

# HARVARD REFERENCING GUIDELINES FOR MYP – Year 9/10

## Why do we reference?

Referencing is acknowledging the sources you have used in creating your own work. It is an important part of academic honesty, and being a principled learner.

Referencing

- demonstrates that you have conducted research.
- shows respect for other people's work.
- allows readers to follow up on the information you provide.

## What parts of my work do I need to reference?

- **Direct quotations:** words taken directly from another source.
- **Paraphrases:** using ideas from another source in your own words.

## What types of sources need referencing?

Common examples of sources that require referencing include:

- Videos, Youtube clips, TV shows.
- Books, textbooks, magazines, newspapers.
- Internet sites, webpages.

Other sources you use may also require referencing.

## What is Harvard?

Harvard is a style of referencing commonly used in secondary schools and universities, and is the required style of referencing during middle school at Good Shepherd Lutheran College. Harvard referencing has two main parts, the **in-text citation** and the **reference list**.

### In-text citations

In-text citations are used in the body of your work whenever you quote or paraphrase from another text. They provide brief details about the work. In-text references include:

- Author's last name or authoring organisation's name.
- Year of creation.
- Page number (where possible).

### EXAMPLES OF IN-TEXT CITATIONS

#### Citations from the book *Use your head* by Jessica Gamble:

**Paraphrase:** Research finds that adolescents are biologically programmed to go to sleep and wake up late (Gamble 2016, p. 7).

**Quotation:** Research finds that by our teenager years, we are “the latest sleepers – and latest wakers – that we will ever be” (Gamble 2016, p. 7).

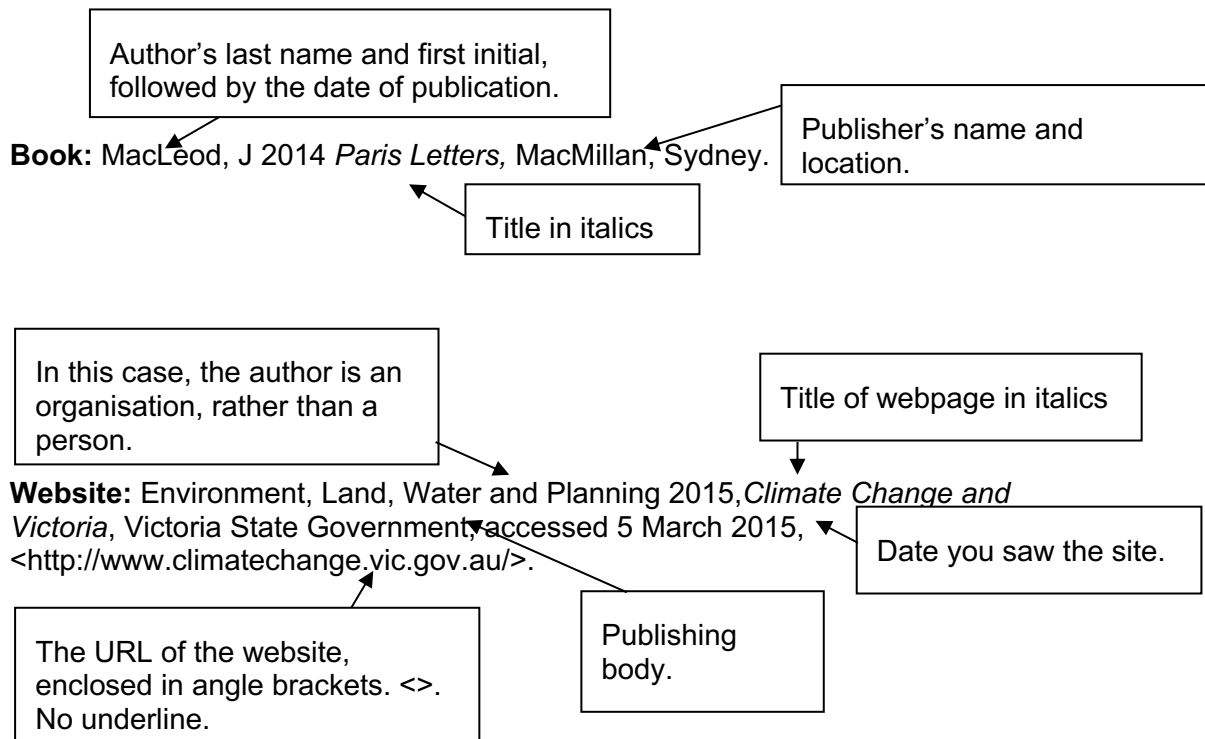
#### Citations from the internet article entitled “Benefits of Drinking more Water”, written by the University of Illinois:

**Paraphrase:** Scientists have linked drinking more water to decreased consumption of calories (University of Illinois 2016).

