

# HARVARD Reference Style Guide

**Notes: Please "copy" the title of a book/an article/whatever (as far as the spelling of words such as "behavior"/"behavioral" are concerned (and this also goes for direct quotations) exactly as in the original.**

- When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalise only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalise the first letter of the second word in a hyphenated compound word.
- Capitalise all major words in journal titles.
- If within the same paragraph, reference is made to **the same author(s) for a second and further time(s)**, the year of publication is omitted in the second and further references - as long as it does not lead to confusion.
- Always cite page numbers within in-text citation – even if paraphrasing - example: Hallinan (2000:66)

## Multiple publications; same author

- Same author; **different years**  
Normal conventions (author, year, title, etc).
- Same author; **same year**  
More than one reference by an author in the same year: these are distinguished in **order of publication** using a lower-case alphabetical suffix after the year of publication (eg 1988a, 1988b, 1988c, etc). The same suffix is used to distinguish that reference for the in-text citations.

## Order of Listing

The List of References is ordered **alphabetically** by primary authors' surnames.

- Multiple authors.
  - Use the sequence of authors' surnames exactly as given in the publication. The primary author, ie, major contributor, is listed first by the publisher.
- Same author:
  - different years: list the author's references chronologically, starting with the earliest date.
  - same year: use an alphabetical suffix (eg 1983a, 1983b).

Compiled by OpenJournals Publishing

Books	In-Text Example	Reference List Example
Single Author	(Doss 2003)	Doss, G., 2003, <i>IS project management handbook</i> , Aspen Publishers, New York.  Karskens, G., 1997, <i>The rocks: Life in early Sydney</i> , Melbourne University Press, Carlton.
Two Author	(Laudon & Laudon 2003)	Laudon, K.C. & Laudon, J.P., 2003, <i>Essentials of management information systems: Managing the digital firm</i> , Prentice Hall, Upper Saddle River, N.J.
Three authors	<b>In-text: initially</b> (Coveney, Ganster & King 2003)  <b>In-text: thereafter</b> (Coveney <i>et al.</i> 2003)	Coveney, M., Ganster, S. & King, D., 2003, <i>The strategy gap: Leveraging technology to execute winning strategies</i> , Wiley, Hoboken, N.J.
Corporate author	<b>In-text: initially</b> (Department of Foreign Affairs and Trade 2002)  <b>In-text: thereafter</b> (DFAT 2002)	Department of Foreign Affairs and Trade, 2002, <i>Connecting with Asia's tech future: ICT export opportunities</i> , Economic Analytical Unit, Commonwealth Government, Canberra.
Book Editor	(ed. Shaw 2003)	Shaw, M.J. (ed.), 2003, <i>E-business management: Integration of Web technologies</i>

