## How to reference using the *Harvard system.*

To avoid accusations of plagiarism in your College years and beyond, it is important that you reference every piece of assessable work you submit. There are many different types of referencing systems, but the easiest is "Harvard System".

Lets look at an example.

If I was using a piece of information from Claude Forrel's book "How we are governed", I would make an "in-text" reference such as in the following example.

*It has been said that occasionally new parties emerge that are radically different from the major political parties that otherwise dominate Australian politics. (Forell:1997, 59)*

The actual text from Forrel's book on page 59 states "*From time to time, small political parties emerge, either dedicated to a particular cause (such as nuclear disarmament) or offering a broad alternative to the established parties.*"

As you can see, even though I didn't directly quote Forrel's words, it was still Forrel's idea, so it is important that I reference him so I don't plagiarise (present his ideas as my own).

I also made it easy for anyone to check my sources in case they are interested, by telling the reader the author's last name, the year his book was published and the page number they can find the information on. Hence, Forrel's book published in 1997 with the information on page 59 becomes (Forrel:1997:59)

To make sure the reader is really able to find the information I include a bibliography at the end of my paper, which says exactly where they can find the book itself. For example:

### *Bibliography:*

*Forell, Claude R. How We Are Governed: Federal, State and Local Government. Longman. South Melbourne. 1997. Eleventh edition.*

Notice how The authors last name, **then** first name appears? The title of the book follows, with the publisher's name, the place where the book was published and the year. **If** there is more then one edition of the book, it is important that you say so at the end. Notice that full stops appear at the end of each piece of the bibliographical reference.

Remember, in a bibliography, the sources are presented in descending alphabetical order; Anderson, Will comes first, followed by Brown, James with Carmeichael, Hoagy coming next, etc.

**But what about Internet references?**

All movies, CD's, etc follow the same basic structure as books do. However, the internet is a little different. The internet requires you to add a little bit extra to the bibliography. Lets say I used information from the ABC website. I would reference it with (ABC:2006) ; because there is no page number.

In the Bibliography, I would put the entry as follows,

*Australian Broadcasting Corporation (ABC). "Opposition urges tax reform". ABC. Canberra. 2006. (Accessed at* [www.abc.com.au/news:costello123](www.abc.com.au/news:costello123) *on 23rd November 2006).*

Thus, this shows readers which site I got the information from by reading the underlined section, plus the date I accessed it. This means they can still track the information even if the website itself has changed. **Please note:** it is important that you **spell** the month, as Americans have their days and months in a different order to Australians. Hence, 11/9/2001 for September eleven became 9/11 for the Americans.

**But sir, SIR! What if…**

Whoa! Slow down there kid! Don't panic! The questions teachers are most often asked about referencing are:

- What happens if you have two sources from the same author in the same year?: Easy- just put the ordinary reference in, but with a letter to signify them. Hence: (Forell:1997(a):56) and (Forell:1997(b):56), for example. Just remember to also include the lettering in your bibliography. For example: *Forell, Claude R.(a). How We Are Governed: Federal, State and Local Governed. Longman. South Melbourne. 1997. Eleventh edition.*

- *What if my source is quoting another source themselves?* Easy kid; just tell me in your essay. For example, "According to Marx, "Religion is the opiate of the masses" (Forell:1997:112)" That way, I know who had the original idea, but I also know where you got your information.

- *But my source includes chapters written by other authors!*: No worries! Lets say that Naomi Klien wrote a chapter called "The tyranny of branding in science fiction" in Kirk Pickard's book "Radical Economics for Star Trek junkies." Just put the in-text reference as (Klien:2001:32) and the bibliographical reference as *Klien, Naomi. The Tyranny of branding in science fiction in Pickard, Kirk (ed). Radical Economics for Star Trek Junkies. Sleekgeek. Newcastle. 2001. 2nd Edition. pp 30-40.* **Note: the (ed.) stands fro editor, as Kirk Pickard edited the book, while the pp stands for the pages the chapter by Naomi Klien occupies in the book.**

That's all from us, folks. Have riotous referencing revelry and make sure to see your teacher if you get stuck (BEFORE THE ESSAY IS DUE, PARTNER!)