

When writing assignments you have to cite (acknowledge) the source of your ideas and quotes in sufficient detail so that lecturers, and others, can locate the item.

Prior to starting your assignment check with your lecturer/tutor for the style preferred by the School. Use this guide if your lecturer/tutor indicates that you should use the Harvard style of referencing.

Keep in mind the following points:

- Write down all the citation details of a source as you use it.
- Place quotation marks ‘ ’ around a direct quote.
- When using a direct quote include the page number(s) in the in-text reference.
- You are advised to check with your lecturer as to their preference on the use of page numbers.
- The Reference List, located at the end of the assignment, lists all works cited.

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## Books

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### Elements of the citation

Author(s) of book – surname and initials Year of publication, *Title of book – italicised*, Edition, Publisher, Place of publication.

### A book with one author

#### Reference list:

Jackson, SM 2003, *Australian mammals: biology and captive management*, CSIRO Publishing, Melbourne.

#### In-text referencing examples:

‘During warm weather Tasmanian devils will often bath their feet’ (Jackson 2003, p. 245).

Jackson (2003) states that Tasmanian devils enjoy wetting their feet if the weather is warm.

### A book with two authors

#### Reference list:

Taiz, L & Zeiger, E 2002, *Plant physiology*, 3<sup>rd</sup> edn, Sinauer Associates, Sunderland, Mass.

#### In-text referencing examples:

Physiological processes are shared by all plants (Taiz & Zeiger 2002).

Taiz and Zeiger (2002, pp. 94-5) state ‘plants have common physiological processes.’

### A book with three or more authors

#### Reference list:

Include the names of all the authors, in the order they appear in the item.

McDonald, P, Greenhalgh, RA, Edwards, JFD & Morgan, CA 2002, *Animal nutrition*, 6<sup>th</sup> edn, Pearson Education, Harlow.

#### In-text referencing examples:

If there are three or more authors, list only the first, followed by ‘et al’.

Water is a key component in animal foods (McDonald et al. 2002).

McDonald et al. (2002) indicate water to be a key component in animal foods.

## **A book without an author**

### **Reference list:**

*The little green data book* 2002, International Bank for Reconstruction and Development, Washington.

### **In-text referencing examples:**

In Australia, nine of the mammal species are listed as threatened (*The little green data book*, 2002).  
According to *The little green data book* (2002) nine of Australia's mammal species are ...

## **A book by an organisation or institution**

### **Reference list:**

National Research Council 2007, *Nutrient requirements of horses*, 6<sup>th</sup> rev. edn, National Academies Press, Washington, DC.

### **In-text referencing examples:**

It is unnecessary to add fluorine to the equine diet (National Research Council 2007).  
The National Research Council (2007) suggest it is unnecessary to add fluorine to the equine diet.

## **An edited book**

### **Reference list:**

Sutherland, WJ (ed.) 2006, *Ecological census techniques: a handbook*, 2<sup>nd</sup> edn, Cambridge University Press, Cambridge.

### **In-text referencing examples:**

A structured approach is necessary when planning and undertaking a wildlife census (Sutherland 2006)  
Sutherland (2006) stresses the need for a structured approach when planning ...

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## **Chapter in a book**

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### **Elements of the citation**

Author(s) of chapter – surname and initials Year of publication, 'Title of chapter – in single quotation marks', in Editor(s) of book (eds), *Title of book – italicised*, Edition, Publisher, Place of publication, Page numbers.

### **Reference list:**

Laca, E & Demment, M 1996, 'Foraging strategies of grazing animals', in J Hodgson & A Illius (eds), *The ecology and management of grazing systems*, CAB International, Wallingford, UK, pp. 137-58.

### **In-text referencing examples:**

Foraging behaviour has long term effects on rangelands (Laca & Demment 1996).  
Laca and Demment (1996) look at the long term effects of foraging behaviour on rangelands.

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## Journal Articles

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### Elements of the citation

Author(s) of journal article – surname and initials Year of publication, 'Title of journal article – in single quotation marks', *Title of journal – italicised*, Volume, Issue or number, Page number(s).

### Print or Electronic with page numbers

#### Reference list:

Hawkins, CE, Baars, C, Hesterman, H, Mooney, GJ & Jones, ME 2006, 'Emerging disease and population decline of an island endemic, the Tasmanian devil *Sarcophilus harrisi*', *Biological Conservation*, vol. 131, no. 2, pp. 307-24.

