The Harvard referencing style is an author-date style. When quoting directly or indirectly from a source, the source must be acknowledged in the text by the author’s name and year of publication.

**Direct quotation**
According to Sharpe and Rosell (2003), the dominant behaviours of the beavers were “travelling, foraging and being in the lodge” (p.1063).

**Indirect quotation**
Soils across the Iron Cove catchment area are enriched by these minerals (Snowdon & Birch 2004).

**Citations from a secondary source**
Wheatley (cited in Sharpe & Rosell 2003, p.1065) stated that males may travel outside their territorial boundaries.

At the end of your assignment, you are required to provide the full bibliographic information for each source.

**References must be listed in alphabetical order.** Each reference should include four elements:

- (1) Author/Editor,
- (2) Date,
- (3) Title,
- (4) Publication Information

<table>
<thead>
<tr>
<th>(1) Author</th>
<th>(2) Date</th>
<th>(3) Title</th>
<th>(4) Publication Information</th>
</tr>
</thead>
</table>

**Examples of references by type**

<table>
<thead>
<tr>
<th>Type</th>
<th>In a reference list</th>
<th>In text citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. <strong>Course handout/printed lecture notes</strong></td>
<td>Scooby, B. 2001, Discovering our planet [Course notes], ERTH105 World we live in, Department of Earth Sciences, University of Waikato, Hamilton, N.Z.</td>
<td>(Scooby 2001)</td>
</tr>
</tbody>
</table>
9. **Encyclopædia – entry in**

10. **Film (Video/DVD)**

11. **Journal article - academic/scholarly** (print version)

12. **Journal article – academic/scholarly** (subscription database – PDF version)

13. **Journal article - academic/scholarly** (subscription database – HTML fulltext version)

14. **Journal article** (World Wide Web version - not subscription database)

15. **Magazine article – popular/trade/general interest**

16. **Newspaper article – (Print version)**

17. **Newspaper article with no author**
*Newspaper articles with no author are not included in a reference list – full details are provided in the in-text citation.* (The Timaru Herald 7 March 2003, p. 1)

18. **Patents**

19. **Personal Communication** (letters, telephone conversations, emails, interviews, lecture notes. etc.) **N.B. No reference list entry. Reference in text only.** (Clarke, H. 2004, pers. comm., 19 March)

20. **Report**

21. **Standard**

22. **Statute/Act**

23. **Thesis**

JMcG Feb 2010