

Author-date System

Reference lists, bibliographies and in-text reference

Introduction

This guide is designed to help you document the sources of information you use for your assignments. The style used in this guide is the Harvard system, which is also called the author-date-system or the name-year-system. It is based on the Australian Government style guide, *Style manual for authors, editors and printers*, 6th ed. John Wiley & Sons, Milton, Qld. which can give you further information and more examples.

What is a bibliography?

A bibliography is an alphabetical list of the sources – books, magazines, newspapers, CD-ROMs, Internet, interviews, etc. – that we have used to prepare an assignment.

Why do we write bibliographies?

- To acknowledge our sources
- To give our readers information to identify and consult our sources
- To make sure that our information is accurate

What if we don't include a bibliography?

We may be accused of plagiarism (using other people's ideas and words as if they are your own).

What is plagiarism?

For most assignments, you will need to read and then write about other writers' work on a topic and also come to your own conclusions.

It is essential that you learn how to reference and quote correctly to avoid 'plagiarism'.

It can be difficult to know what plagiarism is and what is not.

Here are some examples:.

Example 1

The original text

" *Volunteer tourism* encompasses a diverse array of experiences and settings that involve tourists who receive no financial compensation while undertaking various forms of, usually, organized social and / or environmental work in the destination."

(Weaver, D 2006, *Sustainable tourism: theory and practice*, Butterworth Heinemann, Amsterdam ; Sydney, p. 45).

The plagiarised text

The so called **Volunteer tourism includes a diverse array of experiences and settings that involve tourists who receive no financial compensation** while taking on **various forms of, often, organized social and/or environmental work** in the chosen destination.

The above paragraph was plagiarised because: a few words got changed but that paragraph copies the same basic wording and structure of the original text. By not citing the original source of the text, the student is suggesting that the words and ideas are his/her own.

Example 2

The original text

" Managers need understand the nature of the jobs of the people they lead and the processes, methods, procedures and administration systems used in their departments."

(Cole, K 2005, *Management: theory and practice*, 3rd ed, Pearson, Frenchs Forest, N.S.W., p.13).

The plagiarised text

Cole (2005) explains that **managers need understand the nature of the jobs of the people they lead and the processes, methods, procedures and administration systems used in their departments.**

The above paragraph was plagiarised because: although the author has been cited, the student presents the exact words as if he/she had written them. This 'direct quote' should be enclosed in quotation marks ("...").

Here are some examples of correct referencing, not plagiarism:

Example 3

The original text

" Data measurement and collection procedures must be rigorous in order to increase the likelihood of obtaining valid and reliable information. Indicators such as the change in the number of hotel rooms or employees directly employed in tourism are relatively easy to collect, although the difficulty in compiling an accurate and comprehensive database increases as the destination becomes larger."

(Weaver, D 2006, *Sustainable tourism: theory and practice*, Butterworth Heinemann, Amsterdam ; Sydney, p. 27-28).

Correctly used in an essay

Weaver (2006) believes that to be able to have reliable information for data measurement in tourism, there are simple procedures to collect those data. However as the destination is getting larger so will the difficulty in compiling and accurate database.

It is not plagiarism: the author is named at the beginning of the sentence, so it is clear this is not the writer original idea even though the writer has expressed the original text in his/her own words ('paraphrasing').

Example 4

The original text

" Brand valuation was introduced in the 1980s, initially as a response to the vulnerability of sound but financially sleepy businesses the attention of acquisitive conglomerates.

(Shaw, R & Merrick, D 2005, Marketing payback: Is your market profitable?, Prentice Hall Financial Times, Harlow, p. 254).

Correctly used in essay

Shaw and Merrick mentioned that brand valuation was first realised in the 1980s after seeing "the vulnerability of sound but financially sleepy businesses the attention of acquisitive conglomerates".

It is not plagiarism: Again, citing the author at the beginning of the sentence highlights that this is not the student's own opinion. Quotation marks are used around a direct quote.

