Harvard Referencing Guide
2017/18
(Harvard-ISS Style)

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Contents

1 What is Referencing? 3
   Work ethics / academic integrity 3
   When is it plagiarism and when is it not? 3
   When is a source a “good” reference and when not? 4
   Self-plagiarism 4
   Collaboration and Collusion 5

2 Steps Involved in Referencing 7

3 Harvard-ISS Referencing Style 8
   General comments 8
   Important update 2017 8
   In-text citations 9
   Reference list 11
   Author’s name 12
   Year of publication 13
   Title 15

   Special cases 16
   Readers / anthologies 16
   Unpublished (field/lecture) notes and interviews 16
   Electronic or online references 18
   Non-English author names 18
   Non-English titles 18
   Acronyms/abbreviations 19
   Secondary Referencing 19

Appendix 1: Reference Types in the Harvard-ISS Referencing Style 21
Appendix 2: Information Required per Reference Type 29
   Journal articles, print 29
   Journal articles, online 29
   Books, print 29
   Books, online 29
   Book chapters 29
   Conference papers 30
   Dissertations, published 30
   Dissertations, unpublished 30
   Discussion/Working papers 30
   Online resources 30
   Unpublished papers 31

Appendix 3: Non-English Author Names 32

References consulted, cited or quoted 44
1 What is Referencing?

Referencing is a standardized, academic method of acknowledging sources of information and ideas that you have used in your assignment, paper or publication in a way that uniquely identifies their source. Direct quotations, facts and figures, as well as ideas and theories, from both published and unpublished works must be referenced.

A citation or bibliographic citation, then, is a reference to a book, article, web page, or other published item, with sufficient detail to allow a reader to locate it.

Work ethics / academic integrity

By referencing correctly, you give recognition to the work of other researchers, distinguishing your own intellectual contribution from theirs. You also allow readers to verify your ‘train of thought’ on the basis of the outcome of research of others. Proper source acknowledgement is considered an important issue in academic work.

Good referencing protects you from charges of plagiarism and allows other researchers or readers to verify citations and quotations.

When is it plagiarism and when is it not?

When you are writing a research paper or publication you ARE allowed to:

- sum up a writer’s thoughts in your own words.
- repeat a small section of text, enclosing it in quotation marks (“ “).

In both cases, correct references must be made both in the text and in the bibliography/list of references.

What you are NOT allowed to do and is unacceptable is to:

- summarize or repeat work by another author (including anything you find on the internet!) and re-use this in your research paper without correct referencing. To do so constitutes plagiarism.

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1 This guide has been extensively adapted and further developed from: Library and Information Service, Curtin University of Technology, Harvard Referencing 2007, 11p. Originally available online from <http://library.curtin.edu.au/research_and_information_skills/referencing/index.html>. The 2017 version of the Harvard referencing guidelines incorporates adaptations based on feedback from 2007 onwards by ISS MA & PhD students, library colleagues, Board of Examiners & (academic) skills staff, and has been adapted for use with RefWorks®.

2 ‘You can reference work of scholarly interest that is unpublished, providing it is (still) publicly accessible in some way.’ (See Neville 2007: 125.)
You, as the author, are responsible for checking the accuracy and completeness of the referencing of all cited works. This is true not only for official publications, but also for research papers.

**When is a source a “good” reference and when not?**

This guide deals with correct referencing the academic work by others, which you want to re-use in your paper or theses. Referencing itself does not make academic work proper. Also “improper” work can be referenced correctly. The choice for reliable, accurate, fit for purpose and peer reviewed academic work therefore remains an important point to consider. The quality and relevance of your work depends on the choices you made. You may be asked to justify these later.

Jeffrey Beall, in criticizing the attempt by Google Scholar to include all articles and papers ‘comprehensively’, points out that Google Scholar includes many articles that have not been peer reviewed, even includes known ‘predatory’ journals (where the author pays for a guaranteed publication without peer review) and he refers to such work as ‘Junk Science’.\(^3\)

My point is that correctly referencing junk science does not make it more respectable: it remains junk science.

In social media, we encounter online writings which promote hypotheses that mainstream science has rejected, or rejects hypotheses against evidence based on proper research. In blogs and forums, we often encounter (strong) opinions, politically or commercially motivated articles, rather than facts or evidence. In classical media, press releases are copied uncritically originating from public relations offices of companies, projects and even universities that are not supported by the research findings they purport to represent.

Also here the point is that it is important to recognize academic work of quality and not to get confused between fact and fiction. Information may also be out-of-date or no longer relevant. Good referencing is essential, and needs to be applied to “quality” academic work.

**Self-plagiarism**

Self-plagiarism is the undeclared re-use of significant portions of your earlier work (sometimes referred to as re-cycling of work). Self-plagiarism may get you into problems while it is not always a clear matter and the correct use of your previous work is subject to debate:

1. Did you get a mark or grade for an essay and are you trying to short-cut a second contribution by copying directly from the essay into another essay or group product? Obviously, this may not be in agreement with the course requirements and you have to proceed as is described here below in points 2, 3 and 4.

2. The extent of the re-use is an important factor for a lecturer when judging if re-use constitutes self-plagiarism. Your intellectual additional contribution over what you have

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already written is the main interest of your teacher. How far do you deepen, widen or further the academic debate? When your re-use does not support any further development, you are self-plagiarising.

3. If you think it is necessary to re-use material also consider the length of the text you are copying. When it is a short text that you want to develop further, you may have a legitimate reason to do so. In any case, be upfront about where the original text comes from (see point 4 below). If you doubt whether your plans are acceptable, contact your supervisor or lecturer.

4. Distinguish between published work and unpublished work. When it concerns published material, only include own work in the references. For unpublished work, add a clarification in a footnote or in the introduction when earlier unpublished essays, etc. are re-used (see next paragraph below).

**How to properly format re-used texts**

The checking for plagiarism, as with Turnitin, is usually set to exclude texts in double quotations and the list of references or bibliography at the end from the plagiarism check and accepts double quotation marks (“ … ”) as markers for a direct quotation. Use double quotation marks (“ “) in the main text for a short quote.

