HARVARD REFERENCING
STYLE GUIDE
Christian Heritage College
Style Guide

Published by:
Christian Heritage College
322 Wecker Road
Mansfield Queensland

P O Box 2246
Mansfield DC QLD 4122
AUSTRALIA

Phone: (07) 3347 5959
Fax: (07) 3347 5955
http://www.chc.edu.au
email: chc@chc.qld.edu.au

Copyright © 2010 Christian Heritage College

Information in this publication was correct at time of printing: February 2011

THIS GUIDE SUPERSEDES VERSIONS OF THE CHC STYLE GUIDE PUBLISHED PRIOR TO 2008.
3. Referencing (Author-Date Systems)

3.1 Introduction

Part of your professional development is to become familiar with the way resources are referenced in your profession. To be honest and respectful of the intellectual property of others it is important to accurately record the information sources you have used. Whether you are using the ideas of another person without acknowledgment, removing books from a library without checking them out, or removing oranges from a fruit shop without paying for them, it is still theft.

The idea behind referencing is to give readers the information they would need if they wanted to read a resource you had used. There are two main ways of referencing: author-date referencing systems and footnote or endnote systems. The two referencing systems described in some detail in this style guide (Harvard and APA) are both author-date systems. Footnote and endnote referencing systems are described briefly in Chapter 9.

Students studying coursework units are required to use the appropriate style for the School to which their unit belongs, as indicated in Table 10. Postgraduate applications, theses, etc. must also be prepared using the style adopted by the School to which the study is attached.

<table>
<thead>
<tr>
<th>Referencing System</th>
<th>CHC School</th>
<th>Unit prefixes</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA style</td>
<td>School of Social Sciences</td>
<td>HB, SO, WE, YO, LA100</td>
</tr>
</tbody>
</table>
| Harvard system     | School of Business
                      School of Christian Studies
                      School of Education & Humanities
                      School of Ministries | All other units |

Author-date reference systems comprise two components:

- ♦ In-text citations—generally providing author’s name and date of publication
- ♦ List of references—listing every source document referred to in the text

These components are described separately for the Harvard and APA systems, in Chapters 4 to 8 of this guide (see Table 11).

<table>
<thead>
<tr>
<th>Referencing System</th>
<th>Chapter</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard</td>
<td>Chapter 4</td>
<td>In-text citations</td>
</tr>
<tr>
<td></td>
<td>Chapter 5</td>
<td>Reference list entries</td>
</tr>
<tr>
<td>APA</td>
<td>Chapter 6</td>
<td>In-text citations</td>
</tr>
<tr>
<td></td>
<td>Chapter 7</td>
<td>Reference list entries</td>
</tr>
<tr>
<td></td>
<td>Chapter 8</td>
<td>Further Information on APA Style</td>
</tr>
</tbody>
</table>
3.2 Using Author-Date Referencing Systems

3.2.1 In-Text Citations

Each time a reference is made (citation) to another document, certain details must be supplied according to the rules set out in Chapters 4 to 8, to enable a reader to find the same text, if desired.

**Author:** the family name(s) of a source’s author(s) should be either integrated into the text, or placed in brackets immediately following a reference to the source document or its ideas. Note that the author’s name should be shown as family name only; do not cite an author’s given name or initials.

**Date:** the year of publication (N.B. not the date of printing or reprinting) is placed immediately after the author’s name, in brackets. If no date of publication is available, use ‘n.d.’ in place of the date. It is not necessary to repeatedly cite the publication date when referring to the same source document in a book review or a single chapter, when it is clear which document is being cited; in such cases, cite the date with the first citation.

**Page:** where reference is made to a particular part of a source, the page number(s) should be cited. In particular, direct quotations must indicate the page(s) in the original source. If you summarise the original writer’s work as a whole, page numbers are not needed. However, **if you summarise a specific idea or parts of the work, you must cite page numbers.** Use ‘p’ for a single page or ‘pp’ for multiple pages, followed by a full stop and a single space before the number(s); indicate contiguous page ranges with a hyphen, and separate non-contiguous pages with a semi-colon (pp. 24–27; p. 33).

**Section title and paragraph number:** when citing a document without page numbers, such as a web page, indicate the section title, if available, and the paragraph symbol (¶) followed by the number of the paragraph.

3.2.2 References

A reference list is an alphabetical listing at the end of an academic paper of all the resources which are cited in the text. Each source cited during the paper needs to be included, accurately, in the reference list, in order to avoid plagiarism.

Some referencing systems require a bibliography: a list of books consulted during the writing of the paper, including those that were not cited in the text. The requirement for CHC assignments is a reference list, under the heading ‘References’. This list includes every work cited and no others. In other words, in-text citations and the reference list must match exactly. Each in-text citation must match an entry in the reference list, and each entry in the reference list must refer to a citation in the text.

It is important to include all relevant information for each source in the reference list. This should include the following details, as applicable:

1. **name(s) of author(s), editor(s), compiler(s)** (family name and initials – in academic writing given names are not used)
2. **year** of publication
3. **title** of publication and **subtitle** if any (all titles must be italicised)
4. **volume number,** if any
5. **edition,** if other than first
6. **type of medium** (for non-print sources)
7. **article title** (for journal and encyclopedia articles)
8. **place of publication** (abbreviations for place names are found in Section 2.5.4).
9. **publisher**
10. **page number(s)** (for journal articles and other short works within larger works)
11. **date of access** (for online electronic sources)
12. **site address** (for Internet sources)

- The reference list begins on a new page, under the heading ‘**References**’. The references should be listed in alphabetical order. Consider author’s names such as McAfee and Macwerner literally (Macwerner would come first).
- For two or more references with the same author, list first whichever one has the earliest publication year, and single author citations precede multiple author citations. If there is no author, the title moves to the author position, and the entry is alphabetised by the first significant word of the title.
- In instances where you have two or more references that contain the same author and year, differentiate them by placing a, b, c, d, etc. after the year (see Sections 4.8 & 6.8).
- All references should be single-spaced and with a hanging indent.
- **Note**: Internet sources cannot be listed simply by quoting the URL in the reference list. Specific rules apply; refer to Sections 5.4.1 & 7.4.1.

### 3.2.3 Secondary Citations: Reference Lists

When a secondary citation has been made in-text, the reference list should only show the ‘secondary source’, that is the document which you have cited. Do not include an entry for the primary, original source in the reference list. The in-text reference will include the name of the primary author, as well as the secondary author (Sections 4.17 & 6.17).

### 3.3 Differences between APA Style and Harvard Systems

#### 3.3.1 In-Text Citations

- When citing author’s name and date inside brackets, APA requires a comma after the author’s name; Harvard omits the comma.

**Harvard:**

‘Most readers prefer plain English’ (Lewis 1997, p. 9).

**APA:**

“Most readers prefer plain English” (Lewis, 1997, p. 9).

- In APA, verbs referring to an original author’s work are in past tense; in Harvard, verbs are in present tense.

