



Swinburne Harvard brief guide

IN-TEXT REFERENCES, REFERENCE LISTS AND BIBLIOGRAPHIES



1. The purpose of Harvard style

Harvard style is an academic citation system that allows you to use and then acknowledge other people's information and ideas in your own work. Using Harvard style ensures that people who read your work can locate and read the same sources you found helpful; using it also reduces the risk of being accused of plagiarism.

Using Harvard style means acknowledging the author of an information source and the date the source was published each time you use their information and ideas by inserting the author's family name/surname and year of publication in the body of your work. These author and date details, together with all other identifying details (known as bibliographic details) such as the title of an information source and where it was published, are also listed at the end of your work. If you use more than one information source, arrange the sources in a list at the end of your work alphabetically by author surname.

Always be consistent when using Harvard style. All information sources of the same type should be treated in the same way.

Students are advised to check with their convenor, school, department or faculty which citation style is required, as not everyone in the University uses this style.

2. Acknowledging sources in the body of your work; to paraphrase and to quote

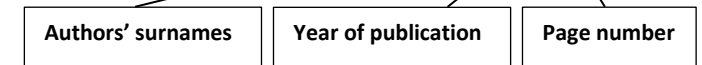
The two most important details to acknowledge whenever you use someone's information are: a) the name(s) of the author, authors or organization who published it, and b) the year they published it. You must insert them each time you use their information in your own work. The details are usually placed at the end of the sentence and are called 'in-text references', as you are placing them in the text (the body) of your work.

The two main ways of using an information source are to paraphrase it or quote it. To paraphrase is to read someone's information and then write it using your own words and phrasing. To quote is to copy exactly what someone has written and paste it into your work. You should only quote when you feel that the author's words are perfect and that trying to paraphrase them would weaken their message and power. When you paraphrase or quote, always include the page number or page numbers in the in-text reference, placed after the year it was published. When you quote a sentence, enclose the text in double quotation marks: ". If you quote more than one sentence, then do not use double quotation marks – instead, place the quoted material on a new line, indent the quote and finish with the in-text reference. New text after that quote should commence on a new line and not be indented.

For example, consider this sentence from a book: *Volunteer programmes are successful when volunteers are working in positions they look forward to undertaking and want to fill.*

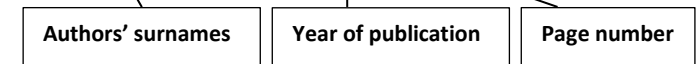
If you copy it from the book and insert it into your work, the in-text reference should look like this:

"Volunteer programmes are successful when volunteers are working in positions they look forward to undertaking and want to fill" (McCurley, Lynch & Jackson 2012, p. 78).



If you paraphrase it by rewriting the information using your own words and phrasing, the sentence and the in-text reference could look like this:

If the volunteers are employed in roles that they want to do, then the volunteer programmes will perform well (McCurley, Lynch & Jackson 2012, p.78)



If the author of the work is very well known in their subject field, you may want to include their name as part of your writing. If you do so, you must still include the year of publication (and the page number too, if you are quoting or paraphrasing them). For example:

Dawkins (2012, p. 226) states that the universe cannot do good or bad things to humans because it is not a sentient force.

If a source does not have a page number (some sources, such as webpages and YouTube videos, do not), simply insert the author's name and year of publication. If a source has section numbers instead of page numbers (eg. some ebooks; legislation), use 's' instead of 'p' and list the section number in the in-text reference.

You can still provide an in-text reference even if an information source doesn't have an author (check carefully first, though). The author detail is replaced by the title of the information source and the title is italicized. Year of publication and page number remain unchanged. For example:

Decapsulation of brine shrimp cysts is not necessary but has been carried out by dedicated aquarists for many years as they claim it improves hatching rates (*Hatching and raising brine shrimp* 2010, p. 2).

