

GUIDELINES FOR REFERENCING

Why use referencing?

Referencing is used to acknowledge that an idea (or the exact words) used within a piece of writing, is that of another person. Referencing shows respect for other people's intellectual rights and avoids plagiarism. Referencing also enables the reader to follow up the work of other authors referred to in the writing.

What system of referencing should be used?

There are a number of referencing styles, which are used according to the needs and preferences of different subjects. However, it is easier for students and teachers if a school adopts and teaches a consistent referencing system. The examples of referencing used in this guide are based on the Harvard referencing system, also known as the Author–Date system. This style is generally used in the physical, natural, and social sciences. Although the basic principles remain the same, different institutions/publishers use their own variations, so slight differences in use may be observed.

The Harvard referencing style requires two types of acknowledgment:

- Brief reference in the text, to identify another's ideas or words (author, date, page number/s)
- Full source details in a reference list or bibliography at the end.

What if students already use a different system of referencing?

These examples are intended *as a guide only*. Other approaches to referencing might already be in place in some schools. They are perfectly good to use.

A notes style is usually used in literature, history, and the arts. This method is not described here, but good advice is given in various places on the Internet, including:

- The Department of Modern History at Macquarie University, <http://www.modhist.mq.edu.au/documents/2007ReferencingHistEssay.pdf>
- University of South Australia, <http://www.wisc.edu/writing/Handbook/DocChicago.html>

The basic purpose of all referencing styles is:

1. to acknowledge other people's words or ideas
2. to enable readers to find the material if they want to.

The style should remain consistent throughout a piece of writing.

How to reference new types of material

Reference new formats (e.g. web references, blogs) using the same principles you would use to reference the more traditional materials.

This guide sets out the basic principles of referencing and gives a variety of examples. However, if your particular reference still doesn't match any of the examples given here, provide extra information as necessary to identify the format and enable the reader to find your source.

Part A How to quote from others or refer to others' ideas

When quoting in running text, always include:

- author
- date
- page number or location reference (where specific text is referred to).

How to quote a large piece of text from another author

Set out the quotation in a separate block of text, by:

- indenting from the margin
- using a smaller font size or italicising the text.

Example

At the time of the European colonisation the Australian landscape was portrayed as untouched wilderness. In fact, Indigenous Australians were using various techniques, particularly fire, to manage the land:

→ Indent from the margin → *... the explorers were not pushing out into wilderness, they were trekking through country that had been in human occupation for hundreds of generations. It was land that had been skilfully managed and shaped by continuous and creative use of fire.* (Reynolds 2000, p.20) ← Leave a line above and below the quote

Use a different font than the rest of the text (eg, make smaller or *italicise*)

Identify author, year of publication and page number at the end of the quote

How to quote a few words from an author

Include the words in the normal setting of the sentence.

Example

Reynolds (2000) argues that the Australian landscape was 'skilfully managed and shaped' (p. 20) by Aboriginal people through the use of fire.

Use single quotation marks around the quoted words.

Add page number after the quote, plus author and year of publication if not referred to earlier in the sentence.

How to acknowledge another author's ideas without quoting their exact words

When paraphrasing another person's words — putting them into your own words — you must still acknowledge your source, because you are referring to someone else's ideas or claims.

When referring to an idea or studies that are not your own, back up your claim with documentary evidence.

	Refer to the author in your sentence.	Follow with year of publication and page number in brackets.	
Example	↙	↘	
More recent studies, including those by Ward and Foot (1999, p.6), note increasing dissatisfaction with how the taxation system handles superannuation.			

Part B How to create a reference list

A reference list is a full list of all publications referred to in the work. It is placed at the end. A bibliography differs in that it also includes publications that are not specifically referred to in the work.

The basic elements of a citation

<p>CREATOR Author <i>or</i> Editor <i>or</i> Compiler <i>and/or</i> Translator</p>	<p>TEXT DETAILS <i>Title</i> Edition Page numbers Volume / Issue no. URL</p>	<p>PUBLICATION DETAILS Publisher Place Date</p>
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Order of elements

The Harvard or author-date style of referencing always begins with the author and date.

