



# Harvard referencing style guide

# REFERENCING GUIDE: HARVARD STYLE

## This referencing chart is based on the following resources:

Christian Heritage College 2014, *Style Guide: Harvard Style Only*, Christian Heritage College, Carindale, QLD.

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<https://web.library.uq.edu.au/files/26535/harvard-2002-style-guide.pdf>, upon which the CHC Referencing Guide: Harvard Style has been created

University of Queensland 2011, *References/Bibliography: Harvard Style*, PDF, [http://www.library.uq.edu.au/training/citation/harvard\\_6.pdf](http://www.library.uq.edu.au/training/citation/harvard_6.pdf) [Accessed 10 April 2012].

## Referencing with Harvard

When writing assignments, you must acknowledge the source of your ideas and quotes in sufficient detail so that those reading can locate the item. Referencing is important to avoid plagiarism, to verify quotations and to enable readers to follow up what you have written and locate the cited author's work. The 'Harvard style' is a generic author-date style for citing and referencing information used. There are many styles that follow the author-date convention, including the American Psychological Association (APA) and the Chicago Manual of Style. This guide is based on an Australian style manual (AGPS style) now revised by Snooks & Co, 2002.

### 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 and include page number(s) when quoting directly.
- When paraphrasing, credit must also be given to the author(s) and include page number(s).
- Insert brief citations at the appropriate places in the text of your document.
- Compile a reference list at the end of the document that includes full details of all references cited.

### In-text citations:

- In an author-date style, in-text citations usually require the name of the author(s) and the year of publication.
- A page number is included if you have a direct quote, paraphrase a passage or you want to direct the reader to a specific page. Page numbers must also be included if you are referring to a long work and the page numbers might be useful to the reader. Paragraph numbers must be used when a page number is not available (such as website articles).
- Any graphic image included in an assignment or other academic work must be referenced.
- 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.

### How to create a reference list:

- A reference list contains only the books, articles, and web pages etc. that are cited in the text of the document.
- A reference list is arranged alphabetically by author.
- If an item has no author, it is cited by title, and included in the alphabetical list using the first significant word of the title.
- If you have more than one item with the same author, list the items chronologically, starting with the earliest publication (e.g. 2008 comes before 2010).

For Ministries, order with the latest publication first (e.g. 2010 comes before 2008).

- When using multiple publications by the same author in the same year identify as such 2008a, 2008b, 2008c, etc.

## Contents

Book.....	5
Chapter in a book .....	8
Conference paper.....	8
Journal article .....	9
Thesis.....	10
Report.....	11
Newspaper .....	12
Web page .....	13
Table, image or diagram.....	14
Other internet sources .....	15
The Bible.....	16
Legal cases.....	17
Legislations: Acts and Regulations .....	18
Map .....	18
DVD or video .....	19
Lecture or Moodle™ notes .....	19
Personal communication.....	20
Indirect citation .....	21
Direct quotation .....	22
Harvard Formatting.....	22
Example Harvard page layout.....	22

## *Book*

Elements of the citation:

**Author(s) of book – Family name and initials Year of publication, Title of Book – *Italicised*, Edition, Publisher, Place of publication.**

*(Refer to table on the following pages.)*

Reference type	In-text citation examples	Reference list example
<i>Single author</i>	Sophisticated searching techniques are important in finding information (Berkman 1994, p. 15).  OR Berkman (1994, p. 25) claimed that ...  OR Berkman (1994, pp. 30-35) agrees that ...	Berkman, RI 1994, <i>Find It Fast: How to Uncover Expert Information on Any Subject</i> , Harper Perennial, New York.
<i>2 authors</i>	... from an engineering perspective (Cengel & Boles 1994, p. 1).  OR Cengel and Boles (1994, p. 3) found ...	Cengel, YA & Boles, MA 1994, <i>Thermodynamics: An Engineering Approach</i> , 2nd edn, McGraw Hill, London, UK.
<i>3 authors with no date</i>	... as previously demonstrated (Reid, Parsons & Green n.d., p. 3).	Reid, DH, Parsons, MB & Green, CW n.d., <i>Staff Management in Human Services: Behavioral Research and Application</i> , Charles C. Thomas, Springfield, IL.
<i>4 or more authors</i>	... neck pain caused by whiplash (Jull et al. 2008, p. 4).  OR Jull et al. (2008, p. 5) have argued ...	Jull, G, Sterling, M, Fallah, D, Treleaven, J & O'Leary, S 2008, <i>Whiplash, Headache and Neck Pain: Research-based Directions for Physical Therapies</i> , Churchill Livingstone, Edinburgh, UK.
<i>Multiple works by the same author</i>	... geology of Queensland's national parks (Willmott 2004, 2006).	Willmott, WF 2004, <i>Rocks and Landscapes of the National Parks of Southern Queensland</i> , Geological Society of Australia, Queensland Division, Brisbane, Qld.  Willmott, WF 2006, <i>Rocks and Landscapes of the National Parks of Central Queensland</i> , Geological Society of Australia, Queensland Division, Brisbane, Qld.  <b>Order chronologically in the reference list.</b>

