

Endeavour Referencing Guide



Citation, References and Bibliography (Harvard Style)



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Materials created/designed/developed/compiled by:

Kristie Jones

Alex Reinhardt

Inquiries should be addressed to either:

library@endeavour.edu.au or compliance@endeavour.edu.au

Definition of “College” – The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation, College of Natural Beauty and Wellnation. For the purpose of this guide, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.

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Reference, Citation and Bibliography Guide (Harvard Style)

This guide sets out the Harvard Referencing Style as adopted by the College, known as the “**Endeavour Harvard Referencing Style**” which is an **author-date style**.

Examples: are outlined throughout

Glossary

Bibliography – a complete list of sources used in the research of your assignment, not just those cited within it (Stevens et al. 2012).

Citation – a reference to a source within the body of your assignment (Deakin University 2014).

Cite – to refer to a source within the body of your assignment.

Paraphrase – To put a short piece of text into your own words (Deakin University 2014).

Plagiarism – To use someone else’s work without proper acknowledgement.

Reference list – A list of sources at the end of your assignment that includes all works you have cited within the assignment.

Referencing – The acknowledgement of the sources used in your work by way of in-text citations and a list of references (Stevens et al. 2012).

Summarise – To shorten a text by selecting the main points, leaving out the detail, and rephrasing it in your own words.

Which referencing style should I use?

Always use the College’s adopted Harvard Referencing Style

There are many variations of the Harvard style but the one outlined here is the officially adopted College version. This variation is also supported by Mendeley, a free referencing software endorsed by the College. To find out more about Mendeley, see *Mendeley Tips n Tricks* on the Library’s [Mendeley](#) page. Of the many different Harvard styles available in Mendeley, the ‘Endeavour College of Natural Health’ variation is based on the University of South Australia 2013 (Harvard) style.

If other referencing styles are used it may affect marking/grading scores of assessment items.

Why do we need references, citations and bibliographies?

You need to attribute your source of information when you:

- use a direct quote
- paraphrase or summarise ideas or data from another source
- use statistics
- use pictures, tables, figures, graphs, diagrams and appendices
- use controversial facts or opinions which may be challenged.

Academic writing requires you to back your assertions and statements with evidence. General factual information does not need to be referenced, for example, ‘the heart pumps blood around the body’.

Academic writing requires **direct quotes** to be no more than 10% of the entire text of the assignment.

Use double quotation marks “ ” for short quotations. Consult pages 27-28 of the *Communications skills handbook*, 4th edition, for how to set out long quotations.

Whether it is for personal research or study, it is vital that you keep a record of your information sources. Not attributing sources can be considered plagiarism, and an infringement of the Moral Rights guidelines of the *Copyright Act 1968*.

What are the consequences of not referencing correctly?

The consequences of not referencing or referencing inadequately include:

- Loss of marks in assignments.
- Accusations of plagiarism, the consequences of which could lead to failure and expulsion from the College (see the Academic Integrity Policy).

What do I need to do?

- Place an in-text reference at the exact point you are using information from another source, not at the end of a paragraph or section.
- Keep a record of the bibliographic details (author, title, year, publisher) for all resources you have consulted.
- Include the exact page numbers of the original source when citing a quote, paraphrasing an idea, using statistics or controversial facts in your paper.
- Record the full bibliographic details of each resource in a bibliography or reference list at the end of your document.

Copyright and Fair Use

Under the Copyright Act, you can copy for the purposes of research or study, provided your usage is “fair”. According to the Australian Copyright Council (2014, p. 2), a reasonable portion is deemed:

- 10% of number of pages or 1 chapter.
- 10% of number of words if produced in electronic form.
- 1 article from a journal, or more than 1 article if required for the same research or course of study.

Copying and referencing images

When copying an image from an electronic source (CD ROM, database or internet) you need to check the license or copyright statement. License agreements over-ride the copyright law; even if an image is free on the internet you still should provide a detailed reference, including the (live) link.

Lecture Notes

Lecture notes are not considered appropriate sources of research material for assessments. Rather than using lecture notice, consult the references in your lecture notes and find the original source in the Library collection.

Are references included in the word count of an assignment?

