

The Harvard Referencing System

~ A Simple Guide ~

HARVARD-1

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The Harvard Referencing System (Not complete!)

In the interest of simplicity and uniformity, at the Cape Town Baptist Seminary the Harvard system is the prescribed method of referencing.

1. Introduction

In the academic world, research builds continually on the work of other scientists, scholars, and writers who have gone before. Before writing an assignment (essay, dissertation or thesis), you must usually read a variety of theological papers, textbooks, and electronic materials (websites and electronic journals). In order to support your argument(s), you have to quote facts or use information from these materials. When doing so, you always have to give the original source of information. In other words, any piece of research you do will have to be acknowledged in some way to the preceding work of others, who have pioneered the research in that area of study. The academic world thus builds continually on the past research of others.

The way in which a scholar will refer to the work of another scholar, who has already published a paper or book in the same area, is called a method or system of referencing. It is therefore vital that you understand the principles of referencing systems and be able to use them with ease.

2. What is Referencing?

A reference is a detailed description of any document from which you have taken information, e.g. a complete book, a chapter from it, or a journal or newspaper article. References are needed for most forms of academic writing, including essay, reports, dissertations and theses. References are an integral part of your work, and the process of referencing will help you develop your ideas.

2.1 Citing a reference is the act of recording it. This is done in two ways:

- By putting a brief entry for each source in the text of your work.
- By listing all your sources in full, at the end of your work.

2.2 Referencing is the acknowledgment of other scholars' ideas or work when used to support your own ideas or arguments. Failure to properly reference may impress upon the reader the idea that you are cheating by claiming someone else's work as your own. The point where you use the information from another scholar's work is indicated in the text with a brief **citation**. At the end of the assignment you must include a **reference list** of all the items you have cited, giving full details of each original source.

You must cite the original source and provide a full reference whenever you:

- Quotes/Quotations ~ use someone else's exact words.
- Copy ~ use figures, tables etc.
- Paraphrase ~ convert someone else's ideas into your own words.
- Summarise ~ use a brief account of someone else's work, opinions, theories or data.

3. Why is Referencing Essential?

3.1 Plagiarism

It is unethical and illegal to use another person or author's thoughts or ideas, or to quote them, without giving due recognition to your source. When a student submits the work of another person or persons with the intention of having it assessed or accepted as his/her own work, **plagiarism** is committed.

There are regulations and penalties for plagiarism. Students should familiarize themselves with these. Plagiarism can have disastrous consequences for a student. If you are suspected of plagiarism you may find that your assignment receives a very low grade or a grade of zero. In extreme or repeated cases, you may find that your enrolment at the Cape Town Baptist Seminary is reviewed.

Referencing clearly identifies information from an outside source that is not yours. You will do yourself a favour by learning from the beginning to use proper referencing, and to learn to use a system that will stand you in good stead, even to post-graduate level.

By referencing appropriately, you will:

- Avoid plagiarism.
- Make it possible for readers to locate your sources independently.
- Make it possible for readers to verify your interpretation of the information. This is an important part of the academic process as it leads to student accountability.
- Demonstrate that you have read widely on the topic, which will lend credibility to your work.
- Strengthen your arguments by providing supporting evidence for your opinions.
- Show the breadth of your research.

3.2 Collusion

This refers to a situation where students work with another or others on an assignment when the assessment is meant to be the work of an individual. Again, there are regulations and penalties for this - see *****.

4. Accurate Referencing: Collecting All the Details

In order for you to have an accurate record of what you've researched and have accurate references, it is important to write down all the details of the sources that you've used and studied. It is useful to use a separate page for each new book, journal article, or electronic source – big index cards work well to keep this kind of record.

