When writing an assignment it is important to consistently acknowledge the information sources that you have used. This:

- gives credit to the people whose work you have drawn on
- adds weight to your work, when supported by experts
- shows that you have read relevant books and articles (etc.)
- allows the reader to follow up on your sources

Before submitting an assignment, please check with your teacher to see if they have a preferred style of referencing. This guide is based upon the Harvard Style. Please note there are numerous versions of the Harvard Style. This version has been tailored specifically for South West TAFE.

How Does it Work?

There are two components to referencing:

- **In-text Citation** (acknowledging sources in the text or body of a written work) and
- **The Reference List** (an A-Z list of all sources referred to in the body of a written work).

In-text Citation

(Author’s surname Year of publication, Page number)  e.g. (Smith 2015, p.100)

- An in-text citation can be placed at the beginning, middle or end of a sentence.
- At times it is appropriate to mention the author’s surname and even the year of publication in the body of the text. In these instances only include elements of the citation in brackets which are not mentioned in the body of the text. (See short quote examples below)
- 1 to 3 authors: include all surnames e.g. (Smith, Jones & Brown 2015, p.100)
- 4 or more authors: include the first surname then enter the expression et al., which means ‘and others’. e.g. (Jackson et al. 2014, p.2)
- If citing 2 or more works by different authors at the one time, separate them with a semi colon. e.g. (Williams 2015; Johnston 2014)
- When citing part of an edited work, use the surname of the author of the chapter or article.
- Use p. to indicate a single page. e.g. p.1 (i.e. page 1)
Direct Quoting (using an author’s exact words):

Short Quote – place quoted text inside quotation marks.

**Examples**

Recent government policies acknowledge the need for “more community focused, community based care, preventative, restorative and caring for chronic ongoing conditions”. (Crisp et al. 2013, p.21)

Crisp et al. (2013, p.21) observes that recent government policies acknowledge the need for “more community focused, community based care, preventative, restorative and caring for chronic ongoing conditions”.

John Silvester poses the question, “Can we do something that on the surface appears to be wrong if it prevents a greater evil”. (2015, p.36)

In 1946 Eysenck described his *Dimensions of personality* as an “effort to discover the main dimensions of personality, and to define them operationally”. (p.xxi)

Long Quote – if over 30 words indent the whole passage. No need for quotation marks.

**Example**

Since federation health insurance was a major focus of Commonwealth government policy with a number of different schemes implemented over the years.

In the recent past, policies have focused on illness in the acute care context, but there is recent acknowledgement of the burden of chronic illness on families and the community and the need for more-community focused, community-based care, preventative, restorative and caring for chronic ongoing conditions. (Crisp et al. 2013, p.21)

Many people currently advocate….

Paraphrasing

- Paraphrasing involves putting somebody else’s words or ideas into your own words.
- Even though it is in your own words you still need to acknowledge the source.
- Include the author’s surname, year and page number (leave out the page number if you are paraphrasing content which runs over multiple pages).

**Examples:**

Geldard and Geldard (2012, p.5) emphasize the fact that while many helpers use some counselling skills, this alone is not enough to qualify them as counsellors.

Many helpers use some counselling skills, but this alone is not enough to qualify them as counsellors. (Geldard & Geldard 2012, p.5)
Reference List / Bibliography

- Place a reference list at the end of your assignment.
- Arrange alphabetically by author's surname all sources cited in the text of the assignment.
  (Arrange by organization name when authored by an organization).
- Multiple authors? Include the names of all authors in the order that they appear.
- No author? Arrange alphabetically by title (ignoring words such as ‘the’, ‘a’, ‘an’).
- Editor? Include (ed) after editor’s name. Use (eds) if more than one editor.
- Place of publication - include the state or country when the place is little known, or when there are places with the same name in different states or countries.
  e.g. Camperdown Vic or Camperdown NSW or Camperdown UK.
- Page numbers? Use p. to indicate a single page and pp. to indicate a range of page numbers.
  e.g. p.1 (i.e. page 1); pp.1-10 (i.e. pages 1 to 10) when including a reference for a book chapter, journal article or other section from a larger work.
- Place a full stop at the end of each reference.

Books

Author surname, Initials Year of publication, *Title of book*, Publisher, Place of publication.

- Write book title in italics.
- Include the edition (edn) number after title of the book (for 2nd and following editions).
- Use capital letters only for the first letter of the first word of the title, and for proper nouns.

Examples:

Book Chapters

Author surname, Initials Year of publication, ‘Chapter title’, in Initials Editor surname (ed./eds), Title of book, Publisher, Place of publication, page number range of chapter.

- Write book title in italics.
- Include the edition (edn) number after title of the book (for 2nd and following editions)
- Use capital letters only for the first letter of the first word of the title, and for proper nouns.
- eBooks treated the same way as hard copy books.

Examples:


Journal Articles

Author surname, Initials Year of publication, ‘Title of article’, Title of journal, Volume, Issue, Page numbers.

- Write journal title in italics.
- Capital letters? In the article title, use capital letters only for the first letter of the first word, and for proper nouns. In the journal title use capital letters for the first letter of each word.
- Journal articles retrieved through online databases (such as EBSCO and Informit) are treated the same as articles located in hard copy journals.

Examples:

Newspaper Articles

Author surname, Initial/s Year of publication, ‘Title of article’, Title of newspaper, day month, Page number/s.

- Write newspaper title in italics. e.g. The Age
- Capital letters? In the article title, use capital letters only for the first letter of the first word, and for proper nouns. In the newspaper title use capital letters for the first letter of each word.
- Date of issue follows the newspaper title.
- No author listed? Start with the article title instead.
- Newspaper articles retrieved through online databases (such as ANZ Reference Centre on EBSCO host) are treated the same as articles located in hard copy newspapers.

Examples:

‘Region’s students test science skills’ 2015, Warnambool Standard, 24 June, p.3.

Webpage or Document

Author surname, Initial/s Year of publication or last update, Title of Web page or document, viewed date month year <URL>.

- No author listed? Include the name of the organization responsible for publishing the site. If no author is listed and you are unable to ascertain the organization behind the site, perhaps think twice about using the page or document as a source. Otherwise start with the title.
- Date viewed is the date you accessed the Web page or document. e.g. 6 July 2015

Examples:
Fry, S 2014, Where does it come from?, viewed 6 July 2015

Example Reference List

References


Nicol, S. 2012, ‘Cyber bullying and trolling’, *Youth Studies Australia*, vol. 31, no. 4, pp. 3-4.


Silvester, J. 2015, Does the end justify the means?, *The Age*, 26 June, p.38.

**Tips & Shortcuts**

**MS Word** has a ‘References’ feature, which is very useful for managing references and creating both in-text citations and reference lists. Harvard is among the styles available, though MS Word’s version of Harvard is slightly different to the version described in this guide. (If you wish to make use of this feature in Word, check with you teacher first to see if they are happy with the MS version of Harvard).

**EBSCO host** has a built in ‘Cite’ feature, which allows users to generate full citations for all books, journal and newspaper articles available from the database. ‘Harvard - Australia’ is among the styles available. It is then simply a matter of copying and pasting relevant citations into your reference list.

**Australian Universities’ Harvard Referencing Style Guides** are freely available on the Web. The Deakin University [http://www.deakin.edu.au/students/study-support/referencing/harvard> and University of Melbourne [http://www.lib.unimelb.edu.au/recite/citations/harvard/generalNotes.html> guides are particularly useful.