



# **Citing and Referencing:** **Harvard Style**

# Harvard Referencing System

Harvard Referencing System stage proclamation parenthetical referencing or author/date insinuation system. Although it has no association as well as Harvard University, but popularly known as Harvard referencing system. Edward Laurens Mark, first use this author/date suggestion system in one of his research. An English visitor axiom this system even though visiting Harvard University and difficult he press on the news that it is Harvard Referencing System (British Medical Journal, 1945).

## Harvard Referencing System requires following elements:

### In-Text Citation

An in-text citation in Harvard Referencing System includes:

- Author's surname
- Year of publication
- Page numbers (Use only **p.** for single Page and use **pp.** for multiple Pages)

**Example:** (Singh 2010, p.112)

- Single Page:** Khan (2010, p. 75)
- More than one Page:** (Khan 2010, pp. 24-75)
- No date:** Khan (n.d., p. 75)
- No Page numbers:** Khan (2010)

### Referencing

Referencing, or citing, is an essential component of academic writing, as it acknowledges the sources of information you have used to complete your assignments. A reference will include authors, titles, editions, publisher details or journal details.

### Reference list

A list containing the full bibliographic details of all the sources you have cited in your work. It is usually placed at the end of the document. Entries in the reference list must be in agreement to the in-text citations.

### Abbreviations

**Chapter-** ch. or chap.

**Edition-** edn

**Revised Edition-** rev ed

**Series-** ser.

**And others-** et al.

**(Issue) number-** no.

**Table-** tab.

**Page-** p.

**Pages (Page range)-** pp.

**Editors-** ed. or eds.

**Supplement-** sup.

**No date-** n.d.

**Volume-** vol.

**At the end of your work, under the heading References, list in full all of the sources that you have cited.**

- Write the list in alphabetical order** by the author's last name.
- Italicize titles** of books, reports and conference proceedings. For journal articles, the title of the *journal* (not the title of the journal article) should be printed in italics.
- Capitalize the first letter** of the publication title, the first letters of all main words in the title of a journal and all first letters of a place name and publisher.

# Harvard Referencing System for Books

## Books with One Author

### In-text Citation

**Format: Direct quote:** Author's surname (Year, Page)

**Paraphrase:** (Author's surname Year, Page)

**Example: Direct quote:** Khan (2006, p. 120)

**Paraphrase:** (Khan 2006, p. 120)

### Reference

**Syntax:** Author's Surname, Initial(s) Year, *Title (Italic)*, Edition, Publisher, Place.

**Example:** Khan, MHA 2006, *Digital logic design*, University Grants Commission of Bangladesh, Dhaka.

## Books with Two or Three Authors

### In-text Citation

**Format: Direct quote:** Author's surname (Year, Page)

**Paraphrase:** (Author's surname Year, Page)

**Example: For Two Authors:**

**Direct quote:** Desikan and Ramesh (2006, p. 180)

**Paraphrase:** (Desikan and Ramesh 2006, p. 180)

**For Three Authors:**

**Direct quote:** Puccio, Cabra and Schwagler (2018, p. 106)

**Paraphrase:** (Puccio, Cabra and Schwagler 2018, p. 106)

### Reference

**Syntax for two authors:** Author's surname, Initial(s) and another Author's surname, Initial(s) Year, *Title (Italic)*, Edition, Publisher, Place.

**Syntax for three authors:** Author's surname, Initial(s), Author's surname, Initial(s) and another Author's surname, Initial(s) Year, *Title (Italic)*, Edition, Publisher, Place.

**Example: 1.** Desikan, S and Ramesh, G 2006, *Software testing*, Dorling Kindersley, Bangalore.

**2.** Manuh, T, Gariba, S and Budu, J 2007, *Change & transformation in Ghana's publicly funded universities: A study of experiences, lessons & opportunities*, James Currey, Oxford.

