



HARVARD QUICK REFERENCE AND CITATION GUIDE

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Overview

Harvard is one of the styles most commonly used by universities. It is widely used across all disciplines. However, unlike APA, there is no one Harvard style. The Harvard guidelines provided by your university will likely be different to the Harvard guidelines provided by a different university—sometimes very different.

In this guide, we have reviewed a wide range of Harvard referencing guidelines from across universities. The aim is to provide you with a version of Harvard that should be acceptable for any university or publication requesting Harvard. That said, you should always check with your tutor, supervisor or publisher regarding whether they require you to follow *their* specific version of Harvard.

Referencing correctly according to a particular style (whether that be APA, MLA, IEEE or any other style) involves presenting the publication information required *exactly* in the way proscribed by the style. This means knowing which publication information is required, how and where it should appear in the reference, what punctuation is necessary and where this should be placed.

Thus, when formatting your references/in-text citations to a particular style and reviewing example references/in-text citations, pay close attention to the order of information, how each detail is displayed, and the punctuation used and where this is placed (i.e., whether publication titles should be placed within quotation marks [if so, are they single ‘ ’ or double “ ”?], italicised, have a capital letter for all the main words in the title or just the initial word, and so forth).

In-text citations: General notes

Placement of in-text references

In-text citations should be either author-prominent (i.e. immediately following the mention of an author's name in your body text) or information-prominent (i.e. immediately following a direct quotation or paraphrased idea from an author's work).

If an in-text citation is author-prominent, only include the source publication date and page number/s in parentheses and place these immediately after the author name/s. For example:

Orsini (2009, p. 78) argues that ‘it is important to learn how to reference correctly’.

If an in-text citation is information-prominent, include the author name, source publication date and page number/s in parentheses immediately after a direct quotation or after a paraphrased idea (information-prominent in-text citations should generally be placed at the end of a sentence so as not to overly disrupt the flow of your writing). For example:

The Director of Editex argues that correct references are important (Orsini 2009, p. 78).

Include a 'p.' followed a space before a page number, and a 'pp.' followed by a space for a page range (e.g. pp. 32–33). There should be no punctuation between an author/s surname/s and publication date and a comma between the publication date and the page number/s.

Providing page numbers

Page numbers should be provided for direct quotations *and* when paraphrasing or referring to an idea in another work. The only instance when you would not include a page number in an in-text citation is if you were citing an entire source rather than just one section of it, or if you were citing a source without page numbers, such as a website.

Citing multiple sources

Multiple sources cited within parentheses are separated by a semi-colon and must be presented in alphabetical order. For example:

(Jackson 2004; Tremlett 2012)

When referring to multiple works by the same author, the sources should be separated by a comma. For example:

(Hogan 2005, 2006)

Secondary citations

Secondary sources should only be used when the original source is not freely available (for example, not available in English or out of print). The original text should be cited as follows:

Watkin Tench (cited in Smith 1985)

Citing works by the same author in the same year

Where an author has multiple publications in the same year, a letter must be attributed to each reference both in the reference list and in the in-text reference. For example:

Preston (2004a, 2004b)

Label the sources in alphabetical order by source title.

Citing works by authors with the same surname

When citing works by different authors with the same surname, their first initials must be used to distinguish between them, even if the years of publication are different. The initial must be given after the surname, as it would appear in the reference list entry. For example:

(Carr, R 1982; Carr, EH 1984)

There should be no spaces or full stops between author initials.

If there are two sources by four or more authors (i.e. sources that would always be referred to using the first author's name and 'et al.' in any in-text citations) that begin with the same first author name and are published in the same year—for example, Orsini, Hawtin, Sachdev

and Anuwong 2011 and Orsini, Brown, Smith and Hawtin 2005—give the names of all authors in every in-text citation to avoid confusion between the two sources.

Citing quotations

When citing short quotations, include the author's name, publication year and page number/s in parentheses immediately following the quotation; or, if the author's name is given in your body text, include the publication year and page number/s in parentheses immediately after the name. For example:

The Director of Editex argues that 'it is important to learn how to reference correctly' (Orsini 2009, p. 78).

OR

Orsini (2009, p. 78) argues that 'it is important to learn how to reference correctly'.

