



## Bibliography and In-Text Referencing Guide

The following summarises the Harvard method (2014 ed.) of recording different types of resources for a bibliography. For further information and additional items and examples such as blogs, wiki articles, Facebook, musical scores, artwork, etc., please ask the **teacher-librarian**. Remember to always put your entries in **alphabetical order** on a separate page headed: **BIBLIOGRAPHY**

REMEMBER: Author Date, *Title*, Publisher, Place.

Item	Example
Book 1 Author <b>In-text citation</b>	Author's Family Name, Initials Year of publications, <i>Title (italics)</i> , Publisher, Place. Likort, D 2013, <i>Patterns of Management</i> , Viking, New York. <b>According to Likort (2013, p.14), managing personnel is....</b>
Book 2-3 Authors <b>In-text citation</b>	Author's Family Name 1, Initials or First Name & Author's Family Name 2, Initials or First Name year of publication, <i>Title</i> , Publisher, Place. Wilson, M & Todd, CW 2011, <i>Digital libraries: the new problems</i> , Macmillan, London. <b>Wilson and Todd (2011, p. 22) suggest that... OR It has been suggested (Wilson &amp; Todd 2011, p. 14) that...</b>
Book 4-6 Authors <b>In-text citation</b>	Author's Family Name 1, Initials or First Name, Author's Family Name 2, initials/First Name, Author's Family Name 3, Initials/First Name & Author's Family Name 4, initials/First Name year of publication, <i>Title</i> , Publisher, Place. Black, R, Weeks, G & Chin, G 2015, <i>Organic farming made easy</i> , Penguin, Ringwood, Vic. <b>Black et al. (2015, p. 85) have stated that this must... OR It has been stated (Black et al. 2015, p.85) that this....</b>
Book 7+ Authors <b>In-text citation</b>	First author's Family Name, initials or First name, et al. year of publication, <i>Title</i> , Publisher, Place. White, B et al. 2016, <i>Battle of the Bulge</i> , Jacaranda, Brisbane. <b>'In 1944, Hilter attempted to split the Allied armies...' (White et al. 2016, p23.)</b>
Corporate author Gov agency, Association, Corporation, Institution or other non- gov org <b>In-text citation</b>	Name of authoring body year of publication, <i>Title</i> , prepared by/ report by author's or consultant's Initials and Family Name (if relevant), Publisher, Place. CSIRO 2016, <i>Mangroves</i> , CSIRO, Collingwood, Vic. <b>'Marine biologists are seriously concerned about the ecology of ...' (CSIRO 2016, p. 40).</b>
Book (Author unknown) <b>In-text citation</b>	<i>Title</i> , Year of publication, Publisher, Place. <i>Pollution in Australia</i> 2010, University of Queensland, Brisbane. <b>In <i>Pollution in Australia</i> (2010, p. 9), it is recommended that carbon emissions... OR 'These recommendations are short sighted' (<i>Pollution in Australia</i> 2010, p. 9)</b>

Item	Example
<p>Edited book (where editor is the most important contributor)</p> <p>In-text citation</p>	<p>Editor's Family name, Initials or First Name (ed.) year of publication, <i>Title</i>, Publisher, Place.  Green, VA (ed.) 2016, <i>Best Australian poetry</i>, Macmillan, Melbourne.</p> <p>'The 1970s was an era when poetry about...' (ed. Green 2016, p. 100)</p>
<p>Editor is secondary to the author's contribution</p> <p>In-text citation</p>	<p>Family name of original author, Initials or First name year of publication in this edition (year of publication of original edition, if known), <i>Title</i>, ed. First Name or initials and Family Name of Editor, Publisher, Place.  Austen, Jane 2010 (1813) <i>Pride and Prejudice</i>, ed. Edward Farr, Harvard University Press, Cambridge, MA.</p> <p>Jane Austen in <i>Pride and Prejudice</i> (ed. Farr 2010), apparently intended that...</p>
<p>Dictionary</p>	<p>Dictionaries are not included in a bibliography just in text citation.</p>
<p>Encyclopedia (multivolume with author or editor)</p> <p>In-text citation</p>	<p>Author's/ Editor's Family name. Initials or First Name (ed. If req.) year of publication, 'Title of article', Edition no. – if relevant, vol. number, Publisher, Place.  Davies, G (ed.) 2009 'Creatures of the Reef', <i>The Australian encyclopedia</i>, 3<sup>rd</sup> edn, vol. 2, Grolier Australia, Sydney.</p> <p>According to Davies (ed. 2009, p.300), the best reefs...</p>
<p>Journal article (author known)</p> <p>In-text citation</p>	<p>Family name, Initials or First Name year of publication, 'title of article', <i>Title of Periodical</i>, vol., no., OR date of issues, p. (or pp.)  Adams, B 2009, 'Lessons in classroom management', <i>Journal of Teacher Education</i>, vol. 30, no. 2, pp 47-50.</p> <p>Effective classroom management involves... (Adams 2009, p. 77).  According to Adams (2009, p. 77), classrooms need...</p>
<p>Journal article (unknown author)</p> <p>In-text citation</p>	<p>'Title of article' year of publication, <i>Title of Periodical</i>, vol., no., OR date of issue, p. (or pp.)  'Tanker drivers hit the road' 2016, <i>Petroleum Gazette</i>, vol. 31, no.2, pp.1-4.  The <i>Petroleum Gazette</i> (vol. 31, no. 2, 2016, pp. 1-4) strongly recommends that truck drivers... OR  'Profits are being put ahead of driver safety...' (Petroleum Gazette vol. 31, no.2, 2016, p.3).</p>
<p>Newspaper article (Known author)</p> <p>In-text citation</p>	<p>Family Name, Initials or First Name year of publication, 'Title of article', <i>Title of Newspaper</i>, day Month, p. (or pp.).  Air, O 2014, 'New cure for asthma', <i>The Courier-Mail</i>, 23 May, p.2.</p> <p>Air (2014, p.2), suggests that asthma sufferers... OR  'Dust particles create problems...' (Air 2014, p. 2).</p>
<p>Newspaper (Unknown author)</p> <p>In-text citation</p>	<p>'Title of article' year of publication, <i>Title of Newspaper</i>, day Month, p. (or pp.)  'Palmer United now divided' 2016, <i>The Australian</i>, 23 May, pp.22-3.</p> <p><i>The Australian</i> (23 May 2016, pp. 22-23) suggests Palmer United should...</p>
<p>Website (whole website personal author)</p> <p>In-text citation</p>	<p>Author's Family Name, Initials or First Name year site created or last revised/updated (if stated), <i>Title of home page</i>, Name and place of sponsor or publisher of the site (if known, often it's the author's own page), viewed day Month year, &lt; <a href="http://and">http://and</a> rest of URL&gt;.  Mandel, S 2016, <i>SparkNotes of King Lear</i>, SparkNotes, viewed 20 May 2016, &lt;<a href="http://www.sparknotes.com/shakespeare/lear">http://www.sparknotes.com/shakespeare/lear</a>&gt;.</p> <p>'King Lear is about political authority as much as it is about family dynamics' (Mandel 2016, p. 4).</p>