**Harvard:**

Lewis (1997, p. 9) also advises ...

**APA:**

Lewis (1997, p. 9) also advised ...

- Where the author’s name is integrated into the text before a direct quotation: In APA, page numbers are included at the end of the quotation; in Harvard, they are placed with the date before the quotation.

**Harvard:**

As Lewis (1997, p. 9) states, ‘Most readers prefer plain English’.
APA:

As Lewis (1997) stated, “Most readers prefer plain English” (p. 9).

- Where initials are needed to distinguish between primary authors with the same family name, APA style uses full stops and spaces after initials; Harvard does not.

Harvard:

RG Gunn (1975) researched the genealogy of the Caithness clans. This work was later taken up by J Gunn (2003).

APA:

R. G. Gunn (1975) researched the genealogy of the Caithness clans. This work was later taken up by J. Gunn (2003).

3.3.2 Reference Lists

- Between elements of a reference entry, APA style uses full stops, brackets around the date, and a colon before the place of publication; Harvard uses just commas except before the date.
- For authors’ initials, APA style uses full stops and spaces after each initial; Harvard uses no full stops and no spaces between initials.
- For article and book titles, APA style capitalises only the first word of title and subtitle, and any proper nouns; Harvard style requires capitalisation of all major words.
- APA requires the place of publication to be placed before the publisher's name; Harvard has the publisher's name first, then the place. Regarding the publisher's name, ‘give the name of the publisher in as brief a form as is intelligible…. Omit superfluous terms, such as Publishers, Co., or Inc., which are not required to identify the publishers. Retain the words Books and Press’ (APA 1994, p. 188).

Harvard:


APA:


- When listing the title of a journal or encyclopedia article, APA style uses no quotation marks; Harvard uses single marks.
- APA requires that volume, number and pagination for journal articles be listed without labels; Harvard requires abbreviations for volume, number and pagination; see examples below:

Harvard:


APA:

3.4 Using Direct Quotations and Paraphrases

Adding support for your ideas in academic writing is generally achieved by inclusion of either direct quotations or paraphrases of text written by other writers. It is important to understand how to use each correctly, and why misuse of them is regarded as plagiarism (see Section 1.8 for examples of common errors).

The following examples of citations of various sorts use the following text, taken from Sire (1988, p. 24):

During the period from the early Middle Ages to the end of the seventeenth century, very few challenged the existence of God or held that ultimate reality was impersonal or that death meant individual extinction. The reason is obvious. Christianity had so penetrated the Western world that, whether people believed in Christ or acted as Christians should, they all lived in a context of ideas influenced and informed by the Christian faith. Even those who rejected the faith often lived in the fear of hellfire or the pangs of purgatory. Bad people may have rejected Christian goodness, but they knew themselves to be bad by basically Christian standards—crudely understood, no doubt, but Christian in essence. The theistic presuppositions which lay behind their values came with their mother’s milk.

**Long Quotations:**
The above paragraph shows a block quote of more than five lines (Harvard) or 40 words (APA), which is indented five spaces (normally one tab space) from the left-hand margin, is single-spaced, and has no quotation marks surrounding it (see also Section 2.8.9).

**Direct Quotations:**

**Harvard:**

‗Bad people may have rejected Christian goodness, but they knew themselves to be bad by basically Christian standards—crudely understood, no doubt, but Christian in essence‘ (Sire 1988, p. 24).

According to Sire (1988, p. 24), during times in which ‘Christianity had ... penetrated the Western world’, people ‘lived in a context of ideas influenced and informed by the Christian faith’.

**APA:**

“Bad people may have rejected Christian goodness, but they knew themselves to be bad by basically Christian standards—crudely understood, no doubt, but Christian in essence” (Sire, 1988, p. 24).

According to Sire (1988), during times in which “Christianity had ... penetrated the Western world”, people “lived in a context of ideas influenced and informed by the Christian faith” (p. 24).

**Paraphrases:**

**Harvard:**

For many centuries from the Middle Ages onwards, most people accepted from childhood the existence of God and their basically sinful nature (Sire 1988, p. 24).

**APA:**

For many centuries from the Middle Ages onwards, most people accepted from childhood the existence of God and their basically sinful nature (Sire, 1988, p. 24).

For incorrect use of this passage constituting plagiarism, see examples in Section 1.8.
**N.B. Paraphrases and page numbers:** Though some styles do not require that page numbers are cited when paraphrasing another writer’s words, it is strongly recommended that page numbers be included where they will assist the reader to locate a specific idea in a cited author’s work. Note this statement from the *Publication Manual* (APA 1994, p. 97): ‘When paraphrasing or referring to an idea contained in another work, authors are not required to provide a page number. Nevertheless, authors are encouraged to do so, especially when it would help an interested reader locate the relevant passage in a long or complex text.’

The following example illustrates how these elements are typically used in text:

**Harvard:**

‘Style requirements ... are intended to facilitate clear communication’ (APA 1994, p. 23). Lewis (1997, p. 9) also advises writers to use plain English. Similar advice is found in other style guides (e.g., Snooks & Co. 2002; MERGA 1999).

**APA:**

“Style requirements ... are intended to facilitate clear communication” (APA, 1994, p. 23). Lewis (1997, p. 9) also advised writers to use plain English. Similar advice is found in other style guides (e.g., Snooks & Co., 2002; MERGA, 1999).

**NOTE:** Where details of author, date or page are not available (e.g., electronic sources), certain rules apply as described in the relevant sub-sections.
4. Harvard System: References in Text (In-Text Citations)

4.1 Overview: Chapters 4-7

Chapters 4 and 5 include style requirements for CHC papers prepared according to the Harvard system; Chapters 6 to 8 contain style requirements for the APA style at CHC. Sample papers prepared according to the two systems are included in Sections 5.7 (Harvard) and 7.7 (APA). Note that the style used throughout this guide is Harvard; the exception is in Chapters 6-8 inclusive, for which the APA style is used.

4.2 A Work by a Single Author

Cite the author's family name, date of publication and page number(s), as shown in the examples in Section 3.3.

Note: This general form is used for the following types of source document, and any other which is written or produced by a single person:

- book
- journal article
- conference paper
- newspaper article
- chapter in edited book
- article in reference book, such as dictionary or encyclopedia
- online article
- lecture
- pamphlet
- radio or TV broadcast
- artwork
- photograph
- musical score

In-text references to documents in the list above will look very similar. Note that corresponding entries in the reference list (see Chapter 5 of this guide) will indicate details that are specific to each type of source document.

For in-text citations of documents authored by more than one person, groups, and so on, see the following entries in this chapter.
4.3 One Work by Multiple Authors

Two authors: always cite both names. When inside brackets, use an ampersand (&) in place of the word ‘and’.

*Harvard:*

This effect is noted by Gamgee and Took (2000).

OR: This effect is noted in many settings (Gamgee & Took 2000).

Three authors: always cite all names. Separate the first two names with a comma. When inside brackets, use an ampersand (&) in place of the word ‘and’.

