

# 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) or 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 and Gosnay, 2011) or As noted by Richardson and Gosnay (2011)  <b>Three authors:</b> Optical network is defined as.... (Ramaswami, Sivarajan and Galen, 2010) or Ramaswami, Sivarajan and Galen (2010) stated that....	<b>Two authors:</b> Richardson, N. and Gosnay, R. (2011) <i>Develop your marketing skills</i> . London: Kogan Page.  <b>Three authors:</b> Ramaswami, R., Sivarajan, K.N. and 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) or 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 2011a, 2011b) or 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 and Long, 2012) or Schenk and Long (2012) identified six elements	Schenk, S. and 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:</b> 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) <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.
<b>Journal Article</b>	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. <i>International Journal of Information and Communication Technology Education</i> , 1(1), p. 19-30.
<b>E-Journal Article</b>	The concept of corporate social responsibility.....(Othman, 2009) or 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].

# Harvard Referencing Guide

**Richard Pears, Graham Shields**



## Harvard Referencing Guide

**Cite Them Right** Richard Pears, Graham Shields, 2010-08-15 This book is renowned as the most comprehensive yet easy to use guide to referencing available Tutors rely on the advice to guide their students in the skills of identifying and referencing information sources and avoiding plagiarism This new edition has new and expanded content especially in relation to latest electronic sources

**An Introduction to Sociology** Ken Browne, 2005-04-29 Thoroughly revised and fully updated An Introduction to Sociology gives concise yet comprehensive coverage of all the topics specified by the GCSE examining boards The second edition was described by the AQA s Chief Examiner for GCSE Sociology as establishing the standard for textbooks at this level this new edition builds on the book s existing achievements New material is found throughout the book including substantive new sections on gender identity citizenship education new social movements poverty and the welfare state religion the mass media work and leisure and population The book has been carefully designed to support and extend students learning Each chapter begins with a summary of the key issues to be covered and goes on to highlight important terms which are then explained in a clear glossary Summaries at the end of each chapter a lively range of new activities and discussion points the use of websites as well as helpful suggestions for coursework all add to the book s value as a learning and teaching resource Student friendly cartoons tables diagrams and photographs and the re designed internal lay out also enliven the text making sociology seem exciting and relevant to students of all interests and abilities The new edition of this highly successful textbook will prove invaluable to anyone taking an introductory sociology course especially at GCSE and related levels Students taking AS and A level as well as Access nursing and health and social care courses will also find the book provides an easy and fun introduction to studying sociology

**AIDS** Elisabeth Kübler-Ross, 2011-07-19 AIDS None of us is so unique as to be exempt from the human condition As the numbers of reported AIDS cases continue to climb and the disease continues to take more and more lives those who have to deal with the complexities of this problem continue to ask How do we care for these terminally ill Using letters from patients questions and answers between patient and doctor and other compassionate tools Dr Elisabeth Kübler-Ross the world s foremost expert on death and dying shows us how to comfort the seriously ill and help AIDS patients through the critical stages of dying She addresses the stigma surrounding AIDS as a gay disease and makes a special plea for prisoners with AIDS for women and children with AIDS and for babies with AIDS This remarkable book is warm and informative on one of the most important subjects of our time

*Global Citizenship Education: A Critical Introduction to Key Concepts and Debates* Edda Sant, Ian Davies, Karen Pashby, Lynette Shultz, 2018-02-22 Global Citizenship Education explores key ideas and issues within local national and global dimensions Including examples and case studies from across the world the authors draw on ideas experiences and histories within and beyond the West to contribute to multifaceted perspectives on global citizenship education In concise chapters the authors set out the key concepts and debates within the field Global citizenship education is contextualized within key educational frameworks including citizenship education global education development education and peace education Edda Sant Ian Davies Karen Pashby and Lynette Shultz explore the different ways in which global citizenship can be taught learned and assessed in formal and informal contexts Including examples from a wide range of education institutions chapters provide overviews of policy making and international practices borne out of different approaches to global citizenship education With each chapter including a summary of key issues an annotated list of key resources an exercise for students and a further reading list Global Citizenship Education will aid understanding of this complex and debated area of study

