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# Your Guide to the Harvard AGPS Referencing System.

(to accompany the online presentation found at :  
[http://www.usq.edu.au/library/Breeze/Fac\\_Business/HarvardAGPS](http://www.usq.edu.au/library/Breeze/Fac_Business/HarvardAGPS))

[usq.edu.au/library](http://www.usq.edu.au/library)

**USQ** UNIVERSITY OF  
SOUTHERN QUEENSLAND  
Library

**Save time!** – take down *all of the details* required for the List of References as you use resources – books could be on loan when you need them and websites do sometimes disappear without warning.

## Why is referencing important?

(Slides 3, 4 & 5)

- to show respect for the work of others
- to show that you've read widely and considered relevant literature for your assignment
- to show the resources which you have used to shape your argument.
- So that a reader can easily locate the sources used to write the assignment, making the writer accountable for the research.

*Referencing is essential for all assignments.*

## Direct quotes and paraphrasing – what's the difference?

(Slides 6 & 7)

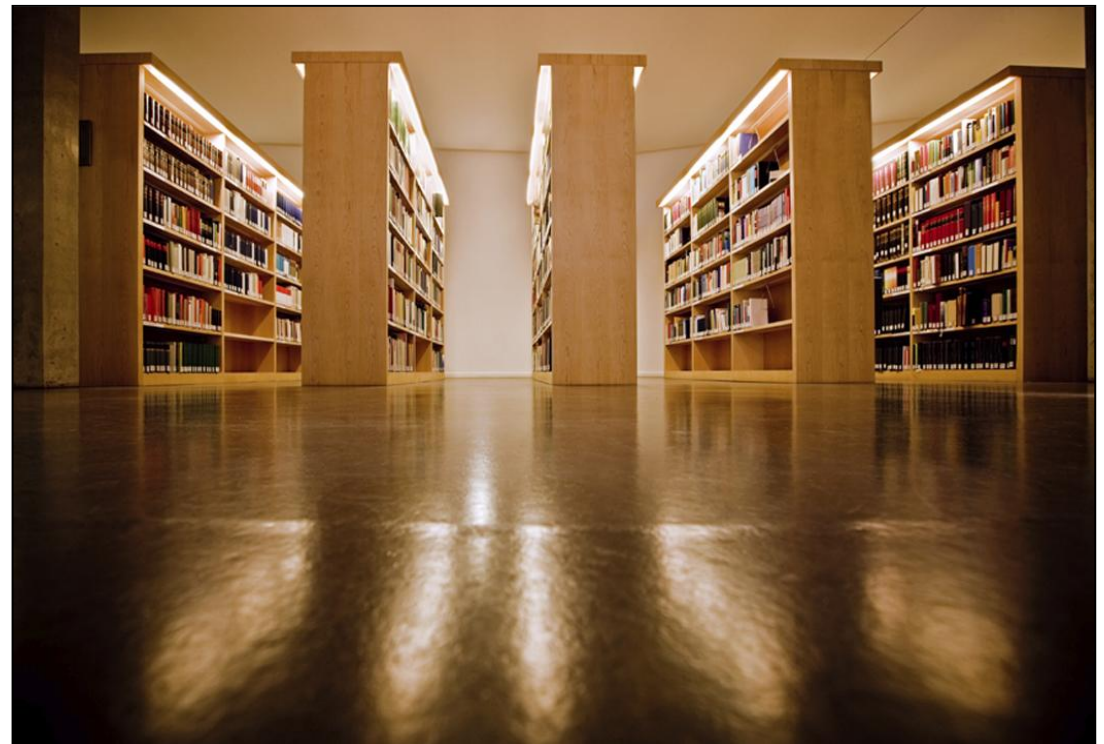
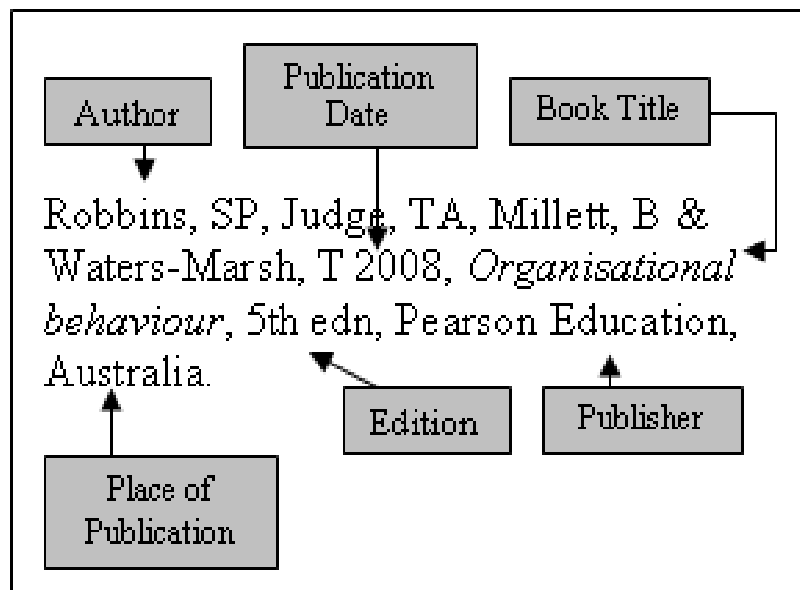
If you use an authors' words exactly as they are written, this is a *direct quote*. If you use the authors idea, but express it in your own words, it is called *paraphrasing*. Both uses of the authors words and ideas need to be referenced, but are acknowledged in different ways.

