



BERJAYA
UNIVERSITY COLLEGE

**GUIDELINE FOR HARVARD CITATION &
REFERENCING STYLE**

**PREPARED BY:
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CHIEF LIBRARIAN, LEARNING RESOURCE CENTRE**

1.0 ABBREVIATIONS AND SYMBOLS USED IN REFERENCING

&	Use an ampersand (&) between two authors or before the final author in your reference list, or within the parenthesis in an in-text citation.
ed. or eds	Editor or editor
edn	Edition
...	Ellipsis. Three dots are called an 'ellipsis'. An ellipsis is used to show that one or more words have been omitted. For example: Kolbert (2011, p. 112) describes outcomes for a generalist reader; 'natural processes that could counter acidification... operate far too slowly to make a difference on a human time scale'
et al.	This means 'and others' This is used in in-text citations (including the first in-text citation) when there are four or more authors. However, all authors are listed in full in the reference list. NOTE: stop only after 'al.', not after 'et'. For example: Czinkota et al. (2008) address theoretical issues in the Asia Pacific market.
n.d.	No date This is uncommon, particularly for academic sources. For example: Complex structures and themes interweave through the concerto (van Beethoven n.d.).
n.p.	No page numbers For example: Mathews' use of dialogue shifts to the lyrical: 'I would like to see the beginning of the rest of the world' (2010, n. p.). NOTE: Instructions for electronic sources without page numbers
p. or pp.	single page (p.) or multiple pages (pp.)
trans.	translator or translated by
vol.	volume

2.0 ASIAN NAME/AUTHORS

Malay Name Without Surname	In-text Citation	List of Reference
Sakinah Binti Sariff	(Sakinah 2016)	Sakinah, S
Tengku Naiman Tengku Abdul Hamid	(Tengku Naiman 2016)	Tengku Naiman, TAH
Haji Abdullah Yaacob	(Abdullah 2016)	Abdullah, Y
Malay Name With Surname	In-text Citation	List of Reference
Faridah Merican Binti Ahmed Merican	(Merican 2016)	Merican, F
Chinese Name	In-text Citation	List of Reference
Lye Yoon Lun	(Lye 2016)	Lye, YL
Benjamin Lye Yoon Lun	(Lye 2016)	Lye, BYL
Indian Name Without Surname	In-text Citation	List of Reference
Grace Raman	(Grace 2016)	Grace, R
Indian Name With Surname	In-text Citation	List of Reference
G. Kumaran	(Kumaran 2016)	Kumaran, G

3.0 WORK IN OTHER LANGUAGES

3.1 Translated and/or Revised Work

In-text Citation	List of Reference
(Gonzalez Sanchez 2011)	González Sánchez, CA 2011, <i>New world literacy: writing and culture across the Atlantic, 1500-1700</i> , trans. T Platt, rev. B Aram, Bucknell University Press, Lewisburg. <ul style="list-style-type: none"> • <i>for translator and/or reviser use initials first (reverse the usual order)</i>

3.2 Work in Foreign Language

If referencing a work in its original language other than English, give the title exactly as shown in the work

In-text Citation	List of Reference
(Dufays & Plane 2009)	Dufays, JL & Plane, S 2009, <i>Lecriture de fiction en classe de français (Writing fiction in French class)</i> , <i>Recherches en didactique du français</i> , Presses Universitaires de Namur, Namur. <ul style="list-style-type: none"> • <i>translate the title if relevant</i>

4.0 CITING AN IMAGE / ILLUSTRATION / TABLE / DIAGRAM / PHOTOGRAPH / FIGURE / PICTURE

You should provide an in-text citation for any images, illustrations, photographs, diagrams, tables or figures that you reproduce in your work, and provide a full reference as with any other type of work.

Note: If the table or diagram has been modified or extracted from a source, then the word Source: should be changed to Adapted from:

Table 13. Participation in 10 ranked sports activities between the ages of 15 and 24 years

	Male	Females	Total	Rank
Basketball	6	4	10	1
Netball	0	8	8	2
A/Rules	6	0	6	3
Cricket	4	0	4	4
Soccer	3	0	3	5
Volleyball	0	3	3	5
Tennis	0	3	3	5
Badminton	3	0	3	5
Softball	0	2	2	9
Golf	1	1	2	9

(Source: Pears and Shields 2008, p. 22)

