

You are reading information from a useful text & wish to use it as a reference in an assignment.

Q: Do you want to use the exact same words as in the text?

YES

Then quote it directly, either as a short or long quote.

No

You must 'paraphrase' the idea/concept into **your own** words/grammar/sentence **PLUS** provide the citation (author family name & year of publication) e.g. (Henderson 2011).

Do not just copy the original or change the odd word here and there.

*As a general rule, most of your references need to be paraphrased in your own words.

If it is short piece of information- use it as a 'short quote' within the sentence/paragraph, using quote marks plus the citation & **page number** shown e.g. (Collins & Webster 2008, p. 56).

If it is **longer than 30 words**, then you must make it a 'stand alone' quote within your text – indented and italicised, with the citation & **page number** written underneath, quote marks are not necessary. *Do not overuse these however and limit the number of direct quotes in your written work.

Note: Referencing is **NOT** about copying text 'exactly' then adding a reference – this is considered plagiarism. Referencing is either 'quoting it exactly' **OR** paraphrasing the same idea into 'your own words'. Both need citations, with page numbers shown for direct quotes.

Quick Harvard (UTS) Referencing Guide

1 Book

📖 In text - from a book

Paraphrase Format Required:
(Author family name + Year)
 *No commas required between surname & year in Harvard (UTS) style

Examples:

- 1 author = (Brown 2009)
- 2 authors = (Alysen & Xiao 2010)
- 3 authors = (Davis, Gregg & Betts 2001)
- 4+ authors = (Killet et al. 2001)

Note: Ampersand (&) is used within your citation to refer to two or three authors; however, within a sentence you use 'and'.

For Direct Quote Format:
(Author family name +Year, +page number/s)
 *No commas required between surname & year in Harvard (UTS) style

Examples:

- 1 author = (Unwin 2009, p. 45)
- 2 authors = (Stanton & Rhodes 2010, p. 5)
- 3 authors = (Johnson, Lloyd & Peuleve 2001, p. 101)
- 4+ authors = (Harris et al. 2001, p. 63)

📖 Ref list format

Format required: also pay attention to the punctuation provided

Author(s) or editor(s) + initial., Year of publication, *Book title italicised*, Edition, Publisher, Place of Publication.

Examples:

Brown, J. 2008, *Business in Action*, Cambridge Press, London, UK.

Flysen, B., Patching, R., Oakham, K.M. & Sedorkin, G. 2003, *Reporting in a Multimedia World*, Allen & Unwin, Crows Nest, NSW.

2 Journal

* JOURNAL ARTICLE IN PRINT, OR ONLINE BUT WITH A PRINT EQUIVALENT

📖 In text - from a journal article

Paraphrase Format Required:
(Author family name +Year)
 *No commas required between surname & year in Harvard (UTS) style

Examples:

- (Smith 2009)
- (Woodrall & Kelso 2010)

For Direct Quote Format:
(Author family name + Year, +page number/s)
 *No commas required between surname & year in Harvard (UTS) style

Examples:

- (Cottrell 2011, p. 15)
- (Brown, Gibbons & Lee. 2012, p. 36)

📖 Ref list format

Format required: also pay attention to the punctuation provided

Author(s), Initial., Year of publication, 'Title of the article '(in single quotes), *Journal name* (in italics), volume and issue numbers, page numbers.

Example:

Gillespie, N.C., Bourke, J.B. & Shields, W.J., 1986, 'Dementia in Australia: Occurrence, Features, and Management', *Medical Journal of Australia*, vol. 145, No. 11-12, pp. 584-90.

Haw, D. 2005, 'Ethics & Sustainable Practice', *Business Review*, vol 6, No 3, p. 72.

3 Website

In text:

In the text of your document the format is (Author / Organisation + Year) or, if the author is not known, (*Title* + Year) whereby the title is shown in *italics*. Note that the year here is the year the web page was created or last updated, **not** the year you accessed it. Examples of Author, Organisation & Title are shown below:

👉 In Text - from a website	
Format required a): (Author + Year)	
Format required b): If no author (Organisation + Year)	
Format required c): If organisation not known (<i>Title</i> + Year) title in italics	
<p>Paraphrase Format Required: *No commas required between surname & year in Harvard (UTS) style</p> <p>Examples: a): (Brown 2001) b): (State Transit Authority 2001) c): (<i>Sustainability in Action</i> 2011) d): (Business Entrepreneurship n.d.) = no date available</p>	<p>For Direct Quote Format: *No commas required between surname/organisation/title & year in Harvard (UTS) style</p> <p>Examples: a): (Kelleher 2008, p. 9 of 10) b): (State Transit Authority 2001, p. 3 of 4) c): (<i>Sustainability in Action</i> 2011, p. 5 of 7)</p> <p>*note: page numbers from websites can be obtained by clicking on File then Print Preview in your browser and use what is shown.</p>
👉 Ref list format	
Format required: also pay attention to the punctuation provided	
Author family name, first initial./Organisation, year created/updated, <i>title of webpage italicised</i> , Date you accessed, The full URL <in angle brackets>	
Examples: Hallett, B. & O'Meara, B. 2009, <i>Australia celebrates the 100th anniversary of women's right to vote</i> , Australian Electoral Commission, Canberra, viewed 17 November 2010, < http://www.aec.gov.au/About_AEC/Media_releases/2009/australia_celebrates_02.htm >. Greenpeace, 2011, <i>Environmental Policy Guidelines</i> , viewed 20 th October 2011, < http://www.greenpeace.com.au/policy_guidelines.htm >.	

This Referencing Guide:

This brief guide has been prepared to show the most common information types included in academic work i.e. books, journals and websites, for a more comprehensive, in-depth guide, please refer to UTS library referencing website (<http://www.lib.uts.edu.au/help/referencing>).

The Reference List:

All references listed at the back of your work **should be listed alphabetically**, despite whether it is a book, journal, website etc. Incidentally Harvard UTS **does not use** brackets for the years within the reference list.

Quoting – in-text:

If you are using a short quote, the in-text reference must include the page number. Use 'p.' for a single page or 'pp.' for several pages.

*NB. This brief referencing guide is based on the original copy on the UTS library Website (<http://www.lib.uts.edu.au/help/referencing>). The Harvard (UTS) referencing style is based on the Australian Government's Style Guide for Authors, Editors and Publishers (6th edition, 2002). It is used by the faculties of Arts & Social Sciences; Business; Design, Architecture & Building; Engineering & Information Technology and Science.