HKIE Transactions Standard Reference Style | Harvard Referencing

The Harvard Referencing Style, also called the "Author-date Referencing" or "Harvard Referencing System", is a referencing style widely used for academic and scholarly referencing. All submissions to *HKIE Transactions* are required to use The Harvard Referencing Style in the in-text citation and reference list.

Version 1.0

Date of issue: 18 February 2019 | Date of version: 16 September 2019

Contents

In the text	
Citations for one author	The author's last name and the publishing year of the source should be placed in the parentheses after the text. Example: The length of the steps varies from 10 m to 100 m. The average length of steps at higher altitudes is 50 m and near the ground is about 10 m (Cooray, 2003). If the author's name already exists in the body of the text, then it should be excluded from the in-text citation. As a result, only the publishing year of the source should be cited. Example: According to the classical assumption made by Terzaghi, the rock load factors were estimated from a 5.5 m wide steel-arch which supported rail/road tunnel in the Alps during the late 1920s (1946).
Citations for two authors	When a source has two authors, include all authors' names in the order in which they appear in the source. Example: The model showed that the thrust capacity of the rock arch is simply determined by the ratio of unconfined compressive strength (UCS) to tensile strength with the provided bolt pressure (Bischoff and Smart, 1997).
Citations for three or more authors	Only use the first listed author's name in the in-text citation, followed by "et al." and the publishing year. Example: A world record of a 62 m span Norwegian Olympic Ice Hockey Cavern showed that the support pressures defined by Q-system may be more suitable to assess rock load acting on the tunnel/cavern roof, even for larger spanning underground openings (Barton et al., 1994).

Citations for more than one source	List out the citations according to the alphabetical order of authors' last name Example: …(Chan et al., 2019; Cheng, 2018; Leung and Lau, 2005)
Citations for corporate authors	Use the name of the organisation in place of the author. If the name of the organisation has been mentioned in the text, include only the year in the parentheses. Example: The incident serves as a reminder of the possible insufficient drainage capacity of stepped channels designed in the early days when aerated flow was not being considered. (Geotechnical Engineering Office, 2006)
Citations for no author	When an author's name cannot be found, include the title of the source in italic in the parentheses, followed by the publishing year. Example: The success of a construction project relies not only on consultants and contractors but also on the joint effort from clients (or developers) (*TQM application by client organisations in Hong Kong*, 2018). If the title of the source could not be found, include the organisation of the source. For more details, please refer to the "Citations for Corporate Authors" above.
Citations with no date	When a date is not included in a source, use "no date" in the in-text citation. Example: Besides, overflow was observed from the 750 mm stepped channel above the failure location which was overwhelmed (*Importance of surface drainage management to slope performance*, no date).
Secondary sources (second-hand references)	Secondary references are used when an author refers to another author's work and the primary source is inaccessible. When citing secondary references, the author of the primary source

	and the author of the cited work should be included in the in-text citation. Example: According to Ng and Polycarpe (2017) as cited by Lee et al. (2018)…
Multiple works by the same author	If the sources are from the same authors and published in the same year, they should be differentiated by labelling "a", "b", "c" and so on directly after the publishing year. Example: …(Botshekan, 2017a) …(Botshekan, 2017b)
Personal communications	Information obtained by interview, telephone call, letter or email should be documented in the text, but should NOT be included in the list of References. Example: …when interviewed on 15 June 2018, Dr San explained that…

Tables and diagrams	
Citation for images, tables and diagrams	Authors should provide in-text citations for any images, photographs, diagrams, tables or figures that they reproduce in their works. It is classified as direct quotes in which page numbers should be included. A full reference should follow in the reference list as any other type of work. Example: Figure illustrating the side-effect of debris flow (Li and Hu, 2017: p.21).

