

## HARVARD STYLE QUICK GUIDE

*Beim Harvard-Style wird die Zitation statt in eine Fußnote oder Endnote direkt in den Text eingebunden. Dies ist beim Lesen zwar störend, beim Schreiben jedoch bequemer. Wie In-Style-Zitate eingebunden werden, geschieht in unterschiedlicher Weise.*

*Bei den Literaturlisten oder Bibliographien („Referenzen“) am Ende der Arbeit gibt es keine wirklich verbindliche Regel, wie man Werke genau aufzuführen hat. Ob man für die Jahreszahl Klammern setzt, die Seitenzahl mit oder ohne „pp.“ angibt oder ob man einen Buchtitel kursiv setzt, ist dem Verfasser überlassen. Was zählt, ist Einheitlichkeit. Für Klammern bei Jahreszahlen und für kursive Buchtitel spricht die bessere Übersichtlichkeit im Gewirr der Bibliographie. Das einzige hervorstechende Merkmal der Harvard-Referenz ist die durchgehende Abkürzung von Vornamen. Ob dies aber bei chinesischen Autoren sinnvoll ist?*

### **In-Text Citation**

Within your text, within brackets:

- Give the author's surname, or the corporate author, organization, artist, or editor if there is no author (e.g. Smith, Microsoft, Scottish Government).
- Give the year the source was produced (e.g. 2006).
- Give the page numbers if you QUOTE, PARAPHRASE or SUMMARISE words or ideas on a specific page of the source. However, if you are summarizing what an author has argued in an entire book or article, you do not need to give page numbers.
- If you have used the author's name in the sentence, there is no need to put in the brackets; just the year and page number, if appropriate.

### **Quoting directly:**

Aitken argues that land fill sites are “not cost efficient” (2006: 48).

### **Paraphrasing:**

Aitken argues that land fill sites are expensive and inefficient (2006: 48).

### **Summarizing an entire book or article:**

A recent study reveals new information about child poverty in Scotland (Weir 2007).

### **Resources with three authors or editors**

There is some opposition to Britain's future adoption of the euro (Cox, Patel and Pavliotis 2004).

### **Resources with more than three authors or editors**

Fletcher et al. (2006: 88) suggest that in this century global climate change has caused billions of dollars' worth of damage.

### **Resources with corporate authors or editors**

The Dermatology Foundation (2013) stated in their report that “industry also played an important role in the success of the highly rated annual DF Clinical Symposia—Advances in Dermatology.”

### Resources with no author or editor

Lisa wasn't scared, she was simply shocked and caught off guard to notice her father in such a peculiar place (Lost Spaces 2014).

### Resources with no date

“Her hair was the color of lilac blossoms, while a peculiar color, it fit her quite well” (Montalvo)

## Book

### One author

Last name, Initials of first and middle name. (Year). *Book title*, Edition. City: Publisher.

Oder:

Last name, Initials. Year. *Book title*, Edition. City: Publisher.

Ball, M. 1997. *Consulting with Parents: Guidance for Practice*. 2nd ed. Edinburgh: National Press.

Ball, M. (1997). *Consulting with Parents: Guidance for Practice*. 2nd ed. Edinburgh: National Press.

Ball, M. 1997. *Consulting with Parents: Guidance for Practice*. 2nd ed. Edinburgh: National Press. [Wichtig ist, dass der Vorname immer abgekürzt wird. Die Jahreszahl wird in manchen Leitlinien in Klammern gesetzt. In manchen Leitlinien wird bei Büchern auch darauf verzichtet, den Titel kursiv zu setzen.]

Baron, D.P. 2008. *Business and the Organisation*. Chester: Pearson.

Holt, D.H. 1997. *Management Principles and Practices*. Sydney: Prentice Hall.

Redman, P. 2006. *Good Essay Writing: A Social Sciences Guide*. 3rd ed. London: Open University in assoc. with Sage. [Die Edition/Ausgabe wird lt. manchen Leitlinien nur angegeben, wenn es eine andere als die erste ist.]

### Multiple works by the same author or authors with the same surname

Smith, J. 2005. *Dutch Citing Practices*. The Hague: Holland Research Foundation.

