

THE HARVARD CITATION AND REFERENCING SYSTEM

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INTRODUCTION

As students and scholars, the assignments and work we produce are based on the work of others. In general, the introductions and conclusions we write are entirely our own, but the rest of what we write uses information and ideas we find in textbooks, journals, the Internet, lecture notes and in talking with other people.

As students and scholars we are obliged to acknowledge these sources of information and ideas. If we do not, then we are passing off the ideas and work of others' as if they were are our own; this is dishonest.

Scholars use systematic methods to acknowledge their sources. One such method is the Harvard Citation and Referencing System

The Harvard system uses in-text citation and a list of references.

An in-text citation might include the author's name and the year of publication, written within square brackets at the end of the sentence and before the full stop.

A reference might include the author's name in capitals, the year published, the book title in italics, and the publisher. A list of references, one for each citation and organised in alphabetical order by author's surname, is placed at the end of the document.

A list of references is not a bibliography. A bibliography is a list of sources that may or may not have been used to create your work.

IN-TEXT CITATION

Textbook

A quality computer program is accurate, reliable, robust, efficient, usable, maintainable and readable [CHANTLER 1981].

Surname in capitals, year of publication, written within square brackets at the end of the sentence and before the full stop.

A Boolean object has one of two possible values: true and false. [KNOTT et al 1990]

et al means "and others". Use if there are more than three authors

Website

Scholars include references to the words, information and ideas of others in their work [<http://www.lc.unsw.edu.au/onlib/ref2.html>].

Cite just the website URL if the author's name is unknown. Otherwise cite the authors name and year of publication.

Students are often told they must do their own work and not copy others. But in industry most computing projects are completed by teams [DOBBIE 2003].

Dictionaries and Reference Works

To plagiarise means to steal ideas or passages from another person's work and present them as one's own [Collins Paperback Dictionary 1999].

Cite the title of the reference work and the year published.

Unpublished work such as lecture notes and lectures

Z is a notation that uses the mathematics of sets and logic to describe the behaviour of computer systems [MARRIS 2004]

Z is not difficult. It becomes quite easy when you get used to the notation. What makes Z hard is that it forces you to think about the computer system you are trying to describe [MARRIS 2003]

Personal Communications

There is a direct link between the ability to do mathematics and the ability to write computer programs [CHANDARANA H. 2004]

include the source's initials

REFERENCE LIST

in alphabetical order. Include full publication details.

Textbook

CHANTLER A. 1981 *Programming Techniques and Practice* NCC Manchester UK

author surname in capitals, initial, year of publication, title in italics, publisher, place of publication

KNOTT G, WAITES N, CALLAGHAN P, ELLISON J. 1990 *Computer Studies for BTEC* 2nd edn Business Education Publishers Sunderland UK

full list of authors, edition (edn) if not the first, indent if need to continue on the next line

Website

DOBBIE G. March 2003 National University of Singapore, accessed 3 Sep 2004
<<http://www.cdctl.nus.edu.sg/link/mar2001/team1.htm>>

for websites include whatever you can from author, site date, name and sponsor of site, date of viewing and URL between angle brackets.

The Learning Centre @ The University of south Wales, Sydney, Australia, accessed 2 Sep 2004 <<http://www.lc.unsw.edu.au/onlib/ref.html>>

Dictionaries and Reference Works

Paperback English Dictionary 1999 Collins Glasgow UK

for dictionaries and reference works include the title, year published, publisher and where published

Unpublished work such as lecture notes and lectures

MARRIS T. 7 Oct 2003 *Formal Methods Lecture 1* Leicester College.

MARRIS T. 2004 *Z Notes* Leicester College unpublished

Personal Communications

CHANDARANA H 2004 pers. comm. 3 Sep interview by author

pers. comm. means personal communication e.g. by interview, letter, e-mail etc

CONCLUSION

Every piece of written work you hand in must acknowledge your sources of information and ideas. Within the text of your work you quote the source, at least author and year, and possibly page number, alongside each idea or piece of information. At the end of your document you produce a list of references. Each citation must have an entry in your reference list. Each entry in your reference list must have a citation in the body of your work somewhere. In your reference list you include as much information as you can with the information you have to hand. As far as you possibly can you stick to the conventions for punctuation and layout.

A reference list is not a bibliography. A bibliography is a set of references that are relevant to the subject.

BIBLIOGRAPHY

The Learning Centre @ The University of South Wales, Sydney, Australia, accessed 2 Sep 2004, <<http://www.lc.unsw.edu.au/onlib/ref.html>>

Maritime/Transport Studies Information Sources Jan 2003, accessed 1 Sep 2004, <<http://cwis.livjm.ac.uk/lea/info/sci/maritime.htm>>

The University of Newcastle Australia, Library <http://www.newcastle.edu.au/services/library/biol1030/ref_harvard.html>

Curtin University of Technology Library & Information Service, accessed 21 Jan 2004 <[http://lisweb.curtin.edu.au.reference/harvard.html](http://lisweb.curtin.edu.au/reference/harvard.html)>