Reference List	
Order	Citations are listed in alphabetical order by the author's last name. If there are multiple sources by the same author, then citations are listed in order by the date of publication.
Journal	
Printed for one author	Last name followed by first initial. (Year published). Article title. *Journal title*, Volume (Issue), Page numbers. Example: Gray L (2018). Exploring how and why young people use social networking sites. *Educational Psychology in Practice*, 34(2), pp. 175-194.
Printed for two authors	The names of all authors should be listed. Example: Blocker D and Wahl-Alexander Z (2018). Using sport education in a university physical activity course. *The Journal of Physical Education, Recreation & Dance*, 89(2), pp. 56-61.
Printed for three or more authors	Names of all authors (Year published). Article title. *Journal title*, Volume (Issue), Page numbers. Example: Ramalho R, Helffrich G, Schmidt DN and Vance D (2010). Tracers of uplift and subsidence in the Cape Verde archipelago. *Journal of the Geological Society*, 167(3), pp. 519–538.
No author	Article title (Year published). *Journal title*, Volume (Issue), Page numbers (or URL if the article is retrieved online). Example: Famine relief: Just a simple matter of supplying food (2002). *Nutrition Noteworthy*, 5(1). Available at: <http://escholarship.org/uc/uclabiolchem_nutritionnoteworthy>. [Accessed on 28 July 2014]
Article found on a database or a	Last name followed by first initial (Year published). Article Title. *Journal Title*. [online]. Volume (Issue), Page numbers. Available

Website	at: <URL>. [Accessed Day Month. Year]. Example: Lin JW (2017). Applying two-dimensional principal component analysis (2DPCA) to the early detection of a weak earthquake-induced tsunami: a case study. *HKIE Transactions*. [online]. 24(1), pp. 54–59. Available at: <http://dx.doi.org/10.1080/1023697X.2016.1257958>. [Accessed on 19 June 2018]. Last name followed by first initial (Year published). Article title. *Journal title*, Volume (Issue), Page numbers. Available from: (doi number). Example: Lin JW (2017). Applying two-dimensional principal component analysis (2DPCA) to the early detection of a weak earthquake-induced tsunami: a case study. *HKIE Transactions*, 24(1), pp. 54–59. Available from: doi: 1023697X.2016.1257958.
Book	
Basic format (with one author)	Last name followed by first initial (Year published). *Title*. Edition (Only include the edition if it is not the first edition). City published: Publisher, Page(s). Example: Wu S (2005). *Real-time sub-cm differential orbit determination of two low-earth orbiters with GPS Bias fixing jet propulsion laboratory*. United States: California Institute of Technology. pp. 1-50.
Two authors	Names of all authors should be listed. Last name followed by first initial (Year published). *Title*. Edition (Only include the edition if it is not the first edition). City published: Publisher, Page(s). Example: Wu S and Bar-Sever Y (2005). *Real-time sub-cm differential orbit determination of two low-earth orbiters with GPS Biasfixing jet*

	propulsion laboratory. United States: California Institute of Technology, pp.1-50.
Three or more authors	Names of all authors (Year published). *Title*. Edition (Only include the edition if it is not the first edition). City published: Publisher, Page(s). Example: Clayden J, Greeves N and Warren S (2012). *Organic chemistry*. 2nd ed. Oxford: Oxford University Press, pp. 1-23.
No author	*Book Title* (Year published). Edition (Only include the edition if it is not the first edition). City published: Publisher, Page(s). Example: *Merriam-Webster's collegiate dictionary* (2005). 11th ed. Springfield: Merriam-Webster, pp.1-10.
Article/ Chapter in book	Author(s) of chapter (Year published). Chapter title. In: editor(s) of book, (ed). *Title of book,* version of edition. City: publisher, Article or chapter pages. Example: Kong K and Garshol K (2015). *Rock reinforcement design for underground openings*. In: Bridges G et al. (eds). Proceedings of the Underground Design and Construction Conference 2015. 1st ed. Hong Kong: The Institute of Materials, Minerals & Mining Hong Kong Branch, pp. 51–62.
Edition	Author(s) of chapter. (Year published). In: names of editor(s), ed(s). *Title of book*. Version of edition. City: publisher, Article or chapter pages. Example: Kong K and Garshol K (2015). Rock reinforcement design for underground openings. In: Bridges G et al. (eds). *Proceedings of the Underground Design and Construction Conference 2015*. 1st ed. Hong Kong: The Institute of Materials, Minerals & Mining Hong Kong Branch, pp. 51–62.
Multiple works by the same author	When there are multiple works by the same author, list the citations according to chronological order; when sources are

