

This guide has been developed according to the 6th edition of the Australian Government Publishing Service (AGPS) *Style manual for authors, editors and printers*. Some faculties require variations to this Harvard style. *It is advisable to check with each lecturer as to which variation of the Harvard style they require you to use and to follow their preferred guide for work submitted to that lecturer.*

There are two parts to every referencing system:

1. the in-text reference - a reference to a source of information placed within the body of the work.
2. the reference list - a list of all sources referred to in the work, located at the end of the work.

1. IN-TEXT REFERENCES

An in-text reference includes:

- The author's surname (or authoring body or organisation).
- The year of publication (if no date can be found, use **n.d.** (meaning no date)).
- The page number(s) on which the information being referenced appears in the original source. Use **p.** for one page and **pp.** for more than one page. If no page numbers, include only surname and year of publication.

Examples

Single page	Smith (2005, p. 45) argues that 'the relative seriousness of the two kinds of errors differs from situation to situation'.
More than one page	It has been argued that the gravity of each situation must be evaluated in the consideration of the context in which it occurs because of the different management styles used in international organisations (Smith 2005, pp. 45-6).
No date	Millins (n.d., p. 246) highlights the importance of strategic management for business organisations.
No page numbers	Jones (2010) outlines a potential process for development of appropriate risk management procedures.

Useful formatting tips

When to use 'and' or '&' with more than one author name.

If the authors' names are part of your sentence, use the word **and** between the last two authors. If the authors' names are within the brackets, use an ampersand '**&**'.

Jones and Chan (2002, pp. 30-1) have shown that ...

A recent study (Jones & Chan 2002, pp. 30-1) has shown that ...

Multiple authors and when to use 'et al.'

If your work has *one to three* authors, all surnames must be listed in both the in-text reference and in the reference list. In works with *four or more* authors, include only the surname of the first author and the abbreviation '**et al.**' (meaning 'and the others') for the in-text reference. All the names should appear in your final reference list.

One to three authors	A recent study (Marshall, Brady & Thomas 2013, p. 46) makes the case that ...
	Enderle, Bronzino and Blanchard (2005, p. 411) argue that...
	Marshall, Brady and Thomas (2013, p. 46) claim that ...
Four or more authors	A recent study (Lim et al. 2014, p. 46) shows that...
	A seminal study (Zimmerman et al. 2005, p. 589) demonstrates that television watching increased the likelihood of children bullying or being bullied by ten percent.

Two or more authors with the same surname

Distinguish between the authors by using the authors' initials and surname:

A significant study by CL Jones (2010, p. 13) has shown ... but A Jones (2013, p. 52) suggests ...

Secondary references (when one author discusses another author's work)

Both sources must be acknowledged in your in-text reference. However, the *source or article you actually used* (the secondary reference) should appear in your reference list. In the example below, Marini is the primary reference (the one referred to in the source you read) and Jones is the secondary reference:

Marini's study in 2003 (cited in Jones 2005, p. 5) states ...

The process was shown to be more complex than at first thought (Marini 2003, cited in Jones 2005, p. 5).

When citing several references at the same point

List authors' surnames alphabetically, separated by semi-colons:

Recent studies (Brown 2001, p. 46; Kulesky 2011, p. 55; Wong & Smith 2013, pp. 57-8) demonstrate that ...

References to two or more publications in the same year by a given author

Distinguish between publications by adding **a, b** etc. to the date:

Recent studies by Jones (2005; 2006a; 2006b) show that ...

A recent study (Jones 2006b) shows that ... (*NB this reference assumes an earlier reference to Jones 2006a*)

References to personal communications

These can be provided in parentheses (), or in the text itself. They include interviews, telephone conversations, emails etc. Information should include the author's initial, surname, type of communication and the date. Personal communications are *not* included in the reference list.

In an email on 15 August 2014, Dr R Fletcher suggested that the recent findings were of high significance.

It has been suggested that the recent findings were of high significance (R Fletcher 2014, email, 15 August).

