ECA
EDUCATION CENTRE OF AUSTRALIA

**STUDENT GUIDE TO
HARVARD REFERENCING STYLE**

ECAGROUP

Introduction to Harvard Referencing Style

Academic Integrity and Plagiarism

Academic integrity is based on honesty in all students' work. This includes always acknowledging ideas, opinions, theories and information that comes from the work of others in your academic work. If you do not acknowledge the author of ideas, opinions and theories in your work then it appears that you are attempting to present the work of another person as your own, which is known as plagiarism.

Plagiarism is a form of academic misconduct and is taken very seriously by the College and may result in penalties including loss of marks, a fail grade for an assessment, a fail grade for a unit, or expulsion from the College. For this reason, the College seeks to educate students about plagiarism and to support new students to understand their responsibilities in referencing the work of others.

For more information on academic integrity and plagiarism, please see your College's Student Handbook and Assessment Policy.

What is Referencing?

Referencing is a method of acknowledging the sources of information that you use in writing your assessments or any work of study.

Whenever you present a statement in your assessment that is not your own original idea, opinion or theory, whether it is presented in your own words (**paraphrased**) or in the author's exact words (**quoted**), you must include a reference to acknowledge your source.

Use **in-text citations** in the body of your writing to briefly refer to a work and acknowledge the source of information. Provide a **reference list** at the end of your paper with full details of the in-text citations. The information in the reference list should be sufficient for someone else reading your assignment to find the source themselves if they wish.

There are conventions for how to present in-text citations and reference list entries and these are described below. You are expected to follow these conventions in all of your written work submitted for assessment unless you are specifically advised otherwise.

Harvard Style of Referencing

ECA students are expected to use the Harvard style for referencing / acknowledging sources. Harvard style is used widely for academic writing and assessment.

Unlike many other styles, there is no source document for a Harvard style, and this guide was developed from a range of online Harvard style guides, most of which were based on Commonwealth of Australia 2002, *Style Manual for authors, editors and printers*, 6th edn, rev. by Snooks & Co, John Wiley & Sons, Queensland.

This guide includes examples and basic explanations for the most common types of citations used by students. More detailed explanations and examples can be found here and here.

In-Text Citations: Primary References

Primary references are works that you have read yourself, such as journal articles, books, book chapters, websites, government reports and a range of other information sources. To cite primary references, follow the conventions below.

- Harvard uses author-date style of referencing. When you incorporate information from a source in your text, place the author's surname and year of publication in parentheses at the end of the sentence.

  Example: The results conclusively proved a correlation between the risk priority number and severity of occurrence (Karmel 2018)**.**

- If you use the name of the author(s) in your sentence, place the year of publication in parentheses and omit the author's last name from the brackets.

  Example*:* Karmel (2018) observes that there is a correlation between risk priority and severity of occurrence.

- For two or three authors, use the word 'and' or place an ampersand (&) between the last two author's names.

  - Use "and" if you are writing the author's names as part of your sentence as in the example below:
    Example: Karmel, Lyon and Choudhary (2018) observe that there is a strong correlation between risk priority and severity of occurrence.

  - Use "&" if you are placing the author's names in brackets as in the example below:
    Example: It has been shown that there is a strong correlation between risk priority and severity of occurrence (Karmel, Lyon & Choudhary 2018).

- For more than three authors, the first time that you cite the authors you need to write all of the names. However, for all other references to the same authors this becomes the surname of the first listed author, followed by the term 'et al.', where 'et al.' is a Latin term meaning 'and others'. So, to cite a work published in 2017 with four authors, namely Annelli, Singh, Smith and Wynn, the first time you cite the reference you would write either:

  - **Example:** Annelli, Singh, Smith and Wynn (2017) argued that it is important to consider gross domestic product (GDP) in developing the model. **OR**

  - **Example:** It has been argued that it is important to consider gross domestic product (GDP) in developing the model (Annelli, Singh, Smith & Wynn 2017).