3. Your Reference List or Bibliography

Each time you find a useful information source, keep a record of all its bibliographic details. As well as author and year, other bibliographic details might include the name of the company who published the source; the state, town or suburb the source was published in; what edition number the source is (if not the first); the web address for the source (if you found it on the web); the date that you first found it (if you found it on the web); and other details depending on the type of source. These details all help someone locate and read the same information source you used. These bibliographic details, when arranged in the correct order, are called an entry. Entries are arranged in a single alphabetical list, alphabetically by author surname/family name. This list is either a Reference List or a Bibliography and it is placed at the end of your work.

A Reference List is a list of all the information sources you refer to in your work.

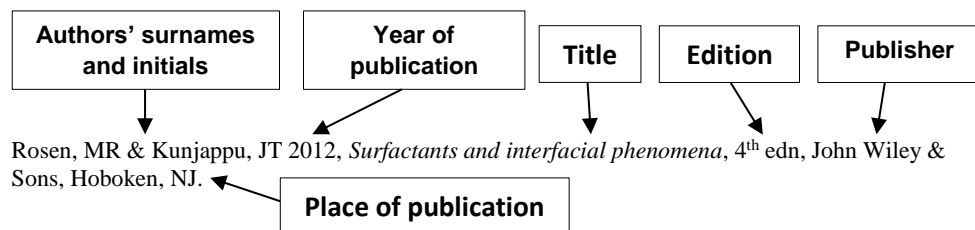
A Bibliography is a list of all the information sources you refer to and other sources you consulted that were helpful, but do not appear in your work. Ask your convenor which one they require.

4. Books: bibliographic details required

For books, the details you must include in the entry are as follows and must be presented in this order:

1. Author(s) – either a person(s) or an organization – or editor(s). Names are presented surname first, initial(s) next.
2. Year of publication.
3. Title – plus the subtitle, if there is one. Place a colon between the title and subtitle. Both are italicized. Only the first letter of the first word and proper nouns of book titles should be capitalized.
4. Title of series and volume number, if applicable.
5. Edition – only if this is not the first edition of the book. Edition is abbreviated in the entry as 'edn'.
6. Publisher.
7. Place of publication – state or city or suburb. Extra information may be provided if there is more than one place with the same name.

For example:

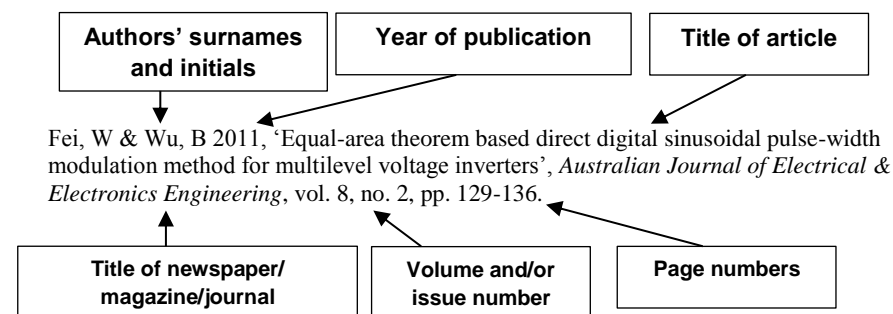


5. Articles from newspapers, magazines and journals (except those freely available on official newspaper, magazine or journal web sites): bibliographic details required

Many students obtain newspaper, magazine and journal articles via Swinburne Library databases. The details required for those and for articles found in print sources (eg. a magazine purchased in a shop) are:

1. Author(s) – if given.
2. Year of publication.
3. Title of article – enclose in single quotation marks. Only the first letter of the first word and proper nouns of article titles should be capitalized.
4. Title of newspaper/magazine/journal. Title should be italicized. The first letter of the first word and the first letter of each major word should be capitalized.
5. Volume and/or issue number. Volume number is given a prefix of 'vol.', issue number a prefix of 'no.'.
6. Day and month, or season – if volume and/or issue number are not provided, or if needed to precisely identify an article.
7. Page number(s) that the article is printed on, if they are included. Note: this is not an estimate of how many printed pages would result from printing the article, but the page numbers given in the database or on the publication itself.