*Harvard:*

Charles, Jacobsen and Richards (2001)

OR: (Charles, Jacobsen & Richards 2001)

For all references to documents with more than three authors, cite only the family name of the first author followed by ‘et al.’.

*Harvard:*

Bright et al. (1997) seek to prove...

Franks et al. (1988) focus our attention...

Refer to Sections 5.2.2, 5.2.3 and 5.2.4 for details of reference list entries for works with multiple authors.

4.4 Groups or Organisations as Authors

First citation: use the full name of the group author or sponsoring organisation. If the same author is mentioned later in your paper, you may abbreviate long organisation titles in brackets, after their first mention:

(Department of Education, Science and Training [DEST], 2002)

In its 2002 report, the Department of Education, Science and Training (DEST) ...

Subsequent citations:

*Harvard:*

(DEST 2002)

4.5 Works with no Stated Author

Cite the title in place of the author’s name. Place the title of an article or chapter in single quotation marks; if there is no article or chapter title, type the title of a periodical, book or similar source in italics. Note that in-text citations require normal capitalisation of all major words in titles.

*Document with no author given:*

*Harvard:*

(Obesity Society Monthly 1999)

*Article within a document; no author given:*


Chapter 4 – Harvard system: In-Text Citations

Harvard:

('Study Finds Link Between Obesity and Gender’ 1982)

Long titles may be abbreviated for citations subsequent to the first mention:

Harvard:

('Study Finds Link’ 1982)

4.6 First Authors with the Same Family Name

Where reference is made within one paper to works by primary authors with the same family name, include each first author’s initials in all text citations. Harvard style requires initials before the family name in-text, but after the family name in brackets. The following examples show how to refer to two documents by different authors with the family name ‘Smith’:

This theory was proposed by JM Smith (1975); however, its details have been challenged by later researchers (Smith, AB & Hackett 2000).

4.7 More Than One Work by the Same Author

Cite the author’s name followed by the relevant publication dates, in chronological order. Separate dates with commas:

(Lyell 1983, 1985, 1995)

4.8 Works by the Same Author(s) in the Same Year

Distinguish between works by the same author(s) published in the same year in-text and in the reference list by appending letters ‘a’, ‘b’, ‘c’, etc. to the year of publication, according to alphabetical order in the reference list.

In a series of experiments (Fuller 1999a, 1999b, 1999c)...

4.9 Journal Articles

In general, follow the same guidelines as for previous examples (i.e., cite author, date and page number(s)). The title of the journal only appears in the reference list.

Cite the author of an article, not the editor of the journal in which it appears.

Refer to Sections 4.2, 4.3 and 4.4 for examples of in-text references to works with one or more authors.

Refer to Section 5.3.1 for information about reference list entries for journal articles.

4.10 Encyclopedia Articles

Cite the author of the article if known. Cite the title of the article or alphabetical entry if the author’s name cannot be determined. Cite the date of publication, and page number(s) as needed.

When citing online encyclopedias, such as Wikipedia, that can be edited at any time by anyone, cite the full date and time of access. This is necessary because such articles can and do change very frequently. See Section 5.3.6 for reference list entry examples.

Encyclopedia article, no author–title of article cited instead

('Elementary Forces: Friction’ 1997, p. 197)
4.11 Internet Sources

Be wary of quoting or paraphrasing text from the Internet: virtually any person can state their views on any topic, without any support from experts whatsoever. A useful criterion for selection of online material is: what credibility or standing does the author have to make this statement? For example, on online, peer-reviewed journal article written by a world leader in the field would be a very credible source. On the other hand, an anonymous comment on a blog would almost never be cited in an academic paper.

In general, follow the guidelines for print-based citations. Where possible, cite the author and date of an article; page numbers are usually not available. Do not cite the URL (web address) in the body of your writing; this wastes space, and this information is found in the reference list (see Section 5.4).

♦ **Author:** If no individual author’s name is given, cite instead the organisation on whose web site the article appears. If no organisation or individual author is available, use the title of the article or page, in italics, in place of the author’s name. If no title can be found in the body of a web page, look in the top bar of the browser window. If the title is ‘new page 1’ or similar, state ‘No title’ in place of the title.

♦ **Date:** If no date is mentioned, use ‘n.d.’ instead. Most web pages now have a copyright note in the footer; use this date as the date of publication if no other date is provided. If there is a range of dates, such as ‘1999-2003’, use the most recent date. Where there is more than one undated work by the same author, include the title of the work to identify it.

♦ **Page number(s):** HTML web pages do not have page numbers, so do not cite them. Do not cite page numbers from a printout, since the pagination may change with different print settings. If you cite an online article in Portable Document Format (PDF) which includes page numbers, then cite them as appropriate.

♦ **Paragraph number(s):** The following advice (APA 2003b, ¶ 3) should be adopted where page numbers are not available:

For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the paragraph symbol or the abbreviation ‘para’. If neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the material.

To insert a paragraph symbol (¶) in Microsoft Word, click ‘Insert > Symbol’, click the ‘Special Characters’ tab, then ‘Paragraph’, then ‘Insert’.

**Internet article, corporate author, no date**

According to ChristianityWorks (n.d.), learning to ride a snowboard is an analogy for modern life.

**Internet article, no page numbers**

According to Brooks (2006, ¶ 6), ...

**Internet article, no page numbers; reference to titled section of article**

**Harvard:**

Christian writers differ on this point (e.g., Thornton 2004, ‘Eschatology’, ¶ 2) ...
Internet article, no author–title of article cited instead, date provided

**Harvard:**

Internet growth may be starting to slow (*MIDS Internet Growth Graphs 2000*).

For details of reference list entries for Internet and other online sources, see Section 5.4.

### 4.11.1 Forums, Blogs and Podcasts

Online material of various types which are not subject to expert review or editing is becoming more and more common. These include online forums, blogs and audio and video podcasts. Such material may be cited in academic writing, provided that (a) it is relevant to the current topic, (b) the author is credible in that context and (c) such citations are used to support, rather than to establish, a key point.

Details of the following cited material from genuine documents are contained in examples in Section 5.4.3:

**Blog article by professional journalist**

**Harvard:**

The following comment by the *Herald Sun*’s columnist Andrew Bolt illustrates this view: ‘We can’t use religion any more to help to civilise students in state schools and hammer home a common morality in what still is an overwhelmingly [sic] Christian country’ (*Bolt 2006, ¶ 4*).

**Podcast of address by academic**

**Harvard:**

It was claimed by Rev Ivan Head in a lecture at Sydney University that Jesus was ‘a teacher for his own times, rather than ... a source of “universal wisdom”’ (*Head 2006*).

### 4.12 Audio & Visual Resources

In-text citations for audio and visual resources will include two elements. The two elements must exactly match the corresponding elements in the reference list entry. In Harvard the first element is the title of the work (see Section 5.5). The second element is the date.