**Quotation:** Scientists found that people who drank one to three glasses more water “decreased their total energy intake by 68 to 205 calories daily” (University of Illinois 2016).

## Reference List

This is a list of all the sources you have cited in your work, in alphabetical order. This should give full details about the work. Here are examples of a book and website included in a reference list.



## Referencing Tips

- Reference lists are not included in your **word count**; however, in-text references are included.
- An author can be either an **individual** or an **organisation**.
- When there is **no author**, the title becomes the first part of the reference.
- When there is **no date**, use n.d. (no date).
- If a source has neither a date nor an author, this can call the source's credibility into question. It may be better to find another source.

## Examples of referencing various source types

Print Sources			
Type of Source	In-text citation	Reference List Entry	Comments / Explanation
Book	(Smith 2009, p. 9)	<b>Explanation:</b> Author year, <i>Title</i> , Publisher, Place of publication.  <b>Example:</b> Smith, K 2009, <i>Ancient Egypt</i> , Random House, Melbourne.	Give only the initial of the author's first name in reference list. Leave it out for the in-text citation.
Book (Four or more authors)	(Wong et al. 2004, p. 10)	<b>Explanation:</b> Authors Year, <i>Title</i> , Publisher, place of publication.  <b>Example:</b> Wong, J Kimball S, Telemann G & Johnson F 2011, <i>Sleep Disorders in Adolescence</i> , MacMillan, Sydney.	Don't list all authors in the in-text citation. Rather, write the first one, followed by "et al.", which is Latin for "and others".
Book with editor, rather than author	(Kara & Dempsey 2010, p. 7)	<b>Explanation:</b> author (ed) year, <i>Title</i> , publisher, place of publication.  <b>Example:</b> Kara, S & Dempsey, F (eds) 2003, <i>Bushfire prevention: Prepare and survive</i> , Wakefield Press, Adelaide.	Use ampersand "&" rather than "and".
Newspaper article	(Clarke 2012, p. 42)	<b>Explanation:</b> Author year, 'Article title', <i>Newspaper Title</i> , date, page number.  <b>Example:</b> Clarke, R 2012, 'Bringing the indoors out', <i>Sydney Morning Herald</i> , 16 November, p. 42.	Enclose the article's title in single quotation marks. Put the newspaper's title in italics.
Online Sources			
Website with person as author	(Frazer 2015)	<b>Explanation:</b> Author year, <i>Title of website</i> , publisher (where known), date accessed, <URL>.  <b>Example:</b> Frazer, M 2015, <i>No Meat Athlete</i> , accessed 12 January 2016, < <a href="http://www.nomeatathlete.com/">http://www.nomeatathlete.com/</a> >.	URLs are enclosed within angle brackets <...>.
Website with organisation as author	(Environment, Land, Water and Planning Department 2015)	<b>Explanation:</b> Organisation's name year, <i>Title of website</i> , publisher (if available), date accessed, <URL>.  <b>Example:</b> Environment, Land, Water and Planning Department 2015, <i>Climate Change and Victoria</i> , Victoria State Government, accessed 5 March 2015, < <a href="http://www.climatechange.vic.gov.au/">http://www.climatechange.vic.gov.au/</a> >.	
Webpage has no author.	( <i>Antarctica: land of extremes</i> 2007)	<b>Explanation:</b> <i>Title of website</i> , date, publisher (if available), date accessed, <URL>.  <b>Example:</b> <i>Antarctica: land of extremes</i> 2006, Extreme Science, viewed 18 July 2006, < <a href="http://www.extremescience.com/colestplace.htm">http://www.extremescience.com/colestplace.htm</a> >.	If there is no organisation or person as an author, start the entry with the website's title.
Youtube Clip	(Smith 2008)	<b>Explanation:</b> Author/producer year, <i>Title of clip</i> , format, date accessed, <hyperlink>.  <b>Example:</b> Smith, J 2008, <i>Plant life in the Amazon</i> , video, accessed 11 February 2017, < <a href="http://www.youtube.com/watch?v=1Wp1e3Uedq">http://www.youtube.com/watch?v=1Wp1e3Uedq</a> >	The producer is not always the same as the person who posted the video.

