

QUICK HARVARD REFERENCING GUIDE

This guide provides practical examples to help you create references for information sources using the APU Harvard referencing style.

- **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.

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

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 primary research includes the elements of	Mehra, A. (2009) <i>Advertising management: media approach for market research</i> . New Delhi: Global India Publications.
Book: Two or three authors	Two authors: Richardson and Gosnay (2011) argued... or Effective marketing covers the dimensions of ... (Richardson and Gosnay, 2011) Three authors: Ramaswami, Sivaraajan and Sasaki (2010) discovered.... or As discovered by Ramaswami, Sivaraajan and Sasaki, (2010)	Two authors: Richardson, N., and Gosnay, R. (2011) <i>Develop your marketing skills</i> . London: Kogan Page. Three authors: Ramaswami, R., Kumar N.S., and Galen H.S., (2010). <i>Optical networks: a practical perspective</i> , 3 rd edn. Amsterdam: Morgan Kaufmann.
Book: Four or more authors	It is noted (Eide <i>et al</i> 2006) that.... or Eide <i>et al</i> (2006) suggests that... Note: " <i>et al</i> " needs to be written in <i>italics</i> .	Eide, A.R., Jenison, R.D., Northup, L. L. and Mikelson, S. K. (2006) <i>Engineering fundamentals and problem solving</i> . Boston, M. A.: McGraw Hill.
Book: Multiple works by an author in the same year	As Dettel outlines (Dettel 20011a, 2011b) or Dettel (2011a) outlines.... Dettel (2011b) added that....	Dettel, P. J. and Dettel, H. (2011a) <i>Visual Basic 2010: how to program</i> . Boston: Pearson. Dettel, P. J. and Dettel, H. (2011b) <i>C# 2010 for programmers</i> . 4 th edn. Upper Saddle River, N. J.: Prentice Hall.
Book: Editor(s)	To establish a successful and sustainable business, an organization needs to have ... (ed. Brown, 2003) With today's networked technology, health information can be easily accessible via the use of ... (eds. Smith and John, 2006)	Brown, G. B. (ed.) (2003). <i>Winning strategies</i> . London: Palgrave Macmillan. Smith, M. and John, B. (eds) (2006). <i>One hundred and one ways to find information about health</i> . London: Routledge.
Journal Article	McGill and Dixon (2005) asserted that ...	McGill, T. and Dixon, M. (2005) 'Information technology certification: a student perspective', <i>International Journal of Information and Communication Technology Education</i> , 1(1) pp. 19-30.

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Table of Contents Harvard Referencing Guide Vu

1. Understanding the eBook Harvard Referencing Guide Vu
 - The Rise of Digital Reading Harvard Referencing Guide Vu
 - Advantages of eBooks Over Traditional Books
2. Identifying Harvard Referencing Guide Vu
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Harvard Referencing Guide Vu
 - User-Friendly Interface
4. Exploring eBook Recommendations from Harvard Referencing Guide Vu
 - Personalized Recommendations
 - Harvard Referencing Guide Vu User Reviews and Ratings
 - Harvard Referencing Guide Vu and Bestseller Lists
5. Accessing Harvard Referencing Guide Vu Free and Paid eBooks
 - Harvard Referencing Guide Vu Public Domain eBooks
 - Harvard Referencing Guide Vu eBook Subscription Services
 - Harvard Referencing Guide Vu Budget-Friendly Options
6. Navigating Harvard Referencing Guide Vu eBook Formats

- ePub, PDF, MOBI, and More
 - Harvard Referencing Guide Vu Compatibility with Devices
 - Harvard Referencing Guide Vu Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Harvard Referencing Guide Vu
 - Highlighting and Note-Taking Harvard Referencing Guide Vu
 - Interactive Elements Harvard Referencing Guide Vu
 8. Staying Engaged with Harvard Referencing Guide Vu
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Harvard Referencing Guide Vu
 9. Balancing eBooks and Physical Books Harvard Referencing Guide Vu
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Harvard Referencing Guide Vu
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Harvard Referencing Guide Vu
 - Setting Reading Goals Harvard Referencing Guide Vu
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Harvard Referencing Guide Vu
 - Fact-Checking eBook Content of Harvard Referencing Guide Vu
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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