Learning materials: print

Author Surname, Initial(s) Year, *Title: subtitle*, format, Course name Unit code, Name of educational body, viewed/delivered Day Month Year.

Use the lecturer's name as the author if no other author is identified on the work.

Format: study guide, or lecture notes etc.

Thomas, B 2010, *Security and controls*, lecture notes, Systems Design BCO3144, Victoria University, delivered 2 September 2010.

Learning materials: online

Author Surname, Initial(s) Year, *Title: subtitle*, website name, viewed Day Month Year, <url>.

Smith, C 2017, *AI and ML demystified*, SlideShare, viewed 29 October 2019, <https://www.slideshare.net/carologic/ai-and-machine-learning-demystified-by-carol-smith-at-midwest-ux-2017/40-AI_and_ML_Demystified_carologic>.

For website name use the platform name: iTafe, TAFE NSW Moodle etc.

Journal article: print

Author Surname, Initial(s) Year, 'Article title: subtitle', *Newspaper or Magazine Title*, volume number, issue number, page range.

Jackson, A 2007, 'New approaches to drug therapy', *Psychology Today and Tomorrow*, vol. 27, no. 1, pp. 54-59.

Journal article: online

Author Surname, Initial(s) Year, 'Article title: subtitle', *Newspaper or Magazine Title*, volume number, issue number, page range, doi or viewed Day Month Year, Database or <url>.

Kumari Tiwari, R & Debnath, J 2017, 'Forensic accounting: a blend of knowledge', *Journal of Financial Regulation and Compliance*, vol. 25, no. 1, pp. 73-85, viewed 6 June 2017, ProQuest Central.

Wherever a doi is given , use this in preference to a database name or URL .

Complete URLs should be given for publicly accessible databases; for databases requiring a login, use the database name.

More help with referencing…

Referencing library guide: tafensw.libguides.com/research/referencing

Contact your local TAFE library to book a librarian to help you with referencing:

tafensw.libguides.com/contacts

TAFE NSW Library Services
Quick Guide to TAFE NSW Referencing: Harvard

Introduction

This a short introduction to referencing using the HARVARD Style.
You should reference whenever you use the words or ideas from someone else.

There are two key components to referencing:

• In-text citation in the main body of your work.
• A reference list at the end of your work.

In-text citation

Provide the author's surname(s) and the year of publication in brackets next to the information you have used from another source.

Page numbers must be included for direct quotes, and **if available,** when paraphrasing.

Climate change science is based on empirical evidence, not opinion (Parnaut 2011, p. 2).

For **2-3 authors**, include all the surnames and separate the last two surnames with an ampersand (&).

(Sherlock & Watson 2019, p. 6.).
(Wilson, Johnson & Smith 2015, p. 26.).

For **4 or more authors**, include the first authors surname followed by **et al.** .

(Jones et al. 2010, p. 5.).

Include a page number and **single quotation marks** for a **direct quote**.

'Sexual violence is not cultural, it is a crime' (Department of Justice 2007, p. 2).

If you are unable to find a year of publication insert **n.d.** instead.

(Beyond Blue n.d.).

Reference list

The reference list is placed at the end of your work on a new page.

• It should contain all the sources you have quoted or paraphrased in the body of your work.
• The list should be in alphabetical order by author.
• Titles should be in sentence case.

Books

Author Surname, Initial(s) Year, *Book title: subtitle*, Edition, Publisher, Place of Publication.

Mullin, BJ, Hardy, S & Sutton, WA 2014, *Sport marketing*, 4th edn, Human Kinetics, Champaign, IL.

eBooks

Author Surname, Initial(s) Year, *eBook title*: *subtitle*, format, viewed Day Month Year, Database.

Knoch, U & Macqueen, S 2020, *Assessing English for professional purposes*, eBook, viewed 10 October 2020, EBSCO eBooks.

If eBook is free from the internet add the url in <>.

viewed 10 October 2020, <www.example.com>.

Website with a personal author

Author Surname, Initial(s) Year, *Title: subtitle*, Sponsor of site, viewed Day Month Year, <url>.

Baldwin, HB 2006, *How to become a CSI,* International Crime Scene Investigators Association, viewed 14 February 2012, <http://www.icsia.org/faq.html>.

Website with a corporate author

Organisation Name Year, *Title: subtitle*, Sponsor of site, viewed Day Month Year, <url>.

Dementia Australia 2020, *Dementia statistics: key facts and statistics*, Dementia Australia, viewed 10 January 2020, <https://www.dementia.org.au/statistics>.

Website without a date

Include n.d. instead of the year.

American Psychological Association n.d., *About APA*, viewed 16 April 2019, <https://www.apa.org/about>.

Online video

Author Surname, Initial(s) Year, *Title: subtitle*, online video, Producer (if available), viewed Day Month Year, <url> .

Foltz, B 2012, *Accounting 101: accrual accounting in Excel*, online video, viewed 28 June 2017, <http://www.youtube.com/watch?v=8NC7I5kWNeI>.

Author = Person or organisation who is listed in the credits of the video.
Date = Date the video was uploaded