CREATING A REFERENCE LIST
HARVARD AUTHOR-DATE REFERENCING

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. E.g. 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 e.g. ‘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:

| ch | edn | ed (eds) | n.d. | no.
|----|-----|---------|-----|------
| chapter | edition | editor (editors) | no date | issue number
| p. (pp.) | ser | suppl | rev | vol.
| page (pages) | series | supplement | revised | volume

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 http://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


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
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.


LEGISLATION

- Legislation is listed at the end of your reference list with a subheading: Legislation
- List all Acts cited in alphabetical order.
- See the Template on how to build a Legislation / Act Reference.

Legislation

*Workers Compensation Act 1987* (NSW).

Legislation in the In-Text Reference of your assignment:

- Referring to the legislation as a part of the sentence you are writing:
  
  The *Work Health and Safety Act 2011* (Cwlth) is a very important piece of legislation because ...

- Information prominent reference:
  
  Employers have specific responsibilities in the notification of workplace injuries (*Workplace Injury Management and Workers Compensation Act 1988* (NSW), s. 44).

If you refer to a particular section of the legislation in the text of your assignment add ‘s.’ and the section number to the in-text reference (as in the example above).

For more in-depth examples of Harvard Referencing refer to the Harvard Referencing Guide: [http://huntertafe.libguides.com/bibliographies](http://huntertafe.libguides.com/bibliographies)