## When do I need page numbers in a reference?

Where you are quoting or referring to figures or data, or directly quoting, page numbers must *always* be included. When paraphrasing or summarising, include page numbers only if referencing a specific idea or concept. If the entire publications' theme is being summarised, do not include page numbers.



An Example of a reference for a book with all elements required for the reference:



Format	Direct Quotations	Paraphrasing (Indirect quotes)	Reference List
<b>Book – Printed</b>			
One Author (Slide 8)	... (Stair 2008, p. 22) OR Stair (2008, p. 22) comments "..."	Stair (2008, p. 22) comments that...	Stair, RM 2008, <i>Principles of information systems: a managerial approach</i> , 8th edn, Thomson Course Technology, Boston.
Two Authors (Slide 8)	... (Summers & Smith 2006, p. 27) OR Summers and Smith (2006, p. 27) note.... <i>Only use the '&amp;' in the brackets</i>	According to Summers and Smith (2006, p. 27)... OR The correct format for a report (Summers & Smith 2006, p. 27) is...	Summers, J & Smith, B 2006, <i>Communication skills handbook</i> , 2nd edn, Wiley, Milton.

Three Authors (Slide 8)	“...” (Horngren, Datar & Foster 2005, p. 13) OR Horngren, Datar and Foster (2005, p. 13) “...”	The findings of Horngren, Datar and Foster (2005, p. 13) clearly.... OR The findings of some researchers (Horngren, Datar & Foster 2005, p. 13)....	Horngren, CT, Datar, S & Foster, G 2005, <i>Cost accounting: a managerial emphasis</i> , 12th edn, Prentice Hall, Upper Saddle River, NJ.
Four or more Authors (Slide 8)	<i>Use the first author only, followed by et al.</i>  Portny et al. (2007, p. 74) states... OR “...” (Portny et al. 2007, p. 74)....	<i>Use the first author only, followed by et al.</i>  Portny et al. (2007, p. 74)... OR (Portny et al. 2007, p. 74) that ....	Portny, SE, Mantel, SJ, Meredith, JR, Shafer, SM, Sutton, MM & Kramer, BE 2007, <i>Project management: planning, scheduling and controlling projects</i> , Wiley, USA.
Edited book (Slide 9)	... (Tente (ed.) 2004, p. 14)	...impacts on the analysis (Tente (ed.) 2004, p. 14).	Tente, A (ed.) 2004, <i>Financial statement analysis</i> , Schweser Study Program, LaCross, WI.
Anonymous	Use the Title of the resource. <i>Primary colours</i> (2006, p. 64) .... OR “...” ( <i>Primary colours</i> 2006, p. 64)...	... is summed up in the description ( <i>Primary colours</i> 2006, p. 64) OR the novel <i>Primary colours</i> (2006, p. 64) describes...	<i>Primary colours</i> 2006, Random House, USA.
2 or more books by the same author in the same year	Note the reference after each direct quote	King (1984a, 1984b) foresaw a need... OR A need was foreseen (King 1984a, 1984b)...	List in alphabetical order by title: King, P 1984a, <i>Power in Australia</i> , UQP, St Lucia. King, P 1984b, <i>Solar power</i> , Macmillan, Melbourne.
Chapter in an edited book	“...” (Adams 2006, p. 133)	Adams (2006, p. 133) states that... OR (Adams 2006, p. 133)...	Adams, TD 2006, 'The IMF: back to basics', in ED Truman (ed.), <i>Reforming the IMF for the 21st century</i> , Institute for International Economics, Washington, DC.