Smith, J. 2008. *Harvard Referencing*. London: Jolly Good Publishing.

This also applies if there are several authors with the same surname. As an alternative their initials can be included in the citation.

...(Bond 1989)...

...(Bond 1991a)...

...(Bond 1991b)... [der gleiche Autor, mit Werk, das im selben Jahr herausgegeben ist]

...(Bond, J. 1991: 23)...

...(Bond, H. 1996: 159-161)...

Soros, G. 1966a. *The Road to Serfdom*. Chicago: University of Chicago Press.

Soros, G. 1966b. *Beyond the Road to Serfdom*. Chicago: University of Chicago Press.

### Two or three authors

Last name(1), Initials(1), Last name(2), Initials(2) and Last name(3), Initials(3). (Year). *Title*, Edition. City: Publisher.

...(McCarthy, William and Pascale 1997)...

McCarthy, E.J., William, D.P. and Pascale, G.Q. 1997. *Basic Marketing*. Sydney: Irwin. [Es wird immer der Nachname zuerst genannt.]  
Adams, R.J., Weiss, T.D. and Coatie, J.J. 2010. *The World Health Organisation, its History and Impact*. London: Perseus.  
Barker, R., Kirk, J., and Munday, R.J. 1988. *Narrative Analysis*. 3rd ed. Bloomington: Indiana University Press.

#### More than 3 authors

...(Bond et al. 1996)... [Bei In-Style-Zitierweise nur den ersten nennen, dann "et al."]  
Bond, W.R., Smith, J.T., Brown, K.L., and George, M. 1996. *Management of Small Firms*. Sydney: McGraw-Hill. [In der Literaturliste/Bibliographie jedoch alle nennen.]

#### Editor

Last name, Initials, ed. (Year). Title, Edition. City: Publisher.

...(Jones 1998)... [Bei In-Style-Zitierweise „ed.“ weglassen]  
Jones, M.D., ed. 1998. *Management in Australia*. London: Academic Press.  
Silverman, D.F. and Propp, K.K. eds. 1990. *The Active Interview*. Beverly Hills, CA: Sage.

#### Translator

...(Colorado 2006)... [Bei In-Style-Zitierweise wird der Übersetzer nicht angegeben.]  
Colorado, J.A. 2006. *Economic Theory in the Mexican Context: Recent Developments on the Ground*, trans. K Smith. Oxford University Press, Oxford.  
Canetti, E. 2001. *The Voices of Marrakesh: A Record of a Visit*. Translated from German by J.A. Underwood. San Francisco: Arion. [Diese ausführliche Form entspricht dem Titelblatt.]

#### Reprint

...(Keynes, 1936)...  
...(Leakey, 1979)...  
Keynes, J.M. 1936. *The General Theory of Employment, Interest, and Money*. Reprint 1988. London: Palgrave Macmillan.  
Leakey, R.E. 1979. *The Illustrated Origin of Species*. Reprint of *On the Origin of Species* by Charles Darwin, 1859. Abridged and introduced by R.E. Leakey. London: Faber and Faber. [Diese ausführliche Form entspricht dem Titelblatt. In diesem Fall hat der Herausgeber (Leakey) den Originaltext so verändert, dass es nicht mehr als der gleiche Text angesehen werden kann. Daher steht er vorne, wie ein Herausgeber.]

#### Organisation as author or corporate author

...(Australian Bureau of Agriculture and Resource Economics 2001)...  
Australian Bureau of Agriculture and Resource Economics, 2001. *Aquaculture Developments in Australia: A Review of Key Economic Issues*. Canberra: ABARE.

#### Chapter or article in edited book

...(Milkman 1998: 25)... [Im In-Style-Zitat wird nur der Autor des Kapitels angeführt.]  
...(Samson, 1970)...

Last name, Initials. (Year). "Article title." In: *Book title*, Edition. City: Publisher, pages.

Milkman, R. 1998. "The New American Workplace: High Road or Low Road?" In: P. Thompson, and C. Warhurst, eds., *Workplaces of the Future*, 22-34. London: Macmillan Press.

