

## Harvard citation style

### 1. In-text citations

#### **Two or more works cited at one point in the text**

If two or more works by different authors or authoring bodies are cited at one point in the text, use a semi-colon to separate them:

(Larsen 2000; Malinowski 1999)

The authors should be listed in alphabetical order.

#### **Two or three authors or authoring bodies**

When citing a work by two or three authors or authoring bodies, cite the names in the order in which they appear on the title page:

(Malinowski, Miller & Gupta 1995)

### 2. Block quotations

A block quote is a longer quote. It consists of more than about 30 words when using the author-date (Harvard) system:

It was stated that:

If any similar qualitative research is to be undertaken in the future, then stringent controls should be put in place to ensure such statistical anomalies do not occur through lack of methodological rigor, particularly through corruption of data inadequately stored and processes (Mullane 2006, p.66).

The actual quote is in slightly smaller font and indented from the left hand margin to distinguish it from the surrounding text.

### 3. In-text and reference list examples

#### 3.1. Books & eBooks

Material Type	In-Text Example	Reference List Example
<b>Book: single author</b>	(Holt 1997) or Holt (1997) wrote that...	Holt, Carl 1997, <i>Management principles and practices</i> , Prentice-Hall, Sydney.
<b>Book: 2 or 3 authors</b>	(McCarthy, William & Pascale 1997)	McCarthy, EJ, William, DP & Pascale, GQ 1997, <i>Basic marketing</i> , Irwin, Sydney.
<b>Book: more than 3 authors</b>	(Bond et al. 1996)	Bond, WR, Smith, JT, Brown, KL & George, M 1996, <i>Management of small firms</i> , McGraw-Hill, Sydney.
<b>Book: no author</b>	(A history of Greece 1994)	<i>A history of Greece</i> 1994, Irwin, Sydney.
<b>Book: editor</b>	(ed. Jones 1998)	Jones, MD (ed.) 1998, <i>Management in Australia</i> , Academic Press, London.
<b>Book: 2 or more editors</b>	(eds Bullinger & Warnecke 1985)	Bullinger, HJ & Warnecke HJ (eds) 1985, <i>Toward the factory of the future</i> , Springer-Verlag, Berlin.
<b>Book: translator &amp; author</b>	(trans. Smith 2006)	Colorado, JA 2006, <i>Economic theory in the Mexican context: recent developments on the ground</i> , trans. K Smith, Oxford University Press, Oxford.
<b>Book: organisation as author</b>	(Australian Bureau of Agricultural and Resource Economics 2001)	Australian Bureau of Agricultural and Resource Economics 2001, <i>Aquaculture development in Australia: a review of key economic issues</i> , ABARE, Canberra.

<b>Book: chapter or article in edited book</b>	'A number of disturbing facts intrude' (Milkman 1998, p. 25)	Milkman, Ralph 1998, 'The new American workplace: high road or low road?' in <i>Workplaces of the future</i> , eds P Thompson & C Warhurst, Macmillan Press, London, pp. 22-34.
<b>Book: edition other than first</b>	(Drafke 2009)	Drafke, Michael 2009, <i>The human side of organizations</i> , 10th edn, Pearson/Prentice Hall, Upper Saddle River, N.J.
<b>Book: reprint in a different form</b>	(Roget's thesaurus of English words and phrases 1987)	<i>Roget's thesaurus of English words and phrases</i> , 1987 (1852). <i>A simple reprint does not warrant specific mention. Where a work is reprinted in a different form, the original date of publication is generally placed in parentheses after the publication date of the reprint.</i>
<b>eBook</b>	(Aghion & Durlauf 2005)	Aghion, P & Durlauf, S (eds) 2005, <i>Handbook of economic growth</i> , Elsevier, Amsterdam. Available from: Elsevier books. [4 November 2004].
<b>eBook: chapter or article in an edited eBook</b>	'Historical thinking is actually a Western perspective' (White 2002, p. 112)	White, Henry 2002, 'The westernization of world history' in <i>Western historical thinking: an intercultural debate</i> , ed J Rusen, Berghahn Books, New York, pp. 111-119. Available from: ACLS Humanities E-Book. [14 May 2009].
<b>Book: different works by same author in same year</b>	(Bond 1991a) (Bond 1991b)	Bond, Gerald 1991a, <i>Business ethics</i> , McGraw-Hill, Sydney. Bond, G 1991b, <i>Corporate governance</i> , Irwin, London.
<b>Dictionary or Encyclopedia</b>	The Macquarie Dictionary (2010) (The Encyclopedia of Australian Architecture)	Do not include in reference list