## Books with more than Three Authors

### Notes

**In-text:** Only list the Surname of the first author followed by **et al.**

**Reference list:** List all authors (**do not use et al.**)

### In-text Citation

**Format: Direct quote:** Surname of the first listed author et al. (Year, Page)

**Paraphrase:** (Surname of the first listed author et al. Year, Page)

**Example: Direct quote:** Kotler et al. (2013, p. 180)

**Paraphrase:** (Kotler et al. 2013, p. 180)

### Reference

**Syntax:** Author's surname, Initial(s), Author's surname, Initial(s), Author's surname, Initial(s) and another Author's surname, Initial(s) Year, *Title (Italic)*, Edition, Publisher, Place.

**Example:** Kotler, P, Brown, L, Burton, S, Deans, KR and Armstrong, G 2013, *Marketing*, 9th edn, Pearson Australia, French Forest, NSW.

## Books with Editor

### In-text Citation

**Format:**

**Direct quote: Single Editor:** Editor's surname (ed. Year, Page)

**Multiple Editors:** Editor's surname and Editor's surname (eds. Year, Page)

**Paraphrase: Single Editor:** (Editor's surname ed. Year, Page)

**Multiple Editors:** (Editor's surname and Editor's surname eds. Year, Page)

**Example:**

**Direct quote:**

**Single Editor:** Jalilvand (ed. 2012, p. 80)

**Multiple Editors:** Hanrahan and Jacobs (eds. 2005, p. 8)

**Paraphrase:**

**Single Editor:** (Jalilvand ed. 2012, p. 80)

**Multiple Editors:** (Hanrahan and Jacobs eds. 2005, p. 8)

### Reference

If you are referencing a book with an editor instead of an author, this should be indicated in the reference.

**Syntax:** Editor's surname, Initial(s) (ed./eds.) Year, *Title (Italic)*, Edition, Publisher, Place.

**Example: 1.** Jalilvand, A (ed.) 2012, *Risk management and corporate governance*, Routledge, New York.

**2.** Hanrahan, NW and Jacobs, MD (eds.) 2005, *The Blackwell companion to the sociology of culture*, Blackwell Publishing, Malden.

## Books without Author or Editor

### In-text Citation

Use the title and the year in place of the author. Do not place a comma between the title and year. Italicize the title, but do not italicize the year of publication.

**Format: Direct quote:** *Book title [Italic]* (Year, Page number)

**Paraphrase:** (*Book title [Italic]* Year, Page number)

### Example:

**Direct quote:** *Macroeconomics, prices and quantities: Essays in memory of Arthur M. Okun* (1983, p. 10)

**Paraphrase:** (*Macroeconomics, prices and quantities: Essays in memory of Arthur M. Okun* 1983, p. 10)

### Reference

**Syntax:** *Book title (Italic)* Year, Publisher, Place.

**Example:** *Macroeconomics, prices and quantities: Essays in memory of Arthur M. Okun* 1983, Blackwell, Oxford.

## Chapter in Edited Book

### Notes

In your reference list, enclose the chapter title in single quotation marks. After the chapter title, insert the word 'in' before the name of the editor/editors. Use (ed.) for a single editor and (eds.) for multiple editors. Use the editor's name with initials before surname (e.g. K Crowley). If there is no chapter author, use the title in place of the author in the **In-text Citation** and in the **Reference list**.

### In-text Citation

**Format: Direct quote:** Chapter Author's surname (Year, Page)

**Paraphrase:** (Chapter Author's surname Year, Page)

**Example: Direct quote:** Milkman (1998, p. 22)

**Paraphrase:** (Milkman 1998, p. 22)

### Reference

**Syntax:** Author's surname, Initial(s), Year, 'Chapter Title', in Editor's Initial(s) then Editor's Surname (ed./eds.), *Book Title (Italic)*, Page numbers of chapter, Publisher, Place.

**Example:** Milkman, R 1998, 'The new American workplace: High road or low road?', in P Thompson and C Warhurst (eds.), *Workplaces of the future*, pp. 22-34, Macmillan Press, London.

## E-Books or PDF Documents

### In-text Citation

**Format: Direct quote:** Author's surname (Year, Page)

**Paraphrase:** (Author's surname Year, Page)

**Example: Direct quote:**

Quirk and Greenbaum (1973, p. 202)

**Paraphrase:**

(Quirk and Greenbaum 1973, p. 202)

### Reference

**Syntax:** Author's surname, Initial(s) and Author's surname, Initial(s) Year, *Title (Italic)*, Publisher, Place, viewed Day Month Year, URL.

