

## Referencing - Author-date System

### In-text referencing, Reference lists and bibliographies (An extended guide)

Introduction .....	3
What is a citation?.....	3
What is In-text Referencing?.....	3
What is a reference list? .....	3
What is a bibliography?.....	3
What is an annotated bibliography?.....	3
Why do we write reference & bibliography lists & use in-text citations?.....	4
What if we don't include in-text citations and a reference list?.....	4
What is plagiarism?.....	4
Examples of plagiarism (In-text).....	4
Examples of correct referencing, not plagiarism .....	5
Suggestions for referencing sources used in your written work .....	6
How to write In-text references and a Reference list.....	7
• <i>Paraphrasing or summarising</i> .....	7
• <i>Direct quoting</i> .....	7
• <i>Quotations</i> .....	7
Book.....	9
• <i>One author or authoring body</i> .....	9
• <i>Two or three authors or authoring bodies</i> .....	10
• <i>More than three authors or authoring bodies</i> .....	11
• <i>No author or authoring body</i> .....	11
• <i>Editor(s)</i> .....	12
• <i>Edition</i> .....	12
• <i>Series</i> .....	13
• <i>Chapter or part of a book</i> .....	13
• <i>Encyclopedias and dictionaries</i> .....	14
• <i>Unknown or uncertain dates</i> .....	15
• <i>Citations from secondary sources</i> .....	15
Periodicals.....	16
• <i>Articles with an author</i> .....	16
• <i>Articles with no author</i> .....	17
• <i>Newspaper article</i> .....	17
Annual reports .....	18
Conference papers - published proceedings.....	19
Australian Bureau of Statistics documents .....	19
Acts of parliament.....	20
Audiovisual material .....	20
• <i>VHS, DVD, CD</i> .....	20
• <i>Radio and television broadcasts</i> .....	21
Pamphlets, leaflets etc .....	21
Unpublished sources of information .....	22
• <i>Thesis</i> .....	22
• <i>Unpublished documents</i> .....	22
Personal communication .....	23
Electronic resources.....	24
• <i>Website</i> .....	24

- *Blogs*..... 25
- *Wiki's* ..... 25
- *Podcasts*..... 26
- *Electronic journal from the Internet*..... 26
- *Electronic journal from a database* ..... 27
- *Email*..... 27

Standard abbreviations used in referencing..... 28

Bibliography ..... 28

Appendix - Example of a Reference List using the Harvard system (author-date)..... 29

## Introduction

This guide is designed to help you document the sources of information you use for your assignments. The style used in this guide is the Harvard system, which is also called the author-date-system or the name-year-system. It is based on the 'Style manual for authors, editors and printers', 6<sup>th</sup> ed. John Wiley & Sons, Milton, Qld. This resource can give you further information and detailed examples.

## What is a citation?

Formal description of a book, article or other information source containing all details essential for correct identification of the item. Sometimes called a 'reference' by the Harvard system. Abbreviated citations are used for in-text references.

## What is In-text Referencing?

In the text of your assignment/written work you should identify your source by giving, in parentheses, the author's name and year of publication of the work to which reference has been made. From the textual reference, the reader can consult the alphabetical reference list for full publication details.

There are two ways of referencing in-text

- Paraphrasing/Summarising
- Direct quotes

## What is a reference list?

A reference list details in alphabetical order by author family name all the works and data sources you have **cited** in your written work.

*Note – sources that you have used within your written work that you have paraphrased summarised or quoted from.*

## What is a bibliography?

A bibliography lists, in alphabetical order by author family name, all the works and data sources you have **used or accessed** to create your written work.

*Note – sources that you have read to formulate your ideas or to gain background knowledge about a particular subject, these sources are not referred to within your written work.*

## What is an annotated bibliography?

A bibliography, in which each citation is accompanied by a note that describes, explains or evaluates the publication referred to. Annotations may cover such characteristics as scope, level, bias, style, relevance and credibility.

## Why do we write reference & bibliography lists & use in-text citations?

To acknowledge our sources

To give our readers information to identify and consult our sources

To make sure that our information is accurate

## What if we don't include in-text citations and a reference list?

We may be accused of plagiarism (using other people's ideas and words as if they are your own).

