

The Harvard Referencing System

Adapted from: University of Auckland, 1985. *The Preparation and Style of Manuscripts*. Auckland, Auckland University Press.

The essential features of the Harvard referencing system, in its simplest form, are these:

- a) The citation is given in the text, not in a footnote, and it is not numbered.
- b) It takes the form of an author's name and the year in which his/her article or book was published.
- c) The sources are gathered together at the end of the essay and are arranged alphabetically in a list of references which thus provide the key to the references scattered though the preceding text.

Citations in the Text

- a) Show all citations in the text by noting in parentheses the author's surname and the year of publication as entered in the list of references at the end of the essay:

A recent study (Kramer 1999) has shown...

- b) If the name of the author occurs in the text, the citation includes only the year of publication:

Kramer (1999) has shown...

- c) If a reference has two authors, the citation includes the surnames of both authors each time the citation appears in the text:

A recent study (Kramer & Peterson 2001) has shown...

- d) If a reference has three or more authors, the citation includes only the surname of the first listed author, followed by *et al.* (which means 'and others'):

A recent study (Kramer *et al.* 1998) has shown...

(Where the authors are Kramer, Peterson and Rutter)

- e) If the references include publication by two or more authors with the same surname, citations in the text include their initials:

A recent study (M.G. Rutter 2003) has shown..., but S.F. Rutter (2000) has suggested...

- f) If the reference appears in a collection of articles edited by another person or persons, the text citation should be that of the author, not the editors. The date should be that of the collections publication.

A recent study (Rutter 2003) has shown...

(Where Rutter is the author of one chapter in an edited book by Kramer and Peterson)

- g) Where several printings of the book have been made and a number of dates appear on it, you should cite the most recent date.
- h) Where no author's name is given, cite the name of the company, institute, government service etc. which has compiled and/or published the material, followed by the year of publication:

One authoritative source (New Zealand Standards Institute 1993)...

One study (Statistics New Zealand 1995) has shown that...

- i) If the references include more than one publication in the same year by a given author, citations are distinguished by adding a, b, c etc. to the year of publication:

A recent study (Kramer1999b)...

(Where Kramer (1999a) has already appeared in the text)

- j) Several references cited at the same point in the text are separated by commas and enclosed in one pair of parentheses. The order is alphabetical by author's surname or, if all by the same author, in sequence by year of publication:

Recent studies (Kramer 1999, Peterson *et al.* 2001, Rutter 2000) have demonstrated...

Kramer (1997, 1998a, 1998b) has shown...

- k) Page numbers should be given wherever possible, and are essential in the case of direct quotes. To refer to a particular page, pages or chapter of a reference, give the page or chapter numbers following the citation:

Kramer (2001, p.9) states that...

In a recent study (Kramer *et al.* 2001, ch. 2) there appears...

Kramer (2000, p. 42) argues that "referencing is a important part of academic practice".

- l) When citing a quotation used by one author of another author – for example a quotation of Durkheim's in a text by Nisbet, use the word 'cited':

Nisbet (2000, p. 151) cites Durkheim, who writes...

"There is no form of social activity which can do without the appropriate moral discipline." (Durkheim, cited in Nisbet 2000, p. 151).

The name which appears in the reference list is that of Nisbet. Durkheim's name need not reappear.

- m) All direct quotations should have quotation marks around them and appear *verbatim* (word-for-word). This includes commas, full stops and spelling mistakes. *Do not misquote*.
- n) To cite a web page, give the short URL of the site in the text (stop at the country signifier). The URL in full is included in the reference list.

A recent survey (www.stats.govt.nz) shows...

where the full address is:

http://www.stats.govt.nz/domino/external/web/prod_serv.nsf/htmldocs/Consumer+Spending

Reference List

- a) All references cited in the text should be arranged at the end of the essay, under the heading 'References'. There should be nothing in the reference list which is not specifically cited in the text.
- b) The basic plan of arrangement of entries is alphabetically by the author's surname, or for multiple authors, by the name of the first author listed on the title page of the book.
- c) Names are given in inverted order – the surname first, followed by the initial or initials.
- d) In the case of multiple authorship, all the authors' names should appear in the reference list. Each name is separated from the preceding by a comma, and the last is preceded by a comma and an ampersand (&).
- e) The name or names and initials are followed by the year of publication. Several references to the same author or authors are arranged by year of publication, the earliest first. References of the same year and by the same author are distinguished by adding a, b, c etc.
- f) After the author(s) name(s) and date of publication, list the title of the book or article. In the case of a book, the title is followed by the city of publication and the name of the publisher. In the case of a journal article, follow the title with the name of the journal, the volume number and the page numbers.
- g) When referencing an edited book, the author of the chapter, the date that the collection was published, and the name of the chapter are the first details which should appear. You must also then include the names of the editors, the name of the book, and other publication details.
- h) In the case of a web citation, use the standard author, date, title format, followed by the URL and the date the material was accessed. If the web page has no author, provide a title and the full URL followed by the date the material was accessed.

Examples of references in a reference list

Books

Adair, V. and R. Dixon (eds.), 1998. 'Reconstructing Meanings of Family' in *The family in Aotearoa New Zealand*. Auckland, Longman.

Berger, P., 1963. 'The Excitement of Sociology', in *Invitation to Sociology*. Harmondsworth, Penguin.

Jasper, J., 1997. 'The Art of Protest' in *The Art of Moral Protest: Culture, Biography and Creativity in Social Movements*. Chicago, University of Chicago Press.

Jones, A., 1995. *Myths and realities: schooling in New Zealand 2nd ed.* Palmerston North, Dunmore Press.

Chapters in edited books

Benford, R., and S. Hunt, 1995. 'Dramaturgy and Social Movements: The Social Construction and Communication of Power', in S. Lyman, *Social Movements: Critiques, Concepts, Case Studies*. New York, New York University Press.

Diamond, J., 1994. 'Race Without Colour', in A. Podolefsky, and P. Brown, (eds.), *Applying Cultural Anthropology: An Introductory Reader*. California, Mayfield.

James, B. and K. Saville-Smith, 1994. 'Creating a Gendered Culture' and 'The Contemporary Practice of Masculinity and Femininity', in *Gender, culture and power: challenging New Zealand's gendered culture*. Auckland, Oxford University Press.

Journal Articles

Dewhirst, C., 1996. 'Hot air over the Himalayas', *World Geography*, vol. 1, no. 4, pp. 44-56.

Ongley, P. and D. Pearson, 1995. 'Post-1945 International Migration: New Zealand, Australia and Canada Compared', *International Migration Review*, 29, pp. 765-793.

Reports

Fawcett, J., and B. Carino (eds.), 1987. *Pacific Bridges: The New Zealand Immigration from Asia and the Pacific Islands*. Staten Island, New York Centre for Migration Studies.

Statistics New Zealand, 1993. *All About Women in New Zealand*. Wellington.

Web pages

Biography of Karl Marx [online]. Available: <http://www.soci.canterbury.ac.nz/biograph/marx.htm>, accessed 14 April, 2003.

Department of Statistics. *Consumer Spending* [online]. Available
http://www.stats.govt.nz/domino/external/web/prod_serv.nsf/htmldocs/Consumer+Spending,
accessed 14 April, 2003.

Prizter, T., *An early fragment from Central Nepal* [online]. Available:
<http://www.ingress.com/~astanart/pritker/pritzker.html>, accessed 2 April, 2003.