

# Referencing Guide

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The following reference guide has been extracted from Hay, I, Bochner, D & Dungey, C 1997, *Making the Grade: A Guide to Successful Communication and Study*, Oxford University Press, Melbourne, pp 138-45.

### The author-date (Harvard) system

The Harvard system comprises two essential components, brief *in-text* references noted throughout your work and a comprehensive *list of references* cited at the end of the work. The in-text reference gives the surname of the *author(s)*, the *date* of publication, and the *page(s)* where the information or quotation can be found. The list of references gives the author's surname and forename initials, year of publication, the title of the publication, the name of the publishing house, and place of publication. These are discussed more fully below.

#### In-text references

The in-text reference presents a summary of bibliographic details in the following ways. Take particular note of the ways in which the various references are punctuated.

#### ***Direct quotation with parenthetical documentation***

When quoting an author(s) directly in the body of your essay, enclose the quotation with inverted commas, for a quotation of four or less typed lines.

#### ***When the author's name is quoted in the text***

As Althusser argues, 'a subject is interpellated by ideology ...' (1988, p 50).

#### ***Author's name in reference***

The construction of the subject is 'dependent upon Ideological State Apparatuses ...' (Althusser 1988, p 51).

#### ***When a quotation exceeds four typed lines***

Type a space after the concluding punctuation mark of your sentence and insert the parenthetical reference with a one centimetre indent for the entire quotation:

Catherine Belsey articulates Althusser's understanding of the subject in this manner:

The subject is constructed in language and in discourse and, since the symbolic order in its discursive use is closely related to ideology, in ideology. It is in this sense that ideology has the effect, as Althusser argues, of constituting individuals as subjects, and it is also in this sense that their subjectivity appears 'obvious'. Ideology suppresses the role of language in the construction of the subject. (1980, p 61)

#### ***If the reference is to one page***

As Bloggs (1989, p 50) has made so clear, a significant challenge confronting history ...

### ***If the reference is to several following pages***

More patient care inevitably produces a higher exposure to legal risks and a higher volume of liability suits (Bergen 1969, pp 506-7).

In order to avoid disruption in the flow of the sentence the citation of author, date, and pages used is generally placed at the end of the sentence, although (as in the first example) there are occasions when it is better placed within the sentence.

### ***If the reference is to a number of authors***

Several authors (Brown 1991, p 9; Nguyen 1987, p 52; Henare 1988, p 16) agree ...

Note that each reference is separated by a semicolon.

### ***If the reference is to a single text written by two people***

A recent study (Chan & D'Ettoire 1996) has shown ...  
Chan and D'Ettoire (1996) have shown that ...

Note that the names are linked within brackets by an ampersand (&) but with an 'and' if the names are incorporated within the text.

### ***If the reference is to a single text written by more than three people***

Ninio et al (1995, p 16) argue that ...

The abbreviation 'et al' is short for *et alii* meaning 'and others'.

### ***If the reference is to an anonymously written work***

This is apparently not the case in Thailand (*Far Eastern Economic Review* 28 Jan 1977, p 12).  
*Poughkeepsie Yearning* (1963) offers fine testament to this view.

The expressions 'Anonymous' and 'Anon' should not be used. Instead, the work's title is given.

### ***If the reference is to a map***

Low levels of precipitation are evident through much of central Australia (Division of National Mapping 1980).

### ***If the reference is to work written by a committee or an organisation***

CSIRO (1987, p 41) suggests that soil degradation is of major concern to the agricultural community in Australia.  
Natural disasters may present significant difficulties for residents of New Zealand (Earthquake Commission 1995, p 12).

Occasionally, a publication will have both individual and organisational authors listed. In such cases, it is common practice to treat the individual as author. The organisation is mentioned when giving full details in the list of references cited.

### ***If the reference is to one author referred to in the writings of another***

Stress is a major cause of suicide (Hassan, in Yeo 1994, p 219).

You should avoid such references unless tracing the original source is impossible. You are expected to find the original source yourself to ensure that the information has not been misinterpreted or misquoted by the intermediate author.

### ***If reference is made to information gained by means of personal communication***

Aspects of the theory await investigation (Wotjusiak 1997, pers comm, 2 May).

References to personal communications should be incorporated more fluidly into the text. For example:

In an interview I conducted on 12 January 1998, Dr Melody Jones, Director of City Services, revealed that ...

