

Harvard (AGPS) Style



A guide to referencing sources used in assignments

- ◆ This guide uses the **Harvard** or **author-date system** for referencing books, articles and 'non-books', including Internet sources. It is a modified version of the style presented in: *Style manual for authors, editors and printers*, 6th ed., formerly known as the **AGPS Style manual**
- ◆ The author-date system can vary in minor features such as punctuation, capitalisation, abbreviations and the use of italics. The most important principle in referencing is to be consistent

NB: Some Faculties and Schools prefer different styles or systems. Before you write your bibliography, check with your lecturer/tutor as to the referencing style they prefer you to use

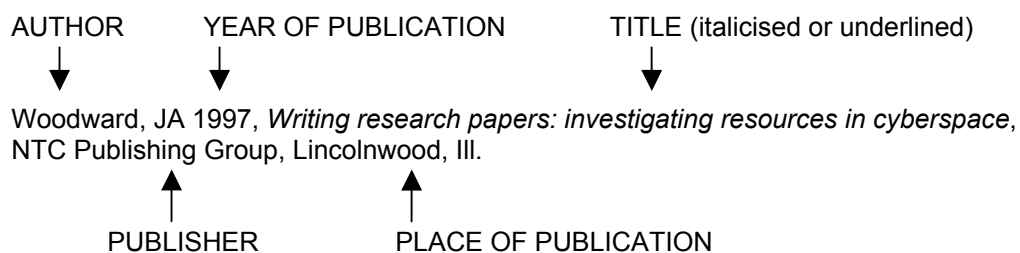
- ◆ All sources used in assignments, essays, reports and theses must be acknowledged in the text of your document giving the author's name followed by the publication date (these are called 'in-text citations')
- ◆ A 'bibliography' or 'reference list' at the end of your document contains the full details of all the in-text citations, arranged alphabetically
- ◆ Referencing is necessary to avoid plagiarism, to verify quotations, and to enable readers to identify and consult any item to follow-up a cited author's arguments

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 with sentence style capitalisation as below)
4. **series title** and individual **volume**, if any
5. **edition**, if other than the first
6. **publisher**
7. **place of publication**
8. **page number(s)** if applicable

◆ One author



◆ More than one author

Lamble, J & Morris, S 2001, *Online and personal: the reality of internet relationships*,
Finch Publishing, Lane Cove, NSW.

FOR A BOOK (cont.)

◆ Editor(s)

Lansbury, RD & Davis, EM (eds) 1996, *Managing together: consultation and participation in the workplace*, Longman, Melbourne.

Hall, S (ed.) 1997, *Representation: cultural representations and signifying practices*, Sage, London.

◆ Sponsored by institution, corporation or other organization

Australian Bureau of Statistics 1996, *1996 Census dictionary*, Cat. No. 2901.0, ABS, Canberra.

Department of Health and Family Services 1997, *Youth suicide in Australia: the National Youth Suicide Prevention Strategy*, AGPS, Canberra.

◆ Series

Conrad, P 1990, *Balancing home and career: skills for successful life management*. The Fifty-Minute Series, Crisp Publications, Los Altos, Calif.

◆ Edition

Hoggett, JR, Edwards, L & Medlin, JF 2003, *Accounting in Australia*, 5th edn, John Wiley, Milton, Qld.

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

Abraham, J 1997, 'Science and politics of medicines regulation', in MA Elston (ed.) *Sociology of medical science and technology*, Blackwell Publishers, Oxford.

◆ No author or editor

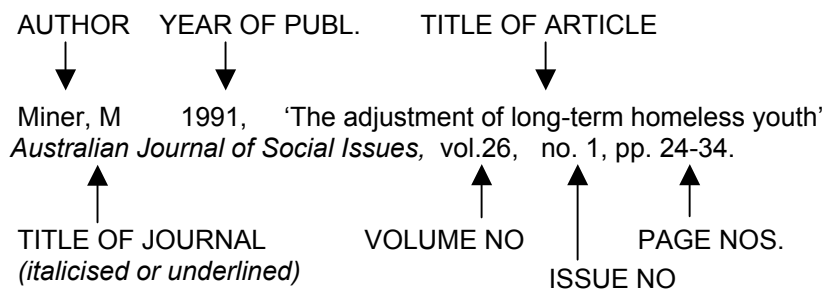
Cambridge advanced learner's dictionary 2003, Cambridge University Press, Cambridge.

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 and sentence style capitalisation as below
4. **title of periodical** (underlined or italicised with headline style capitalisation as below)
5. **volume** number
6. **issue** (or part) number
7. **page number(s)**

◆ Journal Article



◆ Newspaper article

Jones, C & Yaman, E 1997, 'Casino chief fights the odds', *Australian*, 22 December, p. 1.

FOR A NON-BOOK

The details required are the same as those for a book: title, date, format, publisher and place.

Meetings bloody meetings 2000, video recording, Video Arts, London. Written by John Cleese and Antony Jay.

Apartheid & the history of the struggle for freedom 1994, CD-ROM, Mayibuye CD-ROM Bellville, South Africa.