	Shaw (ed. 2003:87) indicates that '... Current essays edited by Shaw (2003) suggest ...	<i>with business models</i> , Kluwer Academic, London.  Schuman, N.A., 2001, Psalm 91: Tekst, context, en een diversiteit aan herlezingen, in P. Post, G. Rouwhorst, T. Sheer, R. Steensma, & L. Tongeren (reds.), <i>Jaarboek voor liturgieonderzoek deel</i> , vol. 17, pp. 237-256, Groningen, Instituut voor Liturgie-wetenschap.  Spieckermann, H., 2003, Hymnen im Psalter – Ihre Funktion und ihre Verfasser, in Zenger, E. (Hrsg.), <i>Ritual und poesie</i> , pp. 90-136. Freiburg, Herder.
Book collection/ One volume of multi-volumn work	(eds. Hudson & Bolton 1997)  Hudson and Bolton (eds. 1997:32) stated that '...'	Hudson, W. & Bolton, G. (eds.), 1997, <i>Creating Australia: Changing Australian history</i> , Allen & Unwin, Sydney.
Chapter: single author	(Howard 1998)	Howard, S., 1998, 'Verbal Protocol Analysis', in B. Henderson-Sellers, A. Simons & H. Younessi (eds.), <i>The open process specification</i> , pp. 272-274, Addison Wesley, Sydney.
Chapter: three authors	<b>In-text: initially</b> (Johnston, Mak & Kurnia 2001)  <b>In-text: thereafter</b> (Johnston <i>et al.</i> 2001)	Johnston R.B., Mak H.C. & Kurnia S., 2001, 'The contribution of Internet Electronic Commerce to advanced supply chain reform - a case study', in S. Barnes & B. Hunt (eds.), <i>E-Commerce and V-Business</i> , pp. 232-249, Butterworth-Heinemann, Oxford.
Four or more authors but equal to six.  <b>See reference on how to cite more than 6 authors in this reference guide below</b>	A comprehensive study conducted in 1998 indicated that business in Australia is growing exponentially (Jones <i>et al.</i> 1999).  <i>Or</i>  Jones <i>et al.</i> (1999:34) suggested in their comprehensive study that '...'.  <b>Note: If there is another reference starting with Jones, for example, Jones, Larsen, Green and Matthews, the names of all the authors should be given in both cases to avoid confusion.</b>	Jones, P., Smith, A., Hudson, T., Etherton, J., Connelly, W. & Gardener, J., 1999, <i>Business management for the new era</i> , Wyland Publishing, Adelaide.  <b>Note: Use <i>et al.</i> in all in-text entries. Include all of the authors in the reference list.</b>
Article cited in a book		Oppenheim, P.L., 1981, 'Power politics', <i>Journal of Power Engineering</i> 1(3), 19-26, quoted in Strong, K., 1985, <i>Advances in power engineering</i> , Springer-Verlag, Berlin, p. 70.
Second, further or revised editions		Dyson, G.G.H., 1977, <i>The mechanics of athletics</i> , 7th edn., Homes and Meier, New York.  Cohen, J., 1977, <i>Statistical power analysis for the behavioural sciences</i> , rev. edn., Academic Press, New York.

Translated works		Bakhtin, M., 1984, <i>Rabelais and his world</i> , transl. H. Iswolsky, Indiana University Press, Bloomington.  Izedinova, S.V., 1977, <i>A few months with the Boers: The war reminiscences of a Russian nursing sister</i> , transl. C Moody, Perskor, Johannesburg.
Multiple works—same author	University research (Brown 1982, 1988) has indicated that ...  <i>or</i> Recent reports (Napier 1993a, 1993b) indicate that ...  <b>Note: When using two studies by the same author in different years, paraphrasing is essential. Place in chronological order—oldest first.</b>  Ideas by Napier (1993b) were implemented ...  <b>Note: You may use direct quotes when using the sources separately.</b>  <b>Add a, b, c, etc. to differentiate between works in the same year by using the alphabetical order of the title.</b>	Brown, P., 1982, <i>Corals in the Capricorn group</i> , Central Queensland University, Rockhampton.  Brown, P., 1988, <i>The effects of anchors on corals</i> , Central Queensland University, Rockhampton.  Napier, A., 1993a, <i>Fatal storm</i> , Allen & Unwin, Sydney.  Napier, A., 1993b, <i>Survival at sea</i> , Allen & Unwin, Sydney.
Works by different authors—same family name—same year	A. Carter (1999) proposed that class size seriously limited creativity in the lower school. Further investigation proved there were notable weaknesses in this claim (Carter, T 1999).  <b>Note: As a general rule, it is advisable to paraphrase in this instance.</b>	Carter, A., 1999, <i>Issues in Australian education</i> , Cherokee Publications, Brisbane.  Carter, T., 1999, <i>Creativity in the classroom</i> , Watkins & O'Hara Publishers, Darwin.
Second or later edition with an author	Group dynamics has been identified as ... (Johnston 1993).  <i>Or</i>  A recent theory (Johnston 1993:5) on group dynamics states that '...'	Johnston, K., 1993, <i>Surviving the first year experience</i> , 2nd edn., Macmillan, Melbourne.
Several sources are cited at once	Bradford (1992), Curtis (1983), and Graham (1997) all agree ...  <i>Or</i>  Recent studies (Bradford 1992; Curtis 1983; Graham 1997) agree that ...	Bradford, C., 1992, <i>Genre in perspective: A whole language approach</i> , Bookshelf, Gosford.  Curtis, A., 1983, <i>Practical math for business</i> , Houghton Mifflin, Boston.  Graham, A., 1997, <i>Managing more postgraduate research students</i> , Oxford Centre for Staff Development, Oxford.