	published in the same year, differentiate the sources by labelling "a", "b", "c" and so on directly after the publishing year. Example: Liu M (2017a). *State estimation in a smart distribution system*. Hong Kong: Taylor & Francis. Liu M (2017b). *Analysis in a smart distribution system*. Hong Kong: The Hong Kong Institution of Engineers.
Translated	Author's last name followed by first initial (Year). *Title of book*. Translated from (language) by (name of translator, surname followed by initials). City: Publisher. Example: Canetti E (2001). *The voices of Marrakesh: a record of a visit*. Translated from German by Underwood JA. San Francisco: Arion.
Conference Proceeding	
Online	Last name followed by first initial (Conference Year). *Title of Paper or Proceedings*. In: Name or Title of Conference. [online]. City: Publisher of the Proceedings, Pages. Available at: <URL>. [Accessed on Day Month Year]. Example: Julian CC (2011). *The relationship between industry structure, marketing capabilities, strategy and performance: the empirical link in export ventures*. In: The Clute Institute International Academic Conference. [online]. Las Vegas: Clute Institute. Available at: <http://conferences.cluteonline.com/index.php/IAC/ 2011LV/paper/view/619>. [Accessed on 9 May 2012].
Print	Last name followed by first initial (Conference Year). *Title of Paper or Proceedings*. In: Name or Title of Conference. City: Publisher of the Proceedings, Pages. Example: Pells P and Bertuzzi R (2004). *Permanent rockbolts – The problems are in details*. In: Proceedings of the 10th Australian Tunnelling Conference. Melbourne: Science Direct, pp. 255–259.

Dissertation and Thesis	
Basic format	Author's last name followed by first initial (Year of publication). *Title of dissertation*. Academic level of the author. Official name of university or institution. Example: Bétournay M (1995). *The stability of shallow stopes of hard rock mines*. Ph.D. McGill University.
Online	Author's last name followed by first initial (Year of publication). *Title of dissertation*. Academic level of the author. Official name of university or institution. Available at: <URL>. [Accessed on Date Month Year]. Example: Gregory S (1970). *English military intervention in the Dutch revolt*. BA Thesis. University of Birmingham. Available at: <http://findit.bham.ac.uk/>. [Accessed on 18 June 2015].
Unpublished work	
Personal manuscript	Personal manuscripts used in a work should be cited in the list of references. The year(s) during which the manuscript was produced should be shown instead of the year of publication. The title of the manuscript is shown in Roman type with minimal capitalisation and without quotation marks. The location of the manuscript is usually shown by the name of the person or organisation in possession and their city. Example: Arnold JP. *SERN 1120: POB Adelaide SA: POE Adelaide SA: NOK F*. Personal Record. Australia: National Archives of Australia. Available at: <http://recordsearch.naa.gov.au/scripts/ Imagine.asp?B=3023028>. [Accessed on 7 July 2013].
Unpublished thesis	A thesis used in a work should be shown in the list of references. The year in which the thesis was completed should be shown instead of the year of publication. The title of the thesis is shown in Roman type with minimal capitalisation and without quotation marks. The level of the thesis, for example, "PhD thesis", "MA thesis" should also be shown.

