How to use in-text citation using the Harvard Referencing System

What is In-text referencing?

In-text referencing is used in the Harvard Referencing system to give a brief acknowledgment called a <u>citation</u> (si-tation) of the source of a specific piece of information within the main text of an essay or report. In-text references must be accompanied by a reference list or bibliography giving complete details of the works cited.

Generally, a citation is only the author's family name/surname and the year of publication. Additional details such as page numbers, volume numbers (and authors' initials, if more than one item has an author with the same surname as another item) should only be used when necessary to avoid confusion with other sources of information. Direct quotations should always be acknowledged with a page number.

How should direct quotes be referenced using in-text citation

Short quotes

If you quote an author directly and the quotation is a short quotation (as a guide, less than three or four lines), you should place the quotation in quotation marks and identify the source.

Example of a short quote with in-text reference.

> David Miller asks, `what does each of us, individually, owe to other human beings, regardless of their cultural make-up, or their citizenship, or their place of residence?' (Miller 2000, p. 174)

Long Quotes

If you quote an author directly and the quotation is a long quotation (as a guide, more than twenty words or three or four lines), you should set the quotation off from your text by indenting and identify the source.

Example of a long quote with in-text reference.

… according to Quirke & Spencer (1992, p.41-42),
> Amenhotep IV, the son of Amenhotep III, changed his name in his sixth year to Akhenaten, and cut all royal ties with (and presumably funding of) the Amun cult so that the sun alone was worshipped, in the new form of the sun-disk, or Aten.

One author or one organisation as author

The name and year may be placed in brackets at the end of the relevant sentence.

> These changes were noticed more than a decade ago (Barr 1995).

Alternatively, the author's surname may be integrated into the text, followed immediately by the year, in brackets.

> Barr (1995) was one of the first to draw attention to these changes.

If the author is an organisation or group, use the name of the organisation.

> The United Nations General Assembly (2008) has indicated that it plays a significant role in developing international law and setting international standards.

Two or three authors

When a work has two authors, the in-text reference shows the names of the authors, separated by an ampersand (&):

> (Zabin & Brebach 2004)

When a work has three authors, the first two names are separated by a comma and the third from the second by an ampersand:

> (Kotler, Kartajaya & Hooi 2007)

More than three authors

When a work has more than three authors, the in-text reference shows the name of the first listed author and then the abbreviation 'et al.', which means 'and others':

> (Gajski et al. 1993)

However, the names of all the authors should be shown in the Reference list and in the order as listed in the work.

When two authors of a work are incorporated in the text, the word 'and' is used rather than the ampersand (&):

> Parsaye and Chignell (1988), and Simons (1985) describe how...

Parts of a work written by someone other than the author

When someone other than the author writes part of a work, such as a preface or introduction, give both names.

> Block (in Gallway 2000) claimed …
> (Block, in Gallway 2000)

In the reference list, show details of the work in which the contribution, or part of the work, appeared. For the example above, of Block's introduction in Gallway's work, it would be:

> Gallway, WT 2000, *The inner game of work*, Random House, New York.

Chapter from an edited book

If you wish to use information from a book where each chapter or section is written by a different author and then the book is finalised by an editor or editors, two sets of guidelines must be used to create the in-text reference and the reference list details.

For the in-text citation, only cite the name of the author/s of the chapter you wish to use - do not mention the book editor/s at all.

> Carlson (2008, p. 16) defines ISMS as…
> (Carlson 2008, p. 16)

When compiling the reference list, write the name of the author and the title of their article/ chapter and join it to the name of the editors and title of the book by using the word in.

At the end of the reference add the page numbers for the article you used

> Carlson, T 2008, 'Understanding information security management systems', in HF Tipton & M Krause (eds) 2008, *Information security management handbook*, 6th edn, vol. 2, Auerbach, Boca Raton, Fl, pp. 15-28.

No author or authoring body--neither a person nor an organisation

Sometimes a work has no identifiable author. In this case, substitute the title of the book, article or web page for the author's name--don't use 'Anonymous' or 'Anon'. The title must be in italics.

> … in seventeenth century England (*On travelling to London* 1683)

> Reform to drug laws was discussed but rejected by the Harm Minimisation Committee (*Drugs and the law* 2002)

> In *Drugs and the law* (2002) it was claimed that reform to drug laws ...

