

Centre for Pavement Engineering Education (CPEE)

GL006: CPEE Guide to Referencing - *using the Harvard Referencing System* -

Approved by	Academic Board
Responsible officer/area	HEO, Academic Board
Audience	Administrative Staff, Students
Related policy, procedures, supporting guidelines & forms	<ul style="list-style-type: none"> • PO004: CPEE Policy on Student Assessment • PO006: CPEE Policy on Student Conduct • PR015: Student Misconduct Management Procedure • CO001: CPEE Student Code of Conduct
Relevant external documents and relevant legislation	
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1. Introduction

Students and Unit Chairs must reference or cite sources. Correct referencing is an important part of academic writing and it ensure that the ideas or words of others are rightfully acknowledged. It also helps avoid plagiarism. Well used referencing demonstrates that the writer has indeed read the contemporary and historical background literature and helps provide authority for statements made in conclusions, summaries and interpretation of results.

Using the Harvard Referencing System

Within the Harvard citation style many different formats are used for the various publication modes such as books, E-books, Chapters, Brochures, journals, newspaper articles, government publications, CPEE study material, conferences, speeches and personal communication. The style also varies according to the number of authors. No attempt is made here to provide an exhaustive list and the reader is referred to existing documentation available at numerous sources such as the University of Sydney (n.d.), the University of Western Australia (2014) and Monash University (2012). For example, the Monash University Harvard Referencing Guide is 85 pages long.

2. CPEE Examples of the Harvard Citation Style

CPEE uses the Harvard Author-Date referencing style. It should be noted however that the Harvard referencing and citation style will vary from different sources in minor features such as punctuation, capitalisation, abbreviations, and the use of italics. This Introductory Guide limits itself to providing some examples of the Harvard methodology for books, journals, web documents, course material and conferences.

3. Books

Examples of a single author follows.

One method of representing project management life cycle is expressed by Dobie (2007, p. 13) where he uses a simple bell curve approach.

Dobie (2007) expressed the view that the planning and control phase of project management could be represented graphically.

The author and year is followed by the title of the book in lower case italics. The reference ends with the publisher details in normal font.

Dobie, C 2007, *A handbook of project management: a complete guide for beginners to professionals*, Allen & Unwin, Crows Nest, Australia.

Examples for two authors follow.

The determination of allowable bearing capacity is well covered in many texts (Wilun and Starzewski 1975, p.45).

Wilun and Starzewski (1975) cover the determination of allowable bearing capacity well.

Wilun, Z & Starzewski, K 1975, *Soil mechanics in foundation engineering: volume 2 theory and practice*, 2nd edn, Surrey University Press, London.

For 3 or more authors the style uses the “et al” approach within text and lists all authors in the reference.

4. Journals

The journal approach within text is similar to that for books. The name of the article is not in italics. For example, the text may read as follows.

The paper by Bullen (1994) provides some early research on the measurement of resilient modulus of cement treated materials.

The reference would then read as follows.

Bullen, F 1994, 'The resilient modulus of cement treated materials', *Road and Transport Research*, vol. 3, no. 2, pp. 94-104.

For two authors or more the text may read as follows. The et al is used for 3 authors or more.

Some studies on the evaluation of low volume roads focus on models that use the speed profile (Craus et al 1995).

The reference would then read as follows.

Craus, J, Polus, A, Liveneh, M, and Reshetnik, I, 1995, 'Evaluation and improvement of low-volume roads, *Road and Transport Research*, vol. 4, no. 4, pp. 104-119.

5. Web Document

Referencing a web document may vary depending for example on whether it is being referenced internally as course material or externally as a source of information.

In the latter case we have the following text.

Monash University (2012) provides a very good resource for the use of Harvard style referencing.

The reference would read as follows.

Monash University 2012, *Harvard referencing system*, Monash University, viewed on 29 January 2015, <http://guides.lib.monash.edu/citing-referencing/harvard>

If there is no date on the document the following applies. The text could read as follows.

The University of Sydney (n.d.) provides an excellent resource for the use of the Harvard author-date referencing style.

The reference would then read as follows.

The University of Sydney n.d. *Introduction to the Harvard author-date referencing style*, University of Sydney, viewed on 29 January 2015, http://sydney.edu.au/library/subjects/downloads/citation/Harvard_Complete.pdf

6. Course Material

A distinction is made between hard copy and on-line material. For example, the text could read as follows.

Road pavement rehabilitation is one of the main cost components of road expenditure in Australia (Bullen 2015).

The reference for your hard copy would then read as follows.

Bullen, F 2015, *Pavement evaluation and rehabilitation, Topic 1: Introduction to rehabilitation*, CPEE, Melbourne.

If the online notes were being referenced, then the web link would be added as follows.

Bullen, F 2015, *Pavement evaluation and rehabilitation, Topic 1: Introduction to rehabilitation*, viewed 4 February 2015, <https://cpeelms.pavementeducation.edu.au>

7. Conferences

The text for a conference paper reference may read as follows.

In a paper on the use of granulated slag in road pavement Wong (1992) indicated that more work was required to justify long term UCS.

The reference would read as follows.

Wong, TK, 1992, 'Use of granulated slag as a stabilising agent', *Proceedings of the 16th ARRB conference, part 2 pavement performance and materials*, Perth, WA, part 2, pp. 293-307.

For publications in an edited volume of conferences proceedings the following would apply.

The role of road surfacing type in driver behaviour was reported by Bullen and Ruller (2001).

The reference would then read as follows.

Bullen, F, Ruller, J, 2001, 'The role of surfacing types in accident investigation and driver behaviour', in F Navin (ed), *Proceedings of the fourth international conference on accident investigation, reconstruction, interpretation and the law*, University of Vancouver, Canada, pp. 213-221.

8. References

Monash University 2012, *Harvard referencing system*, Monash University, viewed on 29 January 2015, <http://guides.lib.monash.edu/citing-referencing/harvard>

The University of Sydney n.d. *Introduction to the Harvard author-date referencing style*, University of Sydney, viewed on 29 January 2015, http://sydney.edu.au/library/subjects/downloads/citation/Harvard_Complete.pdf

University of Western Australia 2014, *Harvard citation style*, University of Western Australia, viewed on 29 January 2015, <http://guides.is.uwa.edu.au/harvard>