

# Harvard Style Referencing Guide

## Book

### Elements of the citation

Author(s) of book – family name and initials Year of publication, *Title of book – italicised*, Edition, Publisher, Place of publication.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
<i>Single author</i>	Sophisticated searching techniques are important in finding information (Berkman 1994) OR Berkman (1994, p. 25) claimed that ... OR Berkman (1994, pp. 30-35) agrees that ...	Berkman, RI 1994, <i>Find It fast: how to uncover expert information on any subject</i> , HarperPerennial, New York.	Book
<i>2 authors</i>	... from an engineering perspective (Cengel & Boles 1994) OR Cengel and Boles (1994) found ...	Cengel, YA & Boles, MA 1994, <i>Thermodynamics: an engineering approach</i> , 2nd edn, McGraw Hill, London.	Book
<i>3 authors</i>	... as previously demonstrated (Reid, Parsons & Green 1989)	Reid, DH, Parsons, MB & Green, CW 1989, <i>Staff management in human services: behavioral research and application</i> , Charles C. Thomas, Springfield.	Book
<i>4 or more authors</i>	... neck pain caused by whiplash (Jull et al. 2008). OR Jull et al. (2008) have argued ...	Jull, G, Sterling, M, Fallah, D, Treleaven, J & O'Leary, S 2008, <i>Whiplash headache and neck pain: research-based directions for physical therapies</i> , Churchill Livingstone, Edinburgh.	Book
<i>No author</i>	... already mentioned ( <i>Be, know, do: leadership the Army way</i> 2004). OR In <i>Be, know, do: leadership the Army way</i> (2004) there is an interesting example ...	<i>Be, know, do: leadership the Army way</i> 2004, Jossey-Bass, San Francisco. <b>Insert alphabetically into the Reference List.</b>	Book

<i>Multiple works by the same author</i>	... geology of Queensland's national parks (Willmott 2004, 2006).	Willmott, WF 2004, <i>Rocks and landscapes of the national parks of southern Queensland</i> , Geological Society of Australia, Queensland Division, Brisbane. Willmott, WF 2006, <i>Rocks and landscapes of the national parks of central Queensland</i> , Geological Society of Australia, Queensland Division, Brisbane. <b>Order chronologically from in the reference list.</b>	Book
<i>Multiple works by the same author, published in the same year</i>	... geographically speaking (Dawkins 1996a, 1996b)	Dawkins, R 1996a, <i>Climbing Mount Improbable</i> , Viking, London. Dawkins, R 1996b, <i>River out of Eden</i> , Phoenix, London. <b>Order alphabetically by title in the reference list.</b>	Book
<i>Two or more works by different authors</i>	... rock formations (Dawkins 1996; Willmott 2004)	Dawkins, R 1996, <i>Climbing Mount Improbable</i> , Viking, London. Willmott, WF 2004, <i>Rocks and landscapes of the national parks of southern Queensland</i> , Geological Society of Australia, Queensland Division, Brisbane.	Book
<i>Book by an organisation or institution</i>	... in the case of an institution (Australian Government Publishing Service 1987)	Australian Government Publishing Service 1987, <i>Commonwealth printing and publishing manual</i> , 2nd edn, A.G.P.S., Canberra.	Book
<i>Different Editions</i>	... the meaning of educational research (Pring 2004)	Pring, R 2004, <i>Philosophy of educational research</i> , 2nd edn, Continuum, London. <b>The edition statement is placed after the title of the work.</b> <b>This is not necessary for a first edition.</b>	Book
<i>Edited book</i>	... some findings (Sjostrand 1993) OR ... optics defined (Pike & Sarkar 1986)	Sjostrand, S (ed.) 1993, <i>Institutional change: theory and empirical findings</i> , M.E. Sharpe, Armonk, N.Y.  Pike, ER & Sarkar, S (eds) 1986, <i>Frontiers in quantum optics</i> , Adam Hilger, Bristol.	Edited book
<i>Book Series</i>	In defining permutation groups Bhattacharjee (1998) ...	Bhattacharjee, M 1998, <i>Notes of infinite permutation groups</i> , Lecture notes in mathematics no.1698, Springer, New York.	Book

