

# **Referencing:**

**Making it happen!**

**The Harvard (Author/Date) System**

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# Introduction

This booklet has been produced to provide students with a guide to an important aspect of academic writing, referencing. The referencing system described in this booklet is the Harvard (Author-Date) referencing system based on the *Style Manual: for Authors, editors and printers* 2002, 6<sup>th</sup> ed. revised by Snooks & Co. There are many variations of the author-date system that differ in subtle ways such as punctuation, the use of italics, capitalisation and abbreviation. The following interpretation is recommended in an attempt to simplify the author-date system and provide a guide to appropriate referencing. Please note the Harvard referencing system is only one of many referencing systems. Irrespective of the referencing system used over your academic career the most important considerations are accuracy, comprehensiveness, clarity and above all consistency. Examples are provided to illustrate the correct (conventional) version used in most of the Colleges at Notre Dame University Australia.

## Presentation of Assignments

All assignments submitted by students enrolled in the programs offered by the College of Business, The University of Notre Dame, Australia, should possess the characteristics listed below. The lecturer-in-charge may either fail or refuse to accept, any assignment which does not possess these characteristics.

1. Assignments should be typed on A4 paper. In special circumstances a student may submit a hand-written assignment, but permission must first be sought from the lecturer-in-charge.
2. The text of the assignment should be in 12-point font and displayed in either 1.5 or 2 line spacing. Footnotes, which are sometimes set smaller than the text, may be in a 10-point font and displayed in 1 line spacing.
3. The text and footnotes should be bounded by margins of at least 2.54cm.
4. All assignments must be accompanied by an assignment 'cover-sheet'.
5. Excluding the assignment 'cover-sheet', each page of the assignment should be numbered.
6. Bold, italic and 'underline' type should be kept to a minimum. Furthermore students are reminded that capital, or upper-case, lettering should be used only when convention dictates.
7. Assignments should be free of spelling mistakes and grammatical errors. All students are required to complete a spell check on their computer prior to submission.
8. The student must photocopy the assignment and be in a position to produce it if the original is lost or damaged.
9. The assignment must contain an appropriate referencing system and reference list and/or bibliography where required. The nature and form of this system is the Harvard (author-date) system presented in this text.

# What is referencing?

When you write an essay or prepare other academic work for lectures, coursework or assignments and include someone else's ideas you need to immediately acknowledge this original source. This is called *referencing* (or citing) and the detailed description you need to provide is called a *reference* (or a citation). Documents are cited both to acknowledge the source of quotations, facts or ideas and to enable readers to identify and trace the work of those sources (authors) cited.

# Why is referencing important?

Informative, consistent and detailed referencing is observed in academic writing for several reasons:

- a) Referencing is an acknowledgment of another person's intellectual work, so give credit where credit is due.
- b) The act of using and *not* referencing another person's work is called *plagiarism*, an offence carrying heavy penalties at Notre Dame University.
- c) Referencing makes it possible for your reader to locate your sources independently, whether simply out of interest or most importantly the need to verify your information and check your sources for accuracy.
- d) References cite the work of researchers in your field and in many ways the extent to which your arguments are convincing depends on how you can demonstrate all other research you have relied upon and which itself is credible or authoritative.

- e) By referring to the work of others you are indicating that you have read widely, that you have relied on quality sources and that you are aware of the body of knowledge that already exists on your topic.

All referencing systems aim to achieve the criteria above. Different schools or colleges may require different referencing systems to be used in their courses. If you reach the stage of publishing your work one thing to bear in mind is that publishers will each have a preferred system you will have to adopt if you intend to publish your work with them.

## **Plagiarism**

Research essays, by their very nature, rely substantially on the ideas and information provided by other researchers' published work. All published work is protected by copyright whether declared or not. The term 'published' is quite broad and it extends to include, firstly, any written work by an author/s for others to read. Publications include books; articles written in scholarly and popular journals, government publications, popular and scientific magazines, newspapers, etc. Secondly, the rights of authors extend to all work published whether in printed form, electronically uploaded on the Internet, audio as in sound (music or speech) heard on the radio and television or other recording.

Essentially, plagiarism is a failure to acknowledge that the ideas or information being presented in your own work derives from the work of others. Plagiarism is illegal. When you use the work of others without

acknowledging who and where it came from, you rob the author of their due recognition.

By using an approved system of reference you will advance your own scholarship and academic efforts and safeguard your work against the charge of plagiarism.