Turnitin understands an indented paragraph as mark of the beginning and end of re-used material. Indented paragraphs for quotes of 40 words or longer do not require extra double quotation signs. Alternatively and depending on the extent of the re-use, you may prefer to use a footnote with a textual acknowledgement as for instance: “The next (subsection/paragraph/chapter is based on…”.

Quotes within a quote are enclosed by single quotation signs: “He said: ‘Hello!’ and walked away.”

A list of references contains single quotation marks around titles of articles, reports, web pages, etc. as illustrated in the Appendix 1 examples of this guide.

**Collaboration and Collusion**

Courses may require students to collaborate on the creation of one or more texts. Whenever individual contributions are submitted for that particular course, re-using text that has been written in collaboration with others may lead to collation.

Collusion is the situation when a student re-uses work that has been created with other students. When a student “submits work done jointly as if it had been done individually or passes off work where no student effort was involved, perhaps by copying, then he or she is giving a false impression to the assessor, either intentionally or unintentionally” (Carroll 2007:18).

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Collusion can be avoided, as with self-plagiarism, by proceeding in the way as prescribed under the heading ‘Self-plagiarism’ above, esp. points 2, 3 and 4. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts or extent of the work must be your own.

**Citation systems**

There are broadly two citation systems: one uses parentheses and the other numbered notes. Note systems involve the use of sequential numbers in the text which refer to either footnotes or endnotes.

The Harvard style uses the parentheses system, in which the author indicates abbreviated source information (for example, author, year and page number) enclosed in parentheses in the article text.

**Reference systems**

There are many forms of referencing or reference styles. Some of the better known styles are APA by the American Psychologist Association, *Chicago Manual of Style* by Chicago University, *Harvard* by the Harvard Law Review Association and *MLA* by the American Language Association. Kate L. Turabian developed the *Turabian* style which closely resembles the Chicago style and is intended for use in term papers, essays and research papers (generally unpublished work).

This information document provides a brief guide to the *Harvard Referencing Style*, as adapted for the ISS. This style is characterized by:

- in-text citations, in which the author’s name is given first, followed by the publication date;
- a reference list at the end of the paper that contains the full details of all the in-text citations (including sources for tables and figures).

Whatever style you use now or later in your academic career, it is important to be correct, complete and consistent. At ISS, a European adaptation of the Harvard style of referencing is preferred.

Before the introduction of the Harvard style at ISS, the referencing style of the journal *Development and Change* (of which ISS is co-publisher) was generally considered as the in-house style of referencing. When it was decided to adopt an official house style, ISS opted to use the Harvard style, with slight adaptations to simplify it, adhering to a functional use of typography: the *Harvard-ISS style*. Closely resembling styles are *Cite Them Right Harvard Style* and the very modern *Sage Harvard Style* (see 2017 update page 8).

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2 Steps Involved in Referencing

Consider using RefWorks®, a web-based software tool that is designed to help you build a references database and manage your information in a personal, online library file. Create your personal RefWorks® account from a computer within the ISS premises (IP range). Further use is possible from any computer with an Internet connection. Other bibliographical software exist, both open-source and commercial; ISS supports RefWorks®.

Using RefWorks®, you can record whatever information you find, at the very moment when and where you find a reference. Recording the search terms used, the names of databases, libraries or catalogues will help you to work efficiently and keep track of references that you may require later on. RefWorks® has additional fields for, among others, research notes, abstracts and descriptors.

The following steps are important to correctly reference your assignment, research paper or publication in RefWorks®.

1. Copy the full bibliographic details into your RefWorks® library, including the page number(s) from which the information is taken. Appendix 2 shows the most commonly used reference types and the bibliographic information required for each type.

2. Insert the citation at the appropriate place within the text of the document (see examples below).

3. RefWorks® automatically provides a list of references at the end of the document. As such, the list of references includes all (only) the references you refer to in your manuscript.

A publication may list – together and in addition to works actually referred to in the text – published works that have been consulted and/or related publications considered to be of use to the reader. This list then becomes a bibliography, as opposed to a list of references. As a rule, a research paper has only a list of references.

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6 For more information on see: <http://www.refworks.com>.
7 In RefWorks®, the fields required to be filled in for each reference type are marked with a tick.
3 Harvard-ISS Referencing Style

General comments

The modern trend in typography is to concentrate on functionality, the leading question being: “Will a difference in typography support the easy recognition of a difference in information (e.g., a journal title as distinct from an article title)?” This is reflected in the Harvard-ISS referencing style.

In general, the Harvard style sets standards for the order and content of information in the reference, not so much for the format or layout on the page. Many variations of layout are in use and may be encountered. It is essential to be consistent within a document.

It is desirable for publications of an organization to consistently use the same layout and formatting. Journals set their own additional style characteristics in ‘Author’s Guidelines’ to maintain consistency in referencing throughout a journal volumes and issues.

The list of reference types in the Appendix 1 provides examples of a large number of types of publications as they are treated in RefWorks using the Harvard-ISS referencing style. The second column shows the correct use of the in-text citation. Column three illustrates the full reference in the list of references. In column four you will find the reference type to be selected in RefWorks® for the publication. Remarks are found in column four.

Users of RefWorks® will find that when the Harvard-ISS style is selected, the in-text citations and references list are correctly displayed in the Ms Word document when the right database fields have been correctly used. It is essential to input information properly. For example, ranges of page numbers should be entered in the page number field of a record of RefWorks® as follows: ‘3-18’, not ‘p. 3-18’ or ‘pp. 3-18’.

Appendix 2 provides a list of the most commonly cited reference types with the information required for each type.

Important 2017 update

When using RefWorks, or other bibliographical managers, the option to add a house style may not yet be available (e.g. MS Word 2016 in the cloud). Cite Them Right Harvard or Sage Harvard Style may provide acceptable alternatives and are available.

(RedWorks Customize settings)

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8 Some examples in this guide were taken from Development and Change, 'How to contribute', accessed 23 February 2009 <http://www.iss.nl/Development-Change/How-to-contribute>, insofar as they conformed to the Harvard-ISS house style.
In-text citations

Use the surname of the author, followed by the year of publication when citing references within the text. Examples:

(Saith 2007: 63-74) or
“[…] as stated by Saith (2007: 63-74)”.