## What is plagiarism?

For most assignments, you will need to read and then write about other writers' work on a topic and also come to your own conclusions. It is essential that you learn how to reference and quote correctly to avoid 'plagiarism'. It can be difficult to know what plagiarism is and what is not.

## Examples of plagiarism (In-text)

### Example 1

#### The original text

'Volunteer tourism encompasses a diverse array of experiences and settings that involve tourists who receive no financial compensation while undertaking various forms of, usually, organized social and / or environmental work in the destination'.

(Weaver, D 2006, *Sustainable tourism: theory and practice*, Butterworth Heinemann, Sydney, p. 45).

#### The plagiarised text

The so called **Volunteer tourism includes a diverse array of experiences and settings that involve tourists who receive no financial compensation** while taking on **various forms of, often, organized social and/or environmental work** in the chosen destination.

**The above paragraph was plagiarised because:** a few words got changed and the paragraph copies the same basic wording and structure of the original text. By not citing the original source of the text, the student is suggesting that the words and ideas are his/her own.

### Example 2

#### The original text

"Managers need understand the nature of the jobs of the people they lead and the processes, methods, procedures and administration systems used in their departments'.

(Cole, K 2005, *Management: theory and practice*, 3rd edn, Pearson, Frenchs Forest, N.S.W., p.13).

### **The plagiarised text**

Cole (2005) explains that **managers need understand the nature of the jobs of the people they lead and the processes, methods, procedures and administration systems used in their departments.**

**The above paragraph was plagiarised because:** although the author has been cited, the student presents the exact words as if he/she had written them. This 'direct quote' should be enclosed in quotation marks ('...'). A page number/s also needs to be given.

### **Examples of correct referencing, not plagiarism**

#### **Example 3**

##### **The original text**

'Data measurement and collection procedures must be rigorous in order to increase the likelihood of obtaining valid and reliable information. Indicators such as the change in the number of hotel rooms or employees directly employed in tourism are relatively easy to collect, although the difficulty in compiling an accurate and comprehensive database increases as the destination becomes larger'.

(Weaver, D 2006, *Sustainable tourism: theory and practice*, Butterworth Heinemann, Sydney, pp. 27-28).

##### **Correctly used in an essay**

Weaver (2006) believes having reliable information for data measurement in tourism is possible; there are simple procedures to collect this type of data. However as the destination is getting larger so will the difficulty in compiling an accurate database.

**It is not plagiarism:** the author is named at the beginning of the sentence, so it is clear this is not the writers original idea even though the writer has expressed the original text in his/her own words ('paraphrasing').

#### **Example 4**

##### **The original text**

'Brand valuation was introduced in the 1980s, initially as a response to the vulnerability of sound but financially sleepy businesses to the attentions of acquisitive conglomerates'.

(Shaw, R & Merrick, D 2005, *Marketing payback: Is your market profitable?*, Prentice Hall Financial Times, Harlow, p. 254).

## Correctly used in essay

Shaw and Merrick (2005, p. 254) mention that brand valuation was established in the 1980s, primarily as a response to 'the vulnerability of sound but financially sleepy businesses to the attentions of acquisitive conglomerates'.

**It is not plagiarism:** Again, citing the author at the beginning of the sentence highlights that this is not the student's own opinion. Quotation marks are used around a direct quote.

## Suggestions for referencing sources used in your written work

Write the in-text reference at the appropriate place within the text of the assignment and compile your reference list as you go.

Write details down when you *start* to read a new resource.

When you are collecting information, record all bibliographic details

- photocopy title page/publication details page (and its verso).
- use the LRC catalogue (the catalogue entry can help you identify the bibliographic details required).

Below is an example of a book record on the LRC catalogue, this record shows all relevant information that you require when referencing a source.



The screenshot shows the LRC catalogue search results page. At the top, there is a banner with the word "welcome" in orange and "Specialist LRC for Hospitality, Tourism and Culinary Arts" in black. Below the banner is a search bar with the text "cole" entered, a dropdown menu set to "Everything", and a "Search" button. Below the search bar, there is a link for "Advanced Catalog Search >>". Below that, there is a breadcrumb trail: "Home -> Advanced Catalog Search". Below the breadcrumb trail, there are links for "Previous", "Next", "Go to Results", "Search History", and "Kept Records (0)". Below the links, there is a book record for "Management : theory and practice" by Kris Cole, 3rd ed., published by Pearson in 2005. The record also lists the publisher as "Frenchs Forest, N.S.W. :Pearson", the pages as "x, 878 p. ;", and the ISBN as "1741032415".