**Example:** Quirk, R and Greenbaum, S 1973, *A university grammar of English*, Longman, Harlow, viewed 03 January 2018, <http://lib.ewubd.edu/ebook/34>.

## Translator, Compiler or Reviser

### Notes

Use the following abbreviations before the person's name in the Reference List:

- ❖ For **Compiler** use **comp.**
- ❖ For **Reviser** use **rev.**
- ❖ For **Translator** use **trans.**

### In-text Citation

**Format:** Author's Surname (Year, Page)

(Author's Surname Year, Page)

**Example: 1.** Mandel (1971, p. 112)

**2.** (Mandel 1971, p. 112)

### Reference

**Syntax:** Author Surname, Initial(s) Year, *Book title (Italic)*, trans. Translator Initial(s) Surname, Publisher, Place of Publication.

**Example: 1.** Mandel, E 1971, *The formation of the economic thought of Karl Marx, 1843 to Capital*, trans. B Pearce, Monthly Review Press, New York.

**2.** Colorado, JA 2006, *Economic theory in the Mexican context: Recent developments on the ground*, trans. K Smith, Oxford University Press, Oxford.

## Corporate Author- when the Author is also the Publisher

### Notes

Where the author is a corporate body, use the name of the corporate body as the author. Spell out the full name of the corporate body and include an abbreviation in the first instance. Use the abbreviation in subsequent references.

### In-text Citation

**Format: Direct quote:**

Corporate Author (Year, Page)

**Paraphrase:**

(Corporate Author Year, Page)

**Example: Direct quote:**

The World Bank (1994, p. 301)

**Paraphrase:**

(The World Bank 1994, p. 301)

### Reference

**Syntax:** Name of corporate body Year of publication, *Title (Italic)*, Publisher (Abbreviation), Place.

**Example:** The World Bank 1994, *Making development sustainable: The World Bank group and the environment*, WB, Washington DC.

## Several works by Same Author, Same Year

### Notes

Arrange alphabetically by title in the Reference List. Place lowercase letters ("a", "b", "c", etc.) immediately after the year.

### In-text Citation

Leadership and change in schools have been major topics of discussion for several years (Fullan 1996a, 1996b) and this conference...

'Educational change' has taken on a new meaning in recent years (Fullan 1996b) ...

### Reference

**Syntax:**

**1. For Chapter in Edited Book:** Author's surname, Initial(s), Year a, 'Chapter Title', in Editor's Initial(s) then Editor's Surname (ed./eds.), *Book Title (Italic)*, Page numbers of chapter, Publisher, Place.

**1. For Book with One Author:** Author's Surname, Initial(s) Year, *Title (Italic)*, Edition, Publisher, Place.

1. Fullan, M 1996a, 'Leadership for change', in *International handbook for educational leadership and administration*, p. 120, Kluwer Academic Publishers, New York, NY.

2. Fullan, M 1996b, *The new meaning of educational change*, 2nd edn, Cassell, London.

# Harvard Referencing System for Journal

## Journal Article with One Author

### In-text Citation

**Format:** Author Surname (Year, Page)  
(Author Surname Year, Page)

**Example:** Jennings (1997, pp. 33-45)  
(Jennings 1997, pp. 33-45)

### Reference

**Syntax:** Author's Surname, Initial(s) Year, 'Article title', *Journal Title*, volume number, issue number, Page number.

**Example:** Jennings, P 1997, 'The performance and competitive advantage of small firms: A management perspective', *International Small Business Journal*, vol. 15, no. 2, pp. 33-45.

