

The Harvard Referencing System

Part 1

Referencing in your Script

Why reference?

Referencing locates your work in existing thought & literature & shows the breadth of your reading. Whenever you paraphrase the ideas/work of a specific author or authors in your assignment, you must make it clear to the reader exactly where the work has come from. Literature references should be clear, accurate & include enough detail to enable the reader to find the reference.

1. Single Author References

In your assignment you should refer to the author's last name & year of publication. You should not include the author's initials within the text of the assignment, just the last name & date, e.g. Kolb (1985).

In your assignment, this would appear as:

Kolb (1985) devised the notion of the cycle of learning.

Or, depending on your written style:

The cycle of learning was originally devised by Kolb (1985).

Or, where the flow of the sentence requires it, you may refer to name and year in brackets:

This process is known as the cycle of learning (Kolb, 1985).

2. Double Author References

When referring to a book or article written by two authors you must use both authors' last names, again without initials, with date, e.g. Tate & Sills (2004).

In your assignment, this would appear as:

Tate & Sills (2004) applied learning cycle ideas to reflective practice in the health profession.

3. Multiple Author References

If there are more than two authors: on first mention, include all their last names, without initials, with date, e.g. Boud, Keogh & Walker (1985).

In your assignment, this would appear as:

Boud, Keogh & Walker (1985) explored the notion of experiential learning.

However, on second & subsequent mention of the same authors, use only the primary author's last name & date, followed by 'et al.', e.g. Boud et al. (1985).

In your assignment this would appear as:

Boud et al. (1985) added a further dimension to reflection – feelings.

4. No Author References

If no specific author is named, attribute the publication to the named body or corporation, e.g. Further Education Commission (2002).

In your assignment this would appear as:

The Further Education Commission (2002) requires all further education colleges to address equal opportunities.

5. Direct Quotations

Follow the previous conventions but include the page number of the book or journal where the quote appears, e.g. Kolb (1985:63) indicates to the reader that the quotation can be located on page 63 of Kolb's 1985 book.

In your assignment, this would appear as:

Kolb (1985:63) comments that "Reflection is integral to the learning process".

Be selective in your use of quotations - use them where you consider that the author expresses an idea more clearly & succinctly than you can say it yourself.

Take care to reproduce the quotation accurately, without words missing, with accurate punctuation, etc. If you do edit out text, you should indicate that something has been removed by including three dots or full-stops (...).

6. internet/websites

To cite a Web site within the text of an assignment, use the name of the person or organisation responsible for the site (author) and the date of the site's creation or most recent update. Web addresses can be given directly in the text using angle brackets to isolate them from any sentence punctuation, i.e. < >

In your assignment, this would appear as:

The Department of Finance & Deregulation (2007) < <http://www.finance.gov.au> >

Helpful Hints

Be strict with yourself & get into the habit of noting the down the full details of your materials at the time you use them, to avoid wasted time trying to find them again after your essay is nearing completion. Stick to the same system & be consistent throughout.