The following information needs to be clearly recorded:

4.1.1 For books, record the following:

- The author's or editor's name(s)
- The year the book was published
- The title of the book
- If it is an edition other than the first
- The city the book was published in
- The name of the publisher

4.1.2 For journal articles, record the following:

- The author's name(s)
- The year in which the journal was published
- The title of the article
- The title of the journal
- The page number(s) of the article in the journal
- As much other information as you can find about the journal, e.g. the volume and the issue numbers

4.1.3 For electronic resources, record the following:

- The date you accessed the source
- The electronic address or e-mail
- The type of electronic resource (e-mail, discussion forum, WWW page, etc.)

In addition to this, the page numbers of any direct quotations that you've copied, or any of the author's ideas that you've put into your own words, must be recorded.

5. Writing the Assessment – What do I Need to Reference?

5.1 It is important to remember the following:

- When you are writing your assessment, type in reference information as you add in the ideas of other authors. This will save you time, and will ensure that you reference all sources properly.

- Whenever you use someone else's ideas or words, you must put in a reference. The only exception to the rule is when the information you have read somewhere is common knowledge, or *public domain* information – e.g. you would not need to include a reference if you stated in an assignment that Mr. Mbeki is president of South Africa.

5.2 **Always reference the following:**

- a) **Direct quotations** – this is when you copy another author's ideas word-for-word. You should indicate to the reader that it is a direct quote by placing the material in inverted commas. Traditionally, double inverted commas (“”) have been used, but it is now acceptable and preferable to use single inverted commas (‘’). If you copy a sentence, which already contains a quote in inverted commas, put your quote in double inverted commas, and the second quote in single inverted commas:

Cormack (1994) states that, “When writing for a professional readership, writers invariably make references to already published works”.

- Sometimes it is difficult to avoid the direct quotation as the author's words may precisely describe the point you are trying to make, but try to avoid the overuse of direct quotations – always try to paraphrase the author's work where possible.
 - It is important to note that when you use direct quotations, you must reproduce the author's words exactly, including all spelling, capitalization, punctuation, and errors. You may show the reader that you recognize an error, and that you are correctly quoting the author by placing the term *sic* in brackets after the error.
- b) **Paraphrasing** – this is when you take another author's ideas and put them into your own words. You are still copying another author's work, so you must reference it. You do not need to use inverted commas when you paraphrase, but you must clearly show the reader the original source of your information.
 - When you paraphrase, it will look much the same as the direct quotation examples, but without the inverted commas. For example, if we paraphrased an example from the McCarthy and Hatcher book, it will look like this:

By improving your posture you can improve how you communicate feelings of power and confidence (McCarthy & Hatcher 1996:111).

- When paraphrasing, use the same referencing style and conventions as you would for direct quotes, but with the material from the source put into your own words, and the inverted commas omitted. Below is a comparative example of the direct quote versus paraphrasing:

Direct quote:

The DfEE (2001:8) suggest that each year “some have estimated the cost to the country of poor literacy and numeracy skills to be as high as £10 billion”.

OR

Paraphrase:

The effect of low levels of adult numeracy and illiteracy skills could be costing Britain around £10 billion each year (DfEE 2001:8).

6. Referencing Systems

There are several methods or systems of referencing in current use in the academic world. Referencing systems were devised in order to reduce the confusion caused by the many inconsistent styles and methods used by publishers to indicate text references. There are still a number of referencing systems in use but their use is generally “discipline specific”.

6.1 The Harvard system (name-year system): based on the surname of the first author and the year of publication of the work. It was first used in 1896 and devised by Prof. Edward Mark, Director of Harvard University’s Zoological Laboratory, and used by publishers all over the world. There is no final or definitive arbiter of the Harvard system. This citation system is increasingly preferred by scholars and professional writers.

6.2 The Vancouver system (citation-sequence system): based on the sequence in which the citations appear in the text. Devised by a group of scientists at a meeting in Vancouver in 1978. It is monitored and reviewed by the International Committee of Medical Journal Editors, most recently in 2003 (www.icmje.org). It is controlled and defined by this committee in a document called the “Uniform Requirements” document.

