What style of referencing do I use?

This guide sets out the Endeavour College adopted Harvard Style, which is an author-date style. You may come across other similar styles of referencing including APA (American Psychological Association) and MLA (Modern Languages Association). Both of these are based on the Harvard style. Whilst there is no one published style guide specifically for Harvard, most Australian universities refer to the Australian Government initiated style guide:


When using an author-date style, only the author’s surname, the date of publication and the page numbers are used in-text with the full bibliographic details at the end of the assignment.

There are many variations of the Harvard style but the one outlined here is the officially adopted Endeavour College version. This variation also supports Mendeley, a free referencing software endorsed by the College. To find out more about Mendeley, see Mendeley Tips n Tricks on LibGuides. 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 you use the style outlined in this guide, you should not be marked down for incorrect referencing in your assignments.

Why do we need references, citations and bibliographies?

You need to attribute your source of information when you:
1. use a direct quote
2. paraphrase or summarize ideas or data from another source
3. use statistics
4. use pictures, tables, figures, graphs, diagrams and appendices
5. use controversial facts or opinions which may be challenged.

Given that natural medicine is criticized by mainstream medicine for not being “evidence based” enough, it is particularly important 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’.

You need to place the in-text reference at the exact point you are using the information, not at the end of a paragraph or section. If you use the same source twice within a paragraph, you need to acknowledge this at both points of the information you have used. Please see your lecturer in regards to the percentage of direct quotes allowed in your assignment.
Whether it is for personal research or study, it is vital that you keep a record of your information sources. Firstly, it acknowledges the creator of the resource and secondly, it helps you and others to quickly retrieve the information for further use. Not attributing sources can be considered as plagiarism, and an infringement of the Moral Rights guidelines of the *Copyright Act 1968*.

**What are the consequences of not referencing correctly?**

If you don’t reference or reference inadequately, there may be serious consequences. Including:

- loss of marks in your assignment
- accusations of plagiarism, consequences of which could be failure and expulsion (see the Academic Integrity Policy).

Under the Copyright Act, you can copy for the purposes of research or study, provided your usage is “fair”. To work out whether your copying is “fair”, you need to consider the:

1. purpose and character of the dealing (eg: copying for an assignment which is not going to be published is more likely to be fair than reproducing for research which may become commercial; using multiple images from the one source may not be considered fair)
2. nature of the work – generally it is less fair to copy highly skilled and creative works than mundane works
3. availability of the work – can it be obtained within a reasonable time at an ordinary commercial price
4. effect of the copying on the potential market or value of the work (eg. making multiple copies less fair than making one copy).

**What do I need to do?**

1. Keep a record of the bibliographic details (author, title, year, publisher) for all resources you have consulted
2. Include the exact page numbers of the original source when citing a quote, paraphrasing an idea, using statistics or controversial facts in your paper
3. Record the full bibliographic details of each resource in a bibliography or reference list at the end of your document.

**Do I need to provide references for images?**

Copying an image from a book is permissible provided it is for research or study (eg: a picture demonstrating the five food groups in a nutrition assignment would be acceptable; a cartoon picture for aesthetic purposes would not). Fully referencing details are required for images too.

When copying an image from an electronic source (CD ROM, database or internet) you need to check the licence or copyright statement. Licence 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.

**Do I need to provide a citation for information found on the internet?**

It is essential that all resources from the internet are clearly referenced using the correct style (see accompanying examples). If there are multiple pages with general information and no identifiable individual author, then rather than reference each web page, you can reference the individual website. If the website consists of a number of papers, by different authors on different pages, then each web page should be referenced.

**Referencing words and phrases explained**

**A. 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 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.

When no identifiable individual or **corporate author** is given, state the title and year and, if applicable, the page number. For example:

The *Herbalist’s guide to systemic disease* (2003, p.54) states that...

If you are referring to **two or more sources** with the same author and same year of publication then they can be distinguished by using a letter of the alphabet placed after the publication year. For example,

Smith (1999a, p.110) states that... (and later) Smith (1999b, p.93) claims...

