MONASH University
Engineering

Using References in Your Assignments: the Author-Date (Harvard) System

1.   Overview of Referencing

The two parts to referencing are:
1   citations in the text of the report
2   a list of references in the final section.

Citations show that information comes from another source.
The list of references gives the details of these sources.

You need to use citations when:

- you incorporate information from other sources:
    - factual material
    - graphs and tables of data
    - pictures and diagrams

- you quote word-for-word from another work.

There are **two systems of referencing commonly used in Engineering**, the author-date (or Harvard) system and the numbering system. However, you always have to check whether your lecturer wants you to use a particular referencing system in your reports. For example, you are usually advised to use the author-date referencing system in Civil Engineering, the IEEE referencing system in Electrical and Computer Systems Engineering and the AIP referencing system in Materials Engineering, which are both numbering systems.

In the author-date referencing system:

1.   **Citations** in the text of the document:
    Surname of the author and the date of publication placed in parentheses.
    For example:
    …. as previously shown (Martin 2002).
    or
    …. as shown by Martin (2002).

2.   **Entries in the Reference list**: references are listed in alphabetical order according to
    the first author's surname
    or
    the title of the reference if the author is unknown.

Examples of citations:

Example 1
The textbook is *The Geography of Australia* by L. O'Connor published by Penguin in Melbourne in 1994. When facts from this source are used in the report, the information must be cited.

> **Author-date system:**
> The wind velocity and behaviour of a geographical region is a function of altitude, season and hour of measurement (O'Connor 1994).

Example 2
The source is *Australian Standard Concrete Structures Code 1480* published by Standards Australia in Homebush in 1974. There is no single author for this publication, so in the place of the author in the citation, the title of the publication (or a shortened form of the title if the title is very long) is used.

> **Author-date system:**
> The variation in the bond stress along a bar subjected to increasing pull can be predicted (Australian Standard Concrete Structures Code 1480 1994).

2. Using material from other sources

Do not block-copy material from the web or from books. You need to summarise, paraphrase or quote the material, and you must always cite the source.

For short quotations of one or two sentences:
- Enclose the exact words in single quotation marks.
- Place the citation in brackets after the quotation or after the author's name in the sentence.

For longer quotations of more than two sentences**:**
- Indent the quotation from both margins and type in smaller text. Do not use quotation marks.
- Place the citation in brackets after the quotation.

Example of a citation for a direct quote:

> **Author-date system:**
> In order to reduce the emissions from cars in the USA, regulations have been introduced in many states. For example, "in California, 2% of each major car manufacturer's sales must be zero-emission vehicles in 2002, increasing to 5% in 2005 and 10% in 2007" (Howard 2001, p 65).

For further advice on how to quote and paraphrase, refer to pages 112-114 of the book: Heather Silyn-Roberts, *Writing for Science*, Second edition, Pearson Education, Auckland, 2002. Hargrave-Andrew Library Call number: 808.0666R587W

3.   Devising a List of References

The list of references is a list of the sources of information referred to in any report and it forms the final section of the report.

In the author-date referencing system:
references are listed in alphabetical order according to
> the first author's surname
> **or**
> the title of the reference if the author is unknown.

3.1   Making entries in the list of References

In the author-date system, you must include these details in your list of references in the following order:

- surname and initials of the author(s) (surname first followed by the initials)
- year of publication
- title of publication (in italics)
- edition if other than the first
- publisher
- place of publication
- page numbers of any material quoted.

List books as follows:

> **Book with a clear author:**
> Hill, V 1998, *The structure of metals*, 3rd edn, Pergamon Press, Oxford.

> **Book with no author given:**
> *Style manual for authors, editors and printers* 1996, 5th edn, Australian Government Publishing Service, Canberra.

> **Book by an association or institution:**
> Austroads 1999*, Rural road design: guide to the geometric design of rural roads,* Austroads, Sydney.

List lecture notes as follows:

> **If the writer's name is stated:**
> Baker, M 2003, *Robotics*, ENG1301 Lecture Notes, Monash University, Melbourne.

> **If the writer's name is unknown:**
> *Wetlands* 2003, Conservation Ecology Lecture Notes, Monash University, Melbourne.