7. The Harvard (name-year) System

The Harvard referencing system consists of **two parts**:

7.1 An in-text citation:

This is where you quote or summarize a piece of information; you must indicate you have done so by putting a ‘citation’ in the text. This in-text citation includes the name of the author(s) and the year of publication (hence the name-year system).

7.2 A reference list:

This is an alphabetically arranged list (using the name of the first authors) of your cited sources. Each individual reference must contain a specific set of details (in a specific order) about the source document.

8. In-text Citations: Referencing in the Text of Your Assessment

8.1 Information about your source

This section describes the rules for citing references using the Harvard system, and shows a number of examples when quoting and paraphrasing in the text of your assessment. In all references, you will need to list the author/editor's name(s), and the year of publication. This information, along with other bibliographic information, can be found on the first couple of pages of the book you are using. Look for the author's name, a copyright symbol (©) and then a date of publication. In most references you will also need to list the page number(s) where you found the specific information. Take particular care with punctuation.

8.2 General principles of placing the citation

Place the citation at the point where you have included the information. Depending on (i) your sentence construction, (ii) the point you are illustrating, and (iii) the nature of the information, this may be *within* the sentence, OR at the *end* of the sentence, i.e. before the full stop.

In a complex sentence containing a number of different facts or concepts the citation(s) are normally placed where the facts are stated. If the sentence contains a single fact or concept then the citation(s) may be placed at the end of the sentence. The point is that the location of the citation should make it easier for the reader to link the citation with the information, which you present.

Example 1:

Smith (1999:79) states that Australians in general enjoy good health although studies on rural populations (Wesson 2003) indicate that there are significant pockets of disease in country towns.

Example 2:

This view has been supported in the work of Cormack (1994).

OR

This is illustrated in a perfectly good introduction to Christian belief (Milne 1982:45).

8.3 General principles of punctuation within the *In-text Citations*

Check the form of punctuation used within the various types of citation. This will be illustrated in all the examples that follow.

8.4 Form of the *In-text Citation*

a) Author prominent

- When the author's surname is used as a part of the sentence, give the data and page numbers in brackets immediately after the author's name. Note that there is a colon between the year and page number, and no spaces:

When organizing our time, Adair (1988:51) states that, "the centrepiece will tend to be goals and objectives".

- When the author's name is put in brackets with the year and page number, there is no comma between the author's name and the year, but one space:

When organizing our time "the centerpiece will tend to be goals and objectives" (Adair 1988:51).

b) Information prominent

- Where the information is prominent, put the in-text citation in brackets within the sentence, or before the full stop at the end of the sentence:

...although studies of rural populations (Brown 2003) indicate that there are significant pockets of disease in country towns.

OR

...however, some groups continue to suffer poor health (Jones 2000).

c) Single authors

- Within the text, give the author's surname and the year of publication in brackets, adding the page reference if necessary:

A perfectly good introduction to Christian belief (Milne 1982) already exists.

- When a page reference is added, it takes the following form:

A perfectly good introduction to Christian belief (Milne 1982:45) already exists.

OR

This is illustrated in a perfectly good introduction to Christian belief (Milne 1982:45).

d) Two authors

When there are two authors to a publication:

- Always use both names when referring to the publication.
- Within the text, separate the names with “and”:

Fiedler and Chemers (1974) maintain that it is always possible to ...

- When the names are used in parentheses, and in the list of references at the close of the assessment, separate the names with an ampersand (&):

This view has been soundly challenged recently (Fiedler & Chemers 1974)

e) Three authors mentioned for the first time

When referring to a source with three authors:

- Mention all three the first time the reference is made.
- Separate the first two names with a comma and the last two with an ampersand (&) when the reference is made in parentheses:

Considerable evidence has been mounted to show that the opposite may be true (Freedman, Brown & Festenger 1975:23).

OR

In a recent study (Lim, Trey & King 1988) found that...

