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) *Advertising management: Media approach for market research.* 2nd ed. New Delhi: Global India Publications.
Book: Two or three authors	**Two authors:** Developing marketing skills..... (Richardson and Gosnay, 2011) or As noted by Richardson and Gosnay (2011) **Three authors:** Optical network is defined as.... (Ramaswami, Sivarajan and Galen, 2010) or Ramaswami, Sivarajan and Galen (2010) stated that....	**Two authors:** Richardson, N. and Gosnay, R. (2011) *Develop your marketing skills.* London: Kogan Page. **Three authors:** Ramaswami, R., Sivarajan, K.N. and Galen, H.S. (2010) *Optical networks: A practical perspective.* 3rd 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) *Engineering fundamentals and problem.* 6th ed. New York: McGraw-Hill Education.
Book: Multiple works by an author in the same year	The basics of programming.... (Deitel 2011a, 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.* 4th ed. Upper Saddle River, N. J.: Prentice Hall.
E-Book	Digital film making is defined as ... (Schenk and Long, 2012) or Schenk and Long (2012) identified six elements	Schenk, S. and Long, B. (2012) *The digital filmmaking handbook.* [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 and John, 2006)	Brown, G. B. (ed.) (2003) *Winning strategies.* London: Palgrave Macmillan. Smith, M. and John, B. (eds.) (2005) *One hundred and one ways to find information about health.* London: Routledge.
Journal Article	Certification process is important for.......(McGill and Dixon, 2005) or 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). p. 19-30.
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. *Architectural Engineering and Design Management.* [Online]. 5 (1). p. 36-45. Available from: proquest.com/docview/2139660967accountid=17254 [Accessed: 14 February 2015].

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