	<p><b>Note: Paraphrasing is essential if you are going to cite the essence of what the authors all agree upon.</b></p> <p><b>Alphabetise according to the name of the first author in each source. Separate entries by using semicolons.</b></p>	<p><b>Note: Each author will appear as a separate entry in the reference list.</b></p>
No date can be established	<p>Bridging courses are studied by students who have not previously ... (Lansdown n.d.).</p> <p><i>Or</i></p> <p>Lansdown (n.d.:13) found that '...'</p>	Lansdown, M. n.d., <i>Bridging courses</i> , Central Queensland University, Rockhampton.
The date can be established but only approximately	<p>In a draft policy release, the Queensland Education Department (c. 1995) suggests ...</p> <p><i>or</i></p> <p>'Disciplining a child should not invoke ...' (Queensland Education Department c.1995:xxii).</p>	Queensland Education Department, c. 1995. <i>Draft policy on school discipline</i> , Author, Gladstone.
<b>Journals</b>	<b>In-Text Example</b>	<b>Reference List Example</b>
Single author	(Hammer 1990)	Hammer, M., 1990, 'Reengineering Work: Don't Automate, Obliterate', <i>Harvard Business Review</i> , July-August, 104-112. Kozulin, A., 1993, 'Literature as a psychological tool', <i>Educational Psychologist</i> 28(3), 253-265.
Two authors	(Lamb & Kling 2003)	Lamb, R. & Kling, R., 2003, 'Reconceptualizing users as social actors in information systems research', <i>MIS Quarterly</i> 27(2), 197.
<b>No volume or issue number</b>	<p>Sprague and Shameen (1999) indicate that alternatives to continual economic growth ... .</p> <p><i>Or</i></p> <p>It has been suggested that '[g]rowth at all cost is no longer aviable option' (Sprague &amp; Shameen 1999: 50).</p>	Sprague, J. & Shameen, A., 1999, 'Boosting growth, courting disasters?', <i>Asiaweek</i> , 31 July, 50–51.
Journal articles and book chapters from books of readings		<p>Kuebler, S.A., 2004, 'OSHA's enforcement strategy', <i>Occupational Health &amp; Safety</i> 73(12), 12-3, in I Eddington (ed.), <i>MGT 8015 Corporate occupational health and safety: Selected readings</i>, 2005, University of Southern Queensland, Toowoomba, Reading 4.1, pp. 71-72.</p> <p>Hancock, L., 2002, 'Australian federalism, politics and health', in H. Gardner &amp; S. Barraclough (eds.), <i>Health policy in Australia</i>, 2nd edn., Oxford University Press, South Melbourne, in I. Eddington (ed.), <i>MGT 8015 Corporate occupational health and safety: Selected readings</i>, 2005, University of Southern Queensland, Toowoomba, Reading 1.2, pp. 28-35.</p>