One author citing another author

When one author cites another author's work, use all the authors' names.
Remember from earlier, that when two authors of a work are incorporated in the text, the word 'and' is used.

Example 1

> Chambliss and Ryther (cited in Liazos 1985) reported…
> (Chambliss & Ryther, cited in Liazos 1985)

Example 2

> `English, as Charlton Laird has noted, is the only language that has, or needs, books of synonyms like *Roget's Thesaurus*. "Most speakers of other languages are not aware that such books exist."' (Laird, cited in Bryson 1990)

In the reference list, give details of the citing author only, because that is from there that you sourced the information.

Using example 1 from above

> Liazos A 1985, *Sociology: a liberating perspective*, Allyn and Bacon, London.

Encyclopaedias and dictionaries

If there is an author for an article from an encyclopaedia, use the author-date method already described. For a dictionary entry or an encyclopaedia article with no author, provide in-text information like this:

> *The Macquarie dictionary* (2001) defines it as …

> (Encyclopædia Britannica 2008)

Audiovisual material (films, videos/DVDs, television and radio programs)

Provide the title of the item in italics and the date.

> (*Japanese language and people* 1991)

> In the film *Charlotte Grey* (2002) the French Resistance fighters were portrayed…

Web pages

If there is an author for a web page, use the author-date method already described.

(Dorosh 2007)

(Victorian Association of TAFE Libraries 2008)

If there is no author, use the title of the web page.

(*The senior dogs project* 2002)

How to write a reference list using the Harvard Referencing System

This guide explains how to correctly insert a variety of references into assessment tasks. Always check how your teacher wants you to write references as some subjects could have a special variation to the following procedures.

Step 1: Where do I find the information I need to write a reference?

In a book- look for the imprint page- typically the back of the actual second page behind the fancy title page. It contains copyright information as well as the name of the publisher.

In a magazine/ journal- some information will be on the front cover but look for the name of the editor/ publisher inside the magazine. Sometimes it is on the contents page.

Online- depending on the type of online resource, sometimes the information is found in the address bar. It is sometimes necessary to scroll to the very bottom of a web page (below the information you were looking at) to find the name of the author or the last time it was updated for the date part of your reference.

Step 2: What is with all the commas and Italics?

In general, make sure that each part of the reference is separated by a comma and pay attention to what is and what is not printed in italics (for handwritten work underline what would normally be printed in italics).

Step 3: Identify and play substitution

Identify what type of source you are using and match it to the list in this guide. Substitute the information from your source into the examples provided. Make sure you pay close attention to the punctuation including the use of parentheses (commonly known as brackets which are surrounding this statement right now).

If you can't find particular parts of the reference such as an author name- don't panic. The guide may give you an alternative method or sometimes it is appropriate to say author unknown. Again, check with your teacher if this is acceptable in their particular subject.

Step 4: Writing the reference list

Always keep a record of what materials you used and when. Sometimes you find a wonderful source, you use it in your assessment but you can't remember where you found it when it comes to writing the reference list.

Write your reference list in alphabetical order using the first few letters of the author's surname. If a reference has no author, use the first few letters of the title instead.

Books

The 'formula' for writing a book reference is
Author(s)--either a person or an organisation--or editor(s) Surname first followed by Initials, Year of publication, *Title--plus the subtitle if there is one* (in italics), Edition--if it is not the first, Publisher, Place of publication--city or area (extra information may be provided if there is more than one place with the same name eg. Cambridge in the UK should not be confused with Cambridge, Mass., which is in the USA)

