



Harvard Referencing System: Guide and Examples

When presenting assignments or research papers, you must acknowledge the source of your ideas and quotes in sufficient detail so that those reading can locate the item. Referencing is a method of acknowledging the contributions and work of others in your writing. In addition, it is also important to avoid plagiarism, to verify quotations and to enable readers to follow up what you have written. References cited in the text of a research paper or thesis must appear in a Reference List or bibliography.

The "Harvard style" is a generic **author-date** style for citing and referencing sources of information. This guide provides examples of In-text citation and reference list according to the Harvard Referencing System for various information sources. This guide is based on an Australian style manual (AGPS style) now revised by Snooks & Co, 2002.

There are many online referencing style guides. If you choose to use these, make sure their recommendations match the requirements of University.



Author – Chinese Names Surname first, followed by the author's initials	Lim Chin Ming <i>cite as</i> Lim, C. M.
Author – English Names Surname (or Last name) first, followed by the author's initials	Daniel R. Raichel <i>cite as</i> Raichel, D. R.
Author – Malay Names Enter first element of the name, omit bin or binti	Mohammad Yazid Idris <i>cite as</i> Mohammad, Y. I.
Author – Indian Names Enter first element of the name, omit d/o, s/o, a/l, a/p	Nathan a/l Ramasamy <i>cite as</i> Nathan, R.
Author – Mixed Names Surname (or Last name) first, followed by the author's initials	Linda Wong <i>cite as</i> Wong, L. Christina Wang Pei Lyn <i>cite as</i> Wang, C. P. L.
Author – Others	Amrit Kaur <i>cite as</i> Amrit, K. Gustav K. Von Schulthess <i>cite as</i> Schulthess, G. K. Von. Raja Malik Mohamed <i>cite as</i> Malik, R. M. Tun Mahathir Mohammad <i>cite as</i> Mahathir, M.
Author – No author For a work where the author is designated as "Anonymous"	<i>cite as</i> Anonymous and year, such as, (Anonymous, 2012)

BOOKS

Reference list example	In-text example
One Author Format Author, Initial(s). (Year). <i>Title of book (italicised)</i>. Edition (if any). Place: Publisher. 1st Edition Berkman, R. I. (1994). <i>Find it fast: how to uncover expert information on any subject</i> . New York: Haerper Perennial.	Berkman (1994) claimed that ... OR Sophisticated searching techniques are important in finding information (Berkman, 1994).
2nd Edition, 3rd Edition, etc	Burns (2010) found that ...



<p>Burns, T. (2010). <i>Applied statics and strength of materials</i>. 2nd ed. Clifton Park, New York: Delmar/Cengage Learning.</p>	<p>OR ... from an engineering perspective (Burns, 2010).</p>
<p>Two Authors</p> <p>Format</p> <p>Author, Initial(s). and Author, Initial(s). (Year). <i>Title of book (italicised)</i>. Edition (if any). Place: Publisher.</p> <p>Cengel, Y. A. and Boles, M. A. (1994). <i>Thermodynamics: an engineering approach</i>. New York: McGraw-Hill.</p>	<p>Cengel and Boles (1994) reported that ... OR There are two rules of thermodynamics ... (Cengel and Boles, 1994).</p>
<p>Three Authors</p> <p>Format</p> <p>Author, Initial(s)., Author, Initial(s). and Author, Initial(s). (Year). <i>Title of book (italicised)</i>. Edition (if any). Place: Publisher.</p> <p>Reid, D. H., Parsons, M. B and Green, C. W. (1989). <i>Staff management in human services: behavioural research and application</i>. New York: McGraw-Hill.</p>	<p>As previously demonstrated by Reid, Parsons and Green (1989), ... OR ... (Reid, Parsons and Green, 1989)</p>
<p>Four Authors or More</p> <p>Format</p> <p>Author, Initial(s)., Author, Initial(s)., Author, Initial(s)., Author, Initial(s)., Author, Initial(s) and Author, Initial(s). (Year). <i>Title of book (italicised)</i>. Edition (if any). Place: Publisher.</p>	<p>Miller et al. (2000) stated that ... OR</p>



<p>Miller, P., Smith, M., Roberts, J. C., Peters, B. and Curtis, L. (2000). <i>Mobile phone use in teenagers</i>. Collins: Melbourne.</p>	<p>..... (Miller et al., 2000).</p> <p><i>Note:</i> Where there are four authors or more, only the first author should be used, followed by et al. (meaning and others).</p>
<p>No Author listed</p> <p>Format</p> <p><i>Title of book (italicised). (Year). Place: Publisher</i></p> <p><i>Be, know, do: leadership the Army way</i>. (2004). San Francisco: Jossey-Bass.</p>	<p>In <i>Be, know, do: leadership the Army way</i> (2004), there is an interesting example</p> <p>OR</p> <p>.... already mentioned (<i>Be, know, do: leadership the Army way</i>, 2004).</p>
<p>Multiple Works by The Same Author in The Different Year</p> <p><i>If more than one publication from an author explains the same point and the works are published in different years, the references should be cited in chronological order, i.e., the earliest first.</i></p> <p>Format</p> <p>Author, Initial(s). (Year). <i>Title of book (italicised)</i>. Edition (if any). Place: Publisher.</p> <p>Willmott, W. F. (2004). <i>Rocks and landscapes of the national parks of southern Queensland, Geological Society of Australia, Queensland Division, Brisbane</i>. NJ: Prentice Hall.</p> <p>Willmott, W. F. (2006). <i>Rocks and landscapes of the national parks of southern Queensland, Geological Society of Australia, Queensland Division, Brisbane</i>. NJ: Prentice Hall.</p> <p><i>Order chronologically in the reference list.</i></p>	<p>Willmott (2004; 2006) stated that</p> <p>OR</p> <p>..... geology of Queensland's national parks (Willmott, 2004; 2006).</p>
<p>Multiple Works by The Same Author, Published in the Same Year</p>	



