

## Help sheet: REFERENCING – The Harvard System

A quotation is when you use another's ideas in your own work. You are required to reference the use of these ideas.

### PUTTING QUOTATIONS INTO AN ESSAY

There are two kinds of quotations:

- A direct quotation, where the actual words of the writer are used.
- An indirect quotation where you summarise the writer's ideas using your own words. This is called paraphrasing.

BOTH NEED TO BE ACKNOWLEDGED IN THE ESSAY (IN-TEXT REFERENCING) **AND** AT THE END OF THE ESSAY IN THE REFERENCE LIST.

### HOW?

Students are required to use a known referencing system to formalise their acknowledgment of others' ideas. The Harvard System is the most commonly used referencing system at Victoria University.

This is an abbreviated guide to that system. For a more detailed guide, visit the style guide section of the Library resources through the Victoria University intranet or go directly to the site on:  
<http://library.vu.edu.au/library/infolink/vic/refguide/Harvard%20bibliography.pdf>

### IN-TEXT REFERENCING

#### *DIRECT QUOTATIONS*

- **When you do not use the name of the author in your sentence**, you place the following in brackets at the end of the quotation (even if you haven't finished the sentence):
  1. Author's surname
  2. Date of publication, followed by a comma
  3. Page number

#### *Example*

Reading is a skill, 'acquired through experimentation and exploration, not through the application of rules to print' (Gnat 1999, p.76).

- **When you want to use the author's name in the sentence containing the quote**, you need only add the date and page number after the author's name.

*Example*

Gnat (1999, p.76) states that reading is a skill, 'acquired through experimentation and exploration, not through the application of rules to print'.

- **If you do not wish to use the whole quotation** because it is not all relevant or it is too long, you insert three dots to show that it is missing a section. This can be done at the beginning, in the middle or at the end.

*Example*

Gnat (1999, p.77) describes the process of reading as an act that '...whilst developed through exploration, is one that requires a decoding process that is both cognitive and mimicked...'

- **If you wish to add something to the quote to clarify it**, you need to put it in a bracket.

*Example*

'Elaine (the subject of the study) was unable to reproduce the same decoding process as Jill (psychologist).'

- **If more than one author** wrote the publication, you need to mention both authors' surnames.

*Example*

(Henderson and Davies 1997, p.92).

- **If more than two authors have written the publication**, you need to write the names of all three authors when you first cite the publication, but you can then refer to them in later citations as author 1 et al.

*Example*

(Gordon et al 1999, p.7)

- **If there is no author stated**, you may use the name of the organisation that produced the information.

*Example*

(Australian Medical Association, 2001)

- **If there is no identifiable writer or organisation**, you use the title (titles are italicised or underlined).

*Example*

(*Living with Teenagers*, 2001)

- **If you are citing an electronic source** such as the Internet, you treat the referencing the same as that for prose texts, except for when a page number is not given on the site material. In this case, you count the number of paragraphs in the referenced information and give the paragraph number. If the site is very long, you may need to write the preceding paragraph heading and then the paragraph number.

*Example*

(Jones, 2000, para 3)

(Australian Bureau of Statistics, 1997, Rental Properties, para6)

(Remember that the date needs to be the **date it is written**, not the date you found it on the web. If there is no date, you need to put n.d. instead of the date. The web address and the date you retrieved the information goes in the Reference List at the **end** of your submission – see **REFERENCE LIST / BIBLIOGRAPHY** below)

- **If your direct quotation is more than three lines (or 40 words)**, you type it using single spacing and indent the whole quotation. No quotation marks are needed. A colon is used to introduce the quotation.

*Example*

Derewianka (1990 pp. 67-68) claims:

The basic purpose of narratives is to entertain, ie, to gain and hold the reader's interest in the story. But narratives may also seek to teach or inform, to embody the reflections on experience and – perhaps most important - to nourish and extend the reader's imagination.

NB if a quotation extends over two pages, use pp (page to page) and the page numbers.

**Remember that you cannot count the words in direct quotations as part of your essay word count.**

### **INDIRECT QUOTATIONS**

An indirect quotation is when you use your own words to explain someone else's thoughts/ ideas/ knowledge/ understandings. You must acknowledge the source of these thoughts/ ideas/ understandings in **the same way that you would a direct quotation**.

(In academic work, you are more likely to be exploring and evaluating the ideas of experts in your academic field than to be making up *completely* new ideas. You may judge their ideas, or use combinations of ideas, to come to your own understanding of a topic area, but you still need to acknowledge the original ideas that underpin your thinking.)

**You may count the words in indirect quotations as part of your essay word count.**

## **CITING FROM A SECONDARY SOURCE**

If material is cited from a secondary source (ie the reference you are reading cites someone else and you want to use this cited material), both sources must be given, beginning with the person who owns the material.

### *Example*

Burke (1995, cited in Davis 1999) has shown ...

or

Reading is a multi functionary activity (Burke 1995, cited in Davis 1999).

Only the source that you read (Davis) is quoted in the Reference List at the end of the submission.

## **REFERENCE LIST / BIBLIOGRAPHY**

Your in-text referencing only gives an outline of the reference you have used, so you need to give the full bibliographic details of your references on a separate page at the end of your essay.

- A **Reference List** lists only those references you have cited (directly and indirectly) in your essay (not those you have merely read).
- A **Bibliography** lists all references cited and read to produce your essay. It is more usual for lecturers to ask for a Reference List but you need to ask your teacher which one you should use. They may want both - if so, use two separate pages.
- **References are entered in alphabetical order by author.** Some references have no designated author and need to be listed alphabetically by title. (In these cases, don't count the 'The' or the 'A' of the title when alphabetising.)

### *Example*

Barnard, J., (2001) *Learn to Relax*, Penguin, Melbourne

*A Better Health Guide*, (2001) Longman, Melbourne.

Butts, S., (2000) *Study Habits*, Oxford, London.

For more detailed instructions click on the VU Library site

<http://library.vu.edu.au/library/infolink/vic/refguide/Harvard%20bibliography.pdf>