Non-English journal article		Give the original title, as well as an English translation in brackets.  Ising, M., 2000, Intensitätsabhängigkeit evozierter Potenzial im EEG: Sind impulsive Personen Augmenter oder Reducer? [Intensity dependence in eventrelated EEG potentials: Are impulsive individuals augmenters or reducers?]. <i>Zeitschrift für differentielle und diagnostische Psychologie</i> 21, 208-217.
Back dating articles		<b>The volume number should be provided in Arabic numeral, without the preceding abbreviation “v”, “vol.” or “jrg.”. Full page numbers must be given. If the date or place of publication is missing, the abbreviation “n.d.” is used instead of referring to the date of publication and “s.l.” instead of referring to the place of publication.</b>  The date is placed in square brackets if the date of publication is known to the user but is not explicitly mentioned in the book or journal.  Pont, A.D. [1978], Die herderlijke brief van die sinode van 1837. <i>HTS</i> 34(4), 91-105.
Supplement journal		Fisk, B.N., 2001, 'Do you not remember? Scripture, story and exegesis in the rewritten Bible of Pseudo-Philo', <i>Journal for the Study of the Pseudepigrapha</i> , suppl. ser. 37.
<b>Proceedings</b>	<b>In-Text Example</b>	<b>Reference List Example</b>
Published Conferences, seminars and meetings	(Eidenberger <i>et al.</i> 2002)	Eidenberger, H., Breiteneder, C. & Hitz, M., 2002, 'A Framework for Visual Information Retrieval', in S-K. Chang, Z. Chen & S-Y.Lee (eds.), <i>Recent advances in visual information systems: 5th International conference, VISUAL 2002 proceedings</i> , Hsin Chu, Taiwan, March 11-13, 2002, pp. 105-116.
<b>Unpublished material</b>	<b>In-Text Example</b>	<b>Reference List Example</b>
Unpublished conference paper	(Fitzsimmons 2005)	Fitzsimmons, D., 2005, 'Who chooses who belongs: Tactics and strategies and migrant literature', paper presented at the AULLA & FILLM conference, James Cook University, Cairns, 15-19th July.
Theses and Reports	(Rouse 2002)	Rouse, A.C., 2002, 'Information technology outsourcing revisited: success factors and risks', PhD thesis, Dept. of Information Systems, University of Melbourne. .
<b>Encyclopedias and Dictionaries</b>	<b>In-Text Example</b>	<b>Reference List Example</b>
Encyclopedias and Dictionaries	(Karlof 2002)	Karlof, B., 2002, 'Benchmarking', in H. Bidgoli (ed.), <i>Encyclopedia of information systems</i> , Academic Press, New York, vol. 1, pp. 65-80.
<b>Newspaper</b>	<b>In-Text Example</b>	<b>Reference List Example</b>
Print unattributed	(Sydney Morning Herald 7 March 1994:8)	'UNSW gains top ranking from quality team', Sydney Morning Herald, 30 February, 1994, p. 21.
Print attributed	(Barker 2004)	Barker, G., 2004, '\$54m Deal To Heat Up Broadband War', <i>The Age</i> , Business, 24 February, p. 2. Donaghy, B., 1994, 'National meeting set to review tertiary admissions', Campus News, 3-9 March, p. 3.

Online	(Varghese 2004)	Varghese, S., 2004, 'The Linux desktop is here', <i>The Age</i> , viewed 1 March 2004, from <a href="http://www.theage.com.au/articles/2004/02/13/1076548215848.html">http://www.theage.com.au/articles/2004/02/13/1076548215848.html</a> .
<b>Magazine</b>	<b>In-Text Example</b>	<b>Reference List Example</b>
Single author	(Knight 2004)	Knight, W., 2004, 'How to second guess the next hack attack', <i>New Scientist</i> , 24 January, p. 19. <b>Note : Always evaluate information found in magazines for 'scholarliness'— including bias, validity, trustworthiness of the authors etc. Magazines are not generally considered scholarly pieces of work for research.</b>
<b>Software</b>		
Named author	(Rawson-Tetley 2005)	Rawson-Tetley, R., <i>Animal Shelter Manager</i> , computer software, viewed 11 January 2005 from <a href="http://sheltermanager.sourceforge.net">http://sheltermanager.sourceforge.net</a> .
No named author	(OpenOffice.org 2005)	<i>OpenOffice.org</i> , computer software, viewed 11 January 2005, from <a href="http://www.openoffice.org">http://www.openoffice.org</a> .
Corporate publisher	(MATLAB 2003)	<i>MATLAB</i> version 6.5.1, 2003, computer software, The MathWorks Inc., Natick, Massachusetts. <ol style="list-style-type: none"> <li>1. Title of software - in italics: <i>MATLAB</i></li> <li>2. Version of software: version 6.5.1,</li> <li>3. Year of publication: 2003,</li> <li>4. Identifier: computer software,</li> <li>5. Publisher: The MathWorks Inc.,</li> <li>6. Place of publication: Natick, Massachusetts.</li> </ol>
<b>World Wide Web</b>		
Document on the WWW (author/sponsor given but not dated)	According to Greenpeace (n.d.), genetically modified foods are ... <i>or</i> Greenpeace (n.d.:1 of 2 ) recommends that 'fewer genetically ...'.	Greenpeace n.d., <i>The future is GE free</i> , viewed 28 September 2005, from <a href="http://www.greenpeace.org.au/ge/farming/canola.html">http://www.greenpeace.org.au/ge/farming/canola.html</a> .  <b>Note: The title of a webpage is treated like the title of a book. It is written in italics in the reference list.</b>
Identifiable, personal author	(Arch & Letourneau 2002)	Arch, A. & Letourneau, C., 2002, 'Auxiliary Benefits of Accessible Web Design', in <i>W3C Web Accessibility initiative</i> , viewed 26 February 2004, from <a href="http://www.w3.org/WAI/bcase/benefits.html">http://www.w3.org/WAI/bcase/benefits.html</a> .
E-book	(Eck 2002)	Eck, D.J., 2002, <i>Introduction To Programming Using Java</i> , 3rd edn., OOPWeb.com, viewed 26 February 2004, from <a href="http://www.oopweb.com/Java/Documents/IntroToProgrammingUsingJava/VolumeFrames.html">http://www.oopweb.com/Java/Documents/IntroToProgrammingUsingJava/VolumeFrames.html</a> .
E-journal: single author	(Lenoir 2003)	Lenoir, L., 2003, 'Response of the foraging behaviour of red wood ants (Formica rufa group) to exclusion from trees', <i>Agricultural and Forest Entomology</i> 5(3), 183-189, viewed 10 September 2003, from <a href="http://www.blackwell-synergy.com/links/doi/10.1046/j.1461-9563.2003.00176.x/full/">http://www.blackwell-synergy.com/links/doi/10.1046/j.1461-9563.2003.00176.x/full/</a> .
E-journal: three author	(Mueller <i>et al.</i> 2003)	Mueller, J.K., Heckathorn, S.A. & Fernando, D., 2003, 'Identification of a chloroplast dehydrin in leaves of mature plants', <i>International Journal of Plant Sciences</i> 164(4), 535-542, viewed on 10 September 2003, from <a href="http://www.journals.uchicago.edu/IJPS/journal/no.s/v164n4/164053/164053.html">http://www.journals.uchicago.edu/IJPS/journal/no.s/v164n4/164053/164053.html</a> .