If you are having any problems with writing a reference list, seek help from:

- LRC staff at the service desk.
- Your teacher in the relevant subjects.
- LRC homepage (the reference room contains WAI referencing guidelines).

## How to write In-text references and a Reference list

### *In-text references*

With In-text Referencing you are required to identify your source by giving the author's name (or the name of the authoring body), year of publication and page no(s) (if you are making a direct quote) of the work to which reference has been made.

- **Paraphrasing or summarising**

If you paraphrase or summarise a point made by another author, you require **only** the author(s) and date.

- **Direct quoting**

If you are making a direct quotation, you should include the author(s), date **and** page number in your text citation.

***Include this information within the body of your written work by either:***

- **Adding the citation at the end of the sentence**

### **Examples**

'The primary role of the supervisor is to ensure that a group of people work together to achieve the goals set by the business' (Van der Wagen & Davies 1998, p. 16).

A tourism strategy is necessary for Australia as our international visitors have grown considerably... (Australia. Dept. of Industry, Tourism and Resources 2003).

- **Using the author's name as part of your sentence**

### **Examples**

Shaw and Merrick (2005, p. 254) mentioned that brand valuation...

Weaver (2006) believes having reliable information for data measurement in tourism is possible; there are simple procedures to collect this type of data.

**Note:** use an ampersand (&) for an in-text citation for joint authors when enclosed in parentheses; use **and** when the authors' names are incorporated in the text.

- **Quotations**

Use single quotation marks to enclose direct quotations, whether they are sentence fragments, full sentences or several sentences, quotations that are more than about thirty words long are called block quotations. Block quotations are differentiated from the text as they are indented from the text margin and set in smaller type, for this reason they do not require quotation marks.

## Examples

*(Less than thirty words)*

There are distinct differences between teams and groups within the workforce, groups are people who have been brought together who share commonalities, however teamwork is 'the collective effort of all team members to achieve the team's common goals' (O'Shannessy & Minett 2008, p. 101).

*(More than thirty words)*

With regards to providing a quality service experience to customers, it may be helpful to draw upon Jan Carlzon's 'moment of truth' analogy, which is where a guest may experience positive, negative or neutral impressions.

If the impression is either positive or negative, the guest will take these experiences away with them and tell others about it. A neutral experience is perhaps worst of all. It means that no lasting impression was made... ( O'Shannessy & Minett 2008, p. 265).

Hence 'moments of truth' assists us to recognise that we have the chance and the ability to influence guests, this gives us an opportunity to create a positive impression with every single encounter or interaction during their stay.

## *Reference list*

Your *reference list* is compiled from the sources you have cited in your written work, it must be listed at the end of your written work. This is **not** to be mistaken with a *bibliography list* which is derived from the sources that you have consulted to create your written work. See 'What is a bibliography'.



- **Two or three authors or authoring bodies**

Authors are written in the order they appear on the title page.

***In-text reference***

**Example**

'The primary role of the supervisor is to ensure that a group of people work together to achieve the goals set by the business' (Van der Wagen & Davies 1998, p. 16).

***In-text reference***

**Example**

O'Shannessy, Minett and Hyde (2008) indicate that tourism can be a multi-faceted word for many people, there cannot really be a general consensus as to what the meaning is, however tourism can cover activities that a person may participate in whilst not at their usual place of occupancy. Hence they will travel to a place for enjoyment and leisure.

**Note:** use an ampersand (&) for an in-text citation for joint authors when enclosed in parentheses; use **and** when the authors' names are incorporated in the text.

***In-text reference***

**Example**

'Tourism means different things to different people and few can agree on precisely what it is. Tourism encompasses those activities that take people away from their usual place of residence for pleasure or a holiday and for reasons other than going to their normal place of work' (O'Shannessy, Minett & Hyde 2008, p. 6-7).

***In the reference list, these examples would be presented as follows:***

**Example**

Van der Wagen, L & Davies, C 1998, *Supervision and leadership in tourism and hospitality*, Hospitality Press, Melbourne.

