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 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:

… 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)

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.
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

<table>
<thead>
<tr>
<th>CREATOR</th>
<th>TEXT DETAILS</th>
<th>PUBLICATION DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Title</td>
<td>Publisher</td>
</tr>
<tr>
<td>Editor</td>
<td>Edition</td>
<td>Place</td>
</tr>
<tr>
<td>Compiler and/or Translator</td>
<td>Page numbers</td>
<td>Date</td>
</tr>
<tr>
<td>Translator</td>
<td>Volume / Issue no.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>URL</td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type of source</th>
<th>How to cite in text</th>
<th>How to list in the References or Bibliography</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article, book etc., with four or more authors</td>
<td>(Author1, 2009, et al.)</td>
<td>List all authors</td>
<td>‘Et al.’ is short for et alia, meaning ‘and others’.</td>
</tr>
</tbody>
</table>
  - 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. |
List by editor(s). |
• Editor signified with 'ed.'  
• Page numbers of the chapter. |
<table>
<thead>
<tr>
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</thead>
</table>
• 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. |
|                                                    | or (and this will require cross-reference in References) | *No species loss* 2007 see South Australia. Department for Environment and Heritage (2007)                                                                                     |                                                                                                                                                                                                         |
| (SA. DENR, 1995)                                   |                                                          |                                                                                                                                                                                 |                                                                                                                                                                                                         |
• Begin with title.  
• In text, refer to shortened title |
| See also examples under CD, Encyclopedia, Fact sheet|                                                          |                                                                                                                                                                                 |                                                                                                                                                                                                         |
• treat like a journal article.  
If no author is named, give necessary information in text. |
<table>
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<tbody>
<tr>
<td>Electronic mailing lists</td>
<td>In an email to the XXX mailing list on 5 May 2006, Sandy Alexander suggests …</td>
<td>Not required in reference list.</td>
<td>Include in text:</td>
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<tr>
<td></td>
<td>or</td>
<td></td>
<td>• author</td>
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<tr>
<td></td>
<td>… (Sandy Alexander, 5 May 2006, email to XXX mailing list) …</td>
<td></td>
<td>• name of the list</td>
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<tr>
<td></td>
<td>or</td>
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<td>• date of the posting</td>
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<td></td>
<td>Sandy Alexander (5 May 2006, email to XXX mailing list) suggests …</td>
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<td>If archived, include the URL and access date.</td>
</tr>
<tr>
<td>Email (unpublished)</td>
<td>In an email letter to the writer 6 May 2007, the Mayor of the City of XXX said …</td>
<td>Not required in reference list.</td>
<td>You identify the source of the information, but:</td>
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<td></td>
<td>or</td>
<td></td>
<td>• the letter is not accessible to others.</td>
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<td></td>
<td>The Mayor of the City of XXX (email message to writer, 15 April, 2007) promised that …</td>
<td></td>
<td></td>
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<tr>
<td>Encyclopedias and dictionaries</td>
<td>If there is no author include the information in parentheses in the text: … (Encyclopaedia Britannica)</td>
<td>Not required in reference list.</td>
<td>Include:</td>
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<td></td>
<td>Otherwise, treat as a newspaper article.</td>
<td></td>
<td>• title (italics)</td>
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<tr>
<td>Film</td>
<td>La vita è bella, the 1997 Italian film directed by Robert Benigni for Cecchi Gori Group Tiger Cinematografica, tells the story of a Jewish bookkeeper who …</td>
<td>Not required in reference list.</td>
<td>Include:</td>
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<td></td>
<td>• format</td>
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<td></td>
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<td></td>
<td>• special credit to director at the end of the citation.</td>
</tr>
<tr>
<td>Film</td>
<td>In the film Escape to Grizzly Mountain (1999) …</td>
<td>Not required in reference list unless viewed on a DVD, not in a cinema. Then:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Escape to Grizzly Mountain, 1999, film on DVD, 20th Century Fox Home Entertainment. Directed by Anthony Dalesandro</td>
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<tr>
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<td>Interviews (unpublished)</td>
<td>Weave information into the text, e.g. I interviewed Lleyton Hewitt in March this year, and asked him what advice he has to give young tennis players … In an interview conducted on 19 February 2002, Ms J. Smith stated that … 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.</td>
