

NIODA REFERENCING GUIDE

NIODA Harvard style referencing

Harvard style is an academic referencing/citation system that allows you to use and then acknowledge other people's information and ideas in your own work. Using Harvard style ensures that people who read your work can locate and read the same sources you found helpful; using it also reduces the risk of being accused of plagiarism (intellectual theft; stealing someone else's ideas and/or information).

Using Harvard style involves acknowledging the author of an information source and the date that source was published each time you use their information and ideas by inserting the author's family name/surname and year of publication in the body of your work. These author and date details, together with all other identifying details (known as bibliographic details) such as the title of an information source and where it was published, are also presented in one list alphabetically by first listed author's surname at the end of your work.

Acknowledging sources in the body of your work

Whenever you use someone's information, the two most important details to acknowledge in your work are: a) the name(s) of the author, authors or organisation who published it; and, b) the year they published it. The two details are usually placed at the end of the sentence and are called 'in-text references', as you are placing them in the text (the body) of your work.

The two main ways to use an information source are to **paraphrase** it or to **quote** it.

- To **paraphrase** is to read someone's information and then write it using your own words and phrasing.
- To **quote** is to copy exactly what someone has written and paste it into your work.

You should only quote when you feel that the author's words are perfect and that trying to paraphrase them would weaken their message and power. Whenever you quote, always include the page number in the in-text reference, placed after the year it was published. In the case of identical sequential referencing, a repeat citation is not required.

When you quote a single sentence, enclose the text in single quotation marks. The citation is placed wherever appropriate in or after the sentence. If it is at the end of a sentence, it is placed before the period. The citation is in the same font as the main text.

If a quotation is more than 30 words, a block quotation should be used. The block quotation should be introduced with a colon. The text of the quote should be formatted in a smaller sized font and indented from the left-hand margin. The citation immediately follows the period at the end of the block.

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In-text citations

If you copy text from a publication and insert it into your work (**quote** it), the in-text reference should look like this:

Intersubjective theory is a development of object relations and relational psychoanalysis, and posits that 'the other must be recognised as another subject in order for the self to fully experience his or her subjectivity in the other's presence' (Benjamin 1990, p. 35), bringing together intrapsychic and interpersonal processes.



If you **paraphrase** text by writing information using your own words and phrasing, the sentence and the in-text reference could look like this:

Communication is linked to knowledge sharing and relies to a large extent on trust (Czander 2013).



If the author of the work is very well known in their subject field, you may want to include their name as part of your writing, as a way of honouring them. If you do so, you must still include the year of publication. For example:

Klein (1985) developed the concept of object relations to explain what occurs when people experience anxiety and seek to find other repositories for their unwanted experience.

If an author published several books/articles in a particular year (eg 2005), the year of the first publication (in the alphabetic order of the references) is cited and referenced 2005a, the second as 2005b and so on.

Two authors are cited using "and" or "&": (Deane and Jones 1991) or (Deane & Jones 1991). More than two authors are cited using "et al.". For example:

As well as the observation itself, process notes written soon after the observation and working hypotheses about 'what is going on' (Datler et al. 2014) are developed.

You can still provide an in-text reference even if an information source doesn't have an author (check the entire source for author details carefully first, though). Author detail is replaced by the title of the

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information source and the title is italicized. Year of publication and page number (if applicable) remain unchanged.

Website documents

Many electronic sources do not provide page numbers, unless they are in PDF format. If quoting or paraphrasing from a website that is NOT a PDF, then the in-text reference is either:

- **a section heading** (e.g. Better Health Channel 2012, Body image problems in Australian men section)
- **a paragraph number** (e.g. Better Health Channel 2012, para. 5).

More than one citation in your sentence

List all citations alphabetically, with a semi-colon (;) to separate them.

It has been claimed that... (Carroll 2012; Chalkley et al. 2012; Kuratko, Goldsby & Hornsby 2012).

