

ACADEMIC LANGUAGE AND LEARNING SUCCESS PROGRAM

Harvard Referencing

Aim

To develop your skills in using the Harvard Referencing style. Harvard is a style of referencing used in some academic courses, and you need to use it correctly, or you'll lose marks.

Cultural differences

Students at CDU represent many rich and diverse cultures. Some cultures quote from texts and use ideas from them without referencing them. They use them as a sign of great respect to the author, but their protocol does not dictate that they should reference them. Using a referencing system, such as Harvard, as we do in Western universities, is also out of respect for the author.

Western academic culture

If you are an international student at CDU, not only do you have to adjust to Australian culture, you also have to adjust to Australian academic culture. If you are an Australian student who has just started university, you also have to learn about referencing because, most likely, you didn't do it at high school.

What is citation and referencing?

It is giving credit to the author/s of the texts you've read and whose ideas or research you've used as evidence in your assignments. By citing and referencing these sources, you not only give the author due credit for their ideas and research, you also provide a directory the reader (think marker, lecturer or tutor) can use if they want or need to check your evidence. Every essay you write at university will need to be cited and referenced. Not referencing a text you've directly drawn upon in your writing is like stealing because you are infringing copyright laws by pretending the work is your own; and you are committing plagiarism.

There is **another very positive reason for practising this academic convention**. Your citation and referencing also demonstrates you have read and considered literature from the experts in your field. Even published authors link to their sources of research and other information to show this.

Plagiarism

This means using an author's ideas without referencing it. If you do not reference a text that you've used in your essay, this university reacts very strongly. You will be accused of plagiarism and a process will be set in place to penalise you for academic misconduct. Here is a link to the university's plagiarism policy:

<http://www.cdu.edu.au/governance/documents/3.3academicandscientificmisconduct.pdf>

However, you can easily avoid this happening to you by learning how to reference correctly.

Referencing styles

Different disciplines prefer specific styles.

The 2 most commonly used at CDU are

Harvard (the author-date system) and

APA (American Psychological Association). The APA system and format is presented in a separate workshop.

Citation, referencing and quoting

To cite is to provide an abbreviated reference of your source within the body of an assignment. It

is often referred to as 'in-text citing' or 'in-text referencing'. Harvard style means it is 'author-date' - the surname of the author (or family name), and the year of publication e.g. (Johnson 2001). Seeing this within, or at the end of a paragraph, means that the writer has read a section of Johnson's text and is using Johnson's ideas in their assignment. However, the assignment writer needs to paraphrase Johnson's ideas in order to show two things: firstly, that they can understand and express Johnson's ideas in their own words and, secondly, that they can adhere to the conventions of academic culture.

A reference list is the alphabetical list (by surname) of all the texts cited in the essay, and is on a separate page at the end of the essay. It gives the full information of the abbreviated citations so that the reader can locate that text if they want to. The page has the heading 'References' and each entry on the list begins with the author's surname, then follows with other information which will be dealt with in detail later. You list only those texts that are cited in-text. You must have actually read the sources. If Findlay (2009) talks about what James (1890) said, then your reference must be Findlay only because you didn't read James' text.

If there are several authors for a text, be sure to keep their names in the order of the publication. There is an academic 'pecking order', and when they published, they agreed to list their names in that specific order.

Direct quoting is when you use an author's words as they were written. It is not the same as paraphrasing. If you directly quote from an author you have to use double quotation marks (inverted commas) "like this" to signify where the quote begins and ends. You also need to provide the page number the quote was taken from along with the author-date: (Johnson 2001, p.47). However, the emphasis in assignment writing is on your skills of paraphrasing. Direct quotes should only be used if the meaning or effect of the original text would be lost when paraphrased, definitions are one example.

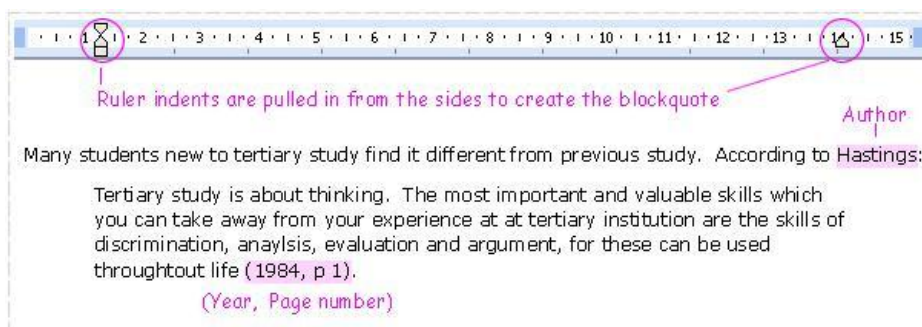
Authors

(Year, page number)

McShane and Travaglione (2003, p.199) state "work motivation and performance increase when employees feel personally accountable for the outcomes of their efforts" ...