## Paraphrasing

Paraphrasing someone's work is more than a summary, which focuses concisely on a single main idea. It is your own rendition of essential information and ideas expressed by someone else, presented in a new form conveying the same meaning. It is one legitimate way (when accompanied by accurate documentation) to borrow from a source. Please note that statistics, or dates and venues, generally, concrete facts are not the kinds of things people paraphrase. With such information you should reference the material as a **direct quote and thus provide the author's surname, year of publication and page number/s in text.**

## When to reference

Whenever you quote, summarise or paraphrase the ideas, theories or data of others work you need to provide a reference. Also that includes any graphical information, such as diagrams, graphs, tables, photographs and other images. All sources require referencing if they are used directly in your own work. Sources include:

- a) Books and encyclopaedias
- b) scholarly journals and/or articles within them

- c) newspaper and magazine articles
- d) conference papers
- e) electronic sources e.g. webpages, online databases, journals, government body archives ...
- f) CD, DVD or Video and Television excerpts
- g) personal communications e.g. interviews, letters, emails, etc

## The structure of referencing

Whenever you reference there are two places it must appear.

- a) **In text reference** (the textual reference). Directly following any information used from another source you must include a brief identifying reference in the body of your essay (See In Text examples).
- b) **Reference list**. Every source used in your own work has to be listed alphabetically at the end of your essay or article in the reference list. You must provide a detailed reference for each source used in your work in the reference list you must include at the end of all academic essays.

## Quotations

Whenever you quote someone and use 30 words or less, integrate the information placed within double quotation marks in the body of the text of your essay.

Quotations more than 30 words are set apart in the text and are **not** enclosed within quotation marks. As a guide use the following formula:

- a) decrease the font size of the quote one increment smaller than your text size
- b) provide one line spacing above and below the quote
- c) the quote must be indented particularly from the left side margin (about three centimetres). If the text is justified you should indent from both left and right sides of the page equal distance from the margins.
- d) Always introduce long quotations after a colon, for example:

Knowitall (2005, p.6) suggests that:

When you use 30 words or more of someone's work you should set the quote apart from the rest of the text by indenting the information. There is no need to use quotation marks when you indent the actual quote this way.

By setting the quote apart from the rest of the text it not only becomes clear to the reader you are quoting another source, but it also highlights the importance of the information quoted.

Sometimes there is no need to cite every word from the quote to capture the essential idea you are putting forward in your own essay. In such a case insert three full stops in sequence ... trailing the last actual word from the phrase quoted before the word/s omitted to the next quoted word from the source being used. For example:

According to Smith (1997, p.69), "through much of the recent times there were massive outbreaks ... considerable unrest, and large scale poverty".

*Here's the same example with the words:*

According to Smith (1997, p.69), “through much of the recent times there were massive outbreaks within the township and adjoining areas, considerable unrest, and large scale poverty”.

## Referencing examples

### *In text referencing*

#### 1. One author citation

When quoting work from an author simply use the surname and the year of the publication of that work.

Examples:

##### 1.1 Direct quote:

“In many cases funding has already ceased” (Sandman 2003, p.12).

**Notice that direct quotes include the page number.**

Or

1.2 Human communication is such an immense field “that it almost defies comprehension. If we wish to understand it, however, then scale should not deter us” (Eunson 2005, p.5).

Or

1.3 Human communication is such an immense field according to Eunson (2005, p.5) “that it almost defies comprehension”.

1.4 Paraphrased quote: According to Hammer (2005) so many people find it ludicrous to use the same examples over and over again.

Or

1.5 Although opinions vary, some researchers estimate that most people spend one third of their waking hours communicating (Eunson 2005).

**Please note that the reference is inserted before any concluding punctuation as in the full stop used in the above examples.**

## **2. Two or three authors**

Often two or three people combine their effort and publish a collaborative work. When referencing such a text always use the surnames in the order they appear on the front cover of the text itself. A point of distinction, when referencing ‘in text’ within parenthesis (brackets) you can use the ampersand (&) to separate the last two surnames. But when you include the source in the reference list you must use the connective word ‘and’ to separate the names.