For example:



6. Information from the web: recommendation

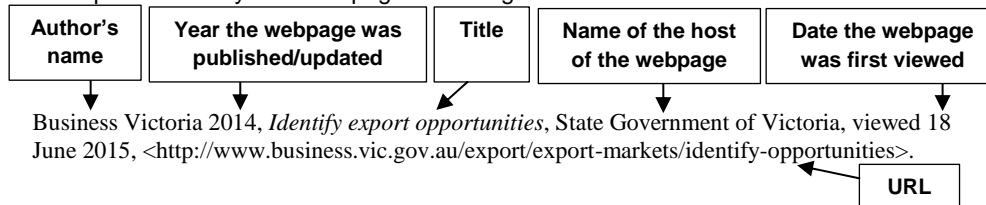
Information sources found on the web can sometimes be the most difficult information sources to acknowledge and create entries for. Please carefully examine the guidelines and examples at the Harvard style complete guide webpage (<http://www.swinburne.edu.au/library/referencing/harvard-complete-guide/>) – you may find an example there that matches what you are trying to acknowledge. If you cannot, you can build an entry by combining the guidelines for books with the guidelines for other sources; the result will be a hybrid entry. For more information about hybrid entries and an example of one, see Section 8.

7. Information from the web: bibliographic details required

Include as many of the following details in the entry as possible:

1. Author(s) or organization responsible for the webpage – if given. If there is no clearly identifiable author, do not use the name of the Copyright owner or website host/website sponsor, as they may not be the same person or organization. If no author can be identified or determined at all, then use the title, and the title should be italicized.
2. Year the information was published or year of the most recent update. Use the Copyright date of a webpage if there is no date of publication. If a range of Copyright dates is given (e.g. © 2011 – 2015), use the latest date indicated.
3. Title of the webpage/document. The title is usually shown at or near the top of the page.
4. Name of the organization hosting the webpage on their website or the name of the sponsor of the webpage. With organizations like government bodies or large companies, this is sometimes identical to the author name.
5. Date that you first viewed the webpage, in this order: day, month, year. Precede the date with the word 'viewed'.
6. URL. The URL (webpage address) should be enclosed in angle brackets: < >. The URLs should not be active/live links; please deactivate URLs before enclosing them.

Example of an entry for a webpage for an organization:

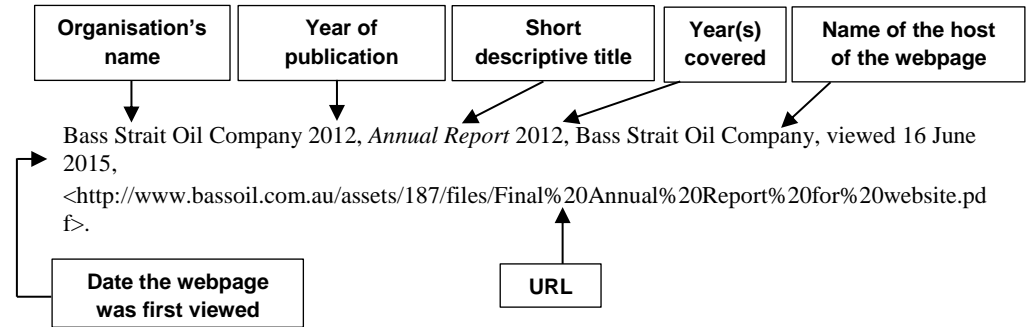


8. Hybrid entries

If you need to blend guidelines to create a hybrid entry for an unusual information source, remember: always be consistent in the application of Harvard style throughout your work.

