, pp. 49-52.	Journal article
Electronic journal article with page numbers	… changes in resource management (Daniel 2009)	Daniel, TT 2009, 'Learning from simpler times', *Risk Management*, vol. 56, no. 1, pp. 40-44, viewed 30 January 2009, <http://proquest.umi.com/>. **For an article retrieved from a database, it is sufficient to give the URL of the database site.**	Electronic article in EndNote Journal article with Electronic type chosen in Refworks.
Electronic journal article without page numbers	… the discipline of art history (Donahue-Wallace & Chanda 2005)	Donahue-Wallace, K & Chanda, J 2005, 'A case study in integrating the best practices of face-to-face art history and online teaching', *Interactive Multimedia Electronic Journal of Computer-Enhanced Learning*, vol. 7, no. 1, viewed 30 January 2009, <http://imej.wfu.edu/articles/2005/1/01/index.asp>.	Electronic article in EndNote Journal article with Electronic type chosen in Refworks.

Thesis

Elements of the citation

Author of thesis - family name and initials Year of preparation of thesis, 'Title of thesis - in single quotation marks', Award, Institution issuing degree, Location of institution.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Thesis	Exelby (1997) described the process … OR … processing gold (Exelby 1997)	Exelby, HRA 1997, 'Aspects of gold and mineral liberation', PhD thesis, University of Queensland, Brisbane. **The title is not italicised and is placed in quotation marks.**	Thesis

Report

Elements of the citation

Author(s) of report - (person or organisation) Year of Publication, *Title of report - italicised*, Report number (if available), Publisher/ Institution, Place of publication, (viewed date-in-full, URL - if accessed electronically).

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Print report	… in Queensland waterways (Mortimer & Cox 1999)	Mortimer, M & Cox, M 1999, *Contaminants in mud crabs and sediments from the Maroochy River*, Environment technical report no. 25, Queensland Department of the Environment, Brisbane.	Report
Electronic report	… young children's schooling (Rathbun, West & Hausken 2003)	Rathbun, AH, West, J & Hausken, EG 2003, *Young children's access to computers in the home and at school in 1999 and 2000*, NCES-2003-036, National Center for Education Statistics, Washington, DC, viewed 4 November 2003, <http://nces.ed.gov/pubs2003/2003036.pdf>.	

Newspaper and magazine article

Elements of the citation

Author(s) of article - family name and initials Year of publication, 'Title of article - in single quotation marks', *Title of newspaper - italicised*, Day month, Page number(s).

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Newspaper article (print)	... as seen in the move to privatise the railway (Simpson 1997)	Simpson, L 1997, 'Tasmania's railway goes private', *Australian Financial Review*, 13 October, p. 10.	Newspaper article
Newspaper article (web)	… government has been blamed for the water shortage (Porteous 2007).	Porteous, C 2007, 'Rudd blamed for drought', *Courier Mail*, 15 August, p. 17, viewed 27 February 2009, <http://global.factiva.com/>. **For an article retrieved from a database, it is sufficient to give the URL of the database site.**	

Web page

Elements of the citation

Author(s) of page - (person or organisation) Year (page created or revised), *Title of page - italicised*, description of document (if applicable), name of the sponsor of the page (if applicable), viewed date-in-full, URL.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Web page with author	… this agreement (Albanese 2009)	Albanese, A 2009, *Fairer compensation for air travellers*, media release, 29 January, Minister for Infrastructure, Transport, Regional Development and Local Government, viewed 30 January 2009, <http://www.minister.infrastructure.gov.au/aa/releases/2009/January/AA007_2009.htm>.	Web page

Web page with corporate or organisational author	… in this subject guide (University of Queensland Library 2009)	University of Queensland Library 2009, *Mechanical engineering subject guide*, University of Queensland Library, viewed 6 February 2009, <http://www.library.uq.edu.au/findits/findit.php?title= Mechanical+Engineering>.	Web page
Web page with no date of publication	… it has been argued that emotional intelligence is a combination of competencies (Bliss n.d.)	Bliss, SE n.d., *The effect of emotional intelligence on a modern organizational leader's ability to make effective decisions*, viewed 10 February 2008, <http://eqi.org/mgtpaper.htm>.	Web page

Patent
Elements of the citation

Author(s) of patent - family name and initials Year of issue, *Title of patent- italicised*, Number of patent including country of issue.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Patent	… gas insulated transmission systems (Cookson 1985)	Cookson, AH 1985, *Particle trap for compressed gas insulated transmission systems*, US Patent 4554399.	Patent

Standard
Elements of the citation

Corporate body issuing standard Year of publication, *Title of standard- italicised,* Number of standard including identifier of issuing country or body, Publisher of standard, Place of publication.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Standard	… steels are classified (International Organization for Standardization 1982)	International Organization for Standardization 1982, *Steels - classification - part 1: classification of steels into unalloyed and alloy steels based on chemical composition,* ISO 4948-1:1982, International Organization for Standardization, Geneva.	Standard

Map

Elements of the citation

Issuing body Year of publication, *Title of map - italicised,* Series (if available), Publisher, Place of publication.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Map	… reading this map (Department of Mines and Energy, Queensland 1996)	Department of Mines and Energy, Queensland 1996, *Dotswood,* Australia 1:100 000 geological series, sheet 8158, Department of Mines and Energy, Queensland, Brisbane.	Map

Personal communication

Elements of the citation

Information obtained by interview, telephone call, letter or email should be documented in the text, but should **NOT** be included in the list of References.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
Personal communication	When interviewed on 15 June 1995, Dr Peter Jones explained that … OR This was later verbally confirmed (P Jones 1995, pers. comm., 15 June).	**Do not include in the Reference List**	Personal communication