



## STUDENT GUIDE

### Harvard Referencing System

This student guide presents the most commonly used aspects of the Harvard Referencing System.

#### Sources

Snooks & Co 2002, *Style manual: for authors, editors and printers*, 6th edn, John Wiley & Sons, Australia.

American Psychological Association 2001, *Publication manual of the American Psychological Association*, 5th edn, APA, Washington, DC.

If further information is needed, students can refer to the 'COMPREHENSIVE GUIDE: Harvard Referencing System' or to the above publications in the Macquarie University Library. Students can also check with their departments or lecturers for on-campus Harvard referencing support.

#### Acknowledgement

A significant component of the Master of Accounting (MAcc) program is the Language for Professional Communication in Accounting Program (LPCA). The LPCA program is a collaboration of the Master of Accounting program and The Centre for Macquarie English (CME), formerly the National Centre for English Language Teaching and Research (NCELTR). The LPCA program provides tailored resources for specific units, as well as providing materials for additional generic workshops. Students are able to develop a high level of communication and professional skills and, at the same time, to develop technical skills. These resources are integrated with relevant technical content and are a significant part of the teaching and learning within individual units. Communication and professional skills are assessed, often together with technical skills, in individual units. The development of these skills is essential to students' success, not only within the units of this program, but also in an accounting career.

As part of the LPCA program, resources have been made available to provide students with an understanding of the plagiarism policies of the University and the Master of Accounting program. Also referencing materials, including this Harvard referencing guide, have been developed to address the methods and style requirements necessary to cite research sources.

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**FAQs**

<b>REFERENCING</b>	<b>PLAGIARISM</b>
<p><b><u>WHAT IS REFERENCING?</u></b></p> <ul style="list-style-type: none"> <li>Referencing is a way of acknowledging or showing the sources of any information that you have cited or used in any assignments you present.</li> <li>In Australia, like in many other countries around the world, referencing <u>must</u> be used when you use information from sources in your own work.</li> <li>At university, information for assignments usually comes from sources like books, journals and professional websites.</li> <li>The assignments are often, for example, essays, reports and case studies.</li> <li>Referencing in <u>written</u> assignments has 2 aspects: <b>in-text citations</b> and a <b>reference list</b>.</li> </ul> <p><b><u>WHEN DO I USE IT?</u></b></p> <ul style="list-style-type: none"> <li><b>In-text citations</b> are used within your assignments whenever you use information from a source.</li> <li>A <b>reference list</b> is usually the last page of your written assignment and is a list of the sources you have researched <u>and</u> cited or used in your assignment.</li> </ul> <p>Generally, you are required to include a <b>reference list</b>, rather than a bibliography in your written assignments. You should check what is required by your department or lecturer.</p> <p><b><u>WHY SHOULD I USE IT?</u></b></p> <p>By using a referencing system, you:</p> <ul style="list-style-type: none"> <li>allow the readers of your work to access your information sources directly.</li> <li>avoid <b>plagiarism</b>.</li> </ul> <p><b><u>HOW DO I USE IT?</u></b></p> <ul style="list-style-type: none"> <li>You follow the specific conventions or rules for using in-text citations and preparing a reference list.</li> <li>This guide is based on the conventions of the <b>Harvard referencing system</b>.</li> <li>There are many different referencing systems which can be used and each system has its own conventions.</li> </ul> <p><u>It is your responsibility</u> to know which referencing system your department or lecturer wants you to use.</p>	<p><b><u>WHAT IS PLAGIARISM?</u></b></p> <ul style="list-style-type: none"> <li>Plagiarism occurs when you use another author's work without acknowledging or showing it in your own writing. There are many different types of plagiarism.</li> <li>Plagiarism is often unintentional and can occur if you have limited understanding or experience in using a referencing system.</li> </ul> <p><u>It is your responsibility</u> to understand the different types of plagiarism and how to avoid them. Plagiarism is a very serious issue and can lead to severe penalties, including failing an assignment or unit. You are strongly advised to familiarise yourself with the Macquarie University policy on plagiarism at: <a href="http://www.student.mq.edu.au/plagiarism">http://www.student.mq.edu.au/plagiarism</a></p> <p><b><u>WHEN DOES IT OCCUR?</u></b></p> <p>One common type of plagiarism occurs when you use information such as the words, ideas, statistics, graphs, charts and arguments of others and do not acknowledge the sources. Another common type occurs when students do not provide the necessary details for in-text citations and reference lists.</p> <p><b><u>WHY SHOULD I AVOID IT?</u></b></p> <p>By avoiding plagiarism, you show:</p> <ul style="list-style-type: none"> <li>your understanding of the topic and requirements of the assignment</li> <li>your critical reading, thinking and writing skills</li> <li>your respect for the work of authors you have researched and cited.</li> </ul> <p><b><u>HOW DO I AVOID IT?</u></b></p> <p><b>Plagiarism</b> is avoided by:</p> <ul style="list-style-type: none"> <li>understanding the different types of plagiarism</li> <li>recording the necessary details of all your sources when you use information from them</li> <li>using a referencing system such as the Harvard referencing system to honestly, accurately and consistently acknowledge your sources</li> <li>using the skills of summarising, paraphrasing and quoting when you prepare your written assignment.</li> </ul>

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- When using a referencing system for **in-text citations** and a **reference list**, you must use the appropriate formatting elements.
- **Formatting** refers to the use of layout and punctuation, including spacing, indenting, lower and upper case letters, period or full stops, colons, semicolons, commas, brackets and *italics*. These formatting elements are used to clearly and consistently present **in-text citations** and a **reference list** in your written work.
- The examples throughout this guide indicate the formatting you should use.