To distinguish different works by the same author in the same year, use the letters a, b, c, etc. For example, Besson (1993a, 1993b).

If two or more works are cited at the same point in the text, they are included in the same in-text citation, separated by a comma, e.g. (Moharir 1984: 99-100, Salih 2007). The items are presented alphabetically by author’s name and not chronologically.

Where authors of different references have the same surname, include the author’s initials in the in-text citation, e.g. (K. Jansen 2004) or K. Jansen (2004).

When quoting directly from another source, the relevant page number(s) must be given and either: enclose short quotes within double quotation marks (“ ”), or format a longer quote of over 30 words as a separate, block indented paragraph (without quotation marks)⁹.

Example of a block quotation

[... here you write the text of your paper and the idea which leads to the quotation:
<empty line>
A system of law should recognize a wrongful act as a wrongful act. It should not refuse to distinguish between wrongful acts and mere accidents or cases of diminished responsibility. Moreover, I am prepared to agree with some aspects of the basic picture of society and of crime from which he starts, although I am dubious whether the idea of taking undue liberty is the best way of capturing what is distinctively wrong about rape, homicide, etc. The idea is so abstract that we lose the sense that law is about protecting important, and distinct, aspects of human lives. (Nussbaum 2016: 184)
<empty line>
Here you continue to write the following text of your paper and when applicable the conclusion resulting from the quotation.

Similarly, when paraphrasing or referring to an idea from a book or other lengthy text, you must include the relevant page number(s). Only when you are referring to a publication as such do you leave out the page number or page range.

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⁹ The plagiarism checker Turnitin is unable to register single quotation marks, even when a source is given for the quotation. Turnitin may then include a quotation as plagiarised text and falsely increase your plagiarism score. To avoid problems, use double quotation marks or an indented paragraph and the in-text citation to mark a quote.
Online publications frequently do not contain page numbers, in which case you can use “no page”. E.g. “Towns (2014, no page) provides the rationale [.]”

Use ‘et al.’ (not italicized, note the punctuation!) when citing a work by more than two authors, but name them all in the reference list.

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Use of the Latin abbreviations listed below is discouraged at ISS.

The abbreviation ‘ibid’ is in steady decline since the introduction of word processing and the exact meaning of all three abbreviations often remains unfamiliar to many readers (who increasingly do not learn Latin as part of their education).\(^ {11}\)

- Ibid. (ibidem) indicates that the associated passage is from the same source as the previous in-text citation or foot/endnote.
- Loc. cit. (loco citato) indicates that the associated passage may be found at the same location or page as the previously cited materials of the source specified. Preceded by the identification of the work being cited.
- Op. cit. (opera citato) indicates that the associated passage may be found in the same article or book cited, but on another page within the work. Preceded by a designation of which author or work is being cited.

The re-shuffle of paragraphs or chapter sections, in the text flow editing stages is common in the final editing of draft papers and greatly facilitated by wordprocessors. A ‘ibid’ in the original location then results in incorrect usage when the ibid is in a new location of the manuscript. Reference managers, as Refworks, Endnotes, Zotero, etc. facilitate repeating the same or similar intext citations [eg. (Smith 2007:45 followed further in the text by (Smith 2007:46) or, when the author has already been mentioned, a (2007: 45) followed further in the text by (2007: 46)].

For secondary referencing (e.g. ‘Mao 1964, as quoted in Post 1997: 89’) please refer to the relevant section on page 18.

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**Reference list**

The list of references cited in the text (including sources for tables and figures) appears in alphabetical order at the end of the paper as a separate section with the title ‘References’.

\(^{11}\) Though not restricted to academic publications, a Google NGram shows how rare the use of the Latin abbreviations is in English texts and how the use of ‘ibid’ has declined over the last half century.
For author’s names\textsuperscript{12} and reference titles, RefWorks\textsuperscript{\textregistered} will capitalize correctly where required and italicize the appropriate fields, irrespective of how records have been entered.

Note that a reference list includes only books, articles, etc. that are cited in the text. A bibliography, on the other hand, is a list containing the sources used in developing a publication and other sources which the author considers might be of use or interest to the reader.

The reference list is arranged alphabetically by author’s name. Where an item has no author, it is cited by its title, and ordered in the reference list or bibliography alphabetically by the first significant word of the title.

The Harvard-ISS referencing style requires the second and subsequent lines of each reference to be indented in order to highlight the alphabetical order.

**Author’s name**

The name of the first author or editor of a publication is listed with the surname followed by the initial(s) or fully spelled first name:

Saith, A. or Saith, Ashwani

For a second author or editor, the sequence is reversed:

Saith, A. and K. Jansen

Note that the two names are separated by “and”.

Use (ed.) for one editor, but (eds) for multiple editors (note the punctuation).

Stecher, B.M. (ed.)

Doornbos, M., L. Cliffe, A.G.M. Ahmed and J. Markakis (eds)

In case more than two authors/editors are indicated in the reference, list all authors and editors in the sequence that the publication provides on the title page (not the cover).

When listing two or more works by one author, repeat the author’s name for each entry.

Since the purpose of the list of references is to be able to retrace a reference in the library or online, it is preferable to list authors/editors as they are given in the reference itself. So if Doornbos, M. is what the book in question uses (and not the Doornbos, M.R. that we can find in other publications for the same author), then the advice is to use Doornbos, M. (Note: Do not use an extra space between initials.)

In every case, follow the author’s preference for how his/her name is to be noted.

\textsuperscript{12} In September 2003, the official Harvard format began using uppercase for author names – e.g., PRONK, J. (2007). This did not become widely accepted, certainly among UK and continental European authors. Harvard-ISS style uses initial letter capitalization for author’s names: e.g., Pronk, J. (2007).
Manually entering author names in RefWorks

In the Author field of a record, author names should be entered as follows: surname, followed by a comma, first name (or first initial followed by a period), and middle initial followed by a period. Each entry must be separated by a semi-colon.

For example:
Saith, Ashwani; Mooij, Jos; Jansen, Karel; etc. or
Saith, A.; Mooij, J.; Jansen, K.;

Choose ‘first name’ or ‘initial’ according to how it is displayed in the publication.

