**Harvard Referencing**

1. **Book:**

Book, whole is used when citing the entire book. Or Book, edited is used when citing a chapter. In Book referencing used is: Author(s) or corporate authors or editor(s), (year of book published in round brackets), *Title or subtitle,* Series, edition, place or origin of publication, publisher.

 For example: Harris, A., Robinson, K., Smith, P. & Turner, G. (2006) *Management skills*. Oxford: Oxford University Press.

1. **Chapter in Book:**

While using a reference of chapter in Book, use surname of the author of the chapter or section, (in round brackets date of publication) “The title of chapter”, Authors of the book, *Title and any subtitle*, place or origin of publication, publisher, first and last page of chapter.

For example: Chang, E. (2003) 'Composite effects of extrinsic motivation on work effort: case of Korean employees', *Journal of World Business*, 38 (1), February, pp.70-79.

1. **Conference paper:**

Reference type used forconference paper is “Conference Proceedings” and if it is online or digital than source type is “Electronic”. Reference format is: author(s) of the paper, (in round brackets date of publication),” Title of paper”, editors, *Title or subtitle*, place or origin of publication, publisher, Pagination of the paper.

 For example: Fedchak, E. & Duvall, L. (1996) 'An engineering approach to electronic publishing', *Proceedings of the International Workshop on Multimedia Software Development*, 25-26 March, Berlin. Los Alamitos, California: IEEE Computer Society Press, pp.80-88.

1. **Electronic journal accessed online:**

This is used for internet articles and used as “Journal article” source type is “Electronic”. Reference style is Author(s) of the article, (in round brackets date of publication),”Title of article”, *Title of Journal,* Vol or Issue number [Online], Available from: URL, (Accessed date).

 For example: Al-Madhoun, M. & Analoui, F. (2004) 'Developing SME managers under fire: negotiating obstacles and weaknesses in Palestine', *Journal of Management Development*, 23 (5), pp.479-495, IngentaConnect [Online]. DOI: 10.1108/02621710410537083 (Accessed: June-9-2011).

1. **Podcast:**

Reference type is “generic”, source is “Electronic”. Format for reference is: *Title*(Year), Podcast[online], available from: URL, (Access date, time and time zone: hours, minutes&seconds)

 For example: *Natural World* (2006). Podcast [Online]. Available from: http://www.nature.com/environmental/index.html (Accessed: May-25-2011 GMT 18:11:06).

1. **Publication with three or less authors:**

When any book or document contains three or less than three authors, it is necessary cite all the authors. Surname of author 1, Surname of author 2, and Surname of author 3 (Year of publication) or citation with (Surname of author 1, Surname of author 2, and Surname of author 3, Year of publication).

 For example: Marks, Thompson and Yardley (2004) explained that ……

Or Research has found that…… (Marks, Thompson and Yardley, 2004).

1. **Publication with more than three authors:**

Publication with more than three authors: If there are more than three authors, cite only first author followed by “et al” (which means “and others”).

For example:Harris et al. (2006) have argued that……

ORIt has been argued that…...(Harris et al., 2006)

1. **Secondary referencing:**

This is regarding something it hasbeen read but not read the original work. In reference it should be clear that we are not using the original work but using the secondary source.

For example:The results of the research found that(Smith, 1980 cited in Jones, 1986, p.5).

ORThe results of the research by Smith (1980 cited in Jones, 1986, p.5) found that

1. **University module lecture notes:**

University course materialReference to information should include the following pattern: Publishing organization, (year of publication),”Course material title”, *class notes or details of the module,* Available from: source of notes, (notes accessed Day, month and year).

For example:University of Liverpool/Laureate Online Education (2010) *Lecture notes from Managing People Module Seminar 4*. Available from: Laureate Blackboard system, (Accessed: Febuary-28-2010).

1. **World wide web document**:

For generalworldwide web (www) Reference type is “web page”, source type is “electronic”. Pattern for reference is: Author(s) or corporate author, (date of publication), Title of document [online], place of publication, publisher, Available from: URL, (Accessed: date).

For example:Pears, R. & Shields, G. (1995) *Cite them right: referencing made easy* [Online] Northumbria: Northumbria University. Available from: http://www.unn.ac.uk/central/isd/cite/index.htm (Accessed: May-21-2011).

**Reference list**

Al-Madhoun, M. & Analoui, F. (2004) 'Developing SME managers under fire: negotiating obstacles and weaknesses in Palestine', *Journal of Management Development*, 23 (5), pp.479-495, IngentaConnect [Online]. DOI: 10.1108/02621710410537083 (Accessed: June-9-2011).

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Zarli, A. & Richaud, O. (1999) 'Requirements and technology integration for IT-based business-oriented frameworks in building and construction', *Electronic Journal of Information Technology in Construction*, no. 4, December [Online]. Available from: http://www.itcon.org/1999/4 (Accessed: May-21-2011).