Here are the steps showing how to create a hybrid entry, in this instance an entry for an Annual Report found on a company website:

The details required by the guidelines for Annual Reports (Name of organization, Year of publication, Short descriptive title (italicized), and Year(s) covered) are collected, and then some of the guidelines for web sources (Name of the organization hosting the webpage, Date that you first viewed the webpage, and URL) are collected. The two sets are then blended together to create the following hybrid entry:

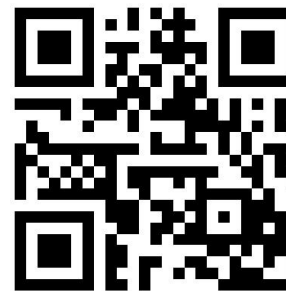


9. More examples, more guidelines and getting help with Harvard style

The Referencing webpage includes:

- a PDF version of this brief guide;
- a complete guide to Swinburne Harvard style, with more examples and also guidelines for other information resource types; and
- a quick guide, with further examples along with examples for APA style and AGLC3 style.

Please see <http://www.swinburne.edu.au/library/referencing/> or scan this code to access them:



Need help with Harvard style? Visit us at a campus library, or contact us:

- Email: library@swin.edu.au
- Telephone: (03) 9214 8330 (International: +61 3 9214 8330)

Author: Nick Pavlovski
Version: 7 November 2016

| Information source | In-text (paraphrasing) | In-text (quoting) | Reference List or Bibliography entry |
|---|--|---|--|
| Book with one author | The universe cannot do good or bad things to humans because it is not a sentient force (Dawkins 2012, p. 226). | “The universe has no mind, no feelings and no personality, so it doesn’t do things in order to hurt or please you” (Dawkins 2012, p. 226), which leaves us having to examine other reasons for why events happen. | Dawkins, R 2012, <i>The magic of reality</i> , Black Swan, London. |
| Book with two authors | A government minister’s performance will be influenced and affected by four factors: their personality; the government’s requirements; the portfolio and lastly their circumstances (Tiernan & Weller 2010, p. 299). | Tiernan and Weller (2010, p. 299) state that there are four factors that will determine a minister’s performance: “their personality, the requirements of the government, the expectations of their portfolio and the political circumstances in which they find themselves”. | Tiernan, A & Weller, P 2010, <i>Learning to be a Minister: heroic expectations, practical realities</i> , Melbourne University Press, Carlton. |
| Book with three authors. Note: book that is not the first edition | If the volunteers are employed in roles that they want to do, then the volunteer programmes will perform well (McCurley, Lynch & Jackson 2012, p. 78). | “Volunteer programmes are successful when volunteers are working in positions they look forward to undertaking and want to fill” (McCurley, Lynch & Jackson 2012, p. 78). | McCurley, S, Lynch, R & Jackson, R 2012, <i>The complete volunteer management handbook</i> , 3rd edn, Directory of Social Change, London. |
| Book with more than three authors. Note: book is part of a series and the series is unnumbered | One way to visualise this is to see the citizens wanting wider and freer access to information on one side, whilst the state wants to control it (for both its own benefit and also for those of other citizens) on the other (Baldino et al. 2011, p. 137). | Baldino et al. (2011, p. 137) see two agencies struggling: “The perpetual tension remains between the rights of citizens to advance their interests and the interests of the state to protect itself (and the citizens it is ideally designed to serve)”. | Baldino, D, Lundberg, D, Pietch, J & Rees, J 2011, <i>Contemporary challenges to Australian security, Assessing the evidence</i> , Palgrave Macmillan, South Yarra. |
| Chapter in a book with two editors and the chapter authors are identifiable | While they may enforce regulations and create new ones, state governments do not have unlimited funds to do so (Connell 2012, p. 80). | This assumption is incorrect: “States have substantial direct regulatory power but limited funds” (Connell 2012, p. 80). | Connell, D 2012, ‘Flailing about in the Murray-Darling basin’, in K Crowley & KJ Walker (eds), <i>Environmental policy failure: the Australian story</i> , Tilde University Press, Prahran, pp. 74-87. |
| Book where an organisation is the author | A seller only needs a minimum level of insurance when CIF is used (International Chamber of Commerce 2010, p. 105). | The buyer cannot expect the seller to pay a premium level; “under CIF the seller is required to obtain insurance only on minimum cover” (International Chamber of Commerce 2010, p. 105). | International Chamber of Commerce 2010, <i>Incoterms2010: ICC rules for the use of domestic and international trade terms</i> , ICC Services, Paris. |

