



# Condensed UTS Harvard Referencing Guide



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# Rules v

## RULES FOR TITLES

- > Book titles, journal names and website titles should be in italics
- > Journal article titles and chapter titles from books should be in plain text inside 'single quotation marks'

## RULES FOR QUOTATIONS

### **If you are using a short quote**

- > The in-text reference must include the page number
- > Use 'p.' for a single page or 'pp.' for several pages

## 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

## EXAMPLE

### (Author/s Year)

[Turner & Roth 2003]

[Alysen et al. 2003]

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

## EXPLANATION

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

- > include the author's surname and the year of publication.
- > if the reference has two or three authors, use '&' between the last two authors
- > if there are more than three authors list only the first author and abbreviate the others by 'et al.'

## 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 examples)

## EXAMPLE

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**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

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**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.

## EXAMPLE

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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

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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/?pa=content&sa=viewDocument&nodeId=507>>.

## EXAMPLE

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*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.htm](http://www.aec.gov.au/elections/federal_elections/2010/index.htm)>

## EXPLANATION

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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.

### **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>>.

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>>.

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