Useful definitions

A bibliography, in which each citation is accompanied by a note that describes, explains or evaluates the publication referred to. Annotations may cover such characteristics as scope, level, bias, style, relevance and credibility.

Citation

Formal description of a book, article or other information source containing all details essential for correct identification of the item. Sometimes called a 'reference' by the Harvard system. Abbreviated citations are used for in-text references.

Endnote

Like footnote, but placed at the end of the essay, report or chapter

Footnote

A note placed at the bottom of a page on which a reference or citation occurs in the text. A number is placed in the text to indicate the cited work and again at the bottom of the same page in front of the footnote.

In-text reference

Used in Author-Date (Harvard) system to give a brief acknowledgment of the source of a specific piece of information within the main text of an essay or report.

Periodicals

Publications that are produced at regular intervals, such as magazines, journals and newspapers.

A guide to referencing sources used in assignments

Step 1

When you are collecting information, you should record all bibliographic details.

Example: Booth, R, Bousfield, G, Douglas, G & Niven, A 1990, *Hazards at work : health, safety and welfare in the Australian workplace*, TAFE Student Learning Publications (NSW), Sydney, NSW.

- **With organization as author**

Example Department of Industry, Tourism and Resources 2003, *A medium to long term strategy for tourism : green paper*, Dept. Industry, Tourism and Resources, Canberra.

- **With no author**

Use the title of the work.

Example *Summary of findings : 1996-97 research program*, Victorian Casino and Gaming Authority, Melbourne.

- **Editor(s)**

Example McLure, B (ed.) 2000, *The small business handbook : how to start and successfully operate a small business*, Information Australia, Melbourne.

Fennell, D & Dowling, RK (eds) 2003, *Ecotourism policy and planning*, CABI Pub., New York.

- **Edition**

Example Hansen, B & Thomas, C c2005, *Off-premise catering management*, 2nd ed, Wiley, Hoboken, N.J.

- **No author or editor**

Example *Who's who in Australia 2002* 2001, Crown Content, Melbourne.

- **Series**

Example Sonder, M c2004, *Event entertainment and production*. The Wiley event management series, Wiley, Hoboken, N.J.

- **Chapter or part of a book to which a number or authors have contributed**

Example Hallegraeff, GM 2003, 'Algal toxins in Australian shellfish', in AD Hocking (ed.) *Foodborne microorganisms of public health significance*, 6th edn, Australian Institute of Food Science and Technology, (NSW Branch) Food Microbiology Group, Waterloo, N.S.W.

- **Entries in an encyclopedia**

Example Ross, A 2003, 'Hearth cookery', *Encyclopedia of food and culture*, vol.2, Thomson/Gale, New York, pp. 180-185.

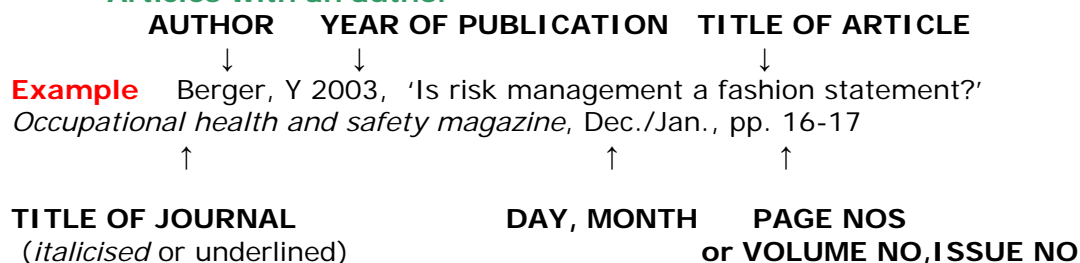
Periodicals

The details required, in order are:

1. **name(s) of author(s) of the article**
2. **year of publication**
3. **title of article, in single quotation marks and sentence style capitalisation as below eg. '.....'**

4. **title of periodical (underlined or italicised style capitalisation as below)**
5. **volume number/ issue (or part) number**
6. **Day, month and season – if applicable**
7. **page number(s)**

- **Articles with an author**



- **Articles with no author**

Example 'Futureshock!' 2004, *Australasian baker*, Jul./Aug, pp. 16-17.

