



Harvard [Author-Date] Referencing Guide

School of Nursing and Midwifery

Academic writing requires you to read, research and refer to the work of other people. Each time you write about the ideas and words of others, it is necessary to identify their work by making reference to it. You do this both in the text of your assignments, and in a list at the end of these assignments. You need to reference information from books, journals, videos, the World Wide Web and other print and electronic sources.

Many schools within the University of Tasmania have their own style guides indicating how assignments should be referenced. The School of Nursing and Midwifery uses Harvard referencing (which is one of the author-date styles). This guide gives a basic introduction to the Harvard referencing system, and follows the standard prescribed by Snooks and Co. (2002), which is the official style followed in most Australian Government publications. [NOTE: [Snooks extract referring to Harvard](#) is on eReserve in the UTAS Library catalogue].

Questions about Referencing

What is Referencing?

In your written work you will need to demonstrate your engagement with the scholarly literature. A common view by students is that “what they say has to be ‘backed up’ by a ‘reference’”. Scholarly endeavour, (such as the one in which you are engaged) is about the production of knowledge, therefore it is suggested you think of referencing more as a demonstration of your engagement with the literature, and what **you have learned**, as articulated through your ideas and discussion.

It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence.

When should I reference? ALWAYS

A reference is always required if you:

- *directly quote* (using someone else’s work in their exact words)
- *paraphrase* (stating other authors’ ideas or theories in your own words)
- *summarise* (using a brief account of other authors’ ideas)
- *copy statistics, figures, data, tables or structure*
- *use evidence which is or might be in dispute*
- *use other writers’ interpretations*

Why should I reference? The ultimate purpose of referencing is so the reader can find this information.

- provides the foundation (evidence, scholarship) of your discussion

- helps demonstrate or substantiate your argument
- shows the extent of your reading and research
- shows the reader the source of your information
- allows the reader to verify your data
- allows the reader to independently consult your sources

How do I reference?

The Harvard system requires two things:

- an 'in-text' reference
- a list of references at the end of the text

In-text references

There are three elements that must be included:

- Surname (family name) of the author
- Year of publication
- Page number if quoting or closely paraphrasing an author's work

Reference List

Not only must you put referencing material within your assignment (referred to as in-text), you must also have a list of references at the **end of your essay**, which must list all the sources cited in the text. The heading for this list is either 'List of References' or 'References' and the list **always begins on a new page**.

- *Arrange the reference list in alphabetical order* of authors' surnames, and then chronologically for each author where more than one work by that author is cited [NOTE: in a reference with 2 or more authors, surnames should be listed as they appear in the work cited];
- *For each reference, the author's surname (family name) is placed first*, followed by initials, then the year of publication is given followed by details of the publication;
- *The name of the publication* (usually a book or journal) appears in italics;
- *Each entry in the reference list should be flush* with the left margin;
- *Do NOT put dot points or numbers* in front of your references;
- *There should be a blank line space* between each entry in the reference list.

General comment on Harvard style – Titles

Harvard requires *all titles to have only the first word capitalized*, even though the book title or journal article uses more capital letters.

Exceptions to the rule:

legal documents – Acts/Bills/Hearings

proper nouns – names of people/places/organizations /names of journals

Do NOT use the term – Bibliography

A bibliography refers to a final list of *all the works you have read* about a subject, some of which may not have been used in writing your assignment. Academic writing only requires you to list sources you have actually cited when writing your assignment. These are included in the above described 'List of References'.

How to Avoid Plagiarism

Paraphrasing or summarising

It is best to take notes from lectures and readings *in your own words*. For readings, close your book, make your notes in your own words, reflecting your own understanding of the reading, and then check back to

correct any misunderstood details. This way you can more easily paraphrase or summarise the key ideas from credible sources. This is the best way to provide evidence in your writing for your arguments.

The major part of your writing should be in your own words; however, *all concepts, knowledge gained from elsewhere should be referenced immediately* by an in-text citation and in the Reference List. No page number is needed.

EXAMPLE - SUMMARISING

McNaughton et al. (2009) write about the importance of diet in the context of diabetes.

Short Quotations

If you do want to use someone else's words, make sure you have copied them *exactly* AND placed them *inside of single quotation marks*, accompanied by an *in-text citation which includes the page number*:

EXAMPLE – SHORT QUOTATION

When investigating diabetes, McNaughton et al. focus 'on dietary patterns rather than specific dietary components' (2009, p.734).

Long Quotations

Long quotations of more than 30 words or approximately 3 lines are **NOT PUT IN QUOTATION MARKS**. Long quotations should be put in their *own paragraph which is indented* with an *in-text citation* that includes the *page number/numbers*. **Use such quotations sparingly!**

EXAMPLE – LONG QUOTATION

Breast milk is the optimal choice of feed for preterm infants and bestows many advantages. Analysis has revealed that preterm mothers produce richer milk for approximately 2 weeks post birth that may match the requirements of heavier babies (ie those >1500g) as a sole source of nutrition during that time (Bates & Ducker 2005, p.121).

Secondary citations

If you refer to the concepts or ideas of an author quoted in a journal article/book/text you are reading, you name the original author and use the term 'cited in' naming the text you are currently reading. The text you are reading is the one you include in your Reference List NOT the 'secondary citation'. The in-text citation is formatted as below.

EXAMPLE – SECONDARY CITATION

Honari (cited in Wass 1994, p.46) defines health as 'a sustainable state of well-being within sustainable ecosystems, within a sustainable biosphere'.