- **Harvard:** Cite the **title of the work** in place of an author’s name.
- **Date:** In general, cite the date of **production**. In the case of a radio or television broadcast not available via other sources (e.g., libraries or archived recordings), cite the transmission date, in full.

#### 4.12.1 Movie

**In-text reference to a movie**

**Harvard:**

Corporate greed has often been explored by Hollywood (*Wall Street 1987*).

In the movie *Wall Street* (1987), ...
4.12.2 Television program

In-text reference to a television series

Harvard:

Australian cultural influences are often apparent in local television programs (Australian Idol 2005).

4.12.3 Radio broadcast

In-text reference to a radio broadcast

Harvard:

Elgar’s work regularly features in popular classical concerts (Last Night of the Proms, 5 December 2001).

4.12.4 Graphic Images

Any graphic image included in an assignment or other academic work must be referenced. Such elements are increasingly incorporated into electronic works, including web sites, PowerPoint files or other written works. Note that using another person’s photograph or other graphic without acknowledging the source is just as dishonest as not citing the source of a piece of text or an idea.

As in the case of other citations, cite the name of the person or entity who produced a graphic, and the date of publication or production, next to the graphic. If a work contains images from a single source, a statement at the beginning of the document will be sufficient acknowledgement in-text. Note that an entry in the reference list is also required (see Section 5.5.5). See the web page Use of Microsoft Copyrighted Content (Microsoft 2006) for information about the use of Microsoft Clip Art for various purposes.

If you produce an image yourself (such as a photo taken with a digital camera), it is recommended to cite yourself as the source, to avoid any confusion about whether an external source was involved in the image.

If the work is a web page, PowerPoint file or other visual medium, it is acceptable to use a smaller font and a muted colour for the in-text reference, to avoid unnecessarily intrusive or distracting citations on the page. The citation may be rotated and placed on the left or right of the graphic, if desired. A graphic that has its source incorporated graphically does not need an additional citation, provided the source and date are clearly shown.

In-text reference to a photograph from a website

Harvard:

[Placed under or next to the graphic:] (Lone Pine Sanctuary 2006)

In-text reference to a clipart graphic inserted from software library

Harvard:

(Microsoft Clip Art Gallery 2003)

In-text reference to a photograph taken by the author

Harvard:

(Smith 2006)

4.13 Dramatic Works & Poetry

When referencing works in the humanities somewhat different treatment may be needed, compared to other works. In many instances, when citing literary works, you may be referring both to the author’s original words, and to comments or notes by
the editor of the volume. In each case, both in-text citations and reference list entries must be consistent in directing the reader to the appropriate writer’s words.

4.13.1 Citing Original Works in Editions or Anthologies

Unlike normal referencing by page numbers, ‘references to plays and poetry are often more precise if given in terms of acts, scenes, lines, verses, and so on’ (Snooks and Co. 2002, p. 228). This is particularly the case with classical literature, such as Shakespeare’s plays, which are organised with consistent line numbers, no matter which edition is used.

When referring to the original author’s words (such as text from a Shakespearean play or a poem from an anthology), cite that author’s name in-text (Shakespeare, Macbeth, act 3, scene 1, line 12). In the case of classical works, there may be no date to cite in-text; the date of the original work is not the same as that of the edition being used. There should be a corresponding entry in the reference list beginning with the original author’s name, which will also include the editor’s name.

Note that each example provided here has a corresponding entry in Section 5.6.1.

♦ When citing the original text of a play or other dramatic work, cite the playwright’s name, date of original publication if available, and the play’s title before act, scene and line numbers, as appropriate. Note in this example from Pygmalion that the original text is not divided into scenes, nor are lines numbered:

A specific part of a play; no line numbers

**Harvard:**

‘Remember that you are a human being with a soul and the divine gift of articulate speech: that your native language is the language of Shakespeare [sic] and Milton and The Bible; and don’t [sic] sit there crooning like a bilious pigeon’ (Shaw 1916, Pygmalion, act 1).

♦ When citing a play which has defined line numbers, separate quoted sections which span more than one line in the original work with a slash ‘/’, separated by spaces on either side:

A specific part of a play; line numbers available

**Harvard:**

‘You blocks, you stones, you worse than senseless things! / O you hard hearts, you cruel men of Rome’ (Shakespeare, Julius Caesar, act i, scene 1, lines 34-35).

♦ When citing poetry, be guided by the poet’s divisions of the work (stanzas, verses, lines, etc.) when citing a passage. Separate quoted sections which span more than one line in the original work with a slash ‘/’, separated by spaces on either side. Note that in the case of poems, it is unlikely that a date of original publication is available; in the example below, the date is provided by the editor. Cite the poet’s name and the poem’s title before verse or line numbers, and so on, as appropriate:

A specific part of a poem

**Harvard:**

‘My idle days? Ripe was the drowsy hour; / The blissful cloud of summer-indolence’ (Keats 1848, Ode on Indolence, verse 2, lines 5-6).

4.13.2 Citing Editor’s Notes to an Original Work

When referring to an editor’s notes to a work, rather than to the work itself, cite the editor’s name rather than the original author’s name, both in-text and in the reference
list. There should be a corresponding entry in the reference list beginning with the editor’s name. If you also cite the original work, the original author’s name will begin a separate entry in the reference list (see Section 5.6.1).

**Editor’s notes to a major classical work**

**Harvard:**

In Shakespeare’s *Julius Caesar* ‘One of the tribunes tells the people ... that they are “blocks” and “stones”‘ (Hulme 1965, p. xi).

**Editor’s notes in an anthology of poems**

**Harvard:**

‘The mood of this poem [Ode on Indolence] is linked, reactively, to the pressure which Keats was under to make himself financially eligible to be Mrs Brawne’s son-in-law’ (Cook 1990, p. 603).
4.14  Public Oratory

Oral communication of various types may be cited in academic work, provided that the speaker is an authority on the subject matter. If possible, refer to published extracts, transcripts, audio or video recordings, and so on, to enable the reader to access the cited material if desired. Unpublished public addresses of various types may be cited in text, but there will be no entry in the reference list since the data is not publicly retrievable.

4.14.1  Speeches and Sermons

For unpublished addresses, cite the name and position of the speaker and their organisational affiliation, and the venue and full date of the address. If it is available, cite a published version of the address – this will be noted in the reference list with full details.

Unpublished sermon

Harvard:

‘Jesus Himself is often called the “Master Teacher”’ (Ps H Blackman, Highway Christian Church, 11 November 2003).

This example includes full details of the speaker, venue and date. This is necessary since there will be no entry for this address in the reference list.

Public speech, published audio recording

Harvard:

‘Counsellors and chaplains are needed today more than ever’ (Partridge 2006).

This example includes only the speaker’s family name and the date in the in-text citation; since it is a published speech, full details are available in the reference list (see a corresponding reference list example in Section 5.3.7).

4.14.2  Lectures

When citing an unpublished lecture, cite the academic title, name and position of the lecturer, the title of the lecture and the venue and date. If the lecture is part of the delivery of a university or similar subject, include the code or title of the subject.

