

# 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)
<b>Book:</b> Single Author	One possible definition of primary research is....(Mehra, 2009) <b>or</b> Mehra (2009) stated that.....	Mehra, A. (2009) <i>Advertising Management: Media Approach for Market Research</i> . 2nd Ed. New Delhi: Global India Publications.
<b>Book:</b> Two or three authors	<b>Two authors:</b> Developing marketing skills..... (Richardson & Gosnay, 2011) <b>or</b> As noted by Richardson & Gosnay (2011)  <b>Three authors:</b> Optical network is defined as....(Ramaswami, Sivarajan & Sasaki, 2010) <b>or</b> Ramaswami, Sivarajan & Sasak (2010) stated that...	<b>Two authors:</b> Richardson, N. & Gosnay, R. (2011) <i>Develop Your Marketing Skills</i> . London: Kogan Page.  <b>Three authors:</b> Ramaswami, R., Kumar, N.S. & Galen, H.S. (2010) <i>Optical Networks: A Practical Perspective</i> . 3 <sup>rd</sup> Ed. Amsterdam: Morgan Kaufmann.
<b>Book:</b> Four or more authors	The fundamental difference between ..... (Eide et al., 2006) <b>or</b> Eide et al. (2006) suggest that the fundamental difference is ....	Eide, A.R., Jenison, R.D., Northup, L. L. & Mikelson, S.K. (2008) <i>Engineering Fundamentals and Problem</i> . 6 <sup>th</sup> Ed. New York: McGraw-Hill Education.
<b>Book:</b> Multiple works by an author in the same year	The basics of programming.... (Deitel 20011a, 2011b) <b>or</b> Deitel (2011a) outlines.... Deitel (2011b) added that...	Deitel, P. J. and Deitel, H. (2011a) <i>Visual Basic 2010: How to Program</i> . Boston: Pearson. Deitel, P. J. and Deitel, H. (2011b) <i>C# 2010 for Programmers</i> . 4 <sup>th</sup> Ed. Upper Saddle River, N. J.: Prentice Hall.
<b>E-Book</b>	Digital film making is defined as ... (Schenk & Long, 2012) <b>or</b> Schenk & Long (2012) identified six elements	Schenk, S. & Long, B. (2012) <i>The Digital Filmmaking Handbook</i> . [Online] Boston, MA: Cengage Learning. Available from: <a href="http://safaribooksonline.com/book">http://safaribooksonline.com/book</a> [Accessed: 8 July 2015]
<b>Book: Editor(s)</b>	To establish a successful and sustainable strategy ....(ed. Brown, 2003)  With today's networked technology,... (eds. Smith & John, 2006)	Brown, G. B. (ed.) (2003) <i>Winning Strategies</i> . London: Palgrave Macmillan.  Smith, M. & John, B. (eds.) (2006) <i>One Hundred and One Ways to Find Information about Health</i> . London: Routledge.
<b>Journal Article</b>	Certification process is important for.....(McGill & Dixon, 2005)  McGill & Dixon (2005) asserted that...	McGill, T. & Dixon, M. (2005) Information technology certification: a student perspective. <i>International Journal of Information and Communication Technology Education</i> . 1(1). p. 19-30.

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<b>E-Journal Article</b>	The concept of corporate social responsibility....(Othman, 2009) <b>or</b> Othman (2009) confirmed that ...	Othman, A. A. E. (2009) Corporate social responsibility of architectural design. <i>Architectural Engineering and Design Management</i> . [Online] 5 (1). P. 36-45. Available from: <a href="http://proquest.com/docview/213966096?accountid=17254">proquest.com/docview/213966096?accountid=17254</a> [Accessed: 14 February 2015].
<b>Conference Paper</b>	Compression-based classification is useful ..... (Burago & Lowd, 2015) <b>or</b> According to Burago & Lowd (2015)	Burago, I. & Lowd, D. (2015) <i>Automated Attacks on Compression-Based Classifiers</i> . In Proceedings of the 8th ACM Workshop on Artificial Intelligence and Security (AISEC '15). NY, USA: ACM. p. 69-80.
