

QUICK HARVARD REFERENCING GUIDE

This quick guide provides examples to help you create references for information sources most frequently used. This follows the [Staffordshire Harvard Referencing Style](#), **except for the capitalization of authors' / editors' names**.

Please Note: Harvard does not dictate any particular style of punctuation. The generally accepted rule when using Harvard is to be consistent in your style and use of punctuation throughout your assignment.

- **In-text Referencing:** involves citing references within the text of your work where you have used ideas or material from other sources.
- **End-text referencing** (also known as your Reference List): includes all materials used in your document. It provides the full information of reference sources necessary for a reader to locate and retrieve them.

Resources	In-Text Referencing	End-Text Referencing (Reference List)
Book: Single Author	One possible definition of primary research is....(Mehra, 2009) or Mehra (2009) stated that.....	Mehra, A. (2009) <i>Advertising Management: Media Approach for Market Research</i> . 2nd Ed. New Delhi: Global India Publications.
Book: Two or three authors	Two authors: Developing marketing skills..... (Richardson & Gosnay, 2011) or As noted by Richardson & Gosnay (2011) Three authors: Optical network is defined as....(Ramaswami, Sivarajan & Sasaki, 2010) or Ramaswami, Sivarajan & Sasak (2010) stated that...	Two authors: Richardson, N. & Gosnay, R. (2011) <i>Develop Your Marketing Skills</i> . London: Kogan Page. Three authors: Ramaswami, R., Kumar, N.S. & Galen, H.S. (2010) <i>Optical Networks: A Practical Perspective</i> . 3 rd Ed. Amsterdam: Morgan Kaufmann.
Book: Four or more authors	The fundamental difference between (Eide et al., 2006) or Eide et al. (2006) suggest that the fundamental difference is	Eide, A.R., Jenison, R.D., Northup, L. L. & Mikelson, S.K. (2008) <i>Engineering Fundamentals and Problem</i> . 6 th Ed. New York: McGraw-Hill Education.
Book: Multiple works by an author in the same year	The basics of programming.... (Deitel 20011a, 2011b) or Deitel (2011a) outlines.... Deitel (2011b) added that...	Deitel, P. J. and Deitel, H. (2011a) <i>Visual Basic 2010: How to Program</i> . Boston: Pearson. Deitel, P. J. and Deitel, H. (2011b) <i>C# 2010 for Programmers</i> . 4 th Ed. Upper Saddle River, N. J.: Prentice Hall.
E-Book	Digital film making is defined as ... (Schenk & Long, 2012) or Schenk & Long (2012) identified six elements	Schenk, S. & Long, B. (2012) <i>The Digital Filmmaking Handbook</i> . [Online] Boston, MA: Cengage Learning. Available from: http://safaribooksonline.com/book [Accessed: 8 July 2015]
Book: Editor(s)	To establish a successful and sustainable strategy(ed. Brown, 2003) With today's networked technology,... (eds. Smith & John, 2006)	Brown, G. B. (ed.) (2003) <i>Winning Strategies</i> . London: Palgrave Macmillan. Smith, M. & John, B. (eds.) (2006) <i>One Hundred and One Ways to Find Information about Health</i> . London: Routledge.
Journal Article	Certification process is important for.....(McGill & Dixon, 2005) McGill & Dixon (2005) asserted that...	McGill, T. & Dixon, M. (2005) Information technology certification: a student perspective. <i>International Journal of Information and Communication Technology Education</i> . 1(1). p. 19-30.