OR

Health is defined as 'a sustainable state of well-being within sustainable ecosystems, within a sustainable biosphere' (Honari, cited in Wass 1994, p. 46).

Referencing common knowledge

There is no need to reference common knowledge, such as the fact that Florence Nightingale was a nurse during the Crimean War. However, differing accounts of her impact on modern day nursing practice require references to indicate the source of your information and/or sources that support your argument.

NOTE:

When obtaining information from the WorldWideWeb (WWW) it is important to only refer to credible sites.

WWW CREDIBILITY CRITERIA

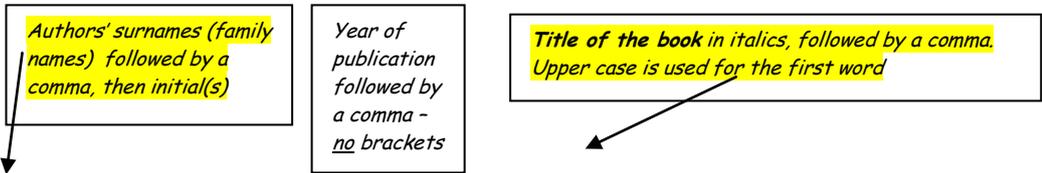
- **author's credentials** - a verifiable expert in the field; what level of qualifications does this expert have?
- **verifiable organisation** publishing the web page;

- could the *organisation's aims bias the information* being presented?
- **content** – is *current* with *no errors*, **based on research not mere opinion**
- **links** – connect to other verifiable sources

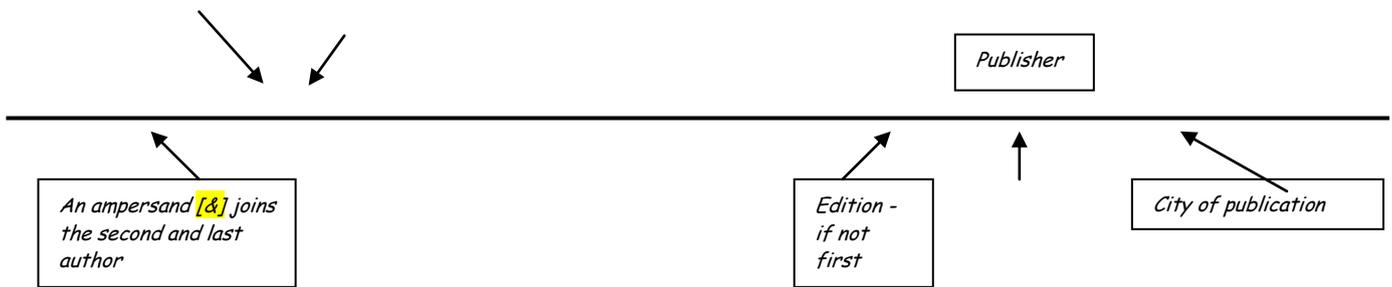
Constructing a reference list using the Harvard system

Only include works actually cited. The following elements must be included in a reference list:

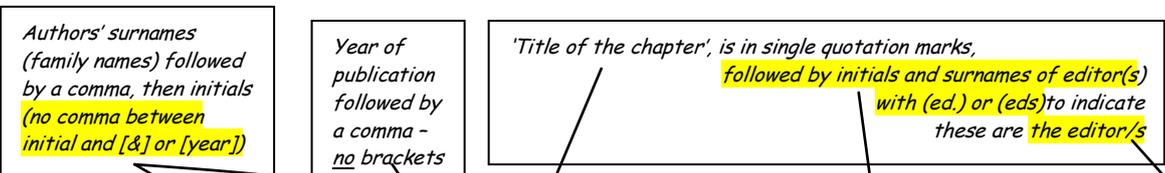
For a book: Author(s)' surname (family name), initials, year of publication. *Book title*, (Edition, if not first), Publisher's name
City of publication.



LeMone, P & Burke, KM 2000, *Clinical handbook for medical-surgical nursing*, 2nd edn, Prentice Hall, Upper Saddle River, N.J.



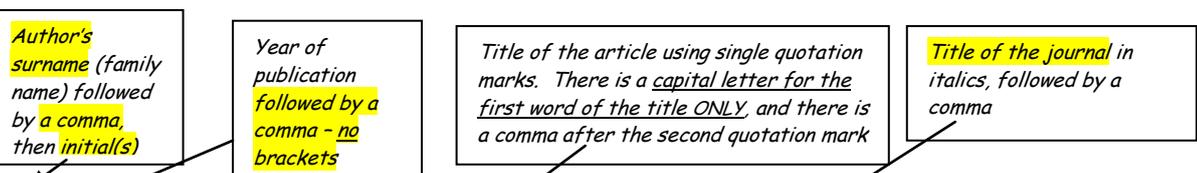
For a chapter in an edited book: Author's surname (family name), initials, year of publication, Title of chapter, in Editor/s initials and surname/s (ed./eds), *Book title*, Publisher's name, City of publication, pp. x-y.



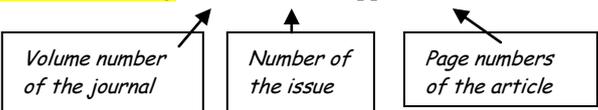
Harvey, C, Meadows, G & Singh, B 2007, 'Mental disorder in Australia', in G Meadows, B Singh & M Grigg (eds), *Mental health in Australia : collaborative community practice*, Oxford University Press, South Melbourne, pp.167-189.