Cite Them Right Richard Pears, Graham Shields, 2019-05-08 This is the leading guide to referencing and avoiding plagiarism covering everything from understanding plagiarism and identifying sources to setting out quotations and creating a reference list Comprehensive and accessible it provides readers with detailed examples of print and electronic sources business government technical and legal publications works of art images and much more Packed with practical tips and example sources in both citations and reference lists it makes referencing manageable and easy to follow for everyone The 11th edition of this bestselling book is an essential resource for anyone doing original research for written assignments including students teachers authors librarians and non academic researchers Cite Them Right is also available as an institutional subscription product Cite Them Right Online New to this Edition Updated examples for all referencing styles to match the latest referencing standards Now covers IEEE referencing Expanded APA MHRA OSCOLA and Vancouver sections Advice on how to reference first language texts that are not in English Coverage of even more sources including body art collages musicals sewing patterns Snapchat WhatsApp and working papers Simplified advice on referencing legal and parliamentary sources

The Maltreatment of Children S.M. Smith, 2012-12-06 The maltreatment of children is an issue that has always been with us and civilized societies provide a range of services both social and medical to care for the children and families afflicted In recent years greater attention has been drawn to the medical aspects by competent authorities in the fields of forensic medicine forensic psychiatry epidemiological psychiatry child psychiatry and family psychiatry as well as the social aspects by those child welfare and child care agencies who have the difficult and distasteful task of removing children with the help of the courts from parents who can abuse them and are not able to care for them adequately A multitude of social agencies whose range of activities involve both the care and where possible the social betterment of afflicted families are now involved Not least in importance is an increase in our global knowledge to help in the prevention or better treatment of these problems This means more information on familial and genetic factors in human central nervous system development in its broadest sense This would include how the central nervous system originates mediates and controls the build up speed of development and impulsive release mastery and direction of aggressive drives and impulses Very little is so far known about these factors

**Practical Emergency and Critical Care Veterinary Nursing** Paul Aldridge, Louise O'Dwyer, 2013-03-04 Your step by step guide to key emergency and critical care procedures and hands on nursing care Whether you need to know how to prioritise your response to a patient with multiple injuries or you need a quick practical guide to fluid therapy this is the go to resource Colour photographs of real life cases take you through the procedures and after care detailing essential skills This book provides vital information for emergency and critical care situations whether you're looking for confidence in handling emergency cases in a first opinion practice or a relevant succinct guide for an emergency clinic Be inspired to become more confident in your clinical skills and abilities and learn how to apply your existing skills to an emergency situation A companion website provides additional resources useful in the management of emergency and critical patients Visit the website to find information charts and video clips of procedures Written by a veterinary nurse and a veterinary surgeon who work together in the largest UK emergency clinic this book is a practical how to manual with a nursing focus Suitable as a complete reference for nurses studying towards qualifications or as a practical guide for daily use by veterinary nurses working in veterinary emergency and critical care

*Developing Feedback for Pupil Learning* Ruth Dann,2017-08-21 Feedback is often considered to be one of the pivotal enablers of formative assessment This key topic has received considerable attention within research literature and has been studied by a number of leading experts in the field This book is positioned at the heart of these debates and offers a specific contribution to exploring and exploiting the learning gap which feedback seeks to shift *Developing Feedback for Pupil Learning* seeks to synthesise what we know about feedback and learning into more in depth understandings of what influences both the structure of and changes to the learning gap This research informed but accessibly written enquiry is at the very heart of teaching learning and assessment It offers a timely contribution to understanding what works and what doesn't for whom and why Split into three main parts it covers Feedback for learning in theory policy and practice Conceptualising the learning gap New futures for feedback This text will be essential reading for students teachers researchers and all those who engage with issues related to teaching learning and assessment academically

*Design Patterns Explained* Alan Shalloway,James R. Trott,2004-10-12 One of the great things about the book is the way the authors explain concepts very simply using analogies rather than programming examples this has been very inspiring for a product I'm working on an audio only introduction to OOP and software development Bruce Eckel I would expect that readers with a basic understanding of object oriented programming and design would find this book useful before approaching design patterns completely *Design Patterns Explained* complements the existing design patterns texts and may perform a very useful role fitting between introductory texts such as *UML Distilled* and the more advanced patterns books James Noble Leverage the quality and productivity benefits of patterns without the complexity *Design Patterns Explained* Second Edition is the field's simplest clearest most practical introduction to patterns Using dozens of updated Java examples it shows programmers and architects exactly how to use patterns to design develop and deliver software far more effectively You'll start with a complete overview of the fundamental principles of patterns and the role of object oriented analysis and design in contemporary software development Then using easy to understand sample code Alan Shalloway and James Trott illuminate dozens of today's most useful patterns their underlying concepts advantages tradeoffs implementation techniques and pitfalls to avoid Many patterns are accompanied by UML diagrams Building on their best selling First Edition Shalloway and Trott have thoroughly updated this book to reflect new software design trends patterns and implementation techniques Reflecting extensive reader feedback they have deepened and clarified coverage throughout and reorganized content for even greater ease of understanding New and revamped coverage in this edition includes Better ways to start thinking in patterns How design patterns can facilitate agile development using eXtreme Programming and other methods How to use commonality and variability analysis to design application architectures The key role of testing into a patterns driven development process How to use factories to instantiate and manage objects more effectively The Object Pool Pattern a new pattern not identified by the Gang of Four New study practice questions at the end of every chapter Gentle yet thorough this book assumes no patterns experience whatsoever It's the ideal first book on patterns and a perfect complement to Gamma's classic *Design Patterns* If you're a programmer or architect who wants the clearest possible understanding of design patterns or if you've struggled to make them work for you read this book