- **Newspaper article**

Replace the volume/issue number by the day and month.

Example Jones, C & Yaman, E 1997, 'Casino chief fights the odds', *Australian*, 22 December, p.1.

Annual reports

These are not periodicals in the usual sense, but are important regular publications of government bodies, companies and other organizations.

A reference for an annual report should include:

1. **Name of organization**
2. **Date of publication – if applicable**
3. **Short descriptive title**
4. **Year(s) covered**

Example Department of Treasury and finance 2005, *Financial report for the State of Victoria 2004-2005*, Melbourne.

Conference papers - published proceedings

Papers presented at conferences, seminars and meetings are often collected and published by the organization that arranged the conference.

Example Nixon, B 1999, 'The changing face of the winery tourist', *Wine tourism, perfect partners : proceedings of the first Australian Wine Tourism Conference*, Margaret River, Western Australia, May 1998, Bureau of Tourism Research, Canberra, pp.209-217.

Australian Bureau of Statistics documents

Include the ABS catalogue number after the title.

Example Australian Statistician, *Australian social trends 2005*, catalogue no. 4102.0,ABS, Canberra.

Acts of parliament

Add the name of the jurisdiction in brackets after the title of the act.

Example *Occupational Health and Safety Act 2004* (Vic).

Audiovisual material

You may need to write a reference for a videotape, DVD, CD etc. It is similar to a book reference. Use the label on the item or the library catalogue to find the information you need.

Include the following details:

1. **Author (if there is one)**
2. **Year of production**
3. **Title**
4. **Format (use a general term such as ('videorecording'))**
5. **Name of producer/director**
6. **Place of production**

VHS: Norberg, J 2005, *Globalisation is good* [videorecording], Learning Essentials, Bendigo, Victoria.

Or

1999, *Coaching for improved performance* [videorecording], Corporate Expression, Noosa Heads, Qld.

DVD: Ramsay, G 2005, *Gordon Ramsay makes it easy* [digital videorecording], Quadrille, London.

CD: Brefere, L, Drummond, KE & Barnes, B c2006, *So you want to be a chef? Your guide to culinary careers* [CD], John Wiley & Sons, Hoboken, NJ.

Kit i.e. combinations of media such as audiocassette plus printed material.

Example *Tourism white paper : a medium to long term strategy for tourism : information pack* 2004 [kit], Dept. of Industry, Tourism and Resources, Canberra.

Radio and television broadcasts

Include:

- a. **Title. If no title is given in the program, you should supply your own short descriptive title, enclosed in square brackets.**
- b. **Year of broadcast**
- c. **Format**
- d. **Series title**
- e. **Broadcasting station**
- f. **Day/month of broadcast**

Example

Muddy waters 1995 [television program], Sixty minutes, GTV9, 22 October.

[*Bankers to greed*] 1992 [television program], Four Corners, ABC Television.

Making waves 1995 [television program], SBS Television, 9 March.

Making an issue out of violence 1991 [radio program], Women on the line, 3CR, 10 August.

Pamphlets, leaflets etc.

Organisations rather than individuals generally produce these kinds of small publication. They often contain useful information but are difficult to cite because few have adequate identification details printed on them. Try to give enough relevant information to enable the reader to identify the item if required.

Include as many of the following details as possible.

- a. **Author**
- b. **Title (or your own short descriptive title)**
- c. **Date of publication (estimate this if not given)**
- d. **Publisher**
- e. **Place of education**
- f. **Brief description, including format and content**
- g. **Location (if held in permanent library location) or current supplier/distributor**

Example *Getting schools involved : a guide to the Melbourne 2006 Commonwealth Games education program* 2005, Office of Commonwealth Games Coordination, Melbourne, Vic.