The details of the citation are organised in the order shown below. The basic elements that appear in most publications are shown in bold. You should look for these first and then clarify your citation with the other elements if they apply to your source.

1. Author	CREATOR
2. Date	PUBLICATION DETAILS
3. Title <i>Book</i> (in italics if published), <i>or</i> 'Article', <i>Journal</i> , <i>or</i> 'Chapter', in <i>Book</i>	TEXT DETAILS Use underline instead of italics if handwriting.
4. Editor / translator / compiler	TEXT DETAILS
5. Edition (if identified as 2 nd , 3 rd , revd, etc.)	TEXT DETAILS
6. Volume no. / Volume title (if applicable)	TEXT DETAILS
7. Other publication details (e.g. day, month)	PUBLICATION DETAILS
8. Series title (if applicable) and volume number within series if series is numbered	TEXT DETAILS
9. Medium (e.g. DVD, CD-ROM, podcast <i>but not</i> book, Internet, as this will be self-evident)	TEXT DETAILS
10. Publisher, place	PUBLICATION DETAILS
11. Page number or numbers (if a chapter in a book or article in newspaper/journal)	TEXT DETAILS
12. URL	TEXT DETAILS
13. Access date	PUBLICATION DETAILS

Referencing guides often use slightly different punctuation. You should use the same punctuation style consistently throughout your list. A style that is simple to follow and widely used in Australia is that described in the *Style manual for authors, editors and printers* (2002), in which the elements are divided by a comma and finished with a full stop.

Order the list alphabetically by the first word or words of the entry, ignoring definite and indefinite articles (a, an, the).

Cite and reference online sources that are like print sources, but are available on the Internet, in the same way you would cite the print source, but add the URL and access date. Examples are:

- articles in an online journal
- online books
- newspaper and magazine articles
- public documents.

Some types of material need to be referenced only in the main body of your work

Provided you give all details in the citation within the text, certain types of material need not be included in the reference list or bibliography. This is because they may be:

- informally published on the Internet with no clear indication of author, title, publisher, or date (i.e. there is no stable identifying information), e.g. electronic mailing lists, institutional or personal websites

Incorporate as much information as you can to enable the reader to find it, including the URL and access date

- unpublished, private, and not available to others
- in a non-standard format, being more suited to a footnote or inclusion in the text
- classical works, from which quotations may be identified by chapter/act, verse, and line rather than page number, in any edition.

Incorporate the details into your sentence wherever possible. If this will be too disruptive to the sentence, include them in a footnote.

If you refer to such a source frequently in your work, you may also include it in the reference list.

Part C Examples

Type of source	How to cite in text	How to list in the References or Bibliography	Notes
Article, book etc., with four or more authors	(Author1, 2009, et al.)	List all authors	'Et al.' is short for <i>et alia</i> , meaning 'and others'.
Blog	... (Glen Barry, Climate Ark, 'Earth meanders: Resisting global ecological change', 5 January 2010) ... (Dr Goodword's Language Blog, 'Language consolidation', http://www.alphadictionary.com/blog/ , posted 4 November 2009) ...	<i>Not required in reference list.</i>	Include: <ul style="list-style-type: none"> • author of entry • title of article • title of weblog • type of website, i.e. blog • URL • access date Comments posted to the blog are referred to in the text, but not in the references.
Book	(Clark & Cook, 1983)	Clark, IF & Cook, BJ (eds), 1983, <i>Geological science: Perspectives of the earth</i> , Australian Academy of Science, Canberra.	No author appears on title page. List by editor(s).
Book chapter	(Kanengoni, 1997)	Kanengoni, A 1997, 'Effortless tears', in <i>Under African skies</i> , ed. C Larson, Payback Press, Edinburgh, pp. 289-295.	<ul style="list-style-type: none"> • Chapter title in single quotation marks • Editor signified with 'ed.' • Page numbers of the chapter.
Book with edition statement	(Redfern & Skinner, 2005)	Redfern, D & Skinner, M 2005, <i>Advanced geography</i> , 2 nd edn, Philip Allan Updates, Deddington (UK).	
Book with editors and translator	(Kerst & Krehbiel, 1964)	Kerst, F & Krehbiel, H (eds), 1964, <i>Beethoven: The man and the artist, revealed in his own words</i> , trans. H. Krehbiel, Dover Publications Inc., New York.	