O'Shannessy, V, Minett, D & Hyde, G 2008, *The road to tourism: skills for the new professional*, 2nd edn, Pearson Education Australia, Frenchs Forest, N.S.W.

- **More than three authors or authoring bodies**

**In-text reference**

The in-text citation should show only the name of the first listed author, followed by the term 'et al' (meaning 'and others'). However the reference list states all authors.

**Example**

Booth et al. (1990) have found...

**In the reference list, this example would be presented as follows:**

**Example**

Booth, R, Bousfield, G, Douglas, G & Niven, A 1990, *Hazards at work: health, safety and welfare in the Australian workplace*, TAFE Student Learning Publications (NSW), Sydney, NSW.

- **No author or authoring body**

Use the *title* of the work (italicised) in both the in-text citation and reference list.

**In-text reference**

**Example**

The key to any educational experience designed to teach senior managers how to reason productively is to connect the program to real business problems (*Harvard business review on knowledge management* 1998).

**In the reference list, this example would be presented as follows:**

**Example**

*Harvard business review on knowledge management* 1998, Harvard Business School Press, Boston, MA.

- **Editor(s)**

***In-text reference***

**Example**

(ed. McLure 2000).

....edited by Fennell and Dowling (2000).

***In the reference list, these examples would be presented as follows:***

**Examples**

McLure, B (ed.) 2000, *The small business handbook: how to start and successfully operate a small business*, Information Australia, Melbourne.

Fennell, D & Dowling, RK (eds) 2003, *Ecotourism policy and planning*, CABI Pub., New York.

- **Edition**

***In-text reference***

**Example**

...(Hansen & Thomas c2005).

***In the reference list, this example would be presented as follows:***

**Example**

Hansen, B & Thomas, C c2005, *Off-premise catering management*, 2nd edn, Wiley, Hoboken, N.J.

**Note:** the edition number is placed after the title of the work.

- **Series**

***In-text reference***

**Example**

Sonder (c2004)...

***In the reference list, this example would be presented as follows:***

**Example**

Sonder, M c2004, *Event entertainment and production*, The Wiley event management series, Wiley, Hoboken, N.J.

**Note:** The name of the series is placed after the title of the work

- **Chapter or part of a book**

***In-text reference***

Hallegraeff (in Hocking 2003) claimed...  
(Hallegraeff, in Hocking 2003).

***In the reference list, this example would be presented as follows:***

Author's surname, Initials Year, 'Title of chapter', [in] Author of book (if different), *Title of book*, edition, Publisher, Place of publication, page number(s).

**Example**

Hallegraeff, GM 2003, 'Algal toxins in Australian shellfish', in AD Hocking (ed.) *Foodborne microorganisms of public health significance*, 6<sup>th</sup> edn, Australian Institute of Food Science and Technology, (NSW Branch) Food Microbiology Group, Waterloo, N.S.W, pp. 675-688.

- *Encyclopedias and dictionaries*

***In-text reference***

If no author is evident within an encyclopedia or if it is a dictionary being cited, provide the information as follows, there is no need for an entry in the reference list.

**Example**

The Macquarie dictionary (1981) defines it as...

Ross (2003)...

***In the reference list, this example would be presented as follows:***

**Example**

Ross, A 2003, 'Hearth Cookery', in Solomon, K, *Encyclopedia of food and culture*, vol. 2, Thomson/Gale, New York, pp. 180-185.

- **Unknown or uncertain dates**

Works for which no publication date can be established should be cited using the term n.d. (no date).

***In-text reference***

**Example**

(Australian Poll Dorset Association Inc., n.d.)

or

Australian Poll Dorset Association Inc. (n.d.)

***In the reference list, this example would be presented as follows:***

**Example**

Australian Poll Dorset Association Inc., n.d., *"Lamb" country style: featuring "Lamb in a Hollow Log" and Accompaniments*, Australian Poll Dorset Association Inc., Melbourne.

- **Citations from secondary sources**

For in-text citations of the work of one author as cited in another author's work, provide both author's names.

***In-text reference***

**Example**

Rogge (cited in Goldblatt 2008) reported...

***In the reference list, this example would be presented as follows:***

**Example**

Goldblatt, JJ 2008, *Special events: the roots and wings of celebration*, 5<sup>th</sup> edn, John Wiley & Sons, Hoboken, NJ.