Unpublished sources of information

Information obtained directly from people and organizations, by letter or interview, or from unpublished material such as theses, diaries or other personal or business records should be acknowledged.

Sometimes an in-text reference is sufficient; sometimes a reference should also be included in the reference list. Generally, you should include a reference in your bibliography or reference list only if the source of the information is a document or other record which is available for other people to consult.

Note: *When citing unpublished materials, set out as for articles but do not include quotation marks " " for the title.*

- **Unpublished documents:** diaries, personal papers, reports etc.

Example

Florey, HW 1925, Letter to his mother, 6 April, Florey papers in the possession, Dr Joan Gardner, Melbourne.

Syme Family 1854-1947, Personal and business papers, LaTrobe Collection, State Library of Victoria.

- **Personal letters, interviews, conversations**

If you have obtained information directly from a person or organization through a personal letter, formal interview or informal conversation, this should be acknowledged in an in-text reference. This type of source is usually not referred to again in a reference list, except when the essay or the report is based mainly on such sources, in which case it is appropriate to list them.

Note that the format is given before the name of the person (organization) for these references. It is useful to include some information

indicating the significance of the person to the subject of your work in the reference.

Example

Interview with T Smith, Hotel Manager at XYZ Hotel, 05 April 2006.

Lecture on legal knowledge, by Val Jenkins, Department of Hospitality Management, William Angliss Institute of TAFE, 23, March, 2006.

Personal letter from DJ Thomas, retired chef, 16 June 2000.

Vertical File items

Give bibliographic details as indicated on the item as in example above. If no details are given in the item, write as follows:

Example 'Program Puts Brake on Theft, Vandalism', (Vertical File) no publishing details available.

Electronic resources

When citing electronic resources only use information which appears on the page you are citing.

For example, when you are citing an article from an electronic journal you can only use the information which appears on that page.

You cannot use information which may appear on the journal's homepage, even though that may give more information.

This could include sources from full text compact discs products, electronic journals or other sources from the Internet.

The basic form of the citations follows the principles listed for print sources:

- a. **Name(s) of author(s) or the organization responsible for document, webpage or site**
- b. **Year of publication of document , creation of page/site or date last revised**

Note: if you cannot establish the date of publication, use n.d. (no date)

- c. **title of document of page, if applicable**
- d. **edition, if other than first**
- e. **type of medium, if necessary**
- f. **name and place of the publisher, sponsor or host of the source**
- g. **date item viewed**
- h. **web page or site address, or name of database in internet (if applicable)**

Website

Example *Law Institute of Victoria* 2005, Law Institute of Victoria, Melbourne, viewed 28 October 2005, <http://www.liv.asn.au/>.

Web document

Example <http://www.ncver.edu.au/research/proj/nr2201.pdf>

Electronic journal

Example Billett, S, Smith, A 2005, 'Enhancing Enterprise Expenditure on VET: policy goals and mechanisms' *Journal of Vocational Education and Training*, vol. 57, no.1, pp. 5-25, viewed 28 November 2005, <<http://www.triangle.co.uk/vae/>>.

Electronic journal from a database

Note: if no author is given, the title is used as the first element of the citation

Example McKercher, B, Robbins, B 1998, 'Business Development Issues Affecting Nature-Based Tourism Operators In Australia' *Journal of Sustainable Tourism*; vol. 6, issue 2, p173, 16, viewed 28 November 2005, <<http://search.ebscohost.com/login.aspx?direct=true&db=hjh&AN=COMP64907454&site=ehost-live> >.

Email

You should never cite an email address without the permission of the owner of the address.

a. Email with permission to cite the email address

Example Pham, G 2005, email, 11 November, gjaop@angliss.vic.edu.au

b. Email without permission to cite the email address

Example Pham, G 2005, personal email, 11 November.

