



Harvard Referencing Guide

UniSA

This guide will help you apply the Harvard referencing style to your writing at UniSA. It is designed to help you understand the conventions and principles of this style and make decisions about referencing. There are many different versions of the Harvard style. This guide presents one consistent version for use at UniSA, which conforms to the Australian Government standard guidelines presented in Snooks & Co (eds) 2002, *Style manual for authors, editors and printers*, 6th edn, Wiley & Sons, Australia.

Minor revision and additions for January 2017 version

Topic	Change made	Page
2nd, revised or later edition of a book	Added an example of revised edition	9
Australian Bureau of Statistics (online publication)	Added entry	27
Bibliographic management software	Updated text	35
Computer programs and software (including apps)	Added entry	29
Datasets	Added entry	27
E-books	Clarified types of e-books, added new examples and further information	21
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Electronic thesis	Clarified details and added URL	26
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What is referencing?

Whenever you write an assignment at university, you will probably be expected to use information from different sources to support and develop your thinking. Referencing is a standard practice used in academic writing to show your reader *which ideas* you have gathered from other sources and *where* those ideas came from.

Why do we reference?

It is important to show your reader that you have sought out expert, reliable sources to help support and develop your thinking, and this is done through referencing. The referencing in your assignment:

- demonstrates good research conduct
- shows the range of ideas and approaches you have found and thought about
- acknowledges the sources of those ideas
- tells your reader where they can locate those sources.

Referencing also helps you to avoid plagiarism. If you present someone else's ideas as if they are your own work, or use the exact same language they use without acknowledgment, you are committing plagiarism. Plagiarism can be unintentional due to poor referencing, but the consequences are always serious. Accurate referencing helps you to avoid this. For more information on avoiding plagiarism, visit <http://www.unisa.edu.au/Referencing>

When do we reference?

Every time you include words, ideas or information from a source – whether it's a website, book or journal article – in your assignment, you must include an in-text reference to show that this content has been gathered from somewhere else. In-text references must be included whenever you:

- **paraphrase** someone else's ideas in your own words
- **summarise** someone else's ideas in your own words
- **quote** someone else's ideas in their exact words
- **copy** or **adapt** a diagram, table or any other visual material.

For each source that you reference in-text, you must also create an entry in the reference list at the end of the assignment.

How do we reference?

There are two components to a Harvard reference:

- 1) an **in-text reference** in the body of your assignment

Chabon (2008) explores a range of themes and ideas...

- 2) full reference details in your **reference list**

Chabon, M 2008, *Maps and legends*, McSweeney's Books, San Francisco.

1) In-text references

An in-text reference is provided each time you refer to ideas or information from another source, and includes the following details:

- the **author's family name** (do not include given names)/**authoring body or organisation**
- the **year of publication**
- **page numbers** where applicable.

There are two main ways to present an in-text reference, as shown below. One way gives prominence to the information by placing the reference at the end of your sentence in brackets:

Universities can play an active role in finding solutions for climate change (Filho 2010, p. 2).

Another way gives prominence to the author by placing the reference in the body of your sentence, with the author's name incorporated into the sentence structure and the date in brackets:

Filho (2010, p. 2) argues that universities can play an active role in finding solutions for climate change.

Including page numbers

Page numbers are included when you:

- quote part of a source word for word
- summarise or paraphrase an idea from a specific page or pages
- refer to tables, figures, images or present specific information like dates/statistics.

Habel (2007, p. 48) notes that the novelist 'draws on an established tradition of appropriating the *wayang* for various social and political purposes'.

If you do these things for a source without pages – e.g. a website – then just author and year will suffice.

2) The reference list

The reference list provides full bibliographic details for all the sources referred to in your assignment so that readers can easily locate them. **Each different source referenced in your essay must have a matching entry in your reference list.**

It is important to note that **the reference list is not a bibliography**. A bibliography lists everything you may have read, while a reference list is deliberately limited to those sources for which you have provided in-text references. A bibliography is not needed unless specifically requested by your lecturer.

The reference list is titled **References** and is:

- arranged alphabetically by author's family name (or title/sponsoring organisation where a source has no author)
- a single list where books, journal articles and electronic sources are listed together (see sample reference list on p. 6 of this guide).

The main elements required for all references are the **author, year, title** and **publication information**.

The diagram illustrates the formatting of a reference list. It features a large rectangular box containing three reference entries. To the left of this box are three callout boxes, each with a pointer indicating a specific formatting rule. The first callout points to the first entry, the second to the space between entries, and the third to the second line of the third entry.

Single line spacing required

Leave space between each entry

No indentation required in second or subsequent lines of an entry

Judd, D, Sitzman, K & Davi, GM 2010, *A history of American nursing: trends and eras*, Jones and Bartlett, London.

Sandler, MP, Patton, JA, Coleman, RE, Gottschalk, A, Wackers, FJ & Hoffere, PB 1999, *Diagnostic nuclear medicine*, Williams & Wilkins, Baltimore.

Whittemore, R 2009, 'How can nursing intervention research reduce the research-practice gap?', *Canadian Journal of Nursing Research*, vol. 41, no. 4, pp. 7–15.

An extract from an essay using the Harvard referencing system

Essay extract

... The literal adaptation of a book to film is practically impossible. As Stam (2005a, p. 4) suggests:

The shift from a single-track verbal medium such as the novel to a multi-track medium like film, which can play not only with words (written and spoken) but also with music, sound effects, and moving photographic images, explains the unlikelihood and ... undesirability of literal fidelity.

It is puzzling, then, that readers and audiences are so critical of adaptations which take liberties, sometimes for the better, with their source material.

Film adaptations of novels are frequently 'castigated and held to an absurdly rigorous standard of fidelity' (Stam 2005b, p. 15). If key scenes from a novel are pruned for film, audiences often react negatively. However, fidelity is not an appropriate measure for evaluating a film adaptation's success, as numerous scholars concur (Desmond & Hawkes 2006; Leitch 2008; McFarlane 1996; Miller & Stam 2004). Judging film adaptations is ultimately, Whelehan (1999, p. 9) contends, 'an inexact science dogged by value judgments about the relative artistic worth of literature and film'. A fan of a novel might denigrate a film adaptation which alters the original book in some fashion, but their response is highly subjective and fails to take into account the practices and realities of film production (McFarlane 2007, p. 26).

Sometimes there are grounds for hostility. Author Alan Moore has witnessed a number of his complex graphic novels adapted into shallow Hollywood products, making him extremely critical of filmmakers and the filmmaking process (Ashurst 2009). However, this kind of attitude can be knee-jerk and reactionary. Rather than being overly pedantic about textual faithfulness, it is best to approach film adaptations as re-interpretations of their source material (Hutcheon 2006, p. 8) or as 'a permutation of text, an intertextuality' (Kristeva, cited in Sanders 2006, p. 2). Moreover, new modes of production further complicate existing definitions of, and approaches to, adaptation (Moore, MR 2010, p. 180). So ...

Comments

Always provide author, year and page number(s) when quoting.

Quotes longer than thirty words are indented both sides, and are one font size smaller. Ellipsis (...) shows one or more words have been omitted.

The letters 'a' and 'b' have been added to the years here and above to distinguish between different sources by the same author (Stam) published in the same year.

Several sources cited at once.

Quotes shorter than thirty words are enclosed in single quotation marks.

Always provide author, year and page number(s) when paraphrasing a printed source.

Internet documents require the same information for the in-text reference (author and year). No page number for electronic sources unless available.

Quote from Kristeva found in Sanders' work.

If authors have similar surnames, include first initials in reference to avoid confusion.

References

Ashurst, S 2009, 'Why Alan Moore hates comic-book movies', *Total Film*, 2 February, viewed 5 December 2010, <<http://www.totalfilm.com/features/exclusive-why-alan-moore-hates-comic-book-movies>>.

Online newspaper or magazine article

Desmond, J & Hawkes, P 2006, *Adaptation: studying film and literature*, McGraw-Hill, Boston.

Book with two authors

Hutcheon, L 2006, *A theory of adaptation*, Routledge, New York.

Book

Leitch, T 2008, 'Adaptation studies at a crossroads', *Adaptation*, vol. 1, no. 1, pp. 63–77.

Journal article

McFarlane, B 1996, *Novel to film: an introduction to the theory of adaptation*, Oxford University Press, New York.