*Examples:*

### *2.1 Two authors*

Jones and Black (2004) argue that whenever one member of a committee refuses to cooperate it marks the beginning of the end. (*Paraphrased*)

Or

2.2 Committees breakdown for several reasons none, however, more obvious than when one member refuses to cooperate with the others (Jones & Black 2004). (*Paraphrased*)

Or

2.3 Refusing to “cooperate with committee members is a sure sign of dissatisfaction and more often than not it marks the demise of the committee if not the retrenchment of the dissident member” (Jones & Black 2004, p.69). (Direct quote includes page number/s)

### **2.4 Three authors**

According to Jones, Black and Smith (2004) cooperation is equally as important to achieving positive results as ...

Or

2.5 “All students need reminding that developing learning skills will help each and every one of them throughout their lives” (Jones, Black & Smith 2004, p.79).

Please note, if you are using the authors’ names in your own sentence you should replace the ampersand (&) and use the connective word ‘and’ to join the last name/s. The same should be observed in the reference list, use ‘and’ instead of ‘&’.

### **3. More than three authors**

As with item 2 above when referencing a text with more than two authors in the first instance always use the surnames in the order they appear on the front cover of the text or as listed in the text. All subsequent times give the first author’s name only from the list and then say ‘*et al*’ (and others).

#### *3.1 first citation*

Listening to others lets them solve their own problems according to Richards, Parker, Matthews and Mooney (2005).

Or

3.2 Listening to others lets them solve their own problems (Richards, Parker, Matthews & Mooney 2005).

#### *3.3 subsequent citations*

The model of Richards *et al* (2005) emphasises management by listening has much to offer the world.

Or

3.4 The model when employed provides a locus of uninterrupted attention (Richards *et al.* 2005)

#### **4. Citing more than one text at a time**

Often in your own work whether when paraphrasing or following a line of reasoning you might want to enlist the support of several sources (authors) who share the same view on that aspect. Citations are listed in order of the year of publication, earliest to most recent, and then listed by authors' surname. Citations of the same year should be ordered alphabetically by author surname. Separate the citations with semi colons:

4.1 Group dynamics can help us understand much about conflict (Barrett 1990; Nimrod 1996; Smart 2001; Crispley 2005).

&

4.2 Meetings are often crucibles of conflict (Barrett 1990; Carter & Smart 1996; Nimrod 1996; Smart 2001; Crispley 2005). **See page 24 for reference list entry of a book with two and four authors.**

#### **5. No author**

If you want to use material from a text but cannot establish the author's name include within parentheses the title in italics and the year of publication.

5.1 Reading from one education leaflet suggests that changes to the curriculum are inevitable (*Curriculum Council Discussion Review* 2005).

#### **6. Citing the work of an institution, government or committee**

When referring to work written by a group, committee or institution and no author can be identified, then provide the full name of the authoring body i.e. group, committee or institution and year of publication.

6.1 (Commonwealth Grants Commission Report 1999).

Or

6.2 In the report, the Commonwealth Grants Commission (1999) deduced from a series of assessments that ...

Commonwealth bodies and organisations are often known by the acronym of their title such as the Australian Bureau of Statistics (ABS) or Commonwealth Scientific and Industrial Research Organisation (CSIRO). When citing in the first instance give the full title of the organisation with its acronym title in brackets immediately after the citation as above. All subsequent citations you can use the acronym title.

6.3 In many cases reports take their title after the chairperson of the committee. For example:

British Government Department of Health 1998, *The Acheson Report* ...

6.4 *In text reference of a Government Report*

Climate changes throughout the world are at an increase (Bureau of Meteorology Research Centre 2003 p.276).

## **7. Authors and their publications**

7.1 *Two authors who share the same surname*

According to Jones AB (1997) those cultures have been doing things that way for years, though Jones TH (1997) refutes the claim suggesting only recent adaptations.

### *7.2 Two or more works with the same author and year of publication*

The first study conducted by Wong (1989a) found support for the hypothesis. However, subsequent studies (Wong 1989b; Kitchener 1990) have failed to produce the same findings.

### *7.3 Citing work of an author described in another work*

Often original work by an author (primary source) is used by another author in their commentary or interpretation (secondary source) of the original work. In such a case find the original source and read it to verify the interpretation by the secondary source. But if the original source can't be found you must cite both sources in the body of your essay. For example:

Richard's 1999 study (cited in Mitchell 2001, p.17) establishes much ...

Or

Mitchell (2001, p.17) identifies Richard's 1999 study as providing conclusive evidence ...