Research by Jones (n.d., pp. 23-7) indicates that ...

2. THE REFERENCE LIST

The reference list is placed at the end of the assignment. All sources which are referred to in the text should be listed alphabetically by authors' surnames. If an author has more than one publication, list that authors' publications chronologically.

Examples of how to format the most common types of sources are given in the following pages.

Non-Digital Sources

Journal Articles / Periodicals

The following information is required in the order below:

- author's surname & initials
- year of publication
- title of article (*in single quotation marks*)
- title of journal or periodical (*in italics*)
- title of series (*if applicable*)
- place of publication (*if needed to distinguish between different periodicals with the same title*)
- volume number
- issue number (*if applicable*)
- month (*if applicable*)
- page number or numbers

Journal article
(*one author*)

McCormack, C 2005, 'Is non-completion a failure or a new beginning? Research completion from a student's perspective', *Higher Education Research & Development*, vol. 24, no. 3, pp. 233-47.

Journal article
(*more than one author*)

Holbrook, NJ & Devonshire, E 2005, 'Stimulating scientific thinking online: an example of research-led thinking', *Higher Education Research & Development*, vol. 24, no. 3, pp. 201-13.

Journal article
(*no author*)

'Smoking ban bonus' 2014, *New Scientist*, 5 April, pp. 6-7.

Journal article (*no volume or issue number*)

Barras, C 2014, 'Brain map to zoom in on neural blips', *New Scientist*, 5 April, p. 16.

Newspaper article

Shorten, K & Maguire, T 2014, 'Honouring the stories of those who served us', *The Advertiser*, 15 April, p. 9.

Magazine article

Schuman, M 2014, 'The measure of two men', *Time*, 14 April, p. 12.

Books

The following information is required in the order below:

- author's surname & initials
- year of publication
- title of publication (*in italics*)
- title of series (*if applicable*)
- volume number or number of volumes (*if applicable*)
- edition, editor, reviser, compiler or translator (*if other than the author*)
- publisher
- place of publication (*name the suburb or city and the state or country if not well known*)

One author

Ezzy, D 2002, *Qualitative analysis: practice and innovation*, Allen & Unwin, Crows Nest, NSW.

Two authors

Swales, JM & Feak, CB 2012, *Academic writing for graduate students*, 3rd edn, The University of Michigan Press, Michigan, USA.

More than two authors

Enderle, JD, Bronzino, JD & Blanchard, SM 2005, *Introduction to biomedical engineering*, 2nd edn, Elsevier Academic, Amsterdam.

No author

Computer graphics inter-facing 1996, 3rd edn, Modern Technology Corporation, Minneapolis.

Edited work

(*editor's role not paramount*)

The young persons' guide to anarchy 2005, ed. Heinrich A Stumpendorfer, Hard Core Press, Berlin.

Edited work (*editor's role paramount*)

Broom, TE (ed.) 2000, *Analytical chemistry: theory and techniques*, M Dekker, New York.

Chapter in an edited book

Drisko, TW 2004, 'Case study research', in DK Padgett (ed.), *The qualitative research experience*, Wadsworth/Thomson Learning, Belmont, USA., pp. 100-114.

Sponsored by an institution, corporation

(*author's name on title page*)

National Science Association 2014, *Learning in science*, report prepared by M Chambers, National Science Association, Brokerville, NSW.

Conference paper (*published*)

Smith, FL 1996, 'An academic orientation program for commencing students', *Proceedings of the Australasian Science Education Research Association*, University of Canberra, Canberra, pp. 24-6.

Government publication

Australian Bureau of Statistics 1990, *New technology approvals in Australia*, cat. no. 7779.1, ABS, Canberra.

Government report

Department of Education, Science and Technology 2002, *Higher education at the crossroads: ministerial discussion paper*, DEST, Canberra.

Topic/Course book

School of Education, Flinders University 2014, *Approaches to research*, EDUC9761, semester 1 (internal version), Flinders University, Adelaide, p. 12.

