

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. (2008) <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.

Harvard Reference Guide

John Biggam



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A Student-Friendly Guide to Referencing Daniel Manning,2020-09-05 This concise and accessible guide takes referencing apart and rebuilds it in a step by step easy to understand and student centred way Students will learn what referencing is how to locate appropriate sources and how to format citations and references in the Harvard style A Student Friendly Guide to Referencing features examples from a wide range of common source types including books journals newspapers podcasts and online sources Test yourself exercises allow students to put new skills into practice with answers provided at the end of each chapter This text is essential for all students that need to get to grips with referencing and will be particularly useful for preliminary year or pre sessional students **The Complete Guide to Referencing and Avoiding Plagiarism** Colin Neville,2016-04-16 Excellent piece of knowledge packed into a book I love it and would recommend it to friends and family intending to engage in research 5 Star Amazon Review 2013 Why is accurate referencing important How do I reference print and digital sources correctly What must I do to avoid plagiarism in my written work How can I use referencing to assert my own ideas The Complete Guide to Referencing and Avoiding Plagiarism Third Edition demystifies the referencing process and provides essential guidance on how to avoid plagiarism when writing for university It provides clear guidelines on why and when to reference as well as how to correctly cite from a huge range of sources The book explains what is considered good referencing practice and ensures you have a watertight understanding of what plagiarism is and isn't and how to avoid it in your written assignments Thoroughly updated throughout this new edition has also been carefully restructured to make it easier to find the precise solutions to all your referencing dilemmas It offers Practical examples of writing and referencing in action how to ensure you are citing correctly and critically to meet your lecturers requirements Referencing advice for all students new to higher education and particularly international students studying in the UK for the first time A new chapter with clear instructions for correctly referencing online material A chapter of worked

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Guide for English Studies Michael J. Marcuse,2023-11-15 **Referencing Guide** Lrc Staff Staff,Nancy Stokes,2003

EBOOK: The Complete Guide to Referencing and Avoiding Plagiarism Colin Neville,2010-02-16 This excellent new edition of The Complete Guide to Referencing and Avoiding Plagiarism will continue to demystify the referencing process and provide essential guidance on making sure you are not committing plagiarism It provides clear guidelines on why and when to reference as well as how to correctly cite from a huge range of sources Tackling all the main forms of referencing Harvard APA MLA and Numerical referencing styles in an accessible and comprehensive manner you ll want to dip into this book again and again This new edition offers additional frequently asked questions and answers quotations from real students referencing in action exercises and quizzes to test your knowledge more information on referencing management software and a detailed guide to referencing electronic sources and choosing reliable internet sites The Complete Guide to Referencing Avoiding Plagiarism is essential reading for all students and professionals who need to use referencing to accurately reflect the work of others and avoid plagiarism *Referencing Guide* Nancy Stokes,2001 **Author-date**

Harvard Referencing Guide ,2011 **Guide to Research Projects for Engineering Students** Eng Choon Leong,Carmel Lee-Hsia Heah,Kenneth Keng Wee Ong,2015-07-28 Presents an Integrated Approach Providing Clear and Practical GuidelinesAre you a student facing your first serious research project If you are it is likely that you ll be firstly overwhelmed by the magnitude of the task and secondly lost as to how to go about it What you really need is a guide to walk you through all aspects of the researc **How To Find Information: A Guide For Researchers** Rumsey, Sally,2008-04-01 Researchers

need to find information to inform their work and support their arguments This book works through the process from planning to evaluation and results *Business Communication, Australia and New Zealand* Baden Eunson,2025-09-09 em style font family Arial font size 13 3333px background color f7f3e7 Business Communication 1st Edition prepares business students to excel in their communication skills upon entering the workforce The text provides a concise and focused narrative covering a range of communication practices from written and oral communication to social media interactions It simplifies complex concepts while providing practical examples to enhance understanding **Methods, Methodologies, and Perspectives in the Humanities and Social Sciences With Particular Reference to Islamic Studies: A Critical Rationalist Interpretation** Ali Paya,2021-01-01 This book presents the first comprehensive introduction to methods and methodologies in the humanities and social sciences in general and Islamic Studies in particular from a critical rationalist point of view The book aims to be a self sufficient theoretical and practical guide to the topics that it introduces It contains a large selection of fully worked out review activities and review questions plus topics for further discussion which are devised

to assist readers to better understand the issues which are discussed in the book Last but not least all efforts have been made to make sure that most if not all of the reading materials which are recommended in the book are not only of the highest quality but also freely available on the internet

Publish and Flourish: A Practical Guide for Effective Scientific Writing Amar A Sholapurkar, 2011-07 Publish and Flourish provides concise comprehensive advice on how to write a scientific paper Beginning with a basic introduction this reference guides professionals step by step through the core skills necessary for the preparation of an original research paper review articles and case reports The principles can be applied to all disciplines of health sciences and this text offers practical advice with illustrated examples to help medical writers achieve publication in good journals

Early Years for Levels 4, 5 and Foundation Degree Second Edition Francisca Veale, 2020-07-27 Engage learners with this new and fully updated edition that covers core topics across all aspects of Early Years This comprehensive full colour textbook will build knowledge and understanding from traditional theory to cutting edge research and from updated legislative and regulatory frameworks to effective practice examples Benefit from the expert knowledge of authoritative contributors skilfully edited by Dr Francisca Veale Content carefully matched to core modules offered on higher level early years programmes New and relevant material covering literacy numeracy and digital literacy Who is this book for Early Years for Levels 4 5 and the Foundation Degree is an authoritative and accessible course textbook for anyone studying at Levels 4 and 5 whether a Foundation Degree HNC HND the first year of an undergraduate programme or other higher vocational qualifications related to early years or early childhood studies It is also relevant to those working towards Early Years Professional Status EYPS or Early Years Teacher Status EYTS

Thesis Projects Mikael Berndtsson, Jörgen Hansson, B. Olsson, Björn Lundell, 2007-10-25 You re a computing or information student with a huge mountain to climb that final year research project Don t worry because with this book guardian angels are at hand in the form of four brilliant academics who will guide you through the process The book provides you with all the tools necessary to successfully complete a final year research project Based on an approach that has been tried and tested on over 500 projects it offers a simple step by step guide to the key processes involved Not only that but the book also contains lots of useful information for supervisors and examiners including guidelines on how to review a final year project

Your Undergraduate Dissertation Nicholas Walliman, 2013-08-15 In the second edition of this best selling guide Nicholas Walliman provides expert step by step advice on managing and developing a successful undergraduate project This book takes you through each stage of your dissertation answering questions including How do I choose an appropriate topic for my dissertation How do I write a research proposal What s a literature review how do I conduct it and how do I write it up How can I ensure I m an ethical researcher What methods of data collection are appropriate for my research question Once I have collected my data what do I do What s the best structure for my dissertation Full of examples from real student projects interdisciplinary case studies and illustrated with cartoons to make you smile along the way this book will tell you all you

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by students to help frame their ideas Also the guidance given in the book is written in a reassuring tone which is never patronising The summary on good practise in dissertation writing should be particularly useful during the planning stage and as a final check for students Dr Donna Murray SFHEA Head of Taught Student Development Institute for Academic Development The University of Edinburgh UK

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