In-text reference

- In the Author-Date (Harvard) System, a textual citation generally requires only the name of the author(s) and the year of publication (and specific pages(s) if necessary. Page numbers are necessary for quotations.
- The citation may appear at the end of a sentence, before a full stop.
- Alternatively, the author's surname may be integrated into the text, followed by the year of publication in parentheses ()
- The full reference must be listed at the end of your essay.

Paraphrasing and quoting

If you paraphrase or summarise a point made by another author, or make a direct quotation, you should include a page number in you text citation

Example Butcher (2003, p.24) stated that New Moral Tourism also stands against modernity and transformative economic development.

Reference to a whole work

If you make reference to a whole work of another author, page numbers are not needed in your text citation.

Example A good bar attendant is a skilled technician, salesperson, an entertainer and a clever manager of people (Ellis 1997).

Two authors

Example The primary role of the supervisor is to ensure that a group of people working together to achieve the goals set by the business (Van der Wagen and Davies 1998, 16).

Three to six authors

The first time you cite the work, list all named authors. For subsequent references, list the first named author followed by 'et al.' which means .

Example

The eating area or dining room is where customers usually first come into contact with the establishment, so it is important that the initial impact is positive (Cracknell, Kaufmann and Nobis 2000, 60).

Location is a factor in the popularity of a restaurant, but this does not mean that it has to be in a high-class area (Cracknell et al. 2000, 36).

Six or more authors

List the first named author followed by 'et al.' which means 'and others'.

Example The systems approach to management attempts to view the organisation as unified system composed of interrelated parts (Stoner et al. 1998).

No author or editor: Book

Use the title of the document formatted in italics, followed by the year of publication.

Example The key to any educational experience designed to teach senior managers how to reason productively is to connect the program to real business problems (Harvard business review on knowledge management 1998).

No author or editor: Newspaper article

Use the title of the newspaper formatted in italics, followed by the year of publication.

Example. Privatisation of railways has been successful in other Australian states (Australian Financial Review 1997, 5).

No author or editor: Internet source

Use the URL of the document, followed by the year of publication.

Example. To maximize the amount of ripe coffee harvested it is necessary to selectively pick the ripe beans from the tree by hand and leave behind unripe, green beans to be harvested at a later time (<http://www.coffeeresearch.org/agriculture/harvesting.htm>, 2006).

Footnote

A note placed at the bottom of a page on which a reference or citation occurs in the text. A number is placed in the text to indicate the cited work and again at the bottom of the same page in front of the footnote.

Example [1] Author, book, title, publisher, date of publication , page number.

Endnote

Like footnote, but placed at the end of the essay, report or chapter.

Example i Author, book, title, publisher, date of publication , page number.

Tip: Microsoft word toolbar:

Select Insert menu, point to Reference, and then click Footnote to select either

Standard abbreviations used in referencing

List of abbreviations commonly used in references and bibliographies:

& = ampersand, which means 'and'

app. = appendix

c.(before a date) = about , if date is not given , e.g.c.1950

ch. = chapter

col., cols = column, columns

dir. = director, directed by
ed., eds = editor, editors
edn = edition (not: some systems use ed. for edition)
et al. = and others
NB = take careful note
n.d. = no date
no., nos = number, numbers
n.p. = no place, or no publisher, or no page
p., pp. = page, pages
pers. comm.. = personal communication
prod. = produced by, producer
rev. = revised
rpt. = reprint, reprinted by
trans. = translated, translator(s)
vol., vols = volume, volumes
writ. = written

Bibliography

Queensland University of Technology [2005], *Referencing using Harvard Style*, viewed 6th April 2006, <<http://www.library.qut.edu.au/subjectpath/Harvard.jsp>>

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

Swinburne University of technology Library [2003], *Information Resources – Harvard System In-text references, reference lists and bibliographies*, [2004], Swinburne University of technology, Melbourne, Vic.

Victoria University Library 2003, *Style manuals*, viewed 10th October 2005, <<http://w2.vu.edu.au/library/infolink/vrc/styles/files/HarvardAGPSstyleguide.pdf>>
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