



GLOBAL DEVELOPMENT WORKING PAPER SERIES

Style Guidelines: Global Development Working Paper Series

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Introduction

This guide has been prepared for the Humanitarian and Development Research Initiative (HADRI) Global Development Working Paper Series to assist in preparation of manuscript submissions.

For this series HADRI will use a modified Harvard style (in-text referencing). This guide sets out the required format of the in-text referencing, and how to cite the references at the end of the contribution.

We hope that this guide helps you to write better essays and to achieve your best, and that you enjoy the subjects you have chosen.

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TABLE OF CONTENTS

IN-TEXT REFERENCING	1
A basic reference	1
Two works by the same author(s) in the same year	1
Referencing from Internet Sources	1
Using quotes.....	2
When the whole work contains the argument.....	2
THE LIST OF REFERENCES.....	2
A Book.....	2
An Edited Book	2
An article in a scholarly or academic journal	3
A Chapter in an Edited Book	3
An Article in a Magazine or Newspaper.....	3
A Newspaper Article	3
An Online Resource	3

IN-TEXT REFERENCING

There are different styles of in-text referencing, and some variations within North America (e.g. Harvard, Chicago). We shall, however, for the sake of argument, refer to this system described below as “Harvard Style”.

The HADRI modified Harvard Style provides key information within the text of the contribution. It requires authors to note, in brackets, the Author Family name, date of publication and page numbers (if relevant).

Do not use initials unless there are two authors you are citing with the same last name (ie Gupta, R 2015; Gupta P, 2014).

Where possible you should provide **page numbers**, even if the source is an online report—if there is a pdf version there will be a page number.

In a Harvard style bibliography, you **only include the sources that you actually cited as references**.

In Harvard style, references are included in the body of the text, after a fact, and are given in the following form:

(Author/Authors family name(s) year of publication: page number(s))

A basic reference

Examples:

(Georgeou, 2020)

(Georgeou & Haas, 2019: 7-12).

Page numbers are critical and must be used at all times when available, except if the work as a whole reflects the point expressed in which case it would be (Georgeou & Haas, 2019).

Two works by the same author(s) in the same year

Where there are two works by exactly the same author or group of authors in the same year Harvard distinguishes between these different works by using letters of the alphabet commencing with ‘a’, then ‘b’, ‘c’ and so on.

If you have several works by the same author or authors in your essay the first one you use is

(author, year ‘a’: page number); the second is then (author, year ‘b’: page number).

Example:

(Stevens et. al 2015a: 3; Stevens et. al 2015b: 56).

Referencing from Internet Sources

When using the internet, referencing becomes a little more problematic, but it is not impossible. A basic rule is to always use the author’s family name, where available. If there is no single author, use the name of the organization as the author. Never use the website link in the text. Examples:

Wali et al (2019: 35-38) argue that Nepal’s compliance with international best-practice on Women, Sanitation and Health (WASH) is affected by levels of development, infrastructure and the topography.

Using quotes

If quoting anything under three lines the quote is kept within the paragraph in the text.

Anything over three lines is indented without quotation marks, is single spaced and is presented in a smaller (10pt) font. For example:

Rose argues governmentality

endeavours to shape, guide, direct the conduct of others, whether these be the crew of a ship, the members of a household, the employees of a boss, the children of a family or the inhabitants of a territory. And it also embraces the ways in which one might be urged and educated to bridle one's own passions, to control one's own instincts, to govern oneself (Rose 1999: 3).

When the whole work contains the argument

Sometimes a book or article in its entirety presents an argument you may wish to note. In this case you may cite the work without the page number.

Hakim (2000) has argued that women fall into three 'types': home-centred women who mostly wants to be at home with their small children, work-centred women who are inclined to paid work, and 'adaptives' who combine the two.

Here the views of Hakim traverse the entire article, so page numbers are not required. This can also be the case with a whole book on a specific topic.

THE LIST OF REFERENCES

Harvard style references are in alphabetical order by the author's family name with an initial.

Subsequent authors follow the same pattern.

The year of publication comes before the title. Place of Publication and Publisher are also required.

If the reference is a book, the title is in italics; if the reference is an article, the title is in single quotation marks and the journal title is in italics.

Please provide any additional details so that readers can locate the article—the volume (number): pages. Include a DOI to journal articles when possible.

Examples:

A Book

Tadjoeddin, Z. and Chowdhury, A. 2019. *Employment and Re-Industrialisation in Post Soeharto Indonesia*. London, Palgrave Macmillan.

An Edited Book

Georgeou, N & Hawksley, C. (eds). 2020. *State Responses to COVID-19: a global snapshot at 1 June 2020*. HADRI/Western Sydney University. DOI: <https://doi.org/10.26183/5ed5a2079cabd>

An article in a scholarly or academic journal

- Georgeou, N., Hawksley, C., Monks, J., and Ki'i, M. 2019. 'Food Security and Asset Creation in Solomon Islands: Gender and the Political Economy of Agricultural Production for Honiara Central Market'. *PORTAL: Journal of Multidisciplinary International Studies*, 16(1/2): 101-118. DOI: <http://dx.doi.org/10.5130/portalsv16i1/2.6542>
- Gurung, S., Wali, N., Simmons, O., & Georgeou, N., 2019. 'The emergence of volunteerism in a post- disaster context: A systematic scoping study literature review', *Third Sector Review*, 25 (2): 57-89.
- Hawksley, C & Georgeou, N. 2019. 'Gramsci "makes a difference": volunteering, neoliberal "common sense" and the Sustainable Development Goals'. *Third Sector Review*, 29 (2): 27-56. <http://www.anztsr.org.au/third-sector-review-contents/>

A Chapter in an Edited Book

- Arnab, R.C., & Ahmed, A. 2019. 'Emergence of 'Protest Publics' in South Asia: A Comparative Study of Anti-corruption and Shahbag Protest', in N. Belyaeva, D. Zaytsev, V. Albert (eds.) *Protest Publics: New Actors of Social Change and Civic Participation*. Basel, Springer.

An Article in a Magazine or Newspaper

- Ayoub, J. 2019. 'The Lebanese Revolution Must Abolish the Kafala System Lebanese and Foreign Workers Should Be Afforded a Life of Dignity in Lebanon'. *Al Jazeera Opinion*, 15 November 2019. <https://www.aljazeera.com/indepth/opinion/lebanese-revolution-abolish-kafala-system-191114115435950.html>.

A Newspaper Article

- Dahal, A. 2017. 'Nepali Women Being Sold like Goats in the Gulf: Parliamentary Report', *MyRepublica*, 9 Aug 2017, My City section, Kathmandu

An Online Resource

- UNGA. 2000. *Protocol to Prevent, Suppress and Punish Trafficking in Persons Especially Women and Children, Supplementing the United Nations Convention against Transnational Organized Crime*. General Assembly Resolution 55/25 of 15 November, https://www.unodc.org/documents/treaties/Special/2000_Protocol_to_Prevent_2C_Suppress_and_Punish_Trafficking_in_Persons.pdf