Reference type	In-text citation examples	Reference list example
<i>Multiple works by the same author, published in the same year</i>	... geographically speaking (Dawkins 1996a, p. 4; 1996b, p. 5)	Dawkins, R 1996a, <i>Climbing Mount Improbable</i> , Viking, London, UK. Dawkins, R 1996b, <i>River Out of Eden</i> , Phoenix, London, UK. <b>Order alphabetically by title in the reference list.</b>
<i>Two or more works by different authors</i>	... rock formations (Dawkins 1996, p. 3; Willmott 2004, p. 4).	Dawkins, R 1996, <i>Climbing Mount Improbable</i> , Viking, London, UK. Willmott, WF 2004, <i>Rocks and Landscapes of the National Parks of Southern Queensland</i> , Geological Society of Australia, Queensland Division, Brisbane, QLD.
<i>Book by an organisation or institution</i>	... in the case of an institution (Australian Government Publishing Service 1987, p. 3).	Australian Government Publishing Service 1987, <i>Commonwealth Printing and Publishing Manual</i> , 2nd edn, A.G.P.S., Canberra, ACT.
<i>Different Editions</i>	... the meaning of educational research (Pring 2004, p. 4).	Pring, R 2004, <i>Philosophy of Educational Research</i> , 2nd edn, Continuum, London, UK. <b>The edition statement is placed after the title of the work. This is not necessary for a first edition.</b>
<i>Edited book</i>	... some findings (Sjostrand 1993, p. 4). OR ... optics defined (Pike & Sarkar 1986, pp. 45-54).	Sjostrand, S (ed.) 1993, <i>Institutional Change: Theory and Empirical Findings</i> , M.E. Sharpe, Armonk, New York, N.Y. Pike, ER & Sarkar, S (eds.) 1986, <i>Frontiers in Quantum Optics</i> , Adam Hilger, Bristol, England.
<i>Book Series</i>	In defining permutation groups Battacharjee (1998, p. 555) ...	Battacharjee, M 1998, <i>Notes of Infinite Permutation Groups</i> , Lecture notes in mathematics no.1698, Springer, New York, N.Y.
<i>Encyclopedia entry</i>	Who's Who in the Twentieth Century (Smith 1999, p. 9) says, 'Aung San Suu Kyi was deprived...'	Smith, J 1999, 'Aung San Suu Kyi', <i>Who's Who in the Twentieth Century</i> , Encyclopedia, Oxford University Press, Oxford, UK.
<i>Translated Book</i>	According to Marklund (2011, p. 9)...	Marklund, L 2011, <i>Exposed</i> , trans. N. Smith, Random House, Montreal, Canada.
<i>e-book or Kindle e-book</i>	See 'Other Internet Sources'	

## Chapter in a book

Elements of the citation:

**Author(s) of chapter** – family name and initials **Year of publication**, ‘**Title of chapter** – in single quotation marks’, in **Title of Book** – *Italicised* (**Page number/s**), **Editor**

Reference type	In-text citation examples	Reference list example
<i>Chapter in an edited book</i>	Bernstein (1995, p. 296) explained intelligent traffic flows.	Bernstein, D 1995, ‘Transportation Planning’, in <i>The Civil Engineering Handbook</i> (pp. 231-301), ed. WF Chen, CRC Press, Boca Raton, FL.

