

# Harvard (Author/Date) Referencing System

## An introduction: Middle School

### Q. Why do you need to reference?

#### A. To show your teacher where you conducted your research.

It is important that you always acknowledge another author's work when preparing an assignment.

The reference you provide becomes the link between how you have conducted your research and what you have written. It shows your teacher the resources you have used, for example books, websites, magazine and newspaper articles.

It is also important that you do not just copy the work of another person and submit it as your own. This is called **PLAGARISM** and is a type of theft or fraud. To avoid this you create a reference list of all the material you quote and refer to in your assignment.

It is important to remember that you must supply a reference to any idea that is taken and you have put into your own words. You must reference direct quotations.

Example of an idea which you have taken from someone else and used in your work, **paraphrasing**:

Westcott said some nutritional experts think extra vitamin E can protect you against heart disease (Westcott 1999, p. 30).

Example of a **direct quotation**:

"Adverts for 'high-performance' sports drinks and foods often claim that they boost your strength and muscles" (Westcott 1999, p. 30).

There are many types of referencing styles and you may be requested for a different type depending on which class you are in. However, they all have the same basic elements. Always make a note of the following as you are undertaking your research:

- Author surname, and Christian name or initial
- Title of the work
- Place of publication
- Publisher
- Date of publication

This is how the basic elements for a book appear in a Harvard Reference list.

| Author  | Date  | Title   | Publisher  | Place of Publication  |
|---|---|---|--|---|
|  |  |  |  |  |
| Westacott, P  | (1999),   | <i>How does my diet affect me?</i>  | Wayland,   | Fressingfield, Suffolk  |

## Book

- Author's last name
- Author's initial(s)
- Year of publication - in brackets
- Title - *in italics*
- Edition - if not the first one
- Publisher
- Place of publication

Mason, K.J. (2002). *Experience of nationhood : Modern Australia since 1901*, 4th ed. McGraw-Hill, Roseville, NSW

## Encyclopedia

You need to supply additional information for a text-based encyclopedia – Title of the article/ Name of Encyclopedia/Volume number/page numbers.

- Author's last name - If provided
- Author's initial(s) - If provided
- Year of publication - in brackets
- Title of the article - in inverted commas

(In)

- Name of encyclopedia - *in italics*
- Volume number
- Pages numbers - p for 1 page, pp for multiple
- Publisher
- Place of publication
- Date viewed if it is an electronic article
- <URL> if it is an electronic/online article

### PRINT

'Samurai'. (2011), In *World Book Encyclopedia*. vol. 17, pp.82-83, World Book, Inc., Chicago.

### ELECTRONIC

Samurai (2015). *Britannica School*. Retrieved 30 January 2015, <http://school.eb.com.au/levels/high/article/65252>, <<http://search.informit.com.au/>

## Magazine

You need to list additional information for a magazine: 'title of article' as well as the *title of the magazine*, volume and issue number if provided. If the article has been read online you will also need the date you retrieve the article and the full URL of the site or page.

- Author's last name
- Author's initials
- Date
- Title of the article – in inverted commas
- Name of the magazine – *in italics*
- Volume and issue number, if appropriate
- Page numbers of the article: p. for one page, pp. for multiple pages
- Date viewed if it is an electronic article
- <URL> if it is an electronic/online article

### PRINT

Robertson, R. (2012), 'Character building: life architecturally', *Metro*, vol. 74 (Spring), pp.51-55.

### ELECTRONIC

Robertson, R. (2012), 'Character building: Life architecturally', *Metro*, vol. 74, (Spring), pp. 50-55, viewed 30 January 2015, <<http://search.informit.com.au/documentSummary;dn=108316017938792;res=IELLCC>> ISSN: 0312-2654

## Newspaper

The format is similar to that for a magazine.

- Author's last name – if provided
- Author's initial(s)
- Year the article was published
- Title of the article – in inverted commas
- Title of the newspaper – in *italics*
- Day, month the article was published
- Page numbers of the article: p. for 1 page, pp. for multiple pages
- Date viewed if it is an electronic article
- <URL> if it is an electronic/online article

### PRINT

Ferrari, J. (2015), 'The house rules: the kids are kicking goals', *The Australian*, January 5, p. 2.

