

HARVARD UTS REFERENCE GUIDE USING REFWORKS



UTS:LIBRARY

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When creating a new reference in RefWorks all fields marked with a **Green Tick** are the Harvard (UTS) display fields and should, when possible be filled in.

GENERAL RULES

Authors/Editors: multiple authors should be separated with a semi colon.

With each Reference Type you have the option under **Source Type** to select between **Print** or **Electronic**. The Source Type you selected will determine which fields display in the bibliography. For example the Date Retrieved or URL field will only display in Source Type Electronic.

The exception is journal reference type. RefWorks supplies an extra template Journal, Electronic, which should be used in preference to the Journal, source type Electronic.

Print vs Electronic/Online.

If an electronic source has the same structure and page numbering as the printed version, cite as a printed version

If the electronic version has different, or no page numbering, use the electronic option.

REFERENCE TYPES

BOOK, WHOLE or EDITED

SOURCE TYPE; PRINT

Fields such as Retrieval Date and URL will not display.

SOURCE TYPE; ELECTRONIC

If the electronic version has different, or no page numbering use this **Source Type**. Online books available from UTS that do not display page numbers are Safari Tech Books Online, CRCnetBASE, Oxford Reference Online.

Pub Year should be the date of creation or last update of the electronic version.

Publisher and **Place of Publication** (if known) refer to the producer or host of the electronic version and where they are based.

BOOK SECTION

SOURCE TYPE; PRINT

Section Title; Chapter title. Use uppercase for first word only.

Title; Begin each word with a capital. Exceptions; a, an, the etc.

Start page; First page

Other pages; Last page

SOURCE TYPE; ELECTRONIC

Pub Year should be the date of creation or last update of the electronic version.

Publisher and **Place of Publication** (if known) refer to the producer or host of the electronic version and where they are based.

Retrieved Date is the date you viewed the web page.

URL; Include the complete URL

JOURNAL ARTICLE

If an online version has a printed equivalent, eg PDF with page numbers, select Journal Article

SOURCE TYPE; PRINT

Title; Type title with uppercase for first word only.

Periodical, Full; Each word in journal title/name should begin with a capital. Exceptions: a, an, the, etc.

JOURNAL, ELECTRONIC

Journals accessed Online or Electronically with no page numbers.

Select Ref Type: JOURNAL, ELECTRONIC. Do not use JOURNAL (SOURCE TYPE; ELECTRONIC) The fields in Journal, Electronic are more suitable and easier to use than those in the template JOURNAL Source Type Electronic.

WEB PAGE

This reference type should be used when the online is the only version, or for official reports where the online version is the most commonly accessed one.

Reference types are Company or government wegpages.

Authors; Author is the person or organisation who wrote or created the document or website.

Title; Title is the "name" of the document (leave this out if it is not obvious).

Publisher; person or organisation responsible for hosting or publishing the website (can be left out if same as author)

Place of publication; place where host is located, can be left out if unclear.

Last Updated, Year is the year the document or website was created or last updated.

Accessed, Year; Year you viewed the web page. eg 2004

Accessed, Month/Day, Date you viewed the web page. eg 17 March

WEBLOGS or DISCUSSION GROUPS

Use **Online Discussion Forum/Blogs**

User 1; type whatever is appropriate; weblog or discussion group

DISSERTATION/THESIS

SOURCE TYPE; PRINT

Title; Each word in title should begin with a capital. Excepting a, an, the etc.

Degree Type; EG Thesis (Ph.D) or Thesis MA

Institution; Institution or name of College/University

Place of Publication; Omit if the city is included in the institution's name.

SOURCE TYPE; ELECTRONIC

Retrieved Date; Date you accessed the content online. EG. 20 May 2006

DISSERTATION/THESIS , UNPUBLISHED

Place of Publication; Unpublished thesis. Include the city of university as place of publication. Omit if the city is included in the institution's name.

CASE/COURT DECISION

Title; Case Name in Full eg Amalgamated Society of Engineers v Adelaide Steamship Co Ltd

First Page; First Page only

Reporter; Use the abbreviated name for Law Reports, eg CLR for Commonwealth Law Reports.

User 1; Use for Volume

MOTION PICTURE

Director; Only specify the Director or Performers if you wish to.

Medium; Medium must be motion picture

Distributor/Studio; Production Company is used for films

Performers; Only specify the Director or Performers if you wish to.

VIDEO/DVD

Use this reference type for video podcast, youtube, video recording, television program, CD-ROM, DVD, audio podcast, audio cassette, slide, or microform

Director; Only specify the Director if you wish to.

Pub Year; Broadcast year

Pub Date Free Form; Use this field for Broadcast Date: Day Month

Medium; type whatever is appropriate; video recording, television program, CD-ROM, DVD, audio cassette, slide, or microform, video podcast, audio podcast

For video or audio podcast select Electronic as the Source Type, this will display the URL and accessed dates.

Distributor/Studio; Production Company is used for films.

Performers; Only specify the presenters or performers if you wish to. Precede name with presented by, or starring, whichever is appropriate.

User 1; Use this field for Series title. Leave out Series Title if the program is not part of a series or you don't believe it is relevant.

RefWorks

Using Write-N-Cite III from Off-Site

It is easier to use the GROUP CODE to log into your account when off campus. Please note the GROUP CODE is restricted to UTS staff and students and must not be given out. The code is displayed after logging with your UTS email name and password from the RefWorks library catalogue record.