## **8. Citing the author of an entry or article in collected works, encyclopedias and dictionaries with multiple volumes.**

8.1 Scholarly Encyclopaedia's and Dictionaries are comprised of subject entries, for most part, written by different authors. For example, in the Routledge Encyclopedia of Philosophy the subject entry 'Consciousness' was written by Lormand, E and is found in Volume 2 within and between the pages of 581-596. The encyclopedia was edited by Craig, E and published in 1998. To reference information from such an entry you would cite the entry author as in this case Lormand. For example:

“An empirically based theory of Consciousness does not exist” (Lormand 1998, p.581).

To include this reference in your **reference list** you specify the entry author, title and where it was found and page number/s.

**Reference List entry:**

Lormand, E 1998, ‘Consciousness’, In Graig, E (ed.) *Routledge Encyclopedia of Philosophy*, Vol. 2, Routledge, London, pp.581-596.

**Notice the encyclopedia title is italicised not the subject title.**

**8.2 Periodicals:** *Newspapers, popular and specialised magazines*

When quoting work from a magazine or newspaper which has an author of the work cited, follow the normal referencing procedures including the full date of publication in the reference list. Generally include:

- Title of article
- Title of periodical
- Title of series (if applicable)
- Issue details
- Page reference

**8.3 Daily newspaper – list author, date and page in text.**

(Richards 1998, p.37).

**Reference List entry:**

Richards, J 1998, ‘Money makes Money’, *The West Australian*, 7 August 1998, p.37.

8.4 Where the author or journalist’s name is omitted use the name of the publication. (Newsweek, Australian edn. 17 July 1998, p.46.)

**To include the magazine citation in your Reference List use the publication title in alphabetical order of authors.**

## **9. Personal communications**

Whenever you use a personal communication obtained from a letter, email, memo, facsimile, an interview, lecture or an informal conversation, such as a telephone call or other electronic medium you should follow these instructions:

- Obtain permission from the person to use the quote
- Provide the quoted person's surname and initial
- In the textual reference include the type of communication
- Provide the exact date of the communication (day, month and year)

For example:

9.1 As conveyed by a personal source, dialogue between the parties was already under way (Homer, AJ 9 July 2004 pers. comm.).

9.2 Fletcher BS confirmed by email on 15 May 2005 ...

9.3 Anderson confirmed the findings by facsimile on 12 August 2004

# **Electronic Referencing**

## **10. Citing work found on the Internet**

Every web page has a Universal Resource Locator (URL). Your browser locates the site you want by its URL address. The trend for academics to publish articles on the internet in text databases and online journals is increasing. If the author is known you should follow the standard referencing format as described in this booklet adding the URL address. Further, you need to add the date which you accessed the article or webpage simply because the internet changes regularly.

Examples:

*In text*

10.1 According to Alan (2004) when communicating reciprocation is important.

**Reference List entry:**

Alan, J 2004, 'Communication is a Reciprocal Process', Available:  
<http://www.communicationisareciprocalprocess/file.location.html>  
Accessed 7 May 2005

If the author's name cannot be identified but the webpage or article has a title then provide that information in text.

10.3 (Communicating with the Masses 2004)

**If there is no date given use the acronym n.d. In text reference**

10.4 (Communication n.d.)

**Reference List entry**

'Communication' n.d. Available:  
<http://www.communication/someuni.file.location.htm>  
Accessed 3 April 2004

## 11. Electronic Databases

Nowadays there are an increasing number of field dedicated academic journals published on line. In many cases large numbers of journals can be accessed through a single database provider such as *EBSCO*. The standard referencing information will be provided by the database provider i.e. author, publication date, title, journal name, volume and publication details. As such, your reference must include those details plus the database provider. For example:

*In text:*

11.1 Peterson 2002 suggests that ...

11.2 *Reference List entry*

Peterson, A 2002, 'Telling Like It Is', *Journal of Communication*, Available on EBSCO: <http://gw2.epnet.com/print5.something> AN 563421 Accessed 4 May 2004

If the article has a document number usually capitalised it should also be included in the reference list entry as above (11.2).

**If you need further information or you have doubts consult the Style Manual 2002 revised by Snooks & Co.**

### **Abbreviations**

As a general rule do not mix different referencing systems. Be consistent! The Harvard (Author-Date) system does not use page references used in other systems like: 'ibid', 'op. cit.' 'ff'.

