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## Points, Punctuation and Grammar

- Note that the full stop is after the bracket at the end of a sentence
- Watch your subject/verb agreement and your reporting phrase, Molly (1995) claims that... Molly and Smith (1995) claim that....
- If you are using a relative clause, include that e.g. Bally (2005) claims that
- If are using the reference as an adjunct, separate with a comma e.g. According to Jones (2006), people need to sleep...
- Quotes have single inverted commas on either side of the quote e.g. Blair and Geiger (1997, p. 325) argue that '...radiation is harmful to our health'.
- When writing a long quote (a quote over three lines long) start the quote on a new line and indent
- When writing a quote or paraphrase include the page number e.g. Brian et al (2004, p32) claim that
- When you are writing a summary, the last name and year is sufficient e.g. Brian et al (2004) claim that
- Avoid using simple reporting phrases such as said, says or writes. See the guide Acknowledging Sources on Moodle.
- Refer to authors in the present tense unless they are deceased or the idea or concept has been superseded e.g. Freud believed that, while today psychoanalysts believe that
- Avoid too many quotes – especially long quotes Ask yourself each time if a quote is necessary. Do not rely on the quote to present an idea. Rather, use a quote to support a point your text makes

## Author Focused In-Text Referencing

**Author focused referencing** is useful if you are using an idea or point and the author is well known or you would like to focus on the strength of their words.

### One Author

Quote	Hall (1999, p.175) suggests that “the grass is greener in England than Australia due to climate and soil quality”
Paraphrase	Hall (1999, p.175) argues that in England the colour of the grass is more verdant as a result of environmental factors.
Summary	Hall (1999) implies that environmental factors affect the colour of grass

### Multiple Authors

Two Authors	Gates and Lance (2007, p.134) define motivation as... According to Crisp and Fish (2000),
Three or more authors, one text	Jones et al. (2001) purport that....
Two or more separate texts	Michelson (2006) and Steel and Smith (2004) claim that...
Using a cited author	Michael (2005, p.34 cited in Jones 2007, p.123)

## Point focused In-text Referencing

**Point focused** referencing is useful when you are summarising complex ideas, concepts, strategies or when you want to focus on the information. Putting the reference at the end of a sentence takes emphasis from the author's name and can suggest that you are summarising.

When you **paraphrase** or **summarise**, place the reference at the end of the paraphrasing:

Work intensification is a current trend wherein employees are working longer hours and are working more intensely than in previous generations (De Cieri 2005).

## How do you write in-text references using the Harvard style?

You include the author's family name, the year of publication and sometimes the page number in parentheses inside or at the end of a sentence in the text of your assignment e.g. (McCloskey 2006, p. 63)

If the author is part of the grammar of the sentence then the parentheses are around the year and page number only, e.g. McCloskey (2006, p.63) argues that ... .

If your source is a website and there is no personal author or page number you provide the name of the organization responsible for the site name, and the year of update e.g. (Asian Development Bank 2002)

## **How to Present end-of-text References using the Harvard Style?**

At the end of the assignment, you must list all the sources you referred to in your text in alphabetical order according to the first letter of the author's family name. If there is no specific author then you list the source