This would also be carried through to the bibliography or reference list.
If a date of publication cannot be reliably identified, use n.d. which stands for “no date”.
For example, (Mahony n.d., p.15) as an in-text reference or Mahony, F n.d. in the bibliography or list of references.

B. Reference List/Bibliography

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.

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 could 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.


Foodworks 2009, Xyris Software, High Gate Hill, Qld, Australia.


You will either be asked to provide a reference list OR a bibliography. You only need to include one in your assignment.

C. Primary Sources

The concept of primary sources can be different depending on which discipline you are dealing with. Generally, when lecturers ask you to use primary sources, they mean:
• Going to the original source
If you are consulting a work by John Doe who is quoting from Bernard Jensen and you wish to use the quote/idea from Bernard Jensen, it is best to find and use the original work by Bernard Jensen, which, in this case would be the primary source.
Using classic texts
Each modality has its “classic” authors who were original proponents of the discipline. Examples of classic resources which are primary sources could include works by Samuel Hahnemann, Nicholas Culpepper, and the Mawangdui Medical Manuscripts.

Original publications of clinical trials
Researchers who have conducted clinical trials will publish their results in journals, and this article can then be considered a primary source.

Primary sources can come in many formats, including books, manuscripts, pictorial works and journal articles. Most sources will have content of both primary and secondary sources. For example, a journal article which compares and contrasts the findings of several researchers may be considered a secondary source, as it is quoting from primary sources, however, the insights and conclusions made by the author of the journal article, could be considered primary source information as it originates with this author.

As this is a topic with varying interpretations, you are encouraged to consult with your lecturers about their expectations and interpretations of what constitutes a primary source.

D. Secondary Sources

Sometimes the information you wish to use is a secondary source. That is, the source you are consulting is one step removed from the original or primary source. For example, if you are using the Egan counselling textbook and wish to use information from it attributed to Nobel Laureate James Heckman, you would acknowledge it as follows:

Heckman (cited in Egan 2010, p.11) discusses...

In the bibliography or list of references, you only need to source the work you consulted, as below (eg. Egan).


E. Lecture Notes

Generally, lecture notes are not considered appropriate sources of research material for assessments that require scholarly research and referencing. However, in limited circumstances, references to lecture notes may be allowed. Please ask your lecturer for guidance regarding whether references to lecture notes are permissible for each assessment.

If permitted, lecture notes may be referenced as below:

<table>
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<th>Books/Print</th>
<th>In-Text citation</th>
<th>Mendeley Type</th>
<th>Bibliography/Reference List</th>
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| 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, *Clinical nutrition: a functional approach*, Institute for Functional Medicine, Gig Harbour, Washington.  
### Books/Print

| Multiple sources simultaneously cited | (Liska et al. 2004, p.4; Conolly 2010, p.32; Watson & Preedy 2008, p.138). | Book/other types | Full reference details need to be provided in the reference list for each source cited. Please check the appropriate example/s. |
*Date of publication should always be the date of the translated work, not the original work.*  
To add a translator field in Mendeley Desktop go to Tools – Options – Document Details – Book – tick the ‘Translators’ box – select Apply |

### Journals

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| Journals in subscribed databases & via www | See under “Journals” | | |
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. |
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<td>Personal communication</td>
<td>Davis (2010, pers. comm., 24 April)</td>
<td>N/A – Add manually</td>
<td>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.</td>
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<td>(Competition and Consumer Act 2010)</td>
<td>Statute</td>
<td><em>Competition and Consumer Act 2010, Cwlth.</em> *Don’t need to include the url if found online.</td>
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<td>Films / DVDs / Video recordings</td>
<td>(Lovering 2003)</td>
<td>Film</td>
<td>Lovering, M (dir.) 2003, <em>Real smart: about conflict resolution</em>, Video Education Australasia, Australia.*&lt;br&gt;<em>Cite the film’s director (dir.) if known.</em></td>
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<td>TV and radio programmes</td>
<td>(BBC This World 2013)</td>
<td>Television broadcast</td>
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