## Conference paper

Elements of the citation:

**Author(s) of paper** – family name and initials **Year of publication**, ‘**Title of paper** – in single quotation marks’, *Title of published proceedings which may include place held and date(s)* – *italicised* (**Page number/s**), **Editor(s)** – initials and family name or name of organisation, **Publisher**, **Place of Publication**.

Reference type	In-text citation examples	Reference list example
<i>Published conference paper</i>	Bourassa (1999, p. 45) emphasised ...	Bourassa, S 1999, ‘Effects of Child Care on Young Children’, in <i>Proceedings of the Third Annual Meeting of the International Society for Child Psychology</i> (pp. 44-46), International Society for Child Psychology, Atlanta, Georgia.
<i>Unpublished conference paper</i>	... estimating partner change (Bowden & Fairley 1996, p. 2).	Bowden, FJ & Fairley, CK June 1996, <i>Endemic STDs in the Northern Territory: Estimations of Effective Rates of Partner Change</i> . Paper presented to the scientific meeting of the Royal Australian College of Physicians, Darwin, NT.



## Journal article

Elements of the citation:

**Author(s) of journal article – family name and initials Year of publication, ‘Title of Journal Article – In Single Quotation Marks’, *Title of Journal* – Italicised, Volume, Issue or number, Page number(s).**

Reference type Print/Online	In-text citation examples	Reference list example
<i>Journal articles with page numbers</i>	Huffman (1996, p. 50) expanded on the theory ...  OR ... uses for whey protein (Huffman 1996, p. 50).	Huffman, LM 1996, ‘Processing Whey Protein for Use as a Food Ingredient’, <i>Food Technology</i> , vol. 50, no. 2, pp. 49-52.
<i>Online journal article without page numbers (use paragraph number/s)</i>	... the discipline of art history (Donahue-Wallace & Chanda 2005, ¶¶4-6).	Donahue-Wallace, K & Chanda, J 2005, 'A Case Study in Integrating the Best Practices of Face-to-Face Art History and Online Teaching', <i>Interactive Multimedia Electronic Journal of Computer-Enhanced Learning</i> , vol. 7, no. 1, <a href="http://imej.wfu.edu/articles/2005/1/01/index.asp">http://imej.wfu.edu/articles/2005/1/01/index.asp</a> [Accessed 30 January 2009].

# Thesis

Elements of the citation:

**Author of thesis – family name and initials Year of preparation of thesis, ‘Title of thesis – in single quotation marks’, Award, Institution issuing degree, Location of institution.**

Reference type	In-text citation examples	Reference list example
<i>Thesis</i>	Exelby (1997, p. 3) described the process ...  OR ... processing gold (Exelby 1997, p. 3).	Exelby, HRA 1997, ‘Aspects of Gold and Mineral Liberation’, PhD thesis, University of Queensland, Brisbane, Qld.  The title is not italicised and is placed in quotation marks.

## Report

Elements of the citation:

**Author(s) of report – (person or organisation) Year of Publication, *Title of report - italicised*, Report number (if available), Publisher/ Institution, Place of publication, (URL [Accessed day month year] (if accessed electronically)).**

Reference type	In-text citation examples	Reference list example
<i>Report</i>	... in Queensland waterways (Mortimer & Cox 1999, p. 1)	Mortimer, M & Cox, M 1999, <i>Contaminants in Mud Crabs and Sediments from the Maroochy River</i> , Environment technical report no. 25, Queensland Department of the Environment, Brisbane, Qld.
<i>Report with corporate author</i>	(Australian Institute of Health and Welfare 2010, p. 4)	Australian Institute of Health and Welfare 2010, <i>Child Protection Australia 2008-09</i> , Child Welfare series no. 47, Australian Institute of Health and Welfare, Canberra, ACT.