Secondary citation

This is when you refer to the work of one author cited by another. In the Reference List, refer to the author of the book, not the cited work. For instance, in the example below, Hosany & Martin 2012 would be in the Reference List.

It is believed that... (Heath & Scott, cited in Hosany & Martin 2012).

Heath and Scott (cited in Hosany & Martin 2012) believe that...

Encyclopedia or dictionary

These are only cited in the text, and are NOT included in the Reference List.

It is stated that...(Encyclopedia of computer science 2012).

The Historical dictionary of Spanish cinema (2010) defines it as...

Unknown date, pagination or publishing details

In some documentation systems, an unknown date is cited as having "no date of publication" by the abbreviation for "no date" (Deane n.d.).

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In such documentation systems, works without pagination are referred to in the References list as "not paginated" with the abbreviation for that phrase (n. pag.).

"No place of publication" and/or "no publisher" are both designated the same way (n.p.) and placed in the appropriate spot in the bibliographical citation.

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Reference List

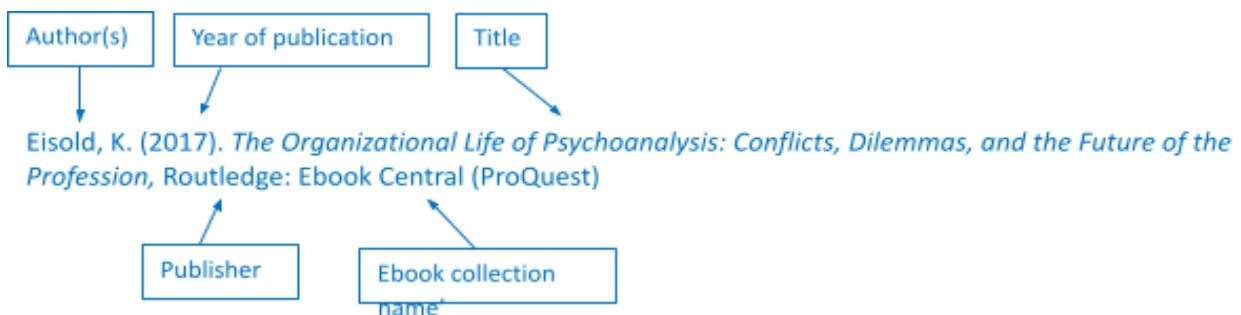
Complete bibliographic citations are provided in alphabetical order in a section following the text, usually designated as "**References.**" The difference between a "**reference**" list and a **bibliography** is that a bibliography may include works not directly cited in the text.

eBooks and print books

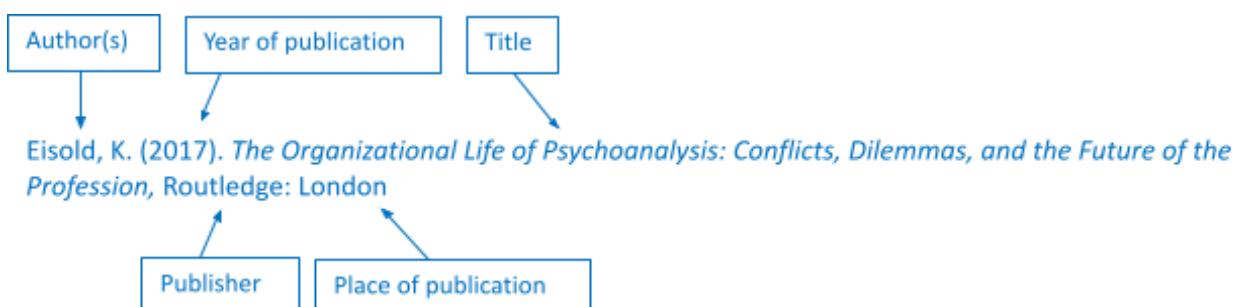
The details you must include in the entry for ebooks and print books are as follows:

1. Author(s) – either a person(s) or an organization(s). Names are presented surname first, initial(s) next.
2. Year of publication.
3. Title – plus the subtitle, if there is one. Place a colon between the title and subtitle. *Both are italicized.* Only the first letter of the first word and proper nouns of book titles should be capitalized.
4. Title of series and volume number, if applicable.
5. Edition number – only if this is not the first edition. Use the abbreviation 'edn'.
6. Publisher.
7. If an ebook, include the name of the specific ebook collection. If a print book, include the place of publication.