Modified from: https://www.dlsweb.rmit.edu.au/lsu/content/1_studyskills/study_tuts/harvard_II/direct.html

Longer quotes (generally 30 words or more or over 3 lines) should be appear in a separate indented block with one line space before and after, sometimes one font size smaller, in single line spacing, with the citation generally placed after the full stop at the end of the quoted text. Please note: some lecturers or universities may prefer the full stop to be placed after the citation. **It is important that you check with your lecturer about the length and formatting of long quotes.**



Source: https://www.dlsweb.rmit.edu.au/lsu/content/1_studyskills/study_tuts/harvard_II/direct.html

What type of texts do we reference?

You need to reference every source you have drawn upon as evidence to support your ideas in

an assignment. These sources need to be credible; preferably peer reviewed books and journals, but depending on the genre of your assignment, you might use images, television programmes, conference papers and web sites.

Reference page example

Your reference page is a separate page at the end of your essay, with the heading 'References' left aligned. The list of items will look much like this example. (Tip: you can insert a page break at the end of your own writing so that the list appears on a separate page).

References

Anderson, B, Nicholls, D & Cross, W 2011, 'Nurse's health and self-care in nursing', in K-L Edward, I Munro, A Robins & A Welch (eds), *Mental health nursing: dimensions of praxis*, Oxford University Press, South Melbourne.

Australian Nursing & Midwifery Council 2010, 'A nurse's guide to professional boundaries', ANMC, viewed 27 November

<<http://www.nursingmidwiferyboard.gov.au/documents/default.aspx?record=WD10%2f1347&dbid=AP&chsum=bes7sYtZAWnmggO%2fzV0uBQ%3d%3d>>.

Boyle, P 1998, 'Migrants don't cost jobs', in *The Bulletin*, Dec 1998.

Butts, JB & Rich, K 2008, *Nursing ethics: across the curriculum and into practice*, 2nd edn, Jones and Bartlett Learning, Burlington MA.

Klauser, H 1986, *Writing on both sides of the brain*, Harper San Francisco, New York.

Salla, M 1996, 'There is no non-violent future', in *Social Alternatives*, vol.15, pp. 41 - 43.

Sharma, A 1987, 'Fearlessness (Abhaya) as a fundamental category in Gandhian thought and Practice', in *South Asia*, vol.10, no.1, pp. 35-32.

See if you can do the following four exercises before you check the answers and comments at the end of the worksheet?

Exercise 1: Is a Reference Needed?

When is a reference necessary in an assignment? Decide if a reference to a source is needed in the following situations.

Situation	Yes	No
1. When quoting directly from a published source.		
2. When using statistics or other data that is freely available from a publicly accessible website.		
3. When summarizing the cause of undisputed past events and where there is agreement by most commentators on cause and effect.		
4. When paraphrasing a definition found on a website and when no writer, editor or author's name is shown.		
5. When summarizing or paraphrasing the ideas of a key commentator or author, but taken from a secondary source, e.g. general reference book.		
6. When summarizing in a concluding paragraph of your assignment what you discussed and referenced earlier in your text.		

7. When including in your assignment photographs or graphics that are freely available on the Internet and where no named photographer or originator is shown.		
8. When emphasizing an idea you have read that you feel makes an important contribution to the points made in your assignment.		
9. When summarizing undisputed and commonplace facts about the world.		
10. When using aphorisms, such as: "Pennywise, pound foolish".		

Exercise 2: Where Should the Citation Go?

These citations should connect with the full detail of the source contained in the alphabetical list of references at the end of the assignment. For example, the following essay paragraph contains two citations that help the reader to identify the source of the definition used i.e. (Coleman & Chiva 1991) and the hypothesis presented i.e. (Hopson & Scally 1999).

