

### At a glance:

- There is no definitive version of the 'Harvard style'; the term 'Harvard Style' can refer to any referencing style which uses an author-date format for its in-text citations (as illustrated below). For example, the APA and Chicago styles can be considered versions of the 'Harvard style'.
- You may come across many 'Harvard' style guides, each of which is slightly different. This is because different organisations or bodies have adapted the basic author-date system for their own needs, and retained the name Harvard.
- This referencing guide is based on the author-date system outlined in the AGPS *Style manual for authors, editors and printers*, 6<sup>th</sup> edition, which can be found in the General and Reserve Collections at PN147.S79 2002. Please consult this manual for further information. Note that the manual actually details 3 different 'systems'; we are concerned with the 'author-date' system, the major details of which are outlined on pp. 192-208.

### In-text references

The authors' names and the date are used to indicate a source that is being referred to

for subsequent researchers. Fahim Khan and Porzio (2010) have noted that the theory net for which ServQual was originally developed was not strongly supported.

If the authors' names are part of your sentence, use 'and', not '&'.

Third, these antecedents have existing bodies of theory (ed. Barry & Conboy 2009), but have been under-investigated in the online service quality context because their relevance had not been established (Singer 1990), and they were outside the dominant paradigm. Others suggest that rather than being considered a "mature" research area, a wealth of opportunities exist to develop new theory and new applications (Wright et al. 2007).

### References

For more than three authors, use 'et al.' in the in-text citation.

### Reference list

The full details of the sources referred to are listed alphabetically in the reference list

Barry, C & Conboy, K (eds) 2009, *Information systems development: challenges in practice, theory, and education*, Proceedings of the Sixteenth International Conference on Information Systems Development (ISD 2007), Springer, New York.

Fahim Khan, M & Porzio, M 2010, *Islamic banking and finance in the European Union: a challenge*, Edward Elgar, Cheltenham, UK.

Singer, MC 1990, *Human resource management*, PWS-Kent Pub. Co., Boston.

Wright, JR, Truman, HJ, Vesonder, GT & Dasu, T 2007, 'Management of data-streams for large scale data mining', in L Al-Hakim (ed.), *Challenges of managing information quality in service organizations*, Idea Group Publishing, Hershey, Pennsylvania, viewed 1 August 2010, Books24x7.

## Examples of different items formatted for a reference list:

### Print sources

#### Books

- The title of a book should be in *italics*, and sentence casing (only the first word is capitalised, except for proper nouns and acronyms).
- Provide enough information to enable identification of the place of publication, eg. St Lucia, Qld, will be more useful than simply St Lucia. Abbreviations may be used as long as their meaning will be clear to your readership.

#### Standard format

Author/editor AA Year, *Title: subtitle*, Edition (if not the first), Publisher, Place of publication.

#### Single author or editor

Singer, MC 1990, *Human resource management*, PWS-Kent Pub. Co., Boston.

Chang, P (ed.) 2007, *Tourism management in the 21st century*, Nova Science Publishers, New York.

#### Two or more authors or editors

Degryse, H, Kim, MD & Ongena, ST 2009, *Microeconometrics of banking: methods, applications, and results*, Oxford University Press, Oxford.

Fahim Khan, M & Porzio, M (eds) 2010, *Islamic banking and finance in the European Union: a challenge*, Edward Elgar, Cheltenham, UK.

#### No author

*A dictionary of business and management* 2009, 5th edn, Oxford University Press, Oxford.

#### Edition other than first

Burton, M, Nesiba, R & Brown, B 2010, *An introduction to financial markets and institutions*, 2nd edn, M.E. Sharpe, Armonk, NY.

#### Multiple volumes

Koed Madsen, T (ed.) 1996, *Advances in international marketing*, vol. 8, JAI Press, Greenwich, Connecticut.

## Series

Hashimoto, K 2010, *Casino marketing: theories and applications*, Casino management essentials series, Prentice Hall, Boston.

## Corporate author (ie: a company or organisation)

Harvard Business School Press 2007, *Managing change*, The lessons learned series, Harvard Business School Press, Boston.

## Conference (complete conference proceedings)

Referenced as per a book, however additional information about the conference may be included after the title as follows:

Barry, C, Conboy, K, Lang, M, Wojtkowski, G & Wojtkowski, W (eds) 2009, *Information systems development: challenges in practice, theory, and education*, Proceedings of the Sixteenth International Conference on Information Systems Development (ISD 2007), Springer, New York.

## Government publication

See page 220 of the *Style manual* for more information and examples.

