Harvard Referencing Checklist

Use this checklist to ensure that your assignment is Harvard referencing style (Sunway College Johor Bahru/Victoria University) compliant. Always keep your referencing style consistent across the document.

In-text Citations

☐ Have you cited all your directly quoted and paraphrased contents?
☐ If your citation is at the end of a sentence, did you end it with a full stop?
☐ Have you included the page number for a direct quote?
☐ Are your short quotes incorporated within ‘single quotation marks’?
☐ Have you cited the authors’ name correctly?
☐ Have you used “et al.” if more than 3 authors?
☐ Have you used an ampersand (&) between the names of two authors inside the parentheses? And used “and” outside the parentheses?
☐ Do not insert a comma between the author name and the year inside the parentheses.
☐ Have you cited secondary sources appropriately?

References

☐ Have you included all the sources cited in the body of text in the reference list?
☐ Have you identified the source type and cited accordingly by the format?
☐ Have you started the reference list on a new page with a title “References”?
☐ Have you listed the references in alphabetical order?
☐ Do not insert bullet points or numbering for the reference list.
☐ Check author’s name format.
☐ Check capitalisation and italicisation of titles.
☐ Check punctuation.
☐ For VU students, article or e-book obtained from a Database, from E-reserve or from VU Collaborate is referenced in the same way as a print format.

References


McDonald, M 2011a, Marketing plans for services: a complete guide, 3rd edn, John Wiley & Sons, Chichester.

McDonald, M 2011b, Marketing plans: how to prepare them, how to use them, 7th edn, John Wiley & Sons, Chichester.


Networks and distributed system study book 2000, 3rd edn, Distance Education Centre, University of Southern Queensland, Toowoomba.


Figure 1. Example of reference list.