| Information source | In-text (paraphrasing) | In-text (quoting) | Reference List or Bibliography entry |
|--|--|--|--|
| Conference paper, published in a bound book of conference proceedings (a collection of papers presented at one conference) | Heat transfer coefficient values can only be approximately calculated because they are determined by the three factors of (a) quenching medium, (b) quenching process, and (c) part geometry (Wu & Makhlouf 2011, p. 836). | This cannot always be precise: “However, heat transfer coefficients are very much dependent on part geometry, quenching medium and quenching process and this makes their determination difficult and the values obtained are approximate at best” (Wu & Makhlouf 2011, p. 836). | Wu, CK & Makhlouf, MM 2011, ‘Predicting the response of aluminum casting alloys to heat treatment’, <i>Light Metals 2011: proceedings of the technical sessions presented by the TMS Aluminum Committee at the TMS 2011 Annual Meeting & Exhibition, San Diego, California, USA, February 27 – March 3, 2011</i> , Wiley, Hoboken, NJ. |
| One author referring to a work by two authors. Note: this is a conference paper published in ebook format | Another perspective is that of Vargo and Lusch (cited in Graham 2011, p. 145), who propose that it is the purchaser that gives a purchased item its value. | Monetary value is not the true value of a purchased item – Vargo and Lusch (cited in Graham 2011, p. 145) “introduced the idea that value can only be created and acknowledged by the consumer in the act of consumption”. | Graham, G 2011, ‘Interaction space’, <i>Workshop proceedings of the 7th international conference on intelligent environments</i> , IOS Press, EBSCOhost eBook Collection, pp. 145-154. |
| DVD | Effective communication in a workplace can end if a problem is not dealt with (<i>Don't hesitate, communicate! Effective communication in the office 2010</i>). | In other words, “Refusing to address the issues is one way to kill communication” (<i>Don't hesitate, communicate! Effective communication in the office 2010</i>). | <i>Don't hesitate, communicate! Effective communication in the office 2010</i> [DVD], Video Education Australasia, Bendigo. |
| DVD – feature film | In this instance, a blank scroll is used as a metaphor for non-existent knowledge (<i>Kung Fu panda 2008</i>). | The passing down from generation to generation of a chef's skills is humorously summed up by this statement from Po's adopted father: “We are noodle folk – broth runs through our veins!” (<i>Kung Fu panda 2008</i>). | <i>Kung Fu panda 2008</i> [DVD], Dreamworks Animation, USA. Distributed in Australia by Paramount Home Entertainment. |
| Ebooks – with page numbers (or numbered sections) | Tanaka (2012, p. 19) asserts that coastal nations, wanting to obtain and secure offshore deposits of natural resources for their own use, expanded their jurisdictional reach into the high seas. | Tanaka (2012, p. 19) notes this shift in law as being due to offshore exploration and drilling: “After World War II, however, coastal states increasingly extended their jurisdiction toward the high seas in order to control offshore resources”. | Tanaka, Y 2012, <i>The International Law of the Sea</i> , Cambridge University Press, Ebook Central (ProQuest). |
| Ebooks – no page numbers; chapter and section details only, and sections are unnumbered (chapter is abbreviated as ‘ch.’) | ASEAN has given Malaysia ‘middle income country’ status (Bhasin 2010, ch. 6: Malaysia: Economic system). | “Malaysia is one of ASEAN’s more successful economies and has been declared a middle income country” (Bhasin 2010, ch. 6: Malaysia: Economic system). | Bhasin, BB 2010, <i>Doing business in the ASEAN countries</i> , Business Expert Press, Books 24x7. |

