



Referencing: The Harvard System

Use this sheet to help you:

- Follow the Harvard referencing convention
- Cite online sources using the Harvard style

5 minute self test

- What is the difference between in-text and bibliographical citations?
- How does the Harvard System differ from the APA?
- How should you cite internet sources?

The Harvard system of referencing is very similar to the APA system of referencing (see **Study and Research Helpsheet: Basic Referencing Using the APA System**) but there are subtle differences in how the reference list is written:

- It uses "and" not "&" between multiple authors
- The publishers' name appears before the place of publication, separated by a comma (in APA it is place of publication then publisher separated by a colon ":")
- The year of publication need not be enclosed in parentheses (...) though it is on some versions of Harvard
- All major items are followed by commas and not full stops (as in the APA)
- "pp" for inclusive page numbers are given for journal articles in Harvard, but not APA.

Sample Harvard Reference List

- Abrami, P. C., d'Appollonia, S. and Rosenfield, S. 1997, 'The Dimensionality of Student Rating of Instruction; What we Know and What we Do Not', in *Higher Education: Handbook on Theory and Research*, vol. II, (ed Smart, J. C.) Agathon Press, New York.
- Abrami, P. C., Dickens, W. J., Leventhal, L. and Perry, R. P. 1980, 'Do Teacher Standards for Assigning Grades Affect Student Evaluations Instruction?', *Journal of Educational Psychology*, vol. 72, pp. 107-118.
- Boex, J. F. 2000, 'Identifying the Attributes of Effective Economics Instructors: An Analysis of Student Evaluation of Instructor Data', *Journal of Economics Education*, vol. 31, no. Summer, pp. 211-226.
- Braskamp, L. A. and Ory, J. C. 1994, *Assessing faculty work: Enhancing individual and institutional performance*, Jossey-Bass, San Francisco.
- Cashin, W. E. 1988, 'Student Ratings of Teaching: A Summary of the Research', in *IDEA Paper*, vol. 20, Center for Faculty Evaluation and Development, Manhattan, Kansas: Kansas State University.
- Cashin, W. E. 1990, 'Students do Rate Different Academic Fields Differently', in *Students Ratings of Instruction: Issues for Improving Practice: New Directions for Teaching and Learning*, vol. 43, (eds Theall, M. and Franklin, J.) Jossey-Bass, San Francisco, pp. 113-121.
- Cashin, W. E. 1992, 'Student Ratings: The Need for Comparative Data', *Instructional Evaluation and Faculty Development*, vol. 12, pp. 1-6.
- Feldman, K. A. 1989a, 'The Association between Student Ratings of Specific Instructional Dimensions and Student Achievement: Refining and Extending the Synthesis of Data from Multisection Validity Studies', *Research in Higher Education*, vol. 30, pp. 583-645.
- Feldman, K. A. 1989b, 'Instructional Effectiveness of College Teachers as Judged by Teachers themselves, Current and Former Students Colleagues, Administrators and External (Neutral) Observers', *Research in Higher Education*, vol. 30, pp. 583-645.

It is important to realise that there are two kinds of citations needed, whether one uses Harvard or APA. These are in text citations and bibliographic (or reference list) citations. Both are necessary. "In-text" citations occur in the text of an article "bibliographic" citations occur at the end as a reference list (as above). The following rules for in-text and bibliographic citations should be followed.

RULES GOVERNING ENTRIES IN THE TEXT

Rule 1: Use a comma between the year and page

(Cashin, 1999, p. 56)

Rule 2: Use a semi-colon between multiple citations

(Cashin, 1999, p. 56; Boex, 2000, p. 212)

NOTE: Multiple citations are listed chronologically from earliest to latest

Rule 3: When authors' names are incorporated in the text parentheses are placed around the year

Cashin (1999) suggests that ...

Rule 4: In the case of a work that has more than three authors, use the surname of the first-listed Author [followed by et al ("and others")]

Abrami et. al. (1980) have found...