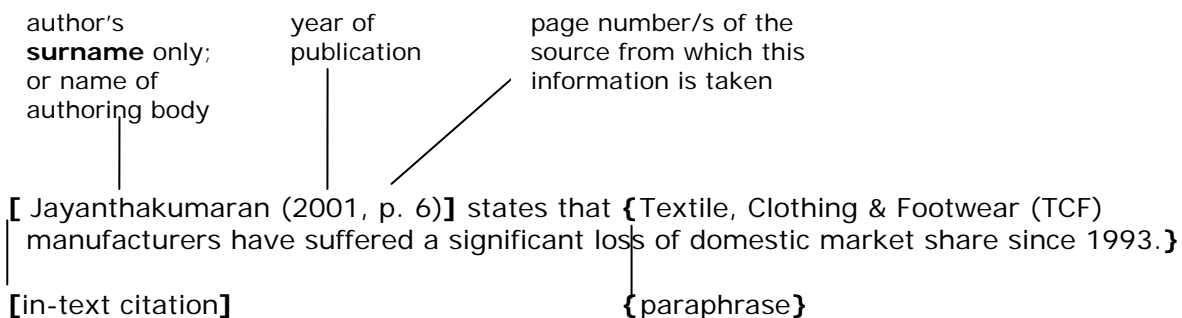
### IN-TEXT CITATIONS

Each time you use an author's words or ideas in your writing, you must place a citation in the text. This applies to both direct quotations and paraphrases. It is important to place the in-text citation directly in, or immediately after, the sentence or clause which uses information or ideas from a source. It is not adequate to put the in-text citation at the end of the paragraph because this indicates that only the information in the last sentence belongs to the source.

The basic **in-text citation** is very similar for all types of sources. However, the type of source being cited cannot usually be identified until the reader looks at the reference list.

In-text citations in written work may appear either:

#### a) as part of a sentence



➡ The use of [ ] and { }, above, are for explanatory purposes only, and should **NEVER** be used in written assignments.

In the above example, the author is a grammatical part of the sentence and, in this instance, appears at the beginning of the sentence.

The above citation can also be placed in different positions in the sentence, for example:

- i. According to Jayanthakumaran (2001, p. 6), Textile, Clothing & Footwear (TCF) manufacturers have suffered a significant loss of domestic market share since 1993.
- ii. Textile, Clothing & Footwear (TCF) manufacturers, according to Jayanthakumaran (2001, p. 6), have suffered a significant loss of domestic market share since 1993.

## b) or at the end of a sentence

- i. Textile, Clothing & Footwear (TCF) manufacturers have suffered a significant loss of domestic market share since 1993 (Jayanthakumaran 2001, p. 6).

These conventions apply to authors and authoring bodies or organizations of all types of sources.

- ➡ It is often useful to vary the citation styles, e.g., as part of a sentence or at the end of a sentence. Varying citation styles may allow for better linking between sentences and between ideas. It also allows for different emphasis – either on the topic or the author.

## Paraphrases

**Paraphrases** occur when you read a source and use the information in your assignment, but rephrase or write the information **in your own words**.

- i. Jayanthakumaran (2001, p. 6) states that Textile, Clothing & Footwear (TCF) manufacturers have suffered a significant loss of domestic market share since 1993.

This example is a paraphrase and it needs to be cited.

The **absence** of double quotation marks (“ ”) informs the reader this is a paraphrase.

- ➡ It is expected that you will extensively research and use information found in sources. However, it is also expected that most of the information from the sources will be paraphrased, that is, **written in your own words**.

## Direct quotations

**Direct quotations** are used when you want to use some words exactly as they are found in the source.

If you rely on a source and use the **exact words** in your assignment, you must indicate this by the use of double quotation marks (“ ”). These indicate a direct quotation.

**Direct quotations** need to be as brief as possible. They should only be used occasionally and only for good reasons, for example, when:

- the author’s words convey a powerful meaning that cannot be paraphrased with the same effect
- you use the author as an authoritative voice in your own writing
- you introduce an author’s position which you want to discuss
- you need to provide supporting points or evidence for your own position.

Generally, **direct quotations** in the text are placed within your own sentences.

- i. Innes and Warburton (1998, p. 69) report that “employment in the TCF sector fell by more than 40 per cent over the ten years to June 2001”.
- ii. As Innes and Warburton (1998, p. 69) report, “employment in the TCF sector fell by more than 40 per cent over the ten years to June 2001”.

**With direct quotations only**, page numbers may also be separated and placed at the end of the direct quotation:

- i. Innes and Warburton (1998) report that “employment in the TCF sector fell by more than 40 per cent over the ten years to June 2001” (p. 69).
- ii. As Innes and Warburton (1998) report, “employment in the TCF sector fell by more than 40 per cent over the ten years to June 2001” (p. 69).

- ➡ Page numbers or paragraph numbers should be provided in in-text citations for both direct quotations and paraphrases.

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#### REFERENCE LISTS

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The **reference list** is usually the last page/s of the assignment. It should begin on a new page and be simply headed **References**.

- A reference list consolidates all the various sources in alphabetical order using either the author's surname or the names of authoring bodies. The titles of documents (or the titles of media such as videos, CD-ROMs and radio programs) are used if the author's name or the name of the authoring body is not known.
- Numbers, letters or bullets are **not** used when citing sources in a Reference List.
- The 2<sup>nd</sup> and subsequent lines of each entry are indented (this is called a 'hanging indent').
- Single spacing within an entry, but 1.5 spacing between entries is used.
- Alignment for the reference list page/s is 'Align left'. 'Justify' should not be used for the reference list.

Following are the reference list details needed for the more common source types.

➡ Although the details required for each type of source in the **reference list** are significantly different, the reference list entries for all source types, both print & electronic, are based on the entry for a print book, particularly the conventions relating to multiple authors and authoring bodies.

#### **BOOK, print**

- author's surname & initial(s) or name of authoring body
- year of publication
- title of book (in *italics*; minimal capitalisation other than proper nouns & acronyms)
- title of series, if applicable
- description of work, if applicable
- edition number, if not first edition
- editor, compiler, reviser or translator, if applicable
- volume number or number of volumes, if applicable
- name of publisher (business identifiers such as company, Pty, Inc., Ltd, Co., Limited, plc. and Corporation not included)
- place of publication

#### Reference list:

Moorhead, G & Griffin, R 2001, *Organizational behavior: managing people and organizations*, 6th edn, Houghton Mifflin, Boston.

Pedersen, H 1937, *A concise comparative Lycian grammar*, monograph, Vandenhoeck & Ruprecht, Gottingen, Sweden.

## CHAPTER IN EDITED BOOK, print

(An edited book is a collection of writings by different authors; the 'editor' is the person who compiles or selects the work to be included).