<p><i>Where there are multiple works published by the same author and published in the same year, use a lowercase letter after the year.</i></p> <p>Format</p> <p>Author, Initial(s). (Year followed by letter). <i>Title of book (italicised)</i>. Edition (if any). Place: Publisher.</p> <p>Hac, A. (2003a). <i>Mobile telecommunications protocols for data networks</i>. West Sussex: John Wiley & Sons.</p> <p>Hac, A. (2003b). <i>Wireless sensor network design</i>. West Sussex: John Wiley & Sons.</p> <p><i>Order chronologically in the reference list.</i></p>	<p>..... as reported in the literature (Hac, 2003a; 2003b). OR Hac (2003a; 2003b) mentioned that</p>
<p>Two or More Similar Works by Different Authors</p> <p>Format</p> <p>Author, Initial(s). (Year). <i>Title of book (italicised)</i>. Edition (if any). Place: Publisher.</p> <p>Dawkins, R. (1996). <i>Climbing mount improbable</i>. London: Viking.</p> <p>Willmott, W. F. (2004). <i>Rock and landscapes of the national parks of southern Queensland</i>. West Sussex: John Wiley & Sons.</p>	<p>... rock formations (Dawkins, 1996; Willmott, 2004). OR Dawkins (1996) and Willmott (2004) stated that ...</p>
<p>Edited Books</p> <p><i>For books which are edited, give the editor(s) surname(s) and initials, then followed by ed, or, eds. if more than one editor.</i></p> <p>Format</p> <p><i>One author</i> Author, Initial(s). (ed) (Year). <i>Title of book (italicised)</i>. Edition (if any). Place: Publisher.</p> <p><i>Two authors</i> Author, Initial(s). (eds) (Year). <i>Title of book (italicised)</i>. Edition (if any). Place: Publisher.</p>	<p>... some findings (Sjostrand, 1993)</p>



<p>Sjostrand, S. (ed) (1993). <i>Institutional change: theory and empirical findings</i>. New York: M.E. Sharpe</p> <p>Cengel, Y. A. and Boles, M. A. (eds) (1994). <i>Thermodynamics: an engineering approach</i>. New York: McGraw-Hill.</p> <p>Note: More than one editor, use eds.</p>	<p>... thermodynamics studies (Cengel and Boles, 1994).</p>
<p>Chapter in an Edited Book</p> <p>Format</p> <p>Chapter author, Initial(s). (Year of Chapter). Chapter title. In: Book editor(s) initial(s) first followed by surname (ed.). (Year of book, if any). <i>Title of book (italicised)</i>. Place: Publisher, page numbers followed by full stop.</p> <p>Connell, D. (2012). Flailing about in the Murray-Darling basin. In: K. Crowley and K. J. Walker (eds). <i>Environmental policy failure: the Australian story</i>. Prahran: Tilde University Press, pp. 74-87</p> <p>Note: Use eds. if more than one editor.</p>	<p>... failure in the policy of environmental issues (Connell, 2012). OR Connell (2012) reported the ...</p>
<p>Corporate Authors</p> <p><i>If the item is produced by an organisation, treat the organisation as a "corporate author". This can include government departments, universities, associations, societies, companies, etc.</i></p> <p>Format</p> <p>Corporate author. (Year). <i>Title of book (italicised)</i>. Edition (if any). Place: Publisher.</p> <p>Malaysia Airline System Berhad. (2011). <i>Annual report</i>. Kuala Lumpur: MAS.</p>	<p>First citation: ... according to the report in 2011 by Malaysia Airline System Berhad (MAS) ...</p> <p>Subsequent citations: ... MAS (2011) had published another ...</p>
<p>Translated Books</p> <p>Format</p> <p>Author, Initial(s). (Year). <i>Title of book (italicised)</i>. Translated from (language) by (name of translator,</p>	