## Newspaper

Elements of the citation:

**Author(s) of article – (person or organisation) Year of Publication, 'Title of Article', Newspaper Title, Day and month of article, Page number/s, (URL - if accessed electronically [Accessed day month and year]).**

Reference type	In-text citation examples	Reference list example
<i>Newspaper article with author</i>	... The Lord of the Rings has sold out to eager audiences (Peters 2010, p. 12).	Peters, G 2010, 'Running Rings Around Wellington', <i>Courier-Mail</i> , 30 May, p. 12.
<i>Newspaper article with no author</i>	... Rivendell Summit has orchestrated a mission ('Rivendell Summit Launches Peace Mission' 1999, p. 1).	'Rivendell Summit Launches Peace Mission' 1999, <i>Courier-Mail</i> , 1 April, p. 1.
<i>Online newspaper article</i>	...and the war in Syria has reached its peak (Glenn 2012, ¶ 2).	Glenn, P 2012, 'Syria in Crossfire', <i>Sydney Morning Herald</i> , 31 March, <a href="http://www.smh.com.au/syria-in-crossfire.html">www.smh.com.au/syria-in-crossfire.html</a> [Accessed 23 April 2012].

## Web page

Elements of the citation:

**Author(s) of page – (person or organisation) Year (page created or revised – latest date), *Title of page - italicised*, Publisher (if applicable), Place of publication (if applicable), URL [Accessed date].**

Reference type	In-text citation examples	Reference list example
<i>Web page with author</i>	... this agreement (Albanese 2009, ¶ 2).	Albanese, A 2009, <i>Fairer Compensation for Air Travellers</i> , <a href="http://www.minister.infrastructure.gov.au/releases/2009">http://www.minister.infrastructure.gov.au/releases/2009</a> [Accessed 30 January 2009].
<i>Web page - no author</i>	(Behaviour Modification 2007, ¶ 3)	<i>Behaviour Modification</i> 2007, <a href="http://www.educational.org.uk/behaviour.html">http://www.educational.org.uk/behaviour.html</a> [Accessed 10 January 1994].
<i>Web page with institutional or organisational author</i>	(Queensland Health 2009, 'Sunscreen', ¶ 3).	Queensland Health 2009, <i>Sun Safety and Physical Activity</i> , <a href="http://access.health.qld.gov.au/hid/SkinHealth/SunSafety/sunSafetyAndPhysicalActivity_app.asp">http://access.health.qld.gov.au/hid/SkinHealth/SunSafety/sunSafetyAndPhysicalActivity_app.asp</a> [Accessed 30 March 1999].
<i>Web page with institutional or organisational author</i>	(Queensland Health 2009, ¶3).	Queensland Health 2009, <i>Sun Safety and Physical Activity</i> , <a href="http://access.health.qld.gov.au/hid/SkinHealth/SunSafety/sunSafetyAndPhysicalActivity_app.asp">http://access.health.qld.gov.au/hid/SkinHealth/SunSafety/sunSafetyAndPhysicalActivity_app.asp</a> [Accessed 9 August 2001].

## Table, image or diagram

Elements of the citation:

**Author(s) of item – family name and initials Year of publication, *Title of item – italicised*, Extra information – photograph/painting etc., Publisher, Place of publication.**

Reference type	In-text citation examples	Reference list example
<i>Chart</i>	(Newton 2007) References are placed directly under the table, diagram or image.	Newton, AC 2007, <i>Forest Ecology and Conservation: A Handbook of Techniques</i> , Oxford University Press, Oxford, UK.
<i>Online picture</i>	(LookPictures n.d.) No date – use n.d.	LookPictures n.d., <i>Love Picture Ducks</i> , photograph, <a href="http://www.lookpictures.net/gallery/Love-Pictures/1391/Love-Picture-Ducks/">http://www.lookpictures.net/gallery/Love-Pictures/1391/Love-Picture-Ducks/</a> [Accessed 16 April 2012].
<i>Clipart graphic from software library</i>	(Microsoft Clip Art Gallery 2010).	Microsoft Clip Art Gallery 2010, Untitled [gymnast graphic], Microsoft Corporation.
<i>Personal Image</i>	(Whyle 2008)	Whyle, M 2008, Untitled [photographs of classroom displays], unpublished photographs.

