



hugenote kollege

Waar Christenwees grondvat in opleiding

Harvard Referencing Style Guide¹

Books & eBooks		
Material Type	In-Text Example	Reference List Example
Book: single author	(Holt, 1997) or Holt (1997) wrote that...	Holt, D.H. 1997. <i>Management principles and practices</i> . Sydney: Prentice-Hall.
Book: 2 or 3 authors	(McCarthy, William & Pascale, 1997)	McCarthy, E.J., William, D.P. & Pascale, G.Q. 1997. <i>Basic marketing</i> . Sydney: Irwin.
Book: more than 3 authors	(Bond et al., 1996)	Bond, W.R., Smith, J.T., Brown, K.L. & George, M. 1996. <i>Management of small firms</i> . Sydney: McGraw-Hill.
Book: no author	(A history of Greece, 1994)	<i>A history of Greece</i> . 1994. Sydney: Irwin.
Book: editor	(Jones, 1998)	Jones, M.D. (ed.) 1998. <i>Management in Australia</i> . London: Academic Press.
Book: 2 or more editors	(Bullinger & Warnecke, 1985)	Bullinger, H.J. & Warnecke, H.J. (eds.) 1985. <i>Toward the factory of the future</i> . Berlin: Springer-Verlag.
Book: translator & author	(Smith, 2006)	Colorado, J.A. 2006. <i>Economic theory in the Mexican context: recent developments on the ground</i> . K. Smith (tr.). Oxford: Oxford University Press.
Book: organisation as author	(Australian Bureau of Agricultural and Resource Economics, 2001)	Australian Bureau of Agricultural and Resource Economics. 2001. <i>Aquaculture development in Australia: a review of key economic issues</i> . Canberra: ABARE.
Book: chapter or article in edited	A number of disturbing facts intrude' (Milkman,	Milkman, R. 1998. The new American workplace: high road or low road?, in P. Thompson & C. Warhurst (eds.). <i>Workplaces of the future</i> . London: Macmillan Press. 22-

¹ <https://ufh.za.libguides.com/c.php?g=91522&p=590675>

book	1998, 25)	34.
Book: edition other than first	(Drafke, 2009)	Drafke, M. 2009. <i>The human side of organizations</i> . 10th ed. New Jersey: Pearson/Prentice Hall.
Book: reprint in a different form	(Roget's thesaurus of English words and phrases, 1987)	<i>Roget's thesaurus of English words and phrases</i> . 1987 (1852). A simple reprint does not warrant specific mention. Where a work is reprinted in a different form, the original date of publication is generally placed in parentheses after the publication date of the reprint.
eBook	(Aghion & Durlauf, 2005)	Aghion, P. & Durlauf, S. (eds.) 2005. <i>Handbook of economic growth</i> . Amsterdam: Elsevier. Available: Elsevier books. [4 November 2004].
eBook: chapter or article in an edited eBook	'Historical thinking is actually a Western perspective' (White, 2002, 112)	White, H. 2002. 'The westernization of world history', in J. Rusen (ed.). <i>Western historical thinking: an intercultural debate</i> . New York: Berghahn Books. 111-119. Available from: ACLS Humanities E-Book. [14 May 2009].
Book: different works by same author in same year	(Bond, 1991a) (Bond, 1991b)	Bond, G. 1991a. <i>Business ethics</i> . Sydney: McGraw-Hill. Bond, G. 1991b. <i>Corporate governance</i> . London: Irwin.
Dictionary or Encyclopaedia	The Macquarie Dictionary (2010) (The Encyclopaedia of Australian Architecture)	Do not include in reference list
Journal Articles		
Material Type	In-Text Example	Reference List Example
CMO article	(Jennings, 1997)	Jennings, P. 1997. The performance and competitive advantage of small firms: a management perspective. <i>International Small Business Journal</i> , 15(2): 63-75. Available from: The University of Western Australia Library Course Materials Online. [1 September 2004].
Journal article: print	(Conley & Galeson, 1998)	Conley, T.G. & Galeson, D.W. 1998. Nativity and wealth in mid-nineteenth century cities. <i>Journal of Economic History</i> , 58(2): 468-493.