- **Articles with no author**

**In-text reference**

**Example**

... (*Australasian baker* 2004).

**LRC note:** Information derived from 'Style manual for authors, editors and printers'; however there is no example given for article.

**In the reference list, this example would be presented as follows:**

**Example**

'Futureshock!' 2004, *Australasian baker*, Jul. /Aug, pp. 16-17.

- **Newspaper article**

If the authorship is not obvious, provide all details in the in-text citation, use the title of the newspaper formatted in italics, followed by day-month-year-page no(s). There is no need for an entry in the reference list.

**In-text reference**

**Example**

Privatisation of railways has been successful in other Australian states (*Australian Financial Review* 24 January 1997, p. 5).

If authorship is evident, provide the citation in-text and the full reference within the reference list.

**Example**

Jones and Yaman (1997) indicate...

**In the reference list, this example would be presented as follows:**

**Example**

Jones, C & Yaman, E 1997, 'Casino chief fights the odds', *Australian*, 22 December, p.1.

### **Annual reports**

These are not periodicals in the usual sense, but are important regular publications of government bodies, companies and other organisations.

#### ***In-text reference***

#### **Example**

... (Department of Treasury and Finance 2005).

#### ***In the reference list, this example would be presented as follows:***

Author's surname, Initials or Sponsoring body Year of publication, *Title of report*, Publisher, Place of publication.

#### **Example**

Department of Treasury and Finance 2005, *Financial report for the State of Victoria 2004-2005*, Dept. of Treasury and Finance, 12005, Melbourne

### **Conference papers - published proceedings**

Papers presented at conferences, seminars and meetings are often collected and published by the organisation that arranged the conference.

#### ***In-text reference***

##### **Example**

... (Nixon 1999).

#### ***In the reference list, this example would be presented as follows:***

##### **Example**

Nixon, B 1999, 'The changing face of the winery tourist', *Wine tourism, perfect partners: proceedings of the first Australian Wine Tourism Conference*, Margaret River, Western Australia, May 1998, Bureau of Tourism Research, Canberra, pp. 209-217.

### **Australian Bureau of Statistics documents**

#### ***In-text reference***

##### **Example**

... (Australian Bureau of Statistics 2005).

#### ***In the reference list, this example would be presented as follows:***

##### **Example**

Australian Bureau of Statistics 2005, *Australian social trends*, cat. no. 4102.0, ABS, Canberra.

**Note:** Include the ABS catalogue number after the title. Also if the authoring body is also the publisher you can use the abbreviated version of the body's name in the publisher details.

### **Acts of parliament**

Acts, Ordinances and Regulations should be cited exactly, neither spelling nor capitalisation should be altered.

First reference to an Act or Ordinance should be cited in italics, exactly and in full. In subsequent references this title can be shown not in italics and with the date omitted.

### ***In-text reference***

#### **Example**

Victoria's *Occupational Health and Safety Act 2004* prohibits...

#### **Example of subsequent reference**

Victoria's Occupational Health and Safety Act prohibits

### ***In the reference list:***

Within the reference list you would include the legislation only if it is important to help the reader understand your work.

### **Audiovisual material**

The in-text references to audiovisual material should contain the *title* and date of production.

### ***In-text reference***

#### **Example CD**

...(Humble pie 2006).

### ***In the reference list, these examples would be presented as follows:***

*Title* Date of recording, Format, Publisher, Place of recording.

- **VHS, DVD, CD**

#### **VHS**

*Globalisation is good* 2005, videorecording, Learning Essentials, Bendigo, Victoria.

#### **DVD**

*Gordon Ramsay makes it easy* 2005, digital videorecording, Quadrille, London.

#### **CD**

*Humble pie* 2006, sound recording, Harper Collins, London.

- **Radio and television broadcasts**

**In-text reference**

The in-text references for radio and television material should contain the *title* and date of production

**Example**

... (*Making an issue out of violence* 1991).

**In the reference list, these examples would be presented as follows:**

**Example**

*Making waves* 1995 television program, SBS Television, Sydney, 9 March.

*Making an issue out of violence* 1991 radio program, 3CR, Melbourne, 10 August.

**Pamphlets, leaflets etc**

These types of publications often contain useful information but are difficult to cite because few have adequate identification details printed on them. Try to give enough relevant information to enable the reader to identify the item if required. Include as many of the following details as possible.

