

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代写微信ri sepaper.

\*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

<h3>📌 In text - from a book</h3>	
<p><b>Paraphrase Format Required:</b>  <b>(Author family name + Year)</b>                  *No commas required between surname &amp; year in Harvard (UTS) style</p> <p><b>Examples:</b>                  1 author = (Brown 2009)                  2 authors = (Alysen &amp; Xiao 2010)                  3 authors = (Davis, Gregg &amp; Betts 2001)                  4+ authors = (Killet et al. 2001)</p> <p><b>Note:</b> Ampersand (&amp;) is used within your citation to refer to two or three authors; however, within a sentence you use 'and'.</p>	<p><b>For Direct Quote Format:</b>  <b>(Author family name + Year, +page number/s)</b>                  *No commas required between surname &amp; year in Harvard (UTS) style</p> <p><b>Examples:</b>                  1 author = (Unwin 2009, p. 45)                  2 authors = (Stanton &amp; Rhodes 2010, p. 5)                  3 authors = (Johnson, Lloyd &amp; Peuleve 2001, p. 101)                  4+ authors = (Harris et al. 2001, p. 63)</p>
<h3>📌 Ref list format</h3>	
<p><b>Format required:</b> also pay attention to the punctuation provided</p> <p><b>Author(s) or editor(s) + initial, Year of publication, <i>Book title italicised</i>, Edition, Publisher, Place of Publication.</b></p> <p><b>Examples:</b>                  Brown, J. 2008, <i>Business in Action</i>, Cambridge Press, London, UK.                  Flysen, B., Patching, R., Oakham, K.M. &amp; Sedorkin, G. 2003, <i>Reporting in a Multimedia World</i>, Allen &amp; Unwin, Crows Nest, NSW.</p>	

## 2 Journal

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

<h3>📌 In text - from a journal article</h3>	
<p><b>Paraphrase Format Required:</b>  <b>(Author family name + Year)</b>                  *No commas required between surname &amp; year in Harvard (UTS) style</p> <p><b>Examples:</b>                  (Smith 2009)                  (Woodruff &amp; Kelso 2010)</p>	<p><b>For Direct Quote Format:</b>  <b>(Author family name + Year, +page number/s)</b>                  *No commas required between surname &amp; year in Harvard (UTS) style</p> <p><b>Examples:</b>                  (Cottrell 2011, p. 15)                  (Brown, Gibbons &amp; Lee. 2012, p. 36)</p>
<h3>📌 Ref list format</h3>	
<p><b>Format required:</b> also pay attention to the punctuation provided</p> <p><b>Author(s), Initial., Year of publication, 'Title of the article' (in single quotes), <i>Journal name</i> (in italics), volume and issue numbers, page numbers.</b></p> <p><b>Example:</b>                  Gillespie, N.C., Bourke, J.B. &amp; Shields, W.J., 1986, 'Dementia in Australia: Occurrence, Features, and Management', <i>Medical Journal of Australia</i>, vol. 145, No. 11-12, pp. 584-90.                  Haw, D. 2005, 'Ethics &amp; Sustainable Practice', <i>Business Review</i>, vol 6, No 3, p. 72.</p>	

### 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) 代写微信 i sepaper	
Format required b): If no author (Organisation + Year)	
Format required c): If organisation not known ( <i>Title</i> + Year) title in italics	
<b>Paraphrase Format Required:</b> *No commas required between surname & year in Harvard (UTS) style  <b>Examples:</b> a): (Brown 2001) b): (State Transit Authority 2001) c): ( <i>Sustainability in Action</i> 2011) d): (Business Entrepreneurship n.d.) = no date available	<b>For Direct Quote Format:</b> *No commas required between surname/organisation/title & year in Harvard (UTS) style  <b>Examples:</b> 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)  *note: page numbers from websites can be obtained by clicking on File then Print Preview in your browser and use what is shown.
📌 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>	
<b>Examples:</b>  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, < <a href="http://www.aec.gov.au/About_AEC/Media_releases/2009/australia_celebrates_02.htm">http://www.aec.gov.au/About_AEC/Media_releases/2009/australia_celebrates_02.htm</a> >.  Greenpeace, 2011, <i>Environmental Policy Guidelines</i> , viewed 20 <sup>th</sup> October 2011, < <a href="http://www.greenpeace.com.au/policy_guidelines.htm">http://www.greenpeace.com.au/policy_guidelines.htm</a> >.	

#### 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.