

Harvard citation style

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http://www.library.uwa.edu.au/education_training_and_support/guides/harvard_citation_style

Referencing is an important academic convention necessary to avoid plagiarism, to verify quotations, and to enable readers to identify and consult any item to follow-up a cited author's arguments. This guide has been developed in collaboration with the UWA Business School. For any help with the Harvard style please email askbus@library.uwa.edu.au

Points to remember:

- Before you write your reference list or bibliography, check with your lecturer/tutor for which citation style they prefer you to use
- The Harvard (aka Author-Date) citation style can vary in minor features such as punctuation, capitalisation, abbreviations, and the use of italics
- An important principle in referencing is to be consistent
- All sources used in assignments, essays, reports, and theses should be acknowledged in the text of your document, these are called 'in-text citations'
- An in-text citation requires only the name of the author(s), the year of publication, and specific a page number if you quote directly from someone else's work
- Where there is no identifiable author/authoring body use the title of the work and year of publication when citing in-text
- If you are citing a number of references at the same point in-text, present the authors' names alphabetically within the parentheses separated by semi colons. For example: "...several authors have discussed the theory (Brown 1991; Smith 2003)..."
- All in-text citations should be listed in the reference list (aka bibliography) at the end of your document
- The reference list contains the full details of all the in-text citations, arranged alphabetically

Examples of Referencing for Various Material Types

Book - single author

(Holt 1997)

Holt, DH 1997, Management principles and practices, Prentice-Hall, Sydney.

Book - 2 or 3 authors

(McCarthy, William & Pascale 1997)

McCarthy, EJ, William, DP & Pascale, GQ 1997, Basic marketing, Irwin, Sydney.

Book - more than 3 authors

(Bond et al. 1996)

Bond, WR, Smith, JT, Brown, KL & George, M 1996, Management of small firms, McGraw-Hill, Sydney.

Book - no author

(A history of Greece 1994)

A history of Greece 1994, Irwin, Sydney.

Book - editor

(ed. Jones 1998)

Jones, MD (ed.) 1998, *Management in Australia*, Academic Press, London.

Book - organisation as author

(Australian Bureau of Agricultural and Resource Economics 2001)

Australian Bureau of Agricultural and Resource Economics 2001, *Aquaculture development in Australia: a review of key economic issues*, ABARE, Canberra.

Book - chapter or article in edited book

'A number of disturbing facts intrude' (Milkman 1998, p 25)

Milkman, R 1998, 'The new American workplace: high road or low road?' in *Workplaces of the future*, eds P Thompson & C Warhurst, Macmillan Press, London, pp. 22-34.

E-book

Aghion & Durlauf (2005)

Aghion, P & Durlauf, S (eds.) 2005, *Handbook of economic growth*, Elsevier, Amsterdam. Available from: Elsevier books. [4 November 2004].

Book - different works by same author in same year

(Bond 1991a) (Bond 1991b)

Bond, G 1991a, *Business ethics*, McGraw-Hill, Sydney.

Bond, G 1991b, *Corporate governance*, Irwin, London.

Newspaper - print

(Ionesco 2001)

Ionesco, J 2001, 'Federal election: new Chip in politics', *Advertiser* 23 October, p. 10.

Newspaper - electronic database

(Meryment 2006)

Meryment, E 2006, 'Distaff winemakers raise a glass of their own to their own', *The Australian*, 7 October, p. 5. Available from: Factiva. [2 February 2007].

Journal article - print

(Conley & Galeson 1998)

Conley, TG & Galeson, DW 1998, 'Nativity and wealth in mid-nineteenth century', *Journal of Economic History*, vol. 58, no. 2, pp. 468-493.

Journal article - electronic database

(Malhotra 2003)

Malhotra, Y 2003, 'The knowledge application gap in information systems research and education and their quest for the dependent variable', *Information Resources Management Journal*, vol. 16, no. 2, pp. 1-7. Available from: Proquest. [17 February 2004].

Internet - website

(Kingsford et al. 2005)

Kingsford, RT, Dunn, H, Love, D, Nevil, LJ, Stein, J & Tait, J 2005, *Protecting Australia's rivers, wetlands, and estuaries of high conservation value*, Department of the Environment and Heritage, Australian Government. Available from:

<<http://www.environment.gov.au/water/publications/environmental/pubs/protecting-rivers.pdf>> [6 February 2008].