## Journal Article with Two or Three Authors

### In-text Citation

**Format: For Two Authors:**

**Direct quote:** Author's Surname and Author's Surname (Year, Page)

**Paraphrase:** (Author's Surname and Author's Surname Year, Page)

**For Three Authors:**

**Direct quote:** Author's Surname, Author's Surname and Author's Surname (Year, Page)

**Paraphrase:** (Author's Surname, Author's Surname and Author's Surname Year, Page)

**Example: Direct quote:** Triplett and Scheumann (2000, pp. 35-43)

**Paraphrase:** (Triplett and Scheumann 2000, pp. 35-43)

**Direct quote:** MacNaughton, Stephen, Venosa and Chang (1999, pp. 3566-3574)

**Paraphrase:** (MacNaughton, Stephen, Venosa and Chang 1999, pp. 3566-3574)

### Reference

**Syntax:** Author's Surname, Initial(s) and Author's Surname, Initial(s) Year, 'Article title', *Journal Title*, volume number, issue number, Page number.

**Example:** Triplett, A and Scheumann, J 2000, 'Managing shared services with ABM', *Strategic Finance*, vol. 81, no. 8, pp. 35-43.

MacNaughton, SJ, Stephen, JR, Venosa, AD and Chang, YJ 1999, 'Microbial population changes during bioremediation of an experimental oil spill', *Applied and Environmental Microbiology*, vol. 65, no. 8, pp. 3566-3574.



## Journal Article with more than Three Authors

### Notes

**In-text:** Only list the Surname of the first author followed by **et al.**

**Reference list:** List all authors (**do not use et al.**)

### In-text Citation

**Format: Direct quote:** Surname of the first listed author et al. (Year, Page number)

**Paraphrase:** (Surname of the first listed author et al. Year, Page number)

**Example: Direct quote:** Argibay-losada et al. (2010, p. 147)

**Paraphrase:** (Argibay-losada et al. 2010, p. 147)

### Reference

**Syntax:** Author's Surname, Initial(s), Author's Surname, Initial(s), Author's Surname, Initial(s) and Author's Surname, Initial(s) Year, 'Article title', *Journal Title*, volume number, issue number, Page number.

**Example:** Argibay-losada, P, Suarez-Gonzalez, A, Lopez-Garcia, C and Fernandez-Veiga, M 2010, 'Flow splitting for end-to-end proportional QoS in OBS networks', *IEEE Transactions on Communications*, vol. 58, no. 1, pp. 147-159.

## Article in Online Journal or Magazine

### Notes

**In-text:** Only list the Surname of the first author followed by **et al.**

**Reference list:** List all authors (**do not use et al.**)

### In-text Citation

**Format:**

**For Single Author: Direct quote:** Author's Surname (Year, Page)

**Paraphrase:** (Author's Surname Year, Page)

**For Multiple (More than Three) Authors:**

**Direct quote:** Surname of the first listed author et al. (Year, Page)

**Paraphrase:** (Surname of the first listed author et al. Year, Page)

**Example:**

**For Single Author: Direct quote:** Gruenwald (2013, p. 32)

**Paraphrase:** (Gruenwald 2013, p. 32)

**For Multiple Authors: Direct quote:** Salleh et al. (2008, p. 252)

**Paraphrase:** (Salleh et al. 2008, p. 252)

## Reference

### Syntax for Single Author:

Author's Surname, Initial(s) Year, 'Article title', *Journal Title*, volume number, issue number, Page number, viewed Day Month Year, URL.

### Syntax for Multiple Authors:

Author's Surname, Initial(s), Author's Surname, Initial(s) and Author's Surname, Initial(s) Year, 'Article title', *Journal Title*, volume number, issue number, Page number, viewed Day Month Year, URL.

**Example for Single Author:** Gruenwald, RK 2013, 'Entrepreneurship challenges in high-growth companies and consequences for SME policy', *Entrepreneurial Business and Economics Review*, vol. 1, no. 1, pp. 31-45, viewed 03 January 2018, <https://eber.uek.krakow.pl/index.php/eber/article/view/4>.

**Example for Multiple Authors:** Salleh, NHM, Siong-Hook, L, Ramachandran, S, Shuib, A and Noor, ZM 2008, 'Asian tourism demand for Malaysia: A bound test approach', *Contemporary Management Research*, vol. 4, no. 4, pp. 220-254, viewed 03 January 2018, <http://www.cmr-journal.org/article/viewArticle/1178>.