Two works by same author, listed chronologically

— 2007, 'Reading film and literature', in D Cartmell & I Whelehan (eds), *The Cambridge companion to literature on screen*, Cambridge University Press, Cambridge, pp. 15–28.

Dash used when more than one work by same author listed

Chapter in an edited book

Miller, T & Stam, R (eds) 2004, *A companion to film theory*, Blackwell Publishing, viewed 30 October 2012, <<http://www.scribd.com/doc/27285834/A-Companion-to-Film-Theory>>.

Ebook. Two editors

Moore, MR 2010, 'Adaptation and new media', *Adaptation*, vol. 3, no. 2, pp. 179–92.

Journal article

Sanders, J 2006, *Adaptation and appropriation*, Routledge, New York.

Book from which Kristeva's quote taken

Stam, R 2005a, 'Introduction: the theory and practice of adaptation', in R Stam & A Raengo (eds), *Literature and film: a guide to the theory and practice of film adaptation*, Blackwell Publishing, Malden, Massachusetts, pp. 1–52.

Two works by same author in same year, listed a and b based on alphabetical order of title of the work

— 2005b, *Literature through film: realism, magic, and the art of adaptation*, Blackwell Publishing, Malden, Massachusetts.

Dash used when more than one work by same author listed

Whelehan, I 1999, 'Adaptations: the contemporary dilemmas', in D Cartmell & I Whelehan (eds), *Adaptations: from text to screen, screen to text*, Routledge, London, pp. 3–19.

Chapter in an edited book

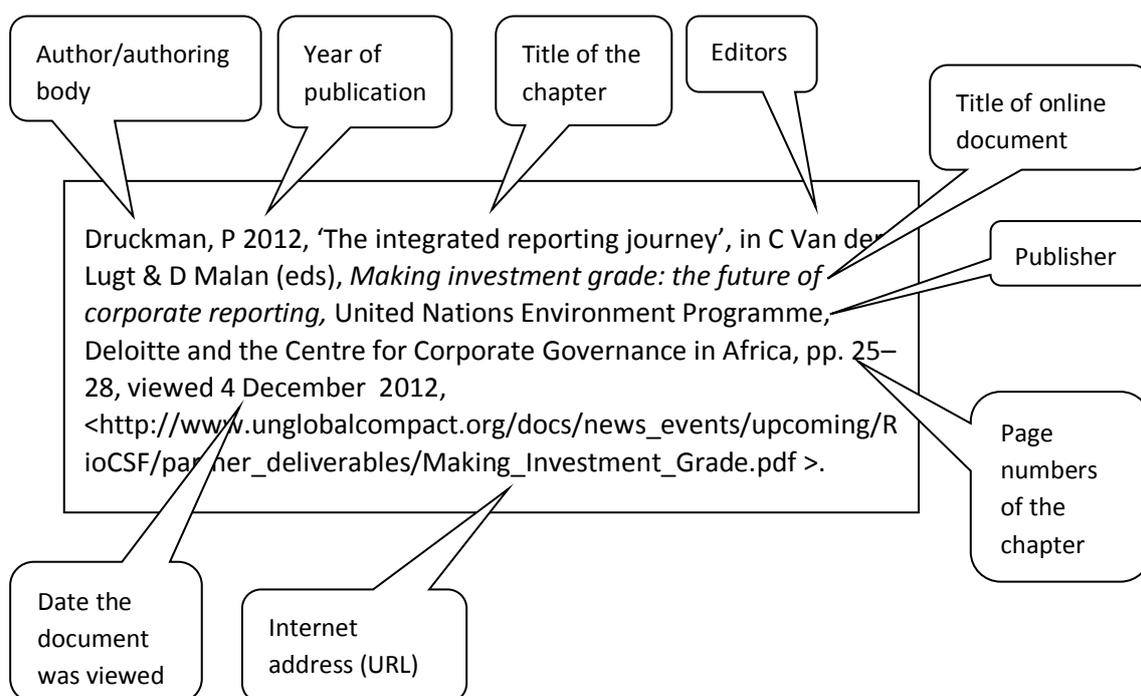
Please note: this extract is from an assignment written in the Humanities. Please refer to published work in your area of study for examples of referencing conventions specific to your discipline.

What if your source does not exactly match any of these examples?

This guide provides examples of Harvard references for different types of sources. Find the type of source you need to reference in the pages that follow, and construct your reference in that format using the example(s) provided to guide you.

While this guide provides a wide range of examples, it is not possible to provide a model for every type of source you might use in your assignments. If you cannot find an exact match for the type of source you need to reference, find examples for similar sources and combine the elements to create the reference you need. For instance, the reference below is for a **chapter** in an **edited document** which was found **online in PDF form**. It has been created through combining aspects of the following types of references:

- a chapter in an edited book
- an online document in PDF form.



If you cannot find comparable reference types, always identify the following components of the source, and arrange them in the order below:

- author, editor, or authoring body/organisation
- year of publication
- title
- publication information.

Harvard referencing UniSA – Examples

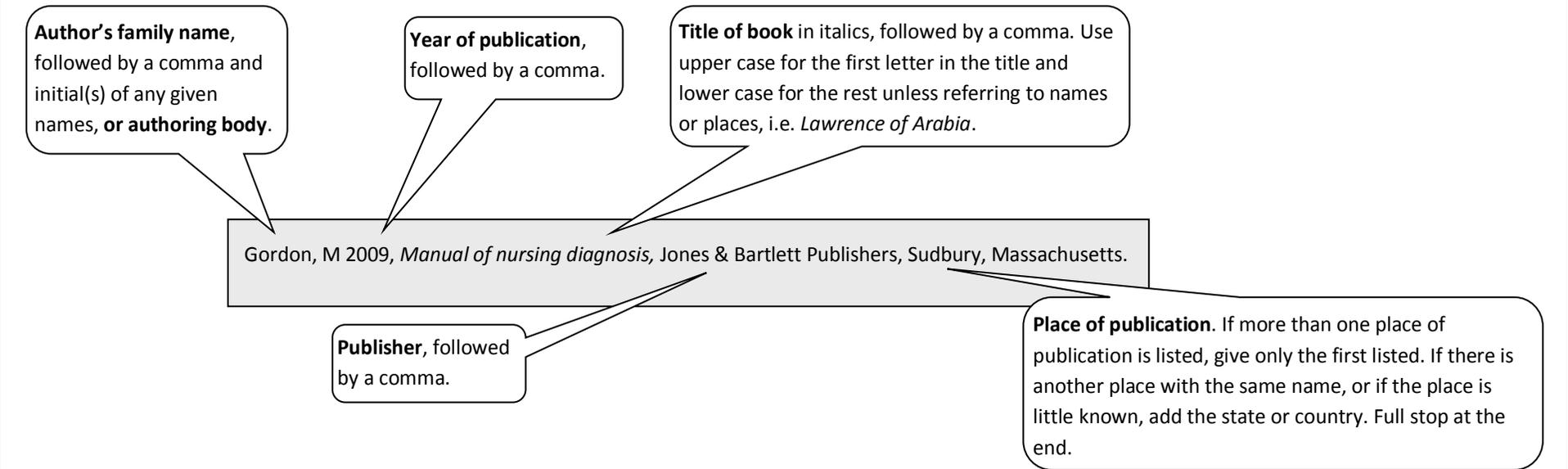
Print

Includes any materials created for publication in paper form

Book

Basic format:

Author's family name, Initial(s) OR Authoring body year, *Title of book*, Publisher, Place of publication.



Type of reference	In-text reference examples	Reference list examples	Further information
Book with 1 author (this can include a person or an authoring body, e.g. a sponsoring organisation)	Chabon (2008, p. 108) discusses... ...was discussed in the study (Chabon 2008, p. 108). ...a better world (Deni Green Consulting Services 2008, p. 5).	Chabon, M 2008, <i>Maps and legends</i> , McSweeney's Books, San Francisco. Deni Green Consulting Services 2008, <i>Capital idea: realising value from environmental and social performance</i> , Deni Green Consulting Services, North Carlton, Victoria.	