List journal papers as follows:

- Surname and initials of the author(s)
- Date of publication
- title of paper in single inverted commas
- name of journal (in italics)
- volume number of journal
- numbers of the pages of the paper.

Example:

Beveridge, JR and Riseman, EM June 1997, 'How easy is matching 2D line models using local search?' *IEEE Transactions on Pattern Analysis and Machine Intelligence*, vol.19, pp.564-579.

3.2   References from the Internet

- If there are a large number of references, you can include internet sources in a separate section of the Reference List under the heading *Internet Sources*.

- Include as much information as possible. State when you accessed the website and when the website was last updated.

Website

Author (person or organisation) Year created or updated, *Title of page* (if applicable), Name of sponsoring body, date viewed, URL

Example 1:

Australian Institute of Sport undated, Australian Sports Commission, viewed 21 December, 2005, http://www.ais.org.au

In-text citation for this source using the author-date referencing system is: (Australian Institute of Sport 2005)

Example 2:

Young Engineers Australia 2003, *Public Presentation Competition 2003 National Finals*, Young Engineers Australia, viewed 21 December 2005, http://www.youngengineers.com.au/Events/PPC/PPC_2003Archive.html

In-text citation for this source using the author-date referencing system is: (Young Engineers Australia 2003)

Website document

Author/editor's surname, initials Year created or updated, *Title of document (in italics)*, Name of sponsoring body, date viewed, URL

Example:

Rapattoni, F 2002, *Pier redundancy – the vital ingredient*, BlueScope Steel
    Australia, viewed 4 January 2006, http://www.bluescopesteel.com.au

In-text citation for this source using the author-date referencing system is:
    (Rapattoni 2002)

Online journal paper:

Surname and initial of the author(s), date of publication, Title of paper in single
inverted commas, Name of journal (in italics), volume number of journal, date
viewed, URL

Example 1:

Ansari, A. December 1999 'Langevin modes of analysis of myoglobin',
    Journal of Chemical Physics, 110 (3), viewed 10 December 2005,
    http://ojps.aip.org/journals/doc/vol_110/iss.html

In-text citation for this source using the author-date referencing system is:
    (Ansari 1999)

Example 2:

Bennett, J 2003, 'Environmental values and water policy', *Australian
    Geographical Studies*, vol. 41, no. 3, pp. 237-250, viewed 8 Nov 2004,
    http://www.catchword.com/

In-text citation for this source using the author-date referencing system is:
    (Bennett 2003)

4.   Devising a Bibliography

In Engineering reports you always have to provide a list of references in the
References section. Sometimes you may also be asked to provide a bibliography. A
bibliography is a list of all the sources that you have consulted while writing your
report, only some of which are cited in the text, so it provides a wider list of readings
than you give in your list of references.

To list entries in a bibliography, you use the same system as you have used for
entries in your list of References and you provide the same publishing details.

5.   Sample list of References using author-date system

References

Austroads *1999, Rural road design: guide to the geometric design of rural roads*, Austroads, Sydney.

Grundy, P 2000, *Bridge design and assessment: introduction to the design of bridges,* Lecture Notes for CIV3222, Department of Civil Engineering, Monash University, Melbourne.

Siano, D 2002, *Bridge design in Australia,* [online] viewed March 3 2004, http://CivEngDesign.home.net

Standards Australia 1999*, Australian bridge design code,* Standards Australia, Sydney.

Standards Australia 1998, *Australian standards for Civil Engineering students, HB2.2-1998 Part 2: structural engineering*, Standards Australia, Sydney.

Warner, CM, Rangan, K, Hall, RP & Faulkes, X 1998, *Concrete structures*, Longman, Sydney.

6.   Additional Information

More information is available in the Monash University Library online tutorials:

on citing and referencing:
> http://www.lib.monash.edu.au/tutorials/citing/

on the author-date referencing system:
> http://www.lib.monash.edu/tutorials/citing/harvard.html

on the IEEE referencing system:
> http://www.lib.monash.edu/tutorials/citing/ieee.html

on the AIP referencing system:
> http://www.lib.monash.edu.au/tutorials/citing/aip.html