Arden University Harvard Referencing Quick Guide

The Arden University (AU) Harvard Guide to Harvard Referencing provides guidance on how to reference materials for assignments in a clear and consistent manner. This quick guide covers some of the basics of AU Harvard Referencing, if you require guidance on referencing a type of source that is not covered in this guide, please see the AU Complete Harvard Guide.

As a student it is important that you familiarise yourself with the referencing conventions associated with AU Harvard Referencing. It is an Author-Date referencing system, and all statements, arguments, theories, opinions, conclusions etc. taken from another author's work (print, online or multimedia) should be cited, whether the work is directly quoted, paraphrased, or summarised. Paraphrasing is integrating another person's ideas into your work by rewriting an argument using your own words, phrasing, and interpretation, whilst maintaining the original meaning, and giving proper credit to the author. Guidance on appropriate use of paraphrasing, summarising and quotation in academic writing is available in your Student Handbook.

AU Harvard Referencing is a two-part process:

1. *In-Text Citations*
2. *Reference List*

In-Text Citations
In-text citations consist of the last name of the author, the year of publication, and a page number if relevant (direct quotations) e.g.,

> Theory arises out of practice and the two are therefore inextricably linked (Gross, 2015).

Reference List
The reference list is a list of the all the sources cited in the text. Your reference list must be ordered alphabetically by author's surname.

> Gross, R., (2015). *Psychology: The Science of Mind and Behaviour*. 7th edition. London: Hodder.

Commonly cited materials

Books

Reference List Format	Reference List Example	In-Text Example/s
Author's Surname, INITIALS., (Year of publication). *Title* [online (if an e-book)]. Edition (if not the first edition). Place of publication: Publisher. *Note the full AU Harvad guide explains how to reference 2 or more authors.	Gross, R., (2015). *Psychology: The Science of Mind and Behaviour*. 7th edition. London: Hodder Education.	As Gross (2015, p. 33) said, "theory and practice should…" A more recent study (Gross, 2015) stated… Theory arises out of practice and the two are inextricably linked (Gross, 2015).

Chapter in an Edited Volume

Chapter author's surname, INITIALS., (Year of publication). Title of contribution. *In:* Surname, INITIALS., of author/ editor of publication followed by ed. or eds. if appropriate. (Year of publication, if different to contribution). *Title of book* [online] (if applicable). Edition (if not the first edition). Place of publication: Publisher, Page number(s) of contribution.	Cudney, E.A., (2015). Development of Strategic Quality Metrics for Organisations. *In*: Sampaio, P. and Saraviva, P., eds. (2016). *Quality in the 21st Century: Perspectives from ASQ Feigenbaum Medal Winners*. 2nd edition. Switzerland: Springer, pp. 57-68.	Cudney (2015) argued that… "Quotation" (Cudney, 2016, p. 57)

Journal article

Author Surname, INITIALS., (Year of publication). Title of article. *Title of journal* [online], (if appropriate) Volume number (issue number), Page numbers of article.	Hames, M., (2014). Fixing the Future. *Business Strategy Quarterly* [online], 77 (6), pp. 455-456.	Hames (2014) suggests… "Quotation" (Hames, 2014, p. 456)

Webpage

Author/Editor Surname, INITIALS., (Year of publication). *Title of webpage* [online]. Place of publication: Publisher. Available from: URL [Accessed date]	Chartered Trading Standards Institute, (2016). *Regulatory Consultancy Services* [online]. London: CTSI. Available from: http://www.tradingstandards.uk/advice/RegulatoryConsultancy.cfm [Accessed 4 August 2016].	CTSI (2016) states that… "Quotation" (CTSI, 2016)