Type of reference	In-text reference examples	Reference list examples	Further information
Book with 2 or 3 authors	Campbell, Fox and de Zwart (2010, p. 46) argue... ...alternatives are preferable (Campbell, Fox & de Zwart 2010, p. 46).	Campbell, E, Fox, R & de Zwart, M 2010, <i>Students' guide to legal writing, law exams and self assessment</i> , 3rd edn, Federation Press, Sydney.	When multiple authors' names are included <i>within</i> your sentence (not in brackets) use the full spelling of 'and'. When the authors' names are in brackets or in the reference list, use '&'.
Book with 4 or more authors	As suggested by Henkin et al. (2006, p. 14)... ...has been suggested (Henkin et al. 2006, p. 14).	Henkin, RE, Bova, D, Dillehay, GL, Halama, JR, Karesh, SM, Wagner, RH & Zimmer, MZ 2006, <i>Nuclear medicine</i> , 2nd edn, Mosby Elsevier, Philadelphia.	When there are 4 or more authors, only use the first author's name in-text followed by the abbreviation et al. But include all names in the reference list.
Book with no date or an approximate date	This is emphasized by Seah (n.d.) when... This is emphasised by Seah (c. 2005) when...	Seah, R n.d., <i>Micro-computer applications</i> , Microsoft Press, Redmond, Washington. Seah, R c. 2005, <i>Micro-computer applications</i> , Microsoft Press, Redmond, Washington.	If there is no date use n.d. If there is an approximate date use c. (this means 'circa' – Latin for 'around/about').
2nd, revised or later edition of a book	Bordwell and Thompson (2009, p. 33) explain... ...influenced his work (Pearce 2015).	Bordwell, D & Thompson, K 2009, <i>Film art: an introduction</i> , 9th edn, Mc-Graw Hill, New York. Pearce, B 2015, <i>Master of stillness: Jeffrey Smart</i> , rev. edn, Wakefield Press, Mile End, South Australia.	The edition number comes directly after the title in the reference list. Include details of the date and edition which you accessed. Edition is not mentioned in-text.

Type of reference	In-text reference examples	Reference list examples	Further information
Translated book	<p>Kristeva (1995) has achieved great currency since its translation.</p> <p>...is argued as the reason for this tension (Kristeva 1995).</p>	<p>Kristeva, J 1995, <i>New maladies of the soul</i>, trans. R Guberman, Columbia University Press, New York.</p>	<p>The translator's name is not referenced in-text – it only appears after the title in the reference list.</p>
Translated classic	<p>Plato expressed this... (Plato <i>The republic</i>, lines 56-60)</p>	<p>Plato, <i>The republic</i>, trans. A Bloom, Basic Books, New York, 1967.</p>	<p>For the in-text reference, a date is not included, the title of the work is listed and line numbers are used instead of page numbers.</p> <p>For the reference list entry, the translator is included and the publication date is placed at the end of the reference entry as the date of the original work is unknown.</p>

Edited book

Type of reference	In-text reference examples	Reference list examples	Further information
Edited (ed.) or compiled (comp.) book	<p>Hornberger (ed. 2003) questions whether...</p> <p>It is not clear whether this point supports his previous assertions (ed. Hornberger 2003).</p>	<p>Hornberger, NH (ed.) 2003, <i>Continua of biliteracy: an ecological framework for educational policy, research and practice in multilingual settings</i>, Multilingual Matters, Clevedon, UK.</p>	<p>When the editor's name is included <i>within</i> your sentence (not in brackets) place ed. in the brackets following their name. When the editor's name is in brackets, put ed. before their name.</p>
Edited (ed.) or compiled (comp.) book with 2 or 3 editors	<p>Kronenberg, Pollard and Sakellariou (eds 2011) are interested in providing a framework for...</p> <p>...is included in this framework (eds Kronenberg, Pollard & Sakellariou 2011).</p>	<p>Kronenberg, F, Pollard, N & Sakellariou, D (eds) 2011, <i>Occupational therapies without borders: towards an ecology of occupation-based practices</i>, vol. 2, Churchill Livingstone Elsevier, Edinburgh.</p>	<p>When editors' names are included <i>within</i> your sentence (not in brackets) use the full spelling of 'and'. When their names are in brackets or in the reference list, use '&'. Note the use of 'eds' (no full stop) for multiple editors.</p>
Edited book with 4 or more editors	<p>In their collection of essays, Barnett et al. (eds 2006) explore...</p> <p>...is explored throughout (eds Barnett et al. 2006).</p>	<p>Barnett, T, Bierbaum, N, Harrex, S, Hosking, R & Tulloch, G (eds) 2006, <i>London was full of rooms</i>, Lythrum Press, Adelaide.</p>	<p>When there are 4 or more editors, only use the first editor's name in-text followed by the abbreviation et al. But include all names in the reference list.</p>

Chapter in an edited book

Basic format: Author's family name, Initial(s) OR Authoring body year, 'Title of chapter', in Editor's Initial(s) plus family name (ed.), <i>Title of book</i> , Publisher, Place of publication, pp. x–xx.			
<p>Author's family name, followed by a comma and initial(s) of any given names, or authoring body.</p> <p>Year of publication, followed by a comma.</p> <p>Title of the chapter in single inverted commas, followed by a comma. Use upper case for the first letter of the title and lower case for the rest unless referring to names or places.</p> <p>Initial(s) and family name of the book's editor, followed by (ed.) for one editor and (eds) for multiple editors.</p> <p>Burt, R 2010, 'All that remains of the Shakespeare play in Indian film', in YL Lan & D Kennedy (eds), <i>Shakespeare in Asia: contemporary performance</i>, Cambridge University Press, Cambridge, pp. 73–108.</p> <p>Title of book in italics, followed by a comma. See details above for formatting book titles.</p> <p>Publisher, followed by a comma.</p> <p>Place of publication, followed by a comma. See details above for citing place of publication.</p> <p>Page numbers of the chapter, with an En dash (–) between the numbers. Full stop at the end.</p>			
Type of reference	In-text reference examples	Reference list examples	Further information
Chapter in an edited book	Abbott (2010, p. 32) believes the horror blockbuster... ...influential theory (Naremore 2004, p. 11).	Abbott, S 2010, 'High concept thrills and chills: the horror blockbuster', in I Conrich (ed.), <i>Horror zone: the cultural experience of contemporary horror cinema</i> , I.B. Tauris, London, pp. 27–44. Naremore, J 2004, 'Authorship', in T Miller & R Stam (eds), <i>A companion to film theory</i> , Blackwell Publishing, Malden, Massachusetts, pp. 9–24.	Use the chapter author in your in-text reference. In the reference list the editor comes after the chapter title and is preceded by 'in'. Note the exception to the order of initials for editors—for chapters put the editor's initial(s) before family name.

Journal article

Basic format:

Author's family name, Initial(s) OR Authoring body year, 'Title of article', *Title of Journal*, vol. x, no. x, pp. x–xx.

Author's family name, followed by a comma and initial(s) of any given names, **or authoring body**.

Year of publication, followed by a comma.

Title of the article in single inverted commas, followed by a comma. Use upper case for the first letter of the title and lower case for the rest unless referring to names or places.

Whittemore, R 2009, 'How can nursing intervention research reduce the research-practice gap?', *Canadian Journal of Nursing Research*, vol. 41, no. 4, pp. 7–15.

Title of the journal in italics, followed by a comma. Use capital letters at the start of all key words.

Volume of the journal, followed by a comma.

Number of the issue, followed by a comma.

Page numbers of the article, with an En dash (–) between the numbers. Full stop at the end.

Type of reference	In-text reference examples	Reference list examples	Further information
Journal article	<p>O'Hara (2009, p. 1548) supports...</p> <p>Wolff and Perry (2010, p. 296) note...</p> <p>...marked trends (Wolff & Perry 2010, p. 296).</p>	<p>O'Hara, MJ 2009, 'Flood basalts, basalt floods or topless bushvelds? Lunar petrogenesis revisited', <i>Journal of Petrology</i>, vol. 41, no. 11, pp. 1545–1651.</p> <p>Wolff, H & Perry, L 2010, 'Trends in clean air legislation in Europe: particulate matter and low emission zones', <i>Review of Environmental Economics and Policy</i>, vol. 4, no. 2, pp. 293–308.</p>	<p>Follow the examples provided in the Books section re: varying number of authors.</p>

Type of reference	In-text reference examples	Reference list examples	Further information
Journal article – in press	Smith (in press) suggests	Smith, M in press, 'Role play in education', <i>Creative Education</i> .	Use 'in press' for articles accepted for publication, but not yet published therefore no year, volume or issue are available.
Journal article from supplement issue	Smith (2007, p. S3) explains that...	Smith, B 2007, 'The effect of caffeine on sleep', suppl. B, <i>Journal of Sleep</i> , vol. 4, no. 3, pp. S3-S6.	Use 'suppl.' for journal supplement issues.
Special issue with editor	Tudini (2004) ...	Tudini, V 2004, 'Virtual immersion: Native speaker chats as a bridge to conversational Italian', in A Rubino (ed.), <i>Australian Review of Applied Linguistics</i> , Series S, no. 18, pp. 63-80.	