Australian Bureau of Statistics 2006, *A picture of the nation: the statistician's report on the 2006 census*, cat. no. 2070.0, Australian Bureau of Statistics, Belconnen, ACT.

Department of the Treasury 1992, *Australia's foreign investment policy: a guide for investors*, Australian Government Publishing Service, Canberra.

## Scientific / Technical report

Referenced as per a book, however additional information about the report (such as the report number) may be included after the title as follows:

McCarthy, KF, Peterson, DJ, Sastry, N & Pollard, M 2006, *The repopulation of New Orleans after Hurricane Katrina*, Technical report TR-369, RAND Corporation, Santa Monica, California.

World Health Organization 2007, *The scientific basis of tobacco product regulation: report of a WHO study group*, WHO technical report series, Technical report 945, World Health Organization, Geneva.

## Patent / Standard

Tsai, C 2010, *Shock suppressor*, US Patent 7716881 B2.

International Organization for Standardization 2006, *Environmental management: life cycle assessment: requirements and regulations*, ISO 14044:2006, International Organization for Standardization, Geneva.

## Thesis or dissertation

Loebnitz, N 2009, 'The impact of country-of-origin on liability-of-foreignness', PhD thesis, Bond University, Gold Coast, Qld.

## Parts of a Book

- Parts of a book should be referenced when the book is a compilation of works by different authors. If the chapters/parts of the book do not have individually attributed authors, the whole book should be referenced as per the 'Books' section above.

### Standard format

Author(s) of chapter AA Year, 'Chapter/article title', in Editors(s) of book (eds), *Book title: subtitle*, Edition (if not the first), Publisher, Place of publication, chapter/article pages.

## Chapter/article in a book

Heath, SB 1989, 'The learner as culture member', in ML Rice & RL Schiefelbusch (eds), *The teachability of language*, Paul H Brookes, Toronto, pp. 333-50.

## Conference or Seminar Paper

Paris, CM 2009, 'The virtualization of backpacker culture', *Information and communication technologies in tourism 2009: proceedings of the international conference in Amsterdam, the Netherlands, 2009*, Springer-Verlag/Wien, Wien, Netherlands, pp. 25-36.

## Journal Articles

- Capitalise only the first word of an article title, except for proper nouns or acronyms.
- Journal names should be in *italics*, and the major words should be capitalised, ie. minor words such as 'of' and 'and' should not be capitalised.

### Standard format

Author(s) AA Year, 'Title of the article', *Journal Name*, volume, issue, article pages.

## Single author

Doyle, W 1977, 'Learning the classroom environment: an ecological analysis', *Journal of Teacher Education*, vol. 28, no. 4, pp. 51-5.

## Multiple authors

Giabardo, P, Zugno, M, Pinson, P & Madsen, H 2010, 'Feedback, competition and stochasticity in a day ahead electricity market', *Energy Economics*, vol. 32, no. 2, pp. 292-301.

## Organization as author

Systemonic Inc. 2002, 'Flexible DSP solution to high speed WLAN growth', *Wireless Design and Development*, vol. 10, no. 4, pp. 18-19.

## No author given

'Supply management contribution to channel performance: a top management perspective' 2008, *Management Research News*, vol. 31, no. 3, pp. 152-168.

## Article is in a supplement to a volume

Geraud, G, Spierings, EL & Keywood, C 2002, 'Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan', *Headache*, vol. 42, suppl. 2, pp. 93-99.

## Article is in a supplement to an issue

Glauser, TA 2002, 'Integrating clinical trial data into clinical practice', *Neurology*, vol. 58, iss. 12, suppl. 7, pp. s6-12.

## Issue with part

Kamel, IR & Bluemke, DA 2002, 'Imaging evaluation of hepatocellular carcinoma', *Journal of Vascular and Interventional Radiology*, vol. 13, iss. 9, pt. 2, pp. s173-s183.

## Issue with no volume

Degadt, J 2003, 'Business family and family business', *Journal of Enterprising Culture*, no. 174, pp. 379-97.

## Newspaper article

Main, A 2010, 'Stay in the know, directors advised', *Australian*, 30 July, p. 24.

If the authorship of a newspaper article is not evident provide the details of the article in the in-text citation as follows, and there is no need for an entry in the reference list.

'...as reported in the *Sydney Morning Herald* (24 January 2000, p. 12)...

'...the board meeting was held on Tuesday 1 January 2001 (*Financial Review* 27 March 2001, editorial)...



## Electronic sources

- Electronic sources are generally referenced in the same manner as print works, with the addition of extra information such as the date of viewing, URL, or database name.
- Long URLs may be broken at the end of a line after a punctuation mark. Do not insert a hyphen at the break as it could be read as part of the address information.