Journal article: electronic database	(Liveris, 2011)	Liveris, A. 2011. Ethics as a strategy. <i>Leadership Excellence</i> , 28(2): 17-18. Available: ProQuest. [23 June 2011].
Journal article: online only journal (no volume & and issue numbers)	“Over a dozen writers applied before the August 31 deadline” (Bustamante, 2014, ‘Public library of Cincinnati’, para. 4).	Bustamante, C. 2014. Libraries welcome writers in residence. <i>Library Journal</i> . Available: http://lj.libraryjournal.com/2014/09/industry-news/libraries-welcome-writers-in-residence/ . [29 September 2014].
Journal article: online only journal (volume & issue number available)	(Segon & Booth, 2011)	Segon, M. & Booth, C. 2011. Bribery: what do Australian managers know and what do they do? <i>Journal of Business Systems, Governance and Ethics</i> , 6(3): 15-29. Available: http://www.jbsge.vu.edu.au/issues/vol06no3/Segon_&_Booth.pdf . [20 October 2014].
Internet/Websites		
Material Type	In-Text Example	Reference List Example
Webpage: no author	(Improve indigenous housing, 2007) <i>Use first few words of the page title</i>	<i>Improve indigenous housing now, government told</i> . 2007. Available: http://www.architecture.com.au/icms?page=10220 . [8 February 2009].
Webpage: no date	(Jones, n.d.)	Jones, M.D. n.d. <i>Commentary on indigenous housing initiatives</i> . Available: http://www.architecture.com.au . [6 June 2009].
Web document	(Department of Industry, Tourism and Resources, 2006)	Department of Industry, Tourism and Resources. 2006. <i>Being prepared for an influenza pandemic: a kit for small businesses</i> . Government of Australia. Available: http://www.innovation.gov.au . [28 February 2009].
Website	(Australian Securities Exchange, 2009)	Australian Securities Exchange. 2009. <i>Market Information</i> . Available from: http://www.asx.com.au/professionals/market_information/index.htm . [5 July 2009].
Blog	(Newton, 2007)	Newton, A. 2007. Newcastle toolkit. 16 January 2007. <i>Angela Newton Blog</i> . Available: https://elgg.leeds.ac.uk/libajn/weblog/ . [23 February 2007].
Computer	(OpenOffice.org, 2005)	OpenOffice.org, computer software. 2005. Available:

software		http://www.openoffice.org [11 January 2005].
Web based image / table / figure	(The Lunar Interior, 2000)	<i>The Lunar Interior</i> . 2000. Available: http://www.planetscapes.com/solar/browse/moon/moonint.jpg . [28 November 2000].
Wiki	(Leonardo da Vinci, 2012)	'Art Wikia', <i>Leonardo da Vinci</i> , (wiki article). October 8, 2012. Available: http://art.wikia.com/wiki/Leonardo_Da_Vinci . [26 October 2012]. As Wikis usually feature user generated content there is usually no named author. Cite the title of the Wiki and date of last revision
Facebook and Twitter	(Smith, 2012)	Smith, P. 2012. <i>Social networking group</i> , (Facebook). 6 October. Available: http://facebook.com . [29 October 2012].
Podcast	(National Gallery, 2012)	National Gallery. 2012. <i>Episode seventy one (September 2012)</i> . The National Gallery monthly podcast, (podcast) September 2012, Available: http://www.nationalgallery.org.uk/podcast . [26 October 2012].
YouTube	(The History of Project management, 2010)	The history of project management. 2010. (Video file). Available: http://youtube.com/watch?v=C1uxCBx-UQ . [26 October 2012].
MOOCs Video	(Forsy & May, 2013)	Forsy, M. & May, V. 2013. <i>Discussion with Dr Vanessa May</i> , video file in Developing the Sociological Imagination on UWA class2go, Semester 1, 2013, University of Western Australia. Available: https://www.class2go.uwa.edu.au/DevSocImag/Summer2013/videos.dvm . [30 May 2013].
Cases and Legislation		
Material Type	In-Text Example	Reference List Example
Cases	<i>(R v Tang (2008) 237 CLR 1)</i>	<i>R v Tang (2008) 237 CLR 1.</i>
Acts of Parliament	<i>(Corporations Act 2001 (Cth) s 3)</i>	<i>Corporations Act 2001 (Cth).</i>
Delegated Legislation	<i>(Police Regulations 2003 (Vic) reg 6)</i>	<i>Police Regulations 2003 (Vic) reg 6.</i>