<td>Not required in reference list unless it forms a major part of your document. Hewitt, L, 2008, Interview by [your name], Adelaide, 3 March Interview with a homeless person, 2008, by [your name], 6 June.</td>
<td>If listing in references: • treat interviewed person as author • make the context clear • obtain interviewee’s permission to use the interview in your work.</td>
</tr>
<tr>
<td>Journal article that can be accessed online</td>
<td>Abel (2001) presents …</td>
<td>Abel, EL, 2001, ‘The gin epidemic: Much ado about what?’, Alcohol and Alcoholism, vol. 36, no. 5, pp. 401–5, <a href="http://alcalc.oxfordjournals.org/cgi/reprint/36/5/401">http://alcalc.oxfordjournals.org/cgi/reprint/36/5/401</a>, accessed 11 January 2010.</td>
<td>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.</td>
</tr>
<tr>
<td>Letter to the editor</td>
<td>In a letter to the editor published in the Advertiser 1 November 2007, Ian Harriman suggested that …</td>
<td>Not required in reference list.</td>
<td>Include all information in the text.</td>
</tr>
<tr>
<td>Live performances (theatre, music, dance)</td>
<td>Include information in parentheses: … (Juno, directed by Jason Reitman, Fox Searchlight Pictures, 2008, opening scene) Or work it into the text: Ellen Page gives a terrific performance as a 16-year-old girl who plans to give up her unborn baby in the 2008 move Juno (directed by Jason Reitman, Fox Searchlight Pictures)</td>
<td>Not required in reference list.</td>
<td></td>
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</table>
• newspaper title in italics  
• date and month of article  
• page number. |
| Paintings, sculptures, photographs, other artworks | Include information in parentheses:  
… (Jackson Pollock, Blue poles, 1952, National Gallery of Australia, Canberra) …  
Or work it into the text:  
Controversial at the time it was purchased, Jackson Pollock’s 1952 painting Blue poles, hanging in the National Gallery of Australia, illustrates … | Not required in reference list. | Include:  
• name of artist  
• title (italics for paintings and sculptures, quotation marks for photographs)  
• name of gallery  
• location. |
| Play (classic) | As flies to wanton boys, are we to the gods.  
They kill us for their sport.  
— King Lear, Act IV, scene I | Not required in reference list. | Cite act, scene, and line; or similar divisions  
If you quote from a play or refer to the introduction or notes, you should include it in the references, with the edition statement. |
| Podcast | Include information in parentheses:  
… (Bun, 2008)  
Or work it into the text:  
• The word ‘website’ is not included because the publisher’s name is repeated in acronym in the URL. |
| Poetry (classic) | Poetry lines:  
[author firstname/lastname], [Poem title], verse [x], lines [x-xx]  
Or work it into the text:  
Tennyson’s hero is unlike Homer’s; he has no definite end in view (lines 57-64) | Not required in reference list. | If you quote from the introduction or notes, you should list the edition in the references. |
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</tr>
</thead>
</table>
| Television program, broadcast       | Include information in parentheses:  
… *(Lateline, ‘Torres Strait islands at risk from climate change’, 7 December 2009)* …  
Or work it into the text:  
*Lateline* episode ‘Torres Strait islands at risk from climate change’ (aired 7 December 2009) reports how the homeland of residents of very low lying mud islands is in trouble. | *Not required in reference list.*                                                                                                                                  | Include *title* of program, date watched/listened and, if available:  
*‘episode title’* (in single quotes) and number  
*names of key performers, if relevant  
*broadcast venue  
*date of original broadcast.*                                                                                                                                                                      |
*format  
*URL  
*access date  
*enough information that, if the URL changes, the reader can still search for it.*  
*format  
*URL  
*access date.*                                                                                                                                                                                                                                              |
| U-tube video                         | Rider’s *Urban Sprawl* U- Tube video shows how …                                                                                                                                                                      | *Not required in reference list unless it forms a major part of your document.*  
*author / producer (if identifiable)  
*year  
*title  
*format  
*The person who posted the video is not necessarily the author or producer.*                                                                                                                                                                               |
<table>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Webpage with author</td>
<td>The Reconciliation Australia website (2005-2007) …</td>
<td>Reconciliation Australia, 2005-2009, <a href="http://www.reconciliation.org.au/i-cms.isp">http://www.reconciliation.org.au/i-cms.isp</a>, accessed 21 December 2009.</td>
<td>Include: • 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.</td>
</tr>
<tr>
<td>Website: video file</td>
<td>Japan came under attack again … <em>(‘Japan under fire …’, 2007)</em></td>
<td><em>(‘Japan under fire for whaling’, 2007, NineMSN News, 18 December, daily views 1018, Windows Media Player video file, <a href="http://video.msn.com/video.aspx?mkt=en-AU&amp;brand=ninemsn&amp;vid=efa1da1b-348a-46ba-9872-4a0c77e51d72">http://video.msn.com/video.aspx?mkt=en-AU&amp;brand=ninemsn&amp;vid=efa1da1b-348a-46ba-9872-4a0c77e51d72</a></em></td>
<td>Include enough information to be able to find the source again if the URL changes.</td>
</tr>
</tbody>
</table>
References on which this advice is based


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.


*This document was revised in January 2010 by Miranda Roccisano*