## Other internet sources

Elements of the citation:

**Author(s) Year, *Title - italicised*, Extra information - Type of medium, Publisher (if applicable), Place of publication (if applicable), URL [Accessed date].**

Reference type	In-text citation examples	Reference list example
<i>Podcasts</i>	(Williams 2011, 12:05:20) (You must include a timestamp (HH:MM:SS))	Williams, R 2011, <i>New Lab for Ancient DNA: Science Show</i> , Podcast, ABC, <a href="http://www.abc.net.au/rn/scienceshow/stories/2011/3345448.htm">http://www.abc.net.au/rn/scienceshow/stories/2011/3345448.htm</a> [Accessed 31 October 2011].
<i>Blog Post</i>	(O'Neill 2011, ¶4)	O'Neill, I 2011, <i>Could Kepler Detect Borg Cubes? Why Not</i> , <i>AstroEngine</i> , <a href="http://www.astroengine.com/2011/05/could-kepler-detect-borg-cubes-why-not/">http://www.astroengine.com/2011/05/could-kepler-detect-borg-cubes-why-not/</a> [Accessed 5 October 2011].
<i>YouTube</i>	(Mickeymouse 2007, 01:02:04) (You must include a timestamp (HH:MM:SS))	Mickeymouse 2007, <i>Skateboarding Dog</i> , YouTube Video, <a href="http://www.youtube.com/watch?v=CQzUsTFqtW0">http://www.youtube.com/watch?v=CQzUsTFqtW0</a> [Accessed 10 December 1999].
<i>e-book</i>	(Lloyd 2007, p. 5)	Lloyd, CB (ed.) 2005, <i>Growing Up Global: The Changing Transitions for Adulthood in Developing Countries</i> , e-book, <a href="http://www.nap.edu/books/11174/html/index.html">http://www.nap.edu/books/11174/html/index.html</a> [Accessed 5 May 2001].
<i>Kindle e-book</i>	(Hastings 2012, Ch. 1, loc. 1-3)	Hastings, R 2012, <i>Missional God, Missional Church: Hope for Re-Evangelizing the West</i> , Kindle edn, IVP Academic, Downers Grove, IL.
<i>Facebook</i>	According to Rudd's Facebook post (2009), \$52 million...	Rudd, K 2009, 'Australian civilian corps to help in crises', <i>Kevin Rudd and Labor</i> , Facebook update, 24 October, <a href="http://www.facebook.com/note.php?note_id=200124043571&amp;ref=mf">http://www.facebook.com/note.php?note_id=200124043571&amp;ref=mf</a> [Accessed 20 November 2010].
<i>Twitter Post</i>	Tony Abbott (2014) shared on Twitter...	Abbott, T 2014, 'A momentous, historic day', <i>TonyAbbottMHR</i> , Twitter, 16 June, <a href="https://twitter.com/tonyabbottmhr">https://twitter.com/tonyabbottmhr</a> [Accessed 23 September 2015].

## The Bible

Elements of the citation:

**The Holy Bible: Translation Year of Publication, Publisher, Place of Publication.**

Reference type	In-text citation examples	Reference list example
	If only using one version, do not include 'NIV' in-text.	
<i>Bible – direct quote</i>	'Love is patient...' (1 Cor. 13:4, NIV).	<i>The Holy Bible</i> : New International Version 1998, New American Library, New York, NY.
<i>Bible – paraphrase</i>	Jesus told the parable of the Good Samaritan (Luke 10:33, NIV)	<i>The Holy Bible</i> : New International Version 1998, New American Library, New York, NY.
<i>Online Bible</i>	'Love is patient...' (1 Cor. 13:4, NIV).	<i>The Holy Bible</i> : New International Version 1998, <a href="http://www.biblegateway.com/quicksearch/?quicksearch=1+corinthians&amp;qsversion=NIV">http://www.biblegateway.com/quicksearch/?quicksearch=1+corinthians&amp;qsversion=NIV</a> [Accessed 13 May 2012].



## Legal cases

Elements of the citation:

**Reported case:** *Name of the case* (Year), reporter volume, reporter abbreviation, first page.

**Medium-neutral:** *Name of the case*, [Year], court abbreviation, case/docket number.

Reference type	In-text citation examples	Reference list example
Legal Case – reported case citation (first reference)–  medium neutral citation (first reference) –  subsequent reference:	<i>Masters v Cameron</i> (1954) 91 CLR 353. (' <i>Masters</i> ')  <i>Masters v Cameron</i> [1954] HCA 72. (' <i>Masters</i> ')  ... in <i>Masters</i> (1954) 91 CLR 353 at 358, the Court jointly held...  ...a mere agreement to agree is not legally enforceable: <i>Masters</i> [1954] HCA 72, [11] (Dixon CJ, McTiernan and Kitto JJ).	Create a separate reference list headed 'Cases'.  <i>Masters v Cameron</i> (1954) 91 CLR 353.  <i>Masters v Cameron</i> [1954] HCA 72.