**In-text reference**

**Example**

... (Tillyard 1933).

**In the reference list, this example would be presented as follows:**

Author's surname, Initials Year, '*Title of publication*', edition, Publisher, Place of publication, page number(s).

**Example**

Tillyard, RJ 1933, *The Sheep blowfly problem in Australia*. Report no. 1, Council for Scientific and Industrial Research, Melbourne.

## Unpublished sources of information

When citing unpublished material – a thesis, a manuscript, or an unpublished paper, try to provide all the information needed to enable the document to be sourced.

- **Thesis**

### ***In-text reference***

#### **Example**

... (Noguchi 1991).

### ***In the reference list, this example would be presented as follows:***

Author's surname, Initials Year, 'Title of article', Name of course of study, The Place of study.

#### **Example**

Noguchi, S 1991, 'Interaction between Japanese tourists and the staff of a hotel in Melbourne', Bachelor of Arts (Hons.), Monash University.

- **Unpublished documents**

Unpublished papers and abstracts presented at conferences, seminars and meetings.

### ***In-text reference***

#### **Example**

... (Ault 2000).

### ***In the reference list, this example would be presented as follows:***

Author's surname, Initials Year, 'Title of article', [paper presented at the] Where the paper was presented, Date of presentation.

#### **Example**

Ault, N 2000 The Landscape of the soul: a metaphorical meditation on Christian spirituality, paper presented at the Ecotheology Conference, Christchurch, New Zealand, 4 July.

### **Personal communication**

- Face-to face conversation or interview
- Telephone call
- Facsimile
- Letter
- 

If you have obtained information directly from a person or organisation through letter, interview, or informal conversation, this should be acknowledged in the body of your written work (as an in-text reference). It is important to obtain permission of the person being referred to.

**Note:** No entry is required within the reference list.

The information (including the day, month and year) can be provided in running text or parenthetically.

### ***In-text reference***

#### **Example**

When interviewed on 5 April 2006, Mr T Smith confirmed...

Mr T Smith confirmed this by letter on 5 April 2006.

It was stated that good hand-washing techniques is a must when working with food (J Smith [William Angliss Institute of TAFE] 2009, pers. comm., 24 April).

## **Electronic resources**

When citing electronic material, the principles applying to the citation of paper-based sources apply; you are required to supply a methodical description of the path to the source.

- **Website**

An in-text citation consists of the name of the author or person/organisation responsible for the site and last updated site date or date when the site was created.

### ***In-text reference***

#### **Example**

The information and advice from Lonely Planet indicate... (Lonely Planet 2008).

#### ***In the reference list, this example would be presented as follows:***

Author (the person or organisation responsible for the site) Year (that the site was created or last revised), Title of document, Name and place of the sponsor of the source, viewed Day Month Year, <URL>.

#### **Example**

Lonely Planet 2008, Travel Guides, Information & Advice, Lonely Planet Publications, viewed 28 October 2008, <<http://www.lonelyplanet.com/>>.

- **Blogs**

***In-text reference***

**Example**

...(The Talent Jungle Network 2009).

***In the reference list, this example would be presented as follows:***

Author (name or alias) Year of posting, *Title of the site*, format, viewed Day Month Year, <URL>.

**Example**

The Talent Jungle Network, 2009, *The tourism and hospitality diaries*, weblog, viewed 2 November 2009, <[http://www.thetalentjungle.com/hospitality\\_blog/](http://www.thetalentjungle.com/hospitality_blog/)>.

- **Wiki's**

Use the *title* of the wiki (italicised) in both the in-text citation and reference list.

***In-text reference***

**Example**

... (*Wikis in Education Wiki* 2009).

***In the reference list, this example would be presented as follows:***

*Title of Wiki* Year (of article), 'Article title', format, Day Month (of article), viewed Day Month Year, <URL>.

**Example**

*Wikis in Education Wiki* 2009, 'Study abroad in China', wiki article, 30 July, viewed 2 November 2009, <<http://wikisineducation.wetpaint.com/page/Study+abroad+in+China>>.

- *Podcasts*

Use the *title* of the podcast (italicised) in both the in-text citation and reference list.

***In-text reference***

**Example**

We need to reference our information because... (*Referencing* 2009).