FOR 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:

1. **name(s)** of author(s) or the organisation responsible for document, web page or site
2. **year** of publication of document, creation of page/site or date last revised
Note: if you cannot establish the date of publication, use n.d. (no date)
3. **title** of document or page, if applicable
4. **edition**, if other than first
5. **type of medium**, if necessary
6. **name and place of the publisher, sponsor or host** of the source
7. **date item viewed**
8. **web page or site address**, or **name** of database on internet (if applicable)

◆ **Web site**

Law Institute of Victoria 2003, Law Institute of Victoria, Melbourne, viewed 28 November 2003, <<http://www.liv.asn.au/>>.

◆ **Web document**

Pezzey, JC 2002, *Sustainability policy and environmental policy*, draft, 17 October, Economics and Environmental Network, ANU, viewed 18 November 2003, <http://een.anu.edu.au/download_files/een0211.pdf>.

◆ **Electronic journal**

Chappell, C 2003, 'Researching vocational education and training: where to from here?' *Journal of Vocational Education and Training*, vol. 55, no. 1, pp. 21-32, viewed 25 November 2003, <<http://www.triangle.co.uk/vae/>>.

◆ **Electronic journal from a database**

Conley, T 2002, 'The state of globalisation and the globalisation of the state' *Australian Journal of International Affairs*, vol. 56 Issue 3, pp. 447-471, viewed 17 November 2003, retrieved from Academic Search Elite database.

If no author is given, the title is used as the first element of the citation

If you require further information or examples, refer to:

For print & electronic sources

Style manual for authors, editors and printers 2002, 6th edn, rev. Snooks & Co., John Wiley & Sons, Australia (formerly known as the AGPS Style manual).

Victoria University Library 2003, *Style manuals*, viewed 4 December 2004, <<http://w2.vu.edu.au/library/infolink/vrc/style.htm>>.

REFERENCE IN THE TEXT OF YOUR ESSAY

- ◆ In the *author-date (Harvard) system*, a textual citation generally requires only the name of the author(s) and the year of publication (and specific page(s) if necessary). Page numbers are necessary for quotations
- ◆ The citation may appear at the end of a sentence, before the full stop
- ◆ Alternatively, the author's surname may be integrated into the text, followed by the year of publication in parentheses
- ◆ The full reference must be listed at the end of your essay

Examples

Poverty was an inherent feature of a market economy (Macintyre 1985).

Macintyre (1985) has shown that poverty was an inherent feature of a market economy.

Abraham (1997, p.153) claims "research in medical sociology is not often concerned with medicines themselves".

BIBLIOGRAPHY/LIST OF REFERENCES

The following are examples of entries in a bibliography or list of references.

They should be **arranged alphabetically** by the first element of the citation.

(N.B. A list of references contains details only of those works cited in the text).

Abraham, J 1997, 'Science and politics of medicines regulation', in MA Elston (ed.) *Sociology of medical science and technology*, Blackwell Publishers, Oxford.

Australian Bureau of Statistics 1991, *Balance of payments, Australia, 1989-90*, Cat. no. 5303.0, ABS, Canberra.

Cambridge advanced learner's dictionary 2003, Cambridge University Press, Cambridge.

Conley, T 2002, 'The state of globalisation and the globalisation of the state' *Australian Journal of International Affairs*, vol. 56 Issue 3, pp. 447-471, viewed 17 November 2003, retrieved from Academic Search Elite database.

Hoggett, JR, Edwards, L & Medlin, JF 2003, *Accounting in Australia*, 5th edn, John Wiley, Milton, Qld.

Lamble, J & Morris, S 2001, *Online and personal: the reality of internet relationships*, Finch Publishing, Lane Cove, NSW.

Macintyre, S 1985, *Winners and losers: the pursuit of social justice in Australian history*, Allen & Unwin, Sydney.

Miner, M. 1991, 'The adjustment of long-term homeless youth', *Australian Journal of Social Issues*, vol. 26, no. 1, pp. 24-34.

Pezzey, JC 2002 *Sustainability policy and environmental policy*, draft, 17 October, Economics and Environmental Network, ANU, viewed 18 November 2003, <http://een.anu.edu.au/download_files/een0211.pdf>.

The Harvard System Sample Essay

Introduction

With the recent proliferation of many new types of electronic information sources, it is important that you have clear guidelines on how to cite the types of information sources that are now available. This “Sample Essay” shows you how to cite most of the different types of references that you might encounter. This particular essay illustrates the Harvard, or “Author-Date” system and uses the 6th edition of the Australian Government style manual (Snooks & Co. 2002). By the way, the terms “citing” and “referencing” are used interchangeably.

Why Reference your Work?

In academic writing it is important that your reader can follow up your claims and validate your argument by finding and reading the sources you have used. Citations also acknowledge the source of your ideas. Correct referencing ensures that you avoid plagiarism (claiming another person’s work or ideas as your own), which is a serious academic offence. The University of Tasmania has a comprehensive web page that discusses all aspects of plagiarism (2003).

