

Harvard Referencing Guide

WHAT IS REFERENCING?

Referencing is an essential part of writing with integrity. When you are writing essays and other assessments **you are expected to complete independent research** in order to deepen your knowledge and understanding of the topic you are writing about. You must do this! What is therefore vital is that you acknowledge the resources that have helped you in writing your assessment. You are allowed to include quotes and information from other sources, but you must reference them accurately.

WHAT IS HARVARD REFERENCING?

There are many different styles of referencing used in the academic world, we ask that you use the Harvard style in all of your written tasks to foster consistency across students and across assessments. The Harvard style is what is referred to as an “author-date” style of referencing. There are two important elements that you must include in order to reference fully and accurately: **In-Text Referencing** and the **Reference List**, otherwise known as the bibliography.

GUIDE TO HARVARD REFERENCING

Let's say you read a newspaper article that you would like to use to inform your essay, it was an article in the **Sydney Morning Herald by John Smith, published April 22, 2014 with the title 'Building Emotional Strength in Students'**. There are a number of different ways to include this source in your writing.

1. In-Text Referencing

Direct Quote – include author's last name and year in brackets directly after the quote...

It is said that drama in schools “provides a strong support for the emotional development of a child” (Smith, 2014).

Direct reference to the source – refer to the author in your text and include year of publication in brackets after the name...

It was said by Smith (2014) how important drama is to the emotional development of students.

Reference to the content but not a direct quote – paraphrase the point of the source and include name and year in brackets directly following the paraphrased section...

Students' emotional development is positively impacted by the inclusion of drama in the curriculum (Smith, 2014).

2. Reference List / Bibliography

It is essential to reference within the text, but this does not give your teacher all the information they need to check the integrity and accuracy of your sources. Every source that you refer to in your writing should then be included with all details on a **separate page at the end of your assessment**. This list should be in alphabetical order by author's surname and does not contribute to any word counts. Each entry should have a hanging indent, meaning that the first line of each reference should be flush with the margin and, if it is more than one line long, each of the following lines should be indented (see the example).

The way to set out each reference in your list is as follows:

- **Book**

Surname, First Initial YEAR, *Title*, Publisher, Place of Publication.

- **Newspaper/Journal Article**

Surname, First Initial YEAR, 'Title of article' *Title of Newspaper or Journal*, XX Month, pp.XX-XX.

- **Website**

Author YEAR, 'Title of Webpage' YEAR, viewed XX Month YEAR, <http://webaddress>

SAMPLE REFERENCE LIST

NSW Department of Education, 'Drama in secondary curriculum' 2012, viewed 11 July 2016, www.dramainschoolsforreferencinguse.com

Smith, J 2014, 'Building emotional strength in students' *Sydney Morning Herald*, 22 April, pp.23-25.

Taylor, A 2016, *Things Teacher's Say*, Random Publisher, Newcastle.