

# 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> . 3rd 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> . 6th 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> . 4th 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: 6 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].

# Book Guide Reference

**Lauren Gardner**



## Book Guide Reference:

**Guide to reference books** Isadore Gilbert Mudge, 1929      **Guide to the Study and Use of Reference Books** Alice Bertha Kroeger, 1902      **Guide to the Study and Use of Reference Books**, 1917      **Reference Guides that Should be Known and how to Use Them** Florence May Hopkins, 1916      **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      *2100 Business Books, and Guide to Business Literature* Newark Public Library. Business Branch, 1920      **2400 Business Books and Guide to Business Literature** New Jersey. Public Library, 1920      **Guide to Reference Material: Science and technology** Albert John Walford, Library Association, 1973      U.S. Environmental Protection Agency Library System Book Catalog Holdings as of July 1973 United States. Environmental Protection Agency. Library Systems Branch, 1974      **The Market Data Book**, 1926      *Crain's Market Data Book* G.D. Crain (Jr., Pub), 1920      Reference Guides that Should be Known and how to Use Them Florence May Hopkins, 1919      *Bibliography of Library Economy* Harry George Turner Cannons, 1910      Ronograph Series: Business mail, 1924      Guide to Reference Books Isadore Gilbert Mudge, 1929      Scientific American Reference Book Albert Allis Hopkins, 1921      *The Teaching of Medieval History with Selected References Designed to Accompany A History of the Middle Ages* Dana Carleton Munro, 1903      **New York Libraries**, 1913      *A Bibliography of Science* William Swan Stallybrass (formerly Sonnenschein.), William Swan Sonnenschein, 1897      **Bulletin of the New York Public Library** New York Public Library, 1916 Includes its Report 1896 1945

## **Book Guide Reference** Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the ability of words has become more evident than ever. They have the ability to inspire, provoke, and ignite change. Such may be the essence of the book **Book Guide Reference**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Published 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's key themes, examine its writing style, and analyze its overall affect readers.

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