Bills	(Corporations Amendment Bill (No 1) 2005 (Cth))	Corporations Amendment Bill (No 1) 2005 (Cth).
Company Information		
Material Type	In-Text Example	Reference List Example
Company report	(Aspect Huntley, 2009)	Aspect Huntley Data Analysis. 2009. <i>National Australia Bank Limited company report</i> . Available: Aspect Huntley Data Analysis. [20 May 2009].
Company profile	(Datamonitor, 2009)	Datamonitor. 2009. <i>Wesfarmers Limited company profile</i> . Available: Business Source Premier. [20 May 2009].
Financial data	(Datastream, 2009)	Datastream. 2009. <i>S&P ASX200 daily index data 2000-2009</i> . Available: Datastream. [20 May 2009].
Datasets	(Australian Bureau of Statistics, 2012)	Australian Bureau of Statistics. 2012. <i>Australian demographic statistics 2012</i> , Cat. no. 3101.0, Australian Bureau of Statistics, Canberra. Available: http://www.abs.gov.au . [26 October 2012].
Conference Papers & Proceedings		
Material Type	In-Text Example	Reference List Example
Conference proceeding paper: print	(Riley, 1992)	Riley, D. 1992. 'Industrial relations in Australian education', in <i>Contemporary Australasian industrial relations: proceedings of the sixth AIRAANZ conference</i> , ed. D. Blackmur, AIRAANZ, Sydney. 124-140.
Conference proceeding paper: electronic	(Fan, Gordon & Pathak, 2000)	Fan, W., Gordon, M.D. & Pathak, R. 2000. 'Personalization of search engine services for effective retrieval and knowledge management', <i>Proceedings of the twenty-first international conference on information systems</i> . 20-34. Available: ACM Portal: ACM Digital Library. [24 June 2004].
Conference proceeding paper: unpublished	(Brown & Caste, 1990)	Brown, S. & Caste, V. 2004. 'Integrated obstacle detection framework'. Paper presented at the <i>IEEE Intelligent Vehicles Symposium</i> , IEEE, Detroit, MI.
Newspapers		
Material Type	In-Text Example	Reference List Example

Newspaper: print	(Ionesco, 2001)	Ionesco, J. 2001. Federal election: new Chip in politics, <i>The Advertiser</i> 23 October: 10.
Newspaper: electronic database	(Meryment, 2006)	Meryment, E. 2006. Distaff winemakers raise a glass of their own to their own, <i>The Australian</i> 7 October: 5. Available from: Factiva. [2 February 2007].
Newspaper: from a website	(Hilts, 1999)	Hilts, P.J. 1999. 'In forecasting their emotions, most people flunk out', <i>The New York Times</i> 16 February. Available: http://www.nytimes.com . [19 February 2000].
Newspaper: no author	(<i>The Sydney Morning Herald</i> 7 January 2011: 12)	Not required.
Multimedia		
Material Type	In-Text Example	Reference List Example
DVD	(Art Nation, 2010)	<i>Art Nation</i> . 2010. (DVD). Sydney: Australian Broadcasting Corporation.
Television programme	(Crystal, 1993)	Crystal, L. (executive producer) 1993. <i>The MacNeil/Lehrer news hour</i> (television broadcast) 11 October 1993, New York and Washington DC, Public Broadcasting Service.
Music track from an album	(Shocked, 1992)	Shocked, M. 1992. 'Over the waterfall', on <i>Arkansas Traveller</i> (CD), New York: Polygram Music.
Standards & Patents		
Material Type	In-Text Example	Reference List Example
Patent	(Cookson, 1985)	Cookson, A.H. 1985. <i>Particle trap for compressed gas insulated transmission systems</i> , US Patent 4554399.
Patent: Retrieved From a Database	(McCallum, 2008)	McCallum, J.M. (2008). <i>Method for and composition of excipient suitable for use in herbal formulations and formulations derived therefrom</i> , Australian Patent AU 2008100919. Available: SciFinder Scholar. [8 December 2008].
Standard: retrieved from a database	(Standards Australia, 2008)	Standards Australia 2008. <i>Personal floatation devices - General requirements</i> , AS 4758.1-2008. Available: Australian Standards. [1 December 2008].
Standard: published	(Standards Australia/New Zealand Standard, 1994)	Standards Australia 1994. <i>Information processing - text and office systems - office document architecture (ODA) and interchange format: part 10: formal specifications</i> ,