If there is no author listed, find the institutional author (World Bank Group, United Nations Development Programme, etc.) or leave the Author field empty.

Note: RefWorks formats author names correctly (full last name and first name initials) when importing data from a predefined import filter. However when records imported from a database use all capitals for the author names, this has to be corrected manually in the RefWorks record. (Example: GASPER, DES should become Gasper, Des.)

Year of publication

After the authors/editors, the year of publication is provided between parentheses (no commas before or after). Example:

Note that (ed.) or (eds) are within a separate set of parentheses preceding the year of publication. There should be a space between these two sets of parentheses.

No Date

Though nowadays ‘No Date’-publications seem rare, a date of publication is not given in all publications. In those cases where there is no publication date or when the date is uncertain, we have to deal with it the best way we can to provide clarity to the reader:

a) If the date can only be approximated, it is best to add ‘ca.’ before the year (circa).
Jansen (ca. 1964) ‘Title etc. etc.’

b) Another case is where you have obtained a year of publication, but you are not certain about the accuracy of the date of publication in view of earlier, later or other information. It is now best to express the uncertainty in your mind, by adding a question mark:
Jansen (1964?) ‘Title etc. etc.’

Finally, if the date is unknown or unrecorded, use ‘No Date’ or ‘n.d.’. In RefWorks the date of a publication is left blank when it is not given.

Jansen (No Date) ‘Title etc. etc.’

Jansen (n. d.) ‘Title etc. etc.’

**In Press**

Once a publisher or an editorial board has accepted a publication, the author is provided with a tentative date/year of publication and sometimes the volume and issue number of the journal where the contribution is planned to appear. In other cases the electronic version of a publication is already available, while the printed version is still ‘in the pipeline’. These publications are said to be ‘In Press’ or ‘In Print’. Production and, or logistic errors may be responsible for retracting a version or ethical problems may result in withdrawing a manuscript. As long as a publication is accepted but not available to the general reader it can be said to be ‘In Press’.

RefWorks users fill in ‘In Press’ in the date field. It is advisable not to add volume or unknown issue numbers. Alternatively, if you find it more expedient, add the question mark, where uncertainty remains, e.g.:

Jansen (In Press) ‘title etc. etc. etc.’ *Development and Change*, 45:1(?).

**Forthcoming**

It is never advisable to include as ‘forthcoming’ those articles that have not yet been accepted for publication. If articles have been submitted and have not yet been accepted for publication, they are not ‘citable’: there is no way the reader can be sure such article can be found unless the publisher accepts the publication. A research paper or thesis should not have any references to any form of unpublished items in the list of references. Unpublished items are best described in a footnote. You could for instance indicate that the author has given you an ‘advance copy’ ahead of envisaged publication.

Articles that have been accepted and are not yet not published are due to the changes in the publishing process (with more online publications), recently also referred to as ‘forthcoming’. If you plan to use the term ‘forthcoming’ in this meaning, try to make sure that an article has been accepted and preferably explain the use of the term in a foreword.

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13 For more details of the difference between retraction and withdrawal as seen by Elsevier Publishers and critique by retractionwatch.com, please read http://retractionwatch.com/2013/02/25/is-an-article-in-press-published-a-word-about-elseviers-withdrawal-policy/
Title
Book and journal titles are set apart by italics in the Harvard-ISS style. (These two types of titles are 'independent', i.e., monographs which stand by themselves and are not derived from a series.)

Titles of chapters and titles of articles are given within single quotation marks.

Titles are formatted by RefWorks in the ‘title case’ which, simply put, means that the first word and all the ‘main’ words in a title should have initial capitals, and all the ‘joining’ words should be left in lower case, e.g.:

_A Handbook of Critical Approaches to Literature._

The rules for capitalization in the title case, are:

- Always capitalize the first word.
- Capitalize all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (‘as’, ‘because’, ‘although’).
- Use the lowercase for all articles, coordinate conjunctions (‘and’, ‘or’, ‘nor’), and prepositions (‘of’, ‘to’) regardless of length, when they are other than the first word.
Special cases

Readers / anthologies

Aside from rules that apply to cases of multi-authored sources, there are also rules for chapters or articles which may have been published earlier and re-printed (and even updated) for the purpose of a book. The book may be a compilation of publications on a particular topic, which the author or authors have published prior to the publication date of the book. Examples of such books are readers and anthologies.

A book with contributions from several sources has two levels of bibliographical data:

1. The reference information on the chapter, article or book section with, where applicable, original publication year.
2. The reference information on the book (reader/anthology) as a new complete work.

The first piece of information is relevant to the reader to identify the year in which the original research was published and where it was published (if and when identified by the publication). The second piece of information can be considered a ‘normal’ reference.

So your reference may look like this:


If the chapter is a reprint, this is also reflected as follows:


Note that if you have consulted a reprint (i.e., an unrevised, republication of a book or article in its original form), you would use the publication year of the original publication, not of the reprint. Reprints are identified by the abbreviation “Rpt. in” or text ‘reprinted in’.

More complications may arise if the book editor and/or author have changed the title of the original publication. You then start with the new title and publication details first, followed by ‘Rpt. of’ (for ‘reprint of’), followed by the original title and publication information.

Unpublished (field/lecture) notes and interviews

As an author, you can make use of (your own) notes and interviews that have not yet been published and cite them in the text (i.e., as an ‘in-text citation’). It is customary not to include these in your list of references, although if you consider it handy or useful to list them, you may certainly do so. A footnote or endnote may be added to your in-text citation, if it is necessary to explain relevant characteristics, conditions or details that are important for understanding the cited data.
An example of how this can be done is shown below:

<table>
<thead>
<tr>
<th>Page 17 of 44</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard Referencing, 2017</td>
</tr>
</tbody>
</table>

| 420 | Jennifer Baka |
|----------------------------|
| for cultivable wastelands under the Nine-Fold Classification, lands targeted by the brokers were often overgrown with Prosopis, mentioned above, was introduced as part of an earlier wasteland development scheme. According to a VAO interviewed, lands covered with Prosopis are often classified as *tharasu*. Given its deep root structure, farmers usually cannot afford to clear the tree once it has taken hold, and have no choice but to abandon their lands, rendering them *tharasu*. That a tree formerly introduced to eliminate wastelands is now a condition for classifying lands as wastelands underscores the political malleability of the concept. |
|  |
| of Jatropha and Tamil Nadu has been one of the leading promoters of the tree since the central government began promoting Jatropha biofuels in the early 2000s (Government of India, 2003; see also GEXSI, 2008). Multiple biofuel companies operated in the region (author’s fieldwork) and in northern parts of the state (Ariza-Montobbio et al., 2010) to recruit contract farmers agreed to sell, the company would remove the Prosopis to increase the productivity of the lands. At the time of the land acquisitions, the District government offered companies assistance with Prosopis removal. Farmers were not eligible for this assistance. Furthermore, four of the thirteen farmers interviewed reported that brokers had claimed the company only wanted to grow Jatropha on a portion of the lands and would allow farmers to continue farming the remaining portions of the plantation once the company had cleared it of Prosopis. |
|  |
| Appropriation |
| Farmers who did not sell discovered that their lands had been appropriated in 2009–10, usually in one of two ways. First, after another season of crop failures, the government offered relief assistance to farmers. To qualify, the farmers had to present their land documents and when the government examined the records, the farmers were told their lands were no longer in their possession. Second, in July 2009, Shivaleekha placed an advert in a local daily newspaper, *Theniathanthi*, announcing that the company had purchased lands in Soorangudi and Kongarakottai (Villages 2 and 5 in Figure 2). The advert listed the survey numbers for 420 plots and asked anyone with objections to the sales to contact a lawyer in Madurai (90 km away) within seven days (Anon, 2009). A typist at the Sattur Land Registration Office saw the advert and informed a Soorangudi farmer who happened to be in the |
|  |
| 19. Interview with Karasipattsi VAO (17 December 2010). |
| 20. Interview with Sivilliiputtur Business Development Office clerk (17 September 2010). |

Source: Baka 2013: 420.
When you refer to an interview that is published in a journal, online magazine or newspaper, you deal with it as a normal reference. We recommend the sequence that Neville (2007: 144) suggests:

- name of the person interviewed,
- year of interview,
- title of the interview,
- explanation,
- interviewer’s name,
- title of the publication (italicized) and
- publication details.

Example:


**Electronic or online references**

For all information retrieved online, your reference should include the URL of the website used, the date of retrieval (day-month-year), the source of the information, and other relevant identifiers.

In general, you will find the name of a website on the ‘title bar’ at the top of your Internet browser when you are on the website. Note that when you do a search on a search engine, the results page will show your search terms in the title bar. This is not the name of a website.

*Sources from the web without a title or author:* Use the title on in the ‘title bar’ at the top of the page as the title of your reference. The web publisher could be considered the author and this should also be traceable on the home page of the site or in the ‘About’ page. Then the URL would be the exact location on the web which should be followed by the date of access.

Should your work involve mainly a variety of online resources – such as online newspapers, web pages, electronic databases, web video, e-books, wikis, weblogs and podcasts – then you may also want to consult one of the many guides for Harvard Referencing for electronic sources (e.g., The Learning Centre, 2005-2009).

**Non-English author names**

See Appendix 3.

**Non-English titles**

The original title first (properly formatted, i.e., italics for book title, etc.) followed by the English translation within parentheses (also properly formatted).
Acronyms/abbreviations

Names of organizations and such should be spelled out in full and followed by the acronym within parentheses.


For non-English institutional names, spell out the original name for spellings using the Roman alphabet, providing a translation if the reader might not understand. This approach works well with organizations whose acronyms are well known, such as CCITT (Comité Consultatif International de Télégraphique et Téléphonique), because using a translation – International Consultative Committee for Telegraphy and Telephony – followed by the acronym (CCITT) could confuse some readers.

Therefore, instead of:
Committee for Telegraphy and Telephony (CCITT)
use:
Comité Consultatif International de Télégraphique et Téléphonique (CCITT, Committee for Telegraphy and Telephony)

This same guideline applies to university names. In some cases, the non-English acronym is well known and always associated with the English translation. An example is the European Center for Nuclear Research, which is widely known by its French acronym CERN. You could then refer to it as:

European Center for Nuclear Research (CERN)

Secondary Referencing

In the publication that you have read, another publication is mentioned that you think is important to your essay or research paper. How do you reference this ‘indirect or secondary’ reference?

The basic rule is that you reference the source that you have actually read, and not necessarily the primary publication that is mentioned in the work that you have read.

Let’s assume you have read about author P. Newell in a journal article:


Then it is tempting to look up the article’s bibliography and cite the chapter by P. Newell in an edited book Global Social Movements by R. Cohen and S.M. Rai, but that is not what you have read at that point. You therefore have to decide to get the edited book by Cohen and Rai or continue to read Chris King-Chi Chan’s article only. If you decide for the latter your reference will be a secondary reference, e.g.:

[...] Newell states that Transnational Corporations often wield power equal to a state, but without assuming the matching responsibility or accountability (as quoted in King-Chi Chan 2014: 687).

---

The list of references will then include:


And it will not include the primary source by P. Newell. There may be good reasons for not looking into a primary source. Referencing methodologist C. Neville mentions three:

1. You have no or difficult access to the primary source.
2. You are confident about the reliability and accuracy of the secondary source.
3. There is no greater depth of analysis to be expected from looking up the primary source. (Neville 2007:88).

There may also be the wrong reasons for deciding to stick to the secondary source: limited time, too much effort, too cumbersome, etc. Whenever you are in doubt, look up the primary source. Also footnote may come in handy to elaborate on the primary reference when you want to account for the primary reference without leaving the main line of argument in the main text.