Type of source	How to cite in text	How to list in the References or Bibliography	Notes
Book with government author	(SA. DEH, 2007) <i>or (and this will require cross-reference in References)</i> (No Species loss, 2007) (SA. DENR, 1995)	South Australia. Department for Environment and Heritage, [2007], <i>No species loss: A nature conservation strategy for South Australia 2007–2017</i> , DEH, Adelaide. <i>No species loss 2007 see</i> South Australia. Department for Environment and Heritage (2007) South Australia. Department of Environment and Natural Resources, 1995, <i>South Australia: Our water our future</i> , DENR, [Adelaide].	<ul style="list-style-type: none"> • Name of government and government body • Date of publication [or most likely date in square brackets, if none given] • Title • Individual author (if named) • Report number • Publisher and place. NB: Sometimes the publisher organisation is also the author.
Book with no author, editor or compiler <i>See also</i> examples under CD, Encyclopedia, Fact sheet	(<i>This book</i> , 2006)	<i>This book wrote itself</i> , 2006, ABC Publishing Co., Xanadu.	No author, editor or compiler can be determined. <ul style="list-style-type: none"> • Begin with title. • In text, refer to shortened title
CD-ROM, no author	(<i>Bodyworks</i> , 1995)	<i>Bodyworks: Discover the world beneath your skin</i> , 1995, CD-ROM, Softkey International, Wimbledon Common, London.	
CD-ROM. Second volume in a set	(<i>Interactive Physiology</i> , 1999)	<i>Interactive physiology</i> 1999, CD-ROM, vol. 2, Muscular System, Instructor's edn, ADAM Software, Atlanta, Georgia.	
CD-ROM: article	Rosen (1998) defines ... <i>The Encyclopedia of Philosophy</i> (1998) defines ...	Rosen, M, 1998, 'Marx, Karl', in <i>Routledge encyclopedia of philosophy</i> , CD-ROM, ed. E. Craig, Routledge, New York. <i>Not required in reference list.</i>	If author is named: <ul style="list-style-type: none"> • treat like a journal article. If no author is named, give necessary information in text.

Type of source	How to cite in text	How to list in the References or Bibliography	Notes
Electronic mailing lists	<p>In an email to the XXX mailing list on 5 May 2006, Sandy Alexander suggests ...</p> <p><i>or</i></p> <p>... (Sandy Alexander, 5 May 2006, email to XXX mailing list) ...</p> <p><i>or</i></p> <p>Sandy Alexander (5 May 2006, email to XXX mailing list) suggests ...</p>	<i>Not required in reference list.</i>	<p>Include in text:</p> <ul style="list-style-type: none"> • author • name of the list • date of the posting <p>If archived, include the URL and access date.</p>
Email (unpublished)	<p>In an email letter to the writer 6 May 2007, the Mayor of the City of XXX said ...</p> <p><i>or</i></p> <p>The Mayor of the City of XXX (email message to writer, 15 April, 2007) promised that ...</p>	<i>Not required in reference list.</i>	<p>You identify the source of the information, but:</p> <ul style="list-style-type: none"> • the letter is not accessible to others.
Encyclopedias and dictionaries	<p>If there is no author include the information in parentheses in the text:</p> <p>... (<i>Encyclopaedia Britannica</i>)</p> <p>Otherwise, treat as a newspaper article.</p>	<i>Not required in reference list.</i>	<p>Include:</p> <ul style="list-style-type: none"> • <i>title</i> (italics) • edition, if not first • 'heading', if there is one.
Fact sheet	... (<i>Portuguese millipedes</i> , 2003)	<i>Portuguese millipedes (Ommatoiulus moreletii)</i> , 2003, Gardennote, No. 2, Department of Agriculture and Food, WA, http://www.agric.wa.gov.au/content/PW/INS/GN2003_002.PDF , accessed 14 February 2008.	No author.
Film	<i>La vita é bella</i> , the 1997 Italian film directed by Robert Benigni for Cecchi Gori Group Tiger Cinematografica, tells the story of a Jewish bookkeeper who ...	<i>Not required in reference list.</i>	
Film	In the film <i>Escape to Grizzly Mountain</i> (1999) ...	<i>Not required in reference list unless viewed on a DVD, not in a cinema. Then:</i> <i>Escape to Grizzly Mountain</i> , 1999, film on DVD, 20th Century Fox Home Entertainment. Directed by Anthony Dalesandro	<p>Include:</p> <ul style="list-style-type: none"> • format • special credit to director at the end of the citation.