## Journal Article with DOI Link

### In-text Citation

**Format: Direct quote:** Author's Surname (Year, Page)

**Paraphrase:** (Author's Surname Year, Page)

**Example: Direct quote:** Pan (2015, p. 88)

**Paraphrase:** (Pan 2015, p. 88)

## Reference

### Syntax:

Author Surname, Initial(s) Year, 'Article title', *Journal Title*, volume, issue number, Page number, viewed Day Month Year, <http://dx.doi.org/xxxxxxx>.

### Example:

Pan, FC 2015, 'Practical application of importance-performance analysis in determining critical job satisfaction factors of a tourist hotel', *Tourism Management*, vol. 46, pp. 84-91, viewed 03 January 2018, <http://dx.doi.org/10.1016/j.tourman.2014.06.004>.

## Journal Article Retrieved from a Database

### In-text Citation

A study examining priming (Johns and Mewhort 2009) discovered ...

### Reference

**Syntax:** Author Surname, Initial(s) Year, 'Article title', *Journal Title*, volume, issue or number, Page range, viewed Day Month Year, Database Name.

**Example:** Johns, E and Mewhort, D 2009, 'Test sequence priming in recognition memory', *Journal of Experimental Psychology: Learning, Memory and Cognition*, vol. 35, pp. 1162-1174, viewed 20 November 2009, PsyARTICLES database.

## Newspaper

### Newspaper Article with Author

#### In-text Citation

**Format: Direct quote:** Author's Surname (Year, Page)

**Paraphrase:** (Author's Surname Year, Page)

**Example: Direct quote:** Byron (2018, p. 17)

**Paraphrase:** (Byron 2018, p. 17)

#### Reference

**Syntax:** Author's Surname, Initial(s) Year, 'Article title', *Newspaper Title*, Day Month, Page.

**Example:** Byron RK 2018, 'Govt. to amend Grameen Bank electoral rules again', *The Daily Star*, 04 January, p. 17.

### Newspaper Article without Author

#### Note

Give the Newspaper name in place of the Author's Surname.

#### In-text Citation

**Format: Direct quote:** *Newspaper Title* (Year, Page)

**Paraphrase:** (*Newspaper Title* Year, Page)

**Example: Direct quote:** *The Daily Star* (2018, p. 08)

**Paraphrase:** (*The Daily Star* 2018, p. 08)

#### Reference

**Syntax:** *Newspaper Title* Year, 'Article title', Day Month, Page.

**Example:** *The Daily Star* 2018, 'Antigen test at last: A very welcome decision', 23 September, p. 08.

## Online Newspaper or Newsletter Article- No Author, No Page Number

### In-text Citation

**Format: Direct quote:** Article title (Year)

**Paraphrase:** (Article title Year)

**Example: Direct quote:** Amend rules for the lower court judges (2018)

**Paraphrase:** (Amend rules for the lower court judges 2018)

### Reference

**Syntax:** 'Article title' Year, *Newspaper Title*, Day Month, viewed Date Month Year, URL.

**Example:** 'Amend rules for the lower court judges' 2018, *The Daily Star*, 05 January, viewed 06 January 2018, <http://www.thedailystar.net/backPage/amend-rules-the-lower-court-judges-1515259>.

## Online Newspaper or Newsletter Article

### In-text Citation

**Format: Direct quote:** Author's Surname (Year)

**Paraphrase:** (Author's Surname Year)

**Example: Direct quote:** Rahman (2017)

**Paraphrase:** (Rahman 2017)

### Reference

**Syntax:** Author's Surname, Initial(s) Year, 'Article title', *Newspaper Title*, Day Month, Page range, viewed Day Month Year, URL.

**Example:** Rahman, CT 2017, 'The journey to Liberation War by a fifteen year old boy', *The Daily Star*, 18 December, viewed 04 January 2017, <http://www.thedailystar.net/in-focus/the-journey-liberation-war-fifteen-year-old-boy-1506442>.

# Government Publication

## Government Department as Author

### Notes

For corporate authors with long names, spell out the full name of the body and include an abbreviation in the first in-text reference. Use the abbreviation in subsequent references.