### ELECTRONIC

Ferrari, J. 2015, 'The house rules: the kids are kicking goals', *The Australian*, January 5, p. 2, viewed 30 January 2015, <http://www.theaustralian.com.au/national-affairs/indigenous/the-afl-house-rules-indigenous-kids-are-kicking-goals/story-fn9hm1pm-1227174249204>

## Web Page

You need to supply additional information for material you use from the Internet – Date you retrieve the article/ the full URL of the site or page

- Author - the person or organisation responsible for the site
- Year - date created or last updated - in brackets
- Title of the article - *in italics*
- Date that you view or retrieve the article
- URL - if possible copy without line-breaks

Save the Tasmanian Devil Program. (2014) *Prevent road kill of young devils this summer*, Retrieved 30/1/2014, <http://www.tassiedevil.com.au/tasdevil.nsf/news/BCFA89C31CF93A35CA257C580004A585>

## Database

These are articles you read and/or download from one of the Library's databases.

- Author
- Author's initial(s)
- Date
- Title of the article – in inverted commas,
- Title of the journal – *in italics*
- Day, month the article was published
- Volume and issue number, if appropriate
- Page numbers of article
- Date retrieved
- <URL>

Luntz, S. (2003), 'Fossil whale collected' . *Australasian Science*, January 1, vol.1, issue 11, Retrieved 30 January 2015, <http://elibrary.bigchalk.com>

### ELECTRONIC

Ferrari, J. 2015, 'The house rules: the kids are kicking goals', *The Australian*, January 5, p. 2, viewed 30 January 2015, <http://www.theaustralian.com.au/national-affairs/indigenous/the-afl-house-rules-indigenous-kids-are-kicking-goals/story-fn9hm1pm-1227174249204>.

## Image

This can include paintings, sculptures, graphics, cartoons, etchings, lithographs, photography, drawings, plans, maps, diagrams, moulds and cast for sculptures

If you use an image that is surrounded by text, they may be referenced together with one entry in your reference list. If a figure number appears alongside the image you should include this as well.

- Author – from the book that it appears in
- Author's initial(s)
- Date
- The figure number if it appears in the source
- Title – *in italics*
- Format – if viewed online
- Date viewed if electronic
- <URL> if it has been viewed online

### PRINT

Chadwick, W. (1990), fig 51, '*Women, art, and society*', Thames and Hudson, London.

### ELECTRONIC

Vermeer, Johannes, c1664-1665, "Young Woman with a Water Pitcher" [image], *Encyclopedia Britannica*. Retrieved 30 January 2015, in <http://school.eb.com.au/levels/high/article/75111/media?assemblyId=15045>

You should ALWAYS create your reference list in alphabetical order according to the surname of the author OR the first letter of the site or title of an article.

## Sample Harvard Reference List

Chadwick, W, (1990), fig 51, *Women, art and society*, Thames and Hudson, London

Ferrari, J, (2015), 'The house rules: the kids are kicking goals', *The Australian*, January 5, p.2.

Luntz, S, (2003), 'Fossil whale collected', *Australasian Science*, January 1, vol. 1, issue 11, Retrieved 30 January 2015, <http://elibrary.bigchalk.com>

Mason, K.J. (2002), *Experience of nationhood: modern Australia since 1901*, 4th ed, McGraw-Hill, Roseville, NSW

Robertson, R, (2012), 'Character building: life architectually'. *Metro*, vol. 74 (Spring), pp. 51-55.

Samurai, (2015), *Britannica School*, Retrieved 30 January, 2015, <http://school.eb.com.au/levels/middle/article/276877#>

Samurai, (2011), *World Book Encyclopedia*, Vol. 17, pp.82-83, World Book, Inc., Chicago

Save the Tasmanian Devil Program, (2014), *Prevent road kill of young devils this summer*, Retrieved 2 February 2015, <http://www.tassiedevil.com.au/tasdevil.nsf/TheProgram/>

Vermeer, Johannes, c1664-1665, "Young Woman with a Water Pitcher" [image], *Encyclopedia Britannica*. Retrieved 30 January 2015, in <http://school.eb.com.au/levels/high/article/75111/media?assemblyId=15045>