In appendix 1 you will find another example of secondary or indirect referencing under ‘secondary sources’.
# Appendix 1: Reference Types in the Harvard-ISS Referencing Style

<table>
<thead>
<tr>
<th>Ref Type</th>
<th>In-Text Example</th>
<th>References List Example</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Books/ Monographs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Multiple works published in the same year by the same author | In recent reports (Napier 1993a, 1993b) …  
Napier, A. (1993b) *Survival at Sea*. Sydney: Allen & Unwin. | Book, Whole | Use a/b etc. to differentiate between works in same year. Next order alphabetically by title. When the author has written publications with other authors as well, these follow the single authored works |
No full stop after ‘eds’. |
| Encyclopedia or Dictionary | The New Grove Dictionary of Music and Musicians (1980: 85) defined it as…  
| Chapter in a book | As discussed by Blaxter (1976)…  
Religion, as ter Haar (2005) examines…..  
Religion, as ter Haar (2005) examines…..  
In this example the author of the chapter is also co-editor of the book. |
<table>
<thead>
<tr>
<th>Ref Type</th>
<th>In-Text Example</th>
<th>References List Example</th>
<th>Ref Type (in Refworks®)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Journals</td>
<td>In-Text Example</td>
<td>References List Example</td>
<td>Ref Type (in Refworks*)</td>
<td>Remarks</td>
</tr>
<tr>
<td>----------------</td>
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<tr>
<td><strong>Electronic Journals</strong></td>
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<tr>
<td>In-Text Example</td>
<td>References List Example</td>
<td>Ref Type (in RefWorks*)</td>
<td>Remarks</td>
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<td>--------------------------------------------------------------------------------</td>
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<td>------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>World Wide Web</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Government Publications</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><em>Acts of Parliament</em> (including bills) The Commonwealth’s Copyright Act 1968…</td>
<td>Essential elements: Short Title of Act Year (Jurisdiction), section E.g.: Copyright Act 1968 (Cwlth), s. 348.</td>
<td>Bills/ Resolutions</td>
<td>If legislation is obtained from an electronic database, add the date of access as for electronic journal articles.</td>
<td></td>
</tr>
<tr>
<td>In-Text Example</td>
<td>References List Example</td>
<td>Ref Type (in Refworks®)</td>
<td>Remarks</td>
<td></td>
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<td></td>
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</tbody>
</table>

**Secondary Sources**

- **Citation of a citation in a book**
  - … including neuralgia (Carini and Hogan, as cited in Thibodeau and Patton 2002: 45) **OR** Carini and Hogan’s study (as cited in Thibodeau and Patton, 2002: 45)
  - Book, Whole
  - Record the book that you actually sourced.
  - Carini and Hogan will need to be added manually in the in-text citation using the ‘edit citation’ function of Write-N-Cite.

- **Citation of a citation in a journal article**
  - Carini and Hogan’s study (as cited in Patton, 2002) **OR** ‘… origins of neuralgia’ (Carini and Hogan, as cited in Patton 2002: 2154)
  - Journal Article
  - Record the journal that you actually sourced.
  - Carini and Hogan will need to be added manually in the in-text citation using the ‘edit citation’ function of Write-N-Cite.
### Other Sources

<table>
<thead>
<tr>
<th>In-Text Example</th>
<th>References List Example</th>
<th>Ref Type (in Refworks*)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal communication, e-mail and discussion lists with no web archive</strong>&lt;br&gt;It was confirmed that an outbreak occurred in London (S. Savieri, personal communication, 24 April 1999).</td>
<td>Not included in reference list as they cannot be traced by the reader.</td>
<td>Personal Communication</td>
<td></td>
</tr>
<tr>
<td><strong>Field notes and unpublished interviews</strong>&lt;br&gt;(Misa 2009, personal interview)&lt;br&gt;Personal interview with J. Misa on formatting PhD theses, at the Institute of Social Studies, The Hague, 20 January 2009.</td>
<td>Not included in reference list since they cannot be traced by the reader.</td>
<td>Unpublished Material</td>
<td>Type in the in-text citation as this is not included in the references list. Consult research paper supervisor on whether these should be presented in appendix in justification of research findings discussed in paper.</td>
</tr>
<tr>
<td><strong>Films and video recordings</strong>&lt;br&gt;(You Can Count on Me 2000)&lt;br&gt;<strong>You Can Count on Me</strong> (2000) M. Scorsese (producer) and K. Loneran (director). Motion picture. Los Angeles: Paramount Pictures.</td>
<td></td>
<td>Motion Picture</td>
<td></td>
</tr>
<tr>
<td>In-Text Example</td>
<td>References List Example</td>
<td>Ref Type (in Refworks®)</td>
<td>Remarks</td>
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<td>-----------------</td>
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</tr>
</tbody>
</table>
Appendix 2: Information Required per Reference Type

Journal articles, print


Example:

Journal articles, online


Example:

Books, print

Author (year) Title. Place of publication: Publisher.

Examples:

Books, online

Author (year) Title. Place of publication: Publisher. Accessed date < URL>.

Example:

Book chapters

Author (year) ‘Chapter title’, in book author(s) Book Title, page numbers. Place of publication: Publisher.

Example:
Conference papers
Examples:

Dissertations, published
Author (year) Dissertation title. Type of dissertation, Awarding institution, Place.
Example:

Dissertations, unpublished
Example:

Discussion/Working papers
Example:

Online resources
For all online resources, always include access date and <URL>
Examples:
Unpublished papers


Examples:


Appendix 3: Non-English Author Names


**NAMES OF PERSONS**

In many languages there are special rules for determining which part of the name should be considered the entry element. For example, some surnames are made up of more than one word (called compound surnames). Some are preceded by prefixes such as de, la, von, der, etc. In some languages, there are no surnames. In others there is a mixture of traditional and modern forms of name.

If your documentation centre collects documents written by authors from a wide variety of countries, you will need to follow the guidelines in chapter 22 of *AARC2*, supplemented by the guidelines in *Names of Persons: national usages for entry in catalogues*, third edition (London, IFLA International Office for UBC, 1977) and *Supplement to Names of Persons: national usages for entry in catalogues* (London, IFLA International Office for UBC, 1980). This work, compiled by the International Federation of Library Associations and Institutions, Office for UBC (Universal Bibliographic Control), presents the national practices for form of names of persons, based on information provided by the national cataloguing authority in each country.

The remainder of this section gives a brief description of the special rules for the kinds of modern names that you are likely to encounter. They are based on the rules in *AARC2* and *Names of Persons*. The examples for each country or language show the way the name should be entered in the cataloguing record.