5.0 LIST OF REFERENCES

5.1 Book

Item Type	In-text Citation	Reference List Examples
Single author	(Simons 2001) Simons (2001) agreed that...	Author's Surname, INITIALS Year of publication, <i>Book title</i> (in italic), Series Title and volume (if available), Edition (if any), Publisher, Place of Publication. Simons, N 2001 <i>A Short course in soil and rock slope engineering</i> , Thomas Telford Publishing, London.
2 or 3 authors	(Bretag, Crossman & Bordia 2010) As stated by Bretag, Crossman & Bordia (2010)...	Author's Surname, INITIALS, author's Surname, INITIALS & author's Surname, INITIALS Year of publication, <i>Book title</i> (in italic), Series Title and volume (if available), Edition (if any), Publisher, Place of Publication. Bretag, T, Crossman, J & Bordia, S 2010, <i>Communication skills</i> , McGraw-Hill, Sydney.
More than 3 authors	(Czinkota et al. 2008) As concluded by Czinkota et al. (2008)...	Author's Surname, INITIALS, author's Surname, INITIALS, author's Surname, INITIALS & author's Surname, INITIALS Year of publication, <i>Book title</i> (in italic), Series Title and volume (if available), Edition (if any), Publisher, Place of Publication. Czinkota, M, Ronkainen, I, Sutton-Brady, C & Beal, T 2008, <i>International marketing</i> , Cengage Learning Australia, South Melbourne.
Editor	(Larkin 2004)	Author's Surname, INITIALS (ed.) or (eds) (for editor/s) Year of publication, <i>Book title</i> (in italic), Series Title and volume (if available), Edition (if any), Publisher, Place of Publication. Larkin, E (ed.) 2004, <i>Common sense: Thomas Paine</i> , Broadview Editions, Toronto.
Organization as Author	(United Nations Development 2006) According to the finding of United Nations Development (2006).. (Malaysia, Ministry of Finance 2009) Malaysia, Ministry	Corporate author Year publication, <i>Book title</i> (in italic), Publisher, Place of publication. (If it is a ministry or department with generic name, add name of country or state first.) United Nations Development Programme (UNDP) 2006, <i>Human development report 2006: beyond scarcity: power, poverty and the global water crisis</i> , Palgrave Macmillan, New York. Malaysia, Ministry of Finance 2009, <i>Second economic stimulus package</i> , Ministry of Finance, Putrajaya

	of Finance (2009)...	
Book without author	(Style manual for authors, editors and printers 1996) Style manual for authors, editors and printers (1996) indicates that...	<i>Book title</i> (in italic), Series Title and volume (if available), Edition (if any), Publisher, Place of Publication. <i>Style manual for authors, editors and printers 1996</i> , 5th edn, Australian Government Publishing Service, Canberra

5.2 E-Book

Item Type	In-text Citation	Reference List Examples
E-book from Library database	(Dent 2008) As identified by Dent (2008)...	Author's Surname, INITIALS Year of publication, <i>Book title</i> (in italic), Publisher, viewed date, Name of ebook collection. Dent, J 2008, <i>Distribution channels: understanding and managing channels to market</i> , Kogan Page, viewed 10 June 2010, ebrary.
E-book access via the Internet	(Marks & Stephens 2007) As mentioned by Marks & Stephens (2007)...	Author's Surname, INITIALS Year of publication, <i>Book title</i> (in italic), Publisher, viewed date, <URL>. Marks, J & Stephens, P 2007, A guide to flower arranging, Prentice Hall, New Jersey, viewed 17 January 2013, < http://bartleby.com/117/ >.

5.3 Journals & Magazines Article (Printed)

Item Type	In-text Citation	Reference List Examples
Single author	(Prentice 2010) As agreed by Prentice (2010, p. 42)...	Author's Surname, INITIALS Year of publication, 'Title of article' <i>Title of Journal/Magazine</i> (in italic), volume number, part number/month, page number. Prentice, C 2010, 'Terms of ambivalence: cultural politics and symbolic exchange', <i>Australian Literary Studies</i> , vol. 25, no. 4, pp. 33-54.
2 or 3 authors	(Schulhofer, Tyler & Huq 2011) Schulhofer, Tyler and Huq (2011, p. 337) claim that...	Author's Surname, INITIALS, author's Surname, INITIALS & author's Surname, INITIALS Year of publication, 'Title of article' <i>Title of Journal/Magazine</i> (in italic), volume number, part number/month, page number. Schulhofer, SJ, Tyler, TR & Huq, AZ 2011, 'American policing at the crossroads: unsustainable policies and the procedural justice alternative', <i>The Journal of Criminal Law & Criminology</i> , vol. 10, no. 2, pp. 335-374.

More than 3 authors	(Ho et al. 2010) Ho et al. (2010, p. 466) argue that...	Author's Surname, INITIALS, author's Surname, INITIALS author's Surname, INITIALS & author's Surname, INITIALS Year of publication, 'Title of article' <i>Title of Journal/Magazine</i> (in italic), volume number, part number/month, page number. Ho, W, Lee, W, Chan, C, Ng, Y & Choy, Y 2010, 'Hong Kong's elite structure, legislature and the bleak future of democracy under Chinese sovereignty', <i>Journal of Contemporary Asia</i> , vol. 40, no. 3, pp. 466-486.
Without author	('TE Cliffe Leslie on the celibacy of the nation' 2011) It is wittily asserted ('TE Cliffe Leslie on the celibacy of the nation' 2011, p. 187) that...	'Title of article' <i>Title of Journal/Magazine</i> (in italic), volume number, part number/month, page number. • article title in place of author 'TE Cliffe Leslie on the celibacy of the nation' 2011, <i>Population and Development Review</i> , vol. 37, no. 1, pp. 185-190.

