

Harvard Referencing Quick Guide

revised Dec 2019

Source	In-text citations		Reference list
	Paraphrase	Quote	
Book: one author	... (Cottrell 2005). or Cottrell (2005) asserts ...	'...' (Cottrell 2005, p. 10). or Cottrell (2005, p. 10) asserts '...'	Cottrell, S 2005, <i>Critical thinking: developing effective analysis and argument</i> , Palgrave Macmillan, New York.
Book: two authors (for two or more authors, retain the order of authors given by the source)	... (Peck & Coyle 2005). or Peck and Coyle (2005) report ...	'...' (Peck & Coyle 2005, p. 55). or Peck and Coyle (2005, p. 55) report '...'	Peck, J & Coyle, M 2005, <i>Write it right: a handbook for students</i> , Palgrave Macmillan, New York.
Book: three authors	... (Rao, Chanock & Krishnan 2007). or Rao, Chanock and Krishnan (2007) argue ...	'...' (Rao, Chanock & Krishnan 2007, p. 16). or Rao, Chanock and Krishnan (2007, p. 16) argue '...'	Rao, V, Chanock, K & Krishnan, L 2007, <i>A visual guide to essay writing: how to develop and communicate academic argument</i> , Association for Academic Language and Learning, Sydney.
Book: more than three authors	... (van Krieken et al. 2010). or van Krieken et al. (2010) contend ...	'...' (van Krieken et al. 2010, p. 18). or van Krieken et al. (2010, p. 18) contend '...'	van Krieken, R, Habibas, D, Smith, P, Hutchins, B, Haralambos, M & Holborn, M 2010, <i>Sociology: themes and perspectives</i> , 4th edn, Pearson Longman, Frenchs Forest. • Retain lower case letter for surname if given that way in source
Book: edition (other than the first edition; later editions have major updates)	... (Barrass 2005). or Barrass (2005) claims ...	'...' (Barrass 2005, p. 12). or Barrass (2005, p. 12) claims '...'	Barrass, R 2005, <i>Students must write: a guide to better writing in coursework and examinations</i> , 3rd edn, Routledge, London.
Edited book (editor collates material by other authors)	... (Winterfeldt, Bogle & Ebro eds 2014). or Winterfeldt, Bogle and Ebro (eds 2014) contend ...	'...' (Winterfeldt, Bogle & Ebro eds 2014, p. 30). or According to Winterfeldt, Bogle and Ebro (eds 2014, p. 30), '...'	Winterfeldt, EA, Bogle, ML & Ebro, LL (eds) 2014, <i>Nutrition and dietetics: practice and future trends</i> , 4th edn, Jones & Bartlett Learning, Burlington.
Chapter from an edited book	... (Uskul 2010). or Uskul (2010) demonstrates ...	'...' (Uskul 2010, p. 350). or Uskul (2010, p. 350) claims '...'	Uskul, A 2010, 'Sociocultural aspects of health and illness', in D French, K Vedhara, A Kaptein & J Weinman (eds), <i>Health psychology</i> , BPS Blackwell, Chichester, pp. 347-59.
Citation in a source from another source	... (Rubin, cited in Redman 2006). or Rubin (cited in Redman 2006) shows ...	'...' (Rubin, cited in Redman 2006, p. 63). or Rubin (cited in Redman 2006, p. 63) argues '...'	Redman, P 2006, <i>Good essay writing</i> , 3rd edn, Sage Publications, London.
More than one book by the same author in the same year	... (Blainey 2003a). or Blainey (2003a) argues (Blainey 2003b). or Blainey (2003b) contends ...	'...' (Blainey 2003a, p. 5). or Blainey (2003a, p. 5) argues '...'. '...' (Blainey 2003b, p. 27). or Blainey (2003b, p. 27) contends '...'	Blainey, G 2003a, <i>Black kettle and full moon: daily life in a vanished Australia</i> , Penguin/Viking, Camberwell. Blainey, G 2003b, <i>A game of our own: the origins of football</i> , Black Inc., Melbourne.
Electronic book (ebook)	... (Carroll 2011). or Carroll (2011) describes ...	'...' (Carroll 2011, p. 3). or Carroll (2011, p. 3) describes '...'	Carroll, L 2011, <i>Alice in Wonderland</i> , ebook, Bookbyte Digital, Salem, viewed 21 November 2013, https://itunes.apple.com/us/book/alices-adventures-in-wonderland/id510986661?mt=11

