This resource provides more examples supporting the guidelines and examples on the Swinburne Harvard Style referencing website and the Brief guide; it should not be used without them.

- Part A of this resource shows complicated information sources and example references - for some there are additional explanations about how they are referenced. This will help you to create reference list entries for unusual or complicated individual sources.
- Part B of this resource shows an example of a completed Reference List for the examples from part A, arranged in the correct alphabetical order. This model will help you to arrange your own reference list.
- Part C provides some notes about Part B, about multiple works by the same author in the same year and also about using acronyms/abbreviations for organisations with long names.

**Part A: Examples of complicated information sources, correctly referenced**

**Annual report on an organisation’s website**

**Article on an official newspaper website**

**Article at *The Conversation***

**Artefact in a museum**

**NOTE:** This is an exhibit of dinosaur bones, so there is no author or creator, and there is no proper title for the display provided by the museum, so I have created a title for it. Also, an exact year of publication cannot be identified, but the year can be guessed to within a maximum of twenty years’ variation. So ‘?’ is used immediately after the year to reflect this guess.

**Artwork in a gallery**
Zhang, F 1660, *Drunken old man sitting under a willow tree* [artwork], National Gallery of Victoria International, Melbourne.

**Australian Bureau of Statistics website**
Blog

NOTE: A proper author name could not be identified when viewed in 2008, so the username was used instead.

Book by one author in another language which was then translated by two other people who also edited their translation

Book with two editors

NOTE: This book is in a series, and the series is arranged numerically by volumes.

Book with more than one author

NOTE: First edition books do not need to have edition included, but all other editions do. This book is the sixth edition of this title, so the edition number has been included.


NOTE: This book is in a series, but the series is not arranged in any way.

Chapter in an edited book

Conference paper

NOTE: This paper is from a bound book of conference proceedings; also, the date of publication is the same as the date of the conference.

Conference paper available on the conference website, as a PDF of the conference proceedings

Ebook

NOTE: This is a chapter by an identifiable author, in an ebook with two editors, available via Swinburne Library ebook collections.
Encyclopaedia or Dictionary entry

NOTE: There is no identifiable author for the individual entry, and the entry does not start with a capital/uppercase letter. The entries will then need to be alphabetised by date and time, oldest to newest once they have all been created.

Facebook entry

NOTE: Facebook is classified as Social Media (see below for more Social Media).
Note: If more than one entry was published that day, please add time and date after day and month of publication eg. 7:33 AM; 11:02 PM.

Film, videocassette or DVD
People at Origin Energy: an HRM case study 2007 [DVD], Video Education Australasia, Bendigo.

Google Maps
1 Collins St, Melbourne, VIC 3000 2013 [image], Google Maps, viewed 24 January 2013, <http://maps.google.com.au/maps?q=1+Collins+Street,+Victoria&hl=en&sspn=0.009621,0.013797&oq=1+collin&hnear=1+Collins+St,+Melbourne+Victoria+3000&t=m&z=16>.

Swinburne University of Technology Sarawak Campus, Jalan Simpang Tiga, 93350 Kuching, Sarawak, Malaysia 2013 [image], Google Maps, viewed 24 January 2013, <http://maps.google.com.au/maps?q=Swinburne+University+of+Technology+Sarawak+Campus+Jalan+Simpang+Tiga+Kuching+Sarawak+Malaysia&hl=en&sspn=0.076889,0.110378&oq=swinburne+sarawak&hq=Swinburne+University+of+Technology+Sarawak+Campus+Jalan+Simpang+Tiga+Kuching+Sarawak+Malaysia&t=m&z=14>.

Images

NOTE: A cartoon on the rear cover of a book of cartoons by one artist has been used. Nothing else from that book has been used. The cartoon does not have a title. The artist created all the images and text in the book, so the artist is both image creator and book author.


NOTE: An exact year of publication cannot be identified, but the year can be guessed to within a maximum of two years’ variation. So c. is used before the date (c. is an abbreviation of the Latin word circa which means ‘about’).


NOTE: A diagram on a webpage has been used. Nothing else from the website is used. Two details cannot be identified: a creator for the image, or the author for the webpage.
NOTE: In this example, only the image is being cited from the Powerpoint version of the lecture slides, nothing else. If something else is also used from the same lecture slides, another reference list entry must be created for that item, so that each item from those slides that has a different author/creator to the lecturer has its own reference entry.

**Industry and market reports from Swinburne Library databases**


**Journal article with an article number but the article number is used as pagination**


**NOTE:** If the article does not have the article number used as part of the pagination system, then simply put the article number after the volume and/or issue number details, and finish with a fullstop eg. . . . vol. 28, no. 5, 04015197.

**Journal article accepted for publication and available ‘in press’ from journal in database or on journal website**


**Magazine article with no author**


**Newspaper articles by the same three authors published in the same newspaper in the same year**


**Online video**


**NOTE:** A proper author name cannot be identified, so the username is used instead and the username starts with a lowercase letter.


**PhD thesis freely available from a university repository**


**Podcast**

Social media
Nye, B 2019, Bill Nye, 14 March, 10:14 AM, viewed 27 September 2019,
<https://twitter.com/BillNye/status/1106242216123486209>.

Note: A Twitter post. The time of posting (10:14 AM) has been included as other tweets from the same
day by this author are also being used. The entries will then need to be alphabetised by date and time,
oldest to newest (Nye, B 2019a, Nye, B 2019b...etc.) once they have all been created.