  However, if you are citing the same reference again later in your paper you would write either:

  - **Example:** Annelli et al. (2017) considered GDP to be an important indicator. **OR**

  - **Example:** It has been suggested that GDP is an important indicator (Annelli et al. 2017).

- If you directly quote from a source (fewer than 30 words), you must include the page number and enclose the quoted phrase in quotation marks.

  Example: Karmel (2018, p. 108) referred to this correlation as a "statistical anomaly", contributing….. **OR**

  Example: It was found that the correlation was a "statistical anomaly" (Karmel 2018, p. 108).

- If the quotation is more than 30 words do not use quotation marks. Instead, start the quotation on a new line, indent the entire quotation, and finish with the in-text reference.

Example:

It was stated that:

> Contractors and consultants view risks differently. Contractors always try to transfer the risk to the owner to gain more time and money on the project. The consultants try to save the owner time and money and transfer the risks to the contractor, forcing the contractor to accept the risks and mitigate the contractor's own cost and minimize the project duration (El-Sayegh & Mansour 2015, p.120).

- If you are giving a direct quote from a source that does not have a page number (such as a web page), provide the section heading and/or paragraph number:

  Example: Retailers must not mislead customers, and "a supplier must accurately describe their goods or services" (Australian Competition and Consumer Commission 2018, 'False or misleading claims', para. 1).

In-Text Citations: Secondary References

Secondary references are works that you have not read yourself, but which are cited in a source that you have read. For example, if you have read a book by Kirsner (2017) that refers to a finding by Smith and Rathdown (2014), but you have not actually read the work of Smith and Rathdown, then to refer to the finding of Smith and Rathdown you would use secondary referencing. You should use secondary references sparingly and rely mainly on primary references. To cite secondary references, follow the conventions below.

- In the **text**, refer to the secondary source and note that was 'cited in' the source that you actually read. In the example above this would be:

  Example: Smith and Rathdown (2014, cited in Kirsner 2017) stated that.....

  This clearly shows that you are basing your understanding of Smith and Rathdown's work (a secondary source) on what you have read in Kirsner's book (a primary source).

- In the **reference list**, include the reference to the primary source only. In the example above this would be:

  Kirsner, L.S. 2017, *Introduction to Accounting*, McGraw Hill, London.

Reference List

The reference list should only include references that you have directly cited in your work. To prepare your reference list please use the following formatting checklist:

1. The reference list is on a new page at the end of your assignment ❏
2. References are located under a centre aligned title "References" ❏
3. The reference list is double-spaced ❏
4. The references are listed in alphabetical order ❏
5. Each reference has a hanging indent approximately 1.25cm from left margin ❏
6. When referring to books, book chapters, article titles or webpages, the title is italicised and only the first word of the title or subtitle and proper nouns are capitalised ❏

The tables below provide examples of required format for in-text and reference list citations for a range of information sources and should be consulted for further information about how to prepare in-text and reference list citations.