E-journal: Abstract and more than 6 authors	(Wolter <i>et al.</i> 2003)	Wolter, B.F., Ellis, M., Corrigan, B.P., DeDecker, J.M., Curtis, S.E., Parr, E.N. <i>et al.</i> , 2003, 'Effect of restricted postweaning growth resulting from reduced floor and feeder-trough space on pig growth performance to slaughter weight in a wean-to-finish production system', <i>Journal of Animal Science</i> , (abstract), vol. 81, viewed 11 September 2003, from <a href="http://buffy.lib.unimelb.edu.au:2148/jas/abs/2003/a0340836.htm..">http://buffy.lib.unimelb.edu.au:2148/jas/abs/2003/a0340836.htm..</a>
<b>Other References</b>		
CD-ROM	(World Atlas & Almanac 1995)	<i>World Atlas &amp; Almanac</i> , 1995, CD-ROM, Mindscape Inc., Novato, California, USA.
Video & Audio Recordings: Named	( <i>Grumpy meets the orchestra</i> 1992)	<i>Grumpy meets the orchestra</i> , 1992, video recording, Australian Broadcasting Corporation, Sydney. Featuring the Sydney Symphony Orchestra.
Video & Audio Recordings: Named performer	(Sangare 1997)	Sangare, O., 1997, 'Dugu Kamalemba', in <i>The divas from Mali</i> , audio CD, Network Medien GmbH, D-60316 Frankfurt. Track #10. <ol style="list-style-type: none"> <li>1. Author (performer): Sangare, O.,</li> <li>2. Date (year): 1997,</li> <li>3. Title (piece) - in single quotes: 'Dugu Kamalemba',</li> <li>4. Title (collection) - in italics: in <i>The divas from Mali</i>,</li> <li>5. Identifier: audio CD,</li> <li>6. Publisher: Network Medien GmbH,</li> <li>7. Place: D-60316 Frankfurt.</li> <li>8. Qualifier: Track #10.</li> </ol>
Personal Communication: Individual	<ul style="list-style-type: none"> <li>• When interviewed on 15 May 2001, Mr R. Forbes stated... OR</li> <li>• Mr R. Forbes confirmed his statement by fax on 15 May 2003... OR</li> <li>• The statement claimed that Martians had landed in Moonee Ponds (R. Forbes [Australian UFO Society] pers. comm., 15 May 2003).</li> </ul> <p>Not included in the Reference list.</p>	
Personal Communication: Email	(Milnthorpe 2002)	Milnthorpe, R.Q., 2002, e-mail, 26 November, <a href="mailto:milnthorpe@scraggemback.com.au">milnthorpe@scraggemback.com.au</a> <ol style="list-style-type: none"> <li>1. Author: Milnthorpe, RQ</li> <li>2. Date (year): 2002,</li> <li>3. Identifier: e-mail,</li> <li>4. Date: 26 November,</li> <li>5. Address: <a href="mailto:milnthorpe@scraggemback.com.au">milnthorpe@scraggemback.com.au</a></li> </ol>
Personal Communication: Lectures	<ul style="list-style-type: none"> <li>• "There is no need to panic", stated Mr R. Forbes at his public lecture on 18 May 2003... OR</li> <li>• The Chair (Seminar on the Moonee Ponds Phenomena 11 June 2003) drew attention to the unexplained spontaneous combustion of Mr Ron Forbes...</li> </ul>	

