Harvard Style
REFERENCING GUIDE

AT A GLANCE

- There is no definitive version of the 'Harvard style'; the term 'Harvard Style' can refer to any referencing style which uses an author-date format for its in-text citations (as illustrated below). For example, the APA and Chicago styles can be considered versions of the 'Harvard style'.

- You may come across many 'Harvard' style guides, each of which is slightly different. This is because different organisations or bodies have adapted the basic author-date system for their own needs, and retained the name Harvard.

- This referencing guide is based on the author-date system outlined in the AGPS Style manual for authors, editors and printers, 6th edition, which can be found in the General and Reserve Collections at PN147.S79 2002. Note that the manual actually details three different 'systems'; we are concerned with the 'author-date' system, the major details of which are outlined on pp. 192-208.
for subsequent researchers. Fahim Kahn and Porzio (2010) have noted that the theory net for which ServQual was originally developed was not supported.

Third, these findings have existing bodies of theory (ed. Barry & Conboy 2009), but have been under-investigated in the online service quality context because their relevance had not been established (Singer 1990), and they were outside the dominant paradigm. Others suggest that rather than being considered a “mature” research area, a wealth of opportunities exist to develop new theory and new applications (Wright et al. 2007).

References


ABBREVIATIONS

The following abbreviations may be used in your citations:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>edn</td>
<td>edition</td>
</tr>
<tr>
<td>et al.</td>
<td>and others</td>
</tr>
<tr>
<td>no.</td>
<td>number</td>
</tr>
<tr>
<td>p., pp.</td>
<td>page(s)</td>
</tr>
<tr>
<td>para., paras</td>
<td>paragraph(s)</td>
</tr>
<tr>
<td>pt, pts</td>
<td>part(s)</td>
</tr>
<tr>
<td>rev.</td>
<td>revised</td>
</tr>
<tr>
<td>suppl.</td>
<td>supplement</td>
</tr>
<tr>
<td>vol., vols</td>
<td>volume(s)</td>
</tr>
</tbody>
</table>
PRINT SOURCE EXAMPLES

BOOKS

- The title of a book should be in italics, and sentence case, i.e. only the first word is capitalised, as well as for proper nouns and acronyms.
- Provide enough information to enable identification of the place of publication, e.g. St Lucia, Qld, will be more useful than simply St Lucia. Abbreviations may be used as long as their meaning will be clear to your readership.

Standard format

Author/editor AA Year, Title: subtitle, Edition (if not the first), Publisher, Place of publication.

Single author or editor


Two or more authors or editors


No author


Edition other than first


Multiple volumes


Series

Hashimoto, K 2010, Casino marketing: theories and applications, Casino management essentials series, Prentice Hall, Boston.

Corporate author i.e. a company or organisation


Conference (complete conference proceedings)

Referenced as per a book, however additional information about the conference may be included after the title as follows:

Government publication

See page 220 of the Style manual for more information and examples.


Scientific / Technical report

Referenced as per a book, however additional information about the report, such as the report number, may be included after the title as follows:


Patent / Standard


Thesis or dissertation


PARTS OF A BOOK

Parts of a book should be referenced when the book is a compilation of works by different authors. If the chapters/parts of the book do not have individually attributed authors, the whole book should be referenced as per the **Books** section above.

Standard format

Author(s) of chapter AA Year, 'Chapter/article title', in Editors(s) of book (eds), *Book title: subtitle*, Edition (if not the first), Publisher, Place of publication, chapter/article pages.

Chapter/article in a book


Conference or Seminar Paper


JOURNAL ARTICLES

- Capitalise only the first word of an article title, as well as proper nouns or acronyms.
- Journal names should be in italics, and the major words should be capitalised, i.e. minor words such as 'of' and 'and' should not be capitalised.

Standard format

Author(s) AA Year, 'Title of the article', *Journal Name*, volume, issue, article pages.

Single author

Multiple authors


No author given


Issue with part


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**NEWSPAPER ARTICLE**


If the authorship of a newspaper article is not evident provide the details of the article in the in-text citation as follows, and there is no need for an entry in the reference list.

'...as reported in the Sydney Morning Herald (24 January 2010, p. 12)...

'...the board meeting was held on Tuesday 1 January 2011 (Financial Review 27 March 2011, editorial)...

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**ELECTRONIC SOURCE EXAMPLES**

- Electronic sources are generally referenced in the same manner as print works, with the addition of extra information such as the date of viewing, URL, or database name.
- Long URLs may be broken at the end of a line after a punctuation mark. Do not insert a hyphen at the break as it could be read as part of the address information.

**E-BOOKS**

**Standard format**

Author/editor AA Year, *Title: subtitle*, Edition (if not the first), Publisher, Place of publication, viewed Day Month Year, <http://www...>

**Whole book**


**Article/chapter from an electronic book**


**E-JOURNALS**

**Standard format**

Author(s) AA Year, 'Title of the article', *Journal Name*, volume, issue, article pages, date of viewing, <http://www...> or Name of Database.
Journal article from online full-text database


Journal article in a scholarly journal (open access publication)


Newspaper article from online database


Newspaper article from the Internet


INTERNET / WEBSITES

If no author is apparent, cite the work by title both in-text and in the reference list.

In-text citation

'...reports of toulene in Kingaroy bore water (*Latest tests clear bore water 2010*)...' Care should be taken using sources for which the authorship/responsibility is not known. Similarly, if the update or copyright date is not ascertainable:

'...offers free website hosting for members (Toastmasters International n.d.)...'

Standard format

Author(s) Date -- last update or copyright date, *Page title*, description of document (if applicable), name of the sponsor of the page (if applicable), date of viewing, <http://www...>.

Professional Internet site/page (corporate or organisational author)


Personal Internet site/page


Company or industry report


Web site/page with no author

Web site/page with no date

Podcasts

YouTube video

FILMS, VIDEOS AND TELEVISION
Standard format
- Refer to page 229 of Style Manual.

Title Date of production, format, Publisher, place of production/recording, day and month of broadcast if applicable. And any more information such as special credits can come next.

Video recording / film
Hunt for the Wilderpeople 2016, motion picture, Defender Films, New Zealand. Produced by Carthew Neal and written and directed by Taika Waititi.

Television Program
What are we going to do with the money? 2007, television program, SBS Television, Sydney, 8 August.

FURTHER INFORMATION
For more information about referencing in Harvard style:
- consult the library website: https://library.bond.edu.au/help-support/information-skills-tools/referencing
- refer to the AGPS Style manual for authors, editors and printers, 6th edition, which can be found in the General and Reserve Collections at PN147.S79 2002