## 3.2. Journal Articles

Material Type	In-Text Example	Reference List Example
CMO article	(Jennings 1997)	Jennings, Peter 1997, 'The performance and competitive advantage of small firms: a management perspective', <i>International Small Business Journal</i> , vol. 15, no. 2, pp. 63-75. Available from: The University of Western Australia Library Course Materials Online. [1 September 2004].
Journal article: print	(Conley & Galeson 1998)	Conley, TG & Galeson, DW 1998, 'Nativity and wealth in mid-nineteenth century cities', <i>Journal of Economic History</i> , vol. 58, no. 2, pp. 468-493.
Journal article: electronic database	(Liveris 2011)	Liveris, A 2011, 'Ethics as a strategy', <i>Leadership Excellence</i> , vol. 28, no. 2, pp.17-18. Available from: ProQuest. [23 June 2011].
Journal article: online only journal (no volume & and issue numbers)	“Over a dozen writers applied before the August 31 deadline” (Bustamante 2014, ‘Public library of Cincinnati’, para. 4).	Bustamante, C 2014, ‘Libraries welcome writers in residence’, <i>Library Journal</i> . Available from: < <a href="http://lj.libraryjournal.com/2014/09/industry-news/libraries-welcome-writers-in-residence/">http://lj.libraryjournal.com/2014/09/industry-news/libraries-welcome-writers-in-residence/</a> >. [29 September 2014].
Journal article: online only journal (volume & issue number available)	(Segon & Booth 2011)	Segon, M & Booth, C 2011, ‘Bribery: what do Australian managers know and what do they do?’, <i>Journal of Business Systems, Governance and Ethics</i> , vol. 6, no. 3, pp. 15-29. Available from: < <a href="http://www.jbsge.vu.edu.au/issues/vol06no3/Segon_&amp;_Booth.pdf">http://www.jbsge.vu.edu.au/issues/vol06no3/Segon_&amp;_Booth.pdf</a> >. [20 October 2014].

### 3.3. Internet/Websites

#### Material Type

#### In-Text Example

#### Reference List Example

**Webpage: no author**

(Improve indigenous housing 2007)  
*Use first few words of the page title*

*Improve indigenous housing now, government told*, 2007. Available from:  
<<http://www.architecture.com.au/i-cms?page=10220>>. [8 February 2009].

**Webpage: no date**

(Jones n.d.)

Jones, MD n.d., *Commentary on indigenous housing initiatives*. Available from:  
<<http://www.architecture.com.au>>. [6 June 2009].

**Web document**

(Department of Industry, Tourism and Resources 2006)

Department of Industry, Tourism and Resources 2006, *Being prepared for an influenza pandemic: a kit for small businesses*, Government of Australia. Available from: <<http://www.innovation.gov.au>>. [28 February 2009].

**Website**

(Australian Securities Exchange 2009)

Australian Securities Exchange 2009, *Market Information*. Available from:  
<[http://www.asx.com.au/professionals/market\\_information/index.htm](http://www.asx.com.au/professionals/market_information/index.htm)>. [5 July 2009].

**Blog**

(Newton 2007)

Newton, A 2007, Newcastle toolkit. 16 January 2007. *Angela Newton: Blog*. Available from:  
<<https://elgg.leeds.ac.uk/libajn/weblog/>>. [23 February 2007].

**Computer software**

(OpenOffice.org 2005)

OpenOffice.org, computer software 2005. Available from: <<http://www.openoffice.org>>. [11 January 2005].

**Web based image / table / figure**

(The Lunar Interior 2000)

*The Lunar Interior*, 2000. Available from:  
<<http://www.planetscapes.com/solar/browse/moon/moonint.jpg>>. [28 November 2000].

### 3.4. Cases and Legislation

#### Material Type

#### In-Text Example

#### Reference List Example

Cases

*(R v Tang (2008) 237 CLR 1)*

*R v Tang (2008) 237 CLR 1.*

Acts of Parliament

*(Corporations Act 2001 (Cth) s 3)*

*Corporations Act 2001 (Cth).*

Delegated Legislation

*(Police Regulations 2003 (Vic) reg 6.*

*Police Regulations 2003 (Vic) reg 6.*

Bills

*(Corporations Amendment Bill (No 1) 2005 (Cth)*

*Corporations Amendment Bill (No 1) 2005 (Cth).*

### 3.5. Company Information

#### Material Type

#### In-Text Example

#### Reference List Example

Company report

*(Aspect Huntley 2009)*

*Aspect Huntley DatAnalysis 2009, National Australia Bank Limited company report.* Available from: Aspect Huntley DatAnalysis. [20 May 2009].