	Not included in the Reference list.	
Maps: Print	(Viking O'Neil 1991:32-33)	Viking O'Neil, 1991, <i>Australian Road Atlas</i> , 10th edn., Penguin Books Australia, Melbourne, pp. 32-33. <ol style="list-style-type: none"> <li>1. Author: Viking O'Neil</li> <li>2. Date: 1991,</li> <li>3. Title - in italics: <i>Australian Road Atlas</i>,</li> <li>4. Edition: 10th edn,</li> <li>5. Publisher: Penguin Books Australia,</li> <li>6. City: Melbourne,</li> <li>7. Pages: pp. 32-33.</li> </ol>
Maps: Online	(maps.com 1999)	maps.com, 1999, <i>Bhutan</i> , viewed 11 September 2003, from <a href="http://www.maps.com/cgi-bin/search/hyperseek.cgi?search=CAT&amp;Category=Asia%3ABhutanP&amp;Qualifier=">http://www.maps.com/cgi-bin/search/hyperseek.cgi?search=CAT&amp;Category=Asia%3ABhutanP&amp;Qualifier=</a> <ol style="list-style-type: none"> <li>1. Author: maps.com,</li> <li>2. Date: 1999,</li> <li>3. Title - in italics: <i>Bhutan</i>,</li> <li>4. Viewed: viewed 11 September 2003,</li> <li>5. URL: from <a href="http://www.maps.com/cgi-bin/search/hyperseek.cgi?search=CAT&amp;Category=Asia%3ABhutanP&amp;Qualifier=">http://www.maps.com/cgi-bin/search/hyperseek.cgi?search=CAT&amp;Category=Asia%3ABhutanP&amp;Qualifier=</a></li> </ol>
<b>Government</b>		
Media Releases	(Alston 2003)	Alston, R., (Australian Minister for Communications, Information Technology) 2003, <i>Australian Government to ban spam</i> , media release 122/03, National Office for Information Economy, Canberra, viewed 23 July, from <a href="http://www.noie.gov.au/publications/media_releases/2003/Jul/spam.htm">http://www.noie.gov.au/publications/media_releases/2003/Jul/spam.htm</a>
Government media releases	According to the Commonwealth Scientific and Industrial Research Organisation (CSIRO) (1997–2004:5 of 12), 'the benefits of the new sheep weighing technology ...'.	Commonwealth Scientific and Industrial Research Organisation (CSIRO), 1997–2004, <i>Revolutionary sheep weigher on trial</i> , media release Ref PRO 4_168, 15 Sept 2004, viewed 16 September 2004, from <a href="http://www.csiro.au/index.asp?type=mediaRelease&amp;id=sheepweigher&amp;style=mediaRelease">http://www.csiro.au/index.asp?type=mediaRelease&amp;id=sheepweigher&amp;style=mediaRelease</a>
Government publication and regulations	(Department of Education, Science & Training 2000)  When citing government, legal or standards documents, it is recommended that for citing divisions of Acts and Ordinances, use s. or ss. for citing sections. For example:	Department of Education, Science & Training, 2000, <i>Annual Report 1999-2000</i> , AGPS, Canberra.  Department of Immigration and Multicultural Affairs 2001, <i>Immigration: Federation to century's end 1901-2000</i> , Statistics Section, Business Branch, Department of Immigration and Multicultural Affairs, Canberra.



