

ACADEMIC COMMUNICATION INFO SHEET

Referencing: Harvard referencing (R: Harv)

Academic writing must contain referencing. Harvard referencing is a frequently used referencing style at CQUniversity. Its use must be consistent and the rules for layout and punctuation carefully followed.

Learn about:

- types of citations: in text and end of text
- types of paraphrase.

See also **Info Sheet** on how to quote and paraphrasing.

Harvard referencing requires references to be included in two places in the assignment:

1. in the body of the assignment ('in-text' referencing); and
2. at the end of the assignment (an 'end-of-text' reference list).

The reference list: A reference list is included as a separate page at the end of an essay or report. It is a list of all sources referred to in-text. Sources are listed in alphabetical order (A-Z) of authors' family name or company name, and each entry includes full publication details.

Example:

Luxon, T & Peelo, M 2009, 'Internationalisation: Its implication for curriculum design and course development in UK higher education', *Innovations in Education and Teaching International*, vol. 46, no. 1, pp. 51 – 60.

In-text referencing: provides source details for the quotes and paraphrases within the body of your assignment. This indicates to the reader details of the author, year of publication and the page number of the source if required.

'In-text' referencing includes: words copied exactly or **quoted** 'word-for-word' from another text. The citation needs the author's family name, year of publication, a comma and the page number.

'In-text' referencing is also used when you **paraphrase**, which is an idea or opinion taken from another author and written in your own words. The citation for this needs the author's family name and the year of publication.

Examples:

Quotation/Quote:

Author prominent

Luxon and Peelo (2009, p. 52) claim '...' **or** One theory states, '...' (Luxon & Peelo 2009, p. 52).

Paraphrase:

Information prominent

Researchers indicate that in the last ten years sweeping changes have occurred in methods of accountancy (Singh 2006).

Author prominent

Luxon and Peelo (2009) suggest ... **or** One theory suggests ... paraphrase (Luxon & Peelo 2009).

The most common sources:

Book 1 - 3 authors

Nash, R 1990, *The rights of nature*. Sydney, Primavera Press, Sydney.

(Nash 1990)

In-text reference for a paraphrase from this book

Book 4 or more authors

Kotler, PK, Brown, L, Adam, S, & Armstrong, G 2004, *Marketing*, 6th edn, Pearson Education, Frenchs Forest.

(Kotler et al. 2004, p. 16)

in-text reference for a quote from page 16 of this book by Kotler and others (et al.)

Website

Qantas 2010, 'Two brands', *Qantas Annual Report 2009*, viewed 22 February 2010, <http://annualreport.qantas.com.au/two-brands>

(Qantas 2010, p. 1 of 2)

In-text reference for a quote from this website

Journal article

Dewhirst, C 1986, 'Hot air over the Himalayas', *World Geographic*, vol. 1, no.4, pp. 34-38.

(Dewhirst 1986, p. 34)

In-text reference for a quote from this journal article

The in text reference examples above all demonstrate information prominent style. Author prominent can also be used where relevant.

More Info

For more examples than shown here please access *The Abridged Guide to the Harvard Referencing Style* online at

https://www.cqu.edu.au/data/assets/pdf_file/0010/14032/Harvard_Guide_update_for_2016_130116.pdf

Also check our referencing workshop video now on YOUTUBE. (Search CQUni Harvard referencing)

<https://www.youtube.com/watch?v=moy2H6wKyy0>