CREATING A REFERENCE LIST
HARVARD AUTHOR-DATE REFERENCING

Available from: https://huntetafe.libguides.com/ReferencingSystems

This document shows you how to set out your Reference List for assignments.

For future reference: if you study at any other educational organisation or another department within TAFE you should always check with your teacher if they have a preferred referencing style that they wish you to follow.

WHAT SHOULD I INCLUDE IN MY REFERENCE LIST?

• You should ONLY list references that are works you have cited in the text of your assignment.
• All in-text citations must have fully detailed, corresponding entries in a reference list at the end of your assignment.
• Reference list entries should be arranged alphabetically by author’s surname (or by organization name).
• If an organization name begins with ‘The’, ignore it and arrange their name alphabetically by the next word eg. The Garvan Institute of Medical Research would not be arranged by the letter T, but at the letter G.
• Each new information source should begin on a new line.
• Use the designated formatting, abbreviations and punctuation as described in the Harvard Referencing Guide:
  ➢ Book titles, journal titles, website titles are italicized.
  ➢ Article titles are placed within single quotation marks eg. ‘Article title example’
  ➢ Minimal capitalization is recommended. Capitalise only the first word of the title and any proper nouns.
  ➢ There is no comma or full-stop between the authors’ names and year of publication.
  ➢ Commas are used to separate all other elements.
  ➢ Reference entries always finish with a full-stop.
  ➢ Use angle brackets < > to contain web addresses.

ACCEPTABLE ABBREVIATIONS IN THE REFERENCE LIST INCLUDE:

<table>
<thead>
<tr>
<th>ch</th>
<th>chapter</th>
<th>p. (pp.)</th>
<th>page (pages)</th>
</tr>
</thead>
<tbody>
<tr>
<td>edn</td>
<td>edition</td>
<td>ser</td>
<td>series</td>
</tr>
<tr>
<td>ed  (eds)</td>
<td>editor (editors)</td>
<td>suppl</td>
<td>supplement</td>
</tr>
<tr>
<td>n.d.</td>
<td>no date</td>
<td>rev</td>
<td>revised</td>
</tr>
<tr>
<td>no.</td>
<td>issue number</td>
<td>vol.</td>
<td>volume</td>
</tr>
</tbody>
</table>

TIPS FOR MAKING REFERENCING EASIER:

• Prepare for referencing from the moment you begin your research.
• Keep a record of all your sources so that you are able to verify your statements.
  Books, DVDs, AV Material: The TAFE NSW Library Catalogue is a good source for bibliographic information of books and videos https://tafecat.tafensw.edu.au/tafecat.html
• Bibliographic information is available on the front/back covers, title pages, editorial pages inside material. For web pages – check the last updated date on the page.
• Online material: Keep a copy of web addresses and the date you accessed material. Right click on the URL/Web address and copy and paste it into a word document. Add the date you accessed the material online as well. Save this to your computer or USB where you are keeping your assignment work.
REFERENCE LIST EXAMPLE

REFERENCE LIST


TAFE NSW (Training and Education Support, Industry Skills Unit Meadowbank) & Hunter Institute 2014 (eds), HLTIN301C Comply with infection control policies and procedures: facilitator guide, Training and Education Support Industry Skills Unit, Meadowbank, NSW.


Williamson, N 2013, ‘Family nursing care plans’, in R Monks & J Burley (eds), Community nursing in Australia, Pearson Australia, St Leonards, NSW.

Legislation

Work Health and Safety Act 2011 (Cwlth).
**OTHER REFERENCING RULES**

**MULTIPLE REFERENCES TO THE SAME AUTHOR IN THE SAME YEAR:**

- If you have multiple works in the same year by an author you need to distinguish between the works in a specific way.
- Your author will still appear alphabetically in the reference list – see previous page for full reference list examples – look at the Australian Bureau of Statistics example.
- Then order alphabetically by Title.
- Now add a, b, c etc. after the publication year.


**Referring in-text:** Follow the same format for in-text referencing as other in-text examples – you just keep the letter after the publication date eg. (Australian Bureau of Statistics 2013b).

**MULTIPLE REFERENCES TO THE SAME AUTHOR IN DIFFERENT YEARS:**

- If you have multiple works by the same author but the publication years are different list the references chronologically in order – earliest year to latest year.


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This is a support document. For more in-depth examples of Harvard Referencing, refer to the TAFE NSW Harvard Referencing Guide located at https://tafensw.libguides.com/research