- author's surname & initial(s) or name of authoring body (use the author of the chapter/article you have read, not the editor/s of the book)
- year of publication
- title of chapter/article (single quotation marks; minimal capitalisation other than proper nouns & acronyms)
- the word 'in'
- editor(s)' initial(s) and surname(s) (initials precede surnames)
- (ed.) or (eds)
- title of edited book (in *italics*; minimal capitalisation other than proper nouns & acronyms)
- edition number, if not first edition
- name of publisher (business identifiers such as company, Pty, Inc., Ltd, Co., Limited, plc. and Corporation not included)
- place of publication

### In-text:

It is likely, as has been suggested, that cultural synergies cannot be achieved until inherent cross-cultural issues have been addressed (Adler, 1980).

### Reference list:

Adler, NJ 1980, 'Cultural synergy: the management of cross-cultural organizations', in WW Burke & LD Goodstein (eds), *Trends and issues in OD: current theory and practice*, University Associates, San Diego.

## JOURNAL ARTICLE, print

- author's surname & initial(s) or name of authoring body
- year of publication
- title of article (single quotation marks; minimal capitalisation other than proper nouns & acronyms)
- title of journal (in *italics*; maximal capitalisation)
- title of series, if applicable
- issue details; may include volume no., issue no., month or season
- page numbers of the whole article (these are always cited for journal articles)

### Reference list:

Jayanthakumaran, K 2001, 'Trade policy reform and textile clothing and footwear industries: Australia 1992/93-1996/97', *Economic Papers*, vol. 20, no. 2, June, pp. 1-12.

## JOURNAL ARTICLE, electronic

- author's surname & initial(s) or name of authoring body
- year of publication
- title of article (single quotation marks; minimal capitalisation other than proper nouns & acronyms)
- title of journal (*italics*; maximal capitalisation)
- title of series, if applicable
- issue details; may include volume no., issue no., month or season
- page numbers of the whole article (these are always cited for electronic journal articles, if available)
- date article was viewed
- name of database

### Reference list:

Waldmann, E 2000, 'Teaching ethics in accounting: a discussion of cross-cultural factors with a focus on Confucian and Western philosophy', *Accounting Education*, vol. 9, no. 1, May, pp. 21-8, viewed 25 July 2005, EBSCOhost database.

## WEBSITE

- author (person or organization responsible for the site)
- year (year the site was created or last revised)
- name & place of source sponsor ('owner'/'publisher'); name may be same as author
- date website was viewed
- domain name enclosed in angle < > brackets

### Reference list:

St Vincent de Paul Society 1999, St Vincent de Paul Society, ACT, viewed 8 July 2005, <<http://www.vinnies.org.au>> .

## WEBSITE DOCUMENT

- author (may be person or organization responsible for the site)
- year (the year the site was created or last revised)
- title of document (in *italics*; minimal capitalisation other than proper nouns & acronyms)
- version number, if applicable
- description of document, if applicable
- name & place of source sponsor ('owner'/'publisher'); name may be same as author
- date document was viewed
- complete URL for the page/section, including links, needs to be shown and is enclosed in angle < > brackets

### Reference list:

Macquarie University 2006, *What is Plagiarism?*, Macquarie University, Sydney, viewed 10 April 2006, <<http://www.student.mq.edu.au/plagiarism>> .



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#### Examples of in-text & reference list citations

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Examples of in-text citations for types of sources have been provided. The first example in each case is as part of the sentence, and the second example is at the end of the sentence. Examples of reference list entries have also been provided for these source types.

➡ Although the details required for each type of source in the **reference list** are significantly different, the reference list entries for all source types, both print & electronic, are based on the entry for a print book, particularly the conventions relating to multiple authors and authoring bodies.

#### **BOOKS, print**

<p><b>Single author</b> <i>Applies to authors of all source types. Page no. spans 22-3, <u>not</u> 22-23.</i></p>	<p><b>In-text:</b> According to Harris (2001, pp. 22-3), the possibility that ... Statistics indicate that ... (Harris 2001, pp. 22-3).</p> <p><b>Reference list:</b> Harris, RA 2001, <i>The plagiarism handbook: strategies for preventing, detecting, and dealing with plagiarism</i>, Pycszak Publishing, Los Angeles.</p>
<p><b>Single authoring body</b>, e.g. companies, government &amp; non- government organisations</p>	<p><b>In-text:</b> Telstra Corporation (2004) stresses the importance of ... Corporate governance is stressed due to ... (Telstra Corporation 2004).</p> <p><b>Reference list:</b> Telstra Corporation 2004, <i>Annual report</i>, Telstra, Melbourne.</p>
<p><b>Unknown author</b> <i>Use title and <u>italicize</u> both in the text and in the reference list. Articles 'a', 'an' or 'the' are disregarded when placing entry alphabetically in reference list. Page no. spans 111-2, <u>not</u> 111-112.</i></p>	<p><b>In-text:</b> <i>The inns of court</i> (1965, pp. 111-2) outlines ... It was thought these matters ... (<i>The inns of court</i> 1965, pp. 111-2).</p> <p><b>Reference list:</b> Department of Finance and Administration 2005, <i>Annual report 2004-05</i>, DFA, Canberra. <i>The inns of court</i> 1965, Jordan &amp; Sons, London. Moorhead, G &amp; Griffin, R 2001, <i>Organizational behavior: managing people and organizations</i>, 6th edn, Houghton Mifflin, Boston.</p>
<p><b>Two authors or authoring bodies</b> <i>Applies to authors of all source types. Use 'and' when part of sentence, but '&amp;' when in brackets. Use '&amp;' in reference list.</i></p>	<p><b>In-text:</b> Hatim and Munday (2004, pp. 49-50) present data indicating that ... Data has been presented that ... (Hatim &amp; Munday 2004, pp. 49-50).</p> <p><b>Reference list:</b> Hatim, B &amp; Munday, J 2004, <i>Translation: an advanced resource book</i>, Routledge, New York.</p>
<p><b>Three authors or authoring bodies</b> <i>Applies to authors of all source types. Use 'and' when part of sentence, but '&amp;' when in brackets. Use '&amp;' in reference list.</i></p>	<p><b>In-text:</b> May, May and Andrew (1999, pp. 31-2) provide ... Guidelines relating to ... (May, May &amp; Andrew 1999, pp. 31-2).</p> <p><b>Reference list:</b> May, CB, May, GS &amp; Andrew, JD 1999, <i>Effective writing: a handbook for finance people</i>, Prentice Hall, New Jersey.</p>