5.4 Journals & Magazines Article (Online)

Item Type	In-text Citation	Reference List Examples
Article from Library database	(Kahn, Stevenson & Roslender 2010) Kahn, Stevenson and Roslender (2010) suggested...	Author's Surname, INITIALS Year of publication, 'Title of article', <i>Title of Journal</i> (in italic), volume number, part number/month, page numbers, viewed date, <URL of main entrance to the database service > or Name of database. Kahn, H, Stevenson, JE & Roslender, R 2010, 'Workforce health as intellectual capital: a comparative study of UK accounting and finance and human resource directors', <i>Journal of Human Resource Costing & Accounting</i> , vol. 14, No. 3, pp. 227-250, viewed 7 March 2014, < http://emeraldinsight.com/ >. Kahn, H, Stevenson, JE & Roslender, R 2010, 'Workforce health as intellectual capital: a comparative study of UK accounting and finance and human resource directors', <i>Journal of Human Resource Costing & Accounting</i> , vol. 14, No. 3, pp. 227-250, viewed 7 March 2014, Emerald Group Publishing, Emerald Insight
Article access via the Internet	(Downing 2010) As Downing (2010, p. 103) points out...	Author's Surname, INITIALS Year of publication, 'Title of article', <i>Title of Journal</i> (in italic), volume number, part number/month, page numbers, viewed date, <URL of main entrance to the database service >. Downing, S 2010, 'Social control in a subculture of piracy', <i>Journal of Criminal Justice and Popular Culture</i> , vol. 17,

		no. 1, pp. 77-123, viewed 18 November 2011, < http://www.albany.edu/scj/jcipc/jcipc_vol17.html >.
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5.5 Conference Paper

Item Type	In-text Citation	Reference List Examples
Conference paper (unpublished)	(Chang, Yoo & Kwak 2004) Chang, Yoo and Kwak (2004) argued that...	Author's Surname, INITIALS Year of Publication, 'Title of paper, [paper presented to the] <i>Name of conference</i> (in italic), dates of conference, place held. Chang, JI, Yoo, SH & Kwak, J 2004, 'Measuring the conservation value of the Songji Lagoon, with an investigation of preference uncertainty', paper presented to the <i>Thirteenth Annual Conference of the European Association of Environmental and Resource Economics</i> , 25-28 June, Budapest, Hungary.
Conference paper /proceeding (published)	(Gorman 1995) Gorman (1995) argues...	Author's Surname, INITIALS Year of publication, 'Title of paper', in Editor INITIALS Surname with (ed.) or (eds), <i>Title of published proceeding</i> (in italic), place held, date, Publisher, Place of Publication, page number Gorman, M 1995, 'ACR3? Not!' in BEC Schottlaender (ed.), <i>The future of the descriptive cataloguing rules: American Library Association Annual Conference</i> , 22 June, Chicago, American Library Association, Chicago, pp. 19-30.
Conference paper /proceeding (online)	(Segrave ed. 2009) Segrave (ed. 2009)...	Author's Surname, INITIALS Year of publication, 'Title of paper', in Editor INITIALS Surname with (ed.) or (eds), <i>Title of published proceeding</i> (in italic), place held, date, Publisher, Place of Publication, date of conference if available, viewed date, <URL>. Segrave, M (ed.) 2009, Australia and New Zealand Critical Criminology Conference 2009: conference proceedings, Criminology, School of Political & Social Inquiry, Faculty of Arts, Monash University, viewed 3 February 2012, < http://arts.monash.edu.au/criminology/c3-conference-proceedings/anz-critical-criminology-conference-2009-proceedings.pdf >.

5.6 Newspapers

Item Type	In-text Citation	Reference List Examples
Article (printed)	(Cauchi 2008) Cauchi's (2008) article indicates that...	Author's Surname, INITIALS Year of publication, 'Title of article', <i>Title of Newspaper</i> (in italic), day and month of article, page number of article if available. Cauchi, S 2004, 'World's green markers on the brink', <i>The Age</i> , 16 October, p. 10.
Article without author (printed)	('Wage claims must be contained' 2011)	'Title of article' Year of Publication, <i>Title of Newspaper</i> (in italic), day and month of article, page number of article if available. 'Wage claims must be contained' 2011, <i>The Australian</i> , 17 November, p.15.
Article (online)	(Gee 2004)	Author's Surname, INITIALS Year of publication, 'Title of article', <i>Title of Newspaper</i> (in italic), day and month of article, page number of article if available, viewed date, <URL of the main entrance to the database service>. Gee, H 2004, 'A breed apart', <i>The Age</i> , 29 October, viewed 10 December 2004, http://global.factiva.com