| Information source | In-text (paraphrasing) | In-text (quoting) | Reference List or Bibliography entry |
|--|---|--|---|
| Newspaper, magazine and journal articles with an author (Note: not found on official newspaper / magazine / journal websites) | It is much simpler to manage an optical network that has been arranged in a ring (Argibay-losada et al. 2010, p. 263). | Argibay-losada et al. (2010, p. 263) identify that “The main reason to use ring topologies is not a high degree of connectivity or route diversity, but the opposite, namely simplicity of management (static routing and automatic recovery, for example)”. | Argibay-losada, P, Suarez-Gonzalez, A, Lopez-Garcia, C & Fernandez-Veiga, M 2010, ‘Flow splitting for end-to-end proportional QoS in OBS networks’, <i>IEEE Transactions on Communications</i> , vol. 58, no. 1, pp. 257-269. |
| Newspaper, magazine and journal articles without an author (Note: not found on official newspaper / magazine / journal websites) | A charge of Trespass can be made once the defendant is 150m or closer to a timber harvesting site (<i>Trespass laws tighten</i> 2013, p. 15). | Even going near a plantation can get you into trouble now, because “Anyone caught going within 150m of a harvesting site will be charged with trespassing, after the State Government brought in new “public safety zones”” (<i>Trespass laws tighten</i> 2013, p. 15). | ‘Trespass laws tighten’ 2013, <i>Herald Sun</i> , 18 January, p. 15. |
| Industry and market reports from Library databases | This commodity has been affected by government fees (Williams 2012, p. 5). | Australian governments took advantage of this – “The industry has also faced higher government charges” (Williams 2012, p. 5). | Williams, M 2012, <i>Gold ore mining in Australia</i> , IBISWorld, B1314. |
| Australian Standards Online | It is permissible to simply identify multivalve model by affixing an adhesive label to the gas bottle (Standards Australia 2009, p. 23). | The rule from Standards Australia (2009, p. 23) is: “An adhesive label is an acceptable means of identifying the model of multivalve”. | Standards Australia 2009, <i>LP Gas fuel vessels for automotive use</i> , (AS/NZS 3509:2009), SAI Global Limited. |
| Learning material in Blackboard Note: This example is of the PowerPoint slides from a weekly lecture | There are usually two types of systems: natural systems and artificial systems (Tipping 2010). | “Systems can be natural or artificial, eg. The solar system; Australia; Swinburne University of Technology; a bicycle” (Tipping 2010). | Tipping, R 2010, ‘Lecture 1’, <i>HIT3423/8423 Enterprise system management</i> , Learning materials on Blackboard, Swinburne University of Technology, 10 August, viewed 16 August 2010. |
| Webpage with an author | Differences of behaviour between various species of frog may affect the possibility of some species becoming extinct (Rowley 2013). | Rowley (2013) is one Australian biologist researching “how interspecific differences in behaviour relate to vulnerability to extinction due to threats such as disease, habitat modification and over-harvesting”. | Rowley, J 2013, <i>Home</i> , Jodi Rowley, viewed 18 January 2013, < http://jodirowley.com/index.html >. |
| Webpage without an author. Note: no exact year or even an approximate year can be identified, so a possible year has been used | In what could be considered an extremely bold move, Boeing did not even make prototypes of the 747 but used actual production planes in test flights (<i>Commercial jet aviation</i> 2010?). | In what could be considered an extremely bold move for its 747, “Boeing...did not bother with a prototype but used its first production models for test flights” (<i>Commercial jet aviation</i> 2010?). | <i>Commercial jet aviation</i> 2010?, Century of flight, viewed 24 October 2016, < http://www.century-of-flight.net/Aviation%20history/jet%20age/commercial%20aviation2.htm >. |
| Webpage of a company or organization | Haigh’s see their company as being involved in consumer experiences (Haigh’s Chocolates 2013). | Haigh’s mission is to be “Delivering a world class chocolate experience every time” to their consumers (Haigh’s Chocolates 2013). | Haigh’s Chocolates 2013, <i>Vision and values</i> , Haigh’s Chocolates, viewed 21 January 2013, < http://www.haighschocolates.com.au/about-us/vision-values/ >. |