ECAGROUP

EXAMPLES OF BOOKS AND BOOK CHAPTERS

	IN-TEXT REFERENCE	REFERENCE LIST
One author Note: Use the abbreviation "edn" for edition.	(Kerzner 2017) Kerzner (2017) argues…..	Kerzner, H 2017, *Project management: A systems approach to planning, scheduling and controlling,* 12th edn, John Wiley & Sons, Queensland.
Two or three authors	(Gido & Clements 2015) Gido and Clements (2015) state that…..	Gido, J & Clements, JP 2015, *Successful project management,* 4th edn, Cengage Learning, Ohio.
More than three authors Note: For in-text references, write the first author's surname followed by 'et al.'. List all authors' names in the reference list.	A recent report (Smith et al. 2017) concluded that….. Smith et al. (2017) showed that…..	Smith, KL, Throne, H, Smith, D & Hilton, R 2015, *Management accounting: Information for creating and managing value*, 8th edn, McGraw-Hill Education, New South Wales.
No author Note: Capitalise all major words when giving source title in the text.	(*Merriam-Webster's Collegiate Dictionary* 2004) The *Merriam-Webster's Collegiate Dictionary* (2004) defines…..	*Merriam-Webster's Collegiate Dictionary* 2004, 11th edn, Merriam Webster, Massachusetts.
Edited book Note: Use the abbreviation 'ed.' for a single editor and 'eds.' for more than one editor.	According to McGrew and Poku (eds. 2017)…..	McGrew, A & Poku, NK (eds.) 2017, *Globalization, development and human security*, Polity, Cambridge.
Chapter or article in an edited book	Adam (2014) states that…	Adam, MG 2014, 'Outsource inspiration', in JE Dutton & GM Spreitzer (eds.), *How to be a positive leader: Small action, big impact,* Berrett-Koehler Publishers, San Francisco, pp. 31-36.
Several works by the same author in same year Note: Arrange alphabetically by title. Place lower case letter ("a", "b", etc.) immediately after the year.	Leadership and change in business and education have been major topics of discussion for several years (Fullan 2016a, 2016b).	Fullan, M 2016a, *Freedom to change: Four strategies to put your inner drive into overdrive*, John Wiley & Sons, New Jersey. Fullan, M 2016b, *The new meaning of educational change*, 5th edn, Routledge, London.
E-Book	Gilles and Anthony (2018) argue that change is crucial…..	Gilles, A & Anthony, A 2018, *The transitional approach to change*, Routledge Press, viewed 25 Sep 2018, E-book Central (ProQuest).

Brochure Note: This also includes flyers, information sheets, pamphlets, etc. If there is no author, use the title of the pamphlet or the organisation/ publisher as the author. In this example, the author is also the publisher.	The security of personal information is addressed in the TransACT brochure (TransACT, n.d.)	TransACT n.d., *Guide to equipment and service*, brochure, TransACT, Canberra.
Corporate author Note: Spell out the full name of the corporate body each time it is cited in-text, unless it is long and has a familiar/easily understood abbreviation. In the latter case, give the full-name with the abbreviation for the first in-text reference.	The Project Management Institute [PMI] (2017) indicates that…	Project Management Institute 2017, *A guide to the project management body of knowledge (PMBOK guide)*, 6th edn, Project Management Institute, Newtown Square, USA.

EXAMPLES OF JOURNAL ARTICLES AND NEWSPAPER ARTICLES		
	IN-TEXT REFERENCE	**REFERENCE LIST**
One author Note: If the DOI is available provide it as an example given. If the DOI is not available and reference is retrieved online, give the URL of the journal home page. For more than one author, follow the similar format as listed above for books with more than one author*.	In a large European study (Anderson 2015), it was found that…..	Anderson, ES 2015, 'Do project managers have different perspectives on project management?', *International Journal of Project Management*, vol. 34, no. 1, pp. 58-65, doi:10.1016/j.ijproman.2015.09.007.
Article from the internet Note: The format is as follows: Author, initial/s Year of publication, 'Article title', *Journal Title*, vol., no., p./pp. page numbers (if available) viewed day month year, <URL>. Capitalise the first letter of all main words in the journal title (not 'and', 'of', 'in' etc).	Aron, Tamas and Attila (2018) established in their study that…..	Aron, T, Tamas, M & Attila, J 2018, 'The competitiveness of global coffee trade', *International Journal of Economics and Financial Issues*, vol. 8, no. 5, viewed 1 October 2018, < https://www.econjournals.com/index.php/ijefi/article/view/6692/pdf>.
Newspaper article with an author	Job advertisements can be a good	Eryk, B 2017, 'Business conditions best in a decade', *The Age*, 9 August, p. 24.

	indicator of….. (Eryk 2017).	
Newspaper article without an author	…..('Make it count' 2018).	'Make it count' 2018, *The Australian Financial Review*, 27 April, p. 28.
New article retrieved from database	Taylor (2018) examined how…..	Taylor, D 2018, 'Data breach notification laws will force businesses to say if they've been hacked', *ABC News*, 2 February, viewed 5 February 2018, ProQuest ABI/INFORM.
Online news article	Colin (2018) report that…..	Colin, K 2018, 'A new wave of tech entrepreneurs are changing the wealth tide' *The Age*, 29 September, viewed 16 October 2018, < https://www.theage.com.au/technology/a-new-wave-of-tech-entrepreneurs-are-changing-the-wealth-tide-20180928-p506nd.html>.