All words in the text of an assignment, including headings, are included in the word count of an assignment (University of Melbourne 2015). **This includes in-text citations.** However, the word count does not include the executive summary, table of contents, figures, tables, appendices or the reference list (Summers & Smith 2014, p. 48). Please note that students may be penalised if an unnecessary amount of content is included in appendices.

Referencing Words & Phrases Explained

In-Text Referencing or In-Text Citations

In-text citations or in-text referencing is **acknowledgment** (author, date, etc.) of your use of another person's research, their words and their **ideas**.

The Harvard system requires that you record the author's surname, date, and page number in-text when you use or refer to specific works. **The only time you do not include page numbers is when you** are summing up an author's theory or idea that is evident throughout their work. The details you record in your in-text reference assists readers in finding the full bibliographic details in the detailed reference list or bibliography at the end of your assignment. Below are some examples:

According to Braun and Cohen (2010, p. 263), clinical studies to date have not included an in-depth investigation of Brahmi's mechanism of action.

Yin and Yang are "opposite forces countering each other to create a balanced whole" (Wong & Knapsey 2002, p. 1). Or Wong and Knapsey (2002, p. 1) state that "Yin and Yang is of opposite forces countering each other to create a balanced whole".

Murray (1995) claims that policy frameworks make the research and development of herbal medicines less viable in the United States than in European nations.

Reference List/Bibliography

You will be asked to provide either a:

- **reference list**, or a
- **bibliography**.

You only need to include one in your assignment.

Reference lists contain bibliographic details of all **sources cited** in the text. If a work is not cited in the main body of the text, then it should not be included in the list of references.

A bibliography is a list usually compiled at the end of a paper and includes all **sources consulted** whilst researching and preparing your paper, whether or not they have been cited within the text.

This is an example of how your reference list or bibliography should look. It should be placed in alphabetical order of the author's surname, regardless of whether it is print or digital. In the event of there being no identifiable author, the source should be filed under the title.

The reference list or bibliography is placed at the end of your assignment, for example:

Foodworks 2015, Xyris Software, High Gate Hill, Qld, Australia.

Liska, D, Bland, D, Lukaczer, D, Jones, D, Levin, B, Costarella, L, Schiltz, B, Schmidt, M & Lerman, R 2004, *Clinical nutrition: a functional approach*, Institute for Functional Medicine, Gig Harbour, Washington.

Natural Medicines 2015, *Willow bark*, viewed 13 February 2015,
<<https://naturalmedicines.therapeuticresearch.com/>>.

Psychotherapy.net 1997, *Reality therapy with Dr. Robert Wubbolding*, viewed 9 September 2011,
<<http://alexanderstreet.com>>.

Wong, E, Sung, RYT, Leung, TF, Wong, YO, Li, AMC, Cheung, KL, Wong, CK, Fok, TF & Leung, PC 2009, 'Randomized, double-blind, placebo-controlled trial of herbal therapy for children with asthma', *Journal of Alternative and Complementary Medicine*, vol. 15, no. 10, pp. 1091- 7, viewed 9 September 2011, <<http://www.ebscohost.com>>.

