Notice For the Final Year Students

You have to use only Harvard reference system

The following is a guide to how to list references in a reference list, regarding the correct techniques.

Book with one author

Adair, J. (1988) *Effective time management: How to save time and spend it wisely*, London: Pan Books.

Book with two authors

McCarthy, P. and Hatcher, C. (1996) *Speaking persuasively: Making the most of your presentations*, Sydney: Allen and Unwin.

Book with three or more authors

Fisher, R., Ury, W. and Patton, B. (1991) *Getting to yes: Negotiating an agreement without giving in*, 2nd edition, London: Century Business.

Book – second or later edition

Barnes, R. (1995) *Successful study for degrees*, 2nd edition, London: Routledge.

Book by same author in the same year

Napier, A. (1993a) *Fatal storm*, Sydney: Allen and Unwin.

Napier, A. (1993b) *Survival at sea*, Sydney: Allen and Unwin.

Book with an editor

Danaher, P. (ed.) (1998) *Beyond the ferris wheel*, Rockhampton: CQU Press.

If you have used a chapter in a book written by someone other than the editor

Byrne, J. (1995) 'Disabilities in tertiary education', in Rowan, L. and McNamee, J. (ed.) *Voices of a Margin*, Rockhampton: CQU Press.

Books with an anonymous or unknown author

The University Encyclopedia (1985) London: Roydon.

Unpublished, verbal sources such as interviews and lectures are not reproduced in the reference list. However, you must put any published course materials that you have used in the reference list using the conventions below.

Written course material, for example distance learning unit material

Dhann, S. (2001) *CAE0001LWR Unit 5: Note taking skills from lectures and readings*, Exeter: Department of Lifelong Learning.

OR, IF THE AUTHOR IS UNKNOWN

Department of Lifelong Learning (2001), *CAE0001LWR Unit 5: Note taking skills from lectures and readings*, Exeter: Author.

(NB – 'Author' at the end means that the publisher is the same as the author)

Government publications

Department for Education and Employment (DfEE), (2001) *Skills for life: The national strategy for improving adult literacy and numeracy skills*, Nottingham: DfEE Publications.

Conference papers

Hart, G., Albrecht, M., Bull, R. and Marshall, L. (1992) 'Peer consultation: A professional development opportunity for nurses employed in rural settings', *Infront Outback – Conference Proceedings*, Australian Rural Health Conference, Toowoomba, pp. 143 – 148.

Newspaper articles

Cumming, F. (1999) 'Tax-free savings push', *Sunday Mail*, 4 April, p. 1.

OR, IF THE AUTHOR IS UNKNOWN

'Tax-free savings push', *Sunday Mail* (4 April 1999), p. 3.

The conventions for listing journal articles are similar to books, but note the extra information required in the example below and apply this to all journal article listings.

Journal article

Muller, V. (1994) 'Trapped in the body: Transsexualism, the law, sexual identity', *The Australian Feminist Law Journal*, vol. 3, August, pp. 103-107.

In this example, Muller has written the journal article 'Trapped in the body: Transsexualism, the law, sexual identity' and it has appeared in the journal 'Australian Feminist Law Journal, in it's 3rd volume that was published in August of 1994. The article appears on pages 103 to 107 of the journal. Please note that sometimes, instead of 'volume' there may be an 'issue' number, and instead of a month of publication, there may be a season. Sometimes there will be a volume number and an issue number. In those cases, list both the volume and issue numbers as has been done below.

Journal article with both volume and issue number

Muller, V. (1994) 'Trapped in the body: Transsexualism, the law, sexual identity', *The Australian Feminist Law Journal*, vol. 3, no. 2, August, pp. 103-107.

Electronic and web based references can be listed in the following ways.

Journal article from CD-ROM, electronic database, or journal

Skargren, E.I. & Oberg, B. (1998) 'Predictive factors for 1-year outcome of low-back and neck pain in patients treated in primary care: Comparison between the treatment strategies chiropractic and physiotherapy', *Pain* [Electronic], vol. 77, no. 2, pp. 201-208, Available: Elsevier/ScienceDirect/ O304-3959(98)00101-8, [8 Feb 1999].

In this example, [Electronic] refers to the type of media that you found the source on. If you found the source on a CD-ROM, you would put [CD-ROM] in the square brackets instead of 'Electronic'. As with a normal journal example, the volume number, issue number and page numbers are listed. At the end of this example, note that the name of the database has been listed, along with the identification/access number of the article, and an access date (in square brackets).

Examples of other electronic references are listed in the box below.

Electronic mail (e-mail)

Johnston, R. (2001) *Access courses for women*, e-mail to NIACE Lifelong Learning Mailing List (lifelong-learning@niace.org.uk), 22 Aug. [24 Aug 2001].

OR

Robinson, T. (2001) *Re: Information on course structure*, e-mail to S. Dhann (s.dhann@exeter.ac.uk), 12 Jul. [13 Jul 2001].

Discussion list

Berkowitz, P. (1995) April 3, 'Sussy's gravestone', *Mark Twain Forum* [Online], 3 Apr, Available e-mail: TWAIN-L@yorkvm2.bitnet [3 Apr 1995].

World Wide Web page

Young, C. (2001) *English Heritage position statement on the Valletta Convention*, [Online], Available: http://www.archaeol.freeuk.com/EHPostionStatement.htm [24 Aug 2001].

If the author of a source is anonymous, replace the author's surname with the title of the work in the brackets containing the reference. Consider the following fictitious example.

The flora and fauna of Britain 'has been transported to almost every corner of the globe since colonial times' (*Plants and Animals of Britain*, 1942: 8).

Method for Pali Sources and Biblical sources

PTS Tripitaka book, go through this method

D.III, p. 57 ed. by J. E. Carpenter, Pali Text Society (PTS) London 1911.

PTS Tripitaka Translation book go through this method

Dhammsaṅgani (Trs. By C. A. F. Rhys Davids, A Buddhist Manual of Psychological Ethics, p. XCI, second edition, London 1923.

Always use diacritical marks when you write any statement which is extracted from pali sources.

D: Dighanikāya

Key points for your observation

For **books**, record:

- The author's or editor's name (or names)
- The year the book was published
- The title of the book
- If it is an edition other than the first
- The city the book was published in
- The name of the publisher

For **journal articles** record:

- The author's name or names
- The year in which the journal was published
- The title of the article
- The title of the journal
- The page number/s of the article in the journal
- As much other information as you can find about the journal, for example the volume and issue numbers

For **electronic resources**, try to collect the information on the left if it is available, but also record:

- The date you accessed the source
- The electronic address or email
- The type of electronic resource (email, discussion forum, WWW page, etc)

NB: This is the very much accepted reference system of the Department of Pali and Buddhist Studies; you are not allowed to change this format under any circumstances.

Department of Pali and Buddhist Studies
University of Peradeniya

More Details meet your Dissertation coordinators
(Ven. Kirimetiyawe Dhammasiri & Miss. Subhashini Ganguldeniya)