

# **GUIDE TO HARVARD REFERENCING**

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## 1.0 Introduction

### 1.1. Harvard Referencing Style

In any assignment, the correct use of the style of referencing is important in order to avoid plagiarism. There are many styles available. However, the style used in this college is the Harvard Referencing Style. You are required to follow this style, unless otherwise stated by your lecturer. An assignment should contain appropriate in-text citation and a list of references (in alphabetical order).

### 1.2. Bibliography/ List of references

A list of references is an alphabetical listing of the sources actually cited in the text. Bibliography, on the other hand, is an alphabetical listing of all the sources that have been read, or used in the preparation of the assignment, but not necessarily cited in the text of the assignment. This list of references or bibliography is to be placed at the end of the assignment.

## 2.0 Abbreviations used in referencing

<b>ed. or eds</b>	editor or editors
<b>edn</b>	edition
<b>et al.</b>	This means 'and others'; used in in-text citations when there are more than three authors
<b>n.d.</b>	no date
<b>n.p.</b>	no place of publication
<b>no.</b>	issue
<b>p.</b>	page
<b>pp.</b>	pages
<b>trans.</b>	translator or translated by
<b>vol.</b>	volume

## 3.0 In-text citation

The body of the text should also include references. The format is in the following order:

- The surname(s) of the author(s), e.g. for John Doe, Doe is the surname
  - For more than 3 authors, only the surname of the first author is necessary, followed by et al.
- The year the author(s)' work was published
- The page number(s) of the cited work (necessary if direct quotation or figures/data are used)

Note: The format for one page is 'p. 5' and for multiple pages, the format is 'pp. 23-35'. Also, direct quotes are to be enclosed in '...'

### 3.1. Direct quote

Sampling is defined as a 'process of selecting the right individuals as representatives for the entire population' (Sekaran & Bougie 2009, p. 240).

### 3.2. Long quote

Where direct quotes exceed 30 words they should be indented from the left margin and single line spaced without quotation marks. The quote should be introduced by a colon (:) and one line space should separate the quote from the introductory statement and from the text that follows. The quote should be set one point size smaller than the font used for the main text.

Tanenbaum (2008, p. 1) has the following to say about technological evolution:

Each of the past three centuries has been dominated by a single technology. The 18<sup>th</sup> Century was the time of great mechanical systems accompanying the Industrial Revolution. The 19<sup>th</sup> Century was the age of the steam engine. During the 20<sup>th</sup> Century, the key technology has been information gathering, processing and distribution.

### 3.3. More than three authors

Marketing is the key functional area of any business (Smith et al. 2009).

### 3.4. Part of a sentence

Kosminsky, E and Kosminsky, L (2003) noted that classroom discussion, whereby there is social interaction, helps students learn how to think, analyse and solve problems.

### 3.5. Useful expressions

Smith (2014) observes/ points out/ remarks/ says/ states/ affirms/ argues/ believes/ claims/ concludes/ explains/ finds/ implies/ suggests ...

As Smith (2014) has observed ...

As noted by Smith (2014) ...

According to Smith (2014) ...

It has been argued by Smith (2014) that ...

In Smith's (2014) view ...

Recent evidence suggests ... (Smith 2014).

Strong evidence was found by Smith (2014) that ...

An alternative view is that ... (Smith 2014).

## 4.0 Asian authors

Chinese name	In-text citation	List of reference
Chong Jia Qiang	(Chong 2014)	Chong, JQ
Andrew Chong Jia Qiang	(Chong 2014)	Chong, AJQ
<b>Malay name</b> without surname		
Asmah Binti Omar	(Asmah 2014)	Asmah, O
Ungku A. Aziz Ungku Abdul Hamid	(Ungku A. Aziz 2014)	Ungku A. Aziz, UAH
Haji Ahmad Haji Awang	(Ahmad 2014)	Ahmad, A
<b>Indian name</b> without surname		
Mukhtiar Kaur	(Mukhtiar 2014)	Mukhtiar, K
<b>Indian name</b> with surname		
G. Sivalingam	(Sivalingam 2014)	Sivalingam, G

## 5.0 Translated works

### 5.1. Work translated from a foreign language

In the reference list, include the translator’s name after the title with a prefix of ‘trans.’ and the initial is before the surname (reverse the usual order).

In-text citation	List of reference
(Gaarder 1994)	Gaarder, J 1994, <i>Sophie's world: a novel about the history of philosophy</i> , trans. P Moller, Farrar, Straus and Giroux, New York.
(Von der Luhe 1982)	Von der Luhe, I 1982, ‘I without guarantees: Ingeborg Bachmann's Frankfurt lectures on Poetics’, trans. MT Kraus, <i>New German Critique</i> , vol. 8, no. 27, pp. 31-56.
(Lim 2014)	Lim, SG 2014, ‘The most mysterious disappearance’, trans. PJ Soong, <i>Mysinthew.com</i> , 18 March, viewed 19 March 2014, < <a href="http://www.mysinthew.com/node/96696">http://www.mysinthew.com/node/96696</a> >.

### 5.2. Work written in language other than English

If referencing a work in its original language other than English, give the title exactly as shown in the work. Convert the title and author name into Hanyu Pinyin if the work was published in Chinese characters.