		AS/NZS 3951.10:1994, Standards Australia, NSW.
CMO		
Material Type	In-Text Example	Reference List Example
CMO article	(Jennings, 1997)	Jennings, P. 1997. The performance and competitive advantage of small firms: a management perspective. <i>International Small Business Journal</i> , 15(2): 63-75. Available from: The University of Western Australia Library Course Materials Online. [1 September 2004].
Lecture Notes		
Material Type	In-Text Example	Reference List Example
Lecture notes	(Foster, 2004)	Foster, T. 2004. <i>Balance sheets</i> , lecture notes distributed in Financial Accounting 101 at The University of Western Australia, Crawley on 2 November 2005.
Course reader	(Graber, 2007)	Graber, D. 1997. 'Elections in the television age' in <i>Mass media and American politics</i> , CQ Press, Washington DC, 228, COMM2001 Communication and Mass Media Course Reader, Semester 2, 2012, University of Western Australia.
Theses		
Material Type	In-Text Example	Reference List Example
Thesis: unpublished	(Hos, 2005)	Hos, J.P. 2005. Mechanochemically synthesized nanomaterials for intermediate temperature solid oxide fuel cell membranes. PhD thesis, University of Western Australia.
Thesis: published	(May, 2007)	May, B. 2007. A survey of radial velocities in the zodiacal dust cloud. Bristol UK, Canopus Publishing.
Thesis: retrieved from a database	(Cincura, 2012)	Cincura, M. 2012. Beyond profit-centric: transcendent business modelling. PhD thesis, Swinburne University of Technology. Available: Trove. [12 August 2013].
Tables and figures		
Material Type	In-Text Example	Reference List Example
All or part of a table, figure, or data used in text: from a print	<i>Note.</i> From [or The data in column # are from] 'Evaluating the effectiveness of best	Ackerman, D. & Stein, E.D. 2008. Evaluating the effectiveness of best management practices using dynamic modelling. <i>Journal of Environmental Engineering</i> , 134(8): 629-639.

journal	management practices using dynamic modelling' (Ackerman & Stein, 2008, 634)	<i>Add in-text citation to the text of the illustration's caption.</i>
All or part of a table, figure or data used in text: from a book	<i>Note. From [or The data in column # are from] Thermophysical properties of fluids (Assael, 1998, 70)</i>	Assael, M. 1998. <i>Thermophysical properties of fluids</i> . London: Imperial College Press. <i>Add in-text citation to the text of the illustration's caption.</i>
All or part of a table, figure or data used in text: from the web	<i>Note. From [or The data in column # are from] International merchandise imports Australia, January 2009 (ABS, 2009)</i>	Australian Bureau of Statistics 2009, <i>International merchandise imports Australia, January 2009</i> (No. 5439.0). Available: http://www.abs.gov.au/ausstats/abs@.nsf/mf/5439.0?OpenDocument . [6 March 2014]. <i>Add in-text citation to the text of the illustration's caption.</i>
Personal communication		
Material Type	In-Text Example	
Telephone call, interview, e-mail, etc.	<p><i>If the information you are referencing was obtained by a personal communication such as a telephone call, interview or email, this should be documented in the text and are not added to the reference list. If desired you can add the abbreviation pers.comm. to the reference.</i></p> <p>When interviewed on 6 June 2008, Mr M Ward confirmed... (Mrs S Byrne 2012, pers.comm., 6 June)</p>	
Citing information someone else has cited		
Material Type	In-Text Example	Reference List Example
Citing information that someone else has cited	(O'Reilly, cited in Byrne, 2008)	Byrne, A. 2008. Web 2.0 strategies in libraries and information services. <i>The Australian Library Journal</i> , 57(4): 365-376. <i>In the reference list provide the details of the author who has done the citing.</i>