Samson, C. 1970. "Problems of Information Studies in History." In: S. Stone, ed., *Humanities Information Research*. Sheffield: Center for Research on User Studies, 44-68.

Bressler, L. (2010). My girl, Kylie. In: L. Matheson, ed., *The Dogs That We Love*. Boston: Jacobson, pp. 78-92. [\[Manche Leitlinien setzten den Titel des Artikels \(My girl, Kylie\) nicht in Anführungszeichen und verwenden zur Seitenangabe "pp."\]](#)

### Dictionary or Encyclopedia

The Macquarie dictionary (2010) defines it as...

In print

Last name, Initials. (Year). Entry title. In: *Dictionary Title*, Edition. City: Publisher, page.

Harding, E. (2010). Anteaters. In: *The International Encyclopedia of Animals*, 3rd ed. New York: Reference World, 39. [\[Manche Leitlinien empfehlen, Wörterbücher oder Nachschlagewerke nicht in die Literaturliste einzubeziehen.\]](#)

Online

Last name, First initial. (Year). Entry title. In: *Dictionary Title*, Edition. City: Publisher, page. Available at: URL [Accessed Day Mo. Year].

### Thesis or dissertation

#### Published

Shaver, W. (2013). *Effects of Remediation on High-Stakes Standardized Testing*. PhD. Yeshiva University.

#### Retrieved from database

Cincura, M. (2012). *Beyond profit-centric: transcendent business modelling*, Ph.D. thesis, Swinburne University of Technology. Available from: Trove. [12 August 2013].

Fisher, C. W. 2008. *The legacy of leadership - a study of leadership influence within a single organisation*. DEd. University of Sheffield. Available at: <uk.bl.ethos.489114> [Accessed 30.07.2012].

### Conference proceeding paper

#### Published

Bird, R. and Smart, M. 2010. "Assigning state taxes in a federal country: the case of Australia", Melbourne Institute – Australia's future tax and transfer policy conference: proceedings of a conference, Melbourne Institute of Applied Economic and Social Research, Melbourne, 72-94.

Fox, R. (2014). Technological Advances in Banking. In: American Finance Association Northeast Regional Conference. Hartford: AFA, p. 24.

#### Online

Palmer, L., Gover, E. and Doublet, K. (2013). Advocating for Your Tech Program. In: National Conference for Technology Teachers. [online] New York: NCTT, pp. 33-34. Available at: <http://www.nctt.com/2013conference/advocatingforyourtechprogram/> [Accessed 11 Jan. 2014].

Fan, W., Gordon, M.D. and Pathak, R. 2000. "Personalization of search engine services for effective retrieval and knowledge management", Proceedings of the twenty-first international conference on information systems, 20-34. Available from: ACM Digital Library. [24 June 2004].

### **Unpublished**

Bowden, F.J. and Fairley, C.K. 1996. "Endemic STDs in the Northern Territory: estimations of effective rates of partner exchange", paper presented to the Scientific Meeting of the Royal Australian College of Physicians, Darwin, 24-25 June.

### **Journal and Newspaper Articles**

#### **Journal article: print**

(Conley and Galeson 1998)

Last name, Initials. (Year). "Article title." *Journal title*, Issue: Pages.

Conley, T.G. and Galeson, D.W. 1998. "Nativity and Wealth in Mid-Nineteenth Century Cities." *Journal of Economic History*, 58 (2): 468-493. [[Bei Kapiteln in Büchern mit "In", bei Zeitschriften ohne.](#)]

Maynard Smith, J. 1998. "The Origin of Altruism." *Nature* 393: 639-640.

Ross, N. (2015). On Truth Content and False Consciousness in Adorno's Aesthetic Theory. *Philosophy Today*, 59(2), pp. 269-290. [[Manche Leitlinien setzten den Titel des Artikels \(On truth...\) nicht in Anführungszeichen und verwenden zur Seitenangabe "pp."](#)]

Potter, F. 2005. "White Noise and Particle Behaviour." *Journal of Mathematics and Physics* 2 (1), 67-81.