Magazine article

Type of reference	In-text reference examples	Reference list examples	Further information
Magazine article	Giedroyc and Reed (2012, p. 25) compare... ...equivalent musicians (Giedroyc & Reed 2012, p. 25). ...living legend (McEachen 2011, p. 82).	Giedroyc, M & Reed, B 2012, 'Was Lennon really a genius?', <i>The Spectator</i> , 6 October, pp. 24–6. McEachen, B 2011, 'Dante on Dante', <i>Empire</i> , no. 127, pp. 82–6. Wolff, R 2012, 'Warhol Warhol everywhere', <i>ARTnews</i> , vol. 111, no. 8, pp. 76–81.	Publication information will vary between magazines: some have volume and/or issue numbers, while others show the month or date of publication.
Magazine article with no author	<i>The Economist</i> (2012, p. 86) highlights...	<i>The Economist</i> 2012, 'Reforming LIBOR: the \$300 trillion question', vol. 404, no. 8804, p. 86.	If a magazine article has no author, cite the magazine title as author.

Newspaper article

Type of reference	In-text reference examples	Reference list examples	Further information
Newspaper article	Westwood (2012, p. 15) states... ...in contemporary literature (Westwood 2012, p. 15).	Westwood, M 2012, 'Welcome into an exclusive fold', <i>Australian</i> , 4 September, p. 15.	Omit initial <i>The</i> in English language newspaper titles, e.g. <i>The Australian</i> .
Newspaper article with no author	The <i>Australian Financial Review</i> (22 October 2012, p. 46) examines... ...big change (<i>Australian Financial Review</i> 22 October 2012, p. 46).	<i>Australian Financial Review</i> 2012, 'US comes to a turning point', 22 October, p. 46.	If a newspaper article has no author, cite the name of the newspaper as the author and include the date of publication in brackets in-text.

Government publication

Type of reference	In-text reference examples	Reference list examples	Further information
Australian Bureau of Statistics (ABS) publication	According to the Australian Bureau of Statistics (ABS) (2010), the national... ...concerning figures (ABS 2010).	Australian Bureau of Statistics (ABS) 2010, <i>Measures of Australia's progress 2010</i> , cat. no. 1370.0, ABS, Canberra.	If you cite the authoring body frequently in-text, introduce the organisation name in abbreviated form in brackets after the first citation. Use this abbreviation for subsequent citations, e.g. (HREOC 2012).
Government report	...valuable future strategies (Bradley et al. 2008, p. 39). The Human Rights and Equal Opportunity Commission (HREOC) (1997, p. 18) recommended...	Bradley, D, Noonan, P, Nugent, H & Scales, B 2008, <i>Review of Australian higher education</i> , Australian Government, Canberra. Human Rights and Equal Opportunity Commission (HREOC) 1997, <i>Bringing them home: report of the national inquiry into the separation of Aboriginal and Torres Strait Islander children from their families</i> , HREOC, Canberra.	
Hansard	...was questioned (Australia, House of Representatives 2016, p. 3865). ...was questioned (South Australia, Legislative Council 2016, p. 4482).	Australia, House of Representatives 2016, <i>Debates</i> , 19 April, pp. 3833 - 3900. South Australia, Legislative Council, 2016, <i>Debates</i> , 6 July, pp. 4467 – 4527.	Use the same formatting for other parliamentary business at Commonwealth and State levels.

Legal publication

Type of reference	In-text reference examples	Reference list examples	Further information
Legal case	In the case of <i>Mabo v Queensland (no. 2)</i> (1992) 175 CLR1, it was...	<i>Mabo v Queensland (no. 2)</i> (1992) 175 CLR1.	Cite in this format no matter where you found it. Do not include URLs for cases found online.
Legislation: Acts, Bills, Ordinances, Regulations	...inconsistent legislation was overridden (<i>Racial Discrimination Act 1975</i>). The Health Legislation Amendment (Medicare and Private Health Insurance) Bill 2003 (Cwlth) was presented for debate by...	<i>Racial Discrimination Act 1975</i> (Cwlth). <i>Classification (Publications, Films and Computer Games) (R 18+ Films) Amendment Act 2009</i> (SA). Health Legislation Amendment (Medicare and Private Health Insurance) Bill 2003 (Cwlth).	Cite in this format no matter where you found it. Do not include URLs for cases found online. Do not use italics for Bills as they are unpublished.

Patent or standard

Type of reference	In-text reference examples	Reference list examples	Further information
Patent	Gordon (2002) took out a patent on... ...design was patented (Gordon 2002).	Gordon, MC 2002, <i>Sound muffling sleep mask</i> , US Patent D465,234 S.	
Standard	Standards Association of Australia (1996) provides... ...covering colours (Standards Association of Australia 1996).	Standards Association of Australia 1996, <i>Colour standards for general purposes: chocolate</i> , AS 2700S-1996 (X64), Standards Australia, North Sydney.	

Dictionary, encyclopaedia or handbook (reference works)

Type of reference	In-text reference examples	Reference list examples	Further information
Dictionary or encyclopaedia without author(s) or editor(s)	<i>The Hutchinson encyclopaedia</i> (2007, p. 233) defines... According to the <i>Longman dictionary of contemporary English</i> (2009, p. 152)...		For a standard dictionary with no core author(s) or editor(s), only cite in-text.
Dictionary or encyclopaedia with author(s) or editor(s)	Blackburn (2005, p. 66) describes... ... idiosyncratic filmmaker (Thomson 2010, p. 20).	Blackburn, S 2005, <i>The Oxford dictionary of philosophy</i> , 2nd edn, Oxford University Press, Oxford. Thomson, D 2010, <i>The new biographical dictionary of film</i> , 5th edn, Alfred A. Knopf, New York.	Cite specialist dictionaries or encyclopaedias with core author(s) or editor(s) like traditional books.
Handbook	Denzin (2011) advises... ...is advised (Denzin 2011).	Denzin, NK 2011, <i>The SAGE handbook of qualitative research</i> , 4th edn, SAGE, Thousand Oaks.	

Conference paper or thesis

Type of reference	In-text reference examples	Reference list examples	Further information
Conference paper (in published proceedings)	Johnson (2009, p. 143) identifies... ...praised his confidence (Johnson 2009, p. 143).	Johnson, L 2009, "'Nobler in the mind": the emergence of early modern anxiety', in P Goodall (ed.), <i>Refereed proceedings of the 2009 AULLA conference: the human and the humanities in literature, language and culture</i> , Australasian Universities Language and Literature Association, pp. 141–56.	To cite a whole book of conference proceedings, follow the format for citing an edited book.
Thesis	Savvas (2009, p. 8) offers... ...asset of virility (Savvas 2009, p. 8).	Savvas, MX 2009, 'The crime novel as a vehicle for reconciliation', PhD thesis, Flinders University, Adelaide.	Do not italicise thesis titles like standard books; instead, place them inside inverted commas.

Print miscellaneous

Type of reference	In-text reference examples	Reference list examples	Further information
Pamphlet or brochure (ephemera)	Beyondblue (2010) suggests... ...exercise caution (State Crime Prevention Branch 2009).	Beyondblue 2010, <i>Sleeping well</i> , Beyondblue, Hawthorn West, Victoria. State Crime Prevention Branch 2009, <i>Personal safety</i> , South Australia Police, Government of South Australia, Adelaide.	As details will vary when it comes to brochures and pamphlets, try and extract as much information as you can re: authorship, publication details etc.

