

Bibliographies and In-text Referencing Harvard style

Any time that you use another person's words or opinions in an assignment you will need to acknowledge those sources in the text of your assignment and in the bibliography or reference list at the end.

Using someone else's work without acknowledgment is **plagiarism**.

“Plagiarism is the act of presentation or copying and inclusion of another's work, including information downloaded from the Internet, with the intention of representing the work as one's own. It is a form of cheating.” (Chisholm 2009, p 2).

Where plagiarism is detected the student may have marks reduced or could be given a fail mark for the assignment (Chisholm 2009).

There are a number of styles commonly used in compiling bibliographies and it is important to be consistent in whichever one you choose.

A **bibliography** is a list of all resources (books, magazine or periodical articles, videos, reports etc.) that have been used in researching a subject.

A **reference list** is a list of the resources actually cited in the assignment that you are presenting. Teachers will specify which they require.

Recording the following information while doing your research will avoid problems when compiling the bibliography.

Books

Author or authors; year of publication (ignore the printing or reprinting dates); title and subtitle; edition statement. eg. 2nd edn, 3rd edn etc.; publisher's name and place of publication. Where there is no publication date specified use **n.d** in place of the date.

Journals

Author or authors of articles; year of publication; title of article; title of journal; volume and issue number; page numbers of article e.g. pp. 35-47.

Online sources

As above plus title of site; URL (address) of site; date viewed.

No author given

Where it is not possible to find the author of a work, cite the title instead.

In-text citation

- To acknowledge another person's ideas **in the text** of your assignment, place the author's name and date of the publication immediately after the reference
 - e.g. “the foundation of all social work and welfare practice is the process of relationship building” (O'Connor 1999, p32).
 - **Or** O'Connor (1999, p32) believes that “the foundation of all social work and practice is the process of relationship building”.
- If you are paraphrasing (putting in your own words) what the author has said there is no need to include the page numbers.
- To refer to a work that is referred to in the book you are reading the format for the citation is e.g. Smith (cited in Jones 2009) stated that.....

EXAMPLES

	In the text	In the bibliography
Books		
Single author OR (direct quote)	(Cortese 2005) OR (Cortese 2005, p24)	Cortese, R 2005, <i>12 dialogues</i> , Currency Press, Sydney.
For two or three authors	(Malbon & Bishop 2006)	Malbon, J and Bishop, B 2006, <i>Australian export: a guide to law and practice</i> , Cambridge University Press, Melbourne.
For four or more authors	(Author's surname <i>et al</i> , date)	include the names of all authors as above
Corporate author (Government body, etc.)	(Roads Corporation Victoria 2006)	Roads Corporation Victoria 2006, <i>Victorian rider handbook</i> , Vicroads, Melbourne.
e-book	(McFarland 2008)	McFarland, D S 2008, <i>Dreamweaver CS4: the missing manual</i> , O'Reilly Media, Sebastopol, CA, viewed 5 October 2010, http://proquestcombo.safaribooksonline.com/9780596156787
Source within a book	e.g. Andrews (cited in Borowski, Encel & Ozanne 2007, p132) stated that....	Borowski, A, Encel, S, & Ozanne, E 2007, <i>Longevity and social change in Australia</i> , UNSW Press, Sydney.
Journal articles		
From hard copy	(Mazza 2002)	Mazza, C 2002, 'And then the world fell apart: the children of incarcerated fathers', <i>Families in society: the journal of contemporary human services</i> , vol.83,no.5/6, pp. 521-529.
From online database	(Mazza 2002)	As above with the addition of the date viewed and the name of the database e.g. viewed 5 October 2010, eLibrary database.
Class notes/handout		
From a teacher	(Vidas 2007)	Vidas, R 2007, The causes of World War I, 1870-1914, lecture notes distributed in the course, 21794VIC Diploma of Liberal Arts, Chisholm Institute, Frankston, August 14 2010. Note: Do not use italics or quotation marks in class handouts as they are unpublished materials (CQU 2010)
Newspaper articles		
From hard copy	(Uren 2010)	Uren, D 2010, 'RBA rate rise lies in the balance', <i>The Australian</i> , 5 October, p. 2.
From online database	(Uren 2010)	Uren, D 2010, 'RBA rate rise lies in the balance', <i>The Australian</i> , 5 October, viewed 10 October 2010, eLibrary database.
Legislation and statistics		
Legislation	(Victorian Government, 1958, s.399, ss3)	Victorian Government 1958, <i>Crimes Act</i> , viewed 17 November 2010, http://www.austlii.edu.au
ABS statistics	(ABS 2010)	Australian Bureau of Statistics, 2010, <i>Australian Social Trends</i> , cat. no. 4102.0, viewed 5 October 2010. http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/LookupAttach/4102.0Publication29.09.101/\$File/41020_ASTSep2010.pdf

