## HARVARD REFERENCING QUICK GUIDE

### Rules

| In-text Citations | Information Prominent (Parenthetical Citation):  
| Citation at the end of the sentence in brackets. | Author Prominent (Narrative Citation):  
| Citation within the sentence highlighting the Author/s and their idea. |
| Paraphrase | ... (Author Year).  
| Author (Year) found ... |
| Direct Quotation | ‘...’ (Author Year, p. x).  
| Note: If no page numbers are given, write n.p. | Author (Year, p. x) asserts ‘...' |

<table>
<thead>
<tr>
<th>Author Rules</th>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Author</td>
<td>(Author Year) or Author (Year)</td>
<td>Author, AA Year, Title, Source.</td>
</tr>
<tr>
<td>Two Authors</td>
<td>(Author &amp; Author Year) or Author and Author (Year)</td>
<td>Author, AA &amp; Author, BB Year, Title, Source.</td>
</tr>
<tr>
<td>Three Authors</td>
<td>(Author, Author &amp; Author Year) or Author, Author and Author (Year)</td>
<td>Author, AA, Author BB &amp; Author, CC Year, Title, Source.</td>
</tr>
<tr>
<td>Four or More Authors</td>
<td>(Author et al. Year) or Author et al. (Year)</td>
<td>Author, AA, Author BB, Author, CC, Author, DD &amp; Author, EE Year, Title, Source.</td>
</tr>
<tr>
<td>Organisation or Government</td>
<td>(Name of Group/Department Year) or Name of Group/Department (Year)</td>
<td>Name of Group/Department Year, Title, Source.</td>
</tr>
</tbody>
</table>
| Organisation or Government with Common Acronyms | First citation:  
(Name of Group/Department [Acronym] Year) or Name of Group/Department (Acronym Year)  
Subsequent citations:  
(Acronym Year) or Acronym (Year)  
Note: Only acronym citation if used more than once. | Name of Group/Department (Acronym) Year, Title, Source. |
| No Author | (Title Year) or Title (Year) | Title Year, Source.  
Note: Only when it is clear that there is no Author, Group/Sponsor or Governing Body, put title before date then source ignoring "A", "An" and "The" at beginning of title. |
| No Date | (Author n.d.) or Author (n.d.) | Author n.d., Title, Source.  
Note: When no publication date is given, use n.d. (this always starts with 10). |
| Editor | (Editor ed. Year) or Editor (ed. Year) | Editor, AA (ed.) Year, Title, Source.  
Note: Abbreviate editor as (ed.) with full stop for single editor and (eds) no full stop for multiple editors. |
| Individual Chapter Authorship | (Chapter Author Year) or Chapter Author (Year) | Chapter Author, AA Year, Chapter title, in AA Editor, BB Editor & CC Author (eds), Title, Source, Page range.  
Note: Include edition if given (e.g. 7th edn). |

### Common Reference List Entries

Note: Provide ‘viewed day month year’ and URL (not hyperlinked) only if digital object identifier (DOI) is not available. If DOI is given as a URL, cut the number from the link (this always starts with 10). |
| Printed Book | Author, AA Year, Title of book, x edn, Publisher, City of Publication.  
Note: Include edition if given (e.g. 7th edn). |
| Online Book | Author, AA Year, Title of book, ebook, Online Publisher, City of Publication, viewed day month year, URL  
Note: Include date of access if given. |
| Edited Book | Editor, AA (ed.) Year, Title of book, Publisher, City of Publication.  
Note: Abbreviate multiple editors as eds with no full stop. |
| Chapter in Edited Book | Chapter Author, AA Year, ‘Title of chapter’, in AA Editor & BB Editor (eds), Title of book, Publisher, City of Publication, pp. xx-xx.  
Note: Include format type and publisher/sponsor if given. |
| Reports and Grey Literature | Author, AA or Name of Group Year, Title of document, Format type, Publisher or Sponsor, viewed day month year, URL  
Note: Include format type and publisher/sponsor if given. |
| Website Page | Author, AA or Name of Group/Sponsor Year, Title of webpage, viewed day month year, URL  
Note: If citing multiple pages from a website, create reference for each page cited.  
Note: Provide ‘viewed day month year’ and URL (not hyperlinked) only if digital object identifier (DOI) is not available. If DOI is given as a URL, cut the number from the link (this always starts with 10). |
### Source Examples

**Example 1:**

**Source:** Journal Article: Two authors, paraphrased, no DOI

**Citation:** Minkov and Hofstede (2011) assert that culture influences organisational behaviour...


**Note:** Minkov and Hofstede’s 2011 article is cited without a DOI.

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**Example 2:**

**Source:** Journal Article: Four or more authors, direct quote, information prominent

**Citation:** Chell et al. (2014, p. 623) argue that ‘some social entrepreneurs’ work may be imbued by a moral set of values from the outset but that this does not apply to all.


**Note:** Chell et al. (2014) article is cited with the page number from the cited source.

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**Example 3:**

**Source:** Book (Online): Two authors, paraphrased, information prominent

**Citation:** Dang and Dearholt (2018) emphasise that the nursing process involves critical thinking which utilises problem-solving strategies.


**Note:** The citation includes the website link to the source.

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**Example 4:**

**Source:** Edited Book (Printed): Multiple editors, direct quotation, information prominent

**Citation:** The historical account is limited as ‘state records are dispersed’ (Strangio & Costar eds 2006, p. 7).


**Note:** The citation includes the editors and the page number.

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**Example 5:**

**Source:** Reports and Grey literature: Government body, paraphrased, information prominent

**Citation:** According to the Business Planning Framework (BPF), providing quality and safe patient care is one vital guiding principle for nurses (Queensland Health 2016).


**Note:** The citation includes the website link to the source.

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**Example 6:**

**Source:** Reports and Grey literature: Handbook, organisation, paraphrased author prominent first citation (1) and information prominent second citation (2)

**Citation:** 1) According to the World Health Organization (WHO 2018) childhood trauma has long-lasting effects on childhood development. 2) the importance of prevention (WHO 2018).


**Note:** The citation includes multiple references from the WHO.

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**Example 7:**

**Source:** Reports and Grey literature: Factsheet, organisation, paraphrased, information prominent first citation

**Citation:** It should be noted that there may be potential errors in the counts of same-sex couples (Australian Bureau of Statistics [ABS] 2011).


**Note:** The citation includes the website link to the source.

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**Example 8:**

**Source:** Website page: Three authors, direct quote, author prominent, without page number

**Citation:** Salmon, Hancock and Carden (2019, n.p.) argue that ‘there is an opportunity to create safe and efficient AGI systems that can have far reaching benefits to society and humanity’.


**Note:** The citation includes the website link to the source.

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**Example 9:**

**Source:** Website page: Online database, paraphrased, information prominent

**Citation:** MIMS Online (2020) states that the adverse reactions to this Panadol were infrequent.


**Note:** The citation includes the website link to the source.