5.7 Internet / Website / Blog

Item Type	In-text Citation	Reference List Examples
Web page	(Fein 2011) Fein (2011)...	Author's Surname, INITIALS or Corporate Author Year, Title of web page (in italic), Website name or Organisation, viewed date, <URL>. Fein, B 2011, <i>The Patriot Act is at war with the constitution</i> , The American view, viewed 8 November 2011, < http://archive.theamericanview.com/index.php?id=1770 >.
Web page (no author)	(The Patriot Act is at war with the constitution 2011)	<i>Title of web page</i> (in italic) Year, Website name or Organisation, viewed date, <URL>. <i>The Patriot Act is at war with the constitution</i> 2011, The American view, viewed 8 November 2011, < http://archive.theamericanview.com/index.php?id=1770 >.

Web page (no date)	(Fein n.d.) Fein (n.d.)...	Author's Surname, INITIALS or Corporate Author n.d., <i>Title of web page</i> (in italic), Website name or Organisation, viewed date, <URL>. Fein, B n.d., <i>The Patriot Act is at war with the constitution</i> , The American view, viewed 8 November 2011, < http://archive.theamericanview.com/index.php?id=1770 >.
Document from web page	(Reese, 2013) Reese (2013) examines...	Author's Surname, INITIALS or Corporate Author Year, <i>Title of document/webpage</i> (in italic), Website name or Organisation, viewed date, <URL>. Reese, A 2013 <i>Sectarian and regional conflict in the Middle East</i> , <i>Middle East Security Report 13</i> , Institute for the study of war, viewed 27 August 2013, < http://www.understandingwar.org/sites/default/files/SectarianandRegionalConflictintheMiddleEast_3JUL.pdf >.
Blog	(Patterson 2011, para. 4). Patterson (2011, para. 4) reports...	Author's Surname, INITIALS Year of posting, 'Title of posting', <i>Title of blog</i> (in italic), medium, day and month of posting, viewed date, <URL>. Patterson, M 2011, 'Open-access mega journals – find out more in Estonia', <i>The official PLoS Blog</i> , weblog, 20 June, viewed 25 October 2011, < http://blogs.plos.org/plos/2011/06/open-access-megajournals-%e2%80%93-find-out-more-in-estonia/ >.

5.8 Social Media

Item Type	In-text Citation	Reference List Examples
Facebook	(Gillard 2011) Gillard (2011) strategy included...	Author's Surname, INITIALS Year of posting, 'First words of post...', <i>Account Name</i> (in italic), Medium, day and month of posting update, viewed date, <URL>. Gillard, J 2011, 'The government used online forums to declare that it was prepared to provide over \$2 billion', <i>Jullian Gillard</i> , Facebook, 11 November, viewed 24 November 2011, < https://www.facebook.com/juliagillard/posts/263639040354656 >.
Twitter	(Young 2012) Young (2012)...concluded	Author's Surname, INITIALS Year of posting, 'First words of post...', <i>Account Name</i> (in italic), Medium, day and month of posting update, viewed date, <URL>. Young, S 2012, 'Over half of Australian with disabilities...', <i>Stella Young</i> , Twitter, 15 May, viewed 20 May 2012, < https://twitter.com/stellajyoung >.

Youtube	(gsmokeyjoe 2007) gsmokeyjoe (2007)... concluded	<i>Title of Item (In italic)</i> Year uploaded, added by (name of uploader), Online video, viewed date, <URL>. gsmokeyjoe 2007, added by Stephen Fry, Online video, viewed 17 January 2012, < http://www.youtube.com/watch?v=s_osQvkeNRM&feature=youtu.be >.
Wikipedia Article	(Cretaceous 2011)	'Article title', <i>Wikipedia/Wiki title (in italic)</i> , Medium, Publication date/Date of last modification, viewed date, <URL>. 'Cretaceous', <i>Wikipedia</i> , Wiki article, 5 January 2011, viewed 12 November 2011, < http://en.wikipedia.org/wiki/Cretaceous >.