## Legislations: Acts and Regulations

Elements of the citation:

**Title of the Act, Date of Publication, section number, reprint number, Publisher, Place of Publication.**

Reference type	In-text citation examples	Reference list example
Legislation	<i>Property Law Act 1974</i> (Qld), s 55	<i>Property law Act 1974</i> (Qld), 2014, Office of Queensland Parliamentary Counsel, Queensland.

## Map

Elements of the citation:

Reference type	In-text citation examples	Reference list example
Map	... reading this map (Department of Mines and Energy, Queensland 1996).	Department of Mines and Energy, Queensland 1996, <i>Dotswood</i> , Australia 1:100 000 geological series, sheet 8158, Department of Mines and Energy, Queensland, Brisbane, QLD.

## DVD or video

Elements of the citation:

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

Reference type	In-text citation examples	Reference list example
	You must include a timestamp (HH:MM:SS)	
<i>DVD recording of feature film</i>	<i>Wall Street</i> (1987, 20:04:09) Or ( <i>Wall Street</i> 1987, 20:04:09)	<i>Wall Street</i> , DVD video recording, 1987, Twentieth Century Fox Films, Beverly Hills, CA, P Weir (Director).
<i>Television Series</i>	( <i>Australian Idol</i> 2005, 09:10:04)	<i>Australian Idol</i> , television series, 2005, Grundy Television, Sydney, G Beness (Executive Producer).
<i>YouTube</i>	(Mickeymouse 2007, 02:09:40)	Mickeymouse 2007, <i>Skateboarding Dog</i> , YouTube Video, <a href="http://www.youtube.com/watch?v=CQzUsTFqtW0">http://www.youtube.com/watch?v=CQzUsTFqtW0</a> [Accessed 10 December 1999].

## Lecture or Moodle™ notes

Elements of the citation:

Name of author(s) or the institution responsible, use & for multiple authors Year of publication, *Title and subtitle of publication – italicised*, Type of medium, Name of institution, Location of institution.

Reference type	In-text citation examples	Reference list example
<i>Unpublished lecture notes</i>	(Johnson 2008, p. 9)	Johnson, A 2008, 'Week Three Constructivism', unpublished paper. (please note that reference notes on Moodle still follow the above format)

## *Personal communication*

Elements of the citation:

**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.**

**Note: Email addresses should not be cited without the permission of the owner of the address.**

Reference type	In-text citation examples	Reference list example
<i>Personal communication</i>	When interviewed on 15 June 1995, Dr Peter Jones explained that ...  OR This was later verbally confirmed (P Jones 1995, pers. comm., 15 June).	No reference list entry needed (since the quoted text is not available to the reader).
<i>Personal email</i>	(Smith, A 2013, email, 29 September, smith@chc.edu.au).	No reference list entry needed (since the quoted text is not available to the reader).

## Indirect citation

Elements of the citation:

**An indirect citation is when the ideas of one author are published in another author's text but 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 type	In-text citation examples	Reference list example
<i>Indirect citation or secondary source</i>	<p>Miller (1924, cited in Agrios 2005, p. 23) found ...</p> <p>... it was found to be false (Miller 1924, cited in Agrios 2005, p. 23). <b>Add "cited in" to clarify it as a secondary citation.</b></p>	Agrios GN 2005, <i>Plant pathology</i> , 5th edn, Elsevier, Burlington, MA.

## Direct quotation

A direct quotation reproduces word-for-word material directly quoted from another author's work, or from your own previously-published work.

- If the quotation is fewer than 40 words, incorporate it into your paragraph and enclose the quotation in single quotation marks.
- If the quotation comprises of 40 or more words, or is more than five lines in length, display it in an indented, freestanding block of text, single spacing and without quotation marks. At the end of a block quotation, cite the quoted source and the page or paragraph number in parentheses, after the final punctuation mark.
- If you have directly quoted words from a source (in inverted commas, or in an indented paragraph), provide the author, year, and specific page number for that quotation (noting that for material without page numbers, give the paragraph number). Include a complete reference in the reference list.