Online (electronic)

Includes any materials created for publication online or electronically

Webpage or website

Basic format:
 Author's family name, Initial(s) OR Authoring body year, *Title of webpage or website*, Website (if citing webpage) AND/OR Publisher if known, date viewed, <URL>.

Author's family name, followed by a comma and initial(s) of any given names, **or authoring body.**

Year of publication, followed by a comma.

Title of webpage or website in italics, followed by a comma.

The website's title (if referencing a single webpage) in plain font followed by a comma, and/or the page/site's **publisher if known,** followed by a comma.

Date the page/site was viewed, followed by a comma.

Full internet address (URL) enclosed in angle brackets (< >). Full stop at the end. The URL should not be underlined or hyperlinked.

Department of Climate Change and Energy Efficiency 2012, *Adapting to climate change*, Australian Government, viewed 6 November 2012, <<http://www.climatechange.gov.au/en/government/adapt.aspx>>.

Type of reference	In-text reference examples	Reference list examples	Further information
Whole website	The Department of Immigration and Citizenship (2012) takes... ... main role (Department of Immigration and Citizenship 2012).	Department of Immigration and Citizenship 2012, <i>Department of Immigration and Citizenship</i> , Australian Government, viewed 6 November 2012, < http://www.immi.gov.au/ >.	Italicise the focal point of the reference: if citing a whole website, italicise the website title; if citing a specific webpage on a website, italicise the webpage and present the website name in plain font.
Single page on a website	...viable options (Department of Immigration and Citizenship 2012).	Department of Immigration and Citizenship 2012, <i>Permanent visa options for doctors</i> , Department of Immigration and Citizenship, Australian Government, viewed 6 November 2012, < http://www.immi.gov.au/skilled/medical-practitioners/permanent-visas.htm >.	

Online document

Type of reference	In-text reference examples	Reference list examples	Further information
Online documents in PDF, Word or Excel form	<p>...related to the university's future (University of South Australia (UniSA) 2010, p. 7).</p> <p>... climate (Bureau of Meteorology 2016, p.5).</p> <p>...striving for innovation (UniSA 2010, p. 12).</p>	<p>University of South Australia 2010, <i>Horizon 2020</i>, UniSA, viewed 26 November 2012, <http://w3.unisa.edu.au/horizon2020/files/HORIZON_2020_highRes.pdf>.</p> <p>Bureau of Meteorology 2016, <i>Annual Climate Report 2015</i>, Australian Government, viewed 10 November 2016, <http://www.bom.gov.au/climate/annual_sum/2015/Annual-Climate-Report-2015-LR.pdf>.</p> <p>Lucas, M 2011, <i>Parallel collisions: 12th Adelaide biennial of Australian art</i>, Art Gallery of South Australia, viewed 25 November 2012, <http://artgallery.sa.gov.au/agsa/home/Media/docs/Past_media_releases/2012_Adelaide_Biennial_Announcement_MR_FINAL.pdf>.</p>	If you cite the authoring body frequently in-text, introduce and then use an abbreviation for subsequent citations, e.g. (UniSA 2010).
Hansard (online)	<p>...was questioned on this matter (Australia, House of Representatives 2016, p. 3865).</p> <p>...was questioned on the Northern Economic Plan (South Australia, Legislative Council 2016, p. 4482).</p>	<p>Australia, House of Representatives 2016, <i>Debates</i>, 19 April, viewed 6 December 2016, <http://parlinfo.aph.gov.au/parlInfo/search/display/display.w3p;db=CHAMBER;id=chamber%2Fhansardr%2F72a020b3-432a-4737-af9b-1927e6fcaa6e%2F0099;query=Id%3A%22chamber%2Fhansardr%2F72a020b3-432a-4737-af9b-1927e6fcaa6e%2F0000%22>.</p> <p>South Australia, Legislative Council 2016, <i>Debates</i>, 6 July, viewed 6 December 2016, <http://hansardpublic.parliament.sa.gov.au/Pages/HansardResult.aspx#/docid/HANSARD-10-18673>.</p>	Use the same formatting for other parliamentary business at Commonwealth and State levels.

E-books

Type of reference	In-text reference examples	Reference list examples	Further information
E-book accessed via UniSA Library	<p>...forms of digitalese (Tagg 2015, p. 20).</p> <p>...suburbanisation (Buxton, Goodman & Moloney 2016).</p> <p>...explored in a recent collection (Waters 2015)...</p> <p>...technique is also recommended by Flann, Hill and Wang (2014).</p>	<p>Tagg, C 2015, <i>Exploring digital communication: language in action</i>, Routledge, Abingdon, Oxon, Taylor & Francis eBooks.</p> <p>Buxton, M, Goodman, R & Moloney, S 2016, <i>Planning Melbourne: lessons for a sustainable city</i>, CSIRO Publishing, Clayton South, Victoria, EBSCOhost.</p> <p>Waters, RD (ed.) 2015, <i>Public relations in the nonprofit sector: theory and practice</i>, Routledge, New York, Taylor & Francis eBooks.</p> <p>Flann, E, Hill, B & Wang, L 2014, <i>The Australian editing handbook</i>, 3rd edn, Wiley, Milton, Queensland, ProQuest Ebook Central.</p>	<p>See FAQs for further information on publication dates.</p> <p>If the place of publication is not provided in the book, you can leave this out – still include the publisher and e-book provider.</p>
E-book accessed via the internet and freely available online	Frost (2016) asserts that the significance of this project...	Frost, F 2016, <i>Engaging the neighbours: Australia and ASEAN since 1974</i> , ANU Press, Acton, Australian Capital Territory, < http://press-files.anu.edu.au/downloads/press/p347483/pdf/book.pdf?referer=1846 >.	Include URL after standard publication information. See FAQs for further information on publication dates.
E-book purchased online e.g. from Amazon, iBooks, or publishers' websites	...informed the design of the questionnaire (Alston & Bowles 2012).	Alston, M & Bowles, W 2012, <i>Research for social workers: an introduction to methods</i> , 3rd edn, Allen & Unwin, Crows Nest, New South Wales, Amazon Kindle.	If the book's copyright details identify this as a specific e-book edition (e.g. Kindle edition), list this at the end. Otherwise note the program (e.g. Bluefire Reader) or, where this does not apply, the device you are using (e.g. Kindle, Kobo).

Online journal article

Type of reference	In-text reference examples	Reference list examples	Further information
Journal article accessed via a library database	Boon (2011) examines... ...potent subtext (Boon 2011, p. 181).	Boon, KA 2011, 'Ethics and capitalism in the screenplays of David Mamet', <i>Literature Film Quarterly</i> , vol. 39, no. 3, pp. 174–89.	When an article is accessed using an electronic database, reference it as a standard journal article (see Print section): do not include date viewed, URL, or refer to the database.
PDF version of a print journal article accessed via the internet (e.g. Google, Google Scholar, Muse, JSTOR)	Werstine (1999, p. 311) laments... ...inherently flawed (Werstine 1999, p. 311).	Werstine, P 1999, 'A century of "bad" Shakespeare quartos', <i>Shakespeare Quarterly</i> , vol. 50, no. 3, pp. 310–33.	When the article is a scanned PDF version of a print journal article that you found online, reference it as a standard journal article (see Print section). If unsure about its print or online origin, include date viewed and URL.
Journal article from an electronic journal's own website	Blamires (2012) writes... ...in nursing (Murray 2012, p. 57).	Blamires, A 2012, 'Homoerotic pleasure and violence in the drama of Thomas Middleton', <i>Early Modern Literary Studies</i> , vol. 16, no. 2, viewed 11 November 2012, < http://extra.shu.ac.uk/emls/16-2/blammidd.htm >. Murray, N 2012, 'A report on a pilot English language intervention model for undergraduate trainee nurses', <i>Journal of Academic Language and Learning</i> , vol. 6, no. 1, pp. 48–63, viewed 7 May 2016, < http://journal.aall.org.au/index.php/jall/article/view/135/128 >.	When an article is accessed directly from the e-journal's own website, include date viewed and URL. Note that conventions for volume, issue, and pagination may vary between online journals.