Book with one author	Miller, D 2000, *Citizenship and national identity*, Polity, Cambridge
Book with two authors Names should be cited in the order they appear on the title page.	Hancock, P & Bazley, ME 2006, *Contemporary accounting*, 6th edn, Thomson Learning, Melbourne.
Book with organisation as author	Australian Society of CPAs 1993, *Accounting software in Australia 1993: the CPAs guide to accounting software*, Prentice Hall of Australia, Sydney.
Book with government department as author	Department of Foreign Affairs and Trade 2002, Australia-China: a photographic record: to commemorate the 30th anniversary of the establishment of diplomatic relations between Australia and the People's Republic of China: 1972-2002, Department of Foreign Affairs and Trade, Canberra.
Book with no author Use the title of the work (in italics), then the date (not italicised).	*Training Australians: a better way of working: 27 case studies from leading Australian organisations of their best training strategies* 1990, Business Council of Australia, Melbourne.
Book with an editor	e.g. 1: one editor Hyde, R (ed.) 2006, *Bioclimatic housing: innovative designs for warm climates*, Earthscan, Sterling, Va. e.g. 2: more than one editor Lancaster, BP, Schultz, GM & Fabozzi, FJ (eds) 2008, *Structured products and related credit derivatives: a comprehensive guide for investors*, John Wiley & Sons, Hoboken, N.J.
Book in a series List the name of the series after the title of the work. Do not put the name of the series in italics.	Guzman, NA 1993, *Capillary electrophoresis technology*, Chromatographic science series no. 64, Dekker, New York.

Encyclopaedias

Entries in an physical encyclopaedia (book) If there is no author, use the title of the encyclopaedia entry or article first.	`Puma' 1988, *The New Encyclopædia Britannica*, 15th edn, vol. 9, Encyclopædia Britannica, Chicago, p. 796.
Articles from online encyclopaedias and dictionaries If there is no author, use the title of the encyclopaedia entry or article first.	'drought' 2008, *Encyclopædia Britannica*, Encyclopædia Britannica Online, viewed 27 May 2008.

Periodicals (Magazines, journals, newspapers

Periodical titles are italicised.

Dates are arranged in this order: Day, Month, Year.

In general you will find that all the issues of a magazine or journal published in one year are collectively called a volume and may be given a volume number. An issue number or the name of a month or season may identify each issue within that volume. Look at the periodical carefully as it may have an entirely individual numbering system.

Articles with an author For articles in journals and magazines, include the following information: - Author(s)--if given - Year of publication - Title of article--enclose title in single quotation marks - Title of periodical - Place of publication (city)--only if there are 2 or more periodicals with the same title - Volume and/or issue number - Day and month or season--if applicable - Page number(s)	Janiszewski, C, Silk, T & Cooke, ADJ 2003, 'Different scales for different frames: the role of subjective scales and experience in explaining attribute-framing effects', *Journal of Consumer Research*, vol. 30, no. 3, December, pp. 311-25.
Articles with no author	'Entangled photons could be seen by the naked eye' 2008, New Scientist, vol. 197, no. 2644, February, p. 17.
Individual volumes/issues For a single issue or a limited run, the following details are sufficient: - Title--plus subtitle if there is one - Year of publication - Volume and/or issue number(s) - Day and month or season--if applicable	*Overland*, 1983, no. 93, December. *Futures: the Journal of Forecasting and Planning*, 1986-9, vols. 18-21.
Complete run of a periodical If you need to write a reference for a complete run of a currently published periodical, include the following	*Australian Library Journal*, 1951-, Library Association of Australia, Sydney, vol. 1-, Quarterly. Note the dash after '1951-' and 'vol. 1-' means that

information: - Title--plus subtitle if there is one - Date(s) of publication - Name of publisher - Place of publication (city, state) - Volume and/or issue number(s) - Frequency of publication	the first issue appeared in 1951 and the periodical is still being published.
Newspaper articles Replace the volume/issue number by the day and month:	Wilson, A 2008, 'Early falls lift hopes of best ski season for years', *The Australian*, 28 April, p. 6. 'Walk this way, John' 2008, *The Herald Sun*, 27 April, p. 26.
Reviews of books, films, television, performances, etc. Include: - Name of reviewer - Year - Title of the review - Description of what is being reviewed and its author - Periodical in which the review appeared - Day and month or season--if applicable - Page numbers	Carroll, S 2002, 'The stuff of theatre', review of Double act: a life of Tom Stoppard by Ira Nadel, *The Age*, 28 September, Saturday Extra, p. 8. 'Saturday Extra' before the page number indicates a special separate section of the newspaper.

Australian Bureau of Statistics

Include the ABS catalogue number after the title. Use ABS as the publisher.	Australian Bureau of Statistics 1998, *Marriages and divorces, Australia*, cat. no. 3310.0, ABS, Canberra.