No Publication Date/Uncertain Publication Date			(n.d.) - no date given (c. 1900) - approximate date (1886?) - doubtful date (unpub.) - unpublished (forthcoming) - not yet in the process of being published (in press) - in the process of being published
Two Authors; Same Family Name	Include the authors initial to clearly identify the reference. ... (Lachlan, A 2005, p. 55)	A Lachlan's (2005, p. 55) research highlights the inadequacies of other approaches (Lachlan, E 2008, p. 32)...	Cite each work separately in the List of References, using the style appropriate to the format.
More than one work cited in a sentence	Note the reference after each direct quote	<i>Include the authors in alphabetical order.</i> This point is made by numerous researchers (Adams 2006, p. 21; Stair 2008, p. 18; Tente (ed.) 2004, p. 19)	Cite each work separately in the <i>List of References</i> , using the style appropriate to the format.
Corporate Author	"..." (Australian Institute of Management 2001, p. 57).	Australian Institute of Management (2001, p. 57)... OR (Australian Institute of Management 2001, p. 57)	Australian Institute of Management 2001, <i>The heart and soul of leadership</i> , McGraw-Hill, Sydney.
<b>Electronic Book (eBook)</b>			
One Author (Slide 10)	Use the same format as a printed book.	Use the same format as a printed book.	Sandler, L 2008, <i>Becoming an extraordinary manager: the 5 essentials for success</i> , AMACOM, New York, viewed 19 August 2008, < <a href="http://library.books24x7.com.ezproxy.usq.edu.au/toc.asp?site=JE61N&amp;bookid=22370">http://library.books24x7.com.ezproxy.usq.edu.au/toc.asp?site=JE61N&amp;bookid=22370</a> >.
Two Authors or more authors	Use the same format as a printed book.	Use the same format as a printed book.	Arruda, W & Dixon, K 2007, <i>Career distinction: stand out by building your brand</i> , Wiley, Hoboken, NJ, viewed 19 August 2008, < <a href="http://library.books24x7.com.ezproxy.usq.edu.au/toc.asp?site=JE61N&amp;bookid=20349">http://library.books24x7.com.ezproxy.usq.edu.au/toc.asp?site=JE61N&amp;bookid=20349</a> >.

Edited ebook	Use the same format as a printed book.	Use the same format as a printed book.	de Vries, H & Sullivan, LE (eds) 2006, <i>Political theologies: public religions in a post secular world</i> , viewed 19 August 2008, < <a href="http://site.ebrary.com.ezproxy.usq.edu.au/lib/unisouthernqld/Doc?id=10197161">http://site.ebrary.com.ezproxy.usq.edu.au/lib/unisouthernqld/Doc?id=10197161</a> >.
Corporate Author	Use the same format as a printed book.	Use the same format as a printed book.	Australian Institute of Management 2004, <i>Innovation and imagination at work</i> , 2nd edn, McGraw-Hill, NSW, viewed 19 August 2008, < <a href="http://library.books24x7.com.ezproxy.usq.edu.au/toc.asp?site=JE61N&amp;bookid=9489">http://library.books24x7.com.ezproxy.usq.edu.au/toc.asp?site=JE61N&amp;bookid=9489</a> >.
<b>Secondary Sources</b>			
Author quoted in another text (Slide 11)	Kilborn (cited in Dwyer 2005, p. 191) OR “...” (Kilborn, cited in Dwyer 2005, p. 191)	Kilborn (cited in Dwyer 2005, p. 191) OR (Kilborn, cited in Dwyer 2005, p. 191)	Kilborn, R 2003, ‘Off the shelf or made to measure’, <i>Management Today</i> , Jan/Feb 2003, pp. 38-9 quoted in Dwyer, J 2005, <i>Communication in business: strategies and skills</i> , 3rd edn, Pearson, Australia.