| Information source | In-text (paraphrasing) | In-text (quoting) | Reference List or Bibliography entry |
|---|---|--|--|
| YouTube video Note: An organisation's channel | Tropical Telecom opted to immediately make use of their network free to anyone (INSEAD 2010). | Chris Taylor, the CEO of Tropical Telecom, decided immediately to be altruistic: "We reacted by opening up our network; making it free for everyone" (INSEAD 2010). | INSEAD 2010, <i>Social responsibility in business today</i> , 14 June, viewed 13 October 2016, < https://youtu.be/0qwDQN-b72Y >. |
| Tables, graphs and images from a webpage. Note: only the image being referenced is used from the webpage, nothing else from it | (Queensland Museum 2013) | Adult Paralysis tick engorged with blood: (Queensland Museum 2013) | 'Adult Paralysis tick engorged with blood' [image], in Queensland Museum 2013, <i>Paralysis tick</i> , Queensland Museum, viewed 21 January 2013, < http://www.qm.qld.gov.au/Find+out+about/Animals+of+Queensland/Parasites/Human+parasites/~-/media/Images/Find%20out%20about/Animals/Parasites/Human%20parasites/ixodes-holocyclus-2.jpg?w=300&h=196&as=1 >. |
| Article from a newspaper's official website | It's possible the legendary Kraken was derived from sightings of these giant squids (AFP 2013). | It is evident that ancient mythologies of sea monsters may have been inspired by truisms: "The creature is thought to be the genesis of the Nordic legend of Kraken, a sea monster believed to have attacked ships in waters off Scandinavia over the past millennium" (AFP 2013). | AFP 2013, "Shining and so beautiful": giant squid captured on film for the first time', <i>The Age</i> , 8 January, viewed 21 January 2013, < http://www.theage.com.au/environment/animals/shining-and-so-beautiful-giant-squid-captured-on-film-for-the-first-time-20130108-2cdk3.html >. |
| Article from an open access online journal. Note: in this example, page number format is not standard | A user may not know that their computer has become part of a botnet (Maurushat 2012, p. 61.6). | "Once a user's machine is infected and part of a botnet, they are likely to be unaware that their computer has been compromised" (Maurushat 2012, p. 61.6), so prevention via firewalls and detection and removal using antivirus programs are first lines of defense. | Maurushat, A 2012, 'The role of Internet Service Providers in combating botnets: an examination of recent Australian initiatives and legislative reform', <i>Telecommunications Journal of Australia</i> , vol. 62, no. 4, pp. 61.1-61.18, viewed 21 January 2013, < http://tja.org.au/index.php/tja/article/view/318/703 >. |
| Blog entry | The issue of sustainability in architecture can be addressed by using recycled materials (katzsj 2009). | One way of including sustainability in architecture is "to use recycled products and objects in creative and innovative ways" (katzsj 2009). | katzsj 2009, 'Water bottles as a design tool', <i>Sara's blog</i> , 11 February, viewed 9 December 2010, < http://katzsj.wordpress.com/2009/02/11/water-bottles-as-a-design-tool/ >. |
| Blog entry on a newspaper website Note: this is not a hybrid entry (see page 4) – it uses the guidelines for Blogs | Even having a busy life does not automatically entail taking an additive to boost one's immune system (Newsome 2011). | "The vast majority of us have perfectly robust immune systems, and the notion that having a busy, modern lifestyle can compromise the immune system is greatly overblown" (Newsome 2011) – so, marketing is required to overcome this fact. | Newsome, B 2011, 'Immune to science', <i>Sceptic Science</i> , 10 March, viewed 21 January 2013, < http://www.theage.com.au/opinion/blogs/sceptic-science/immune-to-science-20110309-1bn9m.html >. |