Internet - blog

(Newton 2007)

Newton, A. 2007, Newcastle toolkit. 16 January 2007. Angela Newton: Blog. Available from: <<https://elgg.leeds.ac.uk/libajn/weblog/>> [23 February 2007].

Conference proceeding - print

(Riley 1992)

Riley, D 1992, 'Industrial relations in Australian education', in Contemporary Australasian industrial relations: proceedings of the sixth AIRAANZ conference, ed. D. Blackmur, AIRAANZ, Sydney, pp. 124-140.

Conference proceeding - electronic

(Fan, Gordon & Pathak 2000)

Fan, W, Gordon, MD & Pathak, R 2000, 'Personalization of search engine services for effective retrieval and knowledge management', Proceedings of the twenty-first international conference on information systems, pp. 20-34. Available from: ACM Portal: ACM Digital Library. [24 June 2004].

Video

(Effective performance appraisals 1994)

Effective performance appraisals 1994, (video recording), Melbourne, Educational Media Australia.

Patent

(Cookson 1985)

Cookson, AH 1985, Particle trap for compressed gas insulated transmission systems, US Patent 4554399.

CMO article

(Jennings 1997) Jennings, P 1997, 'The performance and competitive advantage of small firms: a management perspective', International Small Business Journal, vol. 15, no. 2, pp. 63-75. Available from: The University of Western Australia Library Course Materials Online. [1 September 2004].

Lecture notes

(Foster 2004)

Foster, T 2004, Balance sheets, lecture notes distributed in Financial Accounting 101 at The University of Western Australia, Crawley on 2 November 2005.

Image

(The Lunar Interior 2000)

The Lunar Interior, 2000. Available from:

<<http://www.planetscapes.com/solar/browse/moon/moonint.jpg>> [28 November 2000].

Personal communication

"...Mrs J Smith (UWA Library) confirmed this...."

Details of personal communication do not need to be included in a Reference List

Secondary sources

(Ngu, cited in Larsen 1991)

In the reference list provide the details of the author who has done the citing

Do not use the following when using Harvard Citation Style:

- Footnotes
- Numbered Bibliography
- Wikipedia - this is not generally an academic source, do not use it in your referencing

Examples of In-Text Use

"...Business performance measurement has been viewed as a challenging task, particularly for small firms. Essentially, the difficulties related to defining key performance dimensions (Garengo et al. 2005; Hudson et al. 2001). Over the years extensive research business performance measurement in large firms has been undertaken and only recently has a greater focus been given to small enterprises. Although there is evidence to suggest that the key dimensions of performance are similar for large and small firms the role of management varies (Haber & Reichel 2005). The differences in the way small firms are managed are largely due to the structural and resource variations, as well as the motivations of the owner-manager for establishing the small business (Peacock 1999). These differences can impact on the way performance is measured..."

Example Reference List

Aghion, P & Durlauf, S (eds.) 2005, Handbook of economic growth, Elsevier, Amsterdam. Available from: Elsevier books. [4 November 2004].

Effective performance appraisals 1994, (video recording), Melbourne, Educational Media Australia.

Fan, W, Gordon, MD & Pathak, R 2000, 'Personalization of search engine services for effective retrieval and knowledge management', Proceedings of the twenty-first international conference on information systems, pp. 20-34. Available from: ACM Portal: ACM Digital Library. [24 June 2004].

Foster, T 2004, Balance sheets, lecture notes distributed in Financial Accounting 101 at The University of Western Australia, Crawley on 2 November 2004.

Hold, DH 1997, Management principles and practices, Prentice-Hall, Sydney.

Jones, MD (ed.) 1998, Management in Australia, Academic Press, London.

Kingsford, RT, Dunn, H, Love, D, Nevil, LJ, Stein, J & Tait, J 2005, Protecting Australia's rivers, wetlands, and estuaries of high conservation value, Department of the Environment and Heritage, Australian Government. Available from: <<http://www.environment.gov.au/water/publications/environmental/pubs/protecting-rivers.pdf>> [6 February 2007].

Malhotra, Y 2003, 'The knowledge application gap in information systems research and education and their quest for the dependent variable', Information Resources Management Journal, vol. 16, no. 2, pp. 1-7. Available from: Proquest. [17 February 2004].