		GoQ&feature=fvsr>.	
Downloadable document from website	(Tourism Australia n.d., p. 4)	<b>Explanation:</b> Author's family name, Initial(s) OR Authoring body year, <i>Title of Document</i> , Publisher, date accessed, <URL>.  <b>Example:</b> Tourism Australia n.d., <i>The Great Barrier Reef: A guide to making the most of your landscape positioning</i> , Queensland Government, accessed 28 May 2015, < <a href="http://www.tourism.australia.com/documents/GreatBarrierReef-ANLPositioningGuidebook.pdf">http://www.tourism.australia.com/documents/GreatBarrierReef-ANLPositioningGuidebook.pdf</a> >.	
Online Newspaper Article with person as author	(Banks 2016)	<b>Explanation:</b> Author, year, 'Title', <i>Newspaper Title</i> , date of publication, date accessed, <URL>.  <b>Example:</b> Banks, K 2016, 'Tourists recall horror of Wayoutback Australian Safaris tour bus crash near Jabiru', <i>NT News</i> , 14 July, accessed 15 July 2016, < <a href="http://www.ntnews.com.au/news/northern-territory/tourists-recall-horror-of-wayoutback-australian-safaris-tour-bus-crash-near-jabiru/news-story/5e20a8dfb14d6cab0ad2c83651aa68f0">http://www.ntnews.com.au/news/northern-territory/tourists-recall-horror-of-wayoutback-australian-safaris-tour-bus-crash-near-jabiru/news-story/5e20a8dfb14d6cab0ad2c83651aa68f0</a> >.	You need to include both the date the newspaper was published, as well as the date you accessed it.
Online Newspaper Article with organisation as author	( <i>Young inventor Ashton Weston has knack for being a busy bee</i> 2016)	<b>Explanation:</b> 'Article title' year, <i>Newspaper Title</i> , date of publication, date accessed, <URL>.  <b>Example:</b> 'Young inventor Ashton Weston has knack for being a busy bee' 2017, <i>The Advertiser</i> , 15 July, accessed 15 July 2018, < <a href="https://www.youtube.com/watch?v=PqSZEGj-Sul">https://www.youtube.com/watch?v=PqSZEGj-Sul</a> >.	
Image	(Peters 2010)	<b>Explanation:</b> Author date, <i>Title of image</i> , image, organisation responsible for image, date accessed, <URL>.  <b>Example:</b> Peters, J 1999, <i>A Child's Garden of Verses</i> , image, Wikimedia Commons, accessed 25 August 2010, < <a href="http://commons.wikimedia.org/wiki/File:Wilcox.jpg">http://commons.wikimedia.org/wiki/File:Wilcox.jpg</a> >.	If the image has no title, make up a brief descriptive title for yourself. In this case, do not italicise the title.
Online Academic Article	(Abel 2001, p. 27)	<b>Explanation:</b> Author date, 'Title of article', Title of journal, vol., no., pp., date accessed, <URL>.  <b>Example:</b> Abel, EL 2001, 'The gin epidemic: Much ado about what?' <i>Alcohol and Alcoholism</i> , vol. 36, no. 5, pp. 401–5, accessed 11 January 2010, < <a href="http://alcalc.oxfordjournals.org/cgi/reprint/36/5/401">http://alcalc.oxfordjournals.org/cgi/reprint/36/5/401</a> >.	Vol. = volume; No = number; Use "pp" to indicate more than one page.
Blog	(Peters 2010)	<b>Explanation:</b> Author date, 'Title of blog post', blog post, Title of blog, date accessed, <URL>.  <b>Example:</b> Peters, P 2010, 'Four Surprising Experiments to do at Home', blog post, <i>Crazy Science Fun</i> , 8 January, viewed 3 March 2014, < <a href="http://tomsyj.blogspot.com.au/2010/04/surprising_experiments_science.html">http://tomsyj.blogspot.com.au/2010/04/surprising_experiments_science.html</a> >.	