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.

### Books

#### 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:


In-text referencing examples:

‘During warm weather Tasmanian devils will often bathe 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:


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.


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:

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:

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:

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 ...

Chapter in a book

**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:

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.
Journal Articles

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:

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:

In-text referencing examples:
Weed control by herbicides is considered essential for crop production, but can have harmful environmental consequences Gaba et al. (2016).
Gaba et al. (2016) state that weed control by herbicides is considered essential for crop production, but can have harmful environmental consequences.

Webpages

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:

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:

In-text referencing examples:
The Major Mitchell’s cockatoo has a status of least concern in the Northern Territory, while in South Australia the species is listed as near threatened. (*Atlas of living Australia* n.d.).

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### Reports

<table>
<thead>
<tr>
<th>Elements of the citation</th>
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</thead>
<tbody>
<tr>
<td>Author(s) of report – (person or organisation) Year of Publication, <em>Title of report - italicised</em>, Publisher, Place of publication, (viewed date-in-full, web address - if accessed electronically).</td>
</tr>
</tbody>
</table>

Reference list:

**Print version**


**Electronic version**


In-text referencing examples:

Population growth in Australia along the coastline is creating substantial pressure on coastal environments and ecosystems (Australian State of the Environment Committee 2016).

According to the Australian State of the Environment Committee (2016) population growth in Australia along the coastline is creating substantial pressure on coastal environments and ecosystems.

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### Conference papers

<table>
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<th>Elements of the citation</th>
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<tr>
<td>Author(s) of paper – surname and initials Year of publication, ‘Title of paper – in single quotation marks’, <em>Title of published proceeding which may include place held and date(s) – italicised</em>, Publisher, Place of Publication, Page number(s), (viewed date-in-full, web address – if accessed electronically).</td>
</tr>
</tbody>
</table>

Reference list:

**Print version (Published)**


**Print version (Unpublished)**


**Electronic version**

In-text referencing examples:
The beef industry in Northern Australia has found that consumers can react negatively to reproduction technologies designed to produce higher quality meat in the *Bos taurus* cattle breed. (Pluske et al. 2009).

Pluske et al. (2009) state that the beef industry in Northern Australia has found that consumers can react negatively to reproduction technologies to produce higher quality meat in the *Bos taurus* cattle breed.

Newspaper Articles

**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:**


**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.

Study Materials provided by a University

**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:**


**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:**


**In-text referencing examples:**

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

Tables, Diagrams or Images

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:

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

[Image](adapted from Newton 2007, p. 298).

Video, DVD, TV or Radio

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.


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 ...

Thesis

Elements of the citation

Reference list:

In-text referencing examples:
... following comparison of the quality of the avocados (Vuthapanich 2001)

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

Personal Communication

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.
Maps

**Elements of the citation**

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

**Reference list:**

**In-text referencing examples:**

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

**Indirect Citation**

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:**

**In-text referencing examples:**

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

**Common In-Text Variations**

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).

**Setting out your Reference list**

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.

*May 2017*
References


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


If you require further information, refer to:


Ask at the Information Desk in any Branch Library or check the Library’s Web Page ~ [https://web.library.uq.edu.au/research-tools-techniques/referencing/referencing-style-guides](https://web.library.uq.edu.au/research-tools-techniques/referencing/referencing-style-guides)