<p>initial(s) first, then surname). Edition (if any). Place: Publisher.</p> <p>Dupuy, J. P. (2009). <i>On the origins of cognitive science: the mechanization of the mind</i>. Translated from French by M. B. DeBevoise. Cambridge, MA: MIT Press.</p>	<p>... in the field of cognitive science (Dupuy, 2009). OR Dupuy (2009) mentioned that ...</p>
<p>Book Reviews</p> <p>Format</p> <p>Author, Initial(s). of the review. (Year). Title of review. [Review of Title of book (italicised), by Author, Initial(s)]. Title of publication, volume (issue or number), page number(s).</p> <p>Robinson, R. (2011). Effect of climate change on birds. [Review of <i>Effects of climate change on birds</i>, edited by Anders P. M., Wolfgang, F. and Peter, B.]. <i>Animal Behaviour</i>, 81 (4), pp. 887 – 888.</p>	<p>... Robinson (2011) OR ... (Robinson, 2011).</p>
<p>Book in a Series</p> <p>Format</p> <p>Author, Initial(s). (ed) (Year). Title of book (italicised). Series. Edition (if any). Place: Publisher.</p> <p>Cote, I. and Reynolds, J. D. (eds) (2006). <i>Coral reef conservation</i>. Conservation biology series. No. 13. Cambridge: Cambridge University Press.</p>	<p>Cote and Reynolds (2006) ... OR ... (Cote and Reynolds, 2006).</p>
<p>E-Books</p> <p>Format</p> <p>Author, Initial(s). (Year). Title of book (italicised). [Type of medium]. Place: Publisher. Available through: University of Technology Sarawak Library website <http://oculus.uts.edu.my/>. [Accessed date].</p> <p><u>For e-books accessed through a password protected library databases, such as, E-book through UTS database.</u></p> <p>Wolf, M. J. (2012). <i>Before the crash</i>. [E-book]. Detroit: Wayne State University Press. Available through:</p>	<p>... (Wolf, 2012). OR Wolf (2012) concluded that ...</p>



<p>University of Technology Library website < http://oculus.uts.edu.my/>. [Accessed December 4, 2013].</p> <p><u>For an open access e-book freely available over the internet such as through Google books.</u></p> <p>Saunders, M., Lewis, P. and Thornhill, A. (2009). <i>Research methods for business students</i>. [E-book]. Harlow: FT Prentice Hall. Available at: Google Books <books.google.com>. [Accessed November 19, 2013].</p>	<p>... (Saunders, Lewis and Thornhill, 2009).</p> <p>OR</p> <p>Saunders, Lewis and Thornhill (2009) reported that ...</p>
---	---

JOURNAL / MAGAZINE ARTICLES (PRINTED)

Reference list example	In-text example
<p>One Author</p> <p>Format</p> <p>Author, Initial(s). (Year). Title of journal article. <i>Title of Journal (italicised)</i>, volume (issue or number), page number(s).</p> <p>Huffman, L. M. (1996). Processing whey protein for use as a food ingredient. <i>Food Technology</i>, 50 (2), pp. 49 – 52.</p>	<p>Huffman (1996) expanded on the theory ...</p> <p>OR</p> <p>... uses for whey protein (Huffman, 1996).</p>
<p>Two Authors</p> <p>Format</p> <p>Author, Initial(s). and Author, Initial(s). (Year). Title of journal article. <i>Title of Journal (italicised)</i>, volume (issue or number), page number(s).</p> <p>Lamb, R. and Kling, R. (2003). Reconceptualising users as social actors in information systems research. <i>MIS Quarterly</i>, 27 (2), pp. 197 – 198.</p>	<p>Lamb and Kling (2003) reported that ...</p> <p>OR</p> <p>There are ... (Lamb and Kling, 2003).</p>
<p>Three Authors</p> <p>Format</p> <p>Author, Initial(s)., Author, Initial(s). and Author, Initial(s). (Year). Title of journal article. <i>Title of journal (italicised)</i>, volume (issue or number), page number(s).</p>	



<p>Reid, D. H., Parsons, M. B. and Green, C. W. (1989). Staff management in human services: behavioural research and application. <i>Journal of Business Studies</i>, 19 (4), pp. 45 – 46.</p>	<p>As previously demonstrated by Reid, Parsons and Green (1989), ... OR ... (Reid, Parsons and Green, 1989).</p>
<p>Four Authors or More</p> <p>Format</p> <p>Author, Initial(s), Author, Initial(s), Author, Initial(s), Author, Initial(s), Author, Initial(s) and Author, Initial(s). (Year). Title of journal article. <i>Title of journal (italicised)</i>, volume (issue or number), page number(s).</p> <p>Miller, P., Smith, M., Roberts, J. C., Peters, B. and Curtis, L. (2000). Mobile phone use in teenagers. <i>Journal of Information Technology</i>, 20 (1), pp. 12 – 13.</p>	<p><i>Note:</i> <i>Where there are four authors or more, only the first author should be used, followed by et al. (meaning and others).</i></p> <p>Miller et al. (2000) stated that ... OR ... (Miller et al., 2000).</p>

JOURNAL / MAGAZINE ARTICLES (ONLINE)