Regardless of the rules that follow, if it is known that a person cites himself or herself in a particular way, this way should be used for entry in the bibliographic record.

**European Names**

In European names, the surname is the last element (or elements, if it is a compound surname). Compound surnames are often joined by a hyphen. Hyphenated names are never separated.

**Dutch**

a) Enter surnames beginning with the prefix *Ver* under that prefix.

    *Ver Huell, Carel*

---

*AARC2 = Anglo-American Cataloguing Rules, 2nd ed.*
b) Enter Dutch surnames beginning with other prefixes under the part of the name following the prefix.

   Bergh, George van den
   Brink, Jan ten

c) Enter names of foreign origin following the rules for the particular language.

   Du Perron, E.

d) Note that the practice in the Belgian national bibliography for Flemish (i.e. Dutch) names is to enter all surnames beginning with a prefix under the prefix.

   Op de Beek, Leo

e) Note that in South Africa, Afrikaans names beginning with a prefix are entered under the prefix.

   Van der Merwe, Paul

**English**

a) Enter compound surnames under the first part of the compound.

   St. John, Henry
   Bonham Carter, Mark

   Note, however, that, especially in the United States, a name resembling a surname is sometimes used as one of the forenames, and this should not be treated as part of the surname.

   Kennedy, John Fitzgerald

b) Enter all surnames beginning with a prefix under the prefix.

   De la Mare, Walter
   Van Buren, Martin

**French**

a) Enter compound surnames under the first part of the compound.

   Pasteur Valléry-Radot, Louis

b) Enter surnames beginning with the preposition "de" under the part following the preposition.

   Beauvoir, Simone de
   La Fontaine, Jean de
c) Enter surnames beginning with other prefixes (Du, Des, Le, La, etc.) under the prefix.

Des Granges, Charles-Marc  
Le Cordier, Roland

**German**

a) Enter a compound surname under the first part of the compound.

Meyer-Altona, Ernst  
Meyer zu Selhausen, Hermann

b) When a surname begins with a prefix that consists only of a preposition (e.g. von) or only of an article and preposition not joined together (e.g. von der), enter under the part following the prefix.

Hagen, Friedrich von der  
Schack, Adolf von

c) When the surname begins with a prefix that is a preposition combined with an article (e.g. Zum, Zur, Am, Vom), enter the name under that prefix.

Am Rhyn, August  
Vom Ende, Erich  
Zum Berge, Werner von

**Italian**

a) Enter compound surnames under the first part of the compound.

Lensí Orlandi, Giulio

b) Enter surnames beginning with a prefix under the prefix.

Di Giacomo, Salvatore

**Portuguese**

a) Enter a compound surname under the last part of the compound.

Castro, Antonio Pires de Silva, Mauricio Rocha e
b) However, if the compound surname consists of a phrase made up of words that are not surnames, enter the name under the first word in the phrase.

Espirito Santo, Humberto

Note that words showing relationship, such as Filho, Neto, Junior, Sobrinho, are retained after a surname.

Castro Sobrinho, Antonio Ribeiro de

c) A simple surname beginning with a prefix is entered under the part following the prefix.

Fonseca, Martinho Augusto da

Spanish

a) Spanish compound surnames usually consist of the father’s name followed by the mother’s name. A married woman’s surname may include these elements followed by the preposition "de" and her husband’s surname. Enter compound surnames under the first part of the compound.

Rodríguez Marin, Francisco
Menéndez y Pelayo, Marcelino
Torres García de Urbina, Elena

b) Enter a surname beginning with a prefix consisting of only an article (e.g. Las) under the article.

Las Heras, Manuel

c) Enter a surname beginning with a preposition or a preposition and an article (e.g. de or de la) under the part of the name following the prefix.

Vega, Francisco de la
Pereda, José María de

d) Note that Spanish authors sometimes give only the initial of the last part of their surname. If it is not possible to determine the full form of the name, enter it in the form found on the document.

Isaza V., Guillermo

Swedish, Norwegian and Danish

a) Enter surnames beginning with a prefix of Germanic origin (e.g. von, der, af) under the part following the prefix.

Geijerstam, Gustav af
Recke, Ernest von der
b) Enter surnames beginning with other kinds of prefix (e.g. de, la) under the prefix.

De la Gardle, Magnus Gabriel
De Besche, Per

c) Enter Swedish compound surnames under the first part of the compound.

Natt och Dag, Anna Stina

d) Enter Norwegian compound surnames under the second part of the compound, unless the parts are linked by a hyphen.

Johansen, Nils Smith
Lykke-Seest, Hans

e) Enter Danish compound surnames under the second part of the compound unless the parts are linked by a hyphen or a preposition.

Exception: If the second part of the name is Moller or a name ending in -sen, enter under the first part of the compound.

Blicher, Steen Steensen
Friis Moller, Kai
Storm Petersen, Robert

**African Names**

**Botswana**

The last name is always the surname.

Pule, Tebogo Kagiso

**Burundi**

Enter under last part of name, which can also be a hyphenated compound.

Hatungimana, Emile
Vyanka-Ndondera, Cyriaque

**Cameroon**

Enter under patronymic. Forenames are usually of western or islamic origin.

Mey, Ousmane
Makang Ma Mbock, Mathias
Ethiopia

Enter under first part of name, in direct order.

Ermias Kebreab

The Gambia

Enter under patronymic, which is often the last element, but not always.

Badian, Seydou N’jie

Ghana

Enter under surname, which is the last element in the name. Enter compound surnames under the first part of the compound. Enter surnames beginning with a prefix under the prefix.

Obeng, Daniel
Dua-Agyemang, Kweku
Da Rocha, Daniel Kojo

Ivory Coast

Enter under patronymic, usually the first element of the name.

Assouan, Akassiba
Amoikon, Aka N’da

Kenya

a) Afroasiatic group of languages (Somali, Borana, etc.) Enter under the first part of the name in direct order.

Yusuf Hassan
Amina Inan Ali
Zubeida Binti Ali Gumbis

b) Bantu group of languages. Enter under the last element of the name.

Musau, Munyao wa
Mula, James Musau Munyao

c) Kalenjin; Luo. Enter under the last element of the name.

