

# 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) <b>or</b> Mehra (2009) stated that....	Mehra, A. (2009) <i>Advertising Management: A Media Approach for Market Research</i> . 2nd Ed. New Delhi: Global India Publications.
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<b>Book:</b> Four or more authors	The fundamental difference between ..... (Eide et al., 2006) <b>or</b> 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 20011a, 2011b) <b>or</b> 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 & Long, 2012) <b>or</b> Schenk & Long (2012) identified six elements.	Schenk, S. & 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: Editor(s)</b>	To establish a successful and sustainable strategy .... (ed. Brown, 2003)  With today's networked technology.... (eds. Smith & John, 2006)	Brown, G. B. (ed.) (2003) <i>Winning Strategies</i> . London: Palgrave Macmillan.  Smith, M. & 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 & Dixon, 2005)  McGill & Dixon (2005) asserted that...	McGill, T. & Dixon, M. (2005) Information technology certification: a student perspective. <i>International Journal of Information and Communication Technology Education</i> . 1(1). p. 19-30.

# Harvard Graphics Quick Reference

**Bryan Pfaffenberger**



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*Harvard Graphics Quick Reference* Caroline M. Halliday, 1991      *Quick Reference Guide to Harvard Graphics* Arnold Rosen, James Dolan, 1992      **Harvard Graphics Quick Reference** Bryan Pfaffenberger, 1989      *Quick Reference Guide to Harvard Graphics 3.0* Software Publishing Corporation, 1992      **Harvard Graphics 3 Quick Reference** Trudi Reisner, 1992

The pocket guide to the bestselling graphics program Contains alphabetized command listings Perfect for beginning users or those upgrading from previous versions Covers the new features introduced in Harvard Graphics 3      *Harvard Graphics for Windows for Dummies Quick Reference* Ray Werner, 1994 Filled with direct answers to users most common questions this quick reference covers basic features of Harvard Graphics as well as providing expert level tips and tricks More than a list of commands this book also offers advice for the beginning user and includes tips for using Harvard Graphics many tools in creating professional quality presentations      **Compute!'s Quick & Easy Guide to Harvard Graphics** Neil J. Salkind, 1989 Provides an introduction to using Harvard Graphics focusing on charts in addition to illustrating advanced HG techniques

**Technical Reports Awareness Circular : TRAC.** , 1989      **LapLink III Quick Reference** Vernon D. Holmberg, 1991

*InfoWorld* , 1994-09-05 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects      *Word 5 for the Mac* Bryan Pfaffenberger, 1992 The most complete command reference for Microsoft s Mac based word processor Alphabetical listing makes commands easy to find Entries include basic functions to advanced features      *InfoWorld* , 1991-06-03 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects      *InfoWorld* , 1990-06-11 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects      *Hands-on MS-DOS 5* Jeffrey Dane Watson, 1992 A perfect computer based on screen learning guide to MS DOS 5 packed with hands on examples exercises and lessons Features ATI s Teach Yourself MS DOS 5 disk based tutorial and covers all essential DOS commands for vital computer productivity      **Quicken 5 for Windows for Dummies Quick Reference** Steven L. Nelson, 1995 The quick and friendly way to remember Quicken for Windows features and commands This reference shows that Quicken is more than just a computerized checkbook by explaining features like budget planning reconciling reports and much more It will help users take their overall financial picture and make the outlook the best it can be      *InfoWorld* , 1991-09-16 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects      *Before It's Too Late* Arnold Rosen, 2009-09-03 They came from city and countryside and many walks of life Some were drafted many enlisted but the 47 veterans who are profiled in this book wherever they served and whatever they went on to after their military service have one noteworthy element in common they were patriots who put their lives on the line when needed and gave their support in World War II the Korean War and the Vietnam War They helped make history and

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