In-text citation	List of reference
(Leroux 1959)	Leroux, G 1959, <i>Le fantôme de l'opéra</i> , Le livre de poche, Paris.
(Thurfjell 1975)	Thurfjell, W 1975, ‘Vart har våran doktor tagit vägen?’, <i>Läkartidningen</i> , vol. 72, p. 789.
(Bernama 2014)	Bernama 2014, ‘Malaysia bantu negara asing ekosistem halal’, <i>Berita Harian Online</i> , 19 March, viewed 19 March 2014, < <a href="http://www.bharian.com.my/bharian/articles/Malaysiabantunegaraasingekosistemhalal/Article">http://www.bharian.com.my/bharian/articles/Malaysiabantunegaraasingekosistemhalal/Article</a> >.
(Liu 2014)	Liu, GT 2014, ‘Zhongguo jing ji fang huan yi lü’, <i>Sinthew.com.my</i> , 18 March, viewed 19 March 2014, < <a href="http://biz.sinthew.com.my/node/91824?tid=17">http://biz.sinthew.com.my/node/91824?tid=17</a> >.

## 6.0 Tables or diagrams

If an entire table or diagram were taken, the reference should be as follows:

- (Source:
- Author(s)’ surname
- Year
- Page number with the use of p. or pp.)

Note: If the table or diagram has been modified or extracted from a source, then the word *Source:* should be changed to *Adapted from:*

**Table 1: Frequencies and Percent Frequencies for the Exchange Variable**

Exchange	Frequency	Percent Frequency
New York Exchange (NYSE)	3	12
American Stock Exchange (AMEX)	4	20
Over-the-counter(OTC)	17	68
Totals	25	100

(Source: Sweeney, Williams & Anderson 2006, p. 12)

## 7.0 List of references

Material type	In-text citation	List of reference
<b>7.1. Book</b>		
<b>Single author</b>	(Addison 2012)  Addison (2012) commented that...	Author's Surname, INITIALS Year of publication, <i>Book title</i> , Series title and volume – if available, Edition – if not the first, Publisher, Place of Publication.  Addison, P 2012, <i>Principles of program design: problem solving with JavaScript</i> , International edn, Course Technology Cengage Learning, Boston.
<b>2 or 3 authors</b>	(Burns & Bush 2014)  As stated by Burns and Bush (2014) ...	Author's Surname, INITIALS & author's Surname, INITIALS Year of publication, <i>Book title</i> , Series title and volume – if available, Edition – if not the first, Publisher, Place of the Publication.  Burns, AC & Bush, RF 2014, <i>Marketing research</i> , 7th edn, Prentice Hall, Boston.
<b>More than 3 authors</b>	(Bowerman et al. 2012)  As concluded by Bowerman et al. (2012) ...	Author's Surname, INITIALS, author's Surname, INITIALS, author's Surname, INITIALS & author's Surname, INITIALS Year of publication, <i>Book title</i> , Series title and volume – if available, Edition – if not the first, Publisher, Place of the Publication.  Bowerman, BL, O'Connell, RT, Murphree, ES & Orris, JB 2012, <i>Essentials of business statistics</i> , 4th edn, McGraw-Hill, New York.
<b>Organisation as author</b>	(Organisation for Economic Co-operation and Development 2012)  According to the finding of World Health Organization (2012) ...	Corporate author Year publication, <i>Book title</i> , Publisher, Place of publication.  Organisation for Economic Co-operation and Development 2012, <i>Food and the tourism experience: the OECD-Korea Workshop</i> , OECD, Paris.  World Health Organization 2012, <i>Management of severe malaria: a practical handbook</i> , 3rd edn, World Health Organization, Geneva, viewed 5 April 2014, < <a href="http://www.who.int/iris/handle/10665/79317">http://www.who.int/iris/handle/10665/79317</a> >.
<b>No author</b>	( <i>Networks and distributed system study book</i> 2000)	<b>Note:</b> When there is no author, the title is used as the first element in the reference. For webpages use the organisation or company author; for newspaper articles use the title of newspaper article.  <i>Book title</i> Year of publication, Series title and volume – if available, Edition – if not the first, Publisher, Place of Publication.  <i>Networks and distributed system study book</i> 2000, 3rd edn, Distance Education Centre, University of Southern Queensland, Toowoomba.
<b>Author with same surname</b>	(McDonald, K 2011; McDonald, M 2002)  <b>Note:</b> When two or more works are included in one citation, they should be arranged in alphabetical order and delimited by a semicolon.	McDonald, K 2011, <i>How to market to people not like you: 'know it or blow it' rules for reaching diverse customers</i> , John Wiley & Sons, Hoboken.  McDonald, M 2002, <i>Marketing plans: how to prepare them, how to use them</i> , 5th edn, Elsevier, Amsterdam.