Systems and Styles

It is common to refer to the Harvard style, but in fact, Harvard is a system (the Author-Date system) of referencing, and not a style *per se*. The two other most common systems in use are the Note-Bibliography (or Footnoting) system and the Vancouver (or Number-Reference List) system.

In the Harvard system you make an author and year reference in the text, with an additional page reference if needed. This citation is placed in curved brackets. A full reference list entry is then made, for each reference, at the end of the chapter or article, in alphabetical order, usually in a section headed “References”.

The Note-Bibliography system relies on a number inserted “in-text”, a corresponding full reference in a footnote on the same page and usually a full alphabetically arranged bibliography at the end. It is used in arts and humanities disciplines such as history.

The Vancouver System is used mainly in medically related disciplines and relies on an “in-text” number which refers to a numbered reference in a list at the end of the article or chapter.

Why use the Harvard System?

Systems of referencing have been in use for centuries, but since the 1950’s, the Harvard system has gained such a following that most science, social science and many humanities books and journals now use it. It is the most common system recommended for use in the University of Tasmania. You should always check which system and style is required by your lecturer. Whichever system and style you use you must try to apply it consistently.

Harvard Style?

It is confusing when lecturers say, “Use the Harvard style!” As you have seen, Harvard is a *system* and not a style and many organizations have applied their own publishing styles to the Harvard system. Some publishers have adapted their publishing house style to both the Harvard and the Footnoting systems. Two very

important examples are the style manuals used by the Australian Government Publishing Service (AGPS) and the University of Chicago Press (*Chicago manual of style* 2003). I have used the 6th edition of the style manual of the AGPS (Snooks & Co. 2002) for this essay. In fact, this manual applies its style to all three common systems: Harvard, Footnoting and Vancouver (pp. 187-232).

In-Text Citations

This section shows you how to make a citation in the text of your essay or assignment in different situations. Just look at the References section at the end of this essay to see the full citations.

The basic principle is to mention the author's surname and year of publication of the text. A journal article by Adler (2003) or this one: (Horitz 1982), shows the most common method. Direct quotations are cited like this one from a book: "The intended audience... are still librarians, scholars and students" (Li & Crane 1996, p. xvii). Note how pages can be included after the date if necessary. If the same author has two citations from the same year, they are distinguished by a letter, for example: (Peterson 1996a) and (Peterson 1996b).

If a work has no author or is a film, video, DVD, TV or radio program, it is cited using the title like this: (*Man with the movie camera* 1998) or (*The search for meaning* 1998)

Citing Different Publication Types

Here are examples of the most common types of items you may want to cite. There are many other possibilities however and you may need to consult Snooks & Co. for these (2002, pp. 187-232).

Books - authored: (CSIRO Division of Entomology 1991; Dorward & Davidson 2000)

Books - edited: (Befu & Guichard-Anguis 2001; Douglas, Douglas & Derrett 2001)

Book chapters: (O'Regan 2002; Staats 1965) Hint: Cite the chapter author, not the book author or editor.

Book reviews: (Baker 2003; Masterton 2003) Hint: cite the review's author, not the author of the book being reviewed.

Journal articles - print: (Funahashi & Inoue 2000; Genoni 2001; Peterson 1996b)

Journal articles - web version of a print journal: (McDougall et al. 2003, p. 114)

Journals - web only, no print version: (Wallis 1992)

Magazine articles: (Callister 2003; Wang & Zhou 2003)

Conference papers: (Wood et al. 2003)

Theses: (MacFarlane 2002)

Reports: (Committee for Quality Assurance in Higher Education 1995) or for electronic versions of reports: (Rathbun, West & Hausken 2003) Hint: There are many variations, see Snooks & Co. (2002).

Patents: (Bean 1975)

Newspaper articles: (Harmon 2002), but if there is no obvious author, just give an in-text reference and no bibliography entry. E.g. "It was stated in *The Mercury* (11 July 1999, p. 2) that..."

Newspaper articles – web version: (Ker & Shiell 2003)

Personal Communications: In-text reference only, but nothing in reference list. Eg. (J Slater 2002, pers. comm., 23 May) or “Mr J Slater confirmed by letter on 23 May 2002 that this was so”.

Emails: Treat as a personal communication. In-text reference, no entry in References. E.g. “P Richardson confirmed this by email on 24 November 2001” or (P Richardson, 2001, email, 24 November, <prich@crockmail.com>)

CD-Roms: (*Dr Brain thinking games* 1998)

Films, DVDs Videos: (*Man with the movie camera* 1998)

Radio and TV programs: (*The search for meaning* 1998)

Web pages: (University of Tasmania Library 2003)

Newsgroup posts: (Aton 2002)

Additional Information

If you want more citation examples, see the book by Snooks & Co. (2002, Chap 12). The RMIT University Library (2003) has also produced an excellent Harvard guide.

Roger Carter
University of Tasmania Library
6 February 2004

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- Douglas, N, Douglas, G & Derrett, R (eds) 2001, *Special interest groups : context and cases*, John Wiley & Sons, Brisbane, Qld.
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