Tables, graphs and images from a book or periodical

This applies to advertisements in newspapers, magazines and other forms of print. Use the following to describe what the item is:[table] for tables, [graph] for graphs, [image] for photographs and graphics, and lastly [advertisement] for all advertisements. Note the use of square brackets	table in a book	'Table 1: Personality problems - behaviour predictors' [table] in R de Board 1983, *Counselling people at work: an introduction for managers*, Gower, Aldershot, Hants., p. 25.
	advertisement in a magazine	'Sony HD handycam' [advertisement] in *Time Australia* 2007, vol. 49, 17 December, p. 31.
	photograph in a book	'Fig. 10: Parrot's Nest (Goorambil), the djurebil of the hoop pine' [image] in JG Steele 1983, *Aboriginal pathways in southeast Queensland and the Richmond river*, University of Queensland Press, St, Lucia, Qld, p. 16.

Audio Visual Materials (DVD's, Music)

You may need to write a reference for a videotape, DVD, TV program etc. It is similar to a book reference. Use the label on the item or the library catalogue to find the information you need. Include the following details:

- Author (if there is one)
- Year of production
- Title
- Format (use a general term such as 'sound recording')--this is enclosed in square brackets [ ]
- Name of producer/director
- Place of production

Library search will tell you what format these items are. You must use the format listed in the library search record . Both videos and DVDs are currently described as "videorecordings".

DVD's and videotapes	Eg 1 (Videotape) Murnau, FW 1984, *Nosferatu the Vampire* (Dracula) [videorecording], Video Yesteryear, Sandy Hook, Conn. Eg 2 DVD *People at Origin Energy: an HRM case study* 2007 [videorecording],Video Education Australasia, Ballarat.
Sound recording e.g. CDs, tapes, reels, cassettes, records	Jane Knowles 1996 [sound recording], ABC Radio Tapes, Sydney.
Kit i.e. combinations of media, such as audio CD plus printed booklet/s	Maeda-Nye, M & Okada, S 2006, *15 minute Japanese: learn Japanese in just 15 minutes a day* [kit], Dorling Kindersley, London.
Radio and television broadcasts Include: - Title. If no title is given in the program, you should supply your own short descriptive title, enclosed in square brackets. As always, the title should be italicised. - Year of broadcast - Format--use either [television program] or [radio program] - Series title - Broadcasting station - Day and month of broadcast	Eg 1 Howard's end 2008 [television program], Four Corners, ABC1, 18 February. Eg 2 [Protest by Melbourne's taxi drivers ends] 2008 [television program], News, Channel 9, 30 April. Eg 3 Making waves 1995 [television program], SBS Television, 9 March. Eg 4 Making an issue out of violence 1991 [radio program], Women on the line, 3CR, 10 August.

WebPages and Podcasts

Include as many of the following pieces of information, if applicable:

Author(s), Editor(s), Compiler(s) or organisation responsible for the site. If there is no author that can be clearly identified, do not use the name of the Copyright holder.

Year the document was created or the year of the most recent revision, modification or update. You may use the Copyright date of a web page if there is no date of creation, modification or update. If the Copyright date is a range of dates (e.g. 1996-98), you should use the latest date.

Title of document. The page title may be clearly shown at the top of the page. If it is not, a title may be shown in the title bar at the very top of the screen. If the title shown in the title bar is abbreviated, or not available, use the URL .

Description of document if needed for clarification e.g. media release

Name of the host of the web page
Date viewed (day, month and year)
URL. Do not put an extra full stop at the end of a URL.

Podcasts are classed as web documents. You must try to add the day and month the podcast was recorded, if possible.

Web document with an author	Eg 1 Website Baldwin, HB 2006, *How to become a CSI*, International Crime Scene Investigators Association, viewed 27 May 2008, http://www.icsia.org/faq.html Eg 2 Podcast Armstrong, K 2007, *What is a sacred text?*, The British Library, 4 June, viewed 30 May 2008, http://www.bl.uk/onlinegallery/whatson/downloads/files/KarenArmstrong.mp3 Eg 3 Article from a news feed Lake, C 2008, *'Video game addicts are not just 'shy nerds' '*, NEWS.com.au, News Limited, 5 June, viewed 19 June 2008, http://www.news.com.au/technology/story/0,25642,23814312-5014117,00.html
Web document without an author Use the title of the work (in italics), then the date (not italicised).	*White Pages Online* 2002, Telstra Corporation Limited, viewed 15 April 2002, http://www.whitepages.com.au
Web page of a company or organisation	*About us: history* 2008, Wesfarmers Limited, viewed 2 June 2008, http://www.wesfarmers.com.au/default.aspx?MenuID=22 Department of Public Information 2008, *Secretary-General Ban Ki-moon*, United Nations, viewed 27 May 2008, http://www.un.org/sg/
Australian standards online	Standards Australia 2008, *Air navigation--cables and their supporting structures--marking and safety requirements--marking of overhead cables for planned low-level flying operations*, AS3891.2-2008, SAI Global, viewed 27 May 2008.