Reference list example	In-text example
<p>Journal / Magazine through UTS Databases, e.g., Science Direct, IEEE, etc.</p> <p>Format</p> <p>Author, Initial(s). (Year). Title of journal article. <i>Title of journal / magazine (italicised)</i>, [type of medium] volume (issue or number), page number(s) (if available). Available at: <DOI (or URL if no DOI)>. [Accessed date].</p> <p>Simon, M. D. and Geim, A. K. (2009). Diamagnetic levitation: flying frogs and floating magnets. <i>Journal of Applied Physics</i>, [e-journal] 89 (9), pp. 6200 – 6204. Available through: University of Technology Library website < http://oculus.uts.edu.my/>. [Accessed December 4, 2013].</p> <p>Diodato, N., Bellocchi, G. and Tartari, G. (2012). How do Himalayan areas respond to global warming? <i>International Journal of Climatology</i>, [E-Journal] 32 (7), pp. 975 – 1134. Available at:</p>	<p>Simon and Geim (2009) expanded on the theory ... OR ... for the usage of magnets (Simon and Geim, 2009).</p>



<p><http://dx.doi.org/10.1002/joc.2340>. [Accessed June 7, 2012].</p> <p>Note: A DOI is a Digital Object Identifier, used to uniquely identify an online source. Add http://dx.doi.org/ in front of the DOI number to create the URL.</p>	
<p>Journal / Magazine Articles through Internet</p> <p>Format</p> <p>Author, Initial(s). (Year). Title of journal article. <i>Title of journal / magazine (italicised)</i>. [Type of medium]. Available at: <url>. [Accessed date].</p> <p>Emanuel, M., Jarus, T. and Bart, O. (2008). Effect of focus of attention and age on motor acquisition, retention and transfer: a randomised trial. <i>Physical Therapy</i>. [Online]. Available at: <http://ptjournal.apta.org/content/88/2/251.full> [Accessed July 15 2013].</p> <p>Notes: For web address: quote the exact URL for the article.</p>	<p>Note: Follow the examples for JOURNAL ARTICLES (PRINTED) for One Author, Two Authors, Three Authors and Four Authors or More.</p> <p>As mentioned by Emanuel, Jarus and Bart (2008)</p> <p>OR</p> <p>..... (Emanuel, Jarus and Bart, 2008).</p>

CONFERENCE PAPERS (PRINTED)

Reference list example	In-text example
<p>Format</p> <p>Author, Initial(s). (Year). Full title of conference paper. In: <i>Full title of conference (italicised)</i>, Date, Location. Place of publication: Publisher, page number(s)</p> <p>Hii, S. L., Lim, J. Y., Ong, W. T. and Wong, C. L. (2015). Agar from Malaysian red seaweed as potential material for synthesis of bioplastic film. In: <i>28th Symposium of Malaysian Chemical Engineers 2015</i>, 21 – 22 October 2015, Palm Garden Hotel, Putrajaya. Malaysia: Pelangi Press, pp. 38.</p>	<p>Hii et al. (2015) expanded on the theory ...</p> <p>OR</p> <p>... in agar extracted from seaweed (Hii et al., 2015).</p>



CONFERENCE PAPERS (ONLINE)

Reference list example	In-text example
<p>Format</p> <p>Author, Initial(s). (Year). Full title of conference paper. In: <i>Full title of conference (italicised)</i>, Date, Location. Place of publication: Publisher. Available at: Source <URL>. [Accessed date].</p> <p>Poon, S. and Swatman, P. M. C. (1997). Emerging issues on small business use of the internet: 23 Australian case studies. In: <i>5th European Conference on Information Systems</i>, 19 – 21 June 1997, Ireland. Cork, Ireland: Cork Publishing. Available at: <http://www.unikoblenz.de/~swatmanp/pdfs/poon.ecis97.pdf>. [Accessed August 27, 2012].</p>	<p>Poon and Swatman (1997) explained the ...</p> <p>OR</p> <p>... for the use of internet in business (Poon and Swatman, 1997).</p>

THESES AND DISSERTATIONS

Reference list example	In-text example
<p>Theses and Dissertations (Printed)</p> <p>Format</p> <p>Author, Initial(s). (Year). <i>Title of dissertation (italicised)</i>. Level. Official name of University, Place.</p> <p>Exelby, H. R. A. (1997). <i>Aspects of gold and mineral liberation</i>. PhD Thesis. University of Queensland, Brisbane.</p>	<p>Exelby (1997) described the process ...</p> <p>OR</p> <p>... for the processing of gold (Exelby, 1997).</p>
<p>Theses and Dissertations Through UTS Library Repository (from UTS alumni)</p> <p>Format</p> <p>Author, Initial(s). (Year). <i>Title of dissertation (italicised)</i>. Level. University of Technology Sarawak, Sarawak. Available at:<URL>. [Accessed date].</p> <p>Ting, M. C. (2012). <i>Boundary matching techniques for terahertz lossy guiding structures</i>. Master's Thesis. University of Technology Sarawak, Sarawak. Available</p>	<p>Ting (2012) developed the ...</p> <p>OR</p> <p>... by using lossy guiding structures (Ting, 2012).</p>



through: University of Technology Library website < http://oculus.uts.edu.my/ >. [Accessed December 4, 2013].	
Theses and Dissertations Through Other Library Databases Format Author, Initial(s). (Year). <i>Title of dissertation (italicised)</i>. Level. Official name of University, Place. Available at:<URL>. [Accessed date]. Zhou, Y. G. (2012). <i>Construction knowledge mining and application of generalised fuzzy network in construction decision management</i> . PhD Thesis. Hong Kong Polytechnic University, Hong Kong. Available at:< http://search.proquest.com.libezp.utar.edu.my/pqdftf/docview/1365224407/previewPDF/I2839A2CF453B66F00/22?accountid=55217# >. [Accessed December 21, 2015].	Zhou (2012) demonstrated that ... OR ... in making decision (Zhou, 2012).