Personal communications are not usually included in the list of references, but if you have cited a number of personal communications, it may be useful to provide a separate list which provides the reader with some indication of the credibility of the people cited (that is, what is the basis for their authority in the context of your work).

### ***If the reference is to electronic information***

The style of reference provided is the same as that for individual, group, organisational, and committee authors as outlined above.

The National Aids Information Clearinghouse (1997) guidelines give clear advice on ...

David Harvey's (1989) work, *The Condition of Postmodernity*, is available at an FTP site ...

## **List of References**

This *alphabetically* ordered (by surname of author) list provides the complete bibliographic details of all sources actually referred to in the text. By convention it does not include those sources you consulted but have not cited (a full list of *all* references consulted is known as a *bibliography*).

The following list of examples of correctly formatted references may be useful when you prepare your own reference lists. The examples cover a range of commonly encountered sources. Look carefully at the examples and distinguish between the various kinds of work and how each is organised and punctuated. If you have a source which is not exemplified below, consult the Australian Government Publishing Service's *Style Manual for Authors, Editors and Printers* (1994).

Note that:

- the second and subsequent lines of each reference are indented;
- reference lists are single-spaced but with a blank line between each entry;
- article titles are given minimal capitalisation but book and journal titles are capitalised;
- book and journal titles are italicised or underlined. Article and chapter titles are not;
- article and chapter titles appear in inverted commas.

## Article in a journal

Brown, D E & Smithers, T, 1997, 'Making money from poker machines', *Journal of Gambling Studies*, vol 15, no 3, pp 15-27.

## Complete book

Cross, T D, Sklavos, M, Sutanovic, P & Hitchcock, A, 1991, *Horror Movies and Personal Identity*, Routledge, London.

Note that all authors' surnames precede their initials in a list of references. When multiple authors are listed, no comma is placed between the ampersand (&) and the preceding initial. All authors should be identified in the reference list, even if you have used 'et al' for works with more than three authors in your in-text reference.

## Book, edition other than first

McAteer, J L & MacAdam, P R, 1996, *Art History*, 4th edn, John Wiley, New York.

## Chapter in an edited volume

Occhiodoro, L A 1993, 'The cultural significance of dance in Fiji', in *Pacific Viewpoints*, ed D K Wu, Basil Blackwell, Oxford.

Note that the editor's surname and initials are not inverted, and that the title of the book precedes the editor's name.

## Government publication

Australian Bureau of Statistics 1994, *Government Finance Statistics*, Cat no 5512.0, ABS, Canberra.

Note that there is no full stop after the 'authors' name. Because Australian Bureau of Statistics is given as the author, it can be abbreviated when it appears as the publisher.

Department of Environment and Planning, South Australia 1982, *Procedures Manual: South Australian Planning System*, DEP, Adelaide.

## Book in a series

Wysocki, P & Dasvarma, R D 1977, *Recent Advances in Financial Management*, Association of Australian Financial Managers' Research Paper Series, No 17, Sydney.

## Paper in proceedings

Rice, E 1989, 'Virtually connected', *Proceedings of the Twelfth Conference of the Institute of Australian and New Zealand Software Engineers*, Institute of Australian and New Zealand Software Engineers, Brisbane, pp 234-63.

Wynn, D 1992, 'Teaching Japanese language skills', *Learning About Teaching: Proceedings of the Conference held 21-25 May 1997*, Language Teaching Association of New Zealand, Wellington, pp 101-22.

Note that spans of page numbers can be abbreviated, but not spans of dates.

## **Thesis**

Mee, Y 1994, An investigation of the male role in Australian society, PhD thesis, Flinders University of South Australia.

Note that, as a thesis is an unpublished work, its title is not put into inverted commas.

## **Unpublished paper**

Golotta, P 1985, Fatality rates amongst female motorcycle riders in Western Australia, in possession of the State Library of Queensland, Brisbane.

Unpublished materials come in a variety of forms (for example, letters, papers presented at meetings). Provide, in a concise way consistent with the style of other references, sufficient details for your reader to be able to gain access to the material cited.

## **Map**

Department of Lands, New South Wales 1996, *Wollongong*, 5th edn, 1:50,000, Topographic series.

## **Newspaper**

O'Leary, K 1996, 'Pokies splurge', *Sydney Morning Herald*, 13 Feb, p 7.

