

## RULES FOR TITLES

- > Book titles, journal names and website titles should be in italics
- > Journal article titles and chapter titles from edited books should be in plain text inside 'single quotation marks'
- > Book titles, article titles, chapter titles and website titles should be lower case except the first word and proper nouns
- > Journal names should have all major words capitalised

## RULES FOR QUOTATIONS

If you are using a short quote

- > The quotation itself should be in 'single quotation marks'
- > The **in-text** reference must include the page number after the year
- > Use 'p.' for a single page or 'pp.' for several pages, for example (Smith 2010, p. 43)

## RULES FOR WEB PAGES

The key elements when referencing a web page are:

- > The person or organisation who wrote or created the web page (author)
- > The year the web page was created or last updated
- > The title of the web page (in italics)
- > The organisation responsible for sponsoring, or publishing the website (can be left out if this is the same as the author)
- > The place where the publisher is located (can be left out if this is unclear)
- > The day, month and year you last accessed the website
- > The full URL <in angle brackets>

# In Text Referencing ^

## EXAMPLES

(Author/s Year) or Author/s (Year)

(Turner & Roth 2003) or Turner and Roth (2003)

(Alysen et al. 2003) or Alysen et al. (2003)

'the taxation advantage ... was ... neutralised in 1988' (McGrath & Viney 1997, p. 137)

McGrath and Viney (1997, p. 137) discuss 'the taxation advantage'

## EXPLANATION

When you cite a reference in the text of your work:

- > Include the author's surname and the year of publication
- > Normally the authors and year are inside parentheses, but if you want to use the author's name as part of the sentence the year can be in parentheses by itself
- > Inside Parentheses: if the reference has two or three authors, use '&' between the last two authors
- > Outside Parentheses: if the reference has two or three authors, use 'and' between the last two authors (see examples above)
- > If there are more than three authors list only the first author and abbreviate the others by 'et al.'
- > Add page numbers when quoting

## THE REFERENCE LIST

All references cited in text should be:

- > Included in a reference list at the end of your work
- > Ordered alphabetically by author surname
- For each reference**
- > List all authors, with initials following each surname, using '&' between the last two if more than one author
- > When there is no author, use the title in its place (see Book example)



# Condensed Harvard UTS Referencing Guide

### FOR FURTHER INFORMATION & ASSISTANCE:

Visit [lib.uts.edu.au](http://lib.uts.edu.au) > Help > Referencing or Study Skills or Answers  
 Or email your question online at [lib.uts.edu.au](http://lib.uts.edu.au) > Help > Ask a Librarian

FIND THE EXPANDED INTERACTIVE GUIDE AT [LIB.UTS.EDU.AU](http://LIB.UTS.EDU.AU)

# Books

## EXAMPLE

Author/s Year, *Title (Italics)*,  
Publisher, Place of Publication.

Alysen, B., Patching, R., Oakman, K.M. &  
Sedorkin, G. 2003, *Reporting in a multimedia  
world*, Allen and Unwin, Crows Nest, NSW.

## EXPLANATION

Without an author (ie using the title in place of  
the author), the reference would look like this:

*Maximum Linux security: a hacker's guide to  
protecting your Linux server and  
workstation* 1999, Prentice Hall, Hemel  
Hempstead, UK.

For an edited book (note the "(eds)" for editors.  
Use "(ed.)" if only one editor), the reference  
would look like this:

Turner, S.P. & Roth, P.A. (eds) 2003, *Blackwell  
guide to the philosophy of the social  
sciences*, Blackwell, Oxford, UK.

For a book chapter where each chapter  
in an edited book has its own author and title,  
the reference would look like this:

Coleman, S. 2003, 'Democracy in an  
e-connected world', in R. Davidson (ed.), *The  
e-connected world: risks and opportunities*,  
McGill Queens University Press, Montreal,  
pp. 125-32.

Note: the word "in" in front of the editor's name,  
and how the editor initials come in front of the  
editor surname.

# Journal Articles

## EXAMPLE

Author/s Year, 'Title of Article',  
*Journal Name (Italics)*, Volume &  
Issue Numbers, Page Numbers.

Seaman, C.B., Mendonca, M.G. & Kim, Y.M.  
2003, 'User evaluation and evolution  
of a prototype management tool', *IEEE  
Transactions on Software Engineering*, vol.  
29, no. 9, pp. 838-51.

## EXPLANATION

If an online journal has a printed equivalent,  
eg PDF with page numbers, reference  
it as a print journal, as in the example above

(ie do not reference as online, even if that  
is the version you used).

If it is only available online, use the format  
below:

Clark, J., Diefenderfer, C., Hammer, S. &  
Hammer, T. 2003, 'Estimating the area of  
Virginia', *Journal of Online Mathematics  
and its Applications*, vol. 3, viewed 6 October  
2009, <[http://mathdl.maa.org/mathDL/4/?p  
a=content&sa=viewDocument&nodeId=507](http://mathdl.maa.org/mathDL/4/?p<br/>a=content&sa=viewDocument&nodeId=507)>.

# Websites

## EXAMPLE

Author/s Year, *Title of Website  
(Italics)*, Publisher, Place  
of Publication, Date Viewed,  
<URL>.

For further reference, refer to Rules for Web Pages

Australian Electoral Commission 2012,  
*2010 federal election*, AEC, Canberra,  
viewed 28 June 2012, <[http://www.aec.  
gov.au/elections/federal\\_elections/2010/  
index.html](http://www.aec.<br/>gov.au/elections/federal_elections/2010/<br/>index.html)>.

## EXPLANATION

This format should be used where the online  
is the only version, or for official reports where  
the online version is the most commonly  
accessed one. Often, the author of a web page  
is an organisation.

For a blog, use the format below:

Green, A. 2009, 'Fremantle by-election: should  
the Liberals run?', *Antony Green's election  
blog*, weblog, ABC, Sydney, viewed  
10 April 2009, <[http://blogs.abc.net.au/  
antonygreen/2009/04/fremantle-by-el.  
html](http://blogs.abc.net.au/<br/>antonygreen/2009/04/fremantle-by-el.<br/>html)>.

Note: the word 'weblog'.

For a podcast, use the format below:

Crawford, M. 2009, *Shop class as soulcraft*,  
audio podcast, Future Tense Radio National,  
ABC Radio, Sydney, 5 November, viewed 18  
November 2009, <[http://www.abc.net.au/rn/  
futuretense/stories/2009/2728755.htm](http://www.abc.net.au/rn/<br/>futuretense/stories/2009/2728755.htm)>.

Note: the words 'audio podcast'. Change to  
'video podcast' for a video.