

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.

Havard Referencing Guide

M Lipman



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Table of Contents Havard Referencing Guide

1. Understanding the eBook Havard Referencing Guide
 - The Rise of Digital Reading Havard Referencing Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Havard Referencing Guide
 - 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 Havard Referencing Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Havard Referencing Guide
 - Personalized Recommendations
 - Havard Referencing Guide User Reviews and Ratings
 - Havard Referencing Guide and Bestseller Lists
5. Accessing Havard Referencing Guide Free and Paid eBooks
 - Havard Referencing Guide Public Domain eBooks
 - Havard Referencing Guide eBook Subscription Services
 - Havard Referencing Guide Budget-Friendly Options

6. Navigating Havard Referencing Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Havard Referencing Guide Compatibility with Devices
 - Havard Referencing Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Havard Referencing Guide
 - Highlighting and Note-Taking Havard Referencing Guide
 - Interactive Elements Havard Referencing Guide
8. Staying Engaged with Havard Referencing Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Havard Referencing Guide
9. Balancing eBooks and Physical Books Havard Referencing Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Havard Referencing Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Havard Referencing Guide
 - Setting Reading Goals Havard Referencing Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Havard Referencing Guide
 - Fact-Checking eBook Content of Havard Referencing Guide
 - 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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