For example, an ebook:



For example, a printed book:



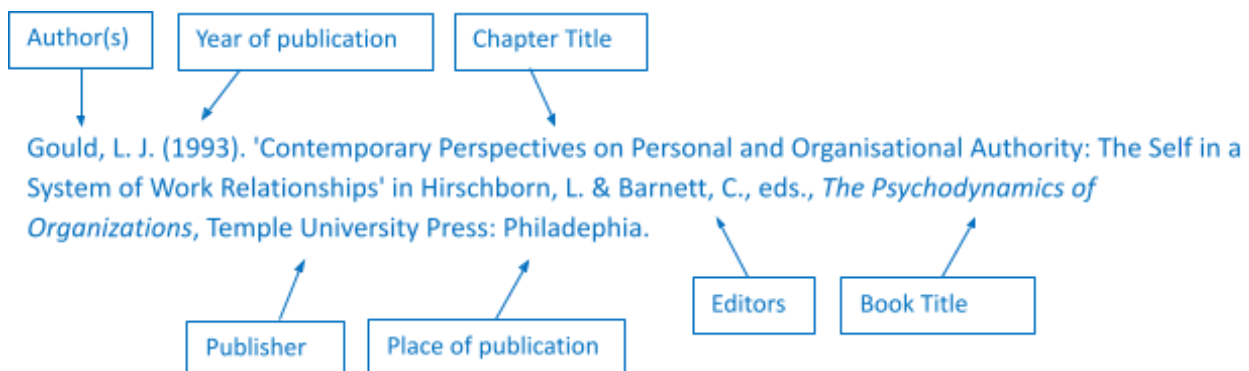
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Chapter in an edited book

The details you must include in the entry for book chapters in edited books are as follows:

1. Author(s) – Names are presented surname first, initial(s) next.
2. Year of publication.
3. Title of chapter
4. Editors – Names are presented as surname first, followed by initials, followed by ‘eds’
5. Book title – plus the subtitle, if there is one. Place a colon between the title and subtitle. *Both are italicized*. Only the first letter of the first word and proper nouns of book titles should be capitalized.
6. Title of series and volume number, if applicable.
7. Edition number – only if this is not the first edition. Use the abbreviation ‘edn’.
8. Publisher.
9. If an ebook, include the name of the specific ebook collection. If a print book, include the place of publication.

For example:



Articles from newspapers, magazines and journals

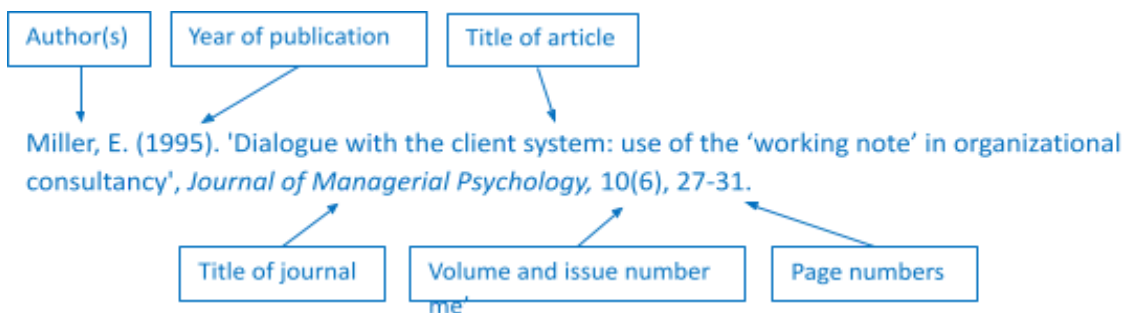
The details required for newspapers, magazines and journal articles are as follows:

1. Author(s) – if given. Names are presented surname first, initial(s) next.
2. Year of publication.
3. Title of article – enclose in single quotation marks. Only the first letter of the first word and proper nouns of article titles should be capitalized.
4. Title of newspaper/magazine/journal. *Title should be italicized*. The first letter of the first word and the first letter of each major word should be capitalized.
5. Volume and/or issue number.

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6. If volume and/or issue number are not provided, use day and month or season to precisely identify an article.
7. Page number(s) that the article is presented on, if they are included.

For example:



Information from the web

Include as many of the following details as possible and arrange them in this order:

1. Author(s) or organization(s) responsible for the webpage – if identifiable. You are permitted to examine a number of the site's pages to try to identify an author or authors. If no author can be identified or determined at all, then use the title, and the title should be italicized.
2. Year the information was published or year of the most recent update. Use the Copyright date of a webpage if there is no date of publication. If a range of Copyright dates is given, e.g. © 2017 – 2019, use the latest date indicated.
3. Title of the webpage/document – plus the subtitle, if there is one. Place a colon between the title and subtitle. *Both are italicized*. Only the first letter of the first word and proper nouns should be capitalized.
4. Name of the organization hosting the webpage on their website or the name of the sponsor of the webpage. With organizations like government bodies or large companies, this is sometimes the same as the author organization.
5. Date that you first viewed the webpage, in this order: day, month, year. Precede the date with the word 'viewed'.

For example:



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Reference List - examples

Book – single author

Carroll, A.B. (2012). *Business & society: ethics, sustainability, and stakeholder management*, 8th edn, South-Western/Cengage Learning: Mason, OH.

Book – more than one author

Note: List all authors, in order of appearance on the title page of the book, and use an ampersand (&) to separate the last two authors.

Chalkley, T., Brown, A., Goodman, M., Cinque, T., Warren, B., Hobbs, M. & Finn, M. (2012). *Communication, new media and everyday life*, Oxford University Press: South Melbourne, Vic.

Book – no author

Style manual for authors, editors and printers (2002), 6th edn, John Wiley & Sons: Milton, Qld.

Edited book

Lubkin, I.M. & Larsen, P.D. (Eds.) (2013). *Chronic illness: impact and interventions*, 8th edn. Jones & Bartlett Learning: Burlington, MA.

E-book from a database

Benavides, E.M. (2012). *Advanced engineering design: an integrated approach*, Woodhead Publishing: Cambridge, UK. Viewed 1 October 2012, Knovel database.

Journal article

Taylor, C.M., Karunaratne, C.V. & Xie, N. (2012). 'Glycosides of hydroxyproline: some recent, unusual discoveries', *Glycobiology*, 22(6), 757-767.

E-journal article from a database

Hosany, S. & Martin, D. (2012). 'Self-image congruence in consumer behavior', *Journal of Business Research*, 65(5), 685-691. Viewed 27 May 2012, Elsevier SD Freedom Collection.

Newspaper article from a database

Carney, S. (2012), 'Gillard paying price for gamble on the numbers'. *The Age*, 26 May. Viewed 29 May 2012, Factiva database.

Website documents

Better Health Channel (2012), *Body image and diets*, Better Health Channel. Viewed 16 July 2012, http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Body_image_and_diets?open.

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This NIODA Harvard system of referencing is available in Zotero. All students have been invited to join the NIODA Group including the journal articles and book library. If you require details about how to set this up, please contact admin@nioda.org.au. Please note, it is your responsibility to ensure that your assignment referencing meets this referencing guide, including when using Zotero.