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Journal article: print	... (Gardiner 2011). or Gardiner (2011) found ...	'...' (Gardiner 2011, p. 48) or Gardiner (2011, p. 48) found '...'	Gardiner, M 2011, 'Portrait of the artist as a goat', <i>Social Alternatives</i> , vol. 30, no. 4, pp. 46-49.
Journal article: with doi	... (Minkov & Hofstede 2011). or Minkov and Hofstede (2011) claim ...	'...' (Minkov & Hofstede 2011, p. 12). or Minkov and Hofstede (2011, p. 12) claim '...'	Minkov, M & Hofstede, G 2011, 'The evolution of Hofstede's doctrine', <i>Cross Cultural Management</i> , vol. 18, no. 1, pp. 10-20, doi:10.1108/13527601111104269 • <i>Some journals may not have both volume and issue numbers.</i>
Journal article: with URL (only if no doi)	... (Carroll 2008). or Carroll (2008) hypothesises ...	'...' (Carroll 2008, p. 73). or Carroll (2008, p. 73) hypothesises '...'	Carroll, M 2008, 'Identities in dialogue: patterns in the chaos', <i>The Writing Centre Journal</i> , vol. 28, no. 1, pp. 72-79, viewed 6 September 2009, http://www.english.udel.edu/wcj/ • <i>Some journals may not have both volume and issue numbers.</i>
Website: with a corporate author, government department or agency (organisation) as author	<i>For single in-text citation:</i> ... (World Health Organization 2016). or The World Health Organization (2016) found ... <i>For first of two or more in-text citations</i> ... (The World Health Organization [WHO] 2016). or The World Health Organization [WHO] (2016) found ... <i>Subsequent in-text citations use initials only</i> ... (WHO 2016). or WHO (2016 found ...	<i>For single in-text citation:</i> '...' (The World Health Organization 2016, p. 27). or The World Health Organization (2016, p. 27) found '...'. <i>For first of two or more in-text citations</i> '...' (The World Health Organization [WHO] 2016, p. 27). or The World Health Organization ([WHO] 2011, n.p.) found '...'. <i>Subsequent in-text citations use initials only</i> '...' (WHO 2016, p. 27). or WHO (2016, p. 27) reports '...'	<i>For single in-text citation:</i> World Health Organization 2016, <i>Ambient air pollution: a global assessment of exposure and burden of disease</i> , viewed 17 November 2016, http://apps.who.int/iris/bitstream/10665/250141/1/9789241511353-eng.pdf?ua=1 • <i>Retain source spelling for corporate author.</i> <i>If there are two or more in-text citations</i> World Health Organization (WHO) 2013, <i>Diabetes</i> , fact sheet no. 312, viewed 26 November 2013, http://www.who.int/mediacentre/factsheets/fs312/en/
Website: Author	... (Coxhead 2008). or Coxhead (2008) found ...	'...' (Coxhead 2008, n.p.). or Coxhead (2008, n.p.) found '...'. • <i>n.p. for no page numbers.</i>	Coxhead, A 2008, <i>Sublist families of the academic word list</i> , viewed 27 July 2016, http://www.victoria.ac.nz/lals/resources/academicwordlist/sublists
Website: Sponsor/Owner (particularly if there is no designated author)	IBISWorld (1999-2016) lists ... or ... (IBISWorld 1999-2016).	IBISWorld (1999-2016) reports '...'. or '...' (IBISWorld 1999-2016).	IBISWorld 1999-2016, <i>Specialist medical services in Australia</i> , viewed 29 November 2016, http://clients1.ibisworld.com.au/reports/au/industry/default.aspx?entid=612 • <i>Year range if given in source.</i>