### E-Books

#### Standard format

Author/editor AA Year, *Title: subtitle*, Edition (if not the first), Publisher, Place of publication, date of viewing, Name of Database.

### Whole book

Steinmetz, W 2008, *Wicked cool PHP*, No Starch Press Inc., San Francisco, viewed 2 August 2010, Ebrary.

### Article/chapter from an electronic book

Wright, JR, Vesonder, GT & Dasu, T 2007, 'Management of data-streams for large scale data mining', in L Al-Hakim (ed.), *Challenges of managing information quality in service organizations*, Idea Group Publishing, Hershey, Pennsylvania, viewed 1 August 2010, Books24x7.

### E-Journals

#### Standard format

Author(s) AA Year, 'Title of the article', *Journal Name*, volume, issue, article pages, date of viewing, <URL> or Name of Database.

### Journal article from online full-text database

Badot, O & Cova, B 2008, 'The myopia of new marketing panaceas: the case for rebuilding our discipline', *Journal of Marketing Management*, vol. 24, no. 1/2, pp. 205-219, viewed 28 July 2010, Business Source Complete.

### Journal article in a scholarly journal (published free of charge on the internet)

Clark, P 2001, 'Recruitment and selection practices in a selected organisation', *Journal of Management Practice*, vol. 4, no. 1, pp. 166-177, viewed 28 July 2010, <<http://www.usq.edu.au/business/research/jmp/articles>>.

## Newspaper article from online database

Yeates, C 2010, 'Energy developers welcome new target', *West Australian*, 25 June, viewed 1 August 2010, Factiva.

## Newspaper article from the Internet

Koutsoukis, J 2010, 'Edict lifted for female smokers', *Sydney Morning Herald*, 29 July, viewed 5 August 2010, <<http://www.smh.com.au/world/edict-lifted-for-female-smokers-20100728-10w2c.html>>.

## Internet/Web Sites

If no author or authoring body is ascertainable, cite the work by title in both the text and the reference list (also see reference list example below):

'...reports of toulene in Kingaroy bore water (*Latest tests clear bore water* 2010)...'

Care should be taken using sources for which the authorship/responsibility is not known. Similarly if the update or copyright date is not ascertainable:

'...offers free website hosting for members (Toastmasters International n.d.)...'

### Standard format

Author(s) Date - last update or copyright date, *Page title*, description of document (if applicable), name of the sponsor of the page (if applicable), date of viewing, <URL>.

## Professional Internet site/page (corporate or organisational author)

National Library of Australia 2009, *Picture Australia*, National Library of Australia, viewed 9 July 2010, <<http://www.pictureaustralia.org/>>.

## Personal Internet site/page

de Bono, E 2007, *Setting up a thinking club*, viewed 1 August 2010, <<http://www.edwarddebono.com/thinking0.htm>>.

## Document within a web site

International Narcotics Control Board 1999, *Report of the International Narcotics Control Board for 1998*, United Nations, Vienna, viewed 9 June 2010, <[http://www.incb.org/incb/en/annual\\_report\\_1998.html](http://www.incb.org/incb/en/annual_report_1998.html)>.

## Web site/page with no author

*Latest tests clear bore water* 2010, viewed 2 August 2010, <<http://money.ninemsn.com.au/article.aspx?id=7939024&rf=true>>.

## Web site/page with no date

Toastmasters International n.d., *FreeToastHost*, Toastmasters International, viewed 2 August 2010, <<http://www.freetoasthost.org/>>.

## Podcasts

*Importance of bystander mouth-to-mouth* 2010, podcast, Health Report program, Radio National, Australian Broadcasting Corporation, accessed 2 August 2010, <<http://www.abc.net.au/rn/healthreport/stories/2010/2970531.htm>>.

## Films, videos and television and radio programs

Standard format (Refer to page 229 of Style Manual)

*Title* Date of production, format, Publisher, place of production/recording, day and month of broadcast if applicable. And any more information such as special credits can come next.

## Video recording/film

*You can count on me* 2000, motion picture, Paramount Pictures, United States. Produced by Martin Scorsese and written and directed by Kenneth Lonergan.

## Television Program

*What are we going to do with the money?* 1997, television program, SBS Television, Sydney, 8 August.

## Abbreviations

The following abbreviations may be used in your citations:

edn	edition
et al.	and others
no.	number
p., pp.	page(s)
para., paras	paragraph(s)
pt, pts	part(s)
rev.	revised
suppl.	supplement
vol., vols	volume(s)