Company profile

*(Datamonitor 2009)*

*Datamonitor 2009, Wesfarmers Limited company profile.* Available from: Business Source Premier. [20 May 2009].

<b>Financial data</b>	(Datastream 2009)	Datastream 2009, <i>S&amp;P ASX200 daily index data 2000-2009</i> . Available from: Datastream. [20 May 2009].
<b>Datasets</b>	(Australian Bureau of Statistics 2012)	Australian Bureau of Statistics 2012, <i>Australian demographic statistics 2012</i> , Cat. no. 3101.0, Australian Bureau of Statistics, Canberra. Available from: < <a href="http://www.abs.gov.au">http://www.abs.gov.au</a> >. [26 October 2012].

### 3.6. Conference Papers & Proceedings

<b>Material Type</b>	<b>In-Text Example</b>	<b>Reference List Example</b>
<b>Conference proceeding paper: print</b>	(Riley 1992)	Riley, D 1992, 'Industrial relations in Australian education', in <i>Contemporary Australasian industrial relations: proceedings of the sixth AIRAANZ conference</i> , ed. D Blackmur, AIRAANZ, Sydney, pp. 124-140.
<b>Conference proceeding paper: electronic</b>	(Fan, Gordon & Pathak 2000)	Fan, W, Gordon, MD & Pathak, R 2000, 'Personalization of search engine services for effective retrieval and knowledge management', <i>Proceedings of the twenty-first international conference on information systems</i> , pp. 20-34. Available from: ACM Portal: ACM Digital Library. [24 June 2004].
<b>Conference proceeding paper: unpublished</b>	(Brown & Caste 1990)	Brown, S & Caste, V 2004, 'Integrated obstacle detection framework'. Paper presented at the <i>IEEE Intelligent Vehicles Symposium</i> , IEEE, Detroit, MI.

### 3.7. Newspapers

<b>Material Type</b>	<b>In-Text Example</b>	<b>Reference List Example</b>
<b>Newspaper: print</b>	(Ionesco 2001)	Ionesco, J 2001, 'Federal election: new Chip in politics', <i>The Advertiser</i> 23 October, p. 10.

<b>Newspaper: electronic database</b>	(Meryment 2006)	Meryment, E 2006, 'Distaff winemakers raise a glass of their own to their own', <i>The Australian</i> 7 October, p. 5. Available from: Factiva. [2 February 2007].
<b>Newspaper: from a website</b>	(Hilts 1999)	Hilts, PJ 1999, 'In forecasting their emotions, most people flunk out', <i>The New York Times</i> 16 February. Available from: < <a href="http://www.nytimes.com">http://www.nytimes.com</a> >. [19 February 2000].
<b>Newspaper: no author</b>	( <i>The Sydney Morning Herald</i> 7 January 2011, p. 12)	Not required.

### 3.8. Multimedia

#### Material Type

#### In-Text Example

#### Reference List Example

**DVD**

(Art Nation 2010)

*Art Nation* 2010, (DVD), Australian Broadcasting Corporation, Sydney.

**Television programme**

(Crystal 1993)

Crystal, L (executive producer) 1993, *The MacNeil/Lehrer news hour* (television broadcast) 11 October 1993, New York and Washington DC, Public Broadcasting Service.

**Podcast**

(National Gallery 2012)

National Gallery 2012, *Episode seventy one (September 2012)*, The National Gallery monthly podcast, (podcast) September 2012, Available from: <<http://www.nationalgallery.org.uk/podcast>>. [26 October 2012].



<b>Wiki</b>	(Leonardo da Vinci 2012)	'Art Wikia', <i>Leonardo da Vinci</i> , (wiki article), October 8, 2012, Available from: < <a href="http://art.wikia.com/wikia/Leonardo_Da_Vinci">http://art.wikia.com/wikia/Leonardo_Da_Vinci</a> >. [26 October 2012]. <i>As Wikis usually feature user generated content there is usually no named author. Cite the title of the Wiki and date of last revision</i>
<b>Facebook, Twitter, Bebo</b>	(Smith 2012)	Smith, P 2012, <i>Social networking group</i> , (Facebook), 6 October. Available from: < <a href="http://facebook.com">http://facebook.com</a> >. [29 October 2012].
<b>Music track from an album</b>	(Shocked 1992)	Shocked, M 1992, 'Over the waterfall', on <i>Arkansas Traveller</i> (CD), New York, Polygram Music.
<b>YouTube</b>	(The History of Project management 2010)	The history of project management, 2010 (video file), Available from: < <a href="http://youtube.com/watch?v=C1uxCBx-UQ">http://youtube.com/watch?v=C1uxCBx-UQ</a> >. [26 October 2012].
<b>MOOCs video</b>	(Forsey & May 2013)	Forsey, M & May, V 2013, <i>Discussion with Dr Vanessa May</i> , video file in Developing the Sociological Imagination on UWA class2go, Semester 1, 2013, University of Western Australia. Available from: < <a href="https://www.class2go.uwa.edu.au/DevSocImag/Summer2013/videos.dvm">https://www.class2go.uwa.edu.au/DevSocImag/Summer2013/videos.dvm</a> >. [30 May 2013].