***In the reference list, this example would be presented as follows:***

**Example**

*Title of podcast* Year, format, name and place of the sponsor of the source, Day Month (of podcast), viewed Day Month Year, <URL>.

*Referencing* 2009, podcast, Curtin University Library, Sydney, 13 February, viewed 2 November 2009,  
<[http://library.curtin.edu.au/research\\_and\\_information\\_skills/referencing/index.html](http://library.curtin.edu.au/research_and_information_skills/referencing/index.html)>.

- *Electronic journal from the Internet*

***In-text reference***

**Example**

... (Billet & Smith 2005).

***In the reference list, this example would be presented as follows:***

**Example**

Author Year, 'Article title', *Journal Title*, volume, issue, viewed Day Month Year, <URL>.

Billett, S & Smith, A 2005, 'Enhancing Enterprise Expenditure on VET: policy goals and mechanisms', *Journal of Vocational Education and Training*, vol. 57, no.1, pp. 5-25, viewed 28 November 2005,  
< <http://www.triangle.co.uk/vae/>>.

- **Electronic journal from a database**

If no author is given, the title is used as the first element of the citation

**LRC note:** Information derived from 'Style manual for authors, editors and printers', however does not follow strict rules.

***In-text reference***

**Example**

In sum business development issues affecting nature-based tourism operators in Australia can be... (McKercher & Robbins 1998).

***In the reference list, this example would be presented as follows:***

**Example**

Author Year, 'Article title', *Journal Title*, volume, issue, paging (if given), viewed Day Month Year, Name of database service.

McKercher, B & Robbins, B 1998, 'Business Development Issues Affecting Nature-Based Tourism Operators in Australia', *Journal of Sustainable Tourism*, vol. 6, issue 2, p. 173, viewed 28 November 2005, EBSCOhost Web, Hospitality & Tourism Complete.

- **Email**

You should never cite an email address without the permission of the owner of the address. In-text references to emails are dealt with in the same way as in-text references to other types of personal communication. See *Personal communication* for more examples. Generally it is not necessary to provide a citation within a reference list; however it may be useful if a reader wishes to pursue the subject matter.

***In-text reference***

**Example**

Ms G Pham confirmed this by email on 11 November 2005.

***In the reference list, this example would be presented as follows:***

**Example**

Pham, G 2005, email, 11 November, <[giaop@angliss.vic.edu.au](mailto:giaop@angliss.vic.edu.au)>.

## Standard abbreviations used in referencing

List of abbreviations commonly used in references and bibliographies:

**&** = ampersand, which means 'and'  
**app.** = appendix  
**c. (before a date)** = about, if date is not given, e.g. c.1950  
**ch.** = chapter  
**col., cols** = column(s)  
**dir.** = director, directed by  
**ed. eds** = editor(s)  
**edn** = edition  
**et al.** = and others  
**n.d.** = no date  
**no., nos** = number(s)  
**n.p.** = no place, or no publisher, or no page  
**p., pp.** = page(s)  
**pers. comm..** = personal communication  
**prod.** = produced by, producer  
**rev.** = revised  
**rpt.** = reprint, reprinted by  
**trans.** = translated, translator(s)  
**vol. vols** = volume(s)  
**writ.** = written

## Bibliography

Snooks & Co 2002, *Style manual for authors, editors and printers*, 6th edn, John Wiley & sons, Milton, Qld.

## Appendix - Example of a Reference List using the Harvard system (author-date).

The Reference List contains details of all authorities that you have quoted, paraphrased or summarised from, the list is arranged alphabetically by authors' and authoring bodies' names. Use letter-by-letter alphabetical order in reference lists. (a sorting technique that orders entries based on each character in a heading without regard for spaces or punctuation). The reference list is generally placed at the end of your assignment or written work.

### References

#### *Example of unpublished document*

Ault, N 2000 The Landscape of the soul: a metaphorical meditation on Christian spirituality, paper presented at the Ecotheology Conference, Christchurch, New Zealand, 4 July.

#### *Example of one authoring body*

Australia. Dept. of Industry, Tourism and Resources 2003, *A medium to long term strategy for tourism: green paper*, Dept. Industry, Tourism and Resources, Canberra.

