

PREPARING A REFERENCE LIST (HARVARD)

To reference is to acknowledge the source of information and ideas used to create a project or assignment. Referencing involves keeping a list of resources used for research as well as ensuring that any quotes and ideas mentioned are recorded accurately.

The reference list and/or bibliography is included on a separate page at the end of the essay. It is organised in alphabetical order by author, or title if the author is not known. The following examples show how to format details according to the **Harvard style**.

Books

One author	Chapman, S 2014, <i>Removing the emperor's clothes: Australia and tobacco plain packaging</i> , Sydney University Press, Sydney.
Two authors	Giddens, S & Giddens, O 2008, <i>Making smart choices about cigarettes, drugs and alcohol</i> , Rosen Publications, New York.
Editor	Healey, J (ed) 2011, <i>Tobacco smoking</i> , Spinney Press, Thirroul.
Organisation	National Drug and Alcohol Research Centre Australia 2007, <i>Drugs: just the facts</i> , NDARC, Darlinghurst.
No author	<i>Smoking facts and figures</i> 2008, Family Support Group, Wagga Wagga.

Websites

Author known	Quit Victoria 2015. <i>Health risks of smoking</i> , Retrieved September 9, 2015, from http://www.quit.org.au/reasons-to-quit/health-risks-of-smoking
Author unknown	<i>How To Give Up Smoking</i> , 2015. Retrieved September 9, 2015 from http://www.medicalnewstoday.com/articles/241302.php

Magazine & newspaper articles

Print	Heatherton, T & Sargent, J 2008, 'Does watching cigarette smoking in movies promote teenage smoking?' <i>Current Directions in Psychological Science</i> , vol. 18, no. 2, pp. 63-67.
Online	Torchalla, I Okoli, CTC & Hemsing, N 2011, 'Gender differences in smoking behaviour and cessation', <i>Journal of Smoking Cessation</i> , vol. 16, issue 1, pp. 9-16, retrieved August 24, 2011, from ANZRC database.

TV programs, DVDs, videos, podcasts:

DVD	<i>Introducing tobacco: risks, laws and habits</i> 2007, DVD, Video Classroom, Bendigo.
On TV	<i>A Current Affair</i> 2010, television program, Nine Network, April 16.
Online	'Anti-Smoking Measures: The Federal Government plans to introduce plain packaging for cigarettes' 2010, <i>Lateline</i> , television program, ABC1, April 19. Retrieved June 20, 2010, from TVNews database.
Streaming video (eg YouTube)	NewsOnABC 2011, <i>Cigarette packaging under scrutiny</i> , August 4. Retrieved November 24, 2011, from http://youtu.be/cHTHPOtH7no .

In-text referencing

In-text citations are references in the body of the text, usually consisting of the author's name and date of publication. Use them to quote or paraphrase someone else's work. The short in-text citation is followed up by a complete reference in the reference list. The following examples show how to format details according to the **Harvard style**.

Use a short quote, 30 words or less, within the paragraph, in quotation marks.	According to early childhood specialist Karen Kearns (2014, p. 339), "Observation is the key to understanding children behaviour". It is very important to observe children at different times of days and in different settings.
	"Organisations create visions, establish goals and make plans to achieve them" (Cole 2005, p. 210)
A quote of more than 30 words is indented (not in line with other text). No quotation marks are required.	Another important point to consider when interpreting observations is not to read more into the behaviour than what is actually presented. This is particularly important in the case of behavioural issues, as a common problem when addressing challenging behaviours is the labelling of children as bad, aggressive, naughty, unfriendly etc. If children are labelled in this way they also face the extra burden of being labelled and judged by others. (Kearns 2014, p. 339)
A paraphrase restates the author's original words without changing the meaning. No quotation marks are required.	Bandura's social learning theory argues that an individual's behavior, outlook, skills, physical characteristics, temperament, values, beliefs and cognitive development are shaped by their social environment. He believes that a young child learns through observations, modelling and imitation of those around them. They will be intrinsically motivated to copy certain behaviors if they observe positive outcomes for others who display those types of behaviors (Kearns 2014, p. 319).
Reference list format	Cole, K 2005, <i>Management: theory and practice</i> , Pearson Education Australia, Frenchs Forest. Kearns, K 2014, <i>The Big Picture</i> . 3rd ed. South Melbourne, Cengage learning.

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