EXAMPLES OF GOVERNMENT PUBLICATIONS

	IN-TEXT REFERENCE	REFERENCE LIST
Government publication Note: Country or state is not mentioned unless you need to differentiate between government departments with identical names from different states or countries, e.g. use Cwlth for Commonwealth; Vic for Victoria; NSW for New South Wales; etc. Use 's.' or 'ss.' for the section number, e.g. s. 24 or ss. 24-56. Include any other identifiers such as report number, catalogue number etc if relevant.	According to the Annual Report for 2016-17 (Department of Finance 2017), …. The policies for asset funding and management need to align with the Budget Operations Framework (Department of Treasury and Finance 2017 (Vic), s.3.1). All New South Wales General Government Sector (NSW GGS) entities need to follow the State Financial Reporting Code (NSW Treasury 2018).	Department of Finance 2017, *Annual Report 2016-17*, Department of Finance, viewed 2 October 2018, <https://www.finance.gov.au/sites/ all/themes/annual_ report_16_17/docs/ar_2016-17.pdf>. Department of Treasury and Finance 2017 (Vic), *Budget Operations Framework*, Victoria State Government, s.3, viewed 2 October 2018, < https://www.dtf.vic. gov.au/sites/default/files/2018-01/Budget%20 Operations%20Framework%20-%20February%202017.pdf>. NSW Treasury 2018, *Accounting Policy: Financial Reporting Code for NSW General Government Sector Entities*, rep. no. TPP 18-01, viewed 2 October 2018, <https://treasury.nsw.gov.au/sites/ default/files/2018-02/TPP1801_ Accounting_Policy_Financial_Reporting_Code_for_ NSW_General_Government_Sector_Entities.pdf>.
Statistics Note: The format is as follows: Australian Bureau of Statistics Year, *Full title*, cat. no. number, viewed day month year, <URL>.	Data from the Australian Bureau of Statistics (2017) shows that the renewable energy industry in Queensland currently provides	Australian Bureau of Statistics 2017, *Employment in Renewable Energy Activities, Australia, 2015-16*, cat. no. 4631.0, viewed 20 June 2019, <http://www.abs.gov.au/ausstats/abs@.nsf/mf/4631.0>.

	2,710 full time equivalent jobs.	

EXAMPLES OF OTHER SOURCES

	IN-TEXT REFERENCE	REFERENCE LIST
Conference paper/proceeding Note: Date of publication may differ to the date of the conference	A project human readiness levels index provides a framework to factor in the human dimension during project technology development (Newton, Greenberg & See 2017).	Newton, V, Greenberg, A & See, J, 2017, 'Project Management Implications and Implementation Roadmap of Human Readiness Levels'. *Proceedings of the International Conference on HCI in Business, Government, and Organizations* (pp. 99-111). Springer, Cham, viewed 4 October 2018, <http://2017.hci.inter national/ proceedings>.
Lecture notes, PowerPoint, tutorial etc. online Note: Lecturer's name, Initial Year, 'Lecture title or Week of presentation', type of material e.g. (i.e. lecture slides/video), *Subject code/name*, institution name, date of presentation or viewed date, <url>.	Quality is generally tied up with customer's satisfaction (Khanal 2018).	Khanal, R 2018, 'Week 1: Introduction to project quality, risk and procurement', Lecture PowerPoint slides, *SBM1202: Project Management Fundamentals 4*, Asia Pacific International College, viewed 18 March 2018, <https://apic.instructure.com/login/canvas>.
Web document	A Deloitte paper (Kejriwal, Mahajan & Sahjwani 2018) found that the construction and real estate industry seems to be…..	Kejriwal, S, Mahajan, S & Sahjwani, N 2018, *Real estate outlook: Optimise opportunities and ever-changing environment,* Deloitte, viewed 3 October 2018, <https://www2.deloitte.com/global/en/pages /real-estate/articles/gx-commercial-real-estate-industry-outlook.html>
Web document – not dated	Australian Research Council (ARC) has been prioritising the research strategies in different sectors, including infrastructure and business (ARC, n.d.).	Australian Research Council n.d., *National Science and Research Priorities,* Australian Research Council, Canberra, viewed 8 October 2018, <http://www.arc.gov.au/science-research-priorities>.
Website of a company or organisation Note: If no exact year could be identified, an approximate year can be used.	Woolworths Group's mission is "to deliver the best in convenience, value and quality for our customers"	Woolworths Group 2018, *About us*, Woolworths Group Limited, viewed 25 September 2018, <https://www.woolworthsgroup.com.au/page/about-us/>.

