HARVARD REFERENCING TECHNIQUE

1. **for direct quotations in text**, use double quotation marks for quotations consisting of one sentence or less e.g.

Pallasmaa (2008:8) states “a meaningful architectural experience is not simply a series of retinal images”.

Indent a quotation that extends more than four lines.

2. **Referencing books**

- Referring directly to an authors work in text: e.g.

Wycoff (2001:144) states that....

Meaning the authors name is followed by the year of publication and page numbers in brackets.

Or

e.g. The subject encyclopaedia are especially useful for supplying a brief history of a special subject (Wycoff 2001:14).

Meaning you can put your reference at the beginning or the end of your quotation depending on whethere they are direct or in direct quotations.

-When you have two authors, e.g.

Mclagan and Nel (1995:14)........

Or

(Mclagan and Nel 1995:14)

**Important, do not include initials for in text referencing.**

For your list of references, your reference should contain initials and last name of the author, date of publication, name of the book, place of publication and page numbers


**When the name of the author is not indicated, you are allowed e the term anonymous.**

**When an author refers to another author’s work and one cannot consult the work referred to, the source you are unable to consult is called a secondary source. However, in this light, only the consulted source should be indicated in your referencing**
E.G. direct referencing

Nel (2000, cited in Viljoen 2004:16)........

Or

Indirect in text referencing

....... (Nel 2000, cited in Viljoen 2004:16)

3. Referencing form your study guide

E.g. Coetzee (2004:4).......at the beginning of your paragraph

Or

(Coetzee 2004:4), at the end of your paragraph

In your list of references

E.G.


4. Lecture notes

In text referencing for lecture note is the same as in text referencing books. However, in your list of references you include course of which the notes are for, the institution they are from and the title of the notes as well as page numbers.

E.G.


5. Journal articles

The same method as in text referencing books applies for in text referencing journal articles.

For your list of references

This means apart from name of the author, date of publication and name of the journal and article, you should also include the chapter, volume and page numbers of the journal.

6. Websites

In text, only put the website in brackets

For your list of references, include

Author, date of publication, name of article, website in italics, date and time of you accessed the article.

E.G.


COME SEE YOUR TUTOR IF YOU COME ACROSS ANY PROBLEMS.