## **BOOKS, print, continued**

<p><b>Four or more authors or authoring bodies</b>  <i>Applies to authors of all source types. Use, et al., when part of sentence and when in brackets. Details of all authors cited in reference list.</i></p>	<p><b>In-text:</b>            Kotler et al. (2001, pp. 103-4) believe, however, that ...            It is believed, however, that ... (Kotler et al. 2001, pp. 103-4).</p> <p><b>Reference list:</b>            Kotler, P, Brown, L, Adam, S &amp; Armstrong, G 2001, <i>Marketing</i>, 5<sup>th</sup> edn, Prentice Hall, Sydney.</p>
<p><b>Secondary source</b>  <i>The work of one author, Kotler et al., refers to the work of another author, Gupta. Both sources are cited in the text. Only the source that has been read, Kotler et al., is shown in the reference list.</i></p>	<p><b>In-text:</b>            Gupta (cited in Kotler et al. 2001, pp. 11-12) claims that ...            It is argued that ... (Gupta, cited in Kotler et al. 2001, pp. 11-12).</p> <p><b>Reference list:</b>            Kotler, P, Brown, L, Adam, S &amp; Armstrong, G 2001, <i>Marketing</i>, 5<sup>th</sup> edn, Prentice Hall, Sydney.</p>
<p><b>Chapter in edited book</b>  <i>Specific chapter in edited book cited. Note use of, in, before names of editors in reference list. Editor's initials precede surnames. Note use of (eds).</i></p>	<p><b>In-text:</b>            As argued by Adler (1980), cultural synergies cannot be achieved until ...            It is argued that cultural synergies cannot be achieved until ... (Adler, 1980).</p> <p><b>Reference list:</b>            Adler, NJ 1980, 'Cultural synergy: the management of cross-cultural organizations', in WW Burke &amp; LD Goodstein (eds), <i>Trends and issues in OD: current theory and practice</i>, University Associates, San Diego.</p>
<p><b>Edited book</b>  <i>General focus or content of edited book cited. Editor in author position. Note use of (ed.) in reference list; (eds) if more than 1 editor.</i></p>	<p><b>In-text:</b>            Kamwangamalu's (1998) evidence that ...            There is some evidence that ... (Kamwangamalu, 1998).</p> <p><b>Reference list:</b>            Kamwangamalu, NM (ed.) 1998, <i>Aspects of multilingualism in post-apartheid South Africa</i>, Mouton de Gruyter, Berlin.</p>
<p><b>2nd or later edition</b>  <i>Note use of, edn, in reference list.</i></p>	<p><b>In-text:</b>            Moorhead and Griffin (2001) emphasise that ...            It is strongly emphasised that ... (Moorhead &amp; Griffin, 2001).</p> <p><b>Reference list:</b>            Moorhead, G &amp; Griffin, R 2001, <i>Organizational behavior: managing people and organizations</i>, 6th edn, Houghton Mifflin, Boston.</p>
<p><b>Multiple works by same author published in same year</b>  <i>Lower case letters, a,b,c, used to distinguish works. Multiple works convention applies to all source types.</i></p>	<p><b>In-text:</b>            Nunan (1992a; 1992b; 1992c) indicates that ...            A number of theories indicate that ... (Nunan 1992a; 1992b; 1992c).</p> <p><b>Reference list:</b>            Nunan D 1992a, <i>Introducing discourse analysis</i>, Penguin, London.            Nunan D 1992b, <i>Research methods in language learning</i>, Cambridge University Press, New York.            Nunan D 1992c, <i>Teachers interactive decision-making</i>, National Centre for English Language Teaching and Research, Sydney.</p>
<p><b>Dictionaries (&amp; encyclopedias), single author</b>  <i>Cite author as for print book; Note translator, trans.; initial(s) precede surname, Sage.</i></p>	<p><b>In-text:</b>            Cirlot (1971) explores the concept of alchemy by using ...            The concept of alchemy is explored by using ... (Cirlot 1971).</p> <p><b>Reference list:</b>            Cirlot, JE 1971, <i>A dictionary of symbols</i>, 2<sup>nd</sup> edn, trans. J Sage, Routledge &amp; Kegan Paul, London.</p>
<p><b>Dictionaries (&amp; encyclopedias), no author</b></p>	<p><b>In-text:</b>  <i>The Macquarie dictionary</i> (2005) defines drafting as a process by which ...            Drafting is defined as a process by which ... (<i>The Macquarie dictionary</i> 2005).</p> <p><b>Reference list:</b>  <i>The Macquarie dictionary</i> 2005, 4<sup>th</sup> edn, Macquarie University, Sydney, NSW.</p>

## **BOOKS, electronic**

1. For electronic books, the conventions for multiple authors and editors are the same as for print books.
2. If page numbers are not available, then paragraph numbering conventions used: para., paras or ¶, ¶¶.
3. Electronic books are generally accessed online through university library databases using student access codes, but can sometimes be accessed directly via the internet.
4. In relation to electronic books, date viewed and complete URL (including any links for pages/sections) enclosed by angle < > brackets or name of database must be provided.

<p><b>Electronic database</b>  <i>If page nos. not available, provide paragraph nos. if they can be reasonably identified. Name of database provided, URL <u>not</u> required.</i></p>	<p><b>In-text:</b>            As Hofstede, Pedersen and Hofstede (2002, para. 14) acknowledge, the ...            It is acknowledged that ... (Hofstede, Pedersen &amp; Hofstede 2002, para. 14).</p> <p><b>Reference list:</b>            Hofstede, GJ, Pedersen, P &amp; Hofstede, GH 2002, <i>Exploring culture: exercises, stories, and synthetic cultures</i>, Intercultural Press, Yarmouth, Maine, viewed 16 November 2005, NetLibrary database.</p>
<p><b>Internet</b>  <i>Complete URL enclosed in &lt; &gt; brackets should be provided irrespective of URL length.</i></p>	<p><b>In-text:</b>            Scott's (1998, paras 3-4) strong support of the view that ...            This view is strongly supported because ... (Scott 1998, paras 3-4).</p> <p><b>Reference list:</b>            Scott, WD 1998, <i>Increasing human efficiency in business: a contribution to the psychology of business</i>, viewed 17 June 2006, &lt;<a href="http://www.gutenberg.org/catalog/world/readfile?fk_files=38334">http://www.gutenberg.org/catalog/world/readfile?fk_files=38334</a>&gt;.</p>
<p><b>Dictionaries (&amp; encyclopedias), internet</b>  <i>Complete URL enclosed in &lt; &gt; brackets should be provided irrespective of URL length.</i></p>	<p><b>In-text:</b>  <i>Online dictionary</i> (2006) defines governance as ...            Governance is defined as ... (<i>Online dictionary</i> 2006).</p> <p><b>Reference list:</b>  <i>Online dictionary</i> 2006, Merriam-Webster, USA, viewed 7 June 2006, &lt;<a href="http://www.m-w.com/cgi-bin/dictionary">http://www.m-w.com/cgi-bin/dictionary</a>&gt;.</p>