Standards
IEEE Standards Association 2010, IEEE standard for local and metropolitan area networks--part 20: air
interface for mobile broadband wireless access systems supporting vehicular mobility--physical and media
access control layer specification amendment 1: management information base enhancements and
corrigenda Items, (IEEE Std 802.20a-2010), IEEE Xplore.

Standards Australia 2015, Information technology--security techniques--information security management

TED talk video
Mullins, A 2009, My 12 pairs of legs, February, TED, viewed 12 October 2017,

Television broadcast available via streaming video in Swinburne Library’s TV News database
E-Crete: an Australian company is making concrete which promises to cut the carbon dioxide ordinarily
emitted during production by using a technique to make geopolymers similar to those found in some natural
volcanic rocks 2008 [television program], Catalyst, ABC1, 22 May.

Television and radio
RN drive 2012 [radio program], ABC Radio National, 5 December.

The Science show 2012 [radio program], ABC Radio National, 1 December, ABC, viewed 6 December
2012,

NOTE: This is a podcast of a radio broadcast.

Websites

NOTE: Author cannot be identified. An exact year of publication cannot be identified, but the year can be
guesed to within a maximum of twenty years’ variation. So ? is used immediately after the year to
reflect this guessing.

Department of Human Services 2016, What to do following a death, Department of Human Services, viewed

NOTE: Author is a government department. Country or state is not mentioned unless you need to
differentiate between government departments with identical names from different states or countries.

**NOTE:** *A report prepared by an organisation and then presented to a government department.*


**NOTE:** *Three different organisations, working together as three authors.*

References

I Collins St, Melbourne, VIC 3000 2013 [image], Google Maps, viewed 24 January 2013,
<http://maps.google.com.au/maps?q=1+Collins+Street,+Victoria&hl=en&sspn=37.74033,145.088646&oi=qpap&hsb=0.009621.0.013797&oi=atv&oei=VsdBWiO6GzduS4Pu6-00&ci=1217671177673320372&sa=X&ved=0ahUKEwjv862ZK365AhWKn2QKTHQFBSYQ_AUICCg#q=Collins+St+Melbourne&etrs=false&hl=en&gl=au>.


Australian Bureau of Statistics 2016, Business indicators, Australia, Jun 2016, cat. no. 5676.0, ABS, viewed 2 November 2016,


Bass Oil 2017, Annual report FY 2016-2017, Bass Oil, viewed 26 October 2017,


CSIRO—see Commonwealth Scientific and Industrial Research Organisation


E-Crete: an Australian company is making concrete which promises to cut the carbon dioxide ordinarily emitted during production by using a technique to make geopolymers similar to those found in some natural volcanic rocks 2008 [television program], Catalyst, ABC1, 22 May.


*People at Origin Energy: an HRM case study* 2007 [DVD], Video Education Australasia, Bendigo.

*RN drive* 2012 [radio program], ABC Radio National, 5 December.


Zhang, F 1660, Drunken old man sitting under a willow tree [artwork], National Gallery of Victoria International, Melbourne.
Notes about multiple works by one author in the same year –
two sets of examples from Part B above are: Australian Red Cross Blood Service 2012a, Australian Red Cross Blood Service 2012b, Australian Red Cross Blood Service 2012c; and
Byrne, F, Coster, A & Deery, S 2010a, and Byrne, F, Coster, A & Deery, S 2010b

If more than one information source from the same author is used, then those sources also need to be arranged in chronological order (oldest to newest date of publication).

Further, when there is more than one work by the same author and each work was written in the same year on differing dates (months, or days and months can be differentiated), arrange the works by date (oldest to newest) and alphabetically assign lower-case letters to the works (eg. a, b, c,...) to distinguish between them. Insert the lower-case letter immediately after the year (eg. 2012a) in both the in-text reference and the reference list entry. The reference list entries must then be arranged alphabetically by those lower-case letters.

When there is more than one work by the same author and each work was written in the same year, but no further date differentiation can be made, arrange the works alphabetically by title and assign lower-case letters to the works, in order to differentiate between them. Insert the lower-case letter immediately after the date in the in-text reference, as above. The reference list entries must be arranged alphabetically by those lower-case letters.

Notes about organisations where acronyms are used in text –
extample from Part B above is: Commonwealth Scientific and Industrial Research Organisation 2011

Some organisations, companies, and government agencies have very long names. If you wish to refer more than once to the same organisation in your work, then you are permitted to use their abbreviated name or acronym (if they have one), or create an abbreviation for them yourself.

You need to mention the full, proper name of the organisation in the text of your work and then immediately place the abbreviation or acronym in brackets afterwards (All other in-text referencing guidelines apply as per normal to the rest of the in-text reference). Any in-text references for that same organisation after this can then use the abbreviation (or acronym) throughout the rest of the text of your work.

  e.g.: organisation with an acronym ...and this has already been researched by the Commonwealth Scientific and Industrial Research Organisation (CSIRO). They have named this battery the UltraBattery (CSIRO 2011). It will assist renewable technologies by...

Lastly, the reference list or bibliography must include an entry for that abbreviation or acronym, which cross-references to the full, proper name of that organisation:

  e.g., continuing from above:  CSIRO--see Commonwealth Scientific and Industrial Research Organisation

The Library’s Swinburne Harvard style guide can be accessed at www.swinburne.edu.au/library/referencing/harvard-style-guide/

Need more help with Harvard style? Visit us at a campus library, or contact us:
Email: library@swin.edu.au  Telephone: (03) 9214 8330 (International: +61 3 9214 8330)