

Chancellor State College
Reference Policy: Harvard Style Guide

	Reference List or Bibliography	In-Text
BOOKS		
Single Author	Walker, J. 2003, <i>Atmosphere in Danger</i> , Aladdin Books, London.	“As a result, there could be large scale crop failures, grain shortages and famine.” (Walker 2003, p.12). OR Walker (2003, p.12) claims that “there could be large scale crop failures, grain shortages and famine.”
2 Authors	Alexander, D. & Rouen, M. 2003, <i>Heinemann SOSE for Queensland Book 1</i> , Heinemann, Sydney.	“Many gender roles are perpetuated or weakened by media portrayals.” (Alexander & Rouen 2003, p.54). OR Alexander & Rouen (2003 p.54) claim that the media is responsible for perpetuating or weakening many gender roles.
3-5 or more authors	Cameron, K. Lawless, J. & Young, C. 2000, <i>Investigating Australia’s 20th Century History</i> , Thomson Nelson, Victoria.	Cameron et al (2000, p.185) state..... Names of all authors must be given in the List of References
Editor	Knauer, K. (ed.) 2001, <i>Time: Great Discoveries</i> , Time Books, New York.	(Knauer 2001. p.59)
No Author or Editor	<i>The CCH Macquarie Dictionary of Business</i> 1993, CCH Australia, North Ryde, NSW.	<i>The CCH Macquarie Dictionary of Business</i> (1993) defines the term as Do not use Anon or Anonymous.
Book with corporate authorship	CSIRO, 2004 <i>Laboratory Handbook</i> , CSIRO Publishing, Collingwood, VIC.	(CSIRO 2004, p.43)
Encyclopedia	<i>World Book Encyclopedia</i> , 2003, 4th edn, Oxford University Press, Melbourne	<i>World Book Encyclopedia</i> (2003, p.212)
PERIODICALS		
Newspaper/ Journal Article (Print)		
Article	Piper, W. 2005, ‘Plants for People’, <i>ECOS – Towards a Sustainable Future</i> , ECOS, 123 Jan – March 2005, p.22.	As described by Piper (2005)..... OR “.....to build successful business enterprises.” (Piper 2005, p.22).
Journal Article, multiple authors	Gibberd, R. Snow, PT, Rice, PG. & Patel, NB. 1991, ‘Nuclear Power at what price?’, <i>The Bulletin</i> , Vol.113, June 4, pp 51-5.	Gibberd et al (1991, p. 52) state

Article (no author)	<i>ATSIC News</i> 2002, 'Aboriginal identity and the loss of certainty', Vol. 12, No.3, pp50-2.	"The contemporary aborigine"(ATSIC News 2002. p. 46.).
Electronic Newspaper/ Journal Article		
With author	Cotton, K. 2002. 'Virtual Violence'. <i>The Bulletin</i> , 28 May, p.62. Retrieved 1 July, 2005 from Australia and New Zealand Reference Centre..	Homework is ruining the eyesight of American children (Howser1999).
No author	Virtual Violence 2002 <i>The Bulletin</i> , 28 May, p.62. Retrieved 1 July, 2005 from Australia/New Zealand Reference Centre.	(Homework Should Be Banned 1999).
INTERNET SOURCES		
Document on World Wide Web An organisation/company can also be an author	Dawson, J. & Johnson K.2002, <i>Referencing made easy</i> (Online) Available at http://studyguide.unsw.edu.au/ (Accessed 20 April 2004).	"It is essential you learn how to reference properly", (Dawson & Johnson 2002).
Document on World Wide Web – no author	<i>Plagiarism</i> .2001 Available at http://www.researching/writing.qld.edu.au (Accessed 10 November, 2005).	("Plagiarism" 2001) Inverted commas used if NOT needing to shorten title.
Whole web site : Personal author	Mendel, S. 2004. SparkNotes on King Lear (Online), Spark notes. Available: http://www.sparknotes.com/shakespeare/lear (Accessed 20 April 2004)	Mendel (2004)
Whole web site: organization or group as authoring body	The Melanoma Foundation 1997, <i>Melanoma Facts</i> (Online).University of Sydney, Sydney. Available: http://www.med.usyd.edu.au/medicine/melanoma.htm (Accessed 15 May 2003)	The Melanoma Foundation (1997)
Document from an Electronic Database	Set out as above but cite database used (Ebscohost or Electric Library) after word 'Available'. E.g. Available in Electric Library Australasia http://elibrary.com.au/education	Author or Title (if no author) (2001)

Online images (pictures, maps, cartoons and so forth)	The Lunar Interior.2000 (Online Image). Available at http://www.planet.jpg (Accessed 28 November 2000)	
Email	Saville, A. 2001,email,24April, <asaville@rockets.com.au>	Saville (2001)
OTHER ELECTRONIC SOURCES		
CD Rom	“Snakes”, 1994, <i>Habitats of Reptiles</i> (CD ROM). Crunch Media, N.Y.	Habitats of Reptiles, (1994)
Databases	AGRIS database, United Nations Food and Agriculture Organisation, SilverPlatter (vendor), annual updating	Agris
AUDIO VISUAL SOURCES		
Sound Recordings - CD or Tape Cassette	Hopkins, S. 1994 <u>Reclaiming the Spirit</u> , (Sound Recording) Red Hill, Qld.: New World Productions	Hopkins, (1994)
DVD or Video Motion Picture	<i>South American Wetland</i> 1982, (Video Recording) BBC, London	South American Wetland, (1982)
TV Broadcast Radio Broadcast	<i>Upon this Rock</i> .1999 (TV Broadcast) ABC: May 31	Upon this Rock, (1999)
OTHER SOURCES OF INFORMATION		
Interviews	Berger, P. Aug 2004, <u>Teaching in Australia</u> , Interviewed by M. Brown (Transcript of Interview) Melbourne Conference Centre.	Berger, (2004)