	Example: Kyei-Nimakoh M (2017). *Management and referral of obstetric complications: a study in the upper east region of Ghana*. Ph.D. thesis. Melbourne: Victoria University.
Unpublished conference, meeting, seminar paper or unpublished report	An unpublished conference, meeting or seminar paper used in a work should be cited in the list of references. The year in which the paper was presented should be shown instead of the year of publication. The title of the paper is shown in Roman type with minimal capitalisation and without quotation marks. The details of the conference, seminar or meeting should include the organisation under whose auspices the conference, seminar or meeting took place, its location and date(s). Example: King IW and Garshol MF (2012). *Rock reinforcement for underground*. Paper presented in the Underground Design and Construction Conference. Hong Kong: The Hong Kong Institution of Engineers. 23-24 June 2012.
Online source	
Website	Last name followed by first initial (Year published). *Page title*. [online]. Website name. Available at: <URL>. [Accessed on Day Month Year]. Example: Hoek E (2007). *Practical rock engineering*. [online]. Rocscience. Available at: <https://www.rocscience.com/education/hoeks_corner>. [Accessed on 19 June 2017].
Website with no author	Website name (Year published). *Page title*. [online]. Available at: <URL>. [Accessed on Day Month Year]. Example: Rocscience (2011). *Numercial software package*. [online]. Available at: <www.rocscience.com>. [Accessed on 11 May 2012].
Email correspondence/	Sender's last name followed by first initial (Year). Message or subject title from posting line. [Type of medium]. Recipient's

discussion lists	name, first initial. Date sent. Example: James C (2015). *Business Development Plan for HKIE*. [email]. Liu S. Sent on 15 June 2015.
Blog	Last name followed by first initial (Year published). *Post title*. [Blog]. Blog name. Available at: <URL>. [Accessed on Day Month Year]. Example: Beard M (2013). *To curtsey or not to curtsey*. [Blog]. A Don's Life. Available at: <http://timesonline.typepad.com/>. [Accessed on 28 January 2017].
Mailing list	Author's last name followed by first initial (Year). Subject line, Title of Mailing List. [online]. Date of message. Available at: <URL>. [Accessed on Day Month Year].
Social Media	Author's last name followed by first initial (Year). *Title of page*. [Social media type]. Day/month post written. Available at: <URL>. [Accessed on Day Month Year]. Example: Lawrence F (2011). *Baking lovers group*. [Facebook]. Written on 5 March 2011. Available at: <www.facebook.com/bakingloversgrouplawrencef2011>. [Accessed on 11 September 2015].
Apps	Author's last name followed by first initial (Year). *Full title of app*. [mobile app]. Date/month written. Available at: <URL>. [Accessed on Day Month Year]. Example: Chin F (2009). *Engineering Calculation*. [mobile app]. Written on 2 October 2009. Available at: <www.appstore.com/engineeringcalculator>. [Accessed on 11 September 2015].
YouTube video	User name of contributor (Year). *Video Title*. Series Title. (if relevant) [YouTube video]. Available at: <URL>. [Accessed on Day Month Year].

	Example: Yummydishes (2012). *Egg custard – simple recipe! Baking 101.* [YouTube video]. Available at: <www.youtube.com/yummydisheseggcustard>. [Accessed on 27 February 2013].
Newspaper or magazine	
Newspaper	Last name followed by first initial (Year published). *Article title*. Newspaper name, Page(s). Example: Lum A (2019). *Laws to tackle aggressive sales tactics in Hong Kong could be expanded beyond gym and beauty salon industries, says commerce chief Edward Yau*. South China Morning Post, p. 4.
Magazine	Last name followed by first initial (Year published). *Article title*. Magazine name. (Volume), Page(s). Example: Ilkes J (2006). *Five Ways to Eat More Fruit and Vegetables*. Healthy Lifestyles (12), pp. 34-36.
Article found on a database or a Website	Last name followed by first initial (Day Month Year). *Article Title*. Magazine name. [online]. Available at: <URL>. [Accessed on Day Month Year]. Example: Holmes S (2004). *But this Time You Choose!: Approaching the "Interactive" audience in reality TV*. International Journal of Cultural Studies. [online]. Available at: < https://journals.sagepub.com/>. [Accessed on 3 March 2007].
Author not identified	*Article title* (publishing year). Newspaper/ magazine's name. Issue date. Volume number (if relevant). Available at: <URL>. [Accessed on Day Month Year]. If the name of the author is not identified, start with the article title and year of publication. Followed by the newspaper/ magazine's name. The date of issue and volume no (if relevant). Available at <URL>. [Accessed on Day Month Year].