Australian Bureau of Statistics documents online	Australian Bureau of Statistics 2007, *Older Aboriginal and Torres Strait Islander people: a snapshot*, 2004-05, cat. no. 4722.0.55.002, ABS, viewed 27 May 2008, http://www.abs.gov.au/AUSSTATS/abs@.nsf/mf/4722.0.55.002?OpenDocument

Forums/ Discussion Boards

After the title of the post, put the subject code and subject title in italics. Then put a clarification of what this is (eg. discussion board post); the name of the sponsor or provider of the discussion board and lastly the day and month of the individual posting. For user-restricted (password required) discussion boards (eg. Moodle), you do not have to provide the URL. If there is no proper name given for the author, you may use their username instead. If an author has made more than one posting on one date, then also add the time of the posting after the date of the posting. Remember to apply the guidelines for multiple items by one author	Pavlovski, N 2008, 'Hi and welcome to the library', *LPW700 The writerly self*, discussion board post, Swinburne University of Technology, 2 March, viewed 4 April 2008.

Blogs

If there is no proper name given for the author, you may use their username instead. After the title of the blog, also put the day and month of the individual post.	Lemon, A 2005, 'Stardust Circus big top', The circus diaries, 25 July, viewed 27 May 2008, http://thecircusdiaries.blogspot.com/2005/07/stardust-circus-big-top.html Wilhelm2451 2008, 'Age of Conan: Hystarian adventures', The ancient gaming noob, 22 May, viewed 28 May 2008, http://tagn.wordpress.com/2008/05/22/age-of-conan-hystarian-adventures/

Wikis

You don't need to refer to an author as a wiki is a collaborative space. Refer to the article in 'quotation' marks	'Satellites' 2008, Amateur Radio Wiki, viewed 4 August 2008, http://www.amateur-radio-wiki.net/index.php?title=Satellites

YouTube

If there is no proper name given for the author, you may use their username instead. After the title of the YouTube video, also put the day and month the video was added.	zthechainz 2007, World architecture, 2 February, viewed 28 May 2008, http://www.youtube.com/watch?v=__tX49-_8uQ

Email

You should never cite an e-mail address without the permission of the owner of the address.	**E-mail with permission to cite the e-mail address** Wallis, R 2002, e-mail, 24 April, rwallis@swin.edu.au. **E-mail without permission to cite the e-mail address** Wallis, R 2002, personal e-mail, 24 April.

Standard abbreviations used in referencing

List of abbreviations commonly used in references and bibliographies:

& = ampersand, which means 'and'
app. = appendix
c.(before a date) = about, if date is not given, e.g. c.1950
ch. = chapter
col., cols = column, columns
dir. = director, directed by
ed., eds = editor, editors
edn = edition (note: some systems use ed. for edition)
et al. = and others
NB = take careful note

n.d. = no date
no., nos = number, numbers
n.p. = no place, or no publisher, or no page
p., pp. = page, pages
pers. comm. = personal communication
prod. = produced by, producer
rev. = revised
rpt. = reprint, reprinted by
trans. = translated, translator(s)
vol., vols = volume, volumes
writ. = written

Information for this guide was sourced from

All My Own Work 2006, *Acknowledging Sources - screen 3*, NSW Board of Studies, viewed 22 January 2010, http://amow.boardofstudies.nsw.edu.au/module2/module2s3.html

Pavlovski N 2009, *Harvard System: A Swinburne guide to in-text references (citations), reference lists and bibliographies using the Harvard author-date style*, viewed 22 January 2010, http://www.swinburne.edu.au/lib/researchhelp/harvard_system.htm#Intextwebpages

Quirke S & Spencer J (eds) 1992, *The British Museum Book of Ancient Egypt*, British Museum Press, London