**Accepted shortened (abbreviated) terms for Harvard (Author-Date) system:**

art.	Article
app.	Appendix
c.	circa (there about, usually refers to time, period, date)
cf.	compare
ch.	Chapter
col., cols	column(s)
div.	division
ed., eds	editor(s)
edn	edition
et al.	and others (Latin <i>et alii</i> )
fig., figs	figure(s)
fn., fnn.	footnotes(s)

ill., ills	illustrator(s)
MS, MSS	manuscript(s)
n., nn.	note(s)
n.d.	no date
n.p.	no place
p., pp.	page(s)
para., paras	paragraph(s)
pt, pts	part(s)
rev.	revised
ser.	series
suppl.	Supplement
vol., vols.	volume(s)

### **Page numbering**

For direct quotes (when you use the exact wording from another source) you must include page number/s. Use ‘p.’ if the citation is from one page and ‘pp.’ if the citation extends over more than one page. Do not leave a space between the full stop and the page/s number. For example, p.64 or pp.64-65.

### **12. For non published work like conference papers**

The same rules apply here with the author, date and title of the work but also include the name of the conference, location and date/s. For example:

Naimo, J 2003, ‘Space-Time-Event-Motion (STEM): A new metaphor based on a process philosophy’, Paper presented to the *2<sup>nd</sup> World Metaphysics Conference*, Rome, Italy, July 2-5.

### 13. Films, videos, DVD's, television and radio programs

In text reference to films, videos, DVD's, television and radio programs should contain the title and date of production. For example:

13.1 *Harry Potter and the Prisoner of Azkaban* 2004

*To include the citation in the Reference List provide the following*

- Title
- Date of recording
- Format
- Publisher
- Place of recording

14 **An edited, compiled, revised or translated work** (using the abbreviations ed., eds, comp., comps, rev. and trans. as appropriate).

Examples:

*In text*

14.1 (ed. James 2003)

... edited by James (2003)

(trans. Wollaston 1960)

... translated by Wollaston (1960)

Reference list entries for these works would appear thus:

James, A (ed.) 2003, *Title*, Publisher, State

Wollaston, A (trans.) 1960, *Descartes: Discourse on Method*, Penguin Books, Victoria.

14.2 If the author's role in the text is of primary importance, place the author's name of the work first and acknowledge the editor, compiler,

revisor or translator in the reference list, after the work's title or edition or volume information thus:

Descartes, R 1960 *Discourse on Method* trans. Wollaston, A, Penguin Books, Victoria.

## The Reference List

The reference list should be included at the end of your work to acknowledge the sources whose work you have included in your own work. The title of your reference list should simply say 'References'. All references should be entered in alphabetical order of the author's surname or title if no author was identified.

Given the nature and variety of publications you should endeavour to provide as much information as possible. Here are some examples:

### 15. For Books include:

- Author's surname (comma) plus initials (no full stop between each letter) e.g. Anderson, JP
- Publication year followed by a comma e.g. Anderson, JP 2005,
- Title of book (as it appears on the book) e.g. *What a Wonderful World*, (italicised)
- Edition of book (if included) e.g. 3<sup>rd</sup> ed.
- Name of Publisher e.g. MIT Press,
- Place of Publication e.g. Massachusetts
- Full stop

Anderson, JP 2005, *What a Wonderful World*, 3<sup>rd</sup> ed. MIT Press, Massachusetts.

15.1 *For an article cited from a Journal include:*

- Author's surname (comma) plus initials (no full stop between each letter) e.g. Albert, RJ
- Publication year followed by a comma e.g. Albert, RJ 2004,
- Title of article e.g. 'Where Am I' (Not italicised) with single inverted brackets
- Title of Journal e.g. *Journal of Location* (italicised)
- Volume number and issue number e.g. Vol. 2. No. 3
- Page number/s of the article e.g. pp. 43-52

Albert, RJ 2004, 'Where Am I', *Journal of Location*, Vol. 2. No 3. pp.43-52.

**15.2 If there are two publication places of the same name and it may cause confusion you should provide further information.** For example:

Cambridge, Massachusetts.

or

Cambridge, U.K.

## References

- Alan, J 2004, *Communication is a Reciprocal Process*, Available: <http://www.communicationisareciprocalprocess/file.location.html>  
Accessed 7 May 2005.
- Communication* n.d. Available: <http://www.communication/someuni.file.location.htm>  
Accessed 3 April 2004.
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- Harry Potter and the Prisoner of Azkaban* 2004, DVD, Warner Bros. Pictures, Distributed by Warner Home Video Pty Ltd Pyrmont, NSW.
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- Richards, J, Parker, P, Matthews, P, and Mooney, B 2005, *Some Title*, Interesting Books, Perth.
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