## Chapter in a book

### Elements of the citation

Author(s) of chapter – family name and initials Year of publication, ‘Title of chapter – in single quotation marks’, in Editor(s) of book (eds), *Title of book – italicised*, Edition, Publisher, Place of publication, Page numbers.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
<i>Chapter in an edited book</i>	Bernstein (1995) explained intelligent traffic flows.	Bernstein, D 1995, ‘Transportation planning’, in WF Chen (ed.), <i>The civil engineering handbook</i> , CRC Press, Boca Raton, pp. 231-61.	Book section

## Conference paper

### Elements of the citation

Author(s) of paper – family name and initials Year of publication, ‘Title of paper – in single quotation marks’, *Title of published proceedings which may include place held and date(s) – italicised*, Publisher, Place of Publication, Page number(s), (viewed date-in-full, URL – if accessed electronically).

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
<i>Published conference paper</i>	Bourassa (1999) emphasised ...	Bourassa, S 1999, ‘Effects of child care on young children’, <i>Proceedings of the third annual meeting of the International Society for Child Psychology</i> , International Society for Child Psychology, Atlanta, Georgia, pp. 44-6.	Conference proceeding
<i>Unpublished conference paper</i>	... estimating partner change (Bowden and Fairley 1996)	Bowden, FJ & Fairley, CK 1996, ‘Endemic STDs in the Northern Territory: estimations of effective rates of partner change’, paper presented to the scientific meeting of the Royal Australian College of Physicians, Darwin, 24-25 June.	Conference paper

## Journal Article

### Elements of the citation

Author(s) of journal article – family name and initials Year of publication, ‘Title of journal article – in single quotation marks’, *Title of journal – italicised*, Volume, Issue or number, Page number(s), (viewed date-in-full, URL – if accessed electronically).

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
<i>Journal articles</i>	Huffman (1996) expanded on the theory ... OR ... uses for whey protein (Huffman 1996).	Huffman, LM 1996, ‘Processing whey protein for use as a food ingredient’, <i>Food Technology</i> , vol. 50, no. 2, pp. 49-52.	Journal article
<i>Electronic journal article with page numbers</i>	... changes in resource management (Daniel 2009)	Daniel, TT 2009, 'Learning from simpler times', <i>Risk Management</i> , vol. 56, no. 1, pp. 40-44, viewed 30 January 2009, < <a href="http://proquest.umi.com/">http://proquest.umi.com/</a> >. <b>For an article retrieved from a database, it is sufficient to give the URL of the database site.</b>	Electronic article in EndNote Journal article with Electronic type chosen in Refworks.
<i>Electronic journal article without page numbers</i>	... the discipline of art history (Donahue-Wallace & Chanda 2005)	Donahue-Wallace, K & Chanda, J 2005, 'A case study in integrating the best practices of face-to-face art history and online teaching', <i>Interactive Multimedia Electronic Journal of Computer-Enhanced Learning</i> , vol. 7, no. 1, viewed 30 January 2009, < <a href="http://imej.wfu.edu/articles/2005/1/01/index.asp">http://imej.wfu.edu/articles/2005/1/01/index.asp</a> >.	Electronic article in EndNote Journal article with Electronic type chosen in Refworks.

## Thesis

### Elements of the citation

Author of thesis – family name and initials Year of preparation of thesis, ‘Title of thesis – in single quotation marks’, Award, Institution issuing degree, Location of institution.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
<i>Thesis</i>	Exelby (1997) described the process ... OR ... processing gold (Exelby 1997)	Exelby, HRA 1997, ‘Aspects of gold and mineral liberation’, PhD thesis, University of Queensland, Brisbane. <b>The title is not italicised and is placed in quotation marks.</b>	Thesis

## Report

### Elements of the citation

Author(s) of report – (person or organisation) Year of Publication, *Title of report - italicised*, Report number (if available), Publisher/ Institution, Place of publication, (viewed date-in-full, URL - if accessed electronically).

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
<i>Print report</i>	... in Queensland waterways (Mortimer & Cox 1999)	Mortimer, M & Cox, M 1999, <i>Contaminants in mud crabs and sediments from the Maroochy River</i> , Environment technical report no. 25, Queensland Department of the Environment, Brisbane.	Report
<i>Electronic report</i>	... young children’s schooling (Rathbun, West & Hausken 2003)	Rathbun, AH, West, J & Hausken, EG 2003, <i>Young children's access to computers in the home and at school in 1999 and 2000</i> , NCES-2003-036, National Center for Education Statistics, Washington, DC, viewed 4 November 2003, < <a href="http://nces.ed.gov/pubs2003/2003036.pdf">http://nces.ed.gov/pubs2003/2003036.pdf</a> >.	