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A Manual for Writers of Dissertations Kate L. Turabian, 1945

*Referencing and Understanding Plagiarism* Kate Williams, Mary Davis, 2017-06-16 This concise and user friendly guide explains why referencing is an essential part of good writing and shows students how to reference correctly It also develops students understanding of what plagiarism is and how they can avoid it in their work Featuring clear explanations and examples throughout this book will help students to draw on the work of others in their field in a responsible and ethical way This is an indispensable resource for all students that need to get to grips with referencing New to this Edition Extensively revised and updated with new extracts and examples to reflect changes in referencing norms and practices Features more advice on introducing quotations and citations Contains even more examples of referencing from real students work across a range of disciplines

**Bibliographic Style & Reference Techniques** Marlene Burger, 2010 Written by a seasoned professional this long awaited book is ideal for students and academics at all levels lecturers supervisors and promoters researchers in fact anyone involved in writing or editing academic texts The focus of the book is the Harvard method author date method but the APA method and the running footnotes method have also been included The aim is to assist users to achieve greater uniformity and consistency of style in bibliographies and reference techniques within various publications from assignments dissertations and theses to articles for scholarly journals and books The bibliographic treatment of all types of sources has been extended to include printed as well as electronic and Internet sources The purpose of the book is not to prescribe rigid instructions but to provide a set of solid and easy to use guidelines The principles guiding all referencing are simplicity uniformity and clarity With its wide range of selected examples this is a user friendly and indispensable book

*The Public Relations Handbook* Alison Theaker, 2004-08-02 In this updated edition of the successful Public Relations Handbook a detailed introduction to the theories and practices of the public relations industry is given Broad in scope it traces the history and development of public relations explores ethical issues which affect the industry examines its relationships with politics lobbying organisations and journalism assesses its professionalism and regulation and advises on training and entry into the profession It includes interviews with press officers and PR agents about their working practices case studies examples press releases and illustrations from a range of campaigns including Railtrack Marks and Spencer Guinness and the Metropolitan Police specialist chapters on financial public relations global PR business ethics on line promotion and the challenges of new technology over twenty illustrations from recent PR campaigns In this revised and updated practical text Alison Theaker successfully combines theoretical and organisational frameworks for studying public relations with examples of how the industry works in practice

*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

**Research in Consumer Behavior** ,2010

**The Student's Companion to Social Policy** Pete Alcock,Tina Haux,Margaret May,Sharon Wright,2016-06-17 This fully updated and expanded edition of the bestselling Student s Companion to Social Policy charts the latest developments research challenges and controversies in the field in a concise authoritative format Provides students with the analytical base from which to investigate and evaluate key concepts perspectives policies and outcomes at national and international levels Features a new section on devolution and social policy in the UK enhanced discussion of international and comparative issues and new coverage of nudge based policies austerity politics sustainable welfare working age conditionality social movements policy learning and transfer and social policy in the BRIC countries Offers essential information for anyone studying social policy from undergraduates on introductory courses to those pursuing postgraduate or professional programmes Accompanied by updated online resources to support independent learning and skill development with chapter overviews study questions guides to key sources and career opportunities a key term glossary and more Written by a team of experts working at the forefront of social policy

**Harvard Referencing Guide (author-date).** Central Queensland University,

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## Harvard Referencing Guide Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has be more evident than ever. They have the ability to inspire, provoke, and ignite change. Such is the essence of the book **Harvard Referencing Guide**, a literary masterpiece that delves deep to the significance of words and their affect our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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