## **PERIODICALS: JOURNALS, MAGAZINES & NEWSPAPERS, print & electronic**

1. The conventions for journal articles are the basis for magazine and newspaper article conventions.
2. In relation to all print and electronic periodicals, the conventions for multiple authors are the same as for print books.
3. Electronic periodicals are generally accessed online through university library databases using student access codes, but can sometimes be accessed directly via the internet.
4. In relation to electronic periodicals, date viewed and complete URL (including any links for pages/sections) enclosed by angle < > brackets or name of database must be provided.

### **Periodicals: Journal articles, print & electronic**

<p><b>Journal article, print</b>  <i>Publisher &amp; place of publication <u>not</u> required in reference list. Page nos. of <u>complete</u> article provided, pp. 1-12, in reference list.</i></p>	<p><b>In-text:</b>            Jayanthakumaran (2001, p. 6) seems to dismiss the idea that ...            The idea that ... (Jayanthakumaran 2001, p. 6).</p> <p><b>Reference list:</b>            Jayanthakumaran, K 2001, 'Trade policy reform and the textile, clothing and footwear industry: Australia 1993-97', <i>Economic Papers</i>, vol. 20, no. 2, June, pp. 1-12.</p>
<p><b>Journal article, electronic database</b>  <i>Name of database provided, URL <u>not</u> required. Page nos. of <u>complete</u> article provided, pp. 21-8, in reference list. Page no. spans 21-8 <u>not</u> 21-28.</i></p>	<p><b>In-text:</b>            Waldmann's (2000, p. 23) suggestion that a number of factors relating to ...            A number of factors relating to ... (Waldmann 2000, p. 23).</p> <p><b>Reference list:</b>            Waldmann, E 2000, 'Teaching ethics in accounting: a discussion of cross-cultural factors with a focus on Confucian and Western philosophy', <i>Accounting Education</i>, vol. 9, no. 1, May, pp. 21-8, viewed 25 July 2005, EBSCOhost database.</p>

## Periodicals: Journal articles, print & electronic, continued

<p><b>Journal article, internet</b>  <i>Complete URL enclosed in &lt; &gt; brackets should be provided irrespective of URL length. Page nos. of <u>complete</u> article provided, pp. 167-78, in reference list. Page no. spans 171-2 <u>not</u> 171-172 &amp; 167-78 <u>not</u> 167-178.</i></p>	<p><b>In-text:</b>          Shirabe (2004, pp. 171-2) has noted that ...          It has been noted that ... (Shirabe 2004, pp. 171-2).</p> <p><b>Reference list:</b>          Shirabe, M 2004, 'Measures of performance of universities and their faculties in Japan', <i>Information-Knowledge-Systems Management</i>, vol. 4, no. 3, pp. 167-78, viewed 17 November 2005, &lt;<a href="http://portal.acm.org/citation.cfm?id=1096329.1096334&amp;coll=GUIDE&amp;dl=GUIDE&amp;CFID=63620412&amp;CFTOKEN=89901306">http://portal.acm.org/citation.cfm?id=1096329.1096334&amp;coll=GUIDE&amp;dl=GUIDE&amp;CFID=63620412&amp;CFTOKEN=89901306</a>&gt;.</p>
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## Periodicals: Magazine articles, print & electronic

<p><b>Magazine article, print</b>  <i>Note use &amp; placement of day &amp; month of publication in reference list. Page nos. of <u>complete</u> article provided, pp. 33-9. Publisher &amp; place of publication <u>not</u> required.</i></p>	<p><b>In-text:</b>          Le Mesurier and Tandukar (2006, pp. 34-5) clarify this viewpoint which ...          This viewpoint holds that ... (Le Mesurier &amp; Tandukar 2006, pp. 34-5).</p> <p><b>Reference list:</b>          Le Mesurier, K &amp; Tandukar, A 2006, 'Conflict stirs trade fears', <i>BRW</i>, 1 April, pp. 33-9.</p>
<p><b>Magazine article, electronic database</b>  <i>Name of database provided, URL <u>not</u> required. Page nos. of <u>complete</u> article provided in reference list, pp. 5-9. Publisher &amp; place of publication <u>not</u> required in reference list.</i></p>	<p><b>In-text:</b>          Reason (2005, p. 7), on the other hand, believes that ...          On the other hand, it is believed that ... (Reason 2005, p. 7).</p> <p><b>Reference list:</b>          Reason, T 2005, 'The narrowing GAAP: the convergence of foreign and domestic accounting rules could catch some U.S. companies by surprise', <i>CFO</i>, vol. 21, no. 17, December, pp. 5-9, viewed 5 May 2006, Business Source Premier database.</p>
<p><b>Magazine article, internet</b>  <i>If page nos. not available, use paragraph nos. (paras 2-3) if these can be reasonably identified.</i></p>	<p><b>In-text:</b>          Wolff (2006, paras 2-3) argues that there has been a paradigm shift in ...          Due to technology, one argument is that ... (Wolff 2006, paras 2-3).</p> <p><b>Reference list:</b>          Wolff, M 2006, 'ipod, therefore, I am', <i>Afr Boss</i>, 9 March, viewed 14 July 2006, &lt;<a href="http://www.afrboss.com.au/edition.aspx">http://www.afrboss.com.au/edition.aspx</a>&gt;.</p>