- Separate the first two names with a comma and the last two names with “and” when the reference is made within the text.:

Freedman, Brown and Festenger (1975:23) demonstrate the manner in which it is done.

f) **Subsequent references to three or more authors**

In any subsequent references to those authors:

- Mention only the first name, followed by “et al”, the year and pages (do not underline “et al”):

A recent study by Freedman et al. (1975:86) concluded that...

OR

Considerable evidence has been mounted to show that the opposite may be true (Freedman et al 1975:86).

g) **The editor as author**

Use the name of the editor in the same way as that of an author, if reference is made to the book as a whole.

h) **Contributions in edited publications**

When referring to contributions published with an edited work, the name of the contributor is used as the author.

i) **More than one publication by an author**

When referring to more than one publication by an author in one year, the publications may be distinguished from one another by adding “a”, “b”, or “c”, etc. after the year. The first publication referred to in the text becomes “a”, followed by the next mentioned, which becomes “b”, and so on, irrespective of the original order of publication in that year. Here, what is of importance is the order of reference in your text.

Example:

Let us suppose that an author, Smith, published two works in a particular year. You wish to refer to both of those publications in your assignment. Irrespective of which one was published first in reality, when you refer to one of them for the first time in your assignment, it then becomes Smith (1989a). In the list of references at the close of your assignment, list the two works in the order you have use them, i.e. (1989a), followed by 1989b.

j) **Publication by family members with the same name**

Occasionally, two authors will have the same surname, because they are family members.

- When referring to a publication by them, the surname is repeated.

- At the end of the sentence, refer as follows:

.....(Johnson & Johnson 1977).

- In the text, refer to the author as follows:

The Johnsons (1977) maintain that ...

- However, if it is not clear that the two authors are related, but that they have the same surname, refer to them as follows:

.....(Johnson & Johnson 1977).

OR

Johnson and Johnson (1077) maintain that...

k) Several publications, each by a different author

- When various authors are cited at the same time, mention each as follows (alphabetical, not according to year of publishing!):

.....(Andrews 1979; Johnson & Johnson 1977; Kemp 1993).

l) More than one publication by the same author, each from different years

- Refer to the publications by year, separated by a comma (Correct order of date of publication from oldest to most recent publication):

.....(Andrews 1959, 1963, 1975, 1980).

- If the page numbers are given, the references are separated by a semi-colon and the name is repeated:

.....(Andrews 1959:43; Andrews 1963:18; Andrews 1980:56).

m) **Organisational authors**

When an organization appears to be responsible for a work, and there is no mention of an editor or compiler, the organization's name may serve as the author in the textual references and in the list of references at the close of the assignment. This name may be abbreviated should the name be long and involved, and it needs to be used often in the text, as follows:

South African Council of Churches (1988) suggests...

BECOMES

SACC (1988) suggests....

n) **Title as author (Author unknown)**

Very similar to the above-mentioned example, when no author or organization can be established as responsible for the publication, the title of the publication, which should be underlined, may serve as the name of the author in the text. As above, the title may be shortened, provided no confusion is possible. Avoid the use of the word "Anonymous", or "Anon" for the name of the author:

Adult learners should learn the art of effective note taking for the simple reason that students "are more likely to remember what they have heard or read if they take an active part in their learning" (Department of Lifelong Learning 2001:3).

o) **Very early texts**

When reference is made within a modern work to another work, published many years ago, and if it is not possible for you to find a copy of the original work yourself, then reference to the early work may be made as follows:

Luther, writing in 1536, suggested that the Roman Catholic Church... (cited in Brown 1989:45).

For this example, in the list of references at the close of your assignment, the reference to Brown is sufficient. However, if you are able to find a copy of Luther's publication, then it may be referenced under his name, just as you would do for any modern reference, because you will have used Luther's work yourself as a text in your research. Under those circumstances, any reference to Brown's works becomes unnecessary.