Quotations of 30 words or more should be formatted as block quotations. The citation can be formatted in a similar manner as above. For example:

Pérez Collado (2005, p. 57) explained the following:

The group that went, we went as a man. We went, not as soldiers, because we did not consider ourselves to be soldiers, but as a group. And I tell you, there were ten of us, as we considered that there were ten of us, nine men and a woman!

OR

She explained the following:

The group that went, we went as a man. We went, not as soldiers, because we did not consider ourselves to be soldiers, but as a group. And I tell you, there were ten of us, as we considered that there were ten of us, nine men and a woman! (Collado 2005, p. 57).

Ensure that your closing punctuation is placed *after* your parenthetical citation if the citation follows the block quotation, as in the above example.

When omitting words from a quotation, use an ellipsis enclosed in parentheses: (...). For example: 'We went (...) because we did not consider ourselves to be soldiers' (Collado 2005, p. 57).

Footnotes

Footnotes are generally not used in Harvard style. You can include them if you need to supply brief additional information that augments or further explains a point or concept mentioned in the body of your work.

In-text citations: Examples

Standard citations					
	As part of a sentence		In brackets		
	<i>First citation</i>	<i>Subsequent citations</i>	<i>First citation</i>	<i>Subsequent citations</i>	
1 author	Walker (2015)	Walker (2015)	(Walker 2015)	(Walker 2015)	
2–3 authors	Walsh, Bradley and Soo (2015)	Walsh, Bradley and Soo (2015)	(Walsh, Bradley & Soo 2015)	(Walsh, Bradley & Soo 2015)	
4+ authors	Soo et al. (2015)	Soo et al. (2015)	(Soo et al. 2015)	(Soo et al. 2015)	
Groups, with abbreviation	Australian Bureau of Statistics (ABS 2015)	ABS (2015)	(Australian Bureau of Statistics [ABS] 2015) ^a	(ABS 2015)	
Groups, no abbreviation	University of South Australia (2015)	University of South Australia (2015)	(University of South Australia 2015)	(University of South Australia 2015)	
Special citations					
	As part of a sentence	In brackets		As part of a sentence	In brackets
Two or more works by the same author	Zhou (2014; 2015) and Soo et al. (2015a; 2015c) ^b	(Soo et al. 2015a, 2015c; Zhou 2014, 2015)	Citing in parenthetical material	The complete data can be seen in Table 2 of ABS (2010a)	(see Table 2 of ABS 2010a, for complete data)
Different authors with the same surname (different years)	Walker (2005) and Walker (2010)	(Walker 2005; Walker 2010)	Different authors with the same surname (same years)	Adam Walker (2005) and Karen Walker (2005)	(Adam Walker 2005; Karen Walker 2005)
Secondary sources	Rutherford (1952 cited in Zhou 2015, p. 60)	(Rutherford 1952 cited in Zhou 2015, p. 60)	Personal communication	T Burke (2013, pers. comm. 17 July)	(T Burke 2013, pers. comm. 17 July)

Notes: ^a In Harvard, when inserting further bracketed text (e.g. 'ABS') inside rounded brackets (), use square brackets []; ^b Sources should be listed chronologically (e.g. 2001, 2015).

Reference list: General notes

Format

Harvard style requires your reference list to be left aligned and single spaced with one line space between each entry. For example:

Alexander, RJ 1999, *The anarchists in the Spanish Civil War*, vol. 1, Janus Publishing Company, London.

Balcells, L 2012, 'Violence and displacement in Civil War: evidence from the Spanish Civil War (1936–1939)', Barcelona GSE Working Paper Series 603, Barcelona Graduate School of Economics, Barcelona.

United Nations Women (UN Women) 2011, *Progress of the world's women: in pursuit of justice*, Author, New York.

Capitalisation

In the reference list, use sentence case (e.g. *The last train from Madrid*) for all titles except journals, which should appear in title case (e.g. *Feminist Studies*). Always capitalise proper nouns (e.g. Spain or the Civil War).

Do not capitalise the first word after a colon (e.g. *Red Spanish notebook: the first six months of the Revolution and the Civil War*).

