OTEN-Endorsed Referencing Product 1b*

Brief guide to Harvard (Author-Date) Referencing
(April 2005)

(TAFE SA Adelaide City Campus Library)

*This product is available electronically www.oten.edu.au/ols
Brief guide to Harvard (Author-Date) Referencing

Referencing acknowledges someone else’s material within your own work. Referencing is not needed for self-expression, data from your own experience or surveys, nor information regarded as ‘common knowledge’.

Failure to reference is regarded as cheating or plagiarism and your lecturers may ask you to resubmit an assignment, give you a minimum pass or even fail you. For more information on plagiarism, go to:


The Harvard referencing style has been selected for AIT. It may require 2 citations:

- **in-text** (in the main part of your work for quotations etc.) and
- **end-text** (in a list, usually known as a bibliography, at the end of your work).

**In-text citations:** there are different ways of using someone else’s material plus an appropriate but brief in-text citation within your main text for a …

- **short quote:** put it inside quotation marks within your own sentence
  According to Hall (1995, p. 52), “Three main factors can be identified as contributing to tourism in Australia”. The most important of these…

- **long quote** (over 30 words or 2 lines): increase the left margin & reduce the font size to create a block
  From the perspective of these factors, the evolution of tourism in Australia may be regarded as the result of the interplay between the social, political and economic and technological forces operating on and within Australian society (Hall 1995, p. 52).

- **paraphrase** (someone else’s idea put into your own words):
  The 3 key factors that influenced growth in tourism here were… (Hall 1995, p. 52).

  (For more examples of paraphrasing, work through the online plagiarism workshop available from the ‘Avoiding Plagiarism’ link at the UniSA web site shown above).

- **summary:**
  Hall identifies some keys issues in the ongoing development of Australian tourism as specialist consumers, destination communities, politics at all levels and environmental concerns (1995, pp. 209-214).

- **statistics, table, graphic, etc:** a citation should be shown immediately beside or below the copied item
  ![Source: Hall 1995, p. 204.](image)

Common to all the examples above is that the information came from something written by Hall in 1995 – this leads on to the matching and full …

**End-text citation:** listed in References or a Bibliography (see other formats on pp. 2-4):


Some general rules for citations

- cite all types of resources used – personal communications, books, articles, radio, graphics, videos, web etc.
- in most assignments you can combine all your resources into one Bibliography. However, some lecturers prefer resources used for in-text quotes, paraphrases or copies shown in a separate Reference List, while those used only for general or background information shown in a Bibliography – so always check first
- arrange citations in one alphabetical list (based on the leading word but ignoring an ‘A’, ‘An’ or ‘The’) without numbers
- follow the citation format according to the type of resource you have used (see pp. 2-4)
- for more information, see Harvard referencing: a guide to citing your resources at http://www.tafe.sa.edu.au/locations/files/links/HarvRef5th.pdf

Harvard citation examples for some common types of resources

<table>
<thead>
<tr>
<th>Resource format</th>
<th>In-text citation</th>
<th>End-text citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article – print, no author</td>
<td>(Saving the rainforest 2004, p. 11)</td>
<td>‘Saving the rainforest’ (2004) <em>The Economist</em>, vol. 372, no. 8385, p. 11. (Note: an ANZRC online record of this article shows the page as p. 12!)</td>
</tr>
</tbody>
</table>
| **Book chapter**  
| **Discussion list**  
| **Electronic resource**  
| **Email** | (Sample 2004) | No end-text citation required for personal communications |
End-text citations: formats and examples for different resource types

**FORMAT:**
- each type shows content, text format, abbreviation/s and punctuation
- in a bibliography, citations should not be grouped into formats but listed alphabetically based on the leading word (ignoring ‘A’, ‘An’ and ‘The’)

**BOOK:** Author (Year) *Book title +/- subtitle*, edition (only if not 1st), Publisher, Place.


**ARTICLE (in print):** Author (Year) ‘Article title’, *Journal Title*, issue, pages.


**ARTICLE (from online database):** Author (Year) ‘Article title’, *Journal Title* (online), issue, pages if given. Available: Database supplier &/or name &/or URL, Persistent URL &/or Item no. if given [Accessed n mmm. Year].


**CHAPTER:** Author/s (Year) ‘Chapter title’, *Book title*, +/-editors, Publisher, Place, pages.


**VIDEO/TV:** Author/s (Year) *Title* (format), Publisher, Place, +/-Transmission Date.


**WEB:** Author/s (Year) *Site title* (online). Available: URL [Accessed n mmm. Year].


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