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E-Journal Article	The concept of corporate social responsibility....(Othman, 2009) or Othman (2009) confirmed that ...	Othman, A. A. E. (2009) Corporate social responsibility of architectural design. <i>Architectural Engineering and Design Management</i> . [Online] 5 (1). P. 36-45. Available from: proquest.com/docview/213966096?accountid=17254 [Accessed: 14 February 2015].
Conference Paper	Compression-based classification is useful (Burago & Lowd, 2015) or According to Burago & Lowd (2015)	Burago, I. & Lowd, D. (2015) <i>Automated Attacks on Compression-Based Classifiers</i> . In Proceedings of the 8th ACM Workshop on Artificial Intelligence and Security (AISeC '15). NY, USA: ACM. p. 69-80.
Newspaper articles (print and online)	Newspaper article (print): The effectiveness of vocational study ... (Ng, 2011) or Ng's (2011) article reports that... Newspaper article (online): Online buying will become...(Ueno, 2012) or Ueno (2012) claims that	Newspaper article (print): Ng, E. (2011) 'Vocational study boost: curriculum to provide skilled workforce'. <i>The Star</i> . 10 September, p. 8. Newspaper article (online): Ueno, M. (2012) Future in online buying. <i>The Star</i> . [Online] 26 th July. p. 26. Available from: http://www.thestar.com.my/story [Accessed: 12 January 2013].
Magazine (online)	With Author It was proposed that....(Sharma, 2012) or As stated by Sharma (2012) Without Author The modern consumers have been demanding that companies ... (The Economist, 2006) or According to The Economist (2006)	With Author Sharma, M. (2012) Starbucks may find small coffee more profitable: corporate India. <i>BusinessWeek</i> . 19 October. Available from: http://www.businessweek.com/news [Accessed: 20 June 2016] Without Author The Economist (2006) <i>The business of giving</i> . 23 February. Available from: http://www.economist.com [Accessed: 14 February 2014].
Website / Web Document	Website Teachers can benefit from social network.....(Sullivan, 2013) or As identified by Sullivan (2013) Web Document The development of energy sector...(English Heritage, 2005) or According to English Heritage (2005),	Website Sullivan, J. (2013) <i>Social Networking Tips For Teachers</i> . [Online] Available from: http://www.educationworld.com/a_tech/tech/tech256.shtml [Accessed: 21/07/2015]. Web Document English Heritage (2005) <i>Wind Energy and the Historic Environment</i> . [Online] October 2005. Available from: http://www.english-heritage.org.uk/upload/pdf/Wind_Energy_(final).pdf . [Accessed: 20th May 2013]
Interview – in person / recorded	In person: In a personal interview, Brown (2013) stated... Recorded: (Muhammad Alhadi, 2012) the CEO of Dynamik Enterprise commented that the idea	In person: Brown, J. (2013) <i>Developing Effective Learning Strategies in Classroom</i> . [Interview]. 12 January 2015. Recorded: Alhadi, M. (2012) Interview with M. Alhadi on 16 December 2015. Kuala Lumpur. [Recording in possession of author].
Secondary Referencing	Chelsea (2004), as emphasized by Malcolm & O'Malley (2010) concludes that 'free trade agreement' must be implemented... or Chelsea's (2004) 'free trade argument' as being pushed by the developed countries can be..... (in Malcom & O'Malley 2010, p. 23)	You have read a book written by Malcolm and O'Malley and in the book they refer to Chelsea's argument. When you use Chelsea's idea in your assignment, it is a secondary source of information. Your in-text reference will only give a short reference to Chelsea, and your reference list at the end of your assignment gives the details of the source that you actually have read for the assignment: Malcolm, T. & O'Malley, J. (2010) <i>The Globalization Myth</i> . Boston, MA: Norton and Company.

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IMPORTANT NOTE: When writing your reference list, do not present them in different sections based on the types of information sources. All sources of information must be presented in a single list in ascending alphabetical order.

SOURCES OF INFORMATION **TO AVOID** WHEN MAKING REFERENCES

Avoid the following sources for references in your assignment, Final Year Project or dissertation.

Wikipedia	About.com
Investopedia	Ask.com
WisegEEK	QuickMBA.com
123helpme	NetMBA.com
Ezine Articles	Tutor2u.net

PLEASE ASK YOUR RESPECTIVE LECTURERS TO KNOW WHAT SOURCES OF INFORMATION TO REFER TO.