Unless they are the first word of a title, do not capitalise words such as 'the', 'a' or 'an', any prepositions (e.g. 'for', 'under' or 'on') or any conjunctions (e.g. 'but' and 'and').

Order of entries

References must be ordered alphabetically. Multiple publications by the same author/s published in the same year should be ordered alphabetically by title. For example:

Preston, P 2004a, *Juan Carlos: a people's king*, HarperCollins, London.

Preston, P 2004b, *Juan Carlos: steering Spain from dictatorship to democracy*, W. W. Norton & Co, London.

Multiple works by the same author/s published in different years should be ordered chronologically in ascending order. For example:

Preston, P 2008, *We saw Spain die: foreign correspondents in the Spanish Civil War*. Constable and Robinson, London.

Preston, P 2012, *The Spanish holocaust*, W. W. Norton & Co, New York.

Authors' names

All authors' surnames should be listed first, followed by a comma and then their initials, which should be presented without full stops and with no spaces between them if there is more than one initial (i.e. Carr, EH). First names are not required. An ampersand should be used between the second last and last author names. For example:

Radosh, R, Habeck, M & Sevostianov, G 2001, *Spain betrayed: the Soviet Union in the Spanish Civil War*, Yale University Press, New Haven.

When an author that is an organisation is commonly known by an acronym, such as the United Nations (UN), define the acronym in the first citation (if it has not already been defined in the body text); always define the acronym in the reference list entry, even if it has been defined in the body text. For example:

United Nations Security Council (UNSC) 1946, *The Spanish question*, S/RES/7 (1946), 26 June, viewed 23 April 2012, <http://www.un.org/documents/sc/res/1946/scres46.htm>

For the first citation if the organisation acronym has not already been defined in the body text, define the acronym in the citation. For example:

(United Nations Security Council (UNSC) 1946)

For subsequent citations after the acronym has been defined, cite the work using the acronym. For example:

(UNSC 1946)

Abbreviations

The following are examples of common abbreviations that can be used in a reference list:

ed.	editor
edn	edition
eds	editors
n.d.	no date
p. (pp.)	page (pages)
rev.	revised
trans.	translated
vol.	Volume
vols	Volumes
no.	Number

Place of publication

Always include the city name after the publisher. It is not necessary to include the state or country name unless the city can be confused with another city by the same name (for example, Cambridge, MA versus Cambridge, United Kingdom).

Reference list: Examples

Periodicals

Journal article, with doi

Evans, L & Hill, L 2011, 'The electoral and political implications of reserved seats for Indigenous Australians', *Australian Journal of Political Science*, vol. 27, no. 3, pp. 491–505, doi:10.1080/10361146.2012.704004.

Journal article, in print, accessed online

Smith, B & Navarro, J 2014, 'Integrating public relations education?', *International Journal of Integrated Marketing Communications*, vol. 6, no. 2, pp. 7–17, <http://eds.b.ebscohost.com/eds/detail/detail?vid=27&sid=5bf33a15-f6a7-4c0a-9562-7dbe540ae58e%40sessionmgr114&hid=117&bdata=JnNpdGU9ZWRzLWxpdmUmc2NvcGU9c2l0ZQ%3d%3d#db=bth&AN=100093354>.

Newspaper article, retrieved online

Mannheim, M 2014, 'Budget to cut 16,500 public service jobs', *The Sydney Morning Herald*, 13 May, viewed 10 March 2015, <http://www.smh.com.au/business/federal-budget/budget-to-cut-16500-public-service-jobs-20140513-387zf.html>.

Newspaper article, no author

'Tech spots a bright spot on ASX' 2015, *The Australian Financial Review*, 31 August, viewed 2 September 2015, <http://www.afr.com/technology/tech-stocks-recommended-after-promising-reporting-season-20150825-gj7alw>.

Books

Book, second or later edition

Newsom, D & Haynes, J 2011, *Public relations writing: form and style*, 9th edn, Wadsworth Cengage Learning, Boston.