NOTE: You must list ALL authors the first time the citation is made.
Abrami, Dickens, Leventhal, and Perry (1980) found ...

Rule 5: When reference is made to more than one work by the same author, arrange in chronological order [order by least recent to most recent]

Cashin (1990, 1990, 1992) was unable to explain...

Rule 6: Reference to a number of works published by the same author in the same year should be distinguished by using lower case letters attached to the date

Feldman (1989a, p. 584; 1989b, p. 644) suggested...

Rule 7: In the case of two authors with the same surname, use the first given initial to distinguish them.

(A. Smith, 1999)

(B. Smith, 2001)

If the first given initial is the same, use the second initial.

NOTE: The Harvard System--like the APA--operates by minimising the amount of information in the in-text reference. Only use the essential information needed to identify the reference. For most references this is the Author and Date. If there is likely to be confusion, use titles and lower case letters to indicate multiple works by the same author. If there are two authors with the same surname use the given name initial to distinguish them. Only use given name initials in these situations and not at other times.

RULES GOVERNING ENTRIES IN THE BIBLIOGRAPHY

Rule 1: Arrange entries in alphabetical order by the surname of the first author, alphabetise letter by letter, and alphabetise the prefixes M, Mc and Mac literally:

"Anderson" is before "Antigone" in an alphabetical list (both begin "An" but "t" is after "d", etc)

Note in the above reference list that:

Abrami, P. C., d'Appollonia, S. and Rosenfield, S.

is before:

Abrami, P. C., Dickens, W. J., Leventhal, L. and Perry, R. P.

This is because "d'A" is alphabetically prior to "Di".

Rule 2: Single author entries precede multiple-author entries beginning with the same surname:

Kaufman, J.R. 1978, ...
Kaufman, J.R. and Wrong, D.F. 1978,...

Rule 3: References with the same authors in the same order are arranged by year of publication, the earliest first:

Kaufman, J.R. and Jones, K. 1977, ...
Kaufman, J.R. and Jones, K. 1980, ...

Rule 4: Order of several works by different authors with the same family name are arranged alphabetically by first initial:

Eliot, A.L. 1983, ...
Eliot, G.E. 1980, ...

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Specific Rules for Journals

The title of the journal article always appears in single quotation marks, and the title of the journal is always underlined or *italicised*. It is important to provide inclusive page numbers of the journal article (NOT the page number of the in-text citation), and to present them as the final item of the citation, separated from the preceding item by a comma.

Boex, J. F. 2000, 'Identifying the Attributes of Effective Economics Instructors: An Analysis of Student Evaluation of Instructor Data,' *Journal of Economics Education*, vol. 31, Summer, pp. 211-226.

NOTE: Some journals have issue numbers as well as volume numbers. Some have season issues, not issue numbers (e.g., "summer", "fall"). The issue numbers are sometimes given using the abbreviation No. before the number (see reference list earlier) and sometimes given in brackets, e.g.: Vol. 1, (4). Either form is acceptable.

Newspaper Articles and Case Studies

If a newspaper article or case study has an obvious author, the procedure described for journals should be followed, volume and series information being replaced by the day and month. If the article has no obvious author, it should be identified by means of the title. Such a citation should also be included alphabetically in the list of references.

Brandis, G. 1987, 'The Liberals: Just who is forgetting whom?', *Weekend Australian*, 24-25 Jan, p. 19.

'Killing bin Laden won't end the terror', 2001, *The Age*, 19/10/01, p. 26.

Legge, K. 1987, 'Labor to cost the "Keating Factor"', *Times on Sunday*, 1st Feb, p. 2. (Financial Review, (1987) 23 Jan, editorial)

Edited Books

An editor is someone who compiles a book from a number of sources. The editor might write a preface to the book, and make small changes to the contributions to the book, but most of the book is written by other people. An editor is identified by means of (ed):

Cashin, W. E. (ed), 1999, ...