#### In-text referencing examples:

'The Tasmanian devil population is in decline' (Hawkins et al. 2006, p. 307).

Hawkins et al. (2006) found the threat to the Tasmanian devil population continues.

### Electronic without page numbers

#### Reference list:

Findlay, M 2002, 'Ecologically sustainable development (ESD) principles', *Redreaming the Plain*, vol. 2, no. 1, viewed 10 September 2007, <http://www.redreaming.info/DisplayStory.asp?id=24>.

#### In-text referencing examples:

There are twelve principles to ecologically sustainable development (Findlay 2002).

Findlay (2002) identifies twelve principles to ecologically sustainable development.

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## Webpages

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### Elements of the citation

Author(s) of page – (person or organisation) Year (page created or revised), *Title of page - italicised*, viewed date-in-full, web address.

### A webpage with an author

#### Reference list:

Department of the Environment and Water Resources 2007, *Threatened species and ecological threatened communities*, viewed 10 September 2007, <http://www.environment.gov.au/biodiversity/threatened/>.

#### In-text referencing examples:

The effect of human activity on native habitats places many unique species at risk (Department of the Environment and Water Resources 2007).

The Department of the Environment and Water Resources (2007) indicates native habitat is changed by human activity which in turn places many unique species at risk.

### A webpage without an author or year

Use the title of the webpage if there is no author.

Use n.d. (no date) if you are unable to identify the year a page was created or revised.

#### Reference list:

*Australian wildlife* n.d., viewed 10 September 2007, <http://users.orac.net.au/~mhumphry/austwild.html>.

#### In-text referencing examples:

Australia has over 450 species of mammals (*Australian wildlife* n.d.).

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## Reports

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### Elements of the citation

Author(s) of report – (person or organisation) Year of Publication, *Title of report - italicised*, Publisher, Place of publication, (viewed date-in-full, web address - if accessed electronically).

#### Reference list:

##### **Print version**

Australian State of the Environment Committee 2006, *Australia state of the environment 2006*, Department of the Environment and Heritage, Canberra.

##### **Electronic version**

Australian State of the Environment Committee 2006, *Australia state of the environment 2006*, Department of the Environment and Heritage, Canberra, viewed 10 September 2007, <http://www.environment.gov.au/soe/2006/publications/report/index.html>.

#### In-text referencing examples:

There has been little change in the size of the hole in the Antarctic ozone over the last ten years (Australian State of the Environment Committee 2006).

According to the Australian State of the Environment Committee (2006) there has been little change to the size of the hole in the Antarctic ozone during the last ten years.

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## Conference papers

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### Elements of the citation

Author(s) of paper – surname and initials Year of publication, 'Title of paper – in single quotation marks', *Title of published proceeding which may include place held and date(s) – italicised*, Publisher, Place of Publication, Page number(s), (viewed date-in-full, web address – if accessed electronically).

#### Reference list:

##### **Print version (Published)**

Polkinghorne, R 2006, 'Guaranteed eating quality: making it work', *Australian beef - the leader: the impact of science on the beef industry*, Armidale, NSW, 7-8 March, CRC for Beef Genetic Technologies, Armidale, pp. 121-3.

##### **Print version (Unpublished)**

Fitt, G 2003, 'Implementation and impact of transgenic Bt cottons in Australia', paper presented to Cotton Production for the New Millennium, Proceedings of the third World Cotton Research Conference, Pretoria, South Africa, 9-13 March, 2003.

##### **Electronic version**

Polkinghorne, R 2006, 'Guaranteed eating quality: making it work', *Australian beef - the leader: the impact of science on the beef industry*, Armidale, NSW, 7-8 March, CRC for Beef Genetic Technologies, Armidale, pp. 121-3, viewed 10 September 2007, <http://www.ferryport.com.au/crcbeef/>.

#### In-text referencing examples:

Consumers are unable to tell the quality of raw beef from the appearance and cut description (Polkinghorne 2006).

Polkinghorne (2006) states customers are unable to tell the quality of beef just from the appearance and cut description.

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## Newspaper Articles

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### Elements of the citation

Author(s) of article – surname and initials Year of publication, 'Title of article – in single quotation marks', *Title of newspaper – italicised*, Day month, Page number(s).