	Example: *Blast damage factor D* (2012). Technical note for RocNews. 2 February 2012. Winter 2012 Issue. Available at: <https://www.rocscience.com/library/rocnews/winter2012/Blast-Damage-Factor-D-Hoek.pdf>. [Accessed on 11 March 2013].
Report	
Report	Organisation/author's name (Year). *Full title of report*. Place of publication: Publisher. Example: The Hong Kong Institution of Engineers (2014). *Annual report on the subscription of HKIE Transactions*. Hong Kong: The Hong Kong Institution of Engineers.
Online report	Author or corporate author's name (Year). *Title of document or page*. [online report]. Available at: <URL>. [Accessed on Day Month Year]. Example: Friedland B (2009). *A minimum income standard for Yorkshire: what people think*. [online report]. Available at: <http://www.jrf.org.uk/yorkshireresearch>. [Accessed on 19 June 2015].
Conference report	Author's last name followed by first initial (Year). *Full title of conference report*. Location. Date. Place of publication: Publisher. Example: Chinese Overseas Transportation Association (2010). *Tenth International Conference of Chinese Transportation Professionals*. Beijing, China. 4-8 August 2010. United States: American Society of Civil Engineers.
Report by organisation	Author's/ Organisation's name (Year). *Full title of report*. Place: Publisher. Example: Construction Industry Review Committee (CIRC) (2001). *Construction industry review committee report*. Hong Kong: The HKSAR Government.

Personal communication	
Letter or telephone call	Personal communication such as conversations, letters, telephone calls, faxes should not be included in the reference list. All this referencing information should be given in the text with the citation.
eBook and PDF	
Basic format	When citing eBooks and PDFs, include the edition, even if it's the first edition, and follow it with the type of resource in brackets (either [ebook] or [pdf]). Include the URL at the end of the citation with the date it was accessed in brackets. Use the following structure: Author's last name followed by first initial (Year published). *Title*. Edition. [format]. City: Publisher, page(s). Available at: <URL>. [Accessed on Day Month Year]. Example: Eckes T (2000). *The developmental social psychology of gender*. [ebook]. EBSCO Industries. Available at: <http://www.netlibrary.com>. [Accessed on 5 February 2004].
Other reference types	
Archive material	Author's last name followed by first initial. (Year published). *Title of the material*. [format]. Name of the university, or organisation. City. Example: Organization of African Unity (1963). *Charter of the Organization of African Unity*. [document]. University of Minnesota.
Broadcast	Series title and episode name/number (Year). [Type of programme]. Broadcasting organisation and channel, date and time of transmission. Example: *World Kitchen: Nigeria, episode 5* (2011). [Television programme]. BBC 1. First transmitted on 30 July 2011, 20:00.
Press release	For a print press release:

	Corporate author of press release (Year). *Title*. [Press release]. Date. For an electronic press release: Corporate author of press release (Year). *Title*. [Press release]. Date. Available at: <URL>. [Accessed on Day Month Year]. Example: Penetron (2013). *Penetron Restores Ohio's National Road Bikeway Tunnel Using Crystalline Waterproofing*. [press release]. 30 January 2013. Available at: <https://www.penetron.com/press/view/Penetron-Restores-Ohios-National-Road-Bikeway-Tunnel-Using-Crystalline-Waterproofing>. [Accessed on 8 January 2014].
Dictionary entry	For print: Author's last name followed by first initial (Year published). *Entry title*. In: Dictionary Title, Edition. City: Publisher. Page. Example: Law J (2018). *Macroenvironment*. In: A dictionary of finance and banking. 6th ed. Oxford: Oxford University Press. For online: Author's last name followed by first initial (Year). *Entry title*. In: Dictionary Title, Edition. City: Publisher. Page no. Available at: <URL>. [Accessed on Day Month Year]. Example: Anon (2014). *Love*. In: Oxford Dictionaries. 1st ed. [online]. Available at: <http://www.oxforddictionaries.com/definition/english/hologram>. [Accessed on 21 June 2015].
Interview	Interviewer's last name followed by first initial and interviewee's last name followed by first initial. (Year of Interview). Title or Description of Interview. Example: Chiu G and Wu R (2004). *Recruitment*.