



Harvard referencing

Tips: Reference lists should be organised alphabetically, by the author's last name first. Any authors' names only show their first name as an initial. Where there is more than one author, use an ampersand (&) and list the names as per the book or document order. Sometimes an online reference may not have a Year of publication. Where specific pages are used from books or documents, they must be listed at the end of the reference after Place of publication using this format, eg p.49 or pp.49-61

A Harvard Bibliography should use the following formats:

Book with Author

Author's family name, Initial Year of publication, *Title of book*, Publisher, Place of publication.

Chabon, M 2008, *Maps and legends*, McSweeney's Books, San Francisco.

Book with Corporate Author (company/organisation/govt dept)

Authoring body year of publication, *Title of book*, Publisher, Place of publication.

Department of Planning and Sport 2008, *Capital idea: realising value from social performance*, Department of Planning and Sport, North Carlton, Victoria.

Image/Table/Figure (in book)

Author/creator, Initial year of publication, *Title of item*, Publisher, Place of publication.

Gibson, B 2008, *Disease Detectives*, Scholastic Australia, Gosford, NSW.

Online with Author

Author's family name, Initial Year of publication, *Title of webpage*, viewed date, <URL>.

Quan, G 2019, *Look out: it's a cheese*, viewed 6 March 2020, <<http://www.loic.edu.au/beware.html>>.

Online with Corporate Author (company/organisation/govt dept)

Authoring body Year, *Title of webpage*, viewed date, <URL>.

Department of Immigration and Citizenship 2012, *Permanent visa options for doctors*, viewed 6 January 2020, <<https://www.immi.gov.au/skilled/medical-practitioners/permanent-visas.htm>>.

Online video

Author/creator, Initial Year of posting, *Title: subtitle*, type of media, Website, viewed date, <URL>.

Australian Institute of Marine Science 2016, *AIMS in Western Australia—a 360 degree view*, online video, YouTube, viewed 28 November 2021, <<https://www.youtube.com/watch?v=8hZVizLH-4k>>

Online Image/Table/Figure

Author/creator, Initial year of publication, *Title: subtitle*, type of media, Website, viewed date, <URL>.

Australian Institute of Marine Science, *Starfish outbreaks over the years*, graph, Australian Institute of Marine Science, viewed 22 November 2021, <<https://www.aims.gov.au/research-topics/marine-life/crown-thorns-starfish>>

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In-text referencing

When quoting or paraphrasing someone else's words or ideas in your text, you must acknowledge this by using an in-text citation.

How to:

Quote sentences or a paragraph of 30 words or more (Block quote) from another source:

Leave a sentence space before the block quote, and indent the block quote

Francois Weil has charted the ways in which genealogy began as a "private quest for pedigree" amongst status-seeking settlers in colonial America until the late eighteenth century, becoming increasingly egalitarian and more widely practised among the middle class and free African Americans from the antebellum era. (Evans & Clarke 2017, p. 169)

Leave a sentence space after the block quote

*In-text reference in brackets at end of sentence after full stop.
(Author's surname Year of publication, page number)*

Quote a few words from another source, using author's name:

Single quotation marks for the text quoted

Perlman writes that 'the need or striving for a sense of control is generally considered to be healthy' (2005, p. 41).

In brackets at end of sentence before full stop. (Year of publication, page number)

To do a basic acknowledgement of another person's thoughts or ideas, where they are mentioned in your text:

More recent studies, including those by Ward and Foot (1999, p.6), note increasing dissatisfaction with how the taxation system handles superannuation.

In brackets after Author's name. (Year of publication, page number)

Quote a secondary source (where an author quotes another author's work)

... it was found (Miller cited in Agrios 2005).

In brackets at end of sentence before full stop. (Original author surname cited in Author surname Year of publication)

With secondary sources, acknowledge original author first in your in-text reference but in Reference List, reference the author where quote was found.

Where there are two authors, use the word 'and' to list the authors.

Where there is no date available, replace it with the letters 'n.d.' (no date)

Where there are several authors, use the term 'et al.' (the Latin term for 'and others') after the first author's surname

Where the author is an organisation, replace author surname with organisation name/abbreviation

Remember that an in-text citation has to be backed up by a full-length reference in your Bibliography or Reference list at the end of your document. Refer to formats listed on page 1 of this guide.

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An example also sourced from [SACE Board of SA's website](#), using Student Guide to Referencing document.

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Appendix

An Appendix is a group of materials that are too large and detailed to be included in the body of your assignment. It is usually placed after the Reference List. It should only include items that have been mentioned in your assignment. Each item must be titled and any diagrams, tables and illustrations should be labelled and captioned. They should be placed in the same order that they are referred to, in your assignment.

When referring to your Appendix documents in your assignment, just bracket the title of the Appendix.

It is felt that significant fractures (see Appendix 1) will affect...

If the material has been published, then a shortened reference (in-text citation style), preceding with the word Source: needs to be added at bottom left of the page. However, the full reference details (as per page 1 of this guide) will still need to be added to your reference list.