Encyclopedia article		
Encyclopedia article	(Horton 1994)	Horton, D 1994, 'Carved trees', <i>The encyclopedia of aboriginal Australia</i> , Aboriginal Studies Press, Canberra, p.182.
Encyclopedia article (author unknown)	('Caffeine' 1992)	'Caffeine' <i>The World Book Encyclopedia</i> , 1992, vol.3, World Book Inc., Chicago.
Electronic media		
Video recording /DVD	(Twelve canoes 2008)	<i>Twelve canoes</i> 2008, DVD, Ronin Films, Australia. Directed by Rolf de Heer
Blog post	(Shanahan 2010)	Shanahan, C 2010, 'Wine review — Robert Stein, Bay of Fires and Tin Soldier', <i>Chris Shanahan blog</i> , web log post, 3 October, viewed 5 October 2010, http://chrisshanahan.com/articles/2010/10/
E-mail and other personal communications e.g letters, interviews	NB. Never include an email address without the permission of the owner Eg Mr Smith in an email on 3 March 2010 said....	Usually emails and personal letters are not listed in a bibliography or reference list, however if required use: Smith, J 2010, email, 3 March <i>email address if permission given</i>
Image - online	(Amor 2009)	Amor, R 1990, <i>The rock and the sea</i> , painting, National Gallery of Victoria, Melbourne, viewed 5 October 2010, http://www.ngv.vic.gov.au/explore/ngv-collection/
Podcast	(Late night live 2010)	<i>Late night live</i> 2010, audio podcast, ABC Radio National Melbourne, 30 September, viewed 7 October 2010, http://mpegmedia.abc.net.au/news/audio/am/201009/20100930-am- fullprogram.mp3
Social networking update e.g. Facebook	(MS Australia 2010)	MS Australia 2010, 'Did you know that five Australians are diagnosed with MS each working day?' <i>MS Australia</i> , Facebook update, 6 October, viewed 8 October 2010, http://www.facebook.com/search/?flt=1&q=MS%20SOCIETY%20VICTORIA&o=69#!/MSAustralia
Television program	(Q&A: adventures in democracy 2010)	<i>Q&A: adventures in democracy</i> 2010, television broadcast, ABC TV, Canberra, 30 September. Presented by Tony Jones.
Website	(FWA 2010)	Fair Work Australia 2010, FWA, Canberra, viewed 7 October 2010, http://www.fwa.gov.au/
Web document	(University of Canberra 2010)	University of Canberra Library and Academic Skills Program 2010., <i>A guide to referencing with examples in the APA & Harvard styles</i> , 6 th edn, University of Canberra, Canberra, viewed 7 October 2010, http://www.canberra.edu.au/library/attachments/pdf/referencing-guide.pdf
YouTube or video blog post	(Scannager 2008)	Scannager 2008, <i>How to take a quick and easy inventory at your bar</i> , online video, 1 October, viewed 7 October 2010, http://www.youtube.com/watch?v=3dLOCw7i_RQ&feature=related

Setting out your Bibliography or Reference List

A bibliography or reference list is usually arranged alphabetically by the author or, in the case of no author, by the title and is located at the end of your assignment. Punctuation is important. Leave two spaces between each entry to allow for clarity.

Example:

Late night live 2010, audio podcast, ABC Radio National Melbourne, 30 September, viewed 7 October 2010,
<http://mpegmedia.abc.net.au/news/audio/am/201009/20100930-am-fullprogram.mp3>

Malbon, J and Bishop, B 2006, *Australian export: a guide to law and practice*, Cambridge University Press, Melbourne.

McFarland, D S 2008, *Dreamweaver CS4: the missing manual*, O'Reilly Media, Sebastopol, CA, viewed 5 October 2010,
<http://proquestcombo.safaribooksonline.com/9780596156787>

Shanahan, C 2010, '[Wine review — Robert Stein, Bay of Fires and Tin Soldier](#)', *Chris Shanahan blog*, web log post, 3 October, viewed 5 October 2010,
<http://chrisshanahan.com/articles/2010/10/>

Twelve canoes 2008, DVD, Ronin Films, Australia. Directed by Rolf de Heer

Uren, D 2010, 'RBA rate rise lies in the balance', *The Australian*, 5 October, viewed 10 October 2010, eLibrary database.

Victorian Government 1958, *Crimes Act*, viewed 17 November 2010
<http://www.austlii.edu.au>

Further references to consult in the Chisholm Libraries:

John Paul College 2008, *Guidelines for referencing and bibliographies*, 9th edn, John Paul College, Frankston. **REF 808.027 GUI**

Kimberley, Nell. 2008, *Q manual : student guide for producing quality work on time*, 4th edn., Monash University, Business and Economics Dept., Clayton **378.945 KIM**

Style manual for authors, editors and printers, 2002, 6th edn. Milton, Qld, Wiley. **REF 808.027 STY**

Bibliography:

Central Queensland University Academic Learning Services 2010, *Harvard referencing guide: author-date*, CQ University, Rockhampton, viewed 7 October 2010
<http://faculty.cqu.edu.au/FCWViewer/view.do?page=3955>

Chisholm Institute 2009, *QMS 402-Assessment*, Chisholm Institute, Dandenong, viewed 7 October 2010 <http://www.chisholm.edu.au/About/Policies/Documents/QMS402.pdf>

University of Canberra Library and Academic Skills Program 2010, *A guide to referencing with examples in the APA & Harvard styles*, 6th edn. University of Canberra, Canberra, viewed 7 October 2010 <http://www.canberra.edu.au/library/attachments/pdf/referencing-guide.pdf>