Digital Sources

Online Articles

The following information is required in the order below:

- author's surname & initials
- year of publication
- title of article (*in single quotation marks*)
- title of journal or periodical (*in italics*)
- the date the article was viewed
- web address or name of database used to locate the article

Article from an electronic journal

Birbeck, D & Drummond, M 2006, 'Very young children's body image: bodies and minds under construction', *International Education Journal*, vol. 7, no. 4, viewed 12 December 2006, <<http://iej.com>>.

Journal article from a full-text online database

Kember, D, Biggs, J & Leung, D 2004, 'Examining the multidimensionality of approaches to learning through the development of a revised version of the LPQ', *British Journal of Educational Psychology*, vol. 74, no. 2, pp. 261-279, viewed 4 May 2004, (online Bell & Howell/ProQuest).

Web Pages

The following information is required in the order below:

- author (*the person or organisation responsible for the page*)
- site date (*either the date it was last updated, a copyright date or n.d. if no date is available*)
- name and place of sponsor of website
- the date the site was viewed
- the web address

With date

World Health Organization 2014, *Global alert and response (GAR)*, Geneva, viewed 14 November 2014, <<http://www.who.int/csr/outbreaknetwork/en/>>.

No date

South Australian Museum n.d., *Terrestrial invertebrates*, Adelaide, viewed 14 November 2014, <<http://www.samuseum.sa.gov.au/research/biological-sciences/terrestrial-invertebrates>>.

Documents within Websites

The following information is required in the order below:

- author
- editor or compiler
- date of document (*either copyright date, when it was last updated or n.d., if no date is available*)
- title of document (*in italics*)
- version no. (*if applicable*)
- description of document (*if applicable*)
- name of sponsor of site (*include location if relevant*)
- the date the document was viewed
- the web address

Adelaide City Council 2013, *Digital strategy 2012-16: connect Adelaide*, Adelaide City Council, Adelaide, viewed 30 April 2014, <<http://www.adelaidecitycouncil.com/assets/Policies-Papers/docs/STRATEGY-digital-strategy-connect-adelaide-2012-16.pdf>>.

Other Sources

Lecture notes	Karageorgos, E 2008, 'Soldiers' behaviour and attitudes', lecture notes distributed in the topic HIST2051 War and Society, Flinders University, Bedford Park, 19 October.
Standards	Standards Association of Australia 2011, <i>Australian standard for cauliflowers and cabbages</i> , AS 1455-1991, Standards Australia, Sydney.
Patent	Tan, IS & Arnold, FF (US Air Force) 2003, <i>In-situ molecular composites based on rigid-rod polyamides</i> , US Patent 5 247 057.
Pamphlet	<i>Quit: give smoking away in 5 days</i> 1987, Victorian Smoking and Health Program booklet, Health Department Victoria, Anti-Cancer Council and National Heart Foundation, Melbourne.
DVD, video, television (identify the medium)	<i>The life of fish</i> 1999, video recording, Canadian Wildlife Services, Vancouver.
Microfiche	Wells, HG 1887, microfiche, <i>The Martian canal industry: an overview</i> , Australian Science Fiction Council, Canberra.
Musical recording	Waits, T 2005, cassette recording 61180-4, <i>Blue valentine</i> , Asylum Records, Oakland, California.
Legal case	<i>The State of South Australia v. The Commonwealth</i> (1915) 20 CLR 54.
Reference to a legal authority	Latham, CJ & McTieran, J in <i>Attorney-General (Vic.) v. The Commonwealth</i> (1946) 71 CLR at 253-6 and 273-4.
Thesis (unpublished)	Trout, NA 2006, 'Spectroscopic, stereochemical and reactivity studies in the adamantane ring system', PhD thesis, Flinders University, Adelaide, Australia.
Conference paper (unpublished)	Melanti, BG 1999, 'Programmers' attitudes toward computer crime: the case in Hong Kong', paper presented to 10th World Congress of Computer Technology, Kathmandu, 16-21 August.
CD Rom	The Comedy Store 2002, <i>The art of comedy</i> , CD-ROM, Western Publishing, New York.
Electronic mail list or bulletin board	Scrooge, E scrooge@dickens.ac.uk 2003, ' <i>The life and times of a superstar</i> ', list server, 1 April, Dickensian Society of London, viewed 5 April, < http://www.dickens.org.uk/home >.
Media release	SA Health 2014, <i>New measles case</i> , media release, SA Health, 13 October, viewed 25 November 2014, < http://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/about+us/news+and+media/media+releases/13+oct+14+new+measles+case >.