### In-text Citation

**Format: Direct quote:** Government Department name (Year)

**Paraphrase:** (Government Department name Year)

**Example: Direct quote:** Ministry of Finance [MOF] (2016)

**Paraphrase:** (Ministry of Finance [MOF] 2016)

### Reference

**Syntax:** Government Department name Year, *Title of publications*, Publisher, Place.

**Example:** Ministry of Finance 2016, *Bangladesh economic review 2016*, MOF, Dhaka.

## Legislation

### Notes

**Legislations:** Acts, Regulations, rules and by-laws, should be cited exactly. Most Acts have a short formal title that can be used for citation purpose.

Legislation is only included in a list of reference, if it is important to an understanding of the work. It is preferable to list separately under the subheading of Legislation.

**Units of division:** For 'Sections' and 'Regulations' of acts, have used the abbreviations s., ss., r. rr.

**Examples:** Sections (Single): s. 24

Sections (Multiples): ss. 1-28

❖ Same as for '**Regulations**'

### In-text Citation

**Format:** *Title of the Act Year*

*Title of the Act Year* (abbreviation of the jurisdiction)

**Example:** *Bangladesh Road Transport Authority Act 2017*

*Bangladesh Road Transport Authority Act 2017* (Bd)

### Reference

**Syntax:** *Title of the Act and Date of publication* (abbreviation of the jurisdiction), section number(s), reprint number, Publisher, Place of Publication.

**Example:** *Bangladesh road transport authority act 2017* (Bd), ss. 1-28, Ministry of Law, Justice and Parliamentary Affairs, Dhaka.

# Audio Visual Sources

## CD, DVD, Video Recording, Film/Motion Picture

### In-text Citation

**Format:** 1. (*Title* Year)  
2. (*Film Motion Picture Title* Year)

**Example:** 1. (*What is marketing* 2009)  
2. (*Wall Street* 2014)

### Reference

**Syntax:** 1. *Title of DVD or video-recording* Year of production, format e.g. DVD, video recording or motion picture, Publisher, Place.

2. *Title of movie* Year of production, motion picture, Producer. Distributed by (Agent or Production House), Place, and starring (Cineplex name).

**Example:** 1. *What is marketing?* 2009, DVD, Classroom Video, United Kingdom. Distributed by VEA Australia, Bendigo, VIC.

2. *Wall street* 1987, motion picture, American Entertainment Partners and Amercent Films, Distributed by 20th Century Fox, and starring Michael Douglas and Charlie Sheen.

## Online/Social Media Videos (YouTube, Facebook..... etc)

### In-text Citation

**Format: Direct quote:** Author's Surname/Username (Year)

**Paraphrase:** (Author's Surname/Username Year)

**Example: Direct quote:** BRIGHT SIDE (2018)

**Paraphrase:** (BRIGHT SIDE 2018)

### Reference

**Syntax:** Author's Surname, Initial(s)/Username Year, *Title of video*, Day Month (video was posted), viewed Day Month Year, URL.

**Example:** BRIGHT SIDE 2018, *9 Brain exercises to strengthen your mind*, 25 November, viewed 27 November 2018, <https://www.youtube.com/watch?v=pCpiteBel8E>.

# Website

## Website Page with Author

### In-text Citation

**Format: Direct quote:** Author's Surname (Year)

**Paraphrase:** (Author's Surname Year)

**Example: Direct quote:** Ahmed (2018)

**Paraphrase:** (Ahmed 2018)

### Reference

**Syntax:** Author's Surname, Initial(s) Year (Published Year), *Title of Page*, Website name, Publisher (if applicable), Place of publication (if applicable), viewed Day Month Year, URL.

**Example:** Ahmed, MA 2018, *Water pollution: Solutions that actually work*, The Daily Star, Dhaka, viewed 07 January 2018, <http://www.thedailystar.net/opinion/environment/water-pollution-solutions-actually-work-1515562>.