Article or Chapter in Edited Book

Put the name of the chapter in '...' and then identify the book that it appears in as follows:

Cashin, W. E. 1990, 'Students do Rate Different Academic Fields Differently', in *Students Ratings of Instruction: Issues for Improving Practice: New Directions for Teaching and Learning*, vol. 43, (eds Theall, M. and Franklin, J.) Jossey-Bass, San Francisco, pp. 113-121.

NOTE: In this case it is a series of books and this is 43 in the series. This is not a journal because the title of the book is italicised and there is no italicised journal name.

Multiple Edition Book

Yura, H. and Walsh, M. B. 1983, *The Nursing Process, Assessing, Planning, Implementing, Evaluation*, (4th edn), Appleton-Century-Crofts/Norwalk, Connecticut.

Film or Video

Maas, J. B. (Producer) and Gluck, D.H. (Director), 1979, *Deeper into Hypnosis* [Film], Prentice-Hall, New Jersey.

Koenig, W. (Producer) and O'Donoghue, A. (Director) 1986, *The Old Person's Friend*, [Video], The National Film Board of Canada, Montreal. Audio Cassette Recording

Clark, K. B. (Speaker) 1976, *Problems of Freedom and Behaviour Modification*, [Cassette Recording No. 7612], American Psychological Association, Washington D.C.

Personal Communication

This may be letters, memos, telephone conversations, interviews, and other forms of communication that are unpublished and generally not retrievable (you cannot find them again).

They are cited in the body of the essay and should appear in the bibliography as well [if they can be found]. If they cannot be found they should NOT be in the bibliography but they should nonetheless appear in the in-text citation. See also Works without an Author's Name.

Material used by lecturers is often accessed from subject texts or weekly specified reading. These should be referenced in preference to the lecture notes.

For example:

In-text: According to J.O. Reiss, Lecturer in Accounting, 'There has never been a better time to study accounting'(Reiss, pers. comm., April 28, 1983).

This would appear in the bibliography as:

Reiss, J. O. 1983, *Subject Handbook for Lectures in Accounting*, Department of Accounting, University of Melbourne, 28/4/1983.

Dubious Publication Date

If the publication date is dubious, a question mark is used.

Quirk, E. (? 1751) ...

Anonymous Works

The publication date follows the title. The expression "Anonymous". should not be used and these publications should be listed first in your reference list under the title of the publication. For example:

Bringing up Parents, 1953, ...

NOTE: Anonymous works are NOT works which have been published where the author is not listed (for example, Government publications). They are works where the author is unidentifiable, generally because the publication is too old. Works where the author is simply not mentioned should be listed alphabetically by title.

Works without an Author's Name

Some authors do not use their name on publications so you cannot list the publication by surname. Examples of this include company reports, brochures and government publications. What should you do? You should always use the title of the publication instead. For example:

The Arts Faculty Student Handbook, 2002, Monash University: Clayton.

NOTE: In the Reference list or Bibliography you should omit articles (in this case, "The") for purposes of alphabetical order and list under the first letter of the next word (in this case, "A")

Conference Papers

Papers presented at conferences, seminars and meetings are forms of unpublished material.

Bowd, D. G. 1957, 'Richard Fitzgerald, 1772-1840', Paper presented to Hawkesbury Historical Society, NSW.

Suzuki, R. 1982, 'Workers' Attitudes Toward Computer Innovation and Organizational Culture: The Case in Japan', Paper presented to the 10th World Congress of Sociology, Mexico City, 16-21 Aug.

Government Publications

When citing government publications, the procedure described for books should generally be followed. Such citations often appear complex—for example, some publications have no obvious author, some have a sponsoring organisation and an author, some are the work of a committee.

Pamphlets are often published by government departments. Pamphlets are also published by universities.

In general list the reference by means of the title UNLESS there is a sponsoring body, in which case identify by the sponsor first. [If there is a sponsoring body it should be clearly stated: "Sponsored by X"].