#### Reference list:

Roux, M 2007, 'Climate conducive to corporate action', *The Australian*, 4 September, p. 14.

#### In-text referencing examples:

Australians are prepared to tackle climate change but need leadership (Roux 2007).

Roux (2007) argues that Australians are willing to tackle climate change but need leadership.

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## Study Materials provided by a University

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### Elements of the citation

Name of author(s) or the institution responsible Year of publication, *Title and subtitle of publication – italicised*, Name of institution, Location of institution.

#### Reference list:

McGowan, C, Johnston, S, McLean, R, Shini, S & Powell, V 2007, *ANIM2011 Animal physiology: learning guide*, University of Queensland, Gatton.

#### In-text referencing examples:

Body fluid is made up of body water and its dissolved solutes (McGowan et al. 2007).

McGowan et al. (2007) refer to body fluid as body water and its ....

## Tutorial Handout (unpublished)

The titles of unpublished items are enclosed in single quotation marks and are not italicised.

#### Reference list:

'The respiratory system', Tutorial handout distributed in the unit, ANIM2011 Animal physiology, University of Queensland, Gatton on 2 September 2007.

#### In-text referencing examples:

... structure of the lungs ('The respiratory system' 2007)

'The respiratory system' (2007) shows the structure of the lungs to be ...

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## Tables, Diagrams or Images

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When reproducing or copying part or all of a diagram, table or image, you must reference the source.

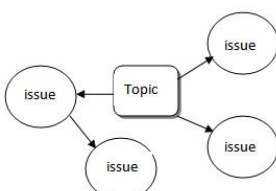
If a table, diagram or image is taken from a book, reference as from book. If the table, diagram or image is taken from a website, then reference as a webpage.

#### Reference list:

Newton, AC 2007, *Forest ecology and conservation: a handbook of techniques*, Techniques in ecology and conservation series, Oxford University Press, Oxford.

#### Table, diagram or image labels:

References are placed directly under the table, diagram or image.



(adapted from Newton 2007, p. 298).

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## Video, DVD, TV or Radio

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### Elements of the citation

*Title – italicised* Year of recording, Format, Publisher, Place of recording, (viewed date-in-full, web address – if accessed electronically).

#### Reference list:

*Horse breeding: foaling management* 1991, video recording, Equine Educational Videos, Lochinvar via Maitland, NSW.

*Wildlife death toll in Victorian fires* 2009, radio program, ABC Radio National, 18 February, viewed 12 May 2009, <http://www.abc.net.au/rn/breakfast/stories/2009/2494178.htm>.

#### In-text referencing examples:

The mothering up process following foaling is vital (*Horse breeding: foaling management* 1991).  
*Horse breeding: foaling management* (1991) stresses the importance of ...

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## Thesis

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### Elements of the citation

Author of thesis – surname and initials Year of preparation of thesis, 'Title of thesis – in single quotation marks', Award, Institution issuing degree, Location of institution.

#### Reference list:

Vuthapanich, S 2001, 'Preharvest practices affecting postharvest quality and mineral composition of "Hass" avocado fruit', PhD thesis, University of Queensland, St Lucia.

#### In-text referencing examples:

... following comparison of the quality of the avocados (Vuthapanich 2001)  
Vuthapanich (2001) compared the quality of avocados following ...

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## Personal Communication

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Information obtained by interview, telephone call, letter or email should be documented in the text, but should **NOT** be included in the list of References.

#### In-text referencing examples:

The information in the report was later verbally confirmed (P Jones 2007 pers. comm., 15 June).  
When interviewed on 15 June 2007, Dr Peter Jones explained that ....  
Dr Peter Jones confirmed this by email on 30 June 2007.

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## Maps

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### Elements of the citation

Issuing body Year of publication, *Title of map – italicised*, Series (if available), Publisher, Place of publication.

#### Reference list:

Department of Mines and Energy, Queensland 1996, *Dotswood*, Australia 1:100 000 Geological Series, Sheet 8158, Department of Mines and Energy, Queensland, Brisbane.

#### In-text referencing examples:

After viewing the map of Dotswood it was decided... (Department of Mines and Energy, Queensland 1996).

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## Indirect Citation

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An indirect citation is when the ideas of one author are published in another author's text; however you have not read or accessed the original author's work. In the list of References provide the details of the author of the work you have read.