## Website Page without Author

### In-text Citation

**Format: Direct quote:** *Title of Page* (Year)

**Paraphrase:** (*Title of Page* Year)

**Example: Direct quote:** *HP recalls computer batteries over fire risk* (2018)

**Paraphrase:** (*HP recalls computer batteries over fire risk* 2018)

### Reference

**Syntax:** *Title of Page* Year (Published Year), Website name, Publisher (if applicable), Place of publication (if applicable), viewed Day Month Year, URL.

**Example:** *HP recalls computer batteries over fire risk* 2018, The Daily Star, Dhaka, viewed 07 January 2018, <http://www.thedailystar.net/business/hp-recalls-computer-batteries-over-fire-risk-1516084>.

## Website Page without Date

### In-text Citation

**Format: Direct quote:** Author's Surname (n.d.)

**Paraphrase:** (Author's Surname n.d.)

**Example: Direct quote:** Mahaffie (n.d.)

**Paraphrase:** (Mahaffie n.d.)

### Reference

**Syntax:** Author's Surname, Initial(s) n.d., *Title of Page*, viewed Day Month Year, URL.

**Example:** Mahaffie, JB n.d., *How for-profit businesses will reshape education*, The Daily Star, Dhaka, viewed 07 January 2018, <http://www.wise-qatar.org/john-mahaffie-for-profit-education>.

## Website Page with Organizational Author

**Format: Direct quote:** Organizational Name (Year)

**Paraphrase:** (Organizational Name Year)

**Example: Direct quote:** Attorney-General's Department (1998)

**Paraphrase:** (Attorney-General's Department 1998)

### Reference

**Syntax:** Organizational Name Year (Page created or revised), *Title of specific document*, Publisher (if applicable), Place (if applicable), viewed Day Month Year, URL.

**Example:** Attorney-General's Department 1998, *Review of the Commonwealth's 'Acts interpretation act 1901'*, viewed 01 October 1999, <http://www.law.gov.au>.

## Blog Post

### In-text Citation

**Format: Direct quote:** Author's Surname (Year)

**Paraphrase:** (Author's Surname Year)

**Example: Direct quote:** Berg (2017)

**Paraphrase:** (Berg 2017)

### Reference

**Syntax:**

Author's Surname, Initial(s) Year, 'Blog Post Title', *Blog Name*, blog post, Day Month (Date of post), viewed Day Month Year, URL.

**Example:**

Berg, J 2017, 'On anger in LIS: Notes from a feminized, white profession', *BeerBrarian*, blog post, 27 July, viewed 05 January 2018, <https://beerbrarian.blogspot.com/2017>.

## Wikipedia

### In-text Citation

**Format:** (Title of Article (in single quotation marks) Year)

**Example:** ('Ha-Meem group' 2019)

### Reference

**Syntax:** 'Title of Article' (in single quotation marks) Year that the site was published/last updated, *Title of wiki site (in italics)*, viewed Day Month Year, URL.



**Example:** 'Ha-Meem group' 2019, *Wikipedia*, viewed 18 August 2019, [https://en.wikipedia.org/wiki/Ha-meem\\_Group](https://en.wikipedia.org/wiki/Ha-meem_Group).

## Other Sources

### Conference or Seminar Papers- Print

#### In-text Citation

**Format: Direct quote:** Author's Surname (Year, Page number)

**Paraphrase:** (Author Surname Year, Page number)

**Example: Direct quote:** Wilde and Cox (2008, p. 115)

**Paraphrase:** (Wilde and Cox 2008, p. 115)

#### Reference

**Syntax:** Author's Surname, Initial(s) Year, 'Title of paper', in (Initial and Surname of editors), *Title of published proceedings*, Publisher, Place of Publication, Page number(s).

**Example:** Wilde, S and Cox, C 2008, 'Principal factors contributing to the competitiveness of tourism destinations at varying stages of development', in S Richardson, L Fredline, A Patiar and M Ternel (eds.), *CAUTHE 2008: Where the 'bloody hell' are we?*, Griffith University, Gold Coast, Qld, pp. 115-8.