NEWSPAPER ARTICLES (PRINTED)

Reference list example	In-text example
With Author Format Author, Initial(s). (Year). Title of article. <i>Title of Newspaper (italicised)</i>, Day and month before page numbers and column line. Prakash, M. (2012). Get ready for touch screen revolution. <i>New Straits Times</i> , 1 st December, pp. 86. No Author Format Title of newspaper. (Year). Title of article, date of publication, page number(s). Daily Post. (2012). <i>Rain falls to dampen carnival spirit</i> , 11 th June, pp. 3.	... as reported in a local newspaper (Prakash, 2012) OR Prakash (2012) reported that ...



NEWSPAPER ARTICLES (ONLINE)

Reference list example	In-text example
<p>Format</p> <p>Author, Initial(s). (Year). Title of article or column header. <i>Title of Newspaper (italicised)</i>, [type of medium] Date of newspaper. Available at: <URL>. [Accessed date].</p> <p>Chow, B. H. (2012). Building an innovative society. <i>The Star Online</i>, [online] 5th December. Available at: <http://thestar.com.my/cus/12389549&sec=focus>. [Accessed December 23, 2012].</p>	<p>Chow (2012) reported the</p> <p>OR</p> <p>....to build an innovative society (Chow, 2012).</p>

REPORTS (PRINTED)

Reference list example	In-text example
<p>Format</p> <p>Author, Initial(s). or Corporate Author. (Year). <i>Title of report (italicised)</i>, Report number (if available). Place: Publisher.</p> <p>Mortimer, M. and Cox, M. (1999). <i>Contaminants in mud crabs and sediments from the Maroochy River</i>, Environmental Technical Report No. 25. Brisbane: Queensland Department of Environment.</p>	<p>... in Queensland waterways (Mortimer and Cox, 1999)</p> <p>OR</p> <p>Mortimer and Cox (1999) reported that ...</p>

REPORT (ONLINE)

Reference list example	In-text example
<p>Format</p> <p>Author, Initial(s). or Corporate Author. (Year). <i>Title of report (italicised)</i>, Report number (if available). [type of medium] Place: Publisher. Available at: <URL>. [Accessed date].</p> <p>Internet</p> <p>Road Safety Vision. (2011). <i>Road safety in Canada</i>. [online] Ottawa: Transport Canada. Available at:</p>	<p>Road Safety Vision (2010) ...</p> <p>OR</p>



<p><http://www.tc.gc.ca/eng/motorvehiclesafety/tp-tp_15145-1201.htm>. [Accessed November 2, 2011].</p> <p>PDF</p> <p>World Health Organisation. (2010). The world health report: health systems financing: the path to universal coverage. [pdf] Geneva Switzerland: WHO. Available at: <http://www.who.int/health_financing/Health_Systems_Financing_Plan_Action.pdf>. [Accessed November 2, 2011].</p>	<p>... (Road Safety Vision, 2010).</p> <p>World Health Organisation (2010) ... OR ... (World Health Organisation, 2010).</p>
--	--

WEBPAGES / WEBSITES

Reference list example	In-text example
<p>Webpage with Author(s)</p> <p>Format</p> <p>Author, Initial(s). (Year). <i>Title of webpage or web document (italicised)</i>. [Type of medium]. Available at:<URL>. [Accessed date].</p> <p>Albanese, A. (2009). <i>Fairer compensation for air travellers</i>. [Online]. Available at: <http://www.minister.infrastructure.gov.au/release/2009>. [Accessed January 30, 2009].</p>	<p>... this agreement (Albanese, 2009). OR Albanese (2009) described ...</p>
<p>Webpage with No Author</p> <p>Format</p> <p>Title of webpage or web document. (Year). [Type of medium]. Available at:<URL>. [Accessed date].</p> <p>Behaviour modification. (2007). [Online]. Available at: <http://www.educational.org.uk/behaviour.html>. [Accessed August 31, 2011].</p>	<p>Behaviour modification (2007) stated that ... OR ... (Behaviour modification, 2007).</p>
<p>Webpage with Institutional or Organisational Author</p> <p>Format</p> <p>Name of organisation. (Year). <i>Title of webpage or web document (italicised)</i>. [Type of medium]. Available at:<URL>. [Accessed date].</p>	