## Journals (Slide 14-15)

### What is a journal?

A journal is very much like a magazine, in that it is published on a regular basis (often monthly) and contains a number of articles on different topics. However, the major difference is in the quality of the authors and the information – they are written by scholars or people within a particular field and cover a specific topic within a discipline. They are usually researched and have their own list of references, showing the sources consulted by the author.

### Why are they useful?

Firstly, the quality of the information is much higher than you'd find via most search engines online. They are also published regularly, which means they are an excellent source of current information. You could be using information for your assignments that is only weeks old!

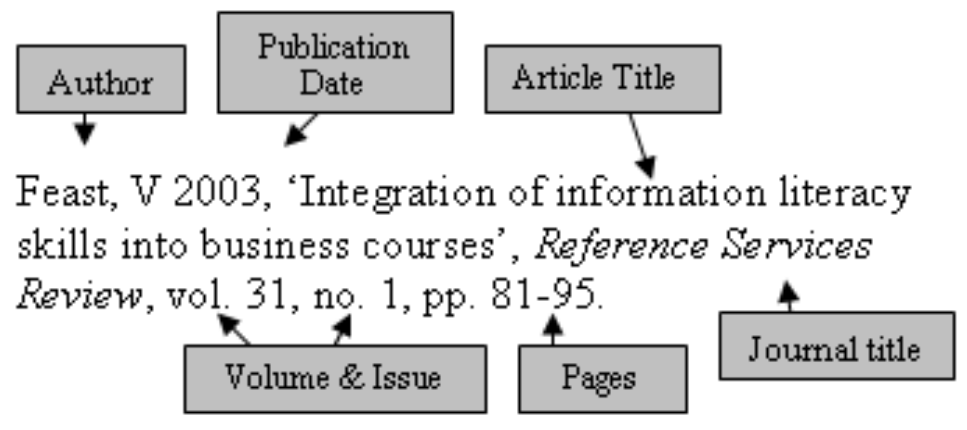
### Where are they?

If you know exactly which article you are looking for, you can find the journal via the Library Catalogue.

If you are doing a broad search for articles on a particular assignment topic, you'd best use the Library Databases.

Both the Catalogue and the Databases can be found via the Library Homepage ([www.usq.edu.au/library](http://www.usq.edu.au/library)) and assistance is available via e-mail and phone, or you can drop in and visit the Information Desk.

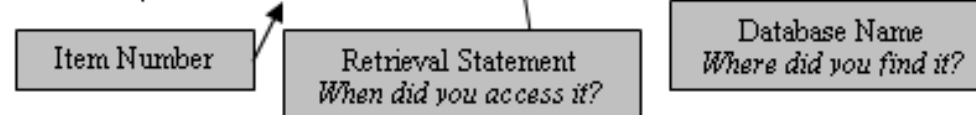
### Print Journals



### Online Journal in a Database

Uses the same details, but with a few more elements:

Marshall, J 2007, 'Gain by understanding what motivates others', *Financial Executive*, vol. 23, iss. 9, pp. 44-5, viewed 13 August 2008, Business Source Premier, item AN: 27424664.