IN SUMMARY:

- Identify by surname first, OR
- Identify by Title UNLESS there is a sponsor, IN WHICH CASE
- Identify by sponsor

Citing Online Sources

Many students will want to cite references from the internet. As many good quality journals are now online this is acceptable. You will find detailed information on how to do this at the following location (Quinion, 1998):

<http://www.quinion.com/words/articles/citation.htm>

As a general rule, the following conventions apply.

1. In-Text Online Citations

For the in-text reference, simply identify by either surname and given name initials and year OR the title and year. In other words, the normal Harvard System practice applies. For example, if the website is clearly identified as being written by Bob Smith, the in-text reference should be: (Smith, 2000)

- URLs do NOT appear in the text.
- Note also that the writer's name should be given, not the "webmaster", unless they are the same person.

If the website is clearly identified as being by the Department of Management, which is a Department of the Faculty of Business and Economics, you identify by the title of the page you are citing (not necessarily the "index" or main page). For example:

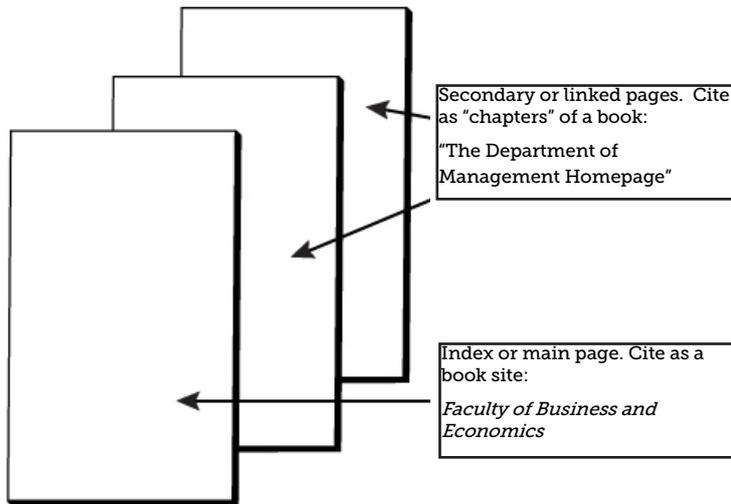
(*'Department of Management'*, 2001)

OR

(Faculty of Business and Economics, 2001)

depending on which page you are interested in taking information from. (The former is a 'Chapter' of the latter, so the department page is shown by '...' and the main page is shown in italics). The following diagram makes this clear.

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Of course, using the usual Harvard method, the remaining citation information (publisher and place of publication) is given in the Bibliography.

2. Bibliographic Online Citations

For the bibliographic reference, you identify by surname of author (if available) as usual. If there is no author mentioned, the following conventions apply. Include the following in this order:

- 'Name of article/page' (This is the page you are citing from, not necessarily the "index" or main page)
- year in brackets (...)
- Name of journal/main website page (in italics)
- URL: [PLUS:](http://etc.--in ROUND brackets– parentheses, (...)
• date of creation of site e.g., 14/5/01

</div>
<div data-bbox=)

- Accessed: your date of use of the page in SQUARE brackets. [...]

NOTE: The date of use of the page is usually different from date of creation, and is therefore important for accuracy given that pages are continually updated. e.g., 'The Department of Management', (2001) Faculty of Business and Economics, (URL: [http:// etc ...](http://etc...)) 14/3/01 [Accessed: 30/4/01].

NOTE: URL stands for Uniform Resource Locator, which identifies the source of the material. This begins with a code for the type of access involved ("<http://>", "<ftp://>", "<gopher://>", etc). If you wanted to cite the document we are referring to above it would be:

Quinion, M., (1999), Citing Online Sources, (URL: <http://www.quinion.com/words/articles/citation.htm>) [Accessed: 10 March 2001].
Make sure you break the lines in a sensible place and never introduce hyphens.

NOTE: In terms of managing reference information it is advisable to begin compiling your reference list as soon as you start reading. Add everything you read. Delete as necessary later. Using the Harvard system is made easy by a specific computer program designed for the purpose, e.g. EndNote. This is available for free for students.
<http://endnote.unimelb.edu.au/home>