5.9 Dictionary / Encyclopaedia

Item Type	In-text Citation	Reference List Examples
Dictionary (with author)	(Soanes, C & Stevenson, A 2005)	Author's Surname, INITIALS with (ed.) or (eds) Year of publication, 'Title of entry or article', <i>Title of Dictionary (in italic)</i> , Edition (if any), page number, Publisher, Place of Publication. Soanes, C & Stevenson, A (eds.) 2005, 'Health', <i>Oxford dictionary of English</i> , 2 nd edn rev, p. 121, Oxford University Press, Oxford.
Dictionary (no author)	('isotherm' 2005)	'Title of entry or article' Year of publication, <i>Title of Dictionary (in italic)</i> , Edition (if any), page number, Publisher, Place of Publication. 'Isotherm' 2005, Collins Australian dictionary, p. 298, Harper Collins Publishers, Pymble.
Dictionary (online)		Author's Surname, INITIALS Year of publication, 'Title of entry or article', <i>Title of Dictionary (in italic)</i> , Publisher, Place of Publication, viewed date, <URL>. 'Argument' 2011, <i>Oxford English dictionary online</i> , viewed 11 January 2012, < http://www.oed.com.ezproxy.lib.monash.edu.au/view/Entry/10663 >.
Encyclopaedia (with author)	(Golden 1998)	Author's Surname, INITIALS Year of publication, 'Title of entry or article', in Editor of Publication – INITIALS Surname with (ed.) or (eds), <i>Title of encyclopedia (in italic)</i> , Series title and/or volume (if any), Edition (if any), page number, Publisher, Place of Publication. Golden, L 1998 'Reception of Aristotle in modernity', in M

		Kelly (ed.), <i>Encyclopedia of aesthetics</i> , vol. 1, ABHI-DEPI, p. 108, Oxford University Press, Oxford.
Encyclopaedia (no author)	('Climate' 1997)	'Title of entry or article' Year of publication, <i>Title of encyclopedia (in italic)</i> , Edition (if any), page number, Publisher, Place of Publication. 'Climate' 1997, <i>McGraw-Hill Encyclopedia of Science and Technology</i> , 8 th edn, p. 337, McGraw-Hill, New York.
Encyclopaedia (online)	(Benson 2012) ('Global warming' 2014)	From database Author's Surname, INITIALS Year of publication, 'Title of entry or article', <i>Title of encyclopedia (in italic)</i> , Publisher, Place of Publication, viewed date, <URL of main entrance to the database service> or Name of database. Benson, N 2012, 'Global warming', <i>Encyclopedia of Global Warming and Climate Change</i> , Sage Publications, Thousand Oaks, viewed 11 March 2014, Credo Reference. From website Author's Surname, INITIALS Year of publication, 'Title of entry or article', <i>Title of encyclopedia (in italic)</i> , Publisher, Place of Publication, viewed date, <URL>. 'Global warming' 2014, <i>Encyclopedia Britannica Online</i> , viewed 19 March 2014, < http://www.britannica.com/EBchecked/topic/235402/global-warming >.

5.10 Thesis / Dissertation

Item Type	In-text Citation	Reference List Examples
Thesis (unpublished)	(Howie 2008) Howie (2008) indicates...	Author's Surname, INITIALS Year of submission, 'Title of thesis', Degree Awarded, Name of University Awarding Degree. Howie, L 2008, 'Terrorsex: witnesses and the reanimation of 9/11 as image event, commodity and pornography', PhD thesis, Monash University.
Thesis (published)	(May 2007) May (2007)...	Author's Surname, INITIALS Year of Publication, <i>Book title</i> , Publisher, Place of Publication. May, B 2007, <i>A survey of radial velocities in the zodiacal dust cloud</i> , Canopus Publishing, Bristol UK.
Thesis (from database)	(Kato 2011)	Author's Surname, Initials Year of submission, 'Title of thesis', Degree Awarded, Name of University Awarding

	Kato (2011)...	Degree, viewed date, Name of database service or provider. Kato, SF 2011, 'The popular music canon and the neglect of mainstream rock', Masters thesis, California State University, 10 March 2015, Proquest.
Thesis (web / online)	(Clark 2011) Clark (2011)...	Author's Surname, INITIALS Year of submission, 'Title of thesis', Degree Awarded, Name of University Awarding Degree, viewed date, <URL>. Clark, PG 2011, 'Synthesis of interlocked molecules by olefin metathesis', PhD thesis, California Institute of Technology, viewed 31 January 2012, < http://thesis.library.caltech.edu/5981/1/Paul_Clark_Ph_D_Thesis_8-10-2010.pdf >.

5.11 Company Information / Market Report

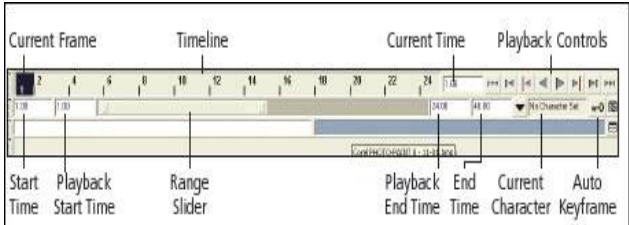
Item Type	In-text Citation	Reference List Examples
Market report	(Bank Negara Malaysia 2011)	Printed Corporate author Year of publication, <i>Title of report (in italic)</i> , Publisher, Place of Publication. Bank Negara Malaysia 2012, <i>Annual report 2011</i> , Bank Negara Malaysia, Kuala Lumpur.
	(MarketLine 2013)	From database Author or Corporate author Year of publication, <i>Title of report (in italic)</i> , viewed date, <URL of main entrance to the database service > or Name of database. MarketLine 2013, <i>Malaysian Builders Sdn. Bhd.</i> , viewed 20 January 2014, Business Source Complete.
	(KLSE Investor 2011)	From website Author or Corporate author Year of publication, <i>Title of report (in italic)</i> , viewed date, <URL>. KLSE Investor 2011, <i>Proton Holdings Berhad Annual report 2011</i> , viewed 11 March 2014, < http://klse.i3investor.com/servlets/stk/annrep/5304.jsp >.