	<ul style="list-style-type: none"> <li>• in ss. 4-7 of the <i>Copyright Act 1968</i></li> <li>• the Copyright Act, ss. 4-7</li> <li>• in s. 4 of the Casino Control Ordinance.</li> </ul> <p>When citing regulations, use r. and rr. For example:</p> <ul style="list-style-type: none"> <li>• the Copyright Regulations, rr. 18-19</li> <li>• the Commonwealth's Copyright Regulations, r. 18</li> <li>• in r. 4 of the Copyright Regulations.</li> </ul> <p>When citing legal authorities, the following details are necessary:</p> <ul style="list-style-type: none"> <li>• name of case</li> <li>• year or volume number or both</li> <li>• abbreviated name of the report series</li> <li>• the page on which the report of the case begins.</li> </ul> <p>For example: <i>The State of New South Wales v. The Commonwealth</i> (1915) 20 CLR 54</p>	
Legislation	<p>It must be realised that intent must be established before a prosecution can proceed concerning underage drinking (Queensland Government 1962, s. 12, ss. 5).</p> <p>Or</p> <p>Intent must be established before a prosecution can '...' (Queensland Government 1962, s. 12, ss. 5).</p>	<p>Queensland Government, 1962, <i>Queensland State Liquor Act</i>, Author, Brisbane.</p> <p><b>Note: Author refers back to the sponsor who is also the publisher.</b></p>
Standards	<p>According to the Standards Association of Australia (1997), ...</p>	<p>Standards Association of Australia, 1997, <i>Australian standard: Pressure equipment—manufacture</i>, (AS4458-1997), Standards Australia, North Sydney.</p>
Patents	<p>Tan and Arnold (1993) formalised and protected their ideas ...</p> <p>Or</p> <p>Tan and Arnold (1993, n.p.) protected their ideas by '...'</p>	<p>Tan, I.S. &amp; Arnold, F.F., (US Air Force) 1993, <i>In situ molecular composites based on rigid-rod polyamides</i>, US patent 5 247 057.</p>
Brochure	<p>(New South Wales Dept of Primary Industries 2005)</p>	<p>New South Wales Dept of Primary Industries, 2005, <i>Saltwater recreational fishing in New South Wales: Rules &amp; regulations summary</i>, brochure, NSW DPI, New South Wales.</p> <p>Include as much information as available. The publisher's name may be abbreviated if it is also the author.</p>
To cite a work reproduced in a book (image, poem, painting etc)	<p>De Kooning's 1952 painting 'Woman and Bicycle' (Hughes 1980:295) is an example of ...'</p>	<p>Hughes, R., 1980, <i>The shock of the new: Art and the century of change</i>, British Broadcasting Corporation, London.</p>
Study Guide (author known)	<p>Reports by Hallinan (2000) indicate that ...</p>	<p>Hallinan, P., 2000, <i>EDED48102 Development and disability: Study guide</i>, Central Queensland University, Rockhampton.</p>