Malyo, Arphaxao Kipruto arap
Arap-Lelei, Joel Richard Kibet
Kokwaro, John Ongayo
d) Pokot. Enter under the first element of the name in direct order, unless the first element is a foreign name.

Chenanga Chepo Kapelion, Ruth
Pseret Endoo, Peter

e) Banjuni group of languages (Kiamu and Swahili). Enter under the first element of the name in direct order.

Athman bin Lali Omar

Madagascar

Enter under family name, which might be either the first or the last element in the name.

Rabenja, Salomon
Rajemisa-Raolison, Réjis

Malawi

Enter under surname.

Kambewa Chisale, John F.
Juma, Paul Afiki

Nigeria

Enter under surname, which is the last element in the name.

Tutuola, Amos
Edo-Osagie, Joseph
Achebe, Chinua
Tsaro-Wiwa, Kenule
Amaku, Ekpo Nta
Babba-Innar, Abubakar

Senegal

Enter under patronymic, which is usually the last element in the name, and include terms of respect, such as "Adjaratou" and "El Hadj", as in the examples.

Samb, Amadou Ndiaye
Ndiaye, Adiaratou Magatte Sall
Diop, El Hadj Assane
Tanzania

a) Names in Western form. Enter under surname. Enter a surname beginning with a prefix under prefix. Enter a compound surname under the last element of the compound.

Nyerere, Julius Kambarage
Mapua, B.B. Ngene wa
Che Kondo, R.K.
Mkwawa, Adam Sapi

b) Islamic and tribal forms. Enter under first part of name in direct order.

Hasani bini Ismail
Kiziku wa Maziku

Uganda

Enter under surname.

Lwanga, Tucker
Kibuka-Musoke, John
p'Bitek, Okot

Upper Volta

Enter under the family name, which is the last element in the name.

Diallo, Cheik Ousman
Ki-Zerbo, Joseph

Zambia

Enter under the last part of the name.

Kuanda, Kenneth David
Samusunywa, Samuel

Arabic Names

In general, enter under the last element of the name. Enter a family name beginning with the prefix Al, El, Abou, Abun, Abdul, Abdel, Ben or Ibn under the prefix. Note that the phrase El-Din (or al-Din) is not a prefix but a suffix that may follow either a forename of a family name.

Al'Akkad, Abbas Mahmud
Al-Hakim, Tawfiq
Abdul Hakim, Tahir
Sammud, Nur al-Din
Sadr al-Din, Muhammad
Asian Names

Bangladesh

As a general rule, enter under the last element of the name.

Pasha, Anwar
Chowdhury, Yaqub Ali
Aich, Nirmalchandra
Barua, Rabindra Bijay
Talukdar, Munindra Priya
Abd-ul-Hai, Mohammad

If the name consists only of a personal name, enter it under the first element in direct order.

Abd ul Qadir
Bharatchandra

Burma

Enter under the first element of the name in direct order, unless the first element is a Western forename. Terms of address such as U, Daw, Ko, Ma, Maung, Bo, Saya, etc. are entered after the name, preceded by a comma.

Thant, U
Hla Htun, Maung
Ba Hli, Freddie

Chinese

Enter under the first element of the name in direct order (e.g. Lee Hon-ling). Note that Chinese living abroad or writing for a western audience frequently reverse the traditional order, (e.g. Hon-ling Lee). When a Western forename is added, enter it before the traditional forename.

Lee Hon-ling
Wong, William Yuen kwok

India

a) Punjabi names. Enter under the first element, i.e. the personal name, in direct order.

Surjit Singh Sethi
Trilok Singh
b) Other names. When parts of the name have been reduced to initials, enter under the part of the name written in full. If it is not possible to establish which part of the name should be the entry element, enter under the last part of the name.

Rao, V.K.P.
Ramaswamy Ayyar, C.P.
Bose, Subhash Chandra
Gandhi, Mohandas Karamchand

**Indonesia**

a) Enter names containing terms of relationship such as bin, binte, binti, ibni, under the first element, in direct order.

Abdullah bin Nuh

b) Enter other names under the last element of the name.

Jusuf, Anwar
Nasution, Amir Taat
Suwondo-Surasno, Nani

**Japan**

Enter under family name. Japanese authors writing in a language other than Japanese place their family name as the last element in the name.

Sakai, Michio
Takamura, Itsue

**Korea**

Enter under the first element, in direct order.

Kim Pu-sik

**Malaysia**

In general, enter Malay names under the first element of the name in direct order. However, if it is known that the person treats another element of the name as the surname, treat that part as the entry element.

Hassan bin Abdul Majid
Fatimah Husain
Bunggan, A.L.
Merican, Faridah
Pakistan

In general, enter under the last part of the name.

Chaudhri, Anwarul Haque
Hussayn, Muhammad

However, names consisting of two personal names, of which the first is not Muhammad, or a variant form of Muhammad, are entered under the first name in direct order.

Hazrat Ali

Philippines

Enter Philippine surnames beginning with a prefix under the prefix. Enter compound surnames under the first part of the compound.

De la Costa, Horacio
Pe Benito, Pedro

Sri Lanka

a) Sinhalese. As a general rule, enter under the last element of the name. Enter surnames beginning with a prefix under prefix. When the last element of the name is preceded by a name of Western origin, thus making a compound surname, enter under the first element of the compound.

Welikala, Ratne
De Mel, Lal Premnath
De Silva Guneratne, D.F.

However, some names consist of only personal names, and these are entered under the first element in direct order.

Tilak Kusum

b) Tamil. If the name contains a surname of Western origin, enter under the surname.

Fernando, Mark Joseph

Otherwise, enter under the personal name which is often, but not always, the first element of the name. Include honorific titles such as "Navalar" and "Kalaippulavar".

Gnanaprakasar, Nallur
Navaratnam, Kalaippulavar K.
Arumuga Navalar

Thailand

Enter under personal name, which is the first element in the name, in direct order.

Nilawan Pinthong
Maria Laosunthara
Vietnam

Enter under the last element in the name, which is the personal name. (Note that the first element is the family name, but this is not used as the entry element.)

Thi, Nguyen Dinh
References consulted, cited or quoted