## Periodicals: Newspaper articles, print & electronic

<p><b>Newspaper article, print</b>  <i>Day &amp; month provided in reference list. Publisher &amp; place of publication <u>not</u> required.</i></p>	<p><b>In-text:</b>          Indeed, Baker's (2005, p. 4) confirmation that ...          Indeed, it was confirmed that ... (Baker 2005, p. 4).</p> <p><b>Reference list:</b>          Baker, J 2005, 'No rest for credit cards', <i>Sydney Morning Herald</i>, 26 December, p. 4.</p>
<p><b>Newspaper article, no title, no author, print</b>  <i>Title of newspaper in <u>italics</u> used in in-text citations &amp; reference list. Page nos. of <u>complete</u> article provided, pp. 13-14. Publisher &amp; place of publication <u>not</u> required in reference list.</i></p>	<p><b>In-text:</b>          As was noted recently in the <i>Sydney Morning Herald</i> (2006, p. 13), the ...          The use of natural resources ... (<i>The Sydney Morning Herald</i>, 2006, p. 13).</p> <p><b>Reference list:</b>  <i>The Sydney Morning Herald</i> 2006, 15 May, pp. 13-14.</p>
<p><b>Newspaper article, electronic database</b>  <i>Name of database provided, URL <u>not</u> required. Page nos. of <u>complete</u> article provided, pp. 11-16. Publisher &amp; place of publication <u>not</u> required in reference list.</i></p>	<p><b>In-text:</b>          Austen (2005, pp. 14-15) reports that ...          It is reported that ... (Austen 2005, pp. 14-15).</p> <p><b>Reference list:</b>          Austen, I 2005, 'A patent dispute threatens to cut executives off', <i>The New York Times</i>, 3 December, pp. 11-16, viewed 26 December 2005, Expanded Academic ASAP database.</p>

## **Periodicals: Newspaper articles, print & electronic, continued**

<p><b>Newspaper article, internet</b></p> <p><i>If page nos. not available, use paragraph nos., paras 5-6, if these can be reasonably identified.</i></p>	<p><b>In-text:</b> Gittins (2003, paras 5-6) examines a number of possible causes for ... Several possible causes for ... are examined (Gittins 2003, paras 5-6).</p> <p><b>Reference list:</b> Gittins, R 2003, 'The truth of the rich-poor divide', <i>The Age</i>, 4 March, viewed 22 July 2005, &lt;<a href="http://www.theage.com.au/articles/2003/10/28/10672331B71873.html?from=storyrhs&amp;oneclick=true">http://www.theage.com.au/articles/2003/10/28/10672331B71873.html?from=storyrhs&amp;oneclick=true</a>&gt;.</p>
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## **WEBSITES & ELECTRONIC DISCUSSION FORUMS**

<p><b>Website, e.g.</b> companies, government &amp; non-government organisations</p> <p><i>Year 1999, year website created or last revised; Author &amp; publisher same entity. Domain name enclosed in &lt; &gt; brackets.</i></p>	<p><b>In-text:</b> The St Vincent de Paul Society (1999) provides information which ... Available information indicates ... (St Vincent de Paul Society 1999).</p> <p><b>Reference list:</b> St Vincent de Paul Society 1999, St Vincent de Paul Society, ACT, viewed 8 July 2005, &lt;<a href="http://www.vinnies.org.au">http://www.vinnies.org.au</a>&gt;.</p>
<p><b>Website document, author</b></p> <p><i>Conventions for author &amp; title of document follow that of a print book. Year 2005 refers to year page created or last revised. Complete URL enclosed in &lt; &gt; brackets should be provided irrespective of URL length.</i></p>	<p><b>In-text:</b> In discussing the accounting cycle, Ketz (2005, paras 11-12) indicates ... The accounting cycle seems to indicate that ... (Ketz 2005, paras 11-12).</p> <p><b>Reference list:</b> Ketz, JE 2005, <i>The accounting cycle</i>, viewed 20 February 2006, &lt;<a href="http://accounting.smartpros.com/x50918.xml">http://accounting.smartpros.com/x50918.xml</a>&gt;.</p>
<p><b>Website document, authoring body</b></p> <p><i>If the authoring body uses paragraph numbering, these can be used in the in-text citations. Acronym, e.g. AASB, may be used in author position in subsequent citations, but then 2 cross-referenced entries needed in reference list. AASB may be used in 'publisher' position in reference list.</i></p>	<p><b>In-text:</b> In relation to multi-employer plans, the Australian Accounting Standards Board (AASB) (2006, paras 29-32), outlines ... <i>or</i> In relation to multi-employer plans, the Australian Accounting Standards Board (AASB) (2006, pp. 22-3), outlines ... Multi-employer plans are those which ... (Australian Accounting Standards Board 2006, paras 29-32). <i>or</i> Multi-employer plans are those which ... (Australian Accounting Standards Board 2006, pp. 22-3).</p> <p><b>Reference list:</b> AASB—see Australian Accounting Standards Board 2006. Australian Accounting Standards Board 2006, <i>AASB 119 Employee Benefits</i>, AASB, Canberra, viewed 14 July 2006, &lt;<a href="http://www.aasb.com.au">http://www.aasb.com.au</a>&gt;.</p>
<p><b>Website document, no date</b></p> <p><i>If there is no date, use 'n.d.' in place of the date.</i></p>	<p><b>In-text:</b> According to the Australia China Business Council (n.d.) an FTA between Australia and China would result in increased living standards in both countries.</p> <p><b>Reference list:</b> Australia China Business Council n.d., <i>Australia China FTA Round-up</i>, viewed 16 July 2008, <a href="http://www.acbc.com.au/">http://www.acbc.com.au/</a>.</p>
<p><b>Website, PDF document</b></p> <p><i>.pdf in URL indicates PDF document and page numbers should be provided in in-text citations. Acronym, e.g. NAATI, may be used in author position in subsequent citations, but then 2 cross-referenced entries needed in reference list. NAATI may be used in 'publisher' position in reference list.</i></p>	<p><b>In-text:</b> According to the National Accreditation Authority for Translators &amp; Interpreters (NAATI) (2005, p. 66), it seems that ... ... (National Accreditation Authority for Translators &amp; Interpreters 2005, p. 66).</p> <p><b>Reference list:</b> NAATI 2005—see National Accreditation Authority for Translators &amp; Interpreters 2005. National Accreditation Authority for Translators &amp; Interpreters 2005, <i>Manual for candidates 2004</i>, rev. edn, NAATI, viewed 22 December 2005, &lt;<a href="http://www.naati.com.au/documents/manuals/manual_for_candidates.pdf">http://www.naati.com.au/documents/manuals/manual_for_candidates.pdf</a>&gt;.</p>

