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References/Bibliography Harvard Style

Based on Style manual for authors, editors and printers / revised by Snooks & Co. 2002

How-to guide

- There are various ways of setting out references / bibliographies for an assignment.
- "*Harvard Style*" is a generic term for any referencing style which uses in-text references such as (Smith, 1999) and a reference list at the end of the document organised by author name and year of publication. There is no manual of the "*Harvard Style*" and there are many versions of the "Harvard Style". For example, the commonly used APA Style is a "*Harvard Style*". In this guide, we are using a "Harvard Style" based on an Australian style manual (AGPS style) but now revised by Snooks & Co, 2002. The style is based on the author-date system for books, articles and "non-books".

> **NOTE** **Before you write your list of references/bibliography check with your lecturer/tutor for the bibliographic style preferred by the Academic Department.**

- Your bibliography should identify an item (e.g. book, journal article, cassette tape, film, or internet site) in sufficient detail so that others may identify it and consult it.
- Your bibliography should appear at the end of your essay/report with entries listed alphabetically.
- If you have used sources from the Internet, these should be listed in your bibliography.

■ FOR A BOOK

The details required in order are:

1. **name/s** of author/s, editor/s, compiler/s or the institution responsible
2. **year** of publication
3. **title** of publication and **subtitle** if any (all titles must be underlined or italicised)
4. **series title** and individual **volume** if any
5. **edition**, if other than first
6. **publisher**
7. **place of publication**
8. **page number(s)** if applicable

- **One author**
  Berkman, RI 1994, *Find it fast: how to uncover expert information on any subject,* HarperPerennial, New York.

  Explanation of above citation

AUTHOR	YEAR	TITLE (italicised or underlined)

  Berkman, RI 1994, *Find it fast: how to uncover expert information on any subject,*
  HarperPerennial, New York.

PUBLISHER	PLACE OF PUBLICATION
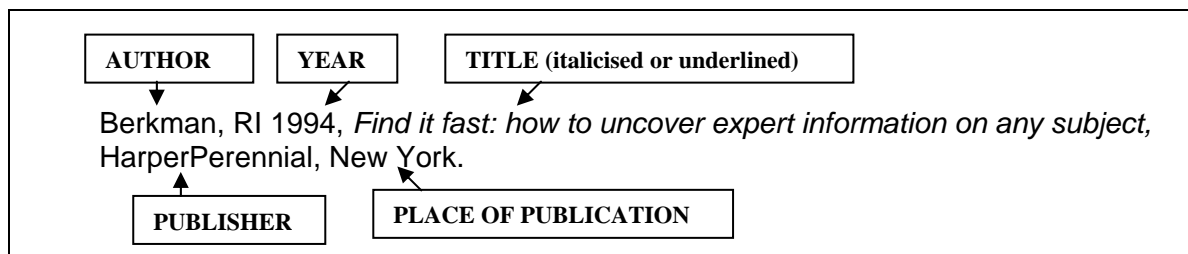
- **Two or more authors**
  Cengel, YA & Boles, MA 1994, *Thermodynamics: an engineering approach,* 2nd edn, McGraw Hill, London.
  Cheek, J, Doskatsch, I, Hill, P & Walsh, L 1995, *Finding out: information literacy for the 21st century*, MacMillan Education Australia, South Melbourne.

- **Editor(s)**

  Pike, ER & Sarkar, S (eds) 1986, *Frontiers in quantum optics,* Adam Hilger, Bristol.

  Jackson, JA (ed.) 1997, *Glossary of geology*, 4th edn, American Geological Institute, Alexandria, Va.

- **Sponsored by institution, corporation or other organisation**

  Institution of Engineers, Australia 1994, *Code of ethics,* Institution of Engineers, Australia, Barton, A.C.T.

- **Series**

  Bhattacharjee, M 1998, *Notes of infinite permutation groups*, Lecture notes in mathematics no.1698, Springer, New York.

- **Edition**

  Zumdahl, SS 1997, *Chemistry,* 4th edn, Houghton Mifflin, Boston.

- **Chapter or part of a book to which a number of authors have contributed**

  Bernstein, D 1995, 'Transportation planning', in WF Chen (ed.), *The civil engineering handbook*, CRC Press, Boca Raton.

