

# 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 Business Writing Guide

**CL Gary**



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## **Table of Contents Harvard Business Writing Guide**

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

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