Type of source	How to cite in text	How to list in the References or Bibliography	Notes
Interviews (unpublished)	<p>Weave information into the text, e.g.</p> <p>I interviewed Lleyton Hewitt in March this year, and asked him what advice he has to give young tennis players ...</p> <p>In an interview conducted on 19 February 2002, Ms J. Smith stated that ...</p> <p>I'll call him David. That's not his real name, but he sleeps in the parklands and agreed to talk to me about how he copes.</p>	<p><i>Not required in reference list unless it forms a major part of your document.</i></p> <p>Hewitt, L, 2008, Interview by [your name], Adelaide, 3 March</p> <p>Interview with a homeless person, 2008, by [your name], 6 June.</p>	<p>If listing in references:</p> <ul style="list-style-type: none"> • treat interviewed person as author • make the context clear • obtain interviewee's permission to use the interview in your work.
Journal article	Norton et al. (2001) discuss ...	Norton, K, Dollman, J, Klanarong, S & Robertson, I, 2001, 'Playing safe: Children in sport', <i>Sport Health</i> , vol. 19, no. 3, pp. 12–14.	<p>Where there are four or more authors:</p> <ul style="list-style-type: none"> • cite the first name only in the text, followed by 'et al.' (<i>et alia</i> – and others) • list all authors in the reference list.
Journal article that can be accessed online	Abel (2001) presents ...	Abel, EL, 2001, 'The gin epidemic: Much ado about what?', <i>Alcohol and Alcoholism</i> , vol. 36, no. 5, pp. 401–5, http://alcalc.oxfordjournals.org/cgi/reprint/36/5/401 , accessed 11 January 2010.	Check that the URL is current. If the article is no longer available online but you have previously accessed it, state the date you previously accessed it.
Letter to the editor	In a letter to the editor published in the <i>Advertiser</i> 1 November 2007, Ian Harriman suggested that ...	<i>Not required in reference list.</i>	Include all information in the text.
Live performances (theatre, music, dance)	<p>Include information in parentheses:</p> <p>... (<i>Juno</i>, directed by Jason Reitman, Fox Searchlight Pictures, 2008, opening scene)</p> <p>Or work it into the text:</p> <p>Ellen Page gives a terrific performance as a 16-year-old girl who plans to give up her unborn baby in the 2008 movie <i>Juno</i> (directed by Jason Reitman, Fox Searchlight Pictures)</p>	<i>Not required in reference list.</i>	

Type of source	How to cite in text	How to list in the References or Bibliography	Notes
Newspaper article	Oaten (2002) describes how to ...	Oaten, C, 2002, 'Open your house to the sun', <i>The Advertiser</i> , 6 September, p. 31.	<ul style="list-style-type: none"> • article title in single quotation marks • newspaper title in italics • date and month of article • page number.
Paintings, sculptures, photographs, other artworks	<p>Include information in parentheses: ... (Jackson Pollock, <i>Blue poles</i>, 1952, National Gallery of Australia, Canberra) ...</p> <p>Or work it into the text: Controversial at the time it was purchased, Jackson Pollock's 1952 painting <i>Blue poles</i>, hanging in the National Gallery of Australia, illustrates ...</p>	<i>Not required in reference list.</i>	<p>Include:</p> <ul style="list-style-type: none"> • name of artist • title (italics for paintings and sculptures, quotation marks for photographs) • name of gallery • location.
Play (classic)	<p>As flies to wanton boys, are we to the gods. They kill us for their sport. — <i>King Lear</i>, Act IV, scene I</p>	<i>Not required in reference list.</i>	<p>Cite act, scene, and line; or similar divisions</p> <p>If you quote from a play or refer to the introduction or notes, you should include it in the references, with the edition statement.</p>
Podcast	<p>Include information in parentheses: ... (Bun, 2008)</p> <p>Or work it into the text: Bun (2008) reports on ...</p>	Bun, M., 2008, 'Rising sea levels', presented by R. Williams, <i>Ockham's Razor</i> , , Radio National, podcast, 31 August, http://www.abc.net.au/rn/ockhamsrazor/stories/2008/2349127.htm , accessed 11 January 2010.	<ul style="list-style-type: none"> • Set out as for journal article or chapter in a book. • The word 'website' is not included because the publisher's name is repeated in acronym in the URL.
Poetry (classic)	<p>Poetry lines: [author firstname/lastname], [<i>Poem title</i>], verse [x], lines [x-xx]</p> <p>Or work it into the text: Tennyson's hero is unlike Homer's; he has no definite end in view (lines 57-64)</p>	<i>Not required in reference list.</i>	If you quote from the introduction or notes, you should list the edition in the references.