Citation Guides – Books/Print

Books/Print	In-Text Citation	Mendeley Type	Bibliography/Reference List
Single author	(Yang 2010, p. 28)	Book	Yang, Y 2010, <i>Chinese herbal medicines: comparisons and characteristics</i> , 2nd edn, Churchill Livingstone Elsevier, Edinburgh. Chinese authors should be cited the same as western authors – surname followed by initial.
2-3 authors	(Hempen & Fisher 2009, pp. 5-6)	Book	Hempen, C-H & Fisher, T 2009, <i>A materia medica for chinese medicine: plants, minerals and animal products</i> , Churchill Livingstone Elsevier, Edinburgh.
More than 3 authors	(Liska et al. 2004, p. 4)	Book	Mendeley example: Liska, D, Bland, D, Lukaczer, D, Jones, D, Levin, B, Costarella, L, Schiltz, B, Schmidt, M & Lerman, R 2004, <i>Clinical nutrition: a functional approach</i> , Institute for Functional Medicine, Gig Harbour, Washington. Manual example: Liska, D, Bland, D, Lukaczer, D & Jones, D et al. 2004, <i>Clinical nutrition: a functional approach</i> , Institute for Functional Medicine, Gig Harbour, Washington. You may include up to four authors followed by et al. Both examples above are acceptable.
Edited works (role of individual authors are not identified)	(Watson & Preedy 2008, p. 138)	Book	Watson, R & Preedy, V (eds) 2008, <i>Botanical medicine in clinical practice</i> , CABI, Wallingford. If only one editor use (ed.) after the author's initial/s.
Encyclopedia or Dictionary	(Harris, Vardaxis & Nagy 2010, pp. 8-9)	Book	Harris, P, Vardaxis, N & Nagy, S (eds) 2010, <i>Mosby's dictionary of medicine, nursing & health professions</i> , 2nd edn, Mosby, Sydney.
Article or chapter in an edited book	(Conolly 2010, p. 32)	Book Section	Conolly, G 2010, 'Naturopathic case taking', in J Sarris & J Wardle (eds), <i>Clinical naturopathy: an evidence based guide to practice</i> , Churchill Livingstone Elsevier, Sydney, pp. 28–35.
Translated books	(Hahnemann 1921, p. 20)	Book	Hahnemann, S 1921, <i>Organon of medicine</i> , trans. W Boericke, 6th edn, B Jain Publishers, New Delhi. Date of publication should always be the copyright date of the translated work, not the date of the original work or the reprint date. To add a translator field in Mendeley Desktop go to Tools (Windows) - Options – Document Details – Book – tick the 'Translators' box – click Apply and then OK. If you have a Mac, the options will be under Mendeley Desktop - Preferences.

Citation Guides – Journal Articles

Journal Articles	In-Text citation	Mendeley Type	Bibliography/Reference List
Journal article	Elvevoll et al. (2008, p. 397) states...	Journal Article	Elvevoll, E, Eilertsen, K, Brox, J, Dragnes, B, Falkenberg, P, Olsen, J, Kirkhus, B, Lamglait, A & Osterud, B 2008, 'Seafood diets: hypolipidemic and antiatherogenic effects of taurine and n-3 fatty acids', <i>Atherosclerosis</i> , vol. 200, no. 2, pp. 396-402.
Journal article in subscribed database	(Wong et al. 2009, p. 1092)	Journal Article	Wong, E, Sung, RYT, Leung, TF, Wong, YO, Li, AMC, Cheung, KL, Wong, CK, Fok, TF & Leung, PC 2009, 'Randomized, double-blind, placebo-controlled trial of herbal therapy for children with asthma', <i>The Journal of Alternative and Complementary Medicine</i> , vol. 15, no. 10, pp. 1091-7, viewed 9 September 2011, < http://www.ebscohost.com >. URL of database provider's home page. Add the date accessed field in Mendeley for Journal Article type. Go to Tools (Windows) – Options – Document Details – Journal Article – tick the 'Date Accessed' box – select Apply then OK. If you have a Mac, the options will be under Mendeley Desktop - Preferences.
Journal Articles	In-Text citation	Mendeley Type	Bibliography/Reference List
e-journals via www (free to view)	(Duck-Hee, McArdle & Yeonok 2014, p. 9)	Journal Article	Duck-Hee, K, McArdle, T & Yeonok, S 2014, 'Changes in complementary and alternative medicine use across cancer treatment and relationship to stress, mood, and quality of life', <i>The Journal of Alternative and Complementary Medicine</i> , vol. 20, no. 11, pp. 853-859, viewed 8 December 2014, < http://online.liebertpub.com/doi/pdf/10.1089/acm.2014.0216 >. Add date accessed field in Mendeley Desktop for Journal Article type as explained in the previous example for 'Journal article in subscribed database'.

Citation Guides – Electronic/Multimedia

Electronic/Multimedia sources	In-Text citation	Mendeley Type	Bibliography/Reference List
Information via subscribed databases	(Natural Medicines 2015)	Web Page	Natural Medicines 2015, <i>Willow bark</i> , viewed 13 February 2015, < https://naturalmedicines.therapeuticresearch.com/ >. URL of database provider's home page.
Information from Credo Reference database	('Systematic review' 2010)	Book Section	'Systematic review' 2010, in <i>Dictionary of nursing theory and research</i> , Springer Publishing Company, New York, viewed 4 April 2013, < http://www.credoreference.com >. URL of database provider's home page. Add the date accessed field in Mendeley Desktop for Book Section type. Go to Tools (Windows) – Options – Document Details – Book Section – tick the 'Date Accessed' box – select Apply then OK. If you have a Mac, the options will be under Mendeley Desktop - Preferences..