<p>Queensland Health. (2009). <i>Sun safety and physical activity</i>. [Online]. Available at: <http://access.health.qld.gov.au/hid/SkinHealth/SunSafety/SunSafetyAndPhysicalActivity_ap.asp>. [Accessed April 21, 2012].</p>	<p>Queensland Health (2009) reported that ... OR ... (Queensland Health, 2009).</p>
<p>Webpage with No Date of Publication</p> <p>Format</p> <p>Author, Initial(s). (n.d.). OR Name of Organisation. <i>Title of webpage or web document (italicised)</i>. [Type of medium]. Available at:<URL>. [Accessed date].</p> <p>Blind, S. E. (n.d.). <i>The effect of emotional intelligence on a modern organisation leader's ability to make effective decisions</i>. [Online]. Available at: <http://eqi.org/mgtpaper.htm>. [Accessed February 10, 2008].</p>	<p>... it has been argued that emotional intelligence is a combination of competencies (Bliss, n.d.). OR Bliss (n.d.) stated that ...</p>
<p>Blogs</p> <p>Format</p> <p>Author, Initial(s). (Year). Title of individual blog entry. <i>Blog title (italicised)</i>. [Type of medium]. Blog posting date. Available at:<URL>. [Accessed date].</p> <p>Lynn, K. (2009). Accelerating permafrost melt poses significant environmental risks. [Blog]. Posted on January 29, 2009. Available at: <http://bigthink.com/ideafeed>. [Accessed June 23, 2009].</p>	<p>Lynn (2009) described ... OR ... (Lynn, 2009)</p>
<p>YouTube Video</p> <p>Format</p> <p>Author, Initial(s). OR Name of Organisation. (Year). <i>Title of YouTube (italicised)</i>. [Type of medium]. Available at:<URL>. [Accessed date].</p> <p>University of Queensland. (2010). <i>University of Queensland dugong conservation research</i>. [Online video]. Available at: <http://youtu.be/m03-Xi-i0ew>. [Accessed December 3, 2012].</p>	<p>University of Queensland (2010) ... OR ... (University of Queensland, 2010).</p>



When you are citing a subscription database do NOT include the full long URL.

Rule: Subscription Database

Don't: Since a subscription database item is only available if the reader has access, you should not include the long URL of the item.

Do: Do include the homepage URL of the database to show the reader the name of the publisher and how one would be able to access the item if they obtained a subscription to the database.

Bad Example:

Tuggy, M.L., & Gilliam, M. (2013, July 28). *Knee Injury*. St. Louis: Elsevier. Retrieved July, 8, 2015 from https://www.clinicalkey.com#!/content/medical_topic/21-s2.0-016324?scrollTo=%23heading80

Good Example:

Tuggy, M.L., & Gilliam, M. (2013, July 28). *Knee Injury*. St. Louis: Elsevier. Retrieved July, 8, 2015 from www.clinicalkey.com

PICTURES / IMAGES / PHOTOGRAPHS

Format

Artist/Painter/Photographer's name. (Year of production). *Title of image (italicised)*. [Type of medium]. Collection Details (Place, URL, etc).

Reference list example	In-text example
Picasso, P. (1914). <i>Still life with compote and glass</i> . [Photograph]. New York: The Metropolitan Museum of Art.	Picasso (1914) ... OR ... (Picasso, 1914).
Tang, C. S. (2011). <i>A Cambodian man rows a boat near a collapsed house in Takeo province</i> . [Electronic print]. Available at: < http://www.channelnewsasia.com/stories/afpasiapacific/view/1155114/1/.html >. [Accessed December 26, 2012].	Tang (2011) ... OR ... (Tang, 2011).
Dekker, R. (2011). <i>Tuvalu King tide 5: Teuga Patolo walking through king tide waters that surround Losa Telesia house</i> . [Photograph]. Available at: < http://www.flickr.com/photos/oxfamaustralia/5615244502/in/set-72157626487095474/ >. [Accessed June 22, 2011].	



Masood, Z. (2008). The planet's low-lying areas are vulnerable to climate-related disasters including floods, river erosion and mangrove degradation. [Painting]. Paint for the Planet Exhibit, United Nation Climate Change Conference, Poznan, Poland, December 2008. Available at:
<<http://unep.org/paint4planet/Exhibition.aspx?posterID=16>>. [Accessed June 22, 2011].

PATENTS

Reference list example	In-text example
<p>Print Format</p> <p>Author, Initial(s). (Year). <i>Title of patent (italicised)</i>. Number of patent including country of issue.</p> <p>Cookson, A. H. (1985). <i>Particle trap for compressed gas insulated transmission systems</i>. US Patent 4554399.</p> <p>Electronic Format</p> <p>Ulrich, K. (2001). <i>European Patent No. EP1162184</i>. Available at: <http://ep.espacenet.com/>. [Accessed March 7, 2002].</p>	<p>... gas insulated transmission system (Cookson, 1985). OR Cookson (1985) conducted an experiment ...</p>

STANDARDS

Reference list example	In-text example
<p>Format</p> <p>Corporate body issuing standard. (Year). <i>Title of standard (italicised)</i>, Number of standard including identifier of issuing country of body. Place: Publisher.</p> <p>International Organisation for Standardisation. (1982). <i>Steels classification – part 1: classification of steels into unalloyed and alloy steel based on chemical composition</i>, ISO 4948-1:1982. Geneva : International Organisation for Standardisation.</p>	<p>... steels are classified (International Organisation for Standardisation, 1982). OR International Organisation for Standardisation (1982) ...</p>



DVD / VIDEO / FILM

Format

Full title of DVD or Video (*italicised*). (Year). [type of medium] Directed by Director. Country: Film studio or maker. Other relevant details.