Book, electronic version of a print book

Hodges, C & Edwards, L 2011, *Public relations, society & culture: theoretical and empirical explorations*, ebook, Routledge, London, viewed 10 August 2015, <http://eds.b.ebscohost.com/eds/detail/detail?vid=57&sid=5bf33a15-f6a7-4c0a-9562-7dbe540ae58e%40sessionmgr114&hid=117&bdata=JnNpdGU9ZWRzLWxpdmUmc2NvcGU9c2l0ZQ%3d%3d#AN=358174&db=nlebk>.

Electronic book accessed via e-book reader

Hodges, C & Edwards, L 2011, *Public relations, society and culture: theoretical and empirical explorations*, e-book, Routledge, London, Kindle Edition.

Translated book

Habermas, J 1979, *Communication and the evolution of society*, trans. T McCarthy, Beacon Press, Boston.

Chapter in book—one editor (ed.)

Moyn, S 2012, 'Bearing witness: theological roots of a new secular morality', in D Stone (ed.), *The Holocaust and historical mythology*, Berghahn, New York, pp. 55–70.

Chapter in book—multiple editors (eds)

Mackey, S 2012, 'Public affairs and civil society', in M Sheehan & P Sekules (eds), *The influence seekers*, Australian Scholarly Publishing, North Melbourne, pp. 15–30.

Edited volume in a multi-volume set

Thomas, RM (ed.) 1990, *The encyclopedia of human development and education*, vol. 1, Advances in Education, Elsevier, Boston.

Entry in an online reference work, no author, no date

'Ostensible' n.d., *Oxford English dictionary online*, viewed 31 August 2015, <http://www.oxforddictionaries.com/definition/english/ostensible>.

Reference book

VandenBos, GR (ed.) 2007, *APA dictionary of psychology*, American Psychological Association, Washington DC.

Websites

McCrindle Research 2015, *Communications*, viewed 31 August 2015, <http://mccrindle.com.au/research-communication-and-data-visualisation>.

Technical and research reports—online

Victorian Department of Justice 2015, *Patterns of recidivism among prisoners released from custody in Victoria in 2002–03*, viewed 31 August 2015, <http://www.corrections.vic.gov.au/utility/publications+manuals+and+statistics/who+returns+to+prison>.

Government and research reports—print

ABS—see Australian Bureau of Statistics¹

Australian Bureau of Statistics 2007, *National survey of mental health and wellbeing: summary of results*, cat. no. 4326.0, Australian Bureau of Statistics, Canberra.

Goodrum, D, Hackling, M & Rennie, L 2000, *The status and quality of teaching and learning of science in Australian schools*, report,² Department of Education, Training and Youth Affairs, Canberra.

¹ Provide the reference list entry under the full name of the organisation or agency. If an abbreviation is used in the in-text citations, include the abbreviation in the reference list, with a cross-reference to the full entry.

² Insert report, research report, discussion paper, working paper, occasional paper, fact sheet, white/green paper or media release as necessary, *if not in title*.

Government and research reports—online

Australian Bureau of Statistics 2007, *4326.0 National survey of mental health and wellbeing: summary of results*, viewed 2 August 2015, <http://www.abs.gov.au/ausstats/abs@.nsf/mf/4326.0>.

Cashmore, J, Parkinson, P, Weston, R, Patulny, R, Redmond, G, Qu, L, Baxter, J, Rajkovic, M, Sitek, T & Katz, I 2010, *Shared care parenting arrangements since the 2006 Family Law reforms: report to the Australian Government Attorney-General's Department*, viewed 17 January 2012, http://www.sprc.unsw.edu.au/media/File/AG_Shared_Care.PDF.

Meetings and symposia

Conference paper, published online

Akinyemi, A 2003, 'Web-based learning and cultural interference: perspectives of Arab students', paper presented at the *Sixteenth Conference on E-Learning in Corporate, Government, Healthcare, and Higher Education*, 30 June, Miami, FL, viewed 31 August 2015, <http://www.editlib.org/p/12239>.

Proceedings, published in book form

Roberts, T, Rosati, J & Wang, P (eds.) 2011, *Proceedings: symposium to honor Dr Nicholas Kraus*, 14 April, Coastal Education and Research Foundation, West Palm Beach, FL.

Theses or dissertations

In print

Brook, M 2013, *Popular history and fiction: the myth of August the Strong in German literature, art, and media*, doctoral thesis, Oxford University, London.