## Websites & Electronic Discussion forums, continued

<p><b>Electronic discussion forums:</b> e.g. bulletin boards, mail lists, Usenet groups</p> <p><i>Year 2005 and day &amp; month, 17 August is the date bulletin was posted. Source description (e.g. bulletin board) provided.</i></p>	<p><b>In-text:</b> Choy (2005) presents research indicating that ... Research has been presented indicating that ... (Choy 2005).</p> <p><b>Reference list:</b> Choy, MPC 2005, 'Translation in bilingual editing of magazines', bulletin board, 17 August, Macquarie University, viewed 21 August 2005, &lt;<a href="https://online.mq.edu.au/webct">https://online.mq.edu.au/webct</a>&gt;.</p>
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## GOVERNMENT PUBLICATIONS

### Government publications, print & electronic

<p><b>Department, print</b></p> <p><i>Department is both author &amp; publisher. Acronym, DFA, may be used in author position in subsequent citations. DFA may be used in 'publisher' position.</i></p>	<p><b>In-text:</b> The Department of Finance and Administration (DFA) (2005, pp. 36-7) ... It seems that ... (Department of Finance and Administration 2005, pp. 36-7).</p> <p><b>Reference list:</b> Department of Finance and Administration 2005, <i>Annual report 2004-05</i>, DFA, Canberra.</p>
<p><b>Departmental unit, branch, division or agency, print</b></p> <p><i>Department is author for in-text citations. Departmental section cited after title. Acronym, DFAT, may be used in author position in subsequent citations. DFAT may be used in 'publisher' position.</i></p>	<p><b>In-text:</b> According to the Department of Foreign Affairs and Trade (DFAT) (2002), the... It appears that ... (Department of Foreign Affairs and Trade 2002).</p> <p><b>Reference list:</b> Department of Foreign Affairs and Trade 2002, <i>China embraces the world market</i>, Economic Analytical Unit, DFAT, Canberra.</p>
<p><b>Department, electronic database</b></p> <p><i>Year 2006 refers to year page created or last revised. Name of database provided; URL <u>not</u> required. Acronym (e.g. ABS) may be used in 'publisher' position. Catalogue number (cat. no.) cited.</i></p>	<p><b>In-text:</b> The Australian Bureau of Statistics (ABS) (2006, p. 10) lists ... It is evident that ... (Australian Bureau of Statistics 2006, p. 10).</p> <p><b>Reference list:</b> Australian Bureau of Statistics 2006, <i>Measuring Australia's Economy 2003</i>, cat. no. 1360.0, ABS, Canberra, viewed 19 March 2006, AusStats database.</p>
<p><b>Department, document, internet</b></p> <p><i>Year 2005 refers to year site created or last revised. Acronym (DIMA) may be used in 'publisher' position.</i></p>	<p><b>In-text:</b> The Department of Immigration and Multicultural Affairs (DIMA) (2005) ... It seems that ... (Department of Immigration and Multicultural Affairs 2005).</p> <p><b>Reference list:</b> Department of Immigration and Multicultural Affairs 2005, <i>About the APEC business travel card scheme</i>, DIMA, Canberra, viewed 12 December 2005, &lt;<a href="http://www.immi.gov.au/skilled/business/apec/index.htm">http://www.immi.gov.au/skilled/business/apec/index.htm</a>&gt;.</p>

## AUDIOVISUAL

### **Titles of sources in reference lists**

The articles 'a', 'an' or 'the' are disregarded when placing entries in alphabetical order in the reference list. In the first example below, the entry is placed under 'c' for '*corporation*' even though the word '*The*' is included. See Sample reference list.

<p><b>Motion picture or video recording</b></p> <p><i>Use italics for titles as for a print book. Description of source (e.g. motion picture) provided in reference list.</i></p>	<p><b>In-text:</b> In relation to business ethics, <i>The corporation</i> (2003) argues for the ... It is argued that in relation to business ethics, the ... (<i>The corporation</i> 2003).</p> <p><b>Reference list:</b> <i>The corporation</i> 2003, motion picture, Big Media Corporation, Ontario.</p>
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## **Audiovisual, continued**

<p><b>Radio &amp; television program</b>  <i>Year 2003 is year program was broadcast; day &amp; month also provided in reference list.</i></p>	<p><b>In-text:</b>            According to <i>A democratic world</i> (2003), the situation ...            It is suggested that ... (<i>A democratic world</i> 2003).</p> <p><b>Reference list:</b>  <i>A democratic world</i> 2003, radio program, Boyer Lectures, ABC Radio National, Sydney, 30 November.</p>
<p><b>CD-ROM</b></p>	<p><b>In-text:</b>  <i>The student guide to making an oral presentation</i> (1999) advises that ...            It is advised that ... (<i>The student guide to making an oral presentation</i> 1999).</p> <p><b>Reference list:</b>  <i>The student guide to making an oral presentation</i> 1999, CD-ROM, Gower, Hants, England.</p>

## **PERSONAL COMMUNICATIONS: e.g. interviews, emails, letters**

ADDRESSES AND CONTACT DETAILS MUST **NEVER** BE CITED WITHOUT THE PERMISSION OF THE OWNERS

<p><b>Personal communications</b>, e.g. interview, email, letter  <i>Initials of owner precede surname in the text. Description of source (e.g. interview) provided in reference list.</i></p>	<p><b>In-text:</b>            During an interview, Ms S Lubbers (2005) outlined the ...            The following feedback indicated that ... (Lubbers 2005).</p> <p><b>Reference list:</b>            Lubbers, S 2005, interview, 16 December.</p>
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## **DUPLICATED COURSE MATERIALS & READINGS**

The citation of duplicated materials in a booklet of materials or readings follows the conventions for the original source. The form of duplication (e.g., microfiche, photocopy, scan) is cited in the reference list. For in-text citations, the relevant page numbers from university materials & readings should be cited in the text, if available; if not available, then the relevant page numbers from original sources should be cited. For reference lists, the citation of page numbers, if any, follow the conventions relating to the original sources; generally, this will only apply to periodicals: journals, magazines & newspapers. Secondly, the relevant page numbers from university materials & readings should be cited, if available; note that the conventions for 'Chapter in edited book' are applied, for example 'in *ELP*' and 'in *ACCG859*' in the 2 following examples.