Type of source	How to cite in text	How to list in the References or Bibliography	Notes
Website: video	... (<i>Four Corners</i> 2004)...	<i>Four Corners</i> , 2004, 'City limits: Australia's urban water crisis', 18 October, extended broadband version, http://www.abc.net.au/4corners/special_ed/20050209 , accessed 11 January 2010.	Video version of same television program accessed via broadband from website. If necessary, turn the line around mid-URL: <ul style="list-style-type: none"> • after: / , // , : , @ • before: . , other punctuation or symbols.
Webpage with author	The Reconciliation Australia website (2005-2007) ...	Reconciliation Australia, 2005-2009, http://www.reconciliation.org.au/i-cms.isp , accessed 21 December 2009.	Include: <ul style="list-style-type: none"> • author, or person/organisation responsible for the website • title of the page (from the browser's title bar) in italics • date: last update, copyright date, or n.d. if no date is available • URL – found in the address bar of your browser.
Webpage: organisational author	Temperature records over the past 10 years show ... (Australian Government BOM 2007).	Australian Government Bureau of Meteorology 2007, http://www.bom.gov.au/ , accessed 1 October – 20 November 2007.	<ul style="list-style-type: none"> • Website accessed over a period of time.
Website: article	Higher temperatures and melting glaciers are changing mountain ecosystems (FAO 2007).	Food and Agriculture Organization of the United Nations, 2007, 'Climate change causing species disappearance in mountain areas', FAO NewsRoom 11 December, http://www.fao.org/newsroom/en/news/2007/1000722/index.html , accessed 18 December 2007.	The organisation is the author.
Website: video file	Japan came under attack again ... ('Japan under fire ...', 2007)	'Japan under fire for whaling', 2007, NineMSN News, 18 December, daily views 1018, Windows Media Player video file, http://video.msn.com/video.aspx?mkt=en-AU&brand=ninemsn&vid=efa1da1b-348a-46ba-9872-4a0c77e51d72	Include enough information to be able to find the source again if the URL changes.

References on which this advice is based

Chicago manual of style, 2003, 15th edn, University of Chicago Press, Chicago.

Style manual for authors, editors and printers, 2002, 6th edn, revised by Snooks & Co., John Wiley & Sons Australia, Milton, Qld.

Turabian, KL 2005, *A manual for writers of research papers, theses, and dissertations: Chicago style for students and researchers*, 7th edn, University of Chicago Press, Chicago.

For more information

Most universities and libraries offer information on Harvard Referencing on their websites. These are updated from time to time. The websites listed below offer useful guides.

When accessing these guides, remember that individual institutions adopt slight variations in their own 'house style', and one might be slightly different to the next, particularly in punctuation. It is more important to use one style consistently in your document, following the *principles* outlined in this guide (which appear in all guides), than slavishly trying to follow the details of different style guides.

Learning Connection, 2007, *Referencing using the Harvard Author-Date System*, (revd), University of South Australia, <http://www.unisanet.unisa.edu.au/learningconnection/student/learningAdvisors/documents/harvard-referencing.pdf>, accessed 11 January 2010.

Library and Learning Development, 2007, *University of Wollongong Author-Date (Harvard) Referencing Guide*, University of Wollongong, <http://130.130.51.4/referencing/about.html>, accessed 11 January 2010.

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