Iftikhar, A 2008, *Advertising message and customer satisfaction: a case of LIDL Sweden*, master's thesis, Mälardalen University, Sweden.

Online

Clare, K 2010, 'Creative' careers: gender, social networks and labour market inequality, doctoral thesis, University of Cambridge, Cambridge, viewed 10 August 2015, <http://ethos.bl.uk/OrderDetails.do?uin=uk.bl.ethos.597698>.

From database

Kato, SF 2011, *The popular music canon and the neglect of mainstream rock*, master's thesis, California State University, Fullerton (online Proquest).

Audiovisual media

DVD

Sinise, G (dir) 1992, *Of mice and men*, DVD, Metro-Goldwyn-Mayer, US.

Podcast

PR Week 2015, 'Jessica Alba's Honest Company has a sunscreen fail', *The PR Week*, podcast, viewed 31 August 2015, <http://www.prweek.com/us/podcasts>

Datasets and software

Electronic datasets

Pew Hispanic Center 2004, 'Changing channels and crisscrossing cultures: a survey of Latinos on the news media', electronic dataset, doi:10.3886/ICPSR30122.v2.

Software

InMagic DB/Textworks 2014, Version 8, software, Lucedia, Richmond, Canada.

Blogs, blog posts and social media

Blog

Fogarty, M 2015, *Grammar Girl*, web log, viewed 31 August 2015, <http://www.quickanddirtytips.com/grammar-girl>.

Blog post

Fogarty, M 2015, 'Fictitious? Fictional? What's the difference', *Grammar Girl*, web log post, 21 August, viewed 1 September 2015, <http://www.quickanddirtytips.com/education/grammar/fictional-versus-fictitious-0>.

Social media

Shorten, B 2015, Facebook update, 31 August, viewed 1 September 2015, <https://www.facebook.com/BillShorten>.

YouTube

desoriented 2010, *Sociology: the feminist perspective*, online video, viewed 1 September 2015, https://www.youtube.com/watch?v=xorqPUYu_SE

Legal sources

Court decisions

Case name [year] Unique court identifier Judgement number³

Minister for Immigration and Citizenship v SZIAI [2009] HCA 39

Statutes

Freedom of Information Act 1982 (Cwlth)⁴

Unenacted federal bills and resolutions

Parliament of Australia 2014, Aboriginal and Torres Strait Islander Amendment (A Stronger Land Account) Bill 2005

³ If the information is a direct quotation from a judgement, the in-text citation must include a pinpoint. For example, (*Metro Trains Melbourne Pty Ltd v Marotta* [2012] FWA 432, para. 82).

⁴ Bills and Acts must be listed in a separate section of the reference list. This section should be labelled 'Legislation'.

Artistic and other visual materials

Plays

Bell, J (dir.) 2015, *The tempest*, by W Shakespeare, theatre performance, 21 August, Bell Shakespeare Company, Sydney Opera House.

Theatre programmes

Bell, J (dir.) 2015, *The tempest*, by W Shakespeare, programme, 21 August, Bell Shakespeare Company, Sydney Opera House.

Musical scores

Beck, C & Whedon, J 2002, *Once more with feeling*, Los Angeles.

Artworks

Green, R 2009, *Vernon*, linocut, exhibited at Deakin University Art Gallery, Melbourne Burwood Campus, viewed 27 October 2010.

Artworks, viewed as part of exhibition

Wilingar, M 1937, *Ngarra minytji (Ngarra ceremony design)*, natural pigments on bark, Transformations: early bark paintings from Arnhem Land, held at the Ian Potter Museum of Art, University of Melbourne, 13 November 2013 – 23 February 2014.

Maps

Flinders, M 1814, *Chart of Terra Australia. Sheet VI, South coast*, cartographic material, National Library of Australia, retrieved 21 November 2013, <<http://nla.gov.au/nla.map-t576>>.

Patents

Derech Hagav Ltd 2012, *Determining timing for cleaning electricity generating solar panels*, Australian filed patent number 2012330715, filed 11 April 2012, viewed 1 September 2015, <http://pericles.ipaustralia.gov.au/ols/auspat/applicationDetails.do?applicationNo=2012330715>