	(Woolworths Group Limited 2018, para. 1).	
Film, Video and DVD Note: Any other details to help further identify the source can be included after the place of publication.	Marketing is defined as….. (*What is marketing?* 2009) Wall Street has been believed to be….. (*Wall Street* 1987).	*What is marketing?* 2009, DVD, Classroom Video, United Kingdom. Distributed by VEA Australia, Bendigo. *Wall Street* 1987, DVD, American Entertainment Partners & Amercent Films. Distributed by 20th Century Fox. Starring Michael Douglas and Charlie Sheen.
Online videos (e.g. Youtube, Vimeo, etc.) Note: If there is no author's name, use the username as the author name exactly as it appears on the site.	….(Virgin StartUp 2015).	Virgin StartUp 2015, *Sir Richard Branson: How to start a business*, online video, 17 March, YouTube, viewed 3 August 2018, <https://youtu.be/SlPd1i5cGHE>.
Television programme Note*:* Episode title year of recording, format, in *Title of Series/Program*, Day and month broadcast, Name of broadcaster, Place of broadcast.	A recent *Four Corners* episode evaluated the projected rise of Australia's megacities and the infrastructure project booms (Big Australia 2018).	Big Australia 2018, television series episode, in *Four Corners*, March 18, Australian Broadcasting Corporation, Australia.
Figure, Graph, Table Note: In the reference list, reference the source where the figure, graph or table is located, i.e. if it is in a book, reference the whole book; if it is on a website, reference the website.	Table 1. Company gross operating profits (ABS 2018) As shown in Table 1, company gross operating profits were…… (ABS 2018).	Australian Bureau of Statistics 2018, *Business indicators, Australia, Jun 2018*, cat. no. 5676.0, ABS, viewed 25 September 2018, <http://www.abs.gov.au/AUSSTATS/abs@.nsf/ProductsbyCatalogue/77EDC9DB1157AB98CA2578FF0016D19D?OpenDocument>.
Image from a website Note: Only when the image being referenced is used from the webpage and nothing else.	Vincent Lingiari and Gough Whitlam, in the image above (Bishop 2017), appeared to be...	Bishop M 2017, 'Vincent Lingiari and Gough Whitlam' [image], in *Vincent Lingiari and Gough Whitlam*, ABC News, viewed 25 September 2018, < http://www.abc.net.au/news/2017-06-30/gough-whitlam-vincent-lingiari/8660472>.
Blog Note: If there is no author's name, use the username as the author name exactly as it appears on the blog. If there is no author name or username, use the blog post title instead.	Passive investing has been increasing in the last decade due to asset price rises….. (Durden 2018).	Durden, T 2018, 'The risk of an ETF driven liquidity crash', *ZeroHedge*, blog post,10 January, viewed 1 October 2018, <https://www.zerohedge.com/news/2018-10-01/risk-etf-driven-liquidity-crash>*.*

Social Media Note: The name of the platform (eg. Facebook, Twitter) does not need to be listed. If an author posts multiple entries on one day, include the time after the date (e.g. 13 January, 4:25pm).	Gillard (2011) announced that	Gillard J 2011, *Prime Minister Gillard today announced*..., 14 January, viewed 25 September 2018, <http://www.facebook.com/juliagillard/posts/101538903255112>.