## Newspaper and magazine article

### Elements of the citation

Author(s) of article – family name and initials Year of publication, 'Title of article – in single quotation marks', *Title of newspaper – italicised*, Day month, Page number(s).

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
<i>Newspaper article (print)</i>	... as seen in the move to privatise the railway (Simpson 1997)	Simpson, L 1997, 'Tasmania's railway goes private', <i>Australian Financial Review</i> , 13 October, p. 10.	Newspaper article
<i>Newspaper article (web)</i>	... government has been blamed for the water shortage (Porteous 2007).	Porteous, C 2007, 'Rudd blamed for drought', <i>Courier Mail</i> , 15 August, p. 17, viewed 27 February 2009, < <a href="http://global.factiva.com/">http://global.factiva.com/</a> > <b>For an article retrieved from a database, it is sufficient to give the URL of the database site.</b>	

## Web page

### Elements of the citation

Author(s) of page – (person or organisation) Year (page created or revised), *Title of page - italicised*, description of document (if applicable), name of the sponsor of the page (if applicable), viewed date-in-full, URL.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
<i>Web page with author</i>	... this agreement (Albanese 2009)	Albanese, A 2009, <i>Fairer compensation for air travellers</i> , media release, 29 January, Minister for Infrastructure, Transport, Regional Development and Local Government, viewed 30 January 2009, < <a href="http://www.minister.infrastructure.gov.au/aa/releases/2009/January/AA007_2009.htm">http://www.minister.infrastructure.gov.au/aa/releases/2009/January/AA007_2009.htm</a> >.	Web page

<i>Web page with corporate or organisational author</i>	... in this subject guide (University of Queensland Library 2009)	University of Queensland Library 2009, <i>Mechanical engineering subject guide</i> , University of Queensland Library, viewed 6 February 2009, < <a href="http://www.library.uq.edu.au/findits/findit.php?title=Mechanical+Engineering">http://www.library.uq.edu.au/findits/findit.php?title=Mechanical+Engineering</a> >.	Web page
<i>Web page with no date of publication</i>	... it has been argued that emotional intelligence is a combination of competencies (Bliss n.d.)	Bliss, SE n.d., <i>The effect of emotional intelligence on a modern organizational leader's ability to make effective decisions</i> , viewed 10 February 2008, < <a href="http://eqi.org/mgtpaper.htm">http://eqi.org/mgtpaper.htm</a> >.	Web page

## Patent

### Elements of the citation

Author(s) of patent – family name and initials Year of issue, *Title of patent- italicised*, Number of patent including country of issue.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
<i>Patent</i>	... gas insulated transmission systems (Cookson 1985)	Cookson, AH 1985, <i>Particle trap for compressed gas insulated transmission systems</i> , US Patent 4554399.	Patent

## Standard

### Elements of the citation

Corporate body issuing standard Year of publication, *Title of standard- italicised*, Number of standard including identifier of issuing country or body, Publisher of standard, Place of publication.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
<i>Standard</i>	... steels are classified (International Organization for Standardization 1982)	International Organization for Standardization 1982, <i>Steels - classification - part 1: classification of steels into unalloyed and alloy steels based on chemical composition</i> , ISO 4948-1:1982, International Organization for Standardization, Geneva.	Standard

## Map

### Elements of the citation

Issuing body Year of publication, *Title of map – italicised*, Series (if available), Publisher, Place of publication.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
<i>Map</i>	... reading this map (Department of Mines and Energy, Queensland 1996)	Department of Mines and Energy, Queensland 1996, <i>Dotswood</i> , Australia 1:100 000 geological series, sheet 8158, Department of Mines and Energy, Queensland, Brisbane.	Map

## Personal communication

### Elements of the citation

Information obtained by interview, telephone call, letter or email should be documented in the text, but should **NOT** be included in the list of References.

Reference type	In-text examples	Reference list example	EndNote and RefWorks (which reference type?)
<i>Personal communication</i>	When interviewed on 15 June 1995, Dr Peter Jones explained that ... OR This was later verbally confirmed (P Jones 1995, pers. comm., 15 June).	<b>Do not include in the Reference List</b>	Personal communication