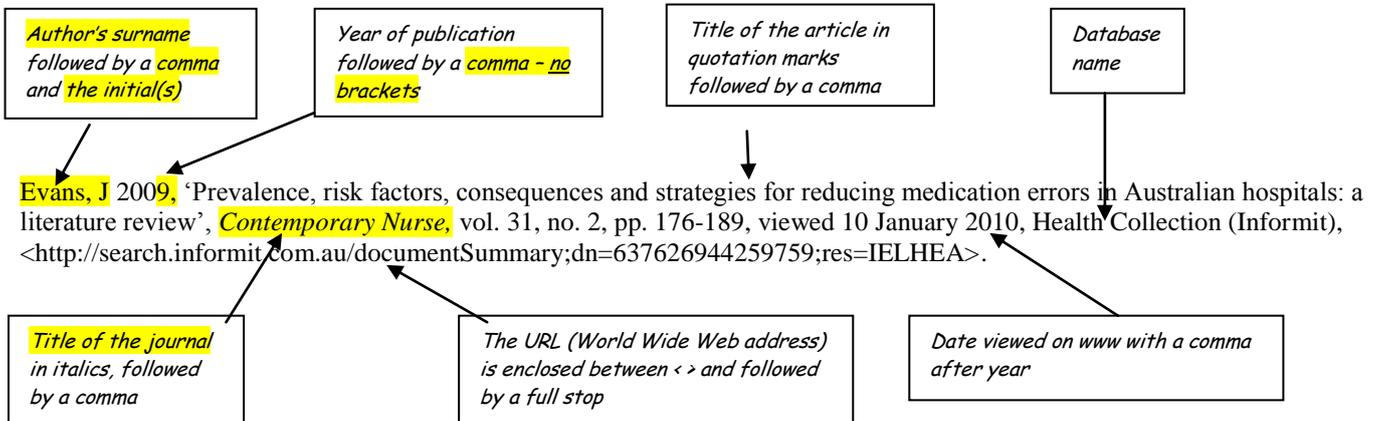
For a print journal or newspaper article: Author(s) surname (family name), initials, year of publication, 'Article title', *Journal title*, volume number, issue number, pp. x-y.



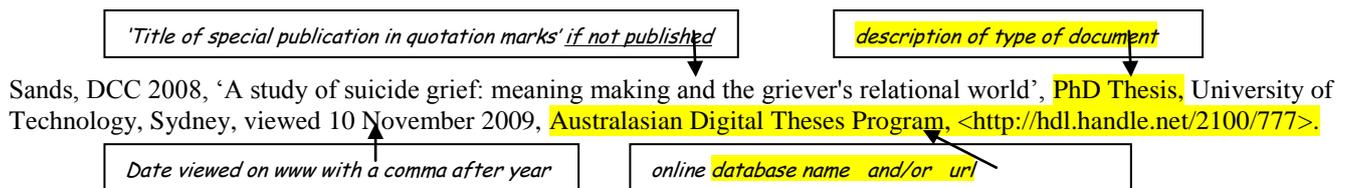
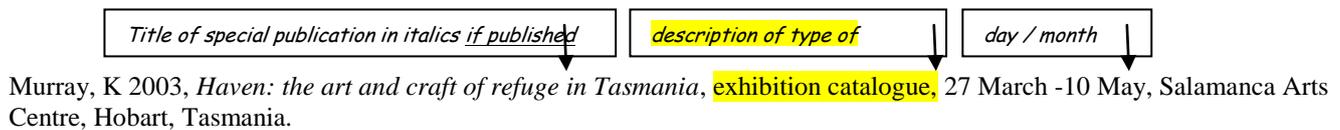
Herth, K 2006, 'Fostering hope in terminally-ill people', *Journal of Advanced Nursing*, vol. 15, no. 11, pp. 1250-59.



For an electronic journal article: Author(s), initials year of publication, 'Article title', *Journal title*, volume number, issue number, page numbers (if there are any), retrieval statement: viewed month day year, database name and/or URL.



For a special publication [audio/visual or some govt. publications]: *Special publication title in italics if published*, 'but not in italics if unpublished', description of document, day/ month of publication, publisher, city, date viewed, data base.



Referencing Examples:

Books	In-text Examples	Reference List
<i>1 author</i>	(O'Connor 1957, p. 33) OR O'Connor (1957, p. 33) stated that, '...'	O'Connor, DJ 1957, <i>An introduction to the philosophy of education</i> , Routledge & Kegan Paul, London.
<i>2 or 3 authors</i>	According to Summers and Smith (2002, p.45) 'blah blah'. OR (Summers & Smith 2002, p. 45) Note: The ampersand (&) is used when the authors' names are inside brackets.	Summers, J & Smith B 2002, <i>Communication skills handbook: how to succeed in written and oral communication</i> , John Wiley & Sons, Milton Qld. Note: The ampersand (&) is ALWAYS used in the List of References.
<i>4 or more authors</i>	(Happell et al. 2008) Note: 'et al.' [meaning 'and others'] is used from first mention in the text when there are four or more authors.	Happell, B, Cowin, L, Roper, C, Foster, K & McMaster, R 2008, <i>Introducing mental health nursing: a consumer oriented approach</i> , Allen & Unwin, Sydney.
<i>No author</i>	In the <i>Guidebook to Australian social security law</i> (1983) blah blah OR (<i>Guidebook to Australian social security law</i> 1983)	<i>Guidebook to Australian social security law</i> 1983, CCH Australia, North Ryde, NSW. Note: Cite the title instead of the author. Where it is a book, journal, brochure or report the title should be in italics. (Anonymous and Anon. should be avoided.)
<i>Several books by the same author - published in different years</i>	Brennan (2006, 2007) has written about nurses	Brennan, S 2006, <i>Contradictory stories : an oral history of a group of 1960s nursing students</i> , School of Nursing and Midwifery, University of Tasmania, Launceston. Brennan, S 2007, <i>The Fence on the precipice: child welfare nursing 1918-1930</i> , School of Nursing and Midwifery, University of Tasmania, Launceston. Note: Multiple works by the same author should be in chronological order, beginning with the oldest work.
<i>Several books by the same author - published in the same year</i>	(Jarvis 2008a, 2008b) Note: In the text simply insert a/b/c etc as appropriate, after the year of publication, within brackets.	Jarvis, C 2008a, <i>Physical examination and health assessment</i> , 5 th edn, Saunders Elsevier, Philadelphia. Jarvis, C 2008b, <i>Student laboratory manual for physical examination and health assessment</i> , 5 th edn, Saunders Elsevier, Philadelphia. Note: Such references are ordered alphabetically by title – a/b/c are then allocated after year
Editions	Baum (2008) discusses Note: edition refers to each time a book/work has been produced in a slightly altered form. 1 st editions are NOT noted in reference lists.	Baum F 2008, <i>The new public health</i> , 3rd edn, Oxford University Press, South Melbourne. Note: An edition number is placed after the title of the work, between commas [NOT within brackets].
Edited book	The concept of inequality (eds Carter & Peel, 1976) ... Note: When referring to general ideas/themes in an edited book/publication, cite the editor/s of the book.	Carter, C & Peel, J (eds) 1976, <i>Equalities and inequalities in health</i> , Academic Press, London. Note: When only one author = (ed.) Note: place ed/eds WITHIN BRACKETS = (eds)

Books	In-text Examples	Reference List
Chapter in an edited book – with author/s	As discussed by Brotto (2009) Note: When referring to specific ideas/concepts in a specific chapter of an edited book/publication cite the chapter author/s.	Brotto, V 2009, 'Medication therapy', in J Crisp & C Taylor (eds), <i>Potter & Perry's fundamentals of nursing</i> , 3rd edn, Elsevier, Sydney, pp. 727-754. Note: place the page numbers of the chapter at the end of the reference eg pp.727-754, as above.
Adapted chapter in an edited book -with author/s	(Kretzschmer, Blackwell & Lewis 2008)	Kretzschmer, J, Blackwell, P & Lewis SL 2008, 'Nursing management: obesity', adapted B McPherson, in D Brown & H Edwards (eds), <i>Lewis's medical-surgical nursing: assessment and management of clinical problems</i> , 2 nd edn, Elsevier, Sydney, pp. 1041-1060.
Chapter in an edited book –no author/s	('Community-based nursing practice' 2005)	'Community-based nursing practice' 2005, in J Crisp, C Taylor, A Perry & P Potter (eds), <i>Potter & Perry's fundamentals of nursing</i> , 2nd edn, Elsevier, Sydney, pp. 38-55.
E-book - in an online library collection	(Benner, Sutphen & Leonard 2009) (Scanlon & Sanders 2007)	Benner, P, Sutphen, M & Leonard, V 2009, <i>Educating nurses: a call for radical transformation</i> , John Wiley & Sons, Hoboken, viewed 10 May 2010, Ebooks Corporation, < http://www.utas.eplib.com.au.ezproxy.utas.edu.au/patron/FullRecord.aspx?p=468681 >. Scanlon, V & Sanders, T 2007, <i>Essentials of anatomy and physiology</i> , 5th edn, FA Davis, Philadelphia, viewed 31 March 2008, NetLibrary, < http://www.netlibrary.com.ezproxy.utas.edu.au/ >. Note: Give the name of the electronic book publisher and/or the main site URL, or the full URL
E-book – on the World Wide Web <i>Classic Text example, recently republished</i>	(Nightingale 2005 (1898))	Nightingale, F 2005 (1898), <i>Notes on nursing: what it is and what it is not</i> , Appelton, New York, viewed 2 October 2008, Project Gutenberg, < http://www.gutenberg.org/catalog/world/readfile?fk_files=58626&pageno=1 >. Note: work reprinted in a different form refer Snooks p 201.
Encyclopaedia or dictionary - anonymous entries	<i>The Oxford dictionary of nursing</i> (2008, p.2) defines an abscess as '...'	Note: Do not include in the Reference List
Encyclopaedia article - with evident author/s	As explained by Peterson (1993) ...	Peterson, CC 1993, 'Adult children and their parents', in R Kastenbaum (ed.), <i>Encyclopedia of adult development</i> , the Oryx Press, Pheonix, Arizona, pp.1-6.
Print Journals/ Media	In-text Example	Reference List
Journal article - DIRECT QUOTE ... OR - PARAPHRASE ...	When investigating diabetes, McNaughton et al. focus 'on dietary patterns rather than specific dietary components' (2009, p.734). OR (McNaughton et al. 2009)	McNaughton, SA, Dunstan, DW, Ball, K, Shaw, J & Crawford D 2009, 'Dietary quality is associated with diabetes and cardio-metabolic risk factors 1-3', <i>The Journal of Nutrition</i> , vol. 139, no.4, April, pp.734-742.
Journal article – no author	Even back in 1969 it was reported, 'In some hospitals the shortage is so critical that only the basic physical care of the patient can be attempted' ('Psychiatric nursing' 1969, p. 526).	'Psychiatric nursing' 1969, <i>British Medical Journal</i> , vol. 1, p. 526.
Newspaper and magazine articles	(Ellis 2009)	Ellis, N 2009, 'Nurse practitioners: reform or risk?' <i>The Examiner</i> , 27 November, p.23.