<p><b>Multiple works by same author in the same year</b></p>	<p>(McDonald 2011a, 2011b)</p>	<p>McDonald, M 2011a, <i>Marketing plans: how to prepare them, how to use them</i>, 7th edn, John Wiley &amp; Sons, Chichester.</p> <p>McDonald, M 2011b, <i>Marketing plans for services: a complete guide</i>, 3rd edn, John Wiley &amp; Sons, Chichester.</p>
<p><b>Citing secondary sources/ indirect quotation</b></p>	<p>Galvin (2009, in Stallings &amp; Van Slyke 2009) defined...</p> <p>... (Galvin 2009, in Stallings &amp; Van Slyke 2009).</p>	<p>Original author’s Surname, INITIALS Year of publication, <i>Book title</i>, Edition – if not the first, Publisher, Place of Publication, cited in secondary author’s Surname, INITIALS Year of publication, <i>Book title</i>, Edition – if not the first, Publisher, Place of Publication, page number.</p> <p>Galvin, P 2009, <i>Electronic principles</i>, cited in Stallings, W &amp; Van Slyke, R 2009, ‘Signal encoding’, <i>Business data communications</i>, 2nd edn, Macmillan College Publishing Company, New York, p. 23.</p>
<p><b>Editor(s)</b></p>	<p>(Woodside 2006)</p>	<p>Author’s Surname, INITIALS (ed.) or (eds) – for editor(s) Year of publication, <i>Book title</i>, Series title and volume – if available, Edition – if not the first, Publisher, Place of Publication.</p> <p>Woodside, AG (ed.) 2006, <i>Advances in culture, tourism and tourism and hospitality research</i>, Elsevier JAI, Amsterdam.</p>
<p><b>Chapter in edited book</b></p>	<p>(Axelsson &amp; Easton 1992)</p> <p>(U.S. Department of Health and Human Services 2007)</p>	<p>Chapter author’s Surname, INITIALS Year of chapter, ‘Title of chapter – in single quotation marks’, in book editor(s) INITIALS and Surname (ed./eds), Year of publication if different to the chapter, <i>Title of book</i>, Edition, Publisher, Place of Publication, page number(s).</p> <p>Axelsson, B &amp; Easton, G 1992, ‘Foreign market entry – the textbook vs the network theory’, in B Axelsson &amp; G Easton (eds), <i>Industrial networks: a new view of reality</i>, Routledge, London, pp. 46-59.</p> <p>U.S. Department of Health and Human Services 2007, ‘Alcoholism is a serious problem for teens’, in TL Roleff (ed.), 2010, <i>Alcoholism</i>, Greenhaven Press, Detroit, pp. 27-33.</p>
<p><b>Citing specific page(s)</b></p>	<p>(Arends 2012)</p> <p>(Dial 2009)</p>	<p><b>Note:</b> Include the page number after Place of publication, if you only cited from a specific page or specific continuing pages.</p> <p>Arends, RI 2012, <i>Learning to teach</i>, 9th edn, McGraw-Hill, New York, pp. 432-433.</p> <p>Dial, L 2009, ‘The drinking age should not be lowered’, in TL Roleff (ed.), 2010, <i>Alcoholism</i>, Greenhaven Press, Detroit, p. 86.</p>
<p><b>E-book</b></p>	<p>(Dent 2008)</p> <p>As identified by Dent (2008) ...</p> <p>(Marks &amp; Stephens 2007)</p>	<p><u>From database</u> Author’s Surname, INITIALS Year of publication, <i>Book title</i>, Publisher, viewed date, Name of ebook collection.</p> <p>Dent, J 2008, <i>Distribution channels: understanding and managing channels to market</i>, Kogan Page, viewed 10 June 2010 , ebrary.</p> <p><u>From website</u> Author’s Surname, INITIALS Year of publication, <i>Book title</i>, Publisher, viewed date, &lt;URL&gt;.</p> <p>Marks, J &amp; Stephens, P 2007, <i>A guide to flower arranging</i>, Prentice Hall, New Jersey, viewed 17 January 2013, &lt;<a href="http://bartleby.com/">http://bartleby.com/</a> 117/&gt;.</p>