**Example: includes a quote, a block quote and a paraphrase**

Iona has been established for centuries, and its importance was recognised by a visit from the monarchy. 'By 1956 the word was almost complete. Queen Elizabeth II came to visit the Abbey, the first reigning monarch to do so since Margaret, Queen of Scots, in the eleventh century' (Smithold 2001, p. 7). An important speech was delivered to honour the occasion and recognise the great saints and kings of the past who had contributed to Iona in some way.

To all those past, present and future, we honour you. We honour this place that has been born of struggle, heart ache, sacrifice and sweat. It is only because of the work of the past that we of the present can enjoy and relish this piece of history. It is for those yet to come that we must continue to value Iona and its historical significant as we want our children and grandchildren to be able to walk amongst the history of their ancestors and feel their places amongst these stones (Josein 2009, ¶ 6).

Not only does Iona hold much significance for the Scottish people but also for those that come from a Christian faith tradition (Jefferson 1999, cited by Sangress 2011, p. 2).

## Harvard Formatting

### Assignment Presentation

Detailed information regarding the presentation and submission of assignments can be found at <http://www.chc.edu.au/wp-content/uploads/2016/01/Assignment-Presentation-and-Submission-updated.pdf>

## Example Harvard page layout

<p><b>Issues in Education: Retaining Good Teachers</b></p> <p>Two words appear in almost every list of adjectives for the occupation of teaching: 'challenging' and 'rewarding' (e.g., Davidson 1998, p. 4; Jamieson 1999, ¶1; Michaels, Harrison &amp; Thompson 2003, p. 4; New Zealand Education Institute [NZEI] 1998, p.3; <i>Teachers Under the Spotlight</i> 2001, ¶1). 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:</p> <p style="padding-left: 40px;">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.</p>	<p>(See CHC assignment presentation and submission guide for more detail.)</p> <p><i>Level 1 Heading: Bold text, centred</i></p> <p><i>Corporate author; first citation</i></p> <p><i>Reference to source document with no named author</i></p> <p><i>Reference to source with six or more authors</i></p> <p><i>Harvard: Quotes surrounded by double quotation marks</i></p> <p><i>Harvard: Present tense verb to refer to cited work</i></p> <p><i>Long quote: Indented on left, single spacing, no quotation marks</i></p> <p><i>Ellipsis: text omitted from original Square brackets: text inserted for clarity</i></p>
<p><b><i>Comparisons Between Christian and Public School Teachers</i></b></p> <p>Most Christian teachers believe that they are called to teaching ('He Himself gave some to be... teachers' [Eph. 4:11, NKJV]). 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.</p> <p>A recent investigation of demographic profiles in the Christian and public school sectors (Baker &amp; Richards 2002, p. 1) shows a significant difference in the numbers of teachers in their 20s and 30s (Table 1).</p> <p style="text-align: center;">1</p>	<p><i>Level 2 Heading: Bold italic text, smaller font, left aligned</i></p> <p><i>Scripture reference; brackets within brackets</i></p> <p><i>Harvard: First line of paragraph not indented; extra space between paragraphs</i></p> <p><i>In-text reference to table, placed before the table itself</i></p> <p><i>Page number: centred in page footer</i></p>

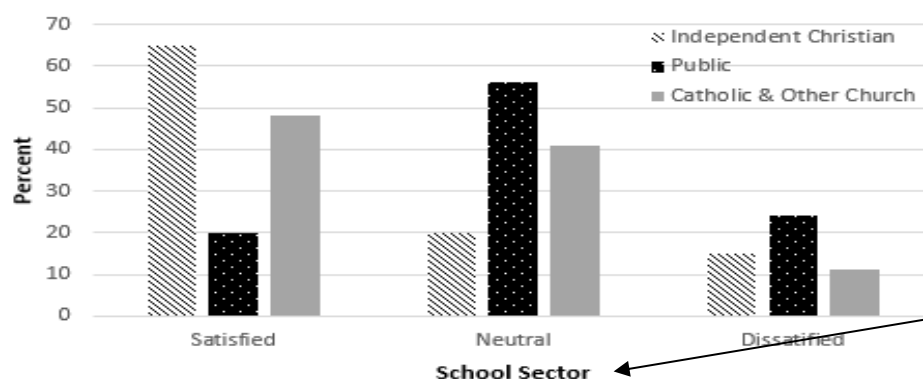
## Example Harvard page layout continued...