Online dictionary, encyclopaedia or handbook (reference works)

Type of reference	In-text reference examples	Reference list examples	Further information
Standard dictionary online	The <i>English Oxford Living Dictionary</i> (2016) defines this as ...		For a standard dictionary with no core author(s) or editor(s), only cite in-text.
Specialist encyclopaedia online	According to Smith (2011), phenomenology is ...	Smith, DW 2011, 'Phenomenology', in EN Zalta (ed.), <i>Stanford Encyclopedia of Philosophy</i> , Stanford University, Stanford, CA, viewed 19 December 2016, < http://plato.stanford.edu/archives/fall2011/entries/phenomenology/ >.	Cite specialist dictionaries or encyclopaedias with topic author(s) and/or editor(s).
Handbook online (e.g. e-book)	...technique is also recommended by Flann, Hill and Wang (2014).	Flann, E, Hill, B & Wang, L 2014, <i>The Australian editing handbook</i> , 3rd edn, Wiley, Milton, Queensland, ProQuest Ebook Central.	If the place of publication is not provided in the book, you can leave this out – still include the publisher and e-book provider.

UniSA online course materials Verify with your tutor or course coordinator whether it is appropriate to cite lecture materials in your academic writing

Type of reference	In-text reference examples	Reference list examples	Further information
Learnonline site	... (UniSA 2016).	University of South Australia (UniSA) 2016, <i>Surgery MEDI1001</i> , University of South Australia, viewed 4 October 2016, <full location URL>.	Cite the university as the author of the course Learnonline site. Provide the URL for the course learnonline site.
Lecture recording	Gupta (2016) argues...	Gupta, R 2016, <i>Surgery MEDI1001</i> , lecture recording 20 June 2016, University of South Australia, viewed 4 October 2016, <full location URL>.	Cite the name of the person who gave the lecture as author. Provide the full URL for the course learnonline site from which you accessed the recording.

Type of reference	In-text reference examples	Reference list examples	Further information
Lecture PowerPoints	Gupta (2016) claims	Gupta, R 2016, <i>Surgery MEDI1001</i> , PowerPoint slides, University of South Australia, viewed 4 October 2016, <full location URL>.	Cite the name of the person listed on the PowerPoints as the author. Provide the full URL for the course learnonline site from which you accessed the PowerPoint slides.
Course e-reading	Blitz (2012) reports that	Blitz, NM 2012, <i>Contemporary controversies in foot and ankle surgery</i> , Saunders, Philadelphia, Pa.	Reference an e-reading as a standard resource (e.g. book, chapter in edited book, journal article, or website document).

Online news item

Type of reference	In-text reference examples	Reference list examples	Further information
Article on a news website	Day (2012) suggests... ...marked trends (Day 2012).	Day, K 2012, 'Can social media predict the US election?', <i>Telegraph</i> , 5 November, viewed 7 November 2012, < http://www.telegraph.co.uk/news/worldnews/us-election/9657081/Can-social-media-predict-the-US-election.html >.	Reference like a print newspaper article with date of publication, and also include date viewed and URL.
Article on a magazine-style website	Walsh (2012) forecasts... ...found it lacking (Williams 2012).	Walsh, B 2012, 'Climate change and Sandy: why we need to prepare for a warmer world', <i>Time</i> , 30 October, viewed 5 November 2012, < http://science.time.com/2012/10/30/climate-change-and-sandy-why-we-need-to-prepare-for-a-warmer-world/ >. Williams, MA 2012, 'Romney's concession speech was not gracious', <i>Salon</i> , 7 November, viewed 10 November 2012, < http://www.salon.com/2012/11/07/romneys_concession_speech_was_not_gracious/ >.	Reference like a print magazine article, and also include date viewed and URL.

Type of reference	In-text reference examples	Reference list examples	Further information
Newspaper article retrieved from Trove	... pre-test (<i>Canberra Times</i> 1964, p.1).	<i>Canberra Times</i> 1964, 'Pre-Test Talks Offered', 11 January, p. 1. , viewed 8 Nov 2016, < http://nla.gov.au/nla.news-article131738936 >.	If a newspaper article has no author, cite the name of the newspaper as the author and include the specific date of publication in brackets in-text. Omit initial <i>The</i> in English language newspaper titles, e.g. <i>The Canberra Times</i> .

Streaming audio and video

Type of reference	In-text reference examples	Reference list examples	Further information
Podcast	...identified as his strongest works (McWeeny & Weinberg 2010).	McWeeny, D & Weinberg, S 2010, <i>Motion/captured podcast: John Carpenter special</i> , podcast, Hitfix, 26 October, accessed 11 November 2012, < http://uproxx.com/hitfix/listen-a-special-podcast-tribute-to-john-carpenter-with-guest-scott-weinberg/ >.	When podcasts are downloaded or streamed from iTunes or other platforms, write the platform instead of URL.
Streamed video (e.g. YouTube clip)	A short video by the University of Mississippi Libraries (2015) explains... ...is discouraged (University of Mississippi Libraries 2015).	University of Mississippi Libraries 2015, <i>Plagiarism tutorial</i> , video, YouTube, 20 August, viewed 19 January 2017, < https://www.youtube.com/watch?v=J1HI0i-Br4Y >.	Use this format for other online videos from sites like Vimeo, Dailymotion etc.

Type of reference	In-text reference examples	Reference list examples	Further information
Streaming video accessed via UniSA Library	<p>...‘apologised for his company’s role in the debacle’ (Seven Network 2016).</p> <p>...as featured on <i>The Checkout</i> (ABC 2015).</p> <p><i>Django Unchained</i> (Tarantino 2012) depicts...</p> <p>Frank Wills (Simmons 2010) demonstrates this approach...</p> <p>...explore these changes (Visconti 1963).</p>	<p>Seven Network, <i>Seven News</i>, streaming video, Seven Network, 25 October, Informit TVNews.</p> <p>Reed, J, Kirkby, S, Reilly, H & Greenhalgh, P (dir.) 2015, <i>The Checkout</i>, series 3, ep. 11, streaming video, ABC, June 18, Informit EduTV.</p> <p>Tarantino, Q (dir.) 2012, <i>Django unchained</i>, streaming video, Columbia, EnhanceTV.</p> <p>Simmons, M (prod.) 2010, <i>C.B.T. for depression: behavioral activation & cognitive change</i>, streaming video, University of South Wales, Alexander Street.</p> <p>Visconti, L 1963, <i>Il gattopardo</i>, streaming video, Madman Entertainment, Kanopy.</p>	<p>URLs are not included for subscribed products or those accessed via UniSA Library.</p> <p>When videos are part of a series, capitalise the name of the series in-text and in the reference list entry.</p> <p>Film titles are capitalised when named in-text but not in the reference list.</p>

Online miscellaneous

Type of reference	In-text reference examples	Reference list examples	Further information
Systematic review (e.g. Cochrane Library)	<p>Millward et al. (2009) review...</p> <p>...was found in the review (Millward et al. 2009).</p>	<p>Millward, C, Ferriter, M, Calver, SJ & Connell-Jones, GG 2009, <i>Gluten- and casein-free diets for autistic spectrum disorder</i>, Cochrane Database of Systematic Reviews, art. no. CD003498, DOI: 10.1002/14651858.CD003498.pub3.</p>	<p>Include the article number and the DOI. The URL is not needed in the reference list.</p>
Electronic thesis (held in a university repository)	<p>Foley (2011) argues...</p> <p>...of morbidity (Foley 2011, p. 24).</p>	<p>Foley, D 2011, ‘Emergency care of people with intellectual disability’, PhD thesis, University of South Australia, Adelaide, Research Outputs Repository, <http://researchoutputs.unisa.edu.au/1959.8/118486>.</p>	<p>If an electronic thesis is sourced via other online sites, use the guidelines for referencing online documents (see p. 20)</p>