7.2. Company information		
Company report/ market research report	(Bank Negara Malaysia 2012)	<p><u>Printed</u> Corporate author Year of publication, <i>Title of report</i>, Publisher, Place of Publication.</p> <p>Bank Negara Malaysia 2012, <i>Annual report 2011</i>, Bank Negara Malaysia, Kuala Lumpur.</p>
	(MarketLine 2013)	<p><u>From database</u> Author or Corporate author Year of publication, <i>Title of report</i>, viewed date, &lt;URL of main entrance to the database service &gt; or Name of database.</p> <p>MarketLine 2013, <i>Aeon Co. (M) Bhd.</i>, viewed 20 January 2014, Business Source Complete.</p>
	(Toyota Motor Corporation 2013)	<p><u>From website</u> Author or Corporate author Year of publication, <i>Title of report</i>, viewed date, &lt;URL&gt;.</p> <p>Toyota Motor Corporation 2013, <i>Sustainability report 2013</i>, viewed 11 March 2014, &lt;<a href="http://www.toyota-global.com/sustainability/report/sr/pdf/sustainability_report13_fe.pdf">http://www.toyota-global.com/sustainability/report/sr/pdf/sustainability_report13_fe.pdf</a>&gt;.</p>
	(Ibisworld 2014)	<p>Ibisworld 2014, <i>Pet stores in the US</i>, viewed 11 March 2014, &lt;<a href="http://www.ibisworld.com/gosample.aspx?cid=1&amp;rtid=101">http://www.ibisworld.com/gosample.aspx?cid=1&amp;rtid=101</a>&gt;.</p>
Company profile		<p>Author or Corporate author Year of publication, <i>Title of report</i>, company profile, viewed date, &lt;URL&gt;.</p> <p>Datamonitor 2012, <i>Toyota Motor Corporation</i>, company profile, viewed 10 March 2014, &lt;<a href="http://ezproxy.sunway.edu.my">http://ezproxy.sunway.edu.my</a>&gt;.</p>
7.3. Conference paper		
Conference paper (published)		<p>Author's Surname, INITIALS Year of publication, 'Title of paper', in Editor INITIALS Surname with (ed.) or (eds), <i>Title of published proceeding</i>, place held, date, Publisher, Place of Publication, page number.</p> <p>(Ara 2009) Ara, P 2009, 'The realization problem for Von Neumann regular rings', in H Marubayashi, K Masaike, K Oshiro &amp; M Sato (eds), <i>Ring theory 2007: proceedings of the fifth China-Japan-Korea conference</i>, Tokyo, Japan, 10-15 September 2007, World Scientific, Hackensack, pp. 21-37.</p> <p>(DuPont 2012) DuPont, B 2012, 'Marketing and the internet: implications for managers', <i>Proceedings of the third annual Australian Marketing Association</i>, Melbourne, Australian Marketing Association, Melbourne, pp. 44-46.</p>
Conference paper (unpublished)		<p>Author's Surname, INITIALS Year of conference, 'Title of paper', paper presented to Name of conference including place held and date.</p> <p>(Chong, Yoo &amp; Kwak 2004) Chang, JI, Yoo SH &amp; Kwak J 2004, 'Measuring the conservation value of the Songji Lagoon, with an investigation of preference uncertainty', paper presented to the thirteenth annual conference of the European Association of Environmental and Resource Economics, Budapest, Hungary, 25-28 June.</p>

<p><b>Conference paper (online)</b></p>	<p>(Vlas &amp; Robinson 2011)</p>	<p>Author's Surname, INITIALS Year of publication, 'Title of paper', in Editor INITIALS Surname with (ed.) or (eds), <i>Title of published proceeding</i>, place held, date, Publisher, Place of Publication, date of conference if available, viewed date, &lt;URL&gt;.</p> <p>Vlas, R &amp; Robinson, WN 2011, 'A rule-based natural language technique for requirements discovery and classification in open-source software development projects', <i>Proceedings of the 44th Hawaii international conference on system sciences</i>, Kauai, Hawaii, 4-7 January, viewed 5 April 2014, &lt;<a href="http://www.hicss.hawaii.edu/hicss_44/bp44/in3.pdf">http://www.hicss.hawaii.edu/hicss_44/bp44/in3.pdf</a>&gt;.</p>
<p><b>7.4. Dictionary / Encyclopedia</b></p>		
<p><b>Dictionary (with author)</b></p>	<p>(Oey 2004)</p>	<p>Author's Surname, INITIALS Year of publication, 'Title of entry or article', in Editor of Publication – INITIALS Surname with (ed.) or (eds), <i>Title of dictionary</i>, Edition – if not the first, page number, Publisher, Place of Publication.</p> <p>Oey, GT 2004, 'Health and illness', in AA Sharifah Zahrah (ed.), <i>Everyday Malay: phrasebook and dictionary</i>, 2nd edn, p. 121, Tuttle Publishing, Singapore.</p>
<p><b>Dictionary (with no author)</b></p>	<p>('Dragon' 1997)</p> <p>('Global warming' 2014)</p>	<p>'Title of entry or article' Year of publication, <i>Title of dictionary</i>, Edition – if not the first, page number, Publisher, Place of Publication.</p> <p>'Dragon' 1997, <i>Dictionary of world religions</i>, p. 298, Oxford University Press, Oxford.</p> <p>'Global warming' 2014, <i>Macmillan dictionary</i>, viewed 5 April 2014, &lt;<a href="http://www.macmillandictionary.com/dictionary/british/global-warming">http://www.macmillandictionary.com/dictionary/british/global-warming</a>&gt;.</p>
<p><b>Encyclopedia entry (with author)</b></p>	<p>(Ayman 2004)</p>	<p>Author's Surname, INITIALS Year of publication, 'Title of entry or article', in Editor of Publication – INITIALS Surname with (ed.) or (eds), <i>Title of encyclopedia</i>, Series title and/or volume – if available, Edition – if not the first, page number, Publisher, Place of Publication.</p> <p>Ayman, R 2004, 'Leadership and culture', in CD Spielberger (ed.), <i>Encyclopedia of applied psychology</i>, vol. 3, pp. 507-517, Elsevier Academic Press, Amsterdam.</p>
<p><b>Encyclopedia entry (with no author)</b></p>	<p>('Greenhouse effect' 2008)</p>	<p>'Title of entry or article' Year of publication, <i>Title of encyclopedia</i>, Edition – if not the first, page number, Publisher, Place of Publication.</p> <p>'Greenhouse effect' 2008, <i>Britannica concise encyclopedia</i>, p. 801, Encyclopedia Britannica.</p>
<p><b>Encyclopedia entry (online)</b></p>	<p>('Climate' 2008)</p> <p>(Benson 2012)</p>	<p><u>From database</u></p> <p>Author's Surname, INITIALS Year of publication, 'Title of entry or article', <i>Title of encyclopedia</i>, Publisher, Place of Publication, viewed date, &lt;URL of main entrance to the database service&gt; or Name of database.</p> <p>'Climate' 2008, <i>Philip's encyclopedia</i>, Philip's, London, viewed 11 March 2014, &lt;<a href="http://ezproxy.sunway.edu.my">http://ezproxy.sunway.edu.my</a>&gt;.</p> <p>Benson, N 2012, 'Global warming', <i>Encyclopedia of global warming and climate change</i>, Sage Publications, Thousand Oaks, viewed 11 March 2014, Credo Reference.</p>