If the article has no obvious author, full biographic details should be provided in both the in-text reference and in the list of references:

*Melbourne Age*, 28 Jan 1995, p 12.

*Financial Review*, 23 Jan 1994, p 7.

## **Video/movie**

*Down on the farm* (video recording) 30 June 1994, ABC Television.

*Shaking the tree* (motion picture) 1977, Sydney, Big Picture Releases.

## **Electronic information**

Australian Bureau of Statistics 1994, *CDATA91*, version 2.1 revised (CD-ROM), ABS Electronic Services, Canberra.

Carroll, L 1991, *Alice's Adventures In Wonderland*, The Millennium Fulcrum Edition 2.7a (online) available: FTP: quake.thin.com, Directory: pub/text/1991, File: alice-in-wonderland.txt.

*Cook Islands* (online) 1996, available: <http://www.edci.gov/cia/publications/95fact/cw.html>.

Briefly, the reference for electronic sources is treated like any other except that a 'type of medium' (that is, the electronic form this information is in) statement is added directly after the name/edition description of the item. The medium might be CD-ROM, online, or disk. Further, an 'available' statement outlining the electronic access route or address replaces information on publisher and place of publication. Keep the information concise but be sure what you provide is sufficient for your reader to gain access to the reference. Li & Crane (1996) provide an extensive review of citing electronic information.

## Multiple entries by same author

If you have cited two or more works written by the same author they should be listed in chronological order by date of publication. If they were written in the same year, add lower case letters to the year of publication in both the reference list and the text to distinguish one publication from another (for example, 1987a, 1987b). List the same-year publications alphabetically by initial letters of significant words in the reference's title and assign letters according to that order. The following example illustrates both same-year publications and same-author publications.

Lam, R 1987a, *A Digest of Water Weeds in South Australia*, Bastian Publishers, Adelaide.  
—1987b, 'Water weeds in South Australia', *Journal of Water Science*, vol 66, no 4, pp 6-18.  
—1989, 'Water weed hazards in New Zealand', *Australian and New Zealand Journal of Water Resources*, vol 13, no 3, pp 135-68.

Note also that where more than one reference by an author is included, the author's name can be replaced by a two-em rule in subsequent references.

A completed reference list noting some of the sources listed above and prepared according to the Harvard system would look like this:

### References

- Australian Bureau of Statistics 1994, *Government Finance Statistics*, Cat no 5512.0, ABS, Canberra.
- Brown, D e & Smithers, T 1997, 'Making money from poker machines', *Journal of Gambling Studies*, vol 15, no 3, pp 15-27.
- Cross, T D, Sklavos, M, Sutanovic, P & Hitchcock, A 1991, *Horror Movies and Personal Identity*, Routledge, London.
- Department of Environment and Planning, South Australia 1982, *Procedures Manual: South Australian Planning System*, DEP, Adelaide.
- Golotta, P 1985, Fatality rates amongst female motorcycle riders in Western Australia, in possession of the State Library of Queensland, Brisbane.
- Lam, R 1987a, *A Digest of Water Weeds in South Australia*, Bastian Publishers, Adelaide.  
—1987b, 'Water weeds in South Australia', *Jounral of Water Science*, vol 66, no 4, pp 6-18.  
—1989, 'Water weed hazards in New Zealand', *Australian and New Zealand Journal of Water Resources*, vol 13, no 3, pp 135-68.
- McAteer, J L & MacAdam, P R, 1996, *Art History*, 4th edn, John Wiley, New York.
- Mee, Y 1994, An investigation of the male role in Australian society, PhD thesis, Flinders University of South Australia.
- Occhiodoro, L A 1993, 'The cultural significance of dance in Fiji', in *Pacific Viewpoints*, ed D K Wu, Basil Blackwell, Oxford.
- Rice, E 1989, 'Virtually connected', *Proceedings of the Twelfth Conference of the Institute of Australian and New Zealand Software Engineers*, Institute of Australian and New Zealand Software Engineers, Brisbane, pp 234-63.
- Wysocki, P & Dasvarma, R D 1977, *Recent Advances in Financial Management*, Association of Australian Financial Managers' Research Paper Series, No 17, Sydney.
- Wynn, D 1992, 'Teaching Japanese language skills', *Learning About Teaching: Proceedings of the Conference held 21-25 May 1997*, Language Teaching Association of New Zealand, Wellington, pp 101-22.

