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 <u>single list in ascending alphabetical order</u>.

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) Advertising management: media approach for market research. 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, Sivarajan and Sasaki (2010) discovered or As discovered by Ramaswami, Sivarajan and Sasaki, (2010)	Two authors: Richardson, N., and Gosnay, R. (2011) Develop your marketing skills. London: Kogan Page. Three authors: Ramaswami, R., Kumar N.S., and Galer H.S., (2010). Optical networks: a practical perspective, 3 rd edn. Amsterdam: Morgan Kaufmann.
Book: Four or more authors	It is noted (Eide et.al 2006) that or Eide et.al (2006) suggests that Note: "et.al" needs to be written in italics.	Eide, A.R., Jenison, R.D., Northup, L. L. and Mikelson, S K. (2008) Engineering fundamentals and problem solving. Boston, M. A.; McGraw Hill.
Book: Multiple works by an author in the same year	As Deitel outlines (Deitel 20011a, 2011b) or Deitel (2011a) outlines Deitel (2011b) added that	Deitel, P. J. and Deitel, H. (2011a) Visual Basic 2010: how to program. Boston: Pearson. Deitel, P. J. and Deitel, H. (2011b) C# 2010 for programmers. 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). Winning strategies. London: Palgrave Macmillan. Smith, M. and John, B. (eds) (2006). One hundred and one ways to find information about health. London: Routledge.
Journal Article	McGill and Dixon (2005) asserted that	McGill, T. and Dixon, M. (2005) 'Information technology certification: a student perspective', International Journal of Information and Communication Technology Education, 1(1) pp. 19-30.

Harvard Reference Guide

Michael J. Marcuse

Harvard Reference Guide:

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referencing online material A chapter of worked examples referencing over 30 different types of sources plus answers to Frequently Asked Questions and guizzes to ensure you get your references right every time Tried and trusted by thousands of Higher Education students The Complete Guide to Referencing and Avoiding Plagiarism 3e is an essential book for anyone engaged in academic writing The Complete Guide To Referencing And Avoiding Plagiarism Neville, Colin, 2010-02-01 This excellent new edition 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 Referencing Guide Nancy Stokes, 2001 A Reference Guide for English Studies Michael J. Marcuse, 1990-01-01 This ambitious undertaking is designed to acquaint students teachers and researchers with reference sources in any branch of English studies which Marcuse defines as all those subjects and lines of critical and scholarly inquiry presently pursued by members of university departments of English language and literature Within each of 24 major sections Marcuse lists and annotates bibliographies guides reviews of research encyclopedias dictionaries journals and reference histories The annotations and various indexes are models of clarity and usefulness and cross references are liberally supplied where appropriate Although cost conscious librarians will probably consider the several other excellent literary bibliographies in print such as James L Harner's Literary Research Guide Modern Language Assn of America 1989 larger academic libraries will want Marcuse s volume Jack Bales Mary Washington Coll Lib Fredericksburg Va Library Journal

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