REFERENCING YOUR ASSIGNMENTS – HARVARD STYLE

Introduction
Most TAFE teachers require students to include a reference list or bibliography at the end of each written assignment. Some teachers also require in-text references.

There are a number of different styles of referencing. The examples in this guide have been adapted from the Harvard Style, author-date system, described in *Style manual for authors, editors and printers* 2003, 6th edn, John Wiley & Sons, np.

Ask you teacher which style they prefer and remember to be consistent when writing your references.

Why is referencing important?
It’s important to reference correctly:

- To allow your teacher to check your research
- To show your information comes from a reliable source
- To avoid plagiarism

Plagiarism is using someone else’s thoughts, words or ideas and writing them as if they were your own. It is technically cheating. If you plagiarise you may fail your assignments.

What should be referenced?
Anything that you have read or watched and then used in your assignment:

- Concepts or ideas
- Paraphrased quotes
- Direct quotes
- Personal communications
- Class notes
- Statistics

Good work practices
Make a note of your sources as you go along. This will make it easier to compile your reference list when you come to write up your assignment.
In-text References

If you quote or paraphrase information or ideas from other people’s work, you must acknowledge it in the body of your assignment.

Using the Harvard style, you only need to refer to the name of the author, the year of publication and page number. The full reference details will be included in your reference list at the end.

Example:

“Plagiarism is a form of fraud. The fraudulent action is embodied in the taking and using of the words of someone else and passing them off as if they were one’s own” (Sutherland-Smith 2008, p.57).

Alternatively, the author’s name can be incorporated into the text, followed by the year of publication and page number:

Hennessy (2008, p.37) suggests that you should constantly refer to the title of your essay while researching, so that you only collect relevant information and not get bogged down with unnecessary notes.

Reference List/Bibliography

A reference list appears at the end of your assignment, and lists the full publication details for all the books, ebooks, journals, webpages and other sources you have used to gather ideas for your assignment. It should start on a new page and be arranged alphabetically by author surname.

BOOKS

In the Harvard style the title of the book can either be italicised or underlined, you chose, but be sure you are consistent.

Author’s surname, author’s initial year of publication, Title of the book, edition, publisher, place of publication.

For example:


ARTICLES & CHAPTERS

As well as referring to books, you may also use an article from a magazine, journal or newspaper, or a particular chapter from an edited book.

• Chapter from a book

Author’s surname, author’s initial year of publication, ‘Title of chapter’ in Editor’s names (ed), Title of book, edition, publisher, place of publication, page numbers.

For example:

• Article from a newspaper

Author’s surname, author’s initial year of publication, ‘Title of article’, Title of newspaper, day, month, page numbers.

For example:
Jensen, E 2010, ‘To see or not to see: facing up to web censorship’, Sydney Morning Herald, 11 May, p. 6.

• Article from a journal/magazine

Author’s surname, author’s initial year of publication, ‘Title of article’, Title of the journal, vol, no. issue no., month of publication, page numbers of article.

For example: Pearson, S 2010, ‘The benefits of online learning’ Charter, vol 81, no. 3 April, pp.52.

AUDIOVISUAL RESOURCES

Title year of recording, format - eg. video recording, television program, motion picture, radio program, audiocassette, CD or DVD, publisher, place of recording, day month of recording.

For example:
Anxiety - Insight 2010, television program, SBS Television, Sydney, 11 May.
INFORMATION FROM THE INTERNET

This may include websites or articles from the library’s online databases.

- **Websites**

Include as much information about the website as you can.

- If there is no author use the name of the organisation responsible for the website
- If there is no year of publication use the abbreviation n.d.
- If you can’t find any information about the website consider if it is suitable for your assignment.

| Author’s surname, author’s initial year site created or last revised, Name and place of the sponsor, viewed date, <URL> |

**For example:**


- **Full text journal article in electronic database**

| Author’s surname, author’s initial year of document, ‘Title of article’, Title of journal, vol., no., page numbers or number of pages, viewed date, Database. |

**For example:**