<i>Newspaper article – no author</i>	It was stated in the <i>Mercury</i> (11 July 2009, p. 2) that...	Note: No Entry in reference list. Details are included in the in-text entry instead.
<i>Media release</i>	(Patterson 2002)	Patterson, K (Minister for Health) 2002, <i>Private health insurance rebate relieves pressure on Victoria's public hospitals</i> , media release, Parliament House, Canberra, 27 February.
Electronic Journals/Media	<i>In-text Example</i>	<i>Reference List</i>
<i>Journal article from an electronic database</i>	<p>(Thorsell et al. 2008)</p> <p>Note: You do not need to give a URL (Web address) for electronic journal, newspaper or magazine articles accessed through online library databases. The name of the database is sufficient. The name of the supplier can be added. For example:</p> <ul style="list-style-type: none"> • CINAHL database (EBSCO) • PubMed database(U.S. National Library of Medicine) • Health Collection (Informit) • Blackwell Science, Technology & Medicine Collection • InformaWorld Current Subscriptions • Directory of Open Access Journals • Cochrane Library (Wiley Interscience) • SpringerLink <p>ANZ Reference Centre (EBSCO) or Australia/New Zealand Reference Centre (EBSCO)</p>	<p>Thorsell, M, Kaijser, M, Almström, H & Andolf, E 2008, 'Expected day of delivery from ultrasound dating versus last menstrual period--obstetric outcome when dates mismatch', <i>BJOG: An International Journal of Obstetrics and Gynaecology</i>, vol. 115, no. 5, pp. 585-589, viewed 6 November 2009, ProQuest Health and Medical Complete database.</p> <p style="text-align: center;">OR</p> <p>Thorsell, M, Kaijser, M, Almström, H & Andolf, E 2008, 'Expected day of delivery from ultrasound dating versus last menstrual period--obstetric outcome when dates mismatch', <i>BJOG: An International Journal of Obstetrics and Gynaecology</i>, vol. 115, no. 5, pp. 585-589, viewed 6 November 2009, Wiley Interscience, <http://www3.interscience.wiley.com/cgi-bin/fulltext/119421357/PDFSTART>.</p> <p>Note: use database name and/or URL</p>
<i>Systematic review article from the Cochrane Library</i>	(Duncan, Best & Hagen 2010)	<p>Duncan, E, Best, C & Hagen, S 2010, 'Shared decision making interventions for people with mental health conditions', <i>Cochrane Database of Systematic Reviews</i>, no. 1, viewed 28 September 2010, The Cochrane Library, <http://onlinelibrary.wiley.com/o/cochrane/clsystrev/articles/CD007297/frame.html>.</p> <p style="text-align: center;">OR</p> <p>Duncan, E, Best, C & Hagen, S 2010, 'Shared decision making interventions for people with mental health conditions', <i>Cochrane Database of Systematic Reviews</i>, no. 1, viewed 28 September 2010, The Cochrane Library.</p> <p style="text-align: center;">OR</p> <p>Duncan, E, Best, C & Hagen, S 2010, 'Shared decision making interventions for people with mental health conditions', <i>Cochrane Database of Systematic Reviews</i>, no. 1, viewed 28 September 2010, The Cochrane Library, <http://www.thecochranelibrary.com/view/0/ind ex.html>.</p>