Public lecture, published

Harvard:

‘This positions the hearer in certain ways which may be seen as pejorative’ (Smallwood 2006).

CHC class lecture

Harvard:

‘Being a Christian and a teacher does not necessarily mean that you can teach Christianly’ (Dr R Herschell, Week 2 lecture, ED433, 15 October 2004).
4.15 Books of Readings

Cite the author of a photocopied article as if citing the original source document. Where a lecturer’s name appears as the author, cite that name. If no author is indicated (as for general notes or comments pertaining to a unit), use the CHC school’s name as the author. Note that students are expected to read widely when preparing a paper, and should find and cite sources beyond those provided by the unit lecturer.

*Book of Readings article, named author:*

Harvard:

(Graham 2002, p. 23)

*Book of Readings, text not part of article, lecturer named as author*

Harvard:

(Alexander 2004, p. 79)

*Book of Readings, no named author*

Harvard:

(CHC School of Business 2005, p. 50)

4.16 The Bible and Other Sacred Works

Use standard abbreviations for in-text citations of books of the Bible (a list of these appears in Section 2.5.5), or other sacred works. Cite the book, chapter and verse(s), as appropriate. The titles of books of the Bible are capitalised, but not italicised. Titles of other sacred texts, such as the Koran or the Apocrypha are not abbreviated. Note that only abbreviated names of books require full stops:

John 17:3
Ex. 23:9-14

If the book of the Bible is clear from the context, only the chapter and verse need to be cited:

Matthew lists the beatitudes (5:3-12)

If you directly quote from a sacred work, the in-text reference should include the version or translation of that work. If you refer to a passage without directly quoting it, do not include the version:

*Quoted passage of Scripture*

Harvard:

‘Love is patient, love is kind’ (1 Cor. 13:4, NIV)

N.B. Since this is a direct quote, there will be a corresponding reference list entry for the New International Version of the Bible (see Section 5.2.10).

*Passage of Scripture cited, but not directly quoted*

Harvard:

Jesus told the parable of the Good Samaritan (Luke 10:33)

N.B. Since the passage is not quoted directly, no version is stated, and there will be no corresponding reference list entry.

Examples of abbreviations for major versions of the Bible are shown in Section 2.5.5.

See Section 5.2.10 for instructions on reference list entries for sacred works.
4.16.1 Strong’s Numbers

When referring to a word in the Bible in the original Hebrew or Greek language, it will be helpful to the reader to include the word number from Strong’s Concordance, which has become a standard reference work for this purpose.

Strong’s Numbers are numbers given to words in the Bible by Dr. James Strong for his Exhaustive Concordance, first published in 1890. With the advent of handheld computers, using Strong’s Numbers has never been easier. (Olive Tree Bible Software n.d.)

The word in the original language will usually include characters not in the English alphabet. It is acceptable to include the original characters if possible; always include an Anglicised version of the original word, in italics. Insert the relevant Strong’s number in brackets with the word ‘Hebrew’ or ‘Greek’ after the word in the original language. In the following example, the Greek word theos is included in text using Greek characters, with the Anglicised version in brackets before the Strong’s number:

Harvard:
The names of God in Scripture include elohiym (0430 Hebrew) in the Old Testament, and Θεος (theos; 2316 Greek) in the New Testament.

Online versions of Strong’s Concordance are available on many websites, including the following:

♦ Blue Letter Bible (http://www.blueletterbible.org)
♦ HTML Bible (http://www.htmlbible.com)
♦ Tim Greenwood Ministries (http://www.tgm.org/bible.htm)

4.17 Secondary Citations

If you cite the ideas or words of an author quoted by another author, this is a secondary citation. In the reference list, cite only the primary source; that is, the document containing the quote. For example, suppose Williams (1998) quotes from Piaget’s (1924) writing. In text, you could quote Piaget’s words thus:

Harvard:
According to Piaget (1924, cited in Williams 1998, p. 48), ‘children at this stage are not capable of recognising logical relations’.

Support for this view is plentiful in the literature (Piaget 1924 [cited in Williams 1998]; Thompson 1997). The reference list will contain an entry for Williams, but not Piaget (see Section 3.2.3).
4.18 Personal Communications (including emails)

Use personal communications to support your writing where the person you are quoting is an expert in the relevant field, and it is not possible to find equivalent published statements in the literature. You should acquire permission from the person before quoting them in your work. List initial(s) and family name, organisation and position, followed by ‘pers. comm.’ and full date. Email messages are treated as personal communications. Personal communications are not listed in the reference list, since the quoted text will not be available to the reader.

Harvard:
(N Ritchie 2006, Promotions Coordinator, Christian Heritage College, pers. comm., 2 February)

4.19 Interviews

Interview transcripts are not normally available to the reader, and so are not referenced in the same way as a published text, but are treated similarly to personal communications. The context of the interview must be made clear in the text, to indicate when and how the interviews took place, and the interviewer’s identity. The in-text reference after a quote should include the name of the interviewee, the type of communication and the date of the interview. There is no corresponding entry in the Reference list.

Note that quotations of interviewees must follow the usual conventions for quoted materials, including in general quoting statements verbatim, indicating if the writer has made any changes (such as omitting a section or inserting words to clarify meaning). See Section 1.11.1 for advice on quoting offensive language.

If extensive use is made of interview transcripts in the body of a piece of writing such as a research dissertation, relevant passages should be included as an appendix (see Section 1.7.1). It is preferable to indicate the location of a quoted passage in the original by referring to a labelled section in the transcript, such as a numbered question. If this is not available, then line numbers should be added to the appendix and used in in-text citations. To add line numbers using Microsoft Word:

- make sure that the appendix to which line numbers are to be added is a separate section of the document
- Via the program menu, click ‘File > Page Setup… > Layout > Line Numbers…’
- Tick ‘Add line numbering’; select ‘Start at 1’, ‘Count by 5’, ‘Reset each section’

Do not add line numbers to the body of an assignment.

Interview cited; no line numbers

Harvard:
In response to Question 6, the participant stated ‘I thought he was my friend, but it wasn’t [sic] true’ (N. Jones, personal interview, 12 March 2005).

Interview cited; transcript available in Appendix with line numbers used

Harvard:
One participant stated ‘We never thought that, no, … not for a minute’ (Appendix C, line 26).

4.19.1 Ethical Considerations

Note that care must be taken to meet the ethical requirements of interviewing, including the requirements of the College and the subject. Remember that those who are being interviewed must be fully informed of the nature of the interview, the
proposed use and storage of interview materials, audio and video recordings and transcripts, and ways in which concerns can be expressed if they arise.

Interviews may be conducted as part of the assessment for an undergraduate unit. In such cases, ethical considerations should be addressed prior to the collection of any data via discussion with the lecturer. Note that interviews that are likely to be of a controversial nature may not be approved, for ethical reasons.