Item	Example
<p>Website (Organisation)</p> <p>In-text citation</p>	<p>Organisation, <i>Title of home page</i>, Name and place of the sponsor or publisher or the site (if known), viewed day Month year, &lt;<a href="#">http://and the rest of the URL</a>&gt;. The Melanoma Foundation 2013, <i>Melanoma facts</i>, University of Sydney, Sydney, viewed 26 March 2016, &lt;<a href="http://www.med.usyd.edu.au/medicine/melanoma.htm">http://www.med.usyd.edu.au/medicine/melanoma.htm</a>&gt;.</p> <p>The Melanoma Foundation (2016, p. 2) states that the skin cancer rate...</p>
<p>Email</p> <p>In-text citation</p>	<p>Sender's Family Name, Initials or First Name year, email, day Month year email sent, &lt;sender's email address&gt;. Irwin, S 2010, email, 10 June, &lt;<a href="mailto:irwincroc@gmail.com.au">irwincroc@gmail.com.au</a>&gt;.</p> <p>In an email to the author, Irwin (pers.comm. 10 June 2010) gave details ....</p>
<p>Online Journal article (Author known)</p> <p>In-text citation</p>	<p>Author's/Editor's Family Name, Initials or First name, Initials or First Name year article published, 'Title of article', <i>Title of Periodical</i>, vol., no., OR date or issue, viewed day Month year, <a href="#">http://and the rest of the URL</a>&gt;. Chan, E 2016, 'Chinese food: a wok on the wild side', <i>Nutrition in Action Health Newsletter</i>, September, viewed 22 September, 2016, &lt;<a href="http://www.cspinet.org/nah">http://www.cspinet.org/nah</a>&gt;.</p> <p>'Chinese food is healthy...' Chan 2016, p. 1).</p>
<p>Video File (You Tube)</p> <p>In-text citation</p>	<p>Author/authoring body (if known) year of posting (if known), Title of video, posted day Month by username, viewed day Month year, <a href="#">http://address/filename</a>. Rees, L 2010, <i>BBC Auschwitz: The Nazi and the 'Final Solution' episode 1 [3/5]</i>, video file, posted 8 November by WorldWar2II, viewed 15 July 2012, &lt;<a href="http://www.youtube.com/watch?v=fjoWCdzhuFI">http://www.youtube.com/watch?v=fjoWCdzhuFI</a>&gt;.</p> <p>'In 1941, the Nazis venture into entirely new territory..(Rees, 2010).</p>
<p>Audio recording (CD/MP3)</p> <p>In-text citation</p>	<p>Name of most important contributor(s) year of recording, 'Title of item', <i>Title of recording</i>, format (audio CD or MP3), Publisher/Producer, Place. Any special credits can be noted. Cunxin, Li 2009, <i>Mao's last dancer</i>, MP3, Bolinda Publishing, Tullamarine, Vic. Read by Paul English.</p> <p>Paul English's crisp accent in <i>Mao's last dancer</i> (Cunxin, 2009) reveals a fascinating glimpse into the dissolution...</p>
<p>Podcast or Vodcast</p> <p>In-text citation</p>	<p>Media presenter's Family Name, First Name, First name or Initials (if known) year of broadcast, 'Name of item', <i>Name of program</i>, podcast, Publisher, Place (if known, day Month of broadcast, viewed or accessed day of Month year, <a href="#">http://and the rest of the URL</a>).</p> <p>Mermaid, Ariel 2012, Dugongs, <i>Catalyst</i>, vodcast, ABC Television, Sydney, 17 September, viewed 15 October 2015, <a href="http://www.abc.net.au/catalyst/stories/2689051.htm">http://www.abc.net.au/catalyst/stories/2689051.htm</a>.</p> <p>Mermaid (2012) states that the Dugong population...'</p>