<p><b>Encyclopedia entry (online)</b></p>	<p>(‘Global warming’ 2014)</p>	<p><u>From website</u>                  Author’s Surname, INITIALS Year of publication, ‘Title of entry or article’, <i>Title of encyclopedia</i>, Publisher, Place of Publication, viewed date, &lt;URL&gt;.</p> <p>‘Global warming’ 2014, <i>Encyclopedia britannica online</i>, viewed 19 March 2014, &lt;<a href="http://www.britannica.com/EBchecked/topic/235402/global-warming">http://www.britannica.com/EBchecked/topic/235402/global-warming</a>&gt;.</p>
<p><b>7.5. Internet / Website</b></p>		
<p><b>Blog (by organisation)</b></p>	<p>(Batts 2007)</p>	<p>Author’s Surname, INITIALS Year of posting, ‘Title of posting’, <i>Title of blog</i>, medium, day and month of posting, viewed date, &lt;URL&gt;.</p> <p>Batts, S 2007, ‘Antioxidants in berries increased by ethanol (but are daiquiris healthy)’, <i>Scienceblogs.com</i>, blog, 24 April, viewed 2 May 2008, &lt;<a href="http://scienceblogs.com/retrospectacle/2007/04/antioxidants_in_berries_increa_1.php">http://scienceblogs.com/retrospectacle/2007/04/antioxidants_in_berries_increa_1.php</a>&gt;.</p>
<p><b>Webpage</b></p>	<p>(Laub 2014)</p> <p>(Natural Resources Defense Council 2011)</p> <p>(State Government of Victoria 2013)</p>	<p>Author’s Surname, INITIALS or Corporate Author Year, <i>Title of webpage</i>, Website name or Organisation, viewed date, &lt;URL&gt;.</p> <p>Laub, Z 2014, <i>The Taliban in Afghanistan</i>, Council on Foreign Relations, viewed 11 March 2014, &lt;<a href="http://www.cfr.org/afghanistan/taliban-afghanistan/p10551#p6">http://www.cfr.org/afghanistan/taliban-afghanistan/p10551#p6</a>&gt;.</p> <p>Natural Resources Defense Council 2011, <i>An introduction to climate change: what it could mean to you and your family</i>, NRDC, viewed 21 March 2014, &lt;<a href="http://www.nrdc.org/globalwarming/climatebasics.asp">http://www.nrdc.org/globalwarming/climatebasics.asp</a>&gt;.</p> <p>State Government of Victoria 2013, <i>Obesity in children – causes</i>, Better Health Channel, viewed 25 May 2015, &lt;<a href="http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Obesity_in_children?open">http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Obesity_in_children?open</a>&gt;.</p>
<p><b>Webpage (no author &amp; no date)</b></p>	<p>(<i>Perodua Myvi</i> n.d.)</p>	<p><i>Title of webpage</i> Year, Website name or Organization, viewed date, &lt;URL&gt;. <b>Note:</b> If there is no date, use ‘n.d.’ in place of the date.</p> <p><i>Perodua Myvi</i> n.d., Carbase.my, viewed 25 May 2015, &lt;<a href="http://www.carbase.my/perodua/myvi/generations">http://www.carbase.my/perodua/myvi/generations</a>&gt;.</p>
<p><b>Web document</b></p>	<p>(United States Environmental Protection Agency 2010)</p>	<p>Author’s Surname, INITIALS or Corporate Author Year, <i>Title of document</i>, Publisher, Place, viewed date, &lt;URL&gt;.</p> <p>United States Environmental Protection Agency 2010, <i>Methane and nitrous oxide emissions from natural sources</i>, EPA, Washington, viewed 11 March 2014, &lt;<a href="http://www.epa.gov/outreach/pdfs/Methane-and-Nitrous-Oxide-Emissions-From-Natural-Sources.pdf">http://www.epa.gov/outreach/pdfs/Methane-and-Nitrous-Oxide-Emissions-From-Natural-Sources.pdf</a>&gt;.</p>
<p><b>7.6. Journal / Magazine article</b></p>		
<p><b>Journal article (printed)</b></p>	<p>(Trefts &amp; Blaksee 2000, p. 378)</p> <p>This supports Trefts and Blaksee’s (2000) evidence that...</p> <p>(Dennis 2007)</p>	<p>Author’s Surname, INITIALS Year of publication, ‘Title of article’, <i>Title of Journal</i> (capitalize each unique word), volume number, part number/month, page number.</p> <p>Trefts, K &amp; Blaksee, S 2000, ‘Did you hear the one about Boolean operators? Incorporating comedy into library instruction’, <i>Reference Services Review</i>, vol. 28, no. 4, pp. 369-378.</p> <p>Dennis, R 2007, ‘Theory and practice in marketing research’, <i>Journal of Marketing</i>, vol. 27, Summer, pp. 131-140.</p>



