Harvard Referencing Style

Important: This document is meant for use as a guide only. To avoid losing marks, confirm the referencing requirements of your school with your lecturer, and consult the following reference on which this document is based for clarification and additional examples.

*Style manual: for authors, editors and printers* 2002, 6th edn, John Wiley & Sons, Milton, Qld.

Rules when formatting the Reference List

- Place reference list at the end of the work, beginning on a new page, titled **References** or **Reference List**.
- Each reference list entry requires a specific format depending on the reference type, i.e. whether it is a book, book chapter, journal article, website, etc.
- Apart from the author and date, each element is separated from the others with a comma and the citation finishes with a full stop.
- The Reference List is arranged alphabetically by author, with family name followed by initial(s), and thereafter chronologically, starting with the earliest date.
- Each reference should be separated with a line space.
- Single author entries precede references with multiple authors beginning with the same name.
- Book titles, journal names and titles of webpages must be **italicised**.
- If two or three authors, list all authors, separating the last author with an ampersand (&).
- If four or more authors, list the first author, followed by et al.
- Personal communication is cited in-text only, NOT in the reference list.
- Where an item has no author or organisation identified, it is cited by its title.
- Where several works have the same author and year of publication, add a lower-case letter of the alphabet to the publication date. The order of the listing of the alphabet letters a, b, c ... is based on the letter-by-letter alphabetical order of the title of the work.
- In the Harvard style, sources that are not cited in the text but are relevant to the subject may be listed separately as a bibliography.
Using author and year in your written work (in-text citations)

One author

It is argued that . . . (Carroll 2012).
Carroll (2012) argues that . . .

Direct quotes

If directly quoting from a work, use single quotation marks around the text being quoted and include the author’s name, date of publication and page number.
‘A major criticism of business is that it abuses its power’ (Carroll 2012, p. 26).
Carroll (2012, p. 26) contends that ‘a major criticism of business is that it abuses its power.’

Multiple works by same author in same year

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 used in the reference list.)
According to Sullivan (2013a) there is . . .
It is suggested that . . . (Sullivan 2013b).

Two or three authors

All authors are to be cited every time the reference occurs in the text.
Note the use of an ampersand (&) in brackets and the full word ‘and’ in sentences.
It is suggested that . . . (Cabrera & Unruh 2012).
Cabrera and Hornsby (2012) suggest that . . .

Four or more authors

Cite the surname of only the first author followed by et al.
It is recommended that . . . (Chalkley et al. 2012).
Chalkley et al. (2012) recommend that . . .

Multiple references within the same parentheses

Order alphabetically and separate the citations with semicolons.
Several studies (Miller 1999; Shafranske & Mahoney 1998) . . .
. . . (Carbonaro 2012; Destounis et al. 2014; Marinovich et al. 2013)

Secondary citations

When you refer to the work of one author cited by another, indicate the original source of the information and where you read it. In the reference list, only include the text you read, not the original source. In this example, Hosany and Martin would be in the reference list.
Early research indicated . . . (Heath & Scott, cited in Hosany & Martin 2012).
Heath and Scott (cited in Hosany & Martin 2012) claim that . . .

Personal communication

Information obtained through personal communication such as interviews, phone conversations and emails are not included in the reference list.
My field placement supervisor commented ‘. . . ‘ (CM Burns 2014 pers. comm., 20 April).
Ms Merrick (Melville Shire Council CEO) confirmed the details by email on 25 April 2014.
Reference list – examples

Journal articles: examples

Note: Capitalise the first letter of the first word, and each of the major words of the journal name. eg. The Australian Journal of Language and Literacy.

Print journals

Journal articles from a database
Note: If a journal article is retrieved from a database where it is available only in HTML format, and not PDF, you should cite the source you used along with the viewed date and the database name.


Journal article from the internet
Note: If a journal article is retrieved from the internet where it is available only in HTML format, and not PDF, you should cite the source you used along with the viewed date and the URL.


Journal/Magazine article – no author
Note: If the magazine article does not have an author, then provide details as an in-text citation only. It is NOT required in the Reference List.

Inspire (June 2012, p.14) states that......

Newspaper articles: examples

Note: Capitalise the first letter of the first word, and each of the major words of the newspaper name. eg. The Age

Print newspapers

Newspaper article from a database
Note: If a newspaper article is retrieved from a database where it is available only in HTML format, and not PDF, you should cite the source you used along with the viewed date and the database name.

Newspaper article from the internet
If a newspaper article is found via the newspaper’s website in HTML or plain text, include the article’s URL at the end of the citation.


Newspaper article – no author
Note: If the newspaper article does not have an author, then provide details as an in-text citation only. It is NOT required in the Reference List.

The Age (18 May 2012, p.3) states that...

Webpages: examples