Valentine, S., Varca, P., Godkin, L. and Barnett, T. 2010. "Positive Job Response and Ethical Job Performance." *Journal of Business Ethics* 91 (2), 195-206.

#### **Print newspaper**

(Devlin 2011)

("Foreign cyber-spies" 2009)

Devlin, M. 2011. "Keys found to success by the less privileged," *The Australian*, 16 November, 32. [[Seitenzahlen sollen wohl nicht genannt werden.](#)]

Bowcott, O. (October 18, 2005). "Protests halt online auction to shoot stag," *The Guardian*. "Foreign cyber-spies." 2009. *Sydney Morning Herald*, 24 November, 7.

#### **Online newspaper**

(Garvey 2015)

Garvey, P. 2015. "Investors sue after contract problems," *The Australian*, 10 November, 20. Available from: Factiva. [10 November 2015].

Harris, E. (2015). For Special-Needs Students, Custom Furniture Out of Schoolhouse Scraps. *New York Times*, [online] A20. Available at: <http://go.galegroup.com> [Accessed 17 Apr. 2015].

Reed, S. 2015. "Shift to lower-carbon energy is too slow, report warns," *New York Times*, 9 November. Available from: [www.nytimes.com](http://www.nytimes.com). [10 November 2015].

#### **Electronic journal article**

(Liveris 2011)

- Liveris, A. 2011. "Ethics as a Strategy." *Leadership Excellence* 28 (2):17-18. Available from: ProQuest. [13 October 2015]
- Raina, S. (2015). "Establishing Correlation Between Genetics and Nonresponse." *Journal of Postgraduate Medicine*, [online] Volume 61(2): 148. Available at: <http://www.proquest.com/products-services/ProQuest-Research-Library.html> [Accessed 8 Apr. 2015].
- Liveris, A. 2011. "Ethics as a Strategy," *Leadership Excellence*, Vol. 28, no. 2, pp. 17-18. Available from: ProQuest. [13 October 2015].

#### Online-only journal article

- "Over a Dozen Writers Applied Before the August 31 Deadline" (Bustamante 2014, "Public Library of Cincinnati", para. 4.).
- Bustamante, C. 2014. "Libraries Welcome Writers in Residence," *Library Journal*. Available from: <http://lj.libraryjournal.com/2014/09/industry-news/libraries-welcome-writers-in-residence/>. [29 September 2014].
- (Segon & Booth 2011)
- Segon, M., and Booth, C. 2011. "Bribery: What do Australian Managers Know and What do They Do?" *Journal of Business Systems, Governance and Ethics*, Vol. 6, no. 3, pp. 15-29. Available from: <http://jbsge.vu.edu.au/article/view/206>. [29 September 2015].

#### Website

- ...(NHS Evidence)...
- ...(Apprentice Support Australia n.d.)...
- NHS Evidence. 2003. *National Library of Guidelines*. [online] Available at: <http://www.library.nhs.uk/guidelinesFinder> [Accessed 10 October 2009].
- Foundation for Economic Education(FEE). 2014. *England's Whetstone named FEE's first "Blinking Lights" award recipient.*. [online] Available at: <http://www.fee.org/publications/detail/englands-whetstone-namedfees-first-blinking-lights-award-recipient> [Accessed 16 July 2014].
- Mms.com (2015). *M&M'S Official Website*. [online] Available at: <http://www.mms.com/> [Accessed 20 Apr. 2015].
- Messer, L. (2015). "Fancy Nancy" *Optioned by Disney Junior*. [online] ABC News. Available at: <http://abcnews.go.com/Entertainment/fancy-nancy-optioned-disney-junior-2017/story?id=29942496#.VRWbWJwmb0.twitter> [Accessed 31 Mar. 2015].
- Weida, S & Stolley, K 2013, Developing strong thesis statements. Available from: <https://owl.english.purdue.edu/owl/resource/588/1/>. [13 October 2015].
- Apprentice Support Australia n.d., What is an apprenticeship. Available from: <http://www.apprenticeshipsupport.com.au/Employers/What-is-an-apprenticeship>. [20 October 2015].