7.8. Other sources		
<b>Audiovisual materials/ CD-ROMs</b>	<p>According to Luhta (2010), ...</p>	<p>Author's Surname, INITIALS Year, <i>Title of the material</i>, edition, material type i.e. CD-ROM/audio/CD/DVD/VHS, Publisher, Place of Publication.</p> <p>Luhta, E 2010, <i>How to cheat in Maya 2010: tools and techniques for the Maya Animator</i>, CD-ROM, Focal Press, Burlington.</p>
<b>Case study</b>	<p>In the case by Gould (1994), ...</p>	<p>Author's Surname, INITIAL Year, '<i>Title of case</i>', case, Publisher, Place of Publication.</p> <p>Gould, RM 1994, '<i>Revolution at Oticon A/S (B): acquiring change competence in a "spaghetti" organisation</i>', case, International Management Development Institute, Lausanne.</p>
<b>Figure/ table/ diagram/ graph/ map/ chart</b>	<p>Astronomers tend to have fewer personal journal subscriptions than other scientists (Tenopir et al. 2005, Table 4).</p> <p>Relatively few citations to Wikipedia are for specific mathematical formulas or chemical properties (Brazzeal 2011, Table 1).</p>	<p><u>Printed</u> Author's Surname, INITIALS Year, '<i>Title of the article</i>', <i>Title of Publication</i>, volume number, part number, page number.</p> <p>Tenopir, C, King, DW, Boyce, P, Grayson, M &amp; Paulson, KL 2005, 'Relying on electronic journals: reading patterns of astronomers', <i>Journal of the American Society for Information Science and Technology</i>, vol. 56, no. 8, pp. 786-802.</p> <p><u>Online</u> Author's Surname, INITIALS Year, '<i>Title of the article</i>', <i>Title of Publication</i>, volume number, part number, page number, viewed date, &lt;URL&gt;.</p> <p>Brazzeal, B 2011, 'Citations to Wikipedia in chemistry journals: a preliminary study', <i>Issues in Science and Technology Librarianship</i>, Fall, viewed 9 February 2012, &lt;<a href="http://www.istl.org/11fall/refereed2.html">http://www.istl.org/11fall/refereed2.html</a>&gt; .</p>
<b>Film/ video/ television programme/ broadcast/ podcast</b>	<p>This is highlighted in the film <i>The music man</i> (2009).</p> <p>(Rowe 2015)</p> <p>(<i>Are blogs the new newspapers?</i> 2009)</p>	<p><i>Title</i> Year of distribution, format type i.e. film, animation, Publisher, Place of Publication.</p> <p><i>The music man</i> 2009, film, Warner Home Video, Pyrmont, NSW.</p> <p>Rowe, S 2015, <i>How to do referencing in word document</i>, video, Youtube, viewed 25 May 2015, &lt;<a href="https://www.youtube.com/watch?v=iWnooifg6N8">https://www.youtube.com/watch?v=iWnooifg6N8</a>&gt;.</p> <p><i>Are blogs the new newspapers?</i> 2009, podcast, Podcast Alley, accessed 20 March 2009, &lt;<a href="http://www.podcastalley.com/forum/showthread.php?t=146809">http://www.podcastalley.com/forum/showthread.php?t=146809</a>&gt;.</p> <p><b>Note:</b> For audio podcasts, use "accessed" instead of "viewed".</p>