Format	Direct Quotations In-text	Paraphrasing	Reference List
<b>Journal Articles</b>			
Electronic - Article from a database (Slide 15)	"..." (Simpson 2008, p. 404). OR Simpson (2008, p. 404) states "....."	... informs the relevant accounting principles (Simpson 2008, p. 404).	Simpson, A 2008, 'Voluntary disclosure of advertising expenditure', <i>Journal of Accounting, Auditing &amp; Finance</i> , vol. 23, no. 3, pp. 403-36, viewed 19 August 2008, EBSCOhost MegaFILE Premier, Business Source Premier, item: AN33064758.
Printed Journal - One author (Slide 14)	"..." (Berger 2008, pp. 89-90) OR Berger (2008, pp. 89-90) comments "...."	... technology produces a disjunct (Berger 2008, pp. 89-90).	Berger, IE 2008, 'High (on) technology: producing tourist identities through technologized adventure', <i>Journal of Sport Tourism</i> , vol. 13, no. 2, pp. 89-96.
Printed Journal - Two or more authors (Slide 14)	"..." (Watts & Mitchell 2008, p. 400) OR Watts and Mitchell "... " (2008, p. 400)	...(Watts & Mitchell 2008, p. 400). OR Watts and Mitchell (2008, p. 400) state.....	Watts, MJ & Mitchell, W 2008, 'Wages and wage determination in 2007', <i>Journal of Industrial Relations</i> , vol. 50, no. 3, pp. 399-416.
Printed Journal - Four or more authors (Slide 14)	"..." (Zaltman et al. 2008, p. 33) OR Zaltman et al. (2008, p. 33) notes "..."	... (Zaltman et al. 2008, p. 33)	Zaltman, G, Zaltman, L, Sturgess, DJ, Lee, A, Fujikawa, Y & Carbone, L 2008, 'The sure thing that flopped', <i>Harvard Business Review</i> , vol. 86, no. 7/8, pp. 29-37.
<b>Newspapers</b>			
Newspaper Article (Slide 16)	"..." (Porteus 2008, p.10)  <i>Or if no author is recorded, use the newspaper title</i>  "..." ( <i>Courier Mail</i> 29 Jul. 2008, p. 10)	(Porteus 2008, p. 10)  <i>Or if no author is recorded, use the newspaper title</i>  ... ( <i>Courier Mail</i> 29 Jul. 2008, p. 10).	Porteous, C 2008, 'Parties still bicker in blended family', <i>Courier Mail</i> , 29 Jul. 2008, p. 10.  <i>Or if no author had been recorded</i>  <i>Courier Mail</i> 2008, 'Parties still bicker in blended family', 29 Jul. 2008, p. 10.

Newspaper Article from a database (Slide 16)	As above	As above	Porteous, C 2008, 'Parties still bicker in blended family', <i>Courier Mail</i> , 29 July, p. 10, viewed 12 August 2008, EBSCOHost MegaFILE Premier, Academic Search Premier, item: 200807291010646512.
Newspaper Article from a website (Slide 16)	"..." (Joshi 2008) (Include page numbers if available)	...suggested by Joshi (2008).	Joshi, J 2008, 'Obama close to picking running mate', <i>Sunshine Coast Daily</i> , 30 July, viewed 12 August 2008, < <a href="http://www.thedaily.com.au/news/2008/jul/30/aap-obama-close-to-picking-running-mate/">http://www.thedaily.com.au/news/2008/jul/30/aap-obama-close-to-picking-running-mate/</a> >.

***You may need to use information in other formats for your assignments. Details on how to reference these are found below:***

Format	Direct Quotations In-text	Paraphrasing	Reference List
<b>Other types of sources</b>			
Conference Paper (online) (Slide 17)	"..." (Raunik & Fields 2008, p. 6) OR Raunik and Fields (2008, p. 6) "..."	Raunik and Fields (2008, p. 6) OR ... (Raunik & Fields 2008, p. 6)	Raunik, A & Fields, S 2008, ' <i>Getting edgy: the journey of Web 2.0 as an engagement tool</i> ', Beyond the hype 2008: Web 2.0, Australian Library and Information Association, Brisbane, viewed 21 August 2008, < <a href="http://www.alia.org.au/groups/quill/presentations/raunik.presentation.pdf">http://www.alia.org.au/groups/quill/presentations/raunik.presentation.pdf</a> >.
Microform (microfilm/Microfiche)	Parker (1980, pp. 2-3) OR Parker 1980, pp. 2-3)	Parker (1980, pp. 2-3) OR (Parker 1980, pp. 2-3)	Parker, LA 1980, <i>Teleconferencing and interactive media</i> , microfiche, Educational Resources Information Centre, USA.