### Reference list:

Agrios, GN 2005, *Plant pathology*, 5<sup>th</sup> edn, Elsevier Academic Press, Burlington, Mass.

### In-text referencing examples:

Miller (cited in Agrios 2005) found ...  
... it was found (Miller, cited in Agrios 2005).

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## Common In-Text Variations

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If two or more works by different authors are cited at the same time, separate them with a semicolon.

### Example:

The implications for land degradation have been much debated (Malinowski et al. 1995; Thomson 1999).

If two or more works by the same author are cited at the same time, do not repeat the author's name. Separate the years of publication by a comma.

### Example:

Subsequent investigation confirmed these results (Watson & Clark 1996, 1998).

Multiple works by the same author, published in the same year, have the letters 'a', 'b', etc. to the year to distinguish the works. Also add these letters to the year in the list of references at the end of the essay.

### Example:

... ecological requirements of gliding mammals (Goldingay 2000a) however it has been argued they are effective pollinators (Goldingay 2000b).

Journal articles are sometimes available on databases before they are officially published. In this case the words 'in press' are used instead of the year.

### Example:

According to Everson et al. (in press) paying for environmental services ...

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## Setting out your Reference list

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Your Reference list should be set out in alphabetical order by author. If no author, use the title of the item. If the title begins with the, a or an use the first letter of the second word as a guide to placement within the alphabetical list.

### References

Agrios, GN 2005, *Plant pathology*, 5<sup>th</sup> edn, Elsevier Academic Press, Burlington, Mass.

Australian State of the Environment Committee 2006, *Australia state of the environment 2006*, Department of the Environment and Heritage, Canberra, viewed 10 September 2007, <http://www.environment.gov.au/soe/2006/publications/report/index.html>.

*Australian wildlife* n.d., viewed 10 September 2007, <http://users.orac.net.au/~mhumphry/austwild.html>.

Everson, CS, Everson, TM & Van Niekerk, W in press, 'Soil water competition in a temperate hedgerow agroforestry system in South Africa', *Agroforestry Systems*.

Findlay, M 2002, 'Ecologically sustainable development (ESD) principles' *Redreaming the Plain*, viewed 10 September 2007, <http://www.redreaming.info/DisplayStory.asp?id=24>.

- Goldingay, R 2000a, 'Further assessment of pollen limitation in the waratah *Telopea speciosissima*', *Australian Journal of Botany*, vol. 48, no. 2, pp. 209-14.
- Goldingay, R 2000b, 'Gliding mammals of the world: diversity and ecological requirements', in R Goldingay & J Scheibe (eds), *Biology of gliding mammals*, Filander Verlag, Fürth, Germany, pp. 9-44.
- Goldingay, R 2001, 'Small dasyurid marsupials: are they effective pollinators?', *Australian Journal of Zoology*, vol. 48, no. 5, pp. 597-606.
- Goldingay, R & Newell, D 2000, 'Experimental rock outcrops reveal continuing habitat disturbance for an endangered Australian snake', *Conservation Biology*, vol. 14, no. 6, pp. 1908-12.
- Hawkins, CE, Baars, C, Hesterman, H, Mooney, GJ & Jones, ME 2006, 'Emerging disease and population decline of an island endemic, the Tasmanian devil *Sarcophilus harrisii*', *Biological Conservation*, vol. 131, no. 2, pp. 307-24.
- Horse breeding: foaling management* 1991, video recording, Equine Educational Videos, Lochinvar via Maitland, NSW.
- Jackson, SM 2003, *Australian mammals: biology and captive management*, CSIRO Publishing, Melbourne.
- Laca, E & Demment, M 1996, 'Foraging strategies of grazing animals', in J Hodgson & A Illius (eds), *The ecology and management of grazing systems*, CAB International, Wallingford, UK, pp. 137-58.
- The little green data book* 2002, International Bank for Reconstruction and Development, Washington.
- Newton, AC 2007, *Forest ecology and conservation: a handbook of techniques*, Techniques in ecology and conservation series, Oxford University Press, Oxford.

**If you require further information, refer to:**

Snooks & Co 2002, *Style manual for authors, editors and printers*, 6th rev. edn, Snooks & Co., John Wiley & Sons, Canberra.



Ask at the **Information Desk** in any Branch Library or check the Library's

Web Page ~ <http://www.library.uq.edu.au/useit/>