<p><b>Image</b></p>	<p>The photograph 'Greet client congenially' illustrates a pleasant exchange between a nurse and a hospitalized patient (Elkin, Perry &amp; Potter 1996, p.22).</p> <p>In the image (<i>An offering to the ocean in La Punta, Peru</i> 2009) it can be...</p>	<p><u>Printed</u> Author's Surname, INITIALS Year of production, <i>Title of image</i>, image, Publisher, Place of Publication.</p> <p>Elkin, M, Perry, A &amp; Potter, P 1996, <i>Nursing interventions and clinical skills</i>, image, Mosby, St. Louis.</p> <p><u>Online</u> Author's Surname, INITIALS Year of production, <i>Title of image</i>, image, Publisher, Place of Publication, day and month of image, viewed date, &lt;URL&gt;.</p> <p><i>An offering to the ocean in La Punta, Peru</i> 2009, image, Sydney Morning Herald, 19 May, viewed 25 May 2009, &lt;<a href="http://www.smh.com.au/snapshots/">http://www.smh.com.au/snapshots/</a>&gt;.</p>
<p><b>Interview (recorded)</b></p>	<p>...as noted by Hatton (2008)</p>	<p>Interviewee's Surname, INITIAL Year, interviewed by Interviewer's INITIAL Surname on Date, Place of Interview.</p> <p>Hatton, A 2008, interviewed by B Brown on 15 April 2008, Stoke on Trent. [Cassette recording in possession of author].</p>
<p><b>Lecture notes</b></p>	<p>Chin (2012) suggested ...</p>	<p><b>Note:</b> It is advisable to use published primary sources rather than lectures as references in your paper.</p> <p>Lecturer's Surname, INITIAL Year, <i>Subject Code Subject Name</i>, material type i.e. study guide, lecture notes, Semester/Month, Education Institution.</p> <p>Chin, R 2012, <i>BSTA 0202 Quantitative Methods 2</i>, study guide, March, Sunway College Johor Bahru.</p>
<p><b>Legal cases/legislation</b></p>	<p>As stated in the <i>Copyright Act 1968</i> (Cwlth)...</p> <p>The case <i>Carey v. Price</i> (2005) 132 ALR 255 showed that ...</p>	<p><u>Acts</u> <i>Name of Act Year</i> (Jurisdiction) <i>Copyright Act 1968</i> (Cwlth)</p> <p><u>Cases</u> Party names (Year) volume number LAW REPORT beginning page number <i>Carey v. Price</i> (2005) 132 ALR 255</p>
<p><b>Manual</b></p>	<p>In the School of Chemical and Life Sciences (2009), ...</p>	<p>School Year, <i>Manual title</i>, type of document i.e. practical or tutorial manual, education institution.</p> <p>School of Chemical and Life Sciences 2009, <i>CP 1011 Cell biology and function</i>, practical &amp; tutorial manual, Singapore Polytechnic.</p>
<p><b>PowerPoint slides</b></p>	<p>Aguilar (2001) mentioned that...</p>	<p>Author's Surname, INITIALS Year, <i>Title of the slides</i>, PowerPoint presentation, Education Institution, viewed date, URL.</p> <p>Aguilar, F 2001, <i>Polyethylene biodigesters: production of biogas and organic fertiliser from animal manure</i>, PowerPoint presentation, University of Adelaide, viewed 4 June 2005, &lt;<a href="http://www.adelaide.edu.au/biogas/poly_digester/aguilar/index.htm">http://www.adelaide.edu.au/biogas/poly_digester/aguilar/index.htm</a>&gt;.</p>

<b>Thesis</b>	...indicated by Barnes (2000).  (Bickmore 2003)	Author's Surname, INITIALS Year of submission, 'Title of thesis', degree awarded, Name of University Awarding Degree.  Barnes, DL 2000, 'An investigation into the process of formation of operations strategy in small manufacturing companies', PhD thesis, Staffordshire University.  Bickmore, TW 2003, 'Relational agents: effecting change through human-computer relationships', PhD thesis, Massachusetts Institute of Technology, viewed 11 March 2014, < <a href="http://www.ccs.neu.edu/home/bickmore/bickmore-thesis.pdf">http://www.ccs.neu.edu/home/bickmore/bickmore-thesis.pdf</a> >.
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## 8.0 Sample (in-text citation and list of references)

### INTRODUCTION

Educators are like orchestra conductors, keeping the tempo and rhythm of a lesson. Just like an orchestra consists of many different types of musical instruments, any class is a potpourri of students. The purely traditional teacher-centered mode of teaching is not always effective in imparting knowledge to a diversity of learners. In this mode of teaching, the students become passive learners. To encourage students to become active learners, student-centered teaching is preferred. This paper focuses on classroom discourse and technology use.

### METHODS

'A strong relationship exists between language and thinking...' (Arends 2012, p. 432). Kosminsky, E and Kosminsky, L (2003, in Arends 2012) noted that classroom discussion, whereby there is social interaction, helps students learn how to think, analyse and solve problems. Similarly, for Kolb (1984), 'learner-centered learning' is student participation in the learning and teaching process, where students themselves engage with and, to an extent, create their own learning experience. Rowe (1986, p. 43) summarised it as follows:

To grow, a complex thought system requires a great deal of shared experience and conversation. It is in talking about what we have done and observed, and in arguing about what we make of our experiences, that ideas multiply, become refined, and finally produce new questions and further explorations.

Technology could be in the form of calculators, computers and others. Researchers such as Law et al. (2000) discovered that technology becomes a useful tool for teachers in the delivery of the subject.

The paper will be based on other similar research as well as the authors' reflections on past and present experiences teaching Mathematics and English to MUFY and Diploma students, successes and challenges, to class sizes of 35 on average.

### RESULTS AND DISCUSSION

Classroom participation and technology promote interaction, clarify issues and provide hands on environment. Their importance is evident in the final results of students.

### REFERENCES

Arends, RI 2012, *Learning to teach*, 9th edn, McGraw-Hill, New York, p. 432.

Kolb, DA 1984, *Experiential learning: experience as the source of learning and development*, Prentice Hall, Englewood Cliffs, viewed 2 January 2012, <<http://home.hiroshima-u.ac.jp/cice/9-1derebssa.pdf>> .

