

WYNNUM STATE HIGH SCHOOL – RESOURCE CENTRE

REFERENCING POLICY

IN-TEXT REFERENCING

Information taken from books, periodicals and other sources should be referenced into the main text using the Harvard System. There are several acceptable forms of the Harvard System. The library staff holds a more detailed version of the system if you would like to see it. The important thing is to be consistent.

- Your bibliography should identify an item (e.g. book, journal article, cassette tape, film, or internet site) in sufficient detail so that others may identify it and consult it.
- Your bibliography should appear at the end of your essay/report with entries listed alphabetically.
- If you have used sources from the Internet, these should be listed in your bibliography.

FOR A BOOK

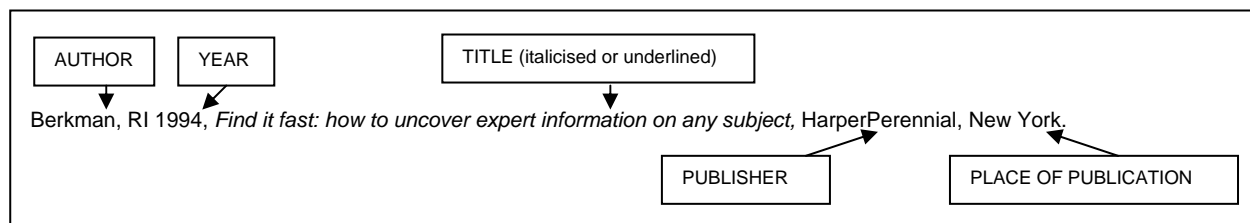
The details required in order are:

1. **name/s** of author/s, editor/s, compiler/s or the institution responsible
2. **year** of publication
3. **title** of publication and **subtitle** if any (all titles must be underlined or *italicized*)
4. **series** title and individual **volume** if any
5. **edition**, if other than first
6. **publisher**
7. **place** of publication
8. **page** number/s if applicable

• One author

Berkman, RI 1994, *Find it fast: how to uncover expert information on any subject*, HarperPerennial, New York.

Explanation of above citation



• Two or more authors

Cengel, YA & Boles, MA 1994, *Thermodynamics: an engineering approach*, 2nd edn, McGraw Hill, London.

Cheek, J, Doskatsch, I, Hill, P & Walsh, L 1995, *Finding out: information literacy for the 21st century*, MacMillan Education Australia, South Melbourne.

• Editor(s)

Pike, ER & Sarkar, S (eds) 1986, *Frontiers in quantum optics*, Adam Hilger, Bristol.

Jackson, JA (ed.) 1997, *Glossary of geology*, 4th edn, American Geological Institute, Alexandria, Va.

• Sponsored by institution, corporation or other organization

Institution of Engineers, Australia 1994, *Code of ethics*, Institution of Engineers, Australia, Barton, A.C.T.

• Series

Bhattacharjee, M 1998, *Notes of infinite permutation groups*, Lecture notes in mathematics no. 1698, Springer, New York.

• Edition

Zumdahl, SS 1997, *Chemistry*, 4th edn, Houghton Mifflin, Boston.

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

Bernstein, D 1995, 'Transportation planning', in WF Chen (ed.), *The civil engineering handbook*, CRC Press, Boca Raton.

• No author or editor

Kempe's engineer's year-book 1992, Morgan-Grampian, London.

FOR AN ARTICLE

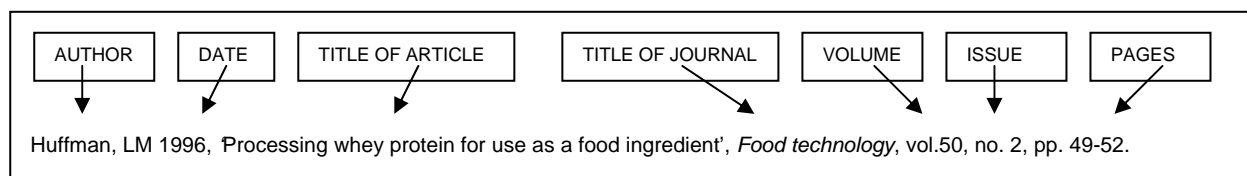
The details required, in order, are:

1. **name/s** of author/s of the article
2. **year** of publication
3. **title of article**, in single quotation marks
4. **title of periodical** (underlined or italicised)
5. **volume** number
6. **issue** (or part) number
7. **page number/s**

- **Journal article**

Huffman, LM 1996, 'Processing whey protein for use as a food ingredient', *Food Technology*, vol. 50, no. 2, pp. 49-52.

