

QUICK HARVARD REFERENCING GUIDE

This guide provides practical examples to help you create references for information sources using the APU Harvard referencing style.

- **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.

IMPORTANT NOTE: When writing your reference list, do not present them in different section based on the types of information sources. All sources of information must be presenting in a single list in ascending alphabetical order.

Resources	In-Text Referencing	End-Text Referencing (Reference List)
Book: Single Author	One possible definition of primary research is....(Mehra, 2009) or Mehra (2009) stated that primary research includes the elements of	Mehra, A. (2009) <i>Advertising management: media approach for market research</i> . New Delhi: Global India Publications.
Book: Two or three authors	Two authors: Richardson and Gosnay (2011) argued... or Effective marketing covers the dimensions of ... (Richardson and Gosnay, 2011) Three authors: Ramaswami, Sivaraajan and Sasaki (2010) discovered.... or As discovered by Ramaswami, Sivaraajan and Sasaki, (2010)	Two authors: Richardson, N., and Gosnay, R. (2011) <i>Develop your marketing skills</i> . London: Kogan Page. Three authors: Ramaswami, R., Kumar N.S., and Galen H.S., (2010). <i>Optical networks: a practical perspective</i> , 3 rd edn. Amsterdam: Morgan Kaufmann.
Book: Four or more authors	It is noted (Eide <i>et.al</i> 2006) that.... or Eide <i>et.al</i> (2006) suggests that... Note: " <i>et.al</i> " needs to be written in <i>italics</i> .	Eide, A.R., Jenison, R.D., Northup, L. L. and Mikelson, S. K. (2008) <i>Engineering fundamentals and problem solving</i> . Boston, M. A.: McGraw Hill.
Book: Multiple works by an author in the same year	As Dettel outlines (Dettel 20011a, 2011b) or Dettel (2011a) outlines.... Dettel (2011b) added that....	Dettel, P. J. and Dettel, H. (2011a) <i>Visual Basic 2010: how to program</i> . Boston: Pearson. Dettel, P. J. and Dettel, H. (2011b) <i>C# 2010 for programmers</i> . 4 th edn. Upper Saddle River, N. J.: Prentice Hall.
Book: Editor(s)	To establish a successful and sustainable business, an organization needs to have ... (ed. Brown, 2003) With today's networked technology, health information can be easily accessible via the use of ... (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.
Journal Article	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) pp. 19-30.

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The Art of Scientific Publication Nandini Chatterjee,2024-02-21 **Harvard Graphics Quick Reference** Caroline M. Halliday,1989 This is the quick access resource for improved business graphics Expertly provides vital command and function explanations for fast easy learning Covers version 2 3

A Student-Friendly Guide to Referencing Daniel Manning,2020-09-05 This concise and accessible guide takes referencing apart and rebuilds it in a step by step easy to understand and student centred way Students will learn what referencing is how to locate appropriate sources and how to format citations and references in the Harvard style A Student Friendly Guide to Referencing features examples from a wide range of common source types including books journals newspapers podcasts and online sources Test yourself exercises allow students to put new skills into practice with answers provided at the end of each chapter This text is essential for all students that need to get to grips with referencing and will be particularly useful for preliminary year or pre sessional students

The Quick Reference Guide to Educational Innovations Carolyn Orange,2002-02-19 An excellent reference book that should be included in every educator's library plus each school's professional staff library Ruth Nelson Retired Elementary School Teacher Fairbanks AK This book is on the cutting edge A must for new teachers and an excellent source for veteran teachers to become familiar with new techniques Sandra Whited Instructor University of Texas at San Antonio Sort through the buzzwords and hype to find the right reform for your school In their struggle to identify successful solutions for their schools teachers administrators board members and parents must wade through reams of educational

rhetoric and sales hype This definitive resource objectively explains how each program practice and philosophy is supported by research and how it really works in schools A veritable encyclopedia of more than 100 educational innovations this book not only provides straightforward definitions but also concisely illustrates the practical applications and research supporting each innovation Entries also include feedback from award winning teachers giving educators an unbiased view of real world effectiveness Among the highlights are Exploration of more than 60 innovative practices including assertive discipline computer assisted instruction conflict resolution distance learning and Socratic method Examination of results oriented programs including emergent literacy Jumpstart and Touch Point Math Detailed discussion of policies from immersion and inclusion to standardized testing and summer school Comprehensive coverage of movements concepts and theories including brain based learning mainstreaming multicultural education and school vouchers *Implementation playbook, pocket edition: a quick-reference guide to delivering impact for health, with tools and templates* World Health

Organization,2024-04-09 The Implementation Playbook is designed to support effective implementation to achieve measurable progress toward health related targets It is ultimately based on the core principle that data and planning are not sufficient endpoints in and of themselves you need to keep asking what for in order to initiate actions that will keep up the momentum of your implementation efforts and the likelihood of reaching the desired results This Pocket Edition of the Implementation Playbook is a consolidated version of the core content and intended to be a ready to use quick access guide for those involved in or supporting implementation efforts **The Nursing Mother's Quick Reference Guide and Planner**

Kathleen Huggins,2020-02-11 This is a shorter version of the best selling book on breastfeeding The Nursing Mother s Companion by Kathleen Huggins This concise easy to use on the fly version of that classic book is ideal for busy time pressed new moms and their helpers and partners It also includes planner pages to help keep track of nursing and pumping sessions and other important details Breastfeeding is natural but it is not always instinctive for either mothers or babies Kathleen Huggins s The Nursing Mother s Companion has been a top selling book on breastfeeding for more than 7 editions over 30 years with more than 1 1 million copies sold It is respected and recommended by professionals including The International Lactation Consultant Association Dr T Berry Brazelton and The American Academy of Pediatrics and it is well loved by new parents for its encouraging and accessible style Now in this shorter quick reference version moms and their partners can get the answers they need in a flash without sacrificing the breadth and accuracy of the original book Plus this edition adds a planner component for scheduling nursing sessions pump rentals and pumping sessions weight and wellness checks anticipated dates for weaning and more Kathleen Huggins equips breastfeeding mothers with all the information they need to overcome potential difficulties and nurse their babies successfully This up to date book covers Expressing storing and feeding breast milk How to cope with breastfeeding obstacles and challenges Managing pumping and nursing when you return to work New mom care for the postpartum period Introducing solid foods How to choose a breast pump Deciding

when to wean and how to do it **How to Pass Your CIPD Qualification** Kay Maddox-Daines,2023-04-06 How to Pass Your CIPD Qualification is a concise practical skills based guide to getting the most out of your CIPD study programme The step by step approach and extensive knowledge of the author helps the reader plan their study and boost their chances of passing their assessments first time The author draws on their wealth of experience working with CIPD students to help students decide on the best path for them as well as how to get the most out of learning whether online or face to face The book provides study tips on how to get started and walks the readers through the assessments at levels 3 5 and 7 It includes chapters on referencing technique and academic writing as well as a selection of tutor feedback to provide support in passing assignments This is an essential guide for students undertaking CIPD assessments This book is not affiliated by or endorsed by the CIPD **The Quick-Reference Guide to Counseling Women** Dr. Tim Clinton,Timothy E. Clinton,Dr. Diane Langberg,2011-09 Internationally recognized AACC President and leading women s counseling expert offer a practical comprehensive and biblical guide to counseling women

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web an observation checklist and use this to evaluate an elite level sports performer of their choice learners should focus this evaluation on the technical and tactical skills that the elite performer uses

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targeted how the activity covers the

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