Kosminsky, E & Kosminsky, L 2003, 'Improving motivation through dialogue', *Educational Leadership*, vol. 61, pp. 150-154, cited in Arends, RI 2012, *Learning to teach*, 9th edn, McGraw-Hill, New York, p. 433.

Law, N, Yuen, H, Ki, W, Li, S, Lee, Y & Chow, Y 2000, *Changing classrooms: a study of good practices in using ICT in Hong Kong schools*, Hong Kong Centre for Information Technology in School and Teacher Education, University of Hong Kong.

Rowe, MB 1986, 'Wait time: slowing down may be a way of speeding up', *Journal of Teacher Education*, vol. 37, p. 43.

## 9.0 Citing sources in presentations

There are no specific instructions on how to use the Harvard Referencing style in slide presentations. You are advised to apply the same conventions you would use if you were writing a research paper. You should reference any ideas or data that are not your own.

### 9.1. In-text citations in slide presentations

Include in-text citations on slides if you are citing information from outside sources. In a slide, you can resize the citation if you like.

### 9.2. Using visuals on slides

Figures, tables, charts, graphs, illustrations, photos, images or video clips used in a presentation should be cited.

### 9.3. List of references

Include a slide with the complete references at the end of the presentation. The sources listed on individual slides should match with the sources on the References slide. References on the slide are formatted exactly as they would be formatted for the Reference page of a paper.

### 9.4. Examples on slides



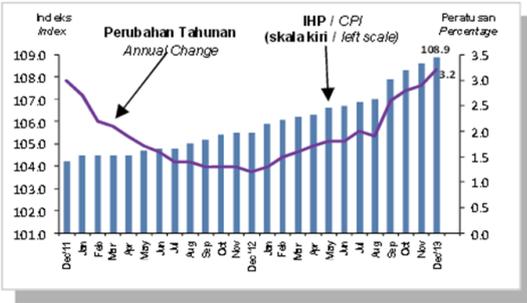
(Source: Afterschool.my 2014)

“MIA’s responsibilities include education and quality assurance as well as enforcement which are carried out to ensure that the credibility of the profession is maintained and that public interest is continuously upheld” (Malaysian Institute of Accountants 2014).

**Key Economic Indicators in December 2013**  
(Ministry of Finance Malaysia 2014)

<b>Exports</b>	<b>14.4%</b>
<b>Imports</b>	<b>14.8%</b>
<b>Consumer Price Index</b>	<b>3.2%</b>

**Consumer Price Index (CPI) 2010 = 100**



(Source: Department of Statistics Malaysia 2014, p. 4)

Interview with the owner of Carrigan Chartered Accountants  
**Martin Carrigan**



(Carlow Chamber 2013)

## References

Afterschool.my 2014, *Accounting*, image, Times Online Media, viewed 22 March 2014, <<http://afterschool.my/course-description/accounting/>>.

Carlow Chamber 2013, *Martin Carrigan (Carrigan Chartered Accountants) interview*, video, Youtube, viewed 22 May 2014, <[http://www.youtube.com/watch?v=ZLWb9IHt\\_Pk](http://www.youtube.com/watch?v=ZLWb9IHt_Pk)>.

Department of Statistics Malaysia 2014, *The Malaysian economy in brief*, viewed 13 March 2014, <[http://www.statistics.gov.my/portal/download\\_Economics/files/EMSL/2014/EMSL\\_JAN2014.pdf](http://www.statistics.gov.my/portal/download_Economics/files/EMSL/2014/EMSL_JAN2014.pdf)>.

Malaysian Institute of Accountants 2014, *About MIA*, viewed 13 March 2014, <<http://www.mia.org.my/new/about.asp>>.

Ministry of Finance Malaysia 2014, *Latest key economic indicators*, viewed 13 March 2014, <[http://www.treasury.gov.my/index.php?option=com\\_content&view=article&id=1384&Itemid=315&lang=en](http://www.treasury.gov.my/index.php?option=com_content&view=article&id=1384&Itemid=315&lang=en)>.

## 10.0 Sources of information to avoid when making citations

Avoid citing unreliable sources in your assignment. Even if they are very informative, they are deemed to be untrustworthy. Evaluate the reliability and credibility of the source before deciding whether to cite any source.

Examples of potentially unreliable sources:

- Personal blog
- Wikipedia
- About.com
- Ask.com
- Yahoo Answer
- QuickMBA.com
- NetMBA.com
- Slideshare.net
- Scribd.com
- WiseGEEK
- Ezine Articles
- 123helpme
- Studymode.com
- Feeessays123.com
- Brainia
- TermPaperWarehouse.com
- Anti Essays
- BuyEssayOnline.org

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Jordan, RR 1999, *Academic writing course: study skills in English*, 3rd edn, Longman, Harlow.

Neville, C 2010, *The complete guide to referencing and avoiding plagiarism*, 2nd edn, Open University Press, Maidenhead.

Summers, J & Smith, B 2010, *Communication skills handbook*, 3rd edn, John Wiley & Sons Australia, Queensland.