<b>Newspaper articles (print and online)</b>	<b>Newspaper article (print):</b> The effectiveness of vocational study ... (Ng, 2011) <b>or</b> Ng's (2011) article reports that...  <b>Newspaper article (online):</b> Online buying will become...(Ueno, 2012) <b>or</b> Ueno (2012) claims that	<b>Newspaper article (print):</b> Ng, E. (2011) 'Vocational study boost: curriculum to provide skilled workforce'. <i>The Star</i> . 10 September, p. 8.  <b>Newspaper article (online):</b> Ueno, M. (2012) Future in online buying. <i>The Star</i> . [Online] 26 <sup>th</sup> July. p. 26. Available from: <a href="http://www.thestar.com.my/story">http://www.thestar.com.my/story</a> [Accessed: 12 January 2013].
<b>Magazine (online)</b>	<b>With Author</b> It was proposed that....(Sharma, 2012) <b>or</b> As stated by Sharma (2012)  <b>Without Author</b> The modern consumers have been demanding that companies ... (The Economist, 2006) <b>or</b> According to The Economist (2006)	<b>With Author</b> Sharma, M. (2012) Starbucks may find small coffee more profitable: corporate India. <i>BusinessWeek</i> . 19 October. Available from: <a href="http://www.businessweek.com/news">http://www.businessweek.com/news</a> [Accessed: 20 June 2016]  <b>Without Author</b> The Economist (2006) <i>The business of giving</i> . 23 February. Available from: <a href="http://www.economist.com">http://www.economist.com</a> [Accessed: 14 February 2014].
<b>Website / Web Document</b>	<b>Website</b> Teachers can benefit from social network.....(Sullivan, 2013) <b>or</b> As identified by Sullivan (2013)  <b>Web Document</b> The development of energy sector...(English Heritage, 2005) <b>or</b> According to English Heritage (2005),	<b>Website</b> Sullivan, J. (2013) <i>Social Networking Tips For Teachers</i> . [Online] Available from: <a href="http://www.educationworld.com/a_tech/tech/tech256.shtml">http://www.educationworld.com/a_tech/tech/tech256.shtml</a> [Accessed: 21/07/2015].  <b>Web Document</b> English Heritage (2005) <i>Wind Energy and the Historic Environment</i> . [Online] October 2005. Available from: <a href="http://www.english-heritage.org.uk/upload/pdf/Wind_Energy_(final).pdf">http://www.english-heritage.org.uk/upload/pdf/Wind_Energy_(final).pdf</a> . [Accessed: 20th May 2013]
<b>Interview – in person / recorded</b>	<b>In person:</b>  In a personal interview, Brown (2013) stated...  <b>Recorded:</b> (Muhammad Alhadi, 2012) the CEO of Dynamik Enterprise commented that the idea	<b>In person:</b>  Brown, J. (2013) <i>Developing Effective Learning Strategies in Classroom</i> . [Interview]. 12 January 2015.  <b>Recorded:</b> Alhadi, M. (2012) Interview with M. Alhadi on 16 December 2015. Kuala Lumpur. [Recording in possession of author].
<b>Secondary Referencing</b>	Chelsea (2004), as emphasized by Malcolm & O'Malley (2010) concludes that 'free trade agreement' must be implemented... <b>or</b> Chelsea's (2004) 'free trade argument' as being pushed by the developed countries can be..... (in Malcom & O'Malley 2010, p. 23)	You have read a book written by Malcolm and O'Malley and in the book they refer to Chelsea's argument. When you use Chelsea's idea in your assignment, it is a secondary source of information. Your in-text reference will only give a short reference to Chelsea, and your reference list at the end of your assignment gives the details of the source that you actually have read for the assignment:  Malcolm, T. & O'Malley, J. (2010) <i>The Globalization Myth</i> . Boston, MA: Norton and Company.