Interviews which are part of research in postgraduate study should not be commenced until approval for the study has been given by the Human Research Ethics Committee of the College. This is a general requirement for all postgraduate research; guidelines will be provided by the relevant Course Coordinator.

Note: The correct heading for the list of references in an academic paper is ‘References’.

5.1 General Advice: Harvard System

- Between elements of a reference entry, Harvard style uses commas except before the date.
- For authors’ initials, Harvard uses no full stops and no spaces between initials.
- For article and book titles, Harvard style requires capitalisation of all major words.
- Harvard has the publisher’s name first, then the place. Regarding the publisher’s name, ‘give the name of the publisher in as brief a form as is intelligible…. Omit superfluous terms, such as Publishers, Co., or Inc., which are not required to identify the publishers. Retain the words Books and Press’ (APA 1994, p. 188).

5.2 Books and Whole Works

5.2.1 One author

Things to note:
- Leave off any titles or degrees associated with a name (e.g., PhD, Sir or Saint).
- If the year of publication is not indicated in the front material of the book, use the most recent copyright date.
- If an author is responsible for more than one book or other publication in your reference list, list the author each time.

In the following example, note the use of the US state abbreviation:

Harvard:

Peterson, EH 2000, A Long Obedience in the Same Direction: Discipleship in an Instant Society, Inter-Varsity Press, Downers Grove, IL.

5.2.2 Two Authors

List authors’ names in the same order as in the document. Use ‘&’ to separate the names, without a comma. (Note that this example also demonstrates how to refer to Washington, USA, when it might be confused with Western Australia; see Section 2.5.4.)

Harvard:


5.2.3 Three to Six Authors

List authors’ names in the same order as in the document. Use ‘&’ to separate the final two names.
Harvard:

5.2.4 More than Six Authors
List authors’ names in the same order as in the document. For source documents with more than six authors, Harvard requires that all names be listed. When citing a document which had input from a contributing committee, cite the editor’s or corporate author’s name only, rather than the names of all contributors.

Harvard:

5.2.5 Anonymous Book
For documents for which no author’s name can be determined, use the document’s title in place of author’s name. Alphabetise the listing according to the title, ignoring articles such as ‘A’, ‘An’, or ‘The’. Do not use ‘Anonymous’ or ‘Anon’.

Harvard:
Plagiarism: Cheating the University 2000, University of NSW, Sydney.

5.2.6 Corporate Author
Place the name of a government department or other organisation in place of the author’s name. Note that if the organisation is also the publisher, then use ‘Author’ as the publisher’s name.

Harvard:

NOTE: the first in-text mention of this author would show the organisation’s name in full, followed by the abbreviation ‘CSIRO’ in brackets. Subsequent in-text mention would use the abbreviated form only (see Section 4.4).

5.2.7 Edited Book; Compilation
If your citations primarily refer to the work of the editor, to the editor’s notes or introduction, etc., use the editor’s name, followed by the abbreviation, as shown:

Harvard:
Harrison, BE (ed.) 1953, Counseling the Institutionalized, Marginal Books, Boston.

(NOTE: This example illustrates the use of American spellings in the listing of an American publication: spellings should not be changed in the reference list.)

If there is more than one editor:

Harvard:
Harrison, BE & Williams, MRP (eds.) 1957, Counseling the Underprivileged, Marginal Books, Boston.
If the reference is a bibliography or other kind of compilation of resources, use the abbreviation ‘comp.’ (for compiler) after the author’s name.

5.2.8 Books Other Than First Edition

Indicate editions subsequent to the first edition after the title, as shown in the following examples:

**Harvard:**


**Revised edition**

**Harvard:**


NOTE: see Section 8.2.1 regarding the handling of authors’ names with prefixes.

5.2.9 Translation

If you refer primarily to the translation itself, use the author’s name as the primary resource, followed by the name of the translator and the rest of the usual bibliographical information. Use the date of the translation, not that of the original work. Place the English translation after a foreign title in brackets.

**Harvard:**


If, on the other hand, your discussion centres on the translator’s work, their choice of words, alterations to the text, etc., use the translator’s name as the primary resource, followed by the name of the original author.

**Harvard:**


5.2.10 The Bible or Other Sacred Text

Sacred texts are listed as anonymous works, with a title entry. **N.B.** Only include a reference list entry for a sacred text if you have directly quoted from it in the body of your paper, in which case you must supply publication details of that particular version. However, if you refer to a passage without quoting it directly (e.g., Jesus told the parable of the Good Samaritan [Luke 10:33]), then cite the book, chapter and verse in-text, but do not include an entry in the reference list. See Section 4.16 for instructions for in-text citations of Scripture.

**Harvard:**


5.2.11 Unpublished Dissertation

As with other formats, include all the information you can, including the format of the work, in this case a dissertation. In Harvard the title is placed inside single inverted commas, and not italicised.

**Harvard:**

5.2.12 CHC Publication

Note that articles contained in CHC (or other university) books of readings should be treated as primary sources (refer to the relevant section of this chapter). In other words, if you cite articles from a book of readings, cite the original source, not the CHC publication.

Where you are citing material that is not part of an original article, and a CHC lecturer’s name appears as the author, cite that lecturer as the author, and the book of readings as the title:

Harvard:


Where no author is named, cite CHC and the relevant school:

Harvard:


5.3 Short Works or Parts of Larger Works

5.3.1 Periodical (Journal/Newspaper/Magazine) Article

To cite an article, regardless of the source, provide as much relevant information as possible, including volume and issue numbers. The details required, in order, are:

1. name(s) of author(s) of the article (family name and initial(s))
2. year of publication
3. title of article (APA: no quotation marks; Harvard: single quotation marks)
4. title of periodical (in italics)
5. volume number
6. issue (or part) number
7. page number(s)

If the resource you have used is published without volume and issue numbers, use the complete date (25 December 1993).

If the page numbers on which an article appears are not sequential, list the pages with commas between non-sequential pages (pp. 3, 6–9). The in-text citation will indicate the exact source (page number) of the citation.

5.3.2 Scholarly Periodical Article

Harvard indicates volume and issue number, and page numbers with the abbreviations ‘vol.’, ‘no.’ and ‘pp.’. The title of the publication itself is in italics. Harvard indicates the article title inside single inverted commas.

Harvard:


5.3.3 Chapter in Edited Book

♦ List the entry under the name of the article’s author, not the editor.
5.3.4 **Conference Paper**

Type the title of the conference or proceedings in italics, and place the title of the paper inside single quotation marks.

*Conference paper in published proceedings*

**Harvard:**


*Unpublished paper presented at a meeting*

Indicate if the paper was presented at a conference, symposium or similar, replacing the word ‘meeting’ in the following examples as applicable:

**Harvard:**

Herschell, RM June 2001, Teaching Christianly. Paper presented at the meeting of the Queensland Board of Teacher Registration, Brisbane.

5.3.5 **Newspaper or Magazine Article**

Nowadays newspapers and magazines usually include the author’s name (a by-line) for their articles. If there is no author’s name mentioned, use the title of the article in place of the author’s name. Include the full date, as shown below.