<i>Journal article free on the World Wide Web - author</i>	(Parker et al. 2009)	Parker, RM, Keleher, HM, Francis, K, Abdulwadud, O 2009, 'Practice nursing in Australia: A review of education and career pathways' <i>BMC Nursing</i> , vol. 8, no.5, viewed 27 November 2009, < http://www.biomedcentral.com/1472-6955/8/5 >.
<i>Newspaper article from an electronic database - author</i>	(Trenwith 2007)	Trenwith, C 2007, 'Midwives say ward may not reopen', <i>Illawarra Mercury</i> , 21 September, viewed 9 September 2008, ANZ Reference Centre (EBSCO).
<i>Newspaper article from the World Wide Web - author</i>	Trounson in describing the response to TAFE nursing degrees stated, 'The nursing profession is worried' (2008, para. 6).	Trounson, A 2008, 'TAFE nursing degrees spark protest', <i>The Australian</i> , 5 September, viewed 6 November 2009, < http://www.theaustralian.com.au/higher-education/tafe-nursing-degrees-spark-protest/story-e6frgjcj-111117402604 >.
<i>Newspaper or magazine from the World Wide Web - no author</i>	(<i>H Hospital Newspaper</i> 2008) Note: for electronic newspapers without a paper version, there is too much detail to be included in an in-text citation ... this detail must be included in the reference list as adjacent.	<i>H Hospital Newspaper</i> 2008, 'UMDNJ-School of Nursing receives second grant to help increase and diversify the nation's nursing workforce', New Jersey Medical School/ University Hospital, viewed 6 November 2009, < http://www.hospitalnewspaper.com/webpages/news/displaynews.aspx?PT=state&state=NJ&ID=17decc42-b651-457c-94d3-870c55df5de2&e=e_581 >.
<i>Media Release on the web</i>	(Roxon 2009)	Roxon, N (Minister for Health & Ageing) 2009, <i>Minister Consults on Dental Reform</i> , media release, Canberra, 27 September, viewed 16 October 2009, < http://www.health.gov.au/internet/ministers/publishing.nsf/Content/75B125BE24D05736CA257640002090E9/\$File/nr165.pdf >.
<i>Wiki articles</i> [only use if credible author evident]	(Ganfyd 2009)	Ganfyd, 2009, 'Diabetes mellitus', wiki article, 17 November, viewed 29 November 2009, < http://www.ganfyd.org/index.php?title=Diabetes_mellitus >.
Print & Electronic - Reports, Conference Papers, Lectures, Theses, Brochures	In-text Examples	Reference List
<i>Reports - electronic</i> [annual reports]	(Australian Health Practitioner Regulation Agency (AHPRA) 2010) Note: In the reference list, electronic annual reports do not need the publisher or place	Australian Health Practitioner Regulation Agency (AHPRA) 2010, <i>Annual report 2009-2010</i> , viewed 9 October 2010, < http://www.ahpra.gov.au/Legislation-and-Publications/AHPRA-Publications.aspx >
<i>Reports - electronic</i> [organisational reports]	In a report commissioned by the California Board of Registered Nursing it was found that blah blah blah (Spetz et al. 2009).	Spetz, J, Keane, D & Herrera, C, University of California, San Francisco, School of Nursing and Center for the Health Professions 2009, <i>Survey of registered nurses in California, 2008</i> , California Board of Registered Nursing, Sacramento, CA, viewed 9 April 2010, < http://www.rn.ca.gov/pdfs/forms/survey2008.pdf >.

World Wide Web*	In-text Example	Reference List
World Wide Web - document [pdf or word document]	<p>‘Nurses and midwives are able to use social mediato connect with colleagues and professional associations’. (Nursing and Midwifery Board of Australia (NMBA) 2010, p.1).</p> <p>Note: in reference list, if the author is the publisher a long name can be abbreviated at second mention.</p> <p>Note: in reference list, the date [9 Sept] is placed AFTER the place of publication/ before ‘viewed’.</p>	<p>Nursing and Midwifery Board of Australia (NMBA) 2010, <i>Social media information sheet for nurses and midwives</i>, NMBA, Melbourne, 9 September 2010, viewed 27 January 2011.</p> <p><http://www.nursingmidwiferyboard.gov.au/FAQ-and-Fact-Sheets.aspx></p>
World Wide Web - web page	(National Health & Medical Research Council (NHMRC) 2009)	<p>NHMRC 2009, <i>Stem cells, cloning and related issues</i>, NHMRC, Canberra, viewed 22 November 2009,</p> <p><http://www.nhmrc.gov.au/research/embryos/stemcells/index.htm>.</p>
World Wide Web – no date	<p>(Kariclub n.d.)</p> <p>Note: ACADEMIC WRITING REQUIRES CREDIBILITY. When accessing/citing web documents such as this one, you must ask yourself, ‘Is this a credible site?’*</p>	<p>Kariclub n.d., <i>What are the benefits of breastfeeding?</i> Nutricia Australia Pty Ltd, Macquarie Park NSW, viewed 10 January 2010,</p> <p><http://www.kariclub.com.au/breastfeeding/the_benefits_of_breastfeeding></p>
World Wide Web - blog post	(Miller 2009)	<p>Miller, I 2009, ‘Mindfulness training for medical staff’, <i>impactednurse.com</i>, blog post, 16 November, viewed 29 November 2009,</p> <p><http://www.impactnurse.com/?p=1491>.</p>
Secondary Sources	In-text Example	Reference List
Book	<p>Honari (cited in Wass 1994, p.46) defines health as ‘a sustainable state of well-being within sustainable ecosystems, within a sustainable biosphere’.</p> <p>OR</p> <p>Health is defined as ‘a sustainable state of well-being within sustainable ecosystems, within a sustainable biosphere’ (Honari, cited in Wass 1994, p. 46).</p>	<p>Wass, A 1994, <i>Promoting health: the primary health care approach</i>, 2nd edn, W.B. Saunders, Sydney.</p> <p>Note: Reference the book that you actually sourced.</p>
Journal Article	<p>The word “research” is “inextricably linked to European imperialism and colonialism” (Smith, cited in Pyett, Waples-Crowe & van der Sterren 2008, p. 181).</p> <p>OR</p> <p>Linda Tuhiwai Smith (cited in Pyett, Waples-Crowe & van der Sterren 2008, p. 181) noted that the word “research” is “inextricably linked to European imperialism and colonialism”.</p>	<p>Pyett, P, Waples-Crowe, P, & van der Sterren, A 2008, ‘Challenging our own practices in Indigenous health promotion and research’, <i>Health Promotion Journal of Australia</i>, vol. 19. no. 3, pp.179-183, viewed 20 July 2008, CINAHL database (EBSCO).</p> <p>Note: Reference the journal that you actually sourced.</p>