Reference list example	In-text example
DVD <i>Unleashing creativity</i> . (2005). [dvd] Directed by Phyllis Lane. Stanford, CA: Bigger Picture Productions.	Unleashing creativity (2005) ... OR ... (Unleashing creativity, 2005).
VIDEO <i>Homeopathy mystery of healing</i> . (2007). [video] Directed by Timothy Dooley. Harrington Park, NJ: Janson Media.	Homeopathy mystery of healing (2007) ... OR ... (Homeopathy mystery of healing, 2007).
FILM <i>Days and clouds</i> . (2010). [film] Directed by Lionello Cerri. USA: Film Movement.	Days and clouds (2010) ... OR ... (Days and clouds, 2010).

SECONDARY CITATIONS

Sometimes you may need to refer to an author who is cited in another source. Ideally you should use the original (primary) source, but if you are unable to access the primary source, you may cite it as secondary source. Cite both the original source and the secondary source where you have referred to.

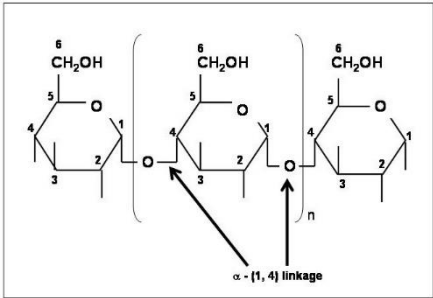
Reference list example	In-text example
Bowden, J. and Marton, F. (1998). <i>The university of learning</i> . London: Kogan Page. * Note: <i>The reference list at the end of your document should only contain works that you have read.</i> <i>Use the reference type for the item you are citing.</i>	... by Gibbs (1981 cited in Bowden and Marton, 1998, p. 35) found that ... OR ... (Gibbs, 1981 cited in Bowden and Marton, 1998, p. 35).

TABLES / DIAGRAMS

If the table is reproduced entirely, place the citation below the table. Full details should be included in the reference list.

Format

Author, Initial(s). (Year of production). *Title (italicized)*. Edition (if any). Place: Publisher.

Reference list example	In-text example															
<p>Madihah, M. S. (2001). <i>Direct fermentation of sago starch to solvent (acetone-butanol-ethanol) by Clostridium acetobutylicum P262</i>. PhD Thesis, Universiti Putra Malaysia, Malaysia.</p> <p>Uhlig, H. (1998). <i>Industrial enzymes and their applications</i>. New York: Wiley-Interscience Publication.</p>	<div></div> <p>Figure 2.2: Section of the amylose molecule showing the repeating anhydroglucose unit (adapted and modified from Madihah, 2001).</p> <p>Table 2.4: Pullulanase products for industrial used in starch hydrolysis.</p> <table><tr><th>Source</th><th>Products</th><th>Supplier</th></tr><tr><td><i>Bacillus acidopullulyticus</i></td><td>PROMOZYME</td><td>Novo Nordisk, German</td></tr><tr><td><i>Klebsiella aerogenes</i></td><td>PULLULANASE CK-20</td><td>Amano International Enzyme, USA</td></tr><tr><td><i>Klebsiella planticola</i></td><td>PULLUZYME</td><td>ABM (Rhône-Poulenc) UK</td></tr><tr><td><i>Bacillus deramificans</i> in <i>Bacillus licheniformis</i></td><td>OPTIMAX</td><td>Solvay Enzymes GmbH Co, Germany</td></tr></table> <p>(Adapted from: Uhlig, 1998).</p>	Source	Products	Supplier	<i>Bacillus acidopullulyticus</i>	PROMOZYME	Novo Nordisk, German	<i>Klebsiella aerogenes</i>	PULLULANASE CK-20	Amano International Enzyme, USA	<i>Klebsiella planticola</i>	PULLUZYME	ABM (Rhône-Poulenc) UK	<i>Bacillus deramificans</i> in <i>Bacillus licheniformis</i>	OPTIMAX	Solvay Enzymes GmbH Co, Germany
Source	Products	Supplier														
<i>Bacillus acidopullulyticus</i>	PROMOZYME	Novo Nordisk, German														
<i>Klebsiella aerogenes</i>	PULLULANASE CK-20	Amano International Enzyme, USA														
<i>Klebsiella planticola</i>	PULLUZYME	ABM (Rhône-Poulenc) UK														
<i>Bacillus deramificans</i> in <i>Bacillus licheniformis</i>	OPTIMAX	Solvay Enzymes GmbH Co, Germany														



UNPUBLISHED WORKS

Research may involve use of work from materials that are not sold or distributed to the public that is not published. The reference information presented should be selected to guide the reader to the original document should he or she desire to read it. The elements and pattern of the reference information may be different for each source, but it is important to try to present the information in a consistent style where it is possible.