*Newspaper article with no named author*

**Harvard:**


*Newspaper article with named author*

**Harvard:**


5.3.6 **Article or Entry in a Reference Book, Dictionary or Encyclopedia**

Cite as per a journal article. When the author of an entry or article is named, use that name, and not that of the book’s editor. If there is no named author, but the editor is stated, use that name. If no author or editor is named, list the title of the reference book instead:

*Article with named author*

**Harvard:**

Entry with named author in dictionary with named editor

**Harvard:**


Entry with unnamed author in encyclopedia with named editor

**Harvard:**


Dictionary: no named author or editor

**Harvard:**


Online encyclopedia with open authorship (see Section 4.10 for in-text reference example)

**Harvard:**

5.3.7 Lecture, Speech or Sermon

An entry for an oral address will appear in the reference list only if a published version is available, thus giving a reader opportunity to seek out the original material. See Section 4.14 for details of in-text references for published and unpublished oral works.

Lecture, published transcript:

Harvard:


If no title for the lecture or talk is available, label the presentation (such as ‘Address’, ‘Lecture’, ‘Keynote Speech’, ‘Reading’, etc.), but do not italicise or put it in quotation marks.

Public speech, published audio recording:

Harvard:


For CHC lectures or tutorials, include the unit code and the title of the lecture.

Lecture, audio recording podcast:

Harvard:


5.3.8 Unpublished Paper

Unpublished works are not usually cited in an academic paper. However, there may be justification for citing notes provided in a lecture, or similar unpublished works by a credible source.

Harvard:


5.3.9 Pamphlet or Brochure

Treat flyers, pamphlets, brochures and the like as you would a book or article. If there is no author’s name given, use the document title; if the document is not dated, type ‘n.d.’ in place of the date.

Indicate the type of document after the title:

Harvard:

5.4  Electronic/Online Resources

Electronic sources include compact disks, electronic journals or other sources on the Internet. Remember that citations of online resources must be fully and accurately referenced. Note that even though Internet sources are freely available and may be effortlessly copied into a document, it is regarded as plagiarism if such use is not correctly attributed.

Because the technology is so recent, spelling conventions for many information and communication technology terms have not yet been fully established. Use the following forms, noting use of upper and lower case, and hyphens:

- CD-ROM
- download
- email
- home page
- Internet (not ‘the web’ or ‘the Net’)
- online
- upload
- website
- web page
- worldwide web

NOTE: Microsoft Word’s dictionary may highlight some of the spellings listed here as errors.

The basic form for referencing an electronic source follows the principles listed for print sources:

1. name(s) of author(s)
2. date of publication
3. title of publication
4. publisher/organisation
5. edition, if other than first
6. type of medium
7. date item retrieved
8. name or site address on Internet (as applicable)

5.4.1  Internet Source

(See Section 4.11 for corresponding instructions for in-text references to Internet sources.) Style guides for referencing electronic resources vary widely from university to university. Advice in this section regarding Harvard style rules are based on a number of online sources—particular features include a description of each offline source (e.g., CD-ROM) after the title, and the date of access of online sources at the end of the reference, in square brackets.

- ‘Break a URL (Uniform Resource Locator) that goes to another line after a slash or before a full stop. Do not insert (or allow your word-processing program to insert) a hyphen at the break’ (APA 2001).
- Include the Internet protocol, such as ‘http://’, at the beginning of a URL, as several Internet protocols exist. Note that URLs are case-sensitive: be careful to type them exactly. If you are using your web browser and word processor at the same time, you can copy the URL of an online source document into your reference list.
- Microsoft word will often auto-format URLs, making them into active hyperlinks. This should not be done in print documents; you should ‘undo’ the auto-formatting (keyboard shortcut: Ctrl-Z) if this occurs.
- Since Internet documents frequently change or are deleted, record the date that you accessed an online document in the reference.
APA offers the following pertinent advice for referencing Internet sources, useful for all writers:

Regardless of format..., authors using and citing Internet sources should observe the following two guidelines:

1. Direct readers as closely as possible to the information being cited; whenever possible, reference specific documents rather than home or menu pages.

2. Provide addresses that work ...

The URL is the most critical element: If it doesn’t work, readers won’t be able to find the cited material, and the credibility of your paper or argument will suffer. The most common reason URLs fail is that they are transcribed or typed incorrectly; the second most common reason is that the document they point to has been moved or deleted. (APA 2001)

The following examples illustrate various types of Internet resource:

**Web page with author and date**

**Harvard:**


**Web page, no author**

**Harvard:**


**Web page, no author or date**

**Harvard:**


**5.4.2 Online Full-Text Article**

Treat online articles as you would a printed article. However, note that online documents do not have page numbers, except for documents such as Adobe Acrobat (PDF) files. Include as much of the publication date as is available, as shown in the examples below. Where volume, issue numbers or both are provided, cite them in the reference list entry.
5.4.3 Forums, Blogs and Podcasts

Articles of these genres generally have a shorter lifespan than online articles which are subject to expert review. The following examples contain details of actual online material, also cited in Section 4.11.1:

Blog article

Harvard:


Podcast

Harvard:


5.4.4 CD-ROM Source

Treat CD-ROM encyclopedia articles similarly to printed articles:

CD-ROM encyclopedia article, author named

Harvard:


CD-ROM encyclopedia article, no given author

Harvard:


For other CD-ROM sources, use the following model:

Harvard:

The New Zealand Symphony Orchestra, CD-ROM 2000, Radio New Zealand, Wellington, NZ.
Chapter 5 – Harvard system: References

5.4.5 Software

APA specifies that the titles of software should not be italicised; follow this advice in Harvard also.

*Harvard:*


5.5 Audio & Visual Resources

Refer to Section 4.12 for corresponding notes about in-text referencing.

5.5.1 Movie

Cite the principal contributors (generally producer, director or both) in place of authors, and name and place of distributors in place of publisher’s details. Place the type of medium (motion picture) after the title. Harvard starts with the title.

*Harvard:*


5.5.2 CD

Cite the artist(s) in place of authors, and name and place of distributors in place of publisher’s details. Place the type of medium (CD audio recording) after the title.

*Individual track on audio CD, approximate recording date*

*Harvard:*


*CD liner notes*

*Harvard:*

Anderson, K 1999, Agnus Dei, audio CD liner notes, Naxos, Hong Kong.
5.5.3  Video Recording

Cite the principal contributors (generally producer, director or both) in place of authors, date of production, and name and place of distributors in place of publisher’s details. Place the type of medium (video recording) after the title. Harvard starts with the title.

*Video recording of feature film*

_Harvard:_

Wall Street, video recording, 1987, Twentieth Century Fox Films, Beverly Hills, CA, O Stone, (Director).