Electronic/ Multimedia sources	In-Text citation	Mendeley Type	Bibliography/Reference List
e-book via www	(Norris 2001, p. 2)	Book	Norris, CM 2001, <i>Acupuncture: treatment of musculoskeletal conditions</i> , Butterworth- Heinemann, Oxford, viewed 9 September 2011, < http://books.google.com/books?id=bjkUQ-B7JmUC&pgis=1 >. Add the date accessed field in Mendeley Desktop for Book type as explained in the next example.
e-book subscribed	(Whorton 2002, p. 3)	Book	Whorton, JC 2002, <i>Nature cures: the history of alternative medicine in America</i> , Oxford University Press, Oxford, viewed 8 September 2011, < http://www.ebscohost.com >. URL of database provider's home page. For downloaded eBooks, use the homepage url of the source where you downloaded it from eg. < http://itunes.apple.com >. Add the date accessed field in Mendeley Desktop for Book type. Go to Tools (Windows) – Options – Document Details – Journal Article – tick the 'Date Accessed' box – select Apply then OK. If you have a Mac, the options will be under Mendeley Desktop - Preferences.
Web Site/Web page	(ABC Health and Wellbeing 2014)	Web Page	ABC Health and Wellbeing 2014, <i>Allergies</i> , viewed 7 December 2015, < http://www.abc.net.au/health/library/stories/2008/11/24/2422544.htm >.
Image on the web	(UBC Library 2008)	Web Page	UBC Library 2008, <i>Study group at UBC Library</i> , viewed 11 May 2015, < https://www.flickr.com/photos/ubclibrary/2701347277/ >. If no illustrator/photographer details are available, the title is placed first. Please note any copyright stipulations – if in doubt email the author for permission to use.
Image via subscribed database	(Nucleus Medical Media 2009)	Web Page	Nucleus Medical Media 2009, <i>Anatomy of the heart: medical chart</i> , viewed 14 November 2011, < http://www.ebscohost.com > URL of database provider's homepage
Conference	(Veit 2009, p. 7)	Conference Proceedings	Veit, M 2009, 'Progress in analytical techniques applied to quality control of herbal drugs or herbal preparations: concrete case examples', in <i>Herbal drugs & herbal drugs preparations: international symposium</i> , European Directorate for the Quality of Medicines & Healthcare, Council of Europe, pp. 1-50, viewed 11 November 2011, < http://www.edqm.eu/medias/fichiers/Proceedings_Herbal_Drugs_Herbal_Drug_Preparations1.pdf >.
Mobile apps	(Skyscape 2010)	Computer Program	Skyscape 2010, <i>Skyscape medical resources</i> , 1.9.11, viewed 4 September 2012, < http://itunes.apple.com >.
Podcasts	(<i>Using herbs and natural medicine to heal</i> 2009)	Web Page	<i>Using herbs and natural medicine to heal</i> 2009, viewed 11 November 2011, < http://www.ihealthtube.com/asp/podcast.aspx?p=44c6c59d073d1421 >.

Electronic/ Multimedia sources	In-Text citation	Mendeley Type	Bibliography/Reference List
Video via subscribed database	(Psychotherapy.net 1997)	Web Page	Psychotherapy.net 1997, <i>Reality therapy with Dr. Robert Wubbolding</i> , viewed 9 September 2011, < http://alexanderstreet.com >. URL of database provider's homepage
Video via www (free to view)	(Arizona State University 2009)	Web Page	Arizona State University 2009, <i>The library minute: academic articles</i> , viewed 9 November 2011, < http://www.youtube.com/watch?v=0FKRo32cPBs&NR=1 >.
Twitter	(Obama 2015)	Web Page	Obama, B 2015, <i>From Dr. King's courage, we draw strength and the resolve to continue climbing toward the promised land, 19 January</i> , viewed 20 January 2015, < https://twitter.com/BarackObama/status/557212486735511555 >. *Use the tweet as the title. Include the date posted in the title field if using Mendeley. IMPORTANT NOTE: Please check with your lecturer if it is appropriate to use social media as a source.
Facebook	(Chaitow 2015)	Web Page	Chaitow, L 2015, <i>Leon Chaitow, 5 January</i> , viewed 21 January 2015, < https://www.facebook.com/leon.chaitow/posts/10153500066419466 >. Use the Facebook page as the title. See NOTE above.

