

REFERENCE LIST AT THE END OF A PIECE OF WORK¹

At the end of a piece of work you must list the references to documents cited in the text (reference list) and those not cited in the text but which make an important contribution to your work (bibliography). These are more commonly referred to as *References*. There are many standards available. In this hand-out, the Harvard system is used. Which standard you choose is not important, being consistent is the golden rule.

Harvard System

In the Harvard System the references are listed in alphabetical order by authors' name. If you have cited more than one item by a specific author they should be listed chronologically (earliest first), and by letter (1993a, 1993b) if more than one item has been published during a specific year. If no author is given the title is used in both the reference list and citation in the text. For place of publication give the city. If the city/town is not well known you may add a country/region/state.

Each reference should use the elements and some form of the punctuation given in the following examples for the different types of published works you have referenced. There are several variations of punctuation in the Harvard reference system. These differences are dependent on the style chosen by the institution in question.

BOOK

General Format

Author's surname, INITIALS. (Year of publication) *Title of book (in italics)*, Edition (if not the first), Publisher, Place of publication.

Example – Mercer, P.A. & Smith, L.A. (2004) *Modern Transportation*, 2nd ed., Longman: London.

A CHAPTER IN A BOOK

General Format

Contributing author's surname, INITIALS. (Year of publication) Title of contribution, Followed by *in* INITIALS. Surname of author or editor of publication followed by ed., or eds., *Title of book (in italics)*, Publisher, Place of publication, (optional) page numbers of contribution

Example – Bantz, C.R. (1995) Social Dimensions of Software Development, *In*: N.J. Kritz, ed., *Transnational Justice*, United States Institute of Peace Press: Washington D.C., pp. 120-122.

JOURNAL ARTICLE

General Format

Author's Surname, INITIALS. (Year of Publication) 'Title of Article', *Journal name (in italics)*, Volume number, issue number: page numbers of contribution.

Example – Evans, A. (1994) 'Approaches to Intelligent Information Retrieval', *Information Processing and Management*, 41 (4): 262-301.

¹ Excerpt from Scientific Writing Skills Module, lectured by ECS, Reena Bakker Dhaliwal

Electronic journal

– Kenley, M. (2004) 'The dying town syndrome: a survey of urban development in the Western District of Victoria', *Electronic Journal of Australian and New Zealand History*, viewed 10 December 2004, <<http://www.jcu.edu.au/aff/history/articles/keneley3.html>>.

NEWSPAPER ARTICLE

General Format

Author's Surname, INITIALS. (or newspaper name if no author given) (Year of publication) 'Title of Article', *Newspaper name*, Day and Month, Page number/s.

Example – Velasquez, B. (1998) 'Mongolia and the West', *New York Times*, 7 January, p.28.

Author unknown

– *The Guardian* (2004) 'World's green markers on the brink', 16 October, p.10

CONFERENCE PAPER

General Format

Contributing author's Surname, INITIALS. (Year of publication) 'Title of contribution', followed by *In*: INITIALS. Surname (of editor of proceedings (if applicable) followed by ed.), *Title of Conference including date and place of conference*, Publisher, place of publication, page numbers.

Example – Silver, K. (1991) 'Electronic Mail: The New Way to Communicate', *In*: D.I. Raitt, ed., *9th International Online Information Meeting, London, 5-9 December 1990*, Learned Information: Oxford, pp. 323-330.

GOVERNMENT PUBLICATIONS

General Format

Name of agency as author (Year of publication) *Title of Publication (in italics)*, Publisher, Place of Publication, Report Number (where relevant).

Example – UNESCO (1993) *General Information Programme and UNISIST*, UNESCO: Paris (PGI-93/WS/TU).

When authors are known

– UNESCO (1993) *General Information Programme and UNISIST*, research report prepared by D. Goodrum & L. Rennie, UNESCO: Paris (PGI-93/WS/TU).

Produced by a consultant

– Condon, J.R. (2004) *Cancer, health services and indigenous Australians*, report to the Office for Aboriginal and Torres Strait Islander Health, Department of Health and aging, Canberra.

WEBSITES

General Format

Author (person or organisation) Year (site created or revised), Name (and place if applicable) of sponsor of the site, date of viewing of the site (date month year), <URL>.

Example – Therapeutic Goods Administration 2004, Department of Health and Ageing, Canberra, viewed 13 October 2004, <<http://www.tga.gov.au/recalls/index.htm>>.

Website documents

General Format

– Author/editor Year of document (created or revised), *title of document (in italics)*, name of the sponsor of the source, date of viewing (date month year), <URL>.

Example – Department of Education, Science and Training (2003) *The national report on higher education in Australia* (2001), Department of Education, Science and Training, Canberra, viewed 13 October 2004, <http://www.dest.gov.au/highered/otherpub/national_report/default.htm>.

THESES

General Format

Author's Surname, INITIALS. (Year of publication) *Title of Thesis*, Award, Name of Institution under whose auspices the study was taken.

Example – Byrne, M. (1996) *Self-talk and test anxiety*, PhD thesis, Monash University, Melbourne.

If accessed electronically

– Kurtz, T (2003) *A psychology of environmentally sustainable behaviour*, PhD thesis, Murdoch University, Perth, viewed 11 October 2004, <<http://wwwlib.murdoch.edu.au/adt/browser/view/ast-MU20040428.152013>>.

PERSONAL COMMUNICATIONS

General Format

For personal communications such as conversations, letters, email s and faxes, the document is mentioned in the text but no entry is given in the reference list. It is important to get permission from the person being referred to. Emails are dealt with in the same way as personal communications. The document is mentioned in the text but no entry is given in the reference list. List of interviews / communications should be presented in a separate annex.

LECTURE

General Format

Surname of lecturer, INITIALS. year *title of lecture (in italics)*. Lecture delivered for module/occasion, exact date and place.

Example – Bhargva, R (2007) *Engineering since 1945*. Lecture delivered for module 102ENG on 2 May 2007 at Coventry University.