Type of reference	In-text reference examples	Reference list examples	Further information
Conference paper (in online proceedings)	...important claim (Johnson 2009).	Johnson, L 2009, '“Nobler in the mind”: the emergence of early modern anxiety', in P Goodall (ed.), <i>Refereed proceedings of the 2009 AULLA conference: the human and the humanities in literature, language and culture</i> , Australasian Universities Language and Literature Association, pp. 141–56, viewed 7 December 2012, < http://aulla.com.au/AULLA%202009,%20Proceedings.pdf >.	
Email correspondence	Harper confirmed this by email on 2 November 2012.		Do not create reference list entries for emails: include all details in-text. Also get approval from the email's author.
Social networking update (e.g. Twitter, Facebook)	In response to Eastwood's jabs, Obama (2012) tweeted...	Obama, B 2012, 'This seat's taken', <i>BarackObama</i> , Twitter, 31 August, viewed 5 November 2012, < https://mobile.twitter.com/BarackObama/status/241392153148915712 >.	
Messages posted to discussion boards, lists, newsgroups	Patterson (2009) acknowledged this in a posting on the...	Patterson, S <patters@rockets.com.au> 2009, 'Something's got to give', list server, <i>National Association of Sceptics</i> , 29 January, viewed 7 September 2012, < http://www.nsa.net.au/listserv/ >.	Identify the type of post (e.g. list server, blog post) after the title. Put the title of post in single quotation marks and the name of the whole blog in italics.
Blog post	...clear concerns (de Zwart 2012).	de Zwart, M 2012, 'NRL v Optus in the full federal court: victory for Telstra', blog post, <i>Bram's pyre</i> , 30 April, viewed 7 December 2012, < http://bramspyre.blogspot.com.au/2012/04/nrl-v-optus-in-full-federal-court.html >.	
Australian Bureau of Statistics (online publication)	... qualifications (ABS 2015).	Australian Bureau of Statistics 2015, <i>Qualifications and Work, Australia</i> , cat. no. 4235.0, viewed 6 October 2016, < http://www.abs.gov.au/AUSSTATS/abs@.nsf/ProductsbyCatalogue/1839355F55AC72F6CA2579AA000F256C?OpenDocument >.	If the electronic publication does not have a catalogue number (cat.no.) then omit this detail.
Datasets	...the catchment (CSIRO 2014).	Commonwealth Scientific and Industrial Research Organisation (CSIRO) 2014, <i>Water quality data from catchment, reedbed and groundwater bores</i> , Australia, viewed 10 April 2015, < https://data.csiro.au/dap/landingpage?execution=e1s2&_eventId=viewDescription >.	

Sound and Visual

Includes any materials created in film, television, audio or video format. Please note in most cases you need to include the format of your source in your reference list entry.

Film or television

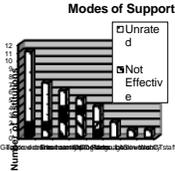
Type of reference	In-text reference examples	Reference list examples	Further information
Film (cinema release)	<i>Django Unchained</i> (Tarantino 2012) depicts...	Anderson, PT (dir.) 2012, <i>The master</i> , motion picture, Weinstein Company. Tarantino, Q (dir.) 2012, <i>Django unchained</i> , motion picture, Weinstein Company.	Cite a film's director (dir.) as main author. Where directors are not identified, cite the producer (prod.) or authoring company.
Film on DVD, Blu-Ray, videotape, iTunes etc.	<i>Hugo</i> (Scorsese 2011) presents Méliès' as...	Scorsese, M (dir.) 2011, <i>Hugo</i> , DVD, Paramount.	
Television program	An episode of <i>Dateline</i> (SBS 2012) examines...	SBS 2012, <i>Dateline</i> , television program, SBS, 6 November.	Cite a program's director (dir.) as main author. Where directors are not identified, cite the producer (prod.) or authoring company instead.
Episode of a television program/series	<i>56 Up</i> (Apted 2012) chronicles...	Apted, M (dir.) 2012, <i>56 up</i> , ep. 2, television program, SBS, 6 November. Coulter, A (dir.) 2010, 'Paris green', <i>Boardwalk empire</i> , television program, SBS, 3 November 2012.	
Episode of a television program/series on DVD, Blu-Ray, videotape, iTunes etc.	In season two's penultimate episode 'Blackwater' (Marshall 2012), the...	Marshall, N (dir.) 2012, 'Blackwater', <i>Game of thrones: the complete second season</i> , DVD, HBO.	For TV transmissions, include channel and screening date in your reference list entry. If year of screening differs from the year of production, include year of screening in the screening date.
Streaming audio and video	See 'online' section		

Sound and visual miscellaneous

Type of reference	In-text reference examples	Reference list examples	Further information
Music recording on CD, iTunes etc.	Palmer (2011) explores the theme of...	Palmer, A 2011, <i>Amanda Palmer goes down under</i> , CD, Liberator Music.	
Radio program	...key concerns (Adams 2012).	Adams, P 2012, 'Immigrant nations', <i>Late night live</i> , radio program, ABC Radio, 10 October.	
CD-ROM	...valuable tool (Oxford University Press 2010).	Oxford University Press 2010, <i>Oxford advanced learner's dictionary</i> , 8 th edn, CD-ROM, OUP, Oxford.	
Video game	<i>Halo: reach</i> (Bungie 2010), a prequel to...	Bungie 2010, <i>Halo: reach</i> , video game, Xbox 360, Microsoft Game Studios.	For most video games, cite the developing company as author.

Other

Type of reference	In-text reference examples	Reference list examples	Further information
Computer programs and software (including apps)	... program was developed (MathWorks 2010). ... the ABC iView app (Australian Broadcasting Corporation 2016).	MathWorks 2010, <i>MATLAB</i> , ver. 7.11, computer program, The MathWorks Inc., Natick, Mass. Australian Broadcasting Corporation 2016, <i>ABC iView</i> , version 3.12, mobile application, Australian Broadcasting Corporation, viewed 4 October 2016, < https://itunes.apple.com/au/app/abc-iView/id401778175?mt=8 />.	
Artwork (e.g. painting, sculpture)	Piccinini's 2005 sculpture <i>Big Mother</i> , housed in the Art Gallery of South Australia, presents...		Works of art and live performances cannot be easily recovered by readers, so describe them in detail in-text instead of referencing.
Live performance (e.g. theatre, speech)	The State Theatre Company of South Australia's 2012 production of <i>In the next room; or the vibrator play</i> drew...		

Type of reference	In-text reference examples	Reference list examples	Further information
Personal communication (e.g. letters, conversation)	... as reported in private correspondence on 31 October...		Do not create references for correspondence or conversations: describe in-text.
Image/diagram/artwork from a print source	 <p>Modes of support (Hussin 2007, p. 365).</p>	Hussin, V 2007, 'Supporting off-shore students: a preliminary study', <i>Innovations in Education Teaching International</i> , vol. 44, no. 4, pp. 363–76.	Cite the source where the image was located using the standard format for that source.
Image/diagram/artwork from an online source	 <p>Neil Armstrong (NASA 2008).</p>	NASA 2008, <i>Image of the day gallery: a man on the moon</i> , NASA, 23 March, viewed 27 November 2012, < http://www.nasa.gov/multimedia/imagegallery/image_feature_369a.html >.	Cite the source where the image was located using the standard format for that source.
Image/diagram/artwork (your own)	 <p>The Rectangle (Author's own 2017, unpublished).</p>		Not listed in reference list as cannot be recovered by reader.
Map	According to the map of the region (Department of Employment, Economic Development and Innovations Queensland 2010) there are...	Department of Employment, Economic Development and Innovations Queensland 2010, <i>Queensland's mineral, petroleum and energy operations and resources</i> , Department of Mines and Energy Queensland, Brisbane.	If the map is derived from an Atlas, cite the Atlas in standard book format.

Frequently asked questions

1. How do I reference two or three authors?

When there are two or three authors for a reference, include all their family names in the in-text reference, in the same order that they are listed in the original source. Use the word 'and' to separate surnames in the body of your sentence, and '&' to do so in brackets.

Wahlstrom and Quirchmayr (2008) advocate for this system.

According to Campbell, Fox and de Zwart (2010, p. 11), students should tread carefully when using internet resources.

Students should tread carefully when using internet resources (Campbell, Fox & de Zwart 2010, p. 11).

2. How do I reference more than three authors?

If there are four or more authors, you should only use the first author's family name in the in-text reference followed by the term 'et al.' (a Latin abbreviation for 'and others').

This is observed by Solomon et al. (2008) in their climate change study.

However, all the authors' names **must** be included in your reference list, in the same order that they are listed in the original source.

3. How do I reference when there is no author and/or no year?

When no person is mentioned, include the title of the source or the authoring/sponsoring organisation in place of the author.

Oral presentations, like written assessment tasks, should contain an introduction, body, and conclusion (Learning and Teaching Unit 2010).