- **No author or editor**

  Kempe's engineer's year-book 1992, Morgan-Grampian, London.

■ FOR A THESIS

The details required, in order, are:
1. **author**
2. **year** of submission
3. **title**
4. **name** of degree
5. **name of institution** issuing degree
6. **location** of institution

Exelby, HRA 1997, 'Aspects of gold and mineral liberation'*,* PhD thesis, University of Queensland, Brisbane.

■ FOR AN ARTICLE

The details required, in order, are:
1. **name/s** of author/s of the article
2. **year** of publication
3. **title of article**, in single quotation marks
4. **title of periodical** (underlined or italicised)
5. **volume** number
6. **issue** (or part) number
7. **page number(s)**

- **Journal article**

  Huffman, LM 1996, 'Processing whey protein for use as a food ingredient', *Food Technology,* vol. 50, no. 2, pp. 49-52.

Explanation of above citation

AUTHOR	DATE	TITLE OF ARTICLE	TITLE OF JOURNAL	VOLUME	ISSUE	PAGES

Huffman, LM 1996, 'Processing whey protein for use as a food ingredient', *Food Technology,* vol. 50, no. 2, pp. 49-52.
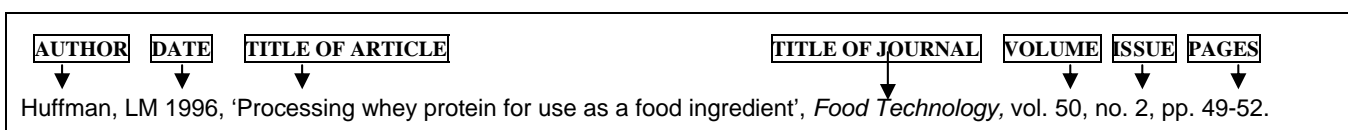
- **Conference paper (published)**

Bourassa, S 1999, 'Effects of child care on young children', *Proceedings of the third annual meeting of the International Society for Child Psychology,* International Society for Child Psychology, Atlanta, Georgia, pp. 44-6. (Example from Style manual for authors, editors and printers 2002)

- **Conference paper (unpublished)**

  Bowden, FJ & Fairley, CK 1996, 'Endemic STDs in the Northern Territory: estimations of effective rates of partner change', paper presented to the scientific meeting of the Royal Australian College of Physicians, Darwin, 24-25 June. (Example from Style manual for authors, editors and printers 2002)

- **Newspaper article**

  Simpson, L 1997, 'Tasmania's railway goes private', *Australian Financial Review*, 13 October, p. 10.

■ FOR A NON-BOOK

The details required are the same as for a book, with the form of the item (eg videorecording, tape, computer file, etc.) indicated after the year.

Get the facts (and get them organised) 1990, video recording, Appleseed Productions, Williamstown, Vic.

FORM OF ITEM

Dr Brain thinking games 1998, CD-ROM, Knowledge Adventure Inc., Torrance, California.

■ FOR A STANDARD

The details required, in order, are:
1. **corporate body** issuing standard
2. **year** of publication
3. **title** of standard
4. **number** of standard including identifier of issuing country or body
5. **publisher** of standard
6. **place of publication**

International Organization for Standardization 1982, *Steels - Classification - Part 1: Classification of steels into unalloyed and alloy steels based on chemical composition,* ISO 4948-1:1982, International Organization for Standardization, Geneva.

■ FOR A PATENT

The details required, in order, are:
1. **name/s** of inventor/s
2. **date** of issue
3. **title** of patent
4. **number** of patent, including country of issue

Cookson, AH 1985, *Particle trap for compressed gas insulated transmission systems*, US Patent 4554399.

■ FOR A MAP

The details required, in order, are:
1. **issuing body**
2. **date**
3. **title** of map
4. **series**
5. **publisher**
6. **place of publication**

Department of Mines and Energy, Queensland 1996, *Dotswood,* Australia 1:100 000 Geological Series, Sheet 8158, Department of Mines and Energy, Queensland, Brisbane.