Government Publications	In-text Example	Reference List
<p>A) <i>Legislation:</i> General term used to describe laws made by Parliament or by a Parliamentary delegate. Legislation falls under two categories:</p>	<ul style="list-style-type: none"> The short title <u>written in italics</u> should be used for citation purposes. First references should always cite this. Subsequent references can be shown in roman script (<u>not italics</u>) with the <u>date omitted</u>. When citing legislation, you may need to specify portions of the legislation. The basic units of division are the section (for an Act) and the regulation (for a Regulation) – these replace page number. 	<p>NOTE: Titles of ALL GOVERNMENT DOCUMENTS should not be in sentence case – but should have the exact use of capital letters as in the original document.</p>
<p>1) Acts (also known as Statutes) - final form of legislation passed into law</p>	<p>... the <i>Nurses and Midwives Act 1991</i> (NSW), s. 5A, states, ‘Unauthorised persons are not to hold themselves out as nurse practitioners or midwife practitioners’. [DIRECT QUOTE]</p> <p>OR</p> <p>Section 5A of the <i>Nurses and Midwives Act 1991</i> (NSW) outlines penalties for the unauthorised persons representing themselves as nurse or midwife practitioners. [PARAPHRASE]</p> <p>Note: sections of the Act can be written in full [Section 5A] OR as an abbreviation [s.5A]</p>	<p>Note – IN TEXT CITATION should include: Name of act - including year (Jurisdiction), section</p> <p>Note – REFERENCE LIST: generally DO NOT INCLUDE in reference list; put all these details in the in-text citation.</p> <p>Note – HOWEVER: if inclusion is vital to understanding, insert at the END OF THE REFERENCE LIST under a separate heading ‘Legislation’.</p> <p>Legislation <i>Nurses and Midwives Act 1991</i> (NSW).</p>
<p>2) Subordinate or Delegated Legislation (also known as Regulations, Notices, Proclamations etc.)</p>	<p>... the Nurses and Midwives Regulations 2008 (NSW)</p> <p>Note: Regulations and other forms of delegated legislation should be presented in roman type.</p>	<p>IN TEXT CITATION – as above should include all necessary information.</p> <p>REFERENCE LIST – as above generally do not include in the Reference List OR if absolutely necessary list under a separate heading ‘Legislation’.</p> <p>Legislation Nurses and Midwives Regulations 2008 (NSW).</p>
<p>B) <i>Unlegislated legal documents:</i></p>		
<p>Bills - legislation /draft laws under discussion by the parliament, whether state or federal.</p>	<p>One significant clause in the Nursing Bill 1992 (Qld) defines an ‘accredited nursing course’ as ‘a nursing course that is accredited under this Act’ (cl.4).</p> <p>Note: as above [cl.] replaces [p.]</p> <p>Note: the clause in a Bill, once approved and passed into law, becomes the section of the Act</p>	<p>Note: Unlike an Act the title of a Bill is not in italics.</p> <p>Note: as with Acts [above] only include in the Reference List if important/place under heading ‘Legislation’.</p> <p>Legislation Nursing Bill 1992 (Qld).</p>
<p>Cases / Tribunal Decisions - legal decisions made in a court of law.</p>	<p><i>The State of New South Wales v. The Commonwealth</i> (1915) 20 CLR 54</p> <p><i>Tricare and Minister for Health and Family Services</i> [2001] AATA 653</p> <p><i>RJT v Nurses’ Board of Victoria</i> [2000] VSC 498</p> <p>Note: IN TEXT REFERENCE Include the <i>name of the case</i> (italicised) and reference details (year, ABBREVIATED NAME of report series or Court and page or judgment number).</p>	<p>Note: as above if inclusion is vital to understanding, insert at the end of the Reference List under a separate heading ‘Legal Authorities’ [NOT ‘Legislation’].</p> <p>Legal Authorities <i>Tricare and Minister for Health and Family Services</i> [2001], AATA 653</p>