Can't find an example of the source you wish to reference?

Further examples can be found in the AGPS *Style manual for authors, editors and printers* (see p. 7 of this guide). Remember that a key purpose of referencing is to enable your reader to access your sources of information. If in doubt about formatting, find the most similar example in this guide and provide details of: the author, the year published, the title, the type of source, date viewed (if digital) and how it can be accessed. This should provide a reasonable reference in the absence of an example in this guide.

Example text and reference list

Kemp (2005, pp. 44-52) notes that there is increasing and widespread recognition that the teaching of numeracy in a way that grounds general mathematical skills in relevant application contexts is critical to students' overall mastery of numeracy concepts. Lave (1985, p. 173; 1988, pp. 31-4) emphasizes this, noting that people who cope easily with the mathematics required in familiar, practical contexts, often struggle with similar mathematics when it is not contextualised. Lester (1989, p. 33) argues that embedding mathematical problems in meaningful context is critical for motivating and sustaining problem-solving activity, and Boaler (1998, p. 51) points out that at least one reason that students do not use mathematical methods learned in school outside of school is that they do not understand those methods well enough to know how to apply them in an out-of-school context. In contrast, learning mathematics in an open, project-based environment appears to improve students' ability to apply mathematics skills in different contexts.

When it comes to online learning tools, recent research (Brill & Park 2008, pp. 72-4) has suggested that online tools must be used in a way that is consistent with current pedagogical research in order to be effective. Warschauer (2007, p. 48) points out that in a literacy context, the prevalence of technology sharpens rather than diminishes the need for traditional literacy skills; the same may be speculated to be true of numeracy.

Reference List

Boaler, J 1998, 'Open and closed mathematics: student experiences and understandings', *Journal for Research in Mathematics Education*, vol. 29, no. 1, pp. 41-62.

Brill, JM & Park, Y 2008, 'Facilitating engaged learning in the interaction age', *International Journal of Teaching and Learning in Higher Education*, vol. 20, no. 1, pp. 72-4.

Kemp, M 2005, 'Developing critical numeracy at the tertiary level', Doctor of Education thesis, Murdoch University, Perth.

Lave, J 1985, 'The social organisation of knowledge', *Anthropology and Education Quarterly*, vol. 16, pp. 171-213.

Lave, J 1988, *Cognition in practice*, Cambridge University Press, Cambridge, UK.

Lester, FK 1989, 'Mathematical problem solving in and out of school', *Arithmetic Teacher*, vol. 37, no. 3, pp. 33-5.

Warschauer, M 2007, 'The paradoxical future of digital learning', *Learning Inquiry*, vol. 1, no. 1, pp. 41-9.

Note: When using EndNote, a long dash (—) is used to indicate when an author has several publications. The entries for Lave's two publications (above) would be listed as below when using EndNote:

Lave, J 1985, 'The social organisation of knowledge', *Anthropology and Education Quarterly*, vol. 16, pp. 171-213.

— 1988, *Cognition in practice*, Cambridge University Press, Cambridge, UK.

Further information

For further information about using the AGPS (6th edition) Harvard referencing system, refer to: Australian Government Publishing Service 2002, *Style manual for authors, editors and printers*, revised by Snooks & Co., 6th edn, John Wiley & Sons, Canberra, pp. 187-231.

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