■ FOR WEB SITES AND OTHER ELECTRONIC SOURCES

- This could include sources from **full text compact disk products**, **electronic journals** or other sources from the **Internet**.
- The **basic form** of the citations follow the principles listed for print sources (see above)
  1. **name/s** of author/s
  2. **date** of publication Note: If you cannot establish the date of publication, use n.d. (no date).
  3. **title** of publication
  4. **edition**, if other than first
  5. **type of medium**, if necessary
  6. **date item viewed**
  7. **name** or **site address** on internet (if applicable)

Weibel, S 1995, 'Metadata: the foundations of resource description', *D-lib Magazine*, viewed 7 January 1997, <http://www.dlib.org/dlib/July95/07weibel.html>.

ASTEC 1994, *The networked nation*, Australian Science, Technology and Engineering Council, Canberra, viewed 7 May 1997, <http://astec.gov.au/astec/net_nation/contents.html>.

- **If no author is given, the title is used as the first element of a citation.**

Dr Brain thinking games 1998, CD-ROM, Knowledge Adventure Inc., Torrance, California.

■ FOR PERSONAL COMMUNICATIONS

Information obtained by interview, telephone call, letter, email, etc. should be documented in the text.

"Details of a personal communication do not need to be included in a reference list" i.e. You may not need to include personal communications in the list of references at the end of the essay.

When interviewed on 15 June 1995, Dr Peter Jones explained that …

This was later verbally confirmed (P Jones 1995, pers. comm., 15 June).

■ FOR RESEARCH REPORTS

There are variations on documents produced by government agencies.

The following example includes both the name of the sponsoring agency and the specific author.

Department of Veterans' Affairs 2000, *Payments to Vietnam veterans: a summary*, report prepared by S Baslum, Department of Veteran Affairs, Canberra.

The following example requires the name of the sponsoring agency only.

Institution of Engineers, Australia 1994, *Code of ethics,* Institution of Engineers, Australia, Barton, A.C.T.

■ REFERENCES IN THE TEXT OF YOUR ESSAY

- In an author-date style, a textual citation generally requires only the name of the author(s) and the year of publication (and specific page(s) if necessary).
- This may appear at the end of a sentence, before the full stop.

Examples:
It is futile to maintain that the sexes are interchangeable (Moir & Jessel 1991).
It is futile to maintain that the sexes are interchangeable (Moir & Jessel 1991, p. 94).

- Alternatively, the author's surname may be integrated into the text, followed by the year of publication in parentheses.

  Examples:
  Moir and Jessel (1991) have shown that it is futile to maintain that the sexes are interchangeable.
  Moir and Jessel (1991, pp. 93-4) have shown that it is futile to maintain that the sexes are interchangeable.

- If two or more works by different authors are cited at the same time, separate them with a semicolon.

  Example:
  The implications for land degradation have been much debated (Malinowski, Miller & Gupta 1995; Thomson 1999).

- If two or more works by the same author are cited at the same time, do not repeat the author's name. Separate the years of publication by a comma.

  Example:
  Subsequent investigation confirmed these results (Watson & Clark 1996, 1998).

- If there are more than two works by the same author, published in the same year, add the letters 'a', 'b', etc. to the year to distinguish the works. Also add these letters to the year in the list of references at the end of the essay.

  Example:
  Public housing remains a neglected area (ACOSS 1997a, 1997b).

- If there are more than three authors, list only the first, followed by 'et al.'

  Example:
  Other researchers have questioned these findings (Larson et al. 1987).

- If you cannot establish the year of publication, use 'n.d.' (no date).

  Example:
  Recent advances have been made in this area (Bolton n.d.).

- If there is no author or authoring body, cite the work by title, in italics.

  Example:
  In military settings, leadership acquires a different significance (*Be, know, do: leadership the Army way*, 2004).

■ BIBLIOGRAPHY / LIST OF REFERENCES

NOTE:	• **A list of references** contains details only of those works cited in the text. • **A bibliography** includes sources not cited in the text but which are relevant to the subject, listed alphabetically

If you require further information, refer to:	
For print sources	Snooks & Co 2002, *Style manual for authors, editors and printers*, 6th edn, rev. Snooks & Co., John Wiley & Sons, Canberra.
For electronic sources	Li, X & Crane, N 1993, *Electronic style: a guide to writing electronic information*, Meckler, Westport.

(?) Ask at the *Information Desk* in any Branch Library *or* check the Library's Web Page ~ **http://www.library.uq.edu.au/useit/**