### 3.9. Standards & Patents

Material Type	In-Text Example	Reference List Example
Patent	(Cookson 1985)	Cookson, AH 1985, <i>Particle trap for compressed gas insulated transmission systems</i> , US Patent 4554399.
Standard: retrieved from a database	(Standards Australia 2008)	Standards Australia 2008, <i>Personal floatation devices - General requirements</i> , AS 4758.1-2008. Available from: Australian Standards. [1 December 2008].
Standard: published	(Standards Australia/New Zealand Standard 1994)	Standards Australia 1994, <i>Information processing - text and office systems - office document architecture (ODA) and interchange format: part 10: formal specifications</i> , AS/NZS 3951.10:1994, Standards Australia, NSW.

### 3.10. CMO

Material Type	In-Text Example	Reference List Example
CMO article	(Jennings 1997)	Jennings, P 1997, 'The performance and competitive advantage of small firms: a management perspective', <i>International Small Business Journal</i> , vol. 15, no. 2, pp. 63-75. Available from: The University of Western Australia Library Course Materials Online. [1 September 2004].

### 3.11. Lecture Notes

#### Material Type

#### In-Text Example

#### Reference List Example

Lecture notes

(Foster 2004)

Foster, T 2004, *Balance sheets*, lecture notes distributed in Financial Accounting 101 at The University of Western Australia, Crawley on 2 November 2005.

Course reader

(Graber 2007)

Graber, D 1997, 'Elections in the television age' in *Mass media and American politics*, CQ Press, Washington DC, p. 228, COMM2001 Communication and Mass Media Course Reader, Semester 2, 2012, University of Western Australia.

### 3.12. Theses

#### Material Type

#### In-Text Example

#### Reference List Example

Thesis: unpublished

(Hos 2005)

Hos, JP 2005, *Mechanochemically synthesized nanomaterials for intermediate temperature solid oxide fuel cell membranes*. Ph.D thesis, University of Western Australia.

Thesis: published

(May 2007)

May, B 2007, *A survey of radial velocities in the zodiacal dust cloud*. Bristol UK, Canopus Publishing.

Thesis: retrieved from a database

(Cincura 2012)

Cincura, M 2012, *Beyond profit-centric: transcendent business modelling*. Ph.D thesis, Swinburne University of Technology. Available from: Trove. [12 August 2013].

### 3.13. Tables and figures

#### Material Type

#### In-Text Example

#### Reference List Example

**All or part of a table, figure, or data used in text: from a print journal**

*Note.* From [or The data in column # are from] 'Evaluating the effectiveness of best management practices using dynamic modelling' (Ackerman & Stein 2008, p.634)

Ackerman, D & Stein ED 2008. 'Evaluating the effectiveness of best management practices using dynamic modelling', *Journal of Environmental Engineering*, vol.134, no. 8, pp. 629-639. *Add in-text citation to the text of the illustration's caption.*

**All or part of a table, figure or data used in text: from a book**

*Note.* From [or The data in column # are from] *Thermophysical properties of fluids* p. 113 (Assael 1998, p.70)

Assael, M 1998, *Thermophysical properties of fluids*, Imperial College Press, London. *Add in-text citation to the text of the illustration's caption.*

**All or part of a table, figure or data used in text: from the web**

*Note.* From [or The data in column # are from] *International merchandise imports Australia, January 2009* (ABS 2009)

Australian Bureau of Statistics 2009, *International merchandise imports Australia, January 2009* (No. 5439.0). Available from: <<http://www.abs.gov.au/ausstats/abs@.nsf/mf/5439.0?OpenDocument>>. [6 March 2014]. *Add in-text citation to the text of the illustration's caption.*

### 3.14. Citing information someone else has cited

#### Material Type

#### In-Text Example

#### Reference List Example

**Citing information that someone else has cited**

(O'Reilly, cited in Byrne 2008)

Byrne, A 2008, 'Web 2.0 strategies in libraries and information services', *The Australian Library Journal*, vol. 57 no. 4, pp. 365-376. *In the reference list provide the details of the author who has done the citing.*