Harvard style guidelines

General

1. Initials should be used without spaces or full points.
2. Up to six authors may be listed. If more then list the first three authors and represent the rest by ‘et al.’ rather than write them out in full.

Text citations

All references in the text and notes must be specified by the authors’ last names and date of publication together with page numbers if given.

Do not use ibid., op. cit., infra., supra. Instead, show the subsequent citation of the same source in the same way as the first.

Note the following for the style of text citations:

1. If the author’s name is in the text, follow with year in parentheses:

   ... Jones (2003) has argued ...

2. If author’s name is not in the text, insert last name, comma and year:

   ... a recent study (Smith, 2009) has described ...

3. Where appropriate, the page number(s) follow the year, separated by a colon:

   ... it has been noted (Jones, 2003: 36–42) that ...

4. Where there are two authors, give both names, joined by ‘and’; if three or more authors, use et al.:

   ... it has been stated (Jones and Smith, 2004) ...

   ... some investigators (Brown et al., 2005) ...

5. If there is more than one reference to the same author and year, insert a, b, etc. in both the text and the list:

   ... it was described (Jones, 2007b: 103–22) ...

   … a series of studies (Smith et al., 2008a, 2008b) produced …
6. Enclose within a single pair of parentheses a series of references, separated by semicolons:

... and it has been noted (Jones and Brown, 1998; Price et al., 1999; Smith, 2003) ...

Please order alphabetically by author surnames.

7. If two or more references by the same author are cited together, separate the dates with a comma:

... the author has stated this in several studies (Smith, 2005, 2009) ...

Please start with the oldest publication.

8. Enclose within the parentheses any brief phrase associated with the reference:

... several investigators have claimed this (but see Thompson, 2001: 21–34)

9. For an institutional authorship:

... a recent statement (Department of Education, 2008: 7) ...

... occupational data (ABS, 2004: 16–18) reveal ...

10. For authorless articles or studies, use the name of the magazine, journal, newspaper or sponsoring organization, and not the title of the article:

... it was reported (The New York Times, 1998) that ...

11. Citations from personal communications are not included in the reference list:

... has been hypothesized (David Smith, 2008, personal communication).
Reference list

General

1. Check that the list is in alphabetical order (treat Mc as Mac).
2. Names should be in upper and lower case.
3. Where several references have the same author(s), do not use ditto marks or dashes; the name must be repeated each time.
4. Last names containing de, van, von, De, Van, Von, de la, etc. should be listed under D and V respectively. List them as: De Roux DP, and not Roux DP, de. When cited in the main text without the first name, use capitals for De, Van, Von, De la, etc. (Van Dijk, 1998)
5. Names containing Jr or II should be treated as follows:
   - Brown S, II (1995)
6. References where the first-named author is the same should be listed as follows:
   - Single-author references in date order;
   - Two-author references in alphabetical order according to the second author’s name;
   - Et al. references in alphabetical order; in the event of more than one entry having the same date, they should be placed in alphabetical order of second (or third) author, and a, b, etc. must be inserted.
   Brown W (2003a)
   Brown W (2003b)
   Brown W, Kent T, and Lewis S (2003b)
7. Check that all periodical/publication data are included – volume, issue and page numbers, publisher, place of publication, etc.
**Reference styles**

**Book:**
Author A and Author B (year) *Book Title*. Place: Publisher name.


**Chapter in a book:**
Author A (year) Chapter title: Subtitle. In: Editor A (ed.) *Book Title*. Place: Publisher, 00–00.

Author A, Author B and Author C (year) Chapter title: Subtitle. In: Editor A and Editor B (eds) *Book Title*. Place: Publisher, 00–00.

Author A and Author B (year) Chapter title: Subtitle. In: Editor A, Editor B and Editor C (eds) *Book Title*. Place: Publisher, 00–00.


Note: volume is given as “00”.

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*Article in a journal:*


Author A, Author B and Author C (year) Article title: Subtitle. *Journal* vol(issue): 00–00.

Author A, Author B, Author C et al. (year) Article title: Subtitle. *Journal* vol(issue): 00–00.

*Article in a journal published ahead of print:*

Author A and Author B (year) Article title. *Journal* 00: 1–00 (accessed 00 month year).

Author A, Author B and Author C (year) Article title. *Journal* 00: 1–00 (accessed 00 month year).

Author A, Author B, Author C et al. (year) Article title. *Journal* 00: 1–00 (accessed 00 month year).
Website

Unpublished thesis

Newspaper

Working paper