

# HARVARD REFERENCING

## *How to reference a book*

### What is needed and where to find it:

All information can be found either on the cover and spine of the book, or on the 'copyright page' which is generally located within the first few pages of the book:

#### Author(s) Name

Names are presented Surname first, and then the first initial.

If there are multiple authors, list them both/all in the order that they are shown on the book.

In this case: Williams, D & Wilson, B.

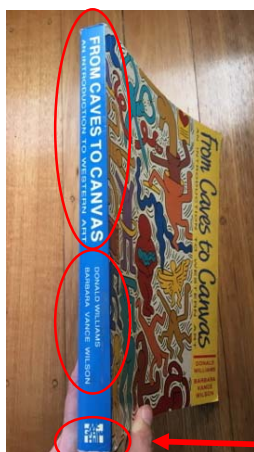


#### Title

Plus the subtitle if there is one. Put a colon between the title and subtitle. In your reference list, the title should be written in italics.

In this case:

*From Caves to Canvases: An Introduction to Western Art.*



#### Publisher

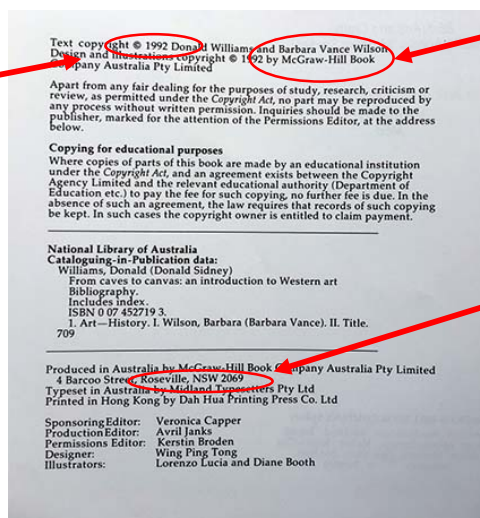
The publisher's name or logo is often on the spine, and then the name is written out in full on the information page.

In this case: McGraw Hill book company

#### Year of publication.

If multiples dates are listed, give the most recent.

In this case: 1992



#### Place of publication.

In this case: Roseville, NSW

#### The copyright page:



### How to put it all together:

At the end of your essay or assignment (or the bottom of your page in your folio/visual diary) you will write a reference list. You simply write the above information in one continuous line in this order: Author, Date, Title, Publisher, Place.

Like this:

Williams, D & Wilson, B, 1992, *From Caves to Canvas: An Introduction to Western Art*, McGraw Hill Book Company, Roseville, NSW.

Reference lists should be written in alphabetical order according to the author's surname.

### In-text referencing:

If you are writing an essay and you quote or paraphrase somebody's writing you need to put a small reference directly after the quote/paraphrased section (to paraphrase is to change the author's words, but essentially still use their ideas).

To do this you simply put the author(s) surname, the publication date and the page number in brackets after the quote. This way the reader can match the quote up to the full reference in the list at the bottom of the page.

e.g.

"Kahlo's work is often linked with Surrealism largely because her work was rather inward looking..." (Williams & Wilson 1992, p. 247)