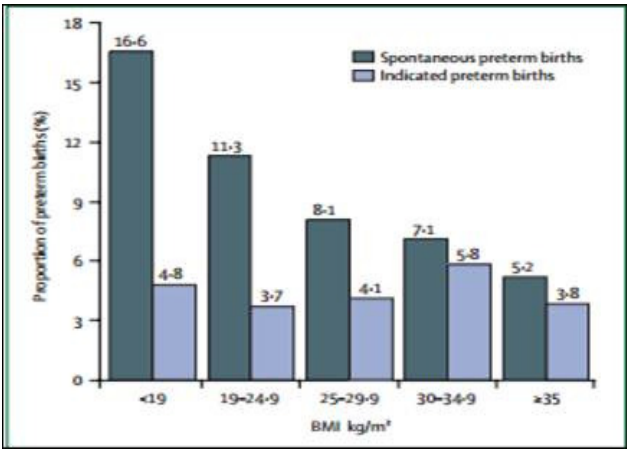
5.12 Images

Item Type	In-text Citation	Reference List Examples
Image (Work of art)		Artist's Surname, INITIALS Year of production, Title of artwork (in italic), Medium of artwork, Name of sponsor

	(Pollock 1952)	site, Place of sponsor site, view date. Pollock, J 1952, <i>Blue Poles</i> , Painting, National Gallery of Australia, Canberra, viewed 18 March 2011.
Image (printed)	(Elkin, Perry & Potter 1996, p. 22)	Artist's Surname, INITIALS Year of production, <i>Title of artwork (in italic)</i> , Medium of artwork, Publisher, Place of Publication. Elkin, M, Perry, A & Potter, P 1996, <i>Nursing interventions and clinical skills</i> , Image, Mosby, St. Louis.
Image (from database)	(Kandinsky 1914)	Artist's Surname, INITIALS Year production, <i>Title of artwork (in italic)</i> , Medium of artwork, viewed date, Name of database service or provider, Name of database, <URL>. Kandinsky, V 1914, <i>Panel for Edwin R. Campbell no. 2</i> , Painting, EBSCOhost, Art Museum Image Gallery , viewed 23 November 2011, < http://www.moma.org/collection/object.php?object_id=79450 >.
Image (from website)	(Smith 2015)	Artist's Surname, INITIALS Year of production, Title of artwork (in italic), Medium of artwork, Name of sponsor site, Place of sponsor site, view date, <URL>. Smith, E 2015, <i>Over Yellowstone</i> , Image, National Geographic, viewed 15 August 2015, < http://photography.nationalgeographic.com/photography >.

5.13 Figure/Table/Diagram/Graph/Map/Chart

Item Type	In-text Citation	Reference List Examples
From printed book	Maya's animation controls are well illustrated in Pardew (2004, p. 242)...	Author's Surname, INITIALS Year, <i>Title of the book (in italic)</i> , Edition (if any), Publisher, Place of Publication. Pardew, L 2004, <i>Game art for teens</i> , Course Technology, Boston. 