*Video recording of feature film in DVD format*

_Harvard:_


*Television series*

_Harvard:_


*Single episode from a television series*

_Harvard:_


5.5.4  Radio/TV Broadcast

A radio or television broadcast is listed in Harvard style as ‘radio program’ or ‘television program’, respectively. List the date of transmission, rather than date of production: in Harvard style place the day and month at the end of the entry. As for movies and video recordings, Harvard omits the name(s) of principal contributor(s), and starts with the title.

_Harvard:_

Last Night of the Proms 2001, television program, ABC Television, Brisbane, 5 December.

If you cite the transcript of a program instead of the actual broadcast of a program, add the word ‘Transcript’, with commas after the date. Include the full date of broadcast and the name of the broadcaster.

*Radio broadcast; part of series, transcript available online*

_Harvard:_

5.5.5 Artwork/Photograph

Cite the artist’s name first. If the date the work of art was created is available, add the date after the artist’s name. Cite the gallery or collection where the art work resides. Online art works or photographs are cited as websites. Untitled works should have a brief description of the image in brackets in place of a title. Multiple graphics from the same source with the same subject may be referenced with a single reference list entry, with a suitable description of the works. See Section 4.12.4 for details of in-text references for graphic images.

Painting in art gallery

Harvard:
Fletcher, B 1887, Evicted, painting, Queensland Art Gallery, Brisbane.

Photograph in museum

Harvard:

Photograph available online

Harvard:

Photograph cited in PowerPoint file or similar

Harvard:

Clipart graphic inserted from software library

Harvard:
Microsoft Clip Art Gallery 2003, Untitled [gymnast graphic], Microsoft Corporation.

Photographs taken by author

Harvard:
Smith J 2006, Untitled [photographs of classroom displays], unpublished photographs.
5.6 Dramatic Works, Poetry & Music Scores

5.6.1 Dramatic Works & Poetry

Reference list entries must always correspond to in-text citations. In other words, the author’s name which appears in an in-text citation must begin a corresponding entry in the reference list. In each case, the author’s name in the in-text citation must begin a reference list entry. Section 4.12 includes examples of in-text citations to either an original work or to an editor’s comments on that work; this section gives the corresponding reference list entry to each example.

If you cite both an original author of a work and the editor of the volume in which it appears, there will be two entries in the reference list, one under each name. The reference list entry for the original author will include the dates of both the original work’s publication where available, and the publication date of the volume being cited.

Reference List Entries for Original Author:
- List original author’s name, followed by the original publication date if available.
- List title of original work. If the title of the original work is the same as that of the entire volume, put it in italics (refer Shaw and Shakespeare examples below). If the titles are different, see the treatment of Ode on Indolence in the Keats example below.
- List inclusive page numbers, where relevant, after the volume’s title.
- List the editor’s name, followed by the publication date of the volume. Note that in Harvard the volume title precedes the editor’s name.
- List publisher details.

Edited original work; original author cited in body of paper

Harvard:

Edited original work; original author cited in body of paper; no original date of publication

Harvard:

Original work in collection or anthology; original author cited in body of paper

Harvard:

Modern published play; no editor

Harvard:

Reference List Entries for Editor:
- Treat as an edited book (refer Section 5.2.7).

Edited major classical work; editor’s notes cited in body of paper

Harvard:
Edited collection of poems; editor's notes cited in body of paper

Harvard:

5.6.2 Music Score/Song Lyrics

Treat a video or audio recording of a performance as indicated previously. If your reference is to the music score, song lyrics, or the like, use the formats below. Note that in the case of a source from an identified collection the name of a specific item is enclosed within quotation marks; the name of the album or collection is italicised. Include the date of publication of the written work, rather than a performance date. Indicate the medium after the title, separated by commas.

Song lyrics; no writers' initials or date

Harvard:

Musical score from stage show

Harvard:
5.7 Sample Paper: Harvard Style

The following pages show an example paper and list of references, prepared in Harvard style. The same paper is shown prepared in APA style in Section 7.7. Annotations indicate points of interest, with cross-references to sections of this guide. Note that this paper is for example purposes only, and is completely fictional, including the cited 'sources'.

**Issues in Education: Retaining Good Teachers**

Two words appear in almost every list of adjectives for the occupation of teaching: ‘challenging’ and ‘rewarding’ (e.g., Davidson 1998; Jamieson 1999; Michaels, Harrison & Thompson 2003; New Zealand Education Institute [NZEI] 1998; Teachers Under the Spotlight 2001). As Schmidt et al. (2000, p. 45) note, ‘no career invokes more heartache, more fatigue and at the same time more rewards, than teaching.’ All teachers, it seems, are aware of these two aspects of their chosen career. However, it appears that many teachers find that the challenges outweigh the rewards, and leave the profession early in their career. Considering the considerable time, effort and money involved in training a teacher, this is clearly a waste; as Wright (2003, pp. 16-17) states:

> That teachers are faced with challenges few other adults, even professionals, would be prepared to bear, is virtually without question. What is of concern, however, is the fact that having made the decision to pursue a teaching career, and then having spent at least four years at college whilst suffering the usual privations of a university student, approximately one out of every three public school teachers leaves the profession within the first five years on the job. Governments and departments of education worldwide … [have] to deal with this crisis in public education.

**Comparisons Between Christian and Public School Teachers**

Most Christian teachers believe that they are called to teaching (‘He Himself gave some to be … teachers’ [Eph. 4:11, NJKV]). Despite this, there is much evidence that teachers in Christian schools also often leave their career early. There is a marked difference in the profiles of staff member ages in the two education systems, Christian and public.

A recent investigation of demographic profiles in the Christian and public school sectors (Baker & Richards 2002) shows a significant difference in the numbers of teachers in their 20s and 30s (Table 1).
The data in Table 1 support the proposition that teachers in Christian schools are more likely to remain in teaching, and less likely to change schools, than their counterparts in public schools. This and similar points have been made by authors including Jamieson (1999) and Adams, Grantham and Islesworth (2001). This notion is also reinforced by data such as those included in Figure 1, showing that among teachers in Christian and public schools there are significant differences in levels of job satisfaction (Adams, Grantham & Islesworth 2001; NZEI 1998) and morale (Michaels, Harrison & Thompson 2003).

\[ \text{Figure 1. Levels of Job Satisfaction Among Teachers, by School Sector} \]

The data shown in Figure 1 match Jamieson’s (1999, p. 5) observation that the independent Christian school sector is thriving in Australia.
Eight short interviews were conducted at an independent Christian school, during which teachers were asked about their reasons for entering the profession and how likely they felt that they would retire or resign in the next five years. It was evident that while several teachers were indeed planning to resign within 5 years, most saw their career as a long-term commitment. As stated by a Year 3 teacher, ‘I know it will sound like a cliché, but I really see this as a ministry. I had a prophecy in … at a home cell meeting in 1991, and never once since then have I doubted that I was called by the Lord to teach children’ (M Rierdon, personal interview, 17 June 2006).
References


*The Holy Bible (New King James Version)* 1983, Thomas Nelson, Nashville, TN.