Use the examples as shown below for unpublished works.

Reference list example	In-text example
<p>UNPUBLISHED CONFERENCE, MEETING, SEMINAR PAPERS OR REPORTS</p> <p><i>The year in which the paper was presented should be shown instead of the year of publication. The title of the paper is shown in Roman type with minimal capitalisation and without quotation marks. The details of the conference, seminar or meeting should include the organisation under whose auspices the conference, seminar or meeting took place, its location and date(s).</i></p> <p>Smith, A. J. and Veness, D. (1995). Print lives! The role of print-based materials in an age of technology. Paper presented at the 12th biennial forum of the Open and Distance Learning Association of Australia, Vanuatu, 19 – 23 September.</p> <p>Wook, K. (1965). The settlement of Yeppoon 1852 – 1872. Paper presented to the Rockhampton Historical Society, Rockhampton, Queensland, 23 September.</p> <p>UNPUBLISHED JOURNAL ARTICLE</p> <p>Rose, L. and Ramagano, S. (in press) Emergency nurse responsibilities for mechanical ventilation: a national survey. <i>Journal of Emergency Nursing</i>. (Accepted for publication January 2013).</p> <p>UNPUBLISHED LECTURE NOTES</p> <p>Johnson, A. (2008). <i>Fermentation technology</i>. [Lecture note] Brisbane: University of Queensland.</p> <p>* [Lecture handout] or [Powerpoint presentation]</p>	<p>Smith and Veness (1995) ... OR ... (Smith and Veness, 1995).</p> <p>Wook (1965) ... OR ... (Wook, 1965).</p> <p>Rose and Ramagano (2013) ... OR ... (Rose and Ramagano, 2013).</p> <p>Johnson (2008) ... OR ... (Johnson, 2008).</p>



DIRECT QUOTATIONS

A direct quotation reproduces word-for-word material directly quoted from another author's work, or from your own previously published work.

In-text example

1. **Short quotations** (less than 40 words) are incorporated into the text and enclosed by double quotation marks (" ") and include page numbers.

Full sentences

According to Hattersley and McJannet (2005) state, "Giving and receiving feedback are essential managerial skills" (p. 121).

If the name of the author or authors quoted does not open the sentence, it is given at the end with the date and page number.

Many authors stress the importance of feedback because "giving and receiving feedback are essential managerial skills" (Hattersley and MCJannet, 2005, p. 121.)

2. **If the quotations of 40 or more words (long quotation)**, incorporate it in an indented, freestanding single-spaced block of typewritten lines with no quotation marks. At the end of a block quotation, cite the quoted source and the page number in parentheses, after the final punctuation mark. For material without page numbers, give the paragraph number.

Indented on the left side only (five spaces from the left margin)

We agree with Obrue (2002) who concluded:

Neurofeedback is perhaps best viewed not as alternative to conventional psychopharmacological agents but rather ... (p. 8).

Indented on both sides

In 1993, the Main Board was refurbished through the launch of four new sectors (consumer products, industrial products and trading and service), the introduction of a loans sector and the merging of the oil palm and rubber sectors as the plantations section (Foong, 2004, p. 17).

3. If there is **a quotation within a block quotation**, use (' ') to replace (" ") within quotations and use three periods (...) to indicate omitted words. Example:

She stated, "The 'placebo effect' ... disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276).

Reference list example

Include a complete reference in the reference list.

Document No: UTS-CQA-P08-HRS

Revision No: 02

Effective Date: 10/07/2024



- Follow the examples for BOOKS / JOURNAL ARTICLES / MAGAZINE for One Author, Two Authors, Three Authors and Four Authors Or More.
- For web address: quote the exact URL for the article.

PERSONAL COMMUNICATION

Personal Communications include private letters, memos, emails from unarchived sources, personal interviews, telephone conversations, and similar resources. As these sources do not provide recoverable data,

Personal Communications are **not included** in the Reference List (You **do not** need to include an entry in the reference list). Cite Personal Communications in-text only. Details can be provided in running text or in parentheses.

In your in-text citation of a Personal Communication give the initials as well as the surname of the communicator, and provide as exact a date as possible. Note that the initials precede the family name in the parenthetical citation.

Use your judgment in citing other electronic forms, like Twitter or SMS Texts, as Personal Communications. Remember that what you cite should have scholarly relevance.

In-text example

Interview

During an interview conducted on October 11, 2011, Prof Peter Dawkins stated that ...

OR

The Vice Chancellor's statement was confirmed during an interview (Dawkins, P. 2011, personal communication, October 2011) ...

Email

An email (Ayers, J. W. 2011, personal communication, September 2) confirming that results are accurate ...

Letter

In a letter dated October 17, 2011, Ben Cork stated that ...

OR

Ben Cork expressed sincere regret in his letter (Cork B. 2011 personal communication, October 17) ...

Telephone Call

During a phone interview conducted on October 11, 2011, Professor Sally Richards stated that ...

OR

The Vice Chancellor's statement was confirmed during a phone interview (Richards S. 2011, personal communication, October 11).