	<i>Or</i> Similarly, Hallinan (2000:66) reported that '...'	
Study Guide (author unknown)	A recent report (Central Queensland University (CQU) 2000) has suggested that ...  <i>Or</i> Findings from a 1999 study indicate that '...' (Central Queensland University (CQU) 2000:5).	Central Queensland University (CQU), 2000, <i>EDE48201 Development and disability: Study guide</i> , Author, Rockhampton.
Tutorial/workshop handout (unpublished)	The importance of aerobic exercise ... (The respiratory system 2000).  <i>Or</i> Aerobic exercise is valuable because of its '...' (The respiratory system 2000:1).	The respiratory system, Tutorial handout distributed in the unit, HHM72160 Human anatomy, Central Queensland University, Gladstone on 2 March 2000.  <b>Note: No italics nor quotation marks are shown because class handouts are unpublished sources.</b>
Lecture notes (unpublished)	Thompson (2001) found that the first teaching day may result in mixed emotions for many first year teachers.  <i>Or</i> It has been found that beginner teachers, on their first day in the class room, will '...' (Thompson 2001:1).	Thompson, R., 2001, The first day experience, Lecture notes distributed in the unit, EDED48314 Professional practice III, Central Queensland University, Bundaberg on 21 April 2001.
<b>The Bible</b>	<b>These particular lines (Psalm 23:6–8) refer the reader to ...</b>	<b>Note: Bible references are not included in a reference list.</b>
Atlas (with an editor)	The position of the new city is to be in south-east Queensland (ed. Eales 2003, Map 34).	Eales, S. (ed.), 2003, <i>The Jacaranda atlas</i> , 3rd edn., John Wiley & Sons, Brisbane.
Atlas (with no editor)	The position of the new city is to be in south-east Queensland ( <i>The Jacaranda atlas</i> 2003, Map 34).	<i>The Jacaranda atlas</i> 2003, 3rd edn., John Wiley & Sons, Brisbane.

### Abbreviations:

#### Abbrev. Meaning

art.	article
app.	appendix
c.	about, approximately (from Latin <i>circa</i> )
cf.	compare (from Latin <i>confer</i> )
ch.	chapter
col., cols.	column(s)
div.	division
ed., eds.	editor(s)
edn.	edition
<i>et al.</i>	and others (from Latin <i>et alii</i> )
fn., fnn.	footnote(s)
ill., ill.	illustrator(s)

l., ll.	line(s)
MS., MSS.	manuscript(s)
n., nn.	Notes
n.d.	no date
n.p.	no place
p., pp.	page(s)
para., paras.	paragraph(s)
pl.	plate (photograph)
pt., pts.	part(s)
rev.	revised
ser.	series
suppl.	Supplement
transl.	Translated
vol., vols.	volume(s)

**Abbreviations for Bible Books (as recommended by NTSWA English):**

Use abbreviation of Bible Book when in parenthetical citation [example: (Mt 28:19)], but the full book name when in a sentence [example: According to Matthew 28:19]

Gn	Ex	Lv	Nm	Dt	Jos	Jdg
Rt	1 Sm	2 Sm	1 Ki	2 Ki	1 Chr	2 Chr
Ezr	Neh	Es	Job	Ps	Pr	Ec
Can	Is	Jr	Lm	Ezk	Dn	Hs
Jl	Am	Ob	Jnh	Mi	Nah	Hab
Zph	Hg		Zch	Ml		
Mt	Mk	Lk	Jn	Ac	Rm	1 Cor
2 Cor	Gl	Eph	Phlp	Col	1 Th	2 Th
1 Tm	2 Tm	Tt	Phlm	Heb	Ja	1 Pt
2 Pt	1 Jn	2 Jn	3 Jn	Jude	Rv	

**Abbreviations for Bible Books (S A Academy of Science and Art, Afrikaans):**

Gen	Eks	Lev	Num	Deut	Jos	Rig
Rut	1 Sam	2 Sam	1 Kon	2 Kon	1 Kron	2 Kron
Esra	Neh	Est	Job	Ps	Spr	Pred
Hoogl	Jes	Jer	Klaagl	Eseg	Dan	Hos
Joël	Am	Ob	Jona	Miga	Nah	Hab
Sef	Hag	Sag	Mal			
Matt	Mark	Luk	Joh	Hand	Rom	1 Kor
2 Kor	Gal	Ef	Fil	Kol	1 Tess	2 Tess

1 Tim  
2 Pet

2 Tim  
1 Joh

Tit  
2 Joh

Filem  
3 Joh

Heb  
Jud

Jak  
Op

1 Pet

**Other resources:**

<http://www.lc.unsw.edu.au/onlib/ref2.html>

<http://www.lib.monash.edu.au/tutorials/citing/harvard-government.html>

[http://www.lib.unimelb.edu.au/cite/harvard\\_dis/index.html#Example](http://www.lib.unimelb.edu.au/cite/harvard_dis/index.html#Example)

[http://www.usq.edu.au/library/help/referencing/harvard.htm#Books\\_print\\_and\\_online](http://www.usq.edu.au/library/help/referencing/harvard.htm#Books_print_and_online)