		<p>Figure 3. Maya’s animation controls (Source: Pardew 2004, p. 242)</p>																																																									
<p>From printed journal/magazine</p>	<p>As can be seen from Figure 4 BMI is associated with a high risk of spontaneous preterm birth, whereas obesity can be protective (Hendler et al 2005)...</p>	<p>Author’s Surname, INITIALS Year, ‘Title of the article’, <i>Title of journal/Magazine (in italic)</i>, volume number, part number, page number.</p> <p>Hendler, I, Goldenberg, RL, Mercer, BM, Iams, JD, Meis, PJ, Moawad, AH, MacPherson, CA 2005, ‘The preterm prediction study: association between maternal body mass index (BMI) and spontaneous preterm birth’, <i>American Journal of Obstetrics & Gynecology</i>, vol. 192, no. 3, pp. 882–86.</p>  <table border="1"> <caption>Data for Figure 4: Comparison of spontaneous and indicated preterm birth by maternal body-mass index (BMI)</caption> <thead> <tr> <th>BMI (kg/m²)</th> <th>Spontaneous preterm births (%)</th> <th>Indicated preterm births (%)</th> </tr> </thead> <tbody> <tr> <td><19</td> <td>16.6</td> <td>4.8</td> </tr> <tr> <td>19-24.9</td> <td>11.3</td> <td>3.7</td> </tr> <tr> <td>25-29.9</td> <td>8.1</td> <td>4.1</td> </tr> <tr> <td>30-34.9</td> <td>7.1</td> <td>5.8</td> </tr> <tr> <td>≥35</td> <td>5.2</td> <td>3.8</td> </tr> </tbody> </table> <p>Figure 4. Comparison of spontaneous and indicated preterm birth by maternal body-mass index (BMI) (Adapted from: Hendler et al 2005)</p>	BMI (kg/m ²)	Spontaneous preterm births (%)	Indicated preterm births (%)	<19	16.6	4.8	19-24.9	11.3	3.7	25-29.9	8.1	4.1	30-34.9	7.1	5.8	≥35	5.2	3.8																																							
BMI (kg/m ²)	Spontaneous preterm births (%)	Indicated preterm births (%)																																																									
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<p>From webpage</p>	<p>From Table 1 (Bank Negara Malaysia 2014) one can conclude that the assets and liabilities of the Central Bank...</p>	<p>Corporate Name or Author’s Surname, INITIALS Year, ‘Title of the article’, <i>Website name or organization (in italic)</i>, viewed date, <URL>.</p> <p>Bank Negara Malaysia 2014, ‘BNM statement of assets & liabilities’, <i>BNM</i>, viewed 29 June 2014, < http://www.bnm.gov.my/index.php?ch=statistic&pg=statistic_bnmstatementt>.</p> <p>Table 1: BNM Statement of Assets & Liabilities as at 13 June 2014</p> <table border="1"> <thead> <tr> <th colspan="2">Assets</th> <th>RM</th> </tr> </thead> <tbody> <tr> <td>Gold and Foreign Exchange and Other Reserves including SDR</td> <td></td> <td>427,594,280,825</td> </tr> <tr> <td>Malaysian Government Papers</td> <td></td> <td>1,852,306,254</td> </tr> <tr> <td>Deposits with Financial Institutions</td> <td></td> <td>13,203,974,707</td> </tr> <tr> <td>Loans and Advances</td> <td></td> <td>6,474,772,995</td> </tr> <tr> <td>Other Assets</td> <td></td> <td>7,484,712,355</td> </tr> <tr> <td></td> <td></td> <td>456,610,047,136</td> </tr> <tr> <th colspan="2">Capital and Liabilities</th> <th>RM</th> </tr> <tr> <td>Paid-Up Capital</td> <td></td> <td>100,000,000</td> </tr> <tr> <td>Reserves</td> <td></td> <td>60,278,172,578</td> </tr> <tr> <td>Currency in Circulation</td> <td></td> <td>73,501,235,662</td> </tr> <tr> <td>Deposits by:</td> <td></td> <td></td> </tr> <tr> <td> Financial Institutions</td> <td></td> <td>169,160,674,753</td> </tr> <tr> <td> Federal Government</td> <td></td> <td>18,153,113,272</td> </tr> <tr> <td> Others</td> <td></td> <td>2,305,287,548</td> </tr> <tr> <td>Bank Negara Papers</td> <td></td> <td>94,529,791,937</td> </tr> <tr> <td>Allocation of Special Drawing Rights</td> <td></td> <td>6,783,406,670</td> </tr> <tr> <td>Other Liabilities</td> <td></td> <td>31,798,364,716</td> </tr> <tr> <td></td> <td></td> <td>456,610,047,136</td> </tr> </tbody> </table>	Assets		RM	Gold and Foreign Exchange and Other Reserves including SDR		427,594,280,825	Malaysian Government Papers		1,852,306,254	Deposits with Financial Institutions		13,203,974,707	Loans and Advances		6,474,772,995	Other Assets		7,484,712,355			456,610,047,136	Capital and Liabilities		RM	Paid-Up Capital		100,000,000	Reserves		60,278,172,578	Currency in Circulation		73,501,235,662	Deposits by:			Financial Institutions		169,160,674,753	Federal Government		18,153,113,272	Others		2,305,287,548	Bank Negara Papers		94,529,791,937	Allocation of Special Drawing Rights		6,783,406,670	Other Liabilities		31,798,364,716			456,610,047,136
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		(Source: Bank Negara Malaysia 2014)
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5.14 Television & Radio Program

Item Type	In-text Citation	Reference List Examples
Radio programme	(<i>Birdland</i> 2012)...	<i>Title of programme (in italic)</i> Year of broadcast, Type of recording, Broadcaster, Place, date of broadcast. <i>Birdland</i> 2012, Radio program, ABC Radio National, Melbourne, 14 January.
Television programme	(<i>Immigration nation: the secret life of us</i> 2011)...	<i>Title of programme (in italic)</i> Year of broadcast, Type of recording, Broadcaster, Place, date of broadcast. <i>Immigration nation: the secret life of us</i> 2011, Television program, SBS, Melbourne, 28 January.
Television programme (online)	(<i>Keeping the faith: in the mind of the architect</i> 2012)...	<i>Title of programme (in italic)</i> Year of broadcast, Type of recording, Organization/website, Place, day month uploaded, viewed date, <URL>. <i>Keeping the faith: in the mind of the architect</i> 2012, Television program, ABC TV, Sydney, 17 January, viewed 9 February 2012, < http://www.abc.net.au/arts/architecture/ep_trn1.htm >