When no year of publication is given, use the abbreviation n.d. which stands for 'no date' in place of a year, or give an approximate year preceded by a c. which stands for 'circa'. However, be wary of using sources without years as it is harder to verify whether the information is relevant or outdated.

4. How do I reference information from one author (Author 1) which I have found in a book or journal article by another author (Author 2)?

Sometimes you will need to refer to authors whose work you encounter secondhand (i.e. mentioned in other people's work). You should mention both authors (Author 1 and Author 2) in your in-text reference, but only list the actual item you read (Author 2) in your reference list.

For example, if you read an idea by Bate (Author 1) in a source by McInnis (Author 2) you would need to mention both authors in your in-text reference.

Bate (cited in McInnis 2010, p. 13) states that...

...is more important (Bate, cited in McInnis 2010, p. 13).

However, in the reference list you should only list McInnis (Author 2, the source you read) and not Bate (whose idea you read about in McInnis).

5. How do I reference multiple sources by the same author published in the same year?

If an author has published more than one item in the same year, place a lower case letter of the alphabet next to the dates in your in-text referencing to distinguish between these separate publications.

Stam argues this point eloquently (2005a) and reiterates it elsewhere (2005b).

You must also include these lower case letters in your reference list entries as well. The order in which you attach the letters should follow the alphabetical order of the titles of these sources.

6. What if there are two authors with the same family name?

Occasionally you will need to reference two different authors who share the same family name. To avoid ambiguity, include the authors' first initials after their family names in the in-text references.

Shakespeare's play 'uses the technique of externalisation to anatomise an inner emotional struggle' (Smith, E 2007, p. 17).

Lacan's work grounds 'personal identity and its discontents in language' (Smith, B 2010, p. 6).

7. How do I present exact quotations?

Short quotations of fewer than thirty words should be enclosed in single quotation marks ('...') and be accompanied by an in-text reference including a page number where possible. If you are referencing an online source without page numbers, just author and year will suffice.

Research indicates that 'over a thousand autobiographies of childhood have been published in roughly the past fifteen years' (Douglas 2010, p. 1).

Longer quotations of more than thirty words should be presented without quotation marks and indented on both sides. A font one size smaller should be used.

According to Barnett (2009, p. 219):

While some authors respond to the rise of technologies in the lives of humans by articulating anxieties through figures such as the mad scientist, or tropes such as the destruction of civilisation, others see in technology a promise ... of new and exciting ways of being and expressing the human in the face of co-evolution with technology.

The three dots after the word 'promise' (called an ellipsis) show that a word or words have been left out. Always introduce or transition into quotations using your own words to maintain the flow of your writing. If you quote another source directly without adding quotation marks (for short quotes) or indenting it as a block quote (for long quotes), this **may be identified as plagiarism**.

8. Where exactly do I put the full stop when quoting and/or referencing?

Full stops must always be placed at the very end of a sentence, after the quotation and/or in-text reference.

Research indicates that 'over a thousand autobiographies of childhood have been published in roughly the past fifteen years' (Douglas 2010, p. 1).

According to Barnett (2009, p. 219), several authors see technology as providing 'new and exciting ways of being and expressing the human in the face of co-evolution with technology'.

9. Can I reference two or more sources at the same time?

Yes. Use a semi-colon to separate the items in the in-text reference, and list the items alphabetically according to their authors' family names.

Social networking has had a major impact on young people (Body & Ellison 2007; Hansford & Adlington 2009; Lenhart & Madden 2007).

If referencing multiple sources by the same author, present the items in chronological order (oldest to most recent) and separate them with commas.

Buzan (2005, 2006, 2007) is a mind-mapping expert and enthusiast.

10. Can I paste the URL of a webpage into my essay as an in-text reference?

No. Harvard is an 'author-date' system. Follow the author-date in-text referencing conventions for all sources. If you are unsure how to reference a website because there is no author or year provided, follow the guidelines provided above for referencing sources without authors or years (FAQ 3).

11. How do I locate the URL on a pdf?

To identify the URL for a pdf, right click on the link to the pdf document, click Copy shortcut and then paste to the appropriate position in your Reference list entry. If there is no URL for the pdf, then use the URL of the site where the document was found.

12. How do I decide on the publication date for books?

With books available in a variety of formats, it is not always straightforward to identify a publication date. There may be more than one year listed. Use the date listed on the copyright page next to the copyright symbol ©. Ignore dates for reprints, reissues and impressions – these do not involve substantial changes to a book's content. The book itself is the most reliable source for the year.

13. How do I reference a reprint of a book?

In the case of a reprint of a book, use the year of publication, not the year of the reprint. This is because reprint means the content has not changed so the same edition is being used. However, if the book is revised or a new edition is published, then the year of the revision/edition is used as the content has changed in some way.

14. How do I reference an extract of a book?

If the book extract is published in an edited book then you can follow the same format for referencing a 'Chapter in an edited book'. If you are viewing an extract on a bookseller's website, where you are able to view an excerpt from the book, then you can follow the format for referencing the book itself including the usual information about author, date, title, publisher and place of publication.

15. How do I reference family names with a prefix?

Family names containing prefixes such as de, van, von or De, Van, Von should be listed in the reference list under D and V respectively. Thus if the author's name is Melissa de Zwart, her name would appear in the reference list under d (for de Zwart, M) not Z (for Zwart, MD). Also keep the prefix as part of the surname in-text.

de Zwart (2012) notes...

de Zwart, M 2012, 'NRL v Optus in the full federal court...

16. How do I reference a name with a suffix?

If a name contains a generational suffix such as Junior, do not include the suffix in-text but identify it in your reference list.

...depiction of war (Vonnegut 1966).

Vonnegut, K Jr 1966, *Mother night*...

Similarly, names containing generational suffixes such as II, III, or IV should be referenced as above.

...ethical considerations (Smith 2012).

Smith, GP II 2012, *Law and bioethics: along the mortal coil*...

17. How do I reference hyphenated names?

If an author's family name is hyphenated, include the hyphen in your referencing.

...economic considerations (Pitt-Watson 1991).

Pitt-Watson, D 1991, *Economic short termism*...

If the given name is hyphenated, include the hyphen in your reference list.

...existential considerations (Sartre 1944).

Sartre, J-P 1944, *No exit*...

18. Can I copy an image from any source and use it in my assignment?

Permission is not required to include images (such as photographs, illustrations, graphs, figures and tables) in work you submit for assessment purposes. However, the image must be referenced both in-text and in the reference list following the standard format.

However if your work will be made available outside the UniSA community, (such as posting on a public website, or artwork that may be publicly exhibited or sold), then you will need to seek permission. Further guidance can be found at The [Australian Copyright Council](#) website.

Useful links and information

Bibliographic management software

Bibliographic management software such as *EndNote* and *RefWorks* enables you to establish and store your own database of references and insert them into your assignments using various styles.

There is further information about this software in the *EndNote and RefWorks* Research Guides available from the UniSA Library homepage (you can use the search box to locate these guides).

RefWorks currently does not offer Harvard UniSA as a style option but users can choose the **AGPS Press – Style Manual, 6th Edition** style. The version of the Harvard style outlined in this guide is based on AGPS, but it is not identical. Therefore you should check with your lecturer whether it is appropriate to use AGPS style in *RefWorks*.

You can download a **Harvard-UniSA** style for *EndNote*, which does match the version illustrated in this guide, from the *EndNote* Research Guide (<http://guides.library.unisa.edu.au/endnote>).

When using bibliographic management software it is necessary to check that the in-text references and the reference list produced are accurate and complete.

Roadmap to Referencing

The Roadmap to Referencing website is an interactive tool designed to help you select your reference format and arrange your reference components.

<http://roadmap.unisa.edu.au>

UniSA's referencing website

Visit the referencing website to learn more about referencing, academic integrity, avoiding plagiarism and more.

<http://www.unisa.edu.au/Referencing>

Referencing forum

If you have a referencing question that these resources have not addressed, post it to the referencing forum and a Learning Adviser will help you find your answer.

<http://www.unisa.edu.au/Referencing>

You be the judge

View the video *You be the judge: learning to evaluate*, available from the Library's website, to help you decide if your sources are of academic quality.

<http://www.library.unisa.edu.au/learn/tutorial/evaluate/default.aspx>