DVD (Slide 18)	<i>Fahrenheit 9/11</i> (2004)... OR ..... ( <i>Fahrenheit 9/11</i> 2004)	<i>Fahrenheit 9/11</i> (2004)... OR ..... ( <i>Fahrenheit 9/11</i> 2004)	<i>Fahrenheit 9/11</i> 2004, DVD, Columbia TriStar Home Entertainment, Culver City, California. (credits or other information can be written after the citation)
Thesis, published	As per book	As per book	As per book
Thesis, unpublished (also unpublished papers and abstracts)	As per book	As per book	Craig, S 2008, 'Determinants of technology adoption in healthcare organizations', PhD thesis, Central Queensland University, Australia.
Legislation	The Copyright Act 1968 (Cwlth) ...	The Copyright Act 1968 (Cwlth) ...	Copyright Act 1968 (Cwlth)
USQ course materials and readings	As per book	As per book	Kuebler, SA 2004, 'OSHA's enforcement strategy', <i>Occupational Health &amp; Safety</i> , vol. 73, no. 12, pp. 12-3, in I Eddington (ed.), <i>MGT 8015 Corporate occupational health and safety: selected readings</i> , 2005, University of Southern Queensland, Toowoomba, Reading 4.1, pp. 71- 2.
Podcasts (Slide 19)	As explained in <i>Intellectual capital: Alan White's world view</i> (2007), "....." OR "....." ( <i>Intellectual capital: Alan White's world view</i> 2007)	<i>Intellectual capital: Alan White's world view</i> (2007) OR ( <i>Intellectual capital: Alan White's world view</i> 2007)	<i>Intellectual capital: Alan White's world view</i> 2007, podcast, MIT Sloan School of Management, USA, 1 August, accessed 19 August 2008, < <a href="http://mitsloan.mit.edu/newsroom/podcasts.php">http://mitsloan.mit.edu/newsroom/podcasts.php</a> >.

<p>Online images (Slide 13)</p>	<p>All Images must be captioned for example:</p> <p>Figure 1: Nielsen global consumer confidence index 1st half, 2008 (AC Nielsen 2008, p. 1)</p> <p>Figure captions should be directly under the image and followed by an in-text citation., with page numbers included (if possible).</p> <p>Table captions should be above the table. There must also be a citation if reproducing or adapting data.</p>	<p>The Figure 1 (AC Nielsen 2008, p. 1) illustrates .....</p> <p>The page number is always cited in the reference to the Figure.</p>	<p>AC Nielsen 2008, <i>Consumer confidence, concerns, spending and attitudes to recession: a global Nielsen consumer report</i>, digital image, AC Nielsen, viewed 21st August 2008, &lt;<a href="http://au.acnielsen.com/site/documents/GlobalNielsenConsConfConcReportJune08b.pdf">http://au.acnielsen.com/site/documents/GlobalNielsenConsConfConcReportJune08b.pdf</a>&gt;.</p> <p>The document the Figure appeared in is referenced.</p>
<p>Document from a Website (Slide 12)</p>	<p>(Boston Consulting Group, 1995, p. 4) OR According to the Boston Consulting Group (1994, p. 4) “...”</p>	<p>... (Boston Consulting Group, 1995, p. 4), OR The Boston Consulting Group (1995, p. 4) found....“...”</p>	<p>Boston Consulting Group 1995, <i>Renewing Australia’s managers to meet the challenges of the Asia-Pacific century</i>, Australian Government Publishing Service, Australia, viewed 17 September 2008, &lt;<a href="http://www.aim.com.au/research/EN_AustManager21stCentury.pdf">http://www.aim.com.au/research/EN_AustManager21stCentury.pdf</a>&gt;</p>

***Please remember:*** Before you begin researching and writing, check with your lecturer as to which style of referencing is required by your course. If you have any concerns about format and style, please consult the Library Referencing Guides and your lecturer.