<p><b>Pages/Chapter from a book, course materials</b>, <u>page nos. available</u>  <i>Original source is a book; page nos. not needed for books in reference list; p.17 is the page no. from the course materials, not the original source.</i></p>	<p><b>In-text:</b>            Hodgetts and Luthans (2003, p. 17) argue that one of the keys to ...            It is argued that one of the keys to ... (Hodgetts &amp; Luthans 2003, p. 17).</p> <p><b>Reference list:</b>            Hodgetts, RM &amp; Luthans, F 2003, <i>International management: culture, strategy, and behavior</i>, photocopy, 5th edn, McGraw Hill, Boston, in <i>ELP Business Preparation Program course materials</i>, Macquarie University, Sydney, p. 17.</p>
<p><b>Journal article, course, subject or unit readings</b>, course readings, <u>page nos. not available</u>  <i>Original source is a journal article; pp. 219-31 are those for the complete original journal article and need to be cited in the reference list; pp. 223-4 in the in-text citation are the page nos. from original journal article.</i></p>	<p><b>In-text:</b>            Ampofo and Sellani (2005, pp. 223-4) consider the effects of ...            The effects of ... (Ampofo &amp; Sellani 2005, pp. 223-4).</p> <p><b>Reference list:</b>            Ampofo, AA &amp; Sellani, RJ 2005, 'Examining the differences between United States Generally Accepted Accounting Principles (U.S. GAAP) and International Accounting Standards (IAS): implications for the harmonization of accounting standards', <i>Accounting Forum</i>, vol. 25, pp. 219-31, photocopy, in <i>ACCG859: Current issues in accounting readings</i>, Macquarie University, Sydney.</p>

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## Sample reference list

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## Excerpts from a paper highlighting in-text citations

Excerpts from the following conference paper have been adapted to provide examples of in-text citations.

Tindale, J, Evans, E, Cable, D & Mead, S 2005, 'Are our accounting programs preparing graduates for professional accounting work?', paper presented at the Australian Association for Research in Education Conference, Sydney, 27 November-1 December.

➡ The superscript numbers (e.g.<sup>1</sup>) used in the examples below relate to the explanations. Numbers are **NEVER** used for in-text citations in the Harvard Referencing System. Also, the large number of in-text citations in these short excerpts is used to provide a range of examples. Using this many in-text citations is not common in written assignments.

Examples	Explanations
<p>The Big 4 accounting firms do not seem to think that university programs prepare graduates for professional accounting work. Preliminary findings from this research highlight the importance of student interaction and participation in facilitating learning and preparing for professional practice.</p> <p>The goals of a university education can be seen as liberal, utilitarian, or some combination of the two (Symes et al. 2000)<sup>1</sup>. A strictly liberal view of education holds that learning is about acquiring and appreciating "theoretical, disciplinary ...<sup>2</sup> foundational and generalisable knowledge" (McIntyre et al. 1999, p. 2)<sup>3</sup>. In this way, Hager, Holland and Beckett (2002, p. 12)<sup>4</sup> argue that "universities have always had a commitment to ensure graduates develop broad based, generic skills such as critical thinking, problem solving, analytic capacity and so forth".</p> <p>The reality is that while universities have always tended to juggle liberal and utilitarian ideals (McIntyre et al. 1999)<sup>5</sup>, the balance has shifted in recent decades towards vocationalism (McIntyre et al. 1999; Symes et al. 2000)<sup>6</sup>. Statistics provided by the Department of Education, Science and Training (DEST) indicate that since the early 1990s enrolments in business, administration and economics subjects have overtaken enrolments in arts, humanities and social science subjects (DEST 2004a; DEST 2004b)<sup>7</sup>.</p> <p>Professional knowledge (as distinct from disciplinary knowledge) is increasingly valued (Hager 1996). This is presented by Gibbons (cited in Bennett, Dunne &amp; Carre 1999, p. 73)<sup>8</sup> as being a shift from "mode 1 to mode 2 knowledge; in essence a shift from contemplative to operational or instrumental knowledge".</p> <p>A social constructivist view of learning is seen by Biggs (2003)<sup>9</sup> as follows:</p> <p style="padding-left: 2em;">Learning is ... a way of interacting with the world. As we learn, our conceptions of phenomena change, and we see the world differently. The acquisition of information in itself does not bring about such a change, but the way we structure that information and think with it does (p. 13).</p>	<p><sup>1</sup> Single source, 4 or more authors. Source at end of sentence. Summary - page nos. not necessary.</p> <p><sup>2</sup> Ellipsis (...) indicates word/s have been omitted from quotation. Single space before and after ellipsis.</p> <p><sup>3</sup> Single source, 4 or more authors. Source at end of sentence. Quotation - page nos. necessary; quotation enclosed in " " .</p> <p><sup>4</sup> Single source, 3 authors. Use 'and' <b>not</b> '&amp;' when authors are part of the sentence. Quotation - page nos. necessary; quotation enclosed in " " .</p> <p><sup>5</sup> Citation at end of clause. Summary - page nos. not necessary.</p> <p><sup>6</sup> Two sources cited. Use semicolon (;) to separate sources. Both sources cited in reference list. 2 or more cited sources provide stronger support for argument. Summary - page nos. not necessary.</p> <p><sup>7</sup> Single authoring body with long name. Acronym (DEST) of authoring body first introduced in a sentence; thereafter, acronym generally used. 2 publications, same source, same year (DEST 2004a; DEST 2004b). Both publications cited in reference list.</p> <p><sup>8</sup> A source written by Bennett, Dunne &amp; Carre refers to the work of Gibbons. Both sources are cited in the text. Only the work that has been read, Bennett, Dunne &amp; Carre, is cited in the reference list.</p> <p><sup>9</sup> Long quotation; more than about 40 words or 3 lines of text. 1-size smaller font used, indented from left margin and <b>no</b> quotation marks used. Long quotations should only be used occasionally. Page nos. (p. 13) may be placed at the end of the citation.</p>