Citation Guides – Audiovisual

Audio visual	In-Text citation	Mendeley Type	Bibliography/Reference List
Films /DVDs/Video recordings	(Lovering 2003)	Film	Lovering, M (dir.) 2003, <i>Real smart: about conflict resolution</i> , Video Education Australasia, Australia. Cite the film's director (dir.) if known.
TV and radio programmes	(BBC This World 2013)	Television broadcast	BBC This World 2013, 'Supersizing India's kids', <i>Four corners</i> , Australian Broadcasting Corporation. To add a program field in Mendeley Desktop go to Tools (Windows)– Options – Document Details – Television broadcast – tick the 'Program' box – select Apply – OK. If you have a Mac, the options will be under Mendeley Desktop - Preferences.
CD ROMs & stand- alone databases	(Foodworks 2015)	Computer Program	<i>Foodworks</i> 2015, Xyris Software, High Gate Hill, Qld, Australia.

Citation Guides – Miscellaneous

Miscellaneous	In-Text citation	Mendeley Type	Bibliography/Reference List
Law & legislation	(Competition and Consumer Act 2010, s. 49)	Statute	<i>Competition and Consumer Act 2010</i> , Cwth. Don't need to include the URL if found online.
Personal communication	Davis (2010, pers. comm., 24 April)	N/A – Add manually	This includes interviews, emails, survey responses etc. Not included in the reference list as it cannot be traced by the reader, unless readers may wish to contact the party.
Reference within a reference	(Heckman, cited in Egan 2010, p. 11)	Book	Egan, G 2010, <i>The skilled helper: a problem-management and opportunity-development approach to helping</i> , 9th edn, Brooks Cole, Belmont, CA.
Multiple sources simultaneously cited	(Conolly 2010, p. 32; Liska et al. 2004, p. 4; Watson & Preedy 2008, p. 138).	As applicable	Full reference details need to be provided in the reference list for each source cited. Please check the appropriate example/s.
No author	(<i>The Yellow Emperor's classic of internal medicine</i> 2002, p. 53)	As applicable	When no identifiable individual or corporate author is given, state the title in place of the author. For example: <i>The Yellow Emperor's classic of internal medicine</i> 2002, trans. I Veith, University of California Press, Berkeley, CA.
No publication date	(Osiecki n.d., p. 15)	As applicable	Osiecki, H n.d., <i>The nutrient bible</i> , 9 th edn, Bio Concepts Publishing, Eagle Farm, Qld. If a date of publication cannot be reliably identified, use n.d. which stands for "no date".
No place of publication	(Fisher 2009, p. 28)	Book/Book section	Fisher, C 2009, <i>Materia medica of western herbs</i> , Vitex Medica, n.p. If a place of publication is not stated on the title page or its reverse, use n.p. which means "no place". In Mendeley, you will need to add n.p. in the Place of publication field.

More referencing examples are available from LibANSWERS on the Library home page.

Reference List

Australian Copyright Council 2014, *Research or study: information sheet GO53v09*, viewed 30 November 2015,
<http://www.copyright.org.au/acc_prod/ACC/Information_Sheets/Research_or_Study.aspx?WebsiteKey=8a471e74-3f78-4994-9023-316f0ecef4ef>.

Deakin University 2014, *Referencing glossary*, viewed 7 March 2015,
<<http://www.deakin.edu.au/students/study-support/referencing/glossary>>.

Snooks & Co. 2002, *Style manual: for authors, editors and printers*, 6th edn, John Wiley & Sons, Canberra.

Summers, J & Smith, B 2014, *Communication skills handbook*, 4th edn, John Wiley & Sons Australia, Milton, Qld.

Stevens, S, Gare, D & Darlaston-Jones, D & Korczynkyj, D 2012, *Style and referencing guide*, The University of Notre Dame Australia, Fremantle, WA, viewed 7 March 2015,
<http://www.nd.edu.au/__data/assets/pdf_file/0020/116264/Arts-Sciences-Style-and-Referencing-Guide-5th-edn.pdf>.