

The Harvard System Sample Essay

Introduction

With the recent proliferation of many new types of electronic information sources, it is important that you have clear guidelines on how to cite the types of information sources that are now available. This “Sample Essay” shows you how to cite most of the different types of references that you might encounter. This particular essay illustrates the Harvard, or “Author-Date” system and uses the 6th edition of the Australian Government style manual (Snooks & Co. 2002). By the way, the terms “citing” and “referencing” are used interchangeably.

Why Reference your Work?

In academic writing it is important that your reader can follow up your claims and validate your argument by finding and reading the sources you have used. Citations also acknowledge the source of your ideas. Correct referencing ensures that you avoid plagiarism (claiming another person’s work or ideas as your own), which is a serious academic offence. The University of Tasmania has a comprehensive web page that discusses all aspects of plagiarism (2003).

Systems and Styles

It is common to refer to the Harvard style, but in fact, Harvard is a system (the Author-Date system) of referencing, and not a style *per se*. The two other most common systems in use are the Note-Bibliography (or Footnoting) system and the Vancouver (or Number-Reference List) system.

In the Harvard system you make an author and year reference in the text, with an additional page reference if needed. This citation is placed in curved brackets. A full reference list entry is then made, for each reference, at the end of the chapter or article, in alphabetical order, usually in a section headed “References”.

The Note-Bibliography system relies on a number inserted “in-text”, a corresponding full reference in a footnote on the same page and usually a full alphabetically arranged bibliography at the end. It is used in arts and humanities disciplines such as history.

The Vancouver System is used mainly in medically related disciplines and relies on an “in-text” number which refers to a numbered reference in a list at the end of the article or chapter.

Why use the Harvard System?

Systems of referencing have been in use for centuries, but since the 1950’s, the Harvard system has gained such a following that most science, social science and many humanities books and journals now use it. It is the most common system recommended for use in the University of Tasmania. You should always check which system and style is required by your lecturer. Whichever system and style you use you must try to apply it consistently.

Harvard Style?

It is confusing when lecturers say, “Use the Harvard style!” As you have seen, Harvard is a *system* and not a style and many organizations have applied their own publishing styles to the Harvard system. Some publishers have adapted their publishing house style to both the Harvard and the Footnoting systems. Two very

important examples are the style manuals used by the Australian Government Publishing Service (AGPS) and the University of Chicago Press (*Chicago manual of style* 2003). I have used the 6th edition of the style manual of the AGPS (Snooks & Co. 2002) for this essay. In fact, this manual applies its style to all three common systems: Harvard, Footnoting and Vancouver (pp. 187-232).

In-Text Citations

This section shows you how to make a citation in the text of your essay or assignment in different situations. Just look at the References section at the end of this essay to see the full citations.

The basic principle is to mention the author's surname and year of publication of the text. A journal article by Adler (2003) or this one: (Horitz 1982), shows the most common method. Direct quotations are cited like this one from a book: "The intended audience... are still librarians, scholars and students" (Li & Crane 1996, p. xvii). Note how pages can be included after the date if necessary. If the same author has two citations from the same year, they are distinguished by a letter, for example: (Peterson 1996a) and (Peterson 1996b).

If a work has no author or is a film, video, DVD, TV or radio program, it is cited using the title like this: (*Man with the movie camera* 1998) or (*The search for meaning* 1998)

Citing Different Publication Types

Here are examples of the most common types of items you may want to cite. There are many other possibilities however and you may need to consult Snooks & Co. for these (2002, pp. 187-232).

Books - authored: (CSIRO Division of Entomology 1991; Dorward & Davidson 2000)

Books - edited: (Befu & Guichard-Anguis 2001; Douglas, Douglas & Derrett 2001)

Book chapters: (O'Regan 2002; Staats 1965) Hint: Cite the chapter author, not the book author or editor.

Book reviews: (Baker 2003; Masterton 2003) Hint: cite the review's author, not the author of the book being reviewed.

Journal articles - print: (Funahashi & Inoue 2000; Genoni 2001; Peterson 1996b)

Journal articles - web version of a print journal: (McDougall et al. 2003, p. 114)

Journals - web only, no print version: (Wallis 1992)

Magazine articles: (Callister 2003; Wang & Zhou 2003)

Conference papers: (Wood et al. 2003)

Theses: (MacFarlane 2002)

Reports: (Committee for Quality Assurance in Higher Education 1995) or for electronic versions of reports: (Rathbun, West & Hausken 2003) Hint: There are many variations, see Snooks & Co. (2002).

Patents: (Bean 1975)

Newspaper articles: (Harmon 2002), but if there is no obvious author, just give an in-text reference and no bibliography entry. E.g. "It was stated in *The Mercury* (11 July 1999, p. 2) that..."

Newspaper articles – web version: (Ker & Shiell 2003)

Personal Communications: In-text reference only, but nothing in reference list. Eg. (J Slater 2002, pers. comm., 23 May) or “Mr J Slater confirmed by letter on 23 May 2002 that this was so”.

Emails: Treat as a personal communication. In-text reference, no entry in References. E.g. “P Richardson confirmed this by email on 24 November 2001” or (P Richardson, 2001, email, 24 November, <prich@crockmail.com>)

CD-Roms: (*Dr Brain thinking games* 1998)

Films, DVDs Videos: (*Man with the movie camera* 1998)

Radio and TV programs: (*The search for meaning* 1998)

Web pages: (University of Tasmania Library 2003)

Newsgroup posts: (Aton 2002)

Additional Information

If you want more citation examples, see the book by Snooks & Co. (2002, Chap 12). The RMIT University Library (2003) has also produced an excellent Harvard guide.

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