Referencing—Harvard style

There are a variety of Harvard styles—always follow any information given in your courses. Business students should follow the information at http://mams.rmit.edu.au/s9sx559hurvc.rtf

The information in this resource came from: Commonwealth of Australia 2002, Style manual for authors, editors and printers, 6th ed, John Wiley & Sons, Canberra.

You should also read the Quick Tip: Referencing—The basics and the Super Tip: Referencing and how to avoid plagiarism, both available from the Learning Skills Unit.

In-text referencing

Single author
(Note that citations can be at the beginning, middle or end of the sentence)

• In a study by Brightman (2003), financial ruin was investigated.
• In a seminal study (Brightman 2003), financial ruin was investigated.
• …financial ruin was investigated (Brightman 2003).
• Brightman (2000, p. 48) states that ‘financial ruin was more common in the 1980s. Give page no. for quotes.

When an author has published more than one cited article in the same year, distinguish each article by using a lower case letter after the year within the brackets (this is also written in the reference list):

• In a study by Brightman (2000a), financial ruin was investigated.

Two or three authors

• …and this is therefore not appropriate (Sleeman & Jones 2004).
• Stewart, Millar and Jones (2003) state that…

Note that an ampersand (&) is used between the names only when they appear in brackets.

More than three authors

• …should be used only when appropriate (Smith et al 2001).
• Smith et al (2001) conclude that…

More than one citation is given in your sentence

List them giving the most recent first.

• There are indications that passive smoking is potentially threatening to health (Sheldon & James 1998; Applebee 1997; Cookson 1997).

Secondary citation

This is when you refer to the work of one author cited by another.

• Jones (cited in McKenzie 2003) believes that…
• …to improve learning (Jones, cited in McKenzie 2003).

In the Reference List only provide bibliographic details for the author of the text from which you actually read.(in this example, McKenzie).
Reference List

References should be listed in alphabetical order by author’s family name and then by date (earliest first), and then if more than one item has been published during a specific year, by letter (1999a, 1999b, etc).

If there is no author, the name of the organisation responsible for producing the publication should be used. If it is an Internet site with no author think carefully before using it – it is unlikely to be an appropriate source.

A book by a single author

A book by more than one author

A book by a corporate author (eg a government department or other organisation)

An edited book

A chapter in a book

An article in a journal

Paper from published conference proceedings with author or editor(s)

Internet sources

Note that the date given for the resource should be the date it was last modified.