### Conference Proceedings or Seminar Papers- Online

#### In-text Citation

**Format: Direct quote:** Author's Surname (Year)

**Paraphrase:** (Author Surname Year)

**Example: Direct quote:** Fan, Gordon and Pathak (2000)

**Paraphrase:** (Fan, Gordon and Pathak 2000)

#### Reference

**Syntax:** Author's Surname, Initial(s) Year (Conference Year), 'Title of Paper', *Name or Title of Conference*, Publisher, Place of Publication, Page, viewed Day Month Year, URL.

**Example:** Fan, W, Gordon, MD and Pathak, R 2000, 'Personalization of search engine services for effective retrieval and knowledge management', *Proceedings of the twenty-first international conference on information systems*, Association for Information Systems, Brisbane, pp. 20-34, viewed 18 August 2020, <https://dl.acm.org/citation.cfm?id=359640>.

## Dictionary or Encyclopedia

### Notes

List the entry title in single quotation marks and the encyclopedia title in italics. If there is no author for an entry, use the title of the entry instead. If you are using an encyclopedia from a library database, replace the publisher and place of publication with the database name.

### In-text Citation

**Format:** Direct quote: Author's Surname (Year, Page)

Paraphrase: (Author's Surname Year, Page)

**Example:** Direct quote: Meadows (2011, p. 150)

Paraphrase: (Meadows 2011, p. 150)

### Reference

**Syntax:** Author's Surname, Initial(s) Year of Publication, 'Title of entry', in Editor's Initial(s) Surname (ed./eds), *Title of encyclopedia*, Edition (if not the first), Volume number (if any), Publisher, Place, Page.

**Example:** Meadows, M 2011, 'Indigenous media (Australia)', in JDH Downing (ed.), *Encyclopedia of social movement media*, SAGE Publications, Los Angeles, pp. 247-250.

## Thesis or Dissertation

### In-text Citation

**Format: Direct quote:** Author's Surname (Year, Page number)

**Paraphrase:** (Author Surname Year, Page number)

**Example: Direct quote:** Hoque (2005, p. 45)

**Paraphrase:** (Hoque 2005, p. 45)

### Reference

**Syntax:** Author's Surname of thesis, Initial(s) Year of Submission, 'Title of Thesis', Name of Degree thesis, Institution Name, viewed Day Month Year, URL.

**Example:** Hoque, MS 2005, 'Overview of mobile activity management', Bachelor of Business Administration thesis, East West University, Dhaka, viewed 05 January 2018, <http://dspace.ewubd.edu/handle/123456789/1757>.

## Reference List

**1. The material contained in this document has been adapted from the following publication:**

Referencing and citation styles: Harvard 2019, *Introduction to the Harvard author-date referencing style*, The University of Sydney Library, Sydney, Australia, Viewed 03 January 2020, [https://libguides.library.usyd.edu.au/ld.php?content\\_id=22570384](https://libguides.library.usyd.edu.au/ld.php?content_id=22570384).

**2. Examples in this document have been based on the following sites and publications:**

(a) East West University n.d., Open Access Catalogue (OPAC), East West University Library, Dhaka, Bangladesh, viewed 05 January 2018, <http://opac.ewubd.edu>.

(b) East West University n.d., EWU institutional repository, East West University Library, Dhaka, Bangladesh, viewed 06 January 2018, <http://dspace.ewubd.edu>.

(c) Bangladesh Road Transport Authority 2017, *Bangladesh road transport authority act 2017*, Ministry of Law, Justice and Parliamentary Affairs, Dhaka, viewed 06 January 2018, <http://www.brta.gov.bd/newsite/en/brta-act-2017>.

(d) ‘Amend rules for the lower court judges’ 2018, *The Daily Star*, 05 January, viewed 06 January 2018, <http://www.thedailystar.net/backPage/amend-rules-the-lower-court-judges-1515259>.

(e) *HP recalls computer batteries over fire risk* 2018, *The Daily Star*, Dhaka, viewed 07 January 2018, <http://www.thedailystar.net/business/hp-recalls-computer-batteries-over-fire-risk-1516084>.

(f) Ministry of Finance 2016, *Bangladesh economic review 2016*, MOF, Dhaka.