Life planning is a process to encourage people to review their lives, identify life priorities, consider options and make plans to implement choices (Coleman & Chiva, 1991). It is an idea that started in the USA, but has found its way to Britain and the rest of Europe in recent years. Hopson and Scally (1999) suggest the process is built on seven life management skills: knowing yourself; learning from experience; research and information retrieval skills; setting objectives and making action plans; making decisions; looking after yourself; and communicating with others.

Look at the following three brief extracts from assignments and decide if a citation is necessary, and, if so, where it should go. Mark the relevant point in the text with a **X**.

1. A **major study** of British school leavers concluded that parents had a major influence on the kind of work entered by their children. The children were influenced over a long period of time by the values and ideas about work of their parents. A **later study** reached the same conclusion, and showed a link between the social and economic status of parents and the work attitudes and aspirations of their teenage children.
2. Climatologists generally agree that the five warmest years since the late nineteenth century have been within the decade, 1995-2005, with the National Oceanic and Atmospheric Administration (NOAA) and the World Meteorological Organization (WMO), ranking 2005 as the second warmest year behind 1998.
3. It has been argued that federalism is a way of making sense of large organisations and that the power and responsibility that drives federalism is a feature of developed societies and can be extended into a way forward for managing modern business: "authority must be earned from those whom it is exercised".

CDU and Harvard referencing style

The CDU library website offers many interesting resources and links to others in different media formats, such as an interactive tutorial on plagiarism and academic honesty. It also provides a CDU Harvard Style Guide (PDF) explaining the CDU Harvard style in detail. Click the **Style Guides** tab to view and download the latest version of the CDU Harvard Style guide at <http://libguides.cdu.edu.au/cdureferencing>.

You will need to refer to this document constantly throughout your academic studies at Charles Darwin University. We recommend you always check with your lecturer to find out if they have any specific referencing requirements, particularly for unusual items.

Attention to detail

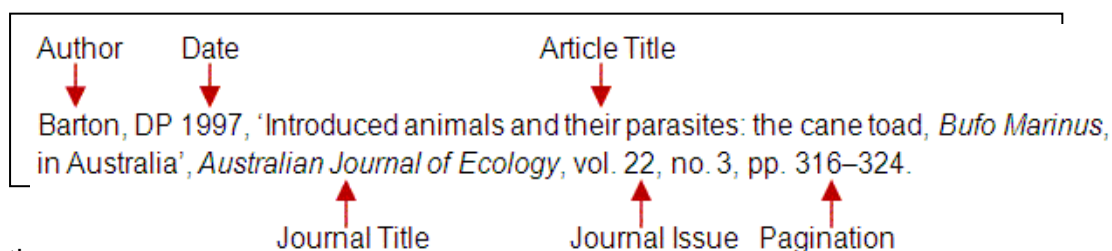
Following a referencing system is not an intellectual exercise nor is it rocket science. It is

meticulous attention to detail; you will need to constantly check and re-check and cross-check against the CDU Harvard Style Guide.

Post-graduate students are likely to need to accurately and consistently reference a high volume of literature. Software, such as EndNote, is available but does require training before use and often does not present citations precisely as required by the lecturer. Contact the library for further information. Many citation formats provided at the end of some online journal articles will also not be in the required format. Always check.

What does Harvard referencing look like?

Look closely at the example of a Harvard reference list item below. There will be some variations depending on what type of item it is. In this case, it is a journal article available in print. Let's identify the essential elements and the order in which they should appear.



Use the table below to record your findings accurately.

Element	Detail from example	Font format
1. Author	Barton, DP	Regular
2. Date	1997	Regular
3. Article Title		
4. Journal Title		
5. Journal Issue	vol. 22, no. 3,	
6. Page Number	pp. 316-324	

Further elements for database and website sources

There are further elements to reference when a journal article or e-book for example, has been sourced from an electronic database or a website rather than print media. Look carefully at the examples below. What else is required and how do they differ? Discuss this with another person.

Fulk, J, Steinfeld, C, Schmitz, J & Power, J 1987, 'A social information processing model of media use in organizations', *Communication Research*, vol. 14, no. 5, viewed 30 December 2007, via Sage Journals Online.

Johnson, L 1999, 'MICE, size of the meeting sector', *Journal of the Bureau of Tourism Research*, vol. 1, no. 1, pp. 9-18, viewed 30 October 2007, <<http://www.tra.australia.com/content/documents/FREE%20TRR/TRR%20Vol%201%20no%201.pdf>>.