5.15 Interview

Item Type	In-text Citation	Reference List Examples
Interview (recorded)	(Hatton 2008) as noted by Hatton (2008)	Interviewee's Surname, INITIAL Year, interviewed by Interviewer's INITIAL Surname on Date, Place of Interview. [Recording in possession of author]. Hatton, A 2008, Interviewed by D Jones on 15 April 2008, Hilton Hotel. [Recording in possession of author].
Interview (which you have conducted)	(Mathieson 2004)	Interviewee's Surname, INITIAL Year, <i>Title of the interview (in italic)</i> , [interview], Date on which the interview was held. Mathieson, A 2004, <i>The provision of information to prisoners in Scotland</i> [interview], 25 June.

5.16 Personal Communication

Item Type	In-text Citation	Reference List Examples
Letter, email, conversation, phone call, SMS Etc...	B Hetherington (2011, pers. comm., 3 July) asserts that children with...	Personal communications are not included in the reference list as they have not been published and are not available to readers.

5.17 Slides

Item Type	In-text Citation	Reference List Examples
PowerPoint slides	Aguilar (2001) mentioned that...	Author's Surname, INITIALS Year, <i>Title of the slides (in italic)</i> , PowerPoint presentation, Education Institution, viewed date, <URL>. Aguilar, F 2001, <i>Polyethylene biodigesters: production of biogas and organic fertiliser from animal manure</i> , PowerPoint presentation, University of Adelaide, viewed 4 June 2005, < http://www.adelaide.edu.au/biogas/poly_digester/aguil ar/index.htm >.

5.18 Film / DVD / Video

Item Type	In-text Citation	Reference List Examples
CD-ROM / DVD-ROM (stand alone data discs, not audio discs or software)	(<i>International Financial Statistics</i> 2008) has been...	Author's Surname (if any), INITIALS Year, <i>Title of the material (in italic)</i> , Material type, Publisher or Producer, Place of Publication. <i>International Financial Statistics</i> 2008, CD-ROM, International Monetary Fund, Washington, D.C. * CD-ROM/audio/CD/DVD/VHS videorecording, television program, motion picture, and etc.,

5.19 Podcast

Item Type	In-text Citation	Reference List Examples
Audio podcast	(Monash	Author's Surname, INITIALS Year, <i>Title of podcast (in italic)</i> , Medium, Day month uploaded, Organization/Website, viewed date, <URL>. Monash Postgraduate Association 2011, <i>Plagiarism</i> , Podcast, 3 December, Compass online, viewed 12

	Postgraduate Association 2011).	December 2011, < http://mpa.monash.edu.au/compassarchives/Winter11/podcast.htm >.
Vodcast	(Australian Broadcasting Corporation 2013)	Author's Surname, INITIALS Year, <i>Title of podcast (in italic)</i> , Medium, Day month uploaded, Organization/Website, viewed date, <URL>. Australian Broadcasting Corporation 2013, <i>IPCC faces criticism ahead of report's release</i> , Vodcast, 26 September, viewed 30 September 2013, < http://www.abc.net.au/7.30/vodcast.htm >.

5.20 Secondary Source

Item Type	In-text Citation	Reference List Examples
Secondary Source (When cited an author who refers to or quotes another author)	Stuart (2014, p.26) indicated that Eysenbach (2011) has shown that Twitter mentions are an early indicator of citations.	<i>In Reference List include only the book you actually used (not the source cited in the book you used). See formats for books, etc...</i> Stuart, S 2014, <i>Web metrics for library and information professionals</i> , Facet Publishing, London.

6.0 REFERENCES

Harvard Citation Style guides from the following institutions:

1. Anglia Ruskin University Library
<http://libweb.anglia.ac.uk/referencing/harvard.htm>
2. Sunway University Library
http://library.sunway.edu.my/sites/default/files/webfm/file/document/lib_guides/CITATION/hreflistm.html#
3. Monash University Library
<http://guides.lib.monash.edu/citing-referencing/harvard>
4. Sunway College Johor Bahru Library & Learning Commons 2014
http://sunway.edu.my/jb/images/library/Sunway_JB_Guide_to_Harvard_Referencing_20160308.pdf
5. University of Western Australia Information Services,
<http://guides.is.uwa.edu.au/content.php?pid=43218&sid=318554>
6. Imperial College London
<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/harvard.pdf>