**Table 1.** Percentages of Teachers of Each Age Group in Australian Schools

Age Groups	Schooling System	
	Christian Schools	Public Schools
20-29	14	29
30-39	33	20
40-49	21	19
50-59	20	18
60+	12	14

Note. From DFS Baker & MI Richards, 2002, *Australian School Demographics in Perspective*, p. 135.

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, ¶12) and Adams, Grantham and Islesworth (2001, p. 36). 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 (Adam, Grantham & Islesworth 2001, p. 37; NZEI 1998, p. 1) and morale (Michaels, Harrison & Thompson 2003, p. 4).



**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.

Harvard: Table heading centred, not italicised, capitalised, positioned above table.

Spanned header: centred over sub-headers

Harvard: Vertical and horizontal rules

Table Note: Smaller font, provides brief reference details, including page number in cited source. Full reference details in references list

Use of 'and' to separate authors names in text, and '&' inside brackets.

Second reference to source with three or more authors

Second reference to Organisation/Institution author

Figure: Graphic uses shading for clarity with grey-scale printing

Harvard: Figure label centred, not italicised, capitalised, no following full stop

Page number included with paraphrase of cited text. Harvard: page number(s) before cited text



## Example Harvard page layout continued...

### **Interviews with Practising Teachers**

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 five 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).

Number below 10 in words; (also number starting a sentence)

Citation of interview

## Example reference list

References: Contains alphabetical list of all sources cited in body of paper (but only those actually cited in paper)	References
Journal article; three authors	Adams, H, Grantham, KL & Islesworth, S 2001, 'Christianity Before the Blackboard' <i>Journal of Christian Education</i> , vol. 14, no. 5, pp. 36-48.
Book	Baker, DFS & Richards, MI 2002, <i>Australian School Demographics in Perspective</i> , Barker, Sydney, NSW.
Unpublished thesis	Davidson, TG 1998, 'Teachers' Career Perceptions in the First Years', PhD thesis, University of NSW.
Version of the Bible directly quoted and paraphrased in text	<i>The Holy Bible: New King James Version</i> 1983, Thomas Nelson, Nashville, TN.
Newspaper article	Jamieson, TB 1999, 'Private School Sector Surges Ahead', <i>Courier-Mail</i> , 17 November, p.22.
Online journal article	Michaels, PL, Harrison, HA & Thompson, ME 2003, 'Analyzing the Profession: Teachers' Beliefs About Teaching', <i>Journal of Educational Practice</i> , vol. 3, <a href="http://www.uvgs.edu/jep/2003/aug.htm">http://www.uvgs.edu/jep/2003/aug.htm</a> [Accessed 14 April 2003].
Organisation/Institution author; author as publisher	New Zealand Education Institute 1998, <i>Teaching in Public or Private Schools: The Issues</i> , Author, Wellington, New Zealand.
Source with more than six authors; Harvard: list all names; U.S state abbreviated	Schmidt, PJ, Thomson, W, Wright, P, Barker, DCS, Lincoln, TA, Kempsey, C & Underwood, FV 2000, <i>Teaching in the Twenty-First Century</i> , Carnley Press, Columbia, MO.
Internet source; no named author	<i>Teachers Under the Spotlight</i> 2001, <a href="http://www.ttru.edu.au/edu/articles/teachers_spotlight.htm">http://www.ttru.edu.au/edu/articles/teachers_spotlight.htm</a> [Accessed 4 July 2003].
Chapter in edited book; not first edition	Wright, LC 2003, 'An Investigative Dialog: Education in the Eyes of Educators', in <i>Teaching and Teachers</i> , 3 <sup>rd</sup> edn, eds. JP Myles & GB Harrison, Theodore & Michaels, Atlanta, GA.
	4