#### *Example of an ABS document*

Australian Bureau of Statistics 2005, *Australian social trends*, cat. no. 4102.0, ABS, Canberra.

#### *Example of unknown or uncertain date*

Australian Poll Dorset Association Inc., n.d., "*Lamb*" country style: featuring "*Lamb in a Hollow Log*" and *Accompaniments*, Australian Poll Dorset Association Inc., Melbourne.

#### *Example of article with author*

Berger, Y 2003, 'Is risk management a fashion statement?' *Occupational health and safety magazine*, Dec. /Jan., pp. 16-17.

#### *Example of electronic journal from the Internet*

Billett, S & Smith, A 2005, 'Enhancing Enterprise Expenditure on VET: policy goals and mechanisms', *Journal of Vocational Education and Training*, vol. 57, no.1, pp. 5-25, viewed 28 November 2005, < <http://www.triangle.co.uk/vae/>>.

#### *Example of book with more than three authors*

Booth, R, Bousfield, G, Douglas, G & Niven, A 1990, *Hazards at work: health, safety and welfare in the Australian workplace*, TAFE Student Learning Publications (NSW), Sydney, NSW.

*Example of book with one author*

Cole, K 2005, *Management: theory and practice*, 3rd edn, Pearson, Frenchs Forest, N.S.W.

*Example of annual report*

Department of Treasury and Finance 2005, *Financial report for the State of Victoria 2004-2005*, Dept. of Treasury and Finance, 12005, Melbourne.

*Example of editors*

Fennell, D & Dowling, RK (eds) 2003, *Ecotourism policy and planning*, CABI Pub., New York.

*Example of article with no author*

'Futureshock!' 2004, *Australasian baker*, Jul. /Aug, pp. 16-17.

*Example of audio visual material*

*Gordon Ramsay makes it easy 2005*, digital videorecording, Quadrille, London.

*Example of chapter or part of a book*

Hallegraef, GM 2003, 'Algal toxins in Australian shellfish', in AD Hocking (ed.) *Foodborne microorganisms of public health significance*, 6<sup>th</sup> edn, Australian Institute of Food Science and Technology, (NSW Branch) Food Microbiology Group, Waterloo, N.S.W, pp. 675-688.

*Example of edition*

Hansen, B & Thomas, C c2005, *Off-premise catering management*, 2nd edn, Wiley, Hoboken, N.J.

*Example of newspaper article with author*

Jones, C & Yaman, E 1997, 'Casino chief fights the odds', *Australian*, 22 December, p.1.

*Example of website document*

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*Example of radio and television broadcast*

*Making waves* 1995 television program, SBS Television, Sydney, 9 March.

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McKercher, B & Robbins, B 1998, 'Business Development Issues Affecting Nature-Based Tourism Operators in Australia', *Journal of Sustainable Tourism*, vol. 6, issue 2, p. 173, 16, viewed 28 November 2005, EBSCOhost Web, Hospitality & Tourism Complete.

*Example of editor*

McLure, B (ed.) 2000, *The small business handbook: how to start and successfully operate a small business*, Information Australia, Melbourne.

*Example of conference – published proceedings*

Nixon, B 1999, 'The changing face of the winery tourist', *Wine tourism, perfect partners: proceedings of the first Australian Wine Tourism Conference*, Margaret River, Western Australia, May 1998, Bureau of Tourism Research, Canberra, pp. 209-217.

*Example of thesis*

Noguchi, S 1991, 'Interaction between Japanese tourists and the staff of a hotel in Melbourne', Bachelor of Arts (Hons.), Monash University.

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O'Shannessy, V, Minett, D & Hyde, G 2008, *The road to tourism: skills for the new professional*, 2nd edn, Pearson Education Australia, Frenchs Forest, N.S.W.

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*Example of series*

Sonder, M c2004, *Event entertainment and production*, The Wiley event management series, Wiley, Hoboken, N.J.

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Van der Wagen, L & Davies, C 1998, *Supervision and leadership in tourism and hospitality*, Hospitality Press, Melbourne.

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Weaver, D 2006, *Sustainable tourism: theory and practice*, Butterworth Heinemann, Sydney.

*Example of pamphlets, leaflets*

Tillyard, RJ 1933, *The Sheep blowfly problem in Australia*. Report no. 1, Council for Scientific and Industrial Research, Melbourne.