Smith, A 2008, *The Wealth of Nations*, Adobe Digital Editions version, accessed 20 August 2010, doi:10.1036/007142363X.

It is also important to pay attention to font formatting and the punctuation used at

specific points. These seem like minute details, but distinguish the different types of referencing systems used. For example, in a reference list, a Harvard date of publication has no parentheses, but APA does (1997).

Exercise 3: A reference ‘jigsaw’

Try putting these fragments of a Harvard reference list item together. Write the listing as it should appear according to the CDU Harvard Referencing Guide. Don’t forget punctuation and formatting.

pp. 16-32	Education Review	JS Brown primary author	Vol. 43, no. 1	7 May 2010
Minds on fire: open education, the long tail, and learning 2.0			R Adler	2008
viewed				
http://www.educause.edu/EDUCAUSE+Review/EDUCAUSEReviewMagazineVolume43/MindsonFireOpenEducationtheLon/162420				

Exercise 4: Identify the source type and find it in the CDU Harvard Guide

Examine the sample types of sources if they have been provided in this workshop .Try locating each type in the Table of Contents (the first page) in the CDU Harvard Referencing Guide). Go to the relevant page to check how it should appear as an in-text citation and in your reference list.

Exercise 5: “I Didn’t Reference the Source Because...”

Below are six statements that might be made by students for not referencing a particular source in an assignment. They all start with “*I didn’t reference the source because...*” However, imagine you were a tutor, what would you say in response to these statements? Six likely tutor responses are shown. Match the likely response to the statement. Write the most likely response number in the right hand column below.

Statements	Response Number
a. I didn’t reference the source in the text of the assignment because I put the source in the bibliography.	
b. I didn’t reference the source because I found this theory on a Wiki Internet site; anyone can contribute to these, and no particular author is named.	
c. I didn’t reference the source because the statistics were taken from a government website, which are there for the whole world to see and use.	
d. I didn’t reference the source because it just gave me ideas to use in my	

	assignment; I changed most of words in the article to my own.	
e.	I didn't reference the source of the definition because it was from a tutor handout; everyone in class was given a copy.	
f.	I didn't reference the source because no author or writer's name was shown on the website.	

Responses

Match each statement shown above with the appropriate tutor response from the list below.

1. *If no named author or writer is shown, you should cite and reference the name of the originator of the source, which can be a name of an organization, or other source.*
2. *Readers need to match in-text citations with the full details of sources in a list of references. This enables readers to find and use the sources for themselves, if required.*
3. *The source of all data like this must be fully referenced. Readers may, for example, want to learn or examine the methodology for the research and data collection.*
4. *It is advisable, wherever possible, to use primary sources in an assignment, rather than secondary sources. A primary source, in this example, would be the originator of the theory. Secondary sources may not always be reliable. However, if you do use a secondary source, it needs to be properly referenced.*
5. *Any source that has played a significant contribution to your assignment must be fully referenced. By doing this you acknowledge the part another person has played in the development of your own ideas.*
6. *This came from work produced by someone else and not by you. It also contributes to the reader's understanding of terms you have used in your assignment and so needs to be properly referenced.*

Answers and Comments

Exercise 1: Is a Reference Needed?