Government Publications	In-text Example	Reference List
Australian Bureau of Statistics - publication - individual authors included	(Pink et al. 2008) NOTE: When authors (individuals) are included on the publications title page <i>in addition to the corporate bodies</i> – these individuals must be put first/cited as authors. NOTE: For PDF documents downloaded from the web, the web address of page they were downloaded from should be included.	Pink, B, Allbon, P, Australian Bureau of Statistics & Australian Institute of Health & Welfare 2008, <i>The Health and Welfare of Australia's Aboriginal and Torres Strait Islander Peoples: 2008</i> , ABS Cat. no. 4704.0, Australian Bureau of Statistics and Australian Institute of Health & Welfare, Canberra, viewed 20 February 2009, < http://www.aihw.gov.au/publications/index.cfm/title/10583 >.
Australian Bureau of Statistics - publication - no individual authors included	(Australian Bureau of Statistics (ABS) 2009) Note: use above at first citation; thereafter cite using the abbreviation: (ABS 2009).	ABS 2009, 'Health Literacy', <i>Australian social trends</i> , Cat.no.4102.1, viewed 5 September 2009, ABS, Canberra, < http://www.abs.gov.au/AUSSTATS/abs@.nsf/Lookup/4102.0Main+Features20June+2009 >.
Australian Bureau of Statistics - website (eg census material)	Reference to census materials is written within the text: (ABS 2007) If a census spreadsheet has been re-produced whole the following citation should be placed below the excel spreadsheet: (Source: ABS 2007)	Australian Bureau of Statistics 2007, 'Industry of Employment by Occupation – Australia', <i>2006 Census Tables: Australia</i> , time series spreadsheet, Cat.no.2068.0, viewed 9 November 2009, ABS website , < http://www.abs.gov.au >.
Non Government Organisation (NGO) publications	(Peden et al. 2008)	Peden, M, Oyegbite, K, Ozanne-Smith, J, Hyder, A, Branche, C, Rahman, A, Rivara, F, & Bartolomeos, K 2008, <i>World report on child injury prevention</i> , World Health Organization & UNICEF, Geneva, viewed 23 February 2009, < http://whqlibdoc.who.int/publications/2008/9789241563574_eng.pdf >.
Patent	Australian Patent No. 763210 (2000) concerned the influenza virus. OR (Kistner et al. 2000) NOTE: a patent can be cited by either the patent number OR by the inventor's name.	Kistner, O, Barrett, N, Mundt, W & Dorner, F 2000, <i>Novel influenza virus vaccine composition</i> , Australian Patent No. 763210. NOTE: in the reference list, the patent is referenced by the name of the inventor.
Standard	(Standards Australia & Standards New Zealand 2006)	Standards Australia & Standards New Zealand 2006, <i>Sterilization of health care products - Radiation - Guidance on dosimetric aspects</i> , AS/NZS ISO 11137.3:2006, viewed 4 February 2008, Standards Online Premium database (Sai Global).
Audio/Visual Sources	In-text Example	Reference List
Image - in a printed book	The photograph 'Greet client congenially' illustrates a pleasant exchange between a nurse and a hospitalized patient (Elkin, Perry & Potter 1996, p.22).	Elkin, M, Perry, A & Potter, P 1996, <i>Nursing interventions and clinical skills</i> , Mosby, St.Louis.
Image – author, on the World Wide Web	(Karsh 1948) Note: Most images on the internet are Copyright in which case only linking is permissible, unless the author gives permission for reproduction.	Karsh, Y 1948, <i>Sister Kenny</i> , The good, the great and the gifted: camera portraits by Yousuf Karsh & Athol Shmith, National Gallery of Australia, Canberra, viewed 3 March 2008, < http://nga.gov.au/Exhibition/KarshShmith/Detail.cfm?IRN=49479&ViewID=2 >.

Audio/Visual Sources	In-text Example	Reference List
<p>CD ROM - one CD ONLY</p> <p>- a CD from a set of CDs</p>	<p>(Maxis Software Inc. 2001)</p> <p>(Szilagyi & Bickley 2007)</p>	<p>Maxis Software Inc., 2001, <i>Sim City: the original city simulator enhanced for cd-rom, CD-ROM</i>, Interplay Productions, Irvine, CA.</p> <p>Szilagyi, P, & Bickley, L 2007, 'Cardiovascular: peripheral vascular system', <i>Bates' visual guide to physical assessment</i>, CD ROM, vol.5, Wolters Kluwer/Lippincott Williams & Wilkins, n.p.</p> <p>Note: if place is unknown use n.p.</p>
<p>Film, DVD, Video</p> <p>(Refer Snooks p. 229)</p>	<p>(<i>The oasis: a feature documentary about Australia's homeless youth 2008</i>)</p>	<p><i>The oasis: a feature documentary about Australia's homeless youth 2008</i>, DVD, Shark Island Productions, Sydney. Distributed by the ABC. Directed by Sascha Ettinger Epstein & Ian Darling.</p>
<p>Radio and TV programs</p>	<p>(<i>The Health Report 2008</i>)</p>	<p><i>The Health Report 2008</i>, radio program, ABC Radio, Sydney, 24 March.</p>
<p>Podcasts/Vodcasts - program</p> <p>- specific episode</p>	<p>(<i>Cancer and the use of complimentary and alternative medicine 2009</i>)</p> <p>(‘Talking Stick: Health’ 2009)</p>	<p><i>Cancer and the use of complimentary and alternative medicine 2009</i>, podcast, The Health Report, ABC Radio, Sydney, 26 October, accessed 29 October <http://mpegmedia.abc.net.au/rn/podcast/2009/10/hrt_20091019_0847.mp3></p> <p>.</p> <p>Note: Can also use main site details, for example above the link would then be: <http://www.abc.net.au/rn/healthreport/> .</p> <p>Note: do not use podcast RSS URL.</p> <p>‘Talking Stick: Health’ 2009, <i>Message Stick</i>, vodcast, ABC Television, Sydney, 14 June, viewed 20 May 2010, <http://mpegmedia.abc.net.au/tv/geo/messagestick/messagestick_2009_ep19.wmv>.</p>

Bibliography

Faculty of Business, University of Southern Queensland 1999, *Harvard referencing*, University of Southern Queensland, Toowoomba, 18 Feb., viewed 22 September 2009, <www.usq.edu.au/extrfiles/business/journals/HRMJJournal/Harvard%20Referencing.htm>.

Library and Computing Services, James Cook University Queensland 2009, *Harvard referencing guide*, James Cook University Queensland, Townsville, viewed 22 September 2009, <http://cms.jcu.edu.au/libcomp/assist/guides/finding/JCUPRD_026228>.

Library, University of Tasmania 2009, *Referencing and assignment writing*, University of Tasmania, Hobart, 7 Sept., viewed 23 September 2009, <<http://utas.libguides.com/referencing>>.

Snooks & Co. 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons, Milton, Qld. [Note: [Snooks & Co. 2002 Chapter 12 p.187-208 & 220-232](#) can be found on eReserve in the UTAS Library catalogue]

Teaching and Learning Unit, University of South Australia 2007, *The harvard author-date referencing system*, University of South Australia, Adelaide, June, viewed 23 September 2009, <<http://www.unisa.edu.au/ltu/students/study/referencing/harvard.pdf>>.