

Australian Harvard Quick Guide: Reference List

Rules

A basic Australian Harvard reference entry is made up of the following parts.

AUTHOR + YEAR + TITLE + PUBLISHER INFORMATION OR DOI OR URL VIEWED

There are slight variations for different sources. The most common ones are shown below. For more examples, see the General Guide to Referencing 2016.

BOOK, PRINT: Author, Initial Year, *Title: Subtitle*, # ed., vol. #, Publisher, City.

Basic print book: Winton, T 2001, *Dirt music*, Picador, Sydney.

Chapter from edited collection: Brown, J 2001, 'Silence, taboo and infectious disease', in A Mills & J Smith (eds), *Utter silence: Voicing the unspeakable*, Peter Lang, New York, pp. 83-91.

Library e-book: Hampden-Turner, C & Trompenaars, A 2000, *Building cross-cultural competence: how to create wealth from conflictina values*. e-book. Yale Universitv Press. New Haven. <http://ebSCOhost.com>

JOURNAL ARTICLE: Author, Initial Year, 'Article title', *Journal Name*, vol. X, no. X, pp xx-xx. DOI or URL

Print or online with doi: Krueger, WS & Gray, GC 2013, 'Swine influenza virus infections in man', *Current Topics in Microbiology and Immunology*, vol. 370, pp. 201-225, doi: 10.1007/82_2012_268

Online with URL (no doi): Moran, W 2014, 'Enhancing understanding of teaching and the profession through school innovation rounds', *Australian Journal of Teacher Education*, vol. 39, no.3, available from

WEBSITE: Author, Initial Year, *Title*, (form, if needed), Publisher/Authoring body, City (if available) Date viewed, URL

General: Department of Health and Ageing 2009, *Aged care*, Department of Health and Ageing, Canberra, viewed 27 December 2009, <http://www.yourhealth.gov.au/>

PDF document: Phillips, A, Bohning, G, Allan, C & Edwards, G 2006, *Agnote: the European rabbit - pastoral pest*, leaflet, Northern Territory Government, viewed 30 February 2015, http://www.nt.gov.au/d/Content/File/p/Anim_Man/437.pdf

Formatting

- Start on a new page at the end of your work, with the heading 'References' left-aligned and bold (same font size and style as the rest of the text).
- Use a line break between each reference.
- Australian Harvard is normally single-spaced, however use double line-spacing for your reference list if your lecturer has specified this for your assessment.
- If a DOI or URL needs to be broken, break before a slash or a punctuation mark.
- Hyperlink must be removed by right-clicking on the hyperlink, then clicking 'Remove hyperlink'
- Capitalise entries using *Sentence case* for all entries (except journal titles, proper nouns, prepositions and conjunctions). Sentence case capitalises only the first letter of the sentence.

Include: one reference list entry for every source you have cited in the text. Do not add entries for material you have not cited in your work.

Arranging the entries

- List entries alphabetically by author surname.
- List entries with no author by title. (Ignore 'A', 'An' or 'The' as first words.)
- If you have more than one entry with the same author, list by year (earliest first).
- If you have multiple sources with the same author as writer/co-writers, any single author entries precede multiple-author entries with the same initial surname (i.e., Jones, 1999 is listed before Jones and Harris, 2001).
- If you have more than one entry with same author/s and year, list alphabetically by title, and add a lower case letter to each year; e.g., 'a' for first, 'b' for second, etc.

Example reference list

References

AIHW - See Australian Institute of Health and Welfare

Australian Institute of Health and Welfare 2004, *Australia's health 2004*, AIHW cat. no. AUS 44, AIHW, Canberra.

Amnesty International 2016, *What are human rights?*, 1 June, Amnesty International, viewed 4 October 2016, <http://www.amnesty.org.au/about/comments/21681/?gclid=CJnS-ff6v88CFYRvvAodOzAHZg>

Baudot, L, Roberts, RW, & Wallace, DM 2016, 'An Examination of the U.S. Public Accounting Profession's Public Interest Discourse and Actions in Federal Policy Making', *Journal of Business Ethics*, pp. 1-18, doi: 10.1007/s10551-016-3158-y

Bettmann, OL 1985. 'Bach the rhetorician'. *American Scholar*, vol. 55, pp. 113-118. <http://search.ebscohost.com/login.aspx?direct=true&db=hus&AN=504067288&login.asp&site=ehost-live&scope=site>

Breen, HP 1977, 'An empirical test of the impact of managerial self-interest on corporate capital structure', *Journal of Finance*, vol. 43, no. 2, pp. 271-281.

Brennan-Jones, CG, Whitehouse AJ, Park, J, Hegarty, M, Jacques, A, Eikelboom, RH, ... Jamieson, SE 2015, 'Prevalence and risk factors for parent-reported recurrent otitis media during early childhood in the western Australian pregnancy cohort (Raine study)'. *Journal of Paediatrics and Child Health*, vol. 51 no. 4, pp. 403-409. doi:10.1111/jpc.12741\

Corporations Act 2001 (Cth) s 124(1)

Davies, M 2015a, 'A model of critical thinking in higher education'. *Higher Education: Handbook of Theory and Research*, vol. 30 no. 1, pp. 41-92.

Davies, M 2015b, *Study skills for international postgraduate students*, Palgrave Basingstoke, UK.

Department of Defence 2016, *2016 Defence white paper*, Department of Defence, Canberra, viewed 28 June 2016, <http://www.defence.gov.au/whitepaper/Docs/2016-Defence-White-Paper.pdf>

Franchise action network annual report 2015, *Franchising World*, vol. 47 no. 9, pp. 20-27. <http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=110615618&site=ehost-live&scope=site>

Lee, BL 1982, *Credit risk and high yield bonds*, Wiley, New York.

Roberts, RW, & Wallace, DM 2015, 'Sustaining diversity in social and environmental accounting research', *Critical Perspectives on Accounting*, Vol. 32, pp. 78-87. doi: 10.1016/j.cpa.2015.04.008

Style manual: For authors, editors and printers 6th ed. 1996, John Wiley and Sons Australia, Milton, Qld.

Other helpsheets available

- Australian Harvard Quick Guide: In-text