Situation	Yes	No
1. When quoting directly from a published source. Comment: <i>The sources of all quotations should be referenced.</i>	✓	
2. When using statistics or other data that is freely available from a publicly accessible website. Comment: <i>The sources of statistics or other data that you use in assignments should always be referenced.</i>	✓	
3. When summarizing the cause of undisputed past events and where there is agreement by most commentators on cause and effect. Comment: <i>This can be regarded as common knowledge, which does not need to be referenced. However, the sources for any contentious discussion of the same events would need to be referenced.</i>		✓
4. When paraphrasing a definition found on a website and when no writer, editor or author's name is shown. Comment: <i>If no named writer, author or editor is shown, you should cite and reference the name of the website, e.g. Bized 2007.</i>	✓	
5. When summarizing or paraphrasing the ideas of a key commentator or author, but taken from a secondary source, e.g. general reference book. Comment: <i>You always need to acknowledge your sources. However, it is advisable, whenever possible, to consult the main (primary) sources for yourself and reference these.</i>	✓	
6. When summarizing in a concluding paragraph of your assignment what you discussed and referenced earlier in your text. Comment: <i>Providing the sources were properly referenced earlier in your assignment, there would be no need to re-reference your concluding comments. However, any new material introduced into your assignment at this point would need to be referenced.</i>		✓
7. When including in your assignment photographs or graphics that are freely available on the Internet and where no named photographer or originator is shown. Comment: <i>The photographs or graphics are the result of work by another person. In this situation, you should cite and reference the name of the website that contains the illustrations.</i>	✓	
8. When emphasizing an idea you have read that you feel makes an important contribution to the points made in your assignment. Comment: <i>This is an important reason for referencing, as it acknowledges the importance and relevance of the source concerned to the development of your own work.</i>	✓	
9. When summarizing undisputed and commonplace facts about the world. Comment: <i>General public awareness of undisputed facts can also be treated as common knowledge (see also 3, above).</i>		✓
10. When using aphorisms, such as: "Pennywise, pound foolish". Comment: <i>this is an example of a common expression, or aphorism, which does need to be referenced if the source or origin of the expression has not been lost in the mist of time. However, if you were able to identify the period of origin, you could mention this, e.g. 'Children should be seen and not heard' (15th Century British proverb). You could also identify the originator, if known, in the text citation only, e.g. "A witty saying proves nothing" (Voltaire).</i>	✓	

Exercise 2: Where Should the Citations Go?

1. A major study of British school leavers concluded that parents had a major influence on the kind of work entered by their children **X**. The children were influenced over a long period of time by the values and ideas about work of their parents. A later study reached the same conclusion, and showed a link between the social and economic status of parents and the work attitudes and aspirations of their teenage children **X**.

Comment: The above extract refers to **two** different studies, so you need to cite both of these. You have some flexibility about where the citations should go. For example, the relevant citations could also have been placed after the words 'study' in lines 1 and 4. The important point is to make the connection between statement and source as obvious and clear as possible.

2. Climatologists generally agree that the five warmest years since the late nineteenth century have been within the decade, 1995-2005, with the National Oceanic and Atmospheric Administration (NOAA) and the World Meteorological Organization (WMO), ranking 2005 as the second warmest year behind 1998 **X**.

Comment: The sources of all statistics and information originating from named sources, such as the NOAA and WMO, should always be fully referenced

3. It has been argued that federalism is a way of making sense of large organisations and that the power and responsibility that drives federalism is a feature of developed societies and can be extended into a way forward for managing modern business: "authority must be earned from those whom it is exercised" **X**.

Comment: If you use the term, "It has been argued...", you need to cite **who** has presented this argument. As a quotation is included, you can show the source of the argument and quotation – assuming they are from the same source – immediately after the quotation. If the quotation is taken from a printed source, show the page number, as well as the author's name and year of publication, as this helps others to easily locate the quotation in the source cited, e.g. (Handy 1996, p.32)

Exercise 3: A reference jigsaw

Brown, JS & Adler, R 2008, 'Minds on fire: open education, the long tail, and learning 2.0', *Educause Review*, vol. 43, no. 1, pp. 16-32, viewed 7 May 2010,
 <<http://www.educause.edu/EDUCAUSE+Review/EDUCAUSEReviewMagazineVolume43/MindsonFireOpenEducationtheLon/162420>>.

Exercise 4: Identify the source type and find it in the CDU Harvard Guide

Dimitriadis & Kamberelis – Theory for Education = Book by two authors

Nunan & Choi – Language and Culture = Edited book

Robison – Look me in the eye = Book by single author

Ehlers – Extending the territory = journal article (available from the journal website)

Exercise 5: "I Didn't Reference the Source Because..."

Statements	Response number:
a. I didn't reference the source in the text of the assignment because I put the source in the bibliography.	2
b. I didn't reference the source because I found this theory on a Wiki Internet site; anyone can contribute to these, and no particular author is named.	4
c. I didn't reference the source because the statistics were taken from a government website - there for the whole world to see and use.	3
d. I didn't reference the source because it just gave me ideas to use in my assignment; I changed most of words in the article to my own.	5
e. I didn't reference the source of the definition because it was from a tutor handout; everyone in class was given a copy.	6
f. I didn't reference the source because no author or writer's name was shown on the website.	1

Adapted from Colin Neville's work at the University of Bradford (2008) Learning Higher exercises, accessed 12 Nov 2009
<http://learnhigher.ac.uk/Students/Referencing.html> [Assess your skills section]