Explanation of above citation



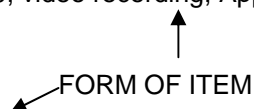
- **Newspaper article**

Simpson, L 1997, 'Tasmania's railway goes private', *Australian Financial Review*, 13 October, p. 10.

FOR A NON-BOOK

The details required are the same as for a book, with the form of the item (eg video recording, tape, computer file, etc.) indicated after the year.

Get the facts (and get them organised) 1990, video recording, Appleseed Productions, Williamstown, Vic.



Dr Brain thinking games 1998, CD-ROM, Knowledge Adventure Inc., Torrance, California.

FOR A MAP

The details required, in order, are:

1. **issuing** body
2. **date**
3. **title** of map
4. **series**
5. **publisher**
6. **place** of publication

Department of Mines and Energy, Queensland 1996, *Dotswood*, Australia 1:100 000 Geological Series, Sheet 8158, Department of Mines and Energy, Queensland, Brisbane.

FOR ELECTRONIC SOURCES

- This could include sources from **full text compact disk products**, **electronic journals** or other sources from the **Internet**.
- The basic form of the citations follow the principles listed for print sources (see above)
 1. **name/s** of author/s
 2. **date** of publication Note: If you cannot establish the date of publication, use n.d. (no date).
 3. **title** of publication
 4. **edition**, if other than first
 5. **type of medium**, if necessary
 6. **date item viewed**
 7. **name** or **site address** on internet (if applicable)

Weibel, S 1995, 'Metadata: the foundations of resources description', *D-lib Magazine*, viewed 7 January 1997, <<http://www/dlib.org/dlib/July95/07weibel.html>>

ASTEC 1994, *The networked nation*, Australian Science, Technology and Engineering Council, Canberra, viewed 7 May 1997, <http://astec.gov.au/astec/net_nation/contents/html>.

- **If no author is given, the title is used as the first element of a citation.**

Dr Brain thinking games 1998, CD-ROM, Knowledge Adventure Inc., Torrance, California.

FOR PERSONAL COMMUNICATIONS

Information obtained by interview, telephone call, letter, email, etc. should be documented in the text.

“Details of a personal communication do not need to be included in a reference list” i.e. You may not need to include personal communication in the list of references at the end of the essay.

When interviewed on 15 June 1995, Dr Peter Jones explained that ...
This was later verbally confirmed (P Jones 1995, pers. comm., 15 June).

REFERENCES IN THE TEXT OF YOUR ESSAY

- In an author-date, a textual citation generally requires only the name of the author(s) and the year of publication (and specific page(s) if necessary).
- This may appear at the end of a sentence, before the full stop.
- Alternatively, the author's surname may be integrated into the text, followed by the year of publication in parentheses.
- The full reference must be listed at the end of your essay.
- If two or more works by the same author are cited at the same time, do not repeat the author's name. Separate the years of publication by a comma.
- If there are more than two works by the same author, published in the same year, add the letters 'a', 'b', etc. to the year to distinguish the works. Also add these letters to the year in the list of references at the end of the essay.
- If there are more than three authors, list only the first, followed by 'et al.'
- If you cannot establish the year of publication, use 'n.d.' (no date).

Examples

It is futile to maintain that the sexes are interchangeable (Moir & Jessel 1991).

It is futile to maintain that the sexes are interchangeable (Moir & Jessel 1991, p. 94).

Moir and Jessel (1991) have shown that it is futile to maintain that the sexes are interchangeable.

Moir and Jessel (1991, pp. 93-4) have shown that it is futile to maintain that the sexes are interchangeable.

The implication for land degradation have been much debated (Malinowski, Miller & Gupta 1995; Thompson 1999).

Subsequent investigation confirmed these results (Watson & Clark 1996, 1998).

Public housing remains a neglected area (ACOSS 1997a, 1997b).

Other researchers have questioned these findings (Larson et al. 1987).

Recent advances have been made in this area (Bolton n.d.).

BIBLIOGRAPHY/LIST OF REFERENCES

NOTE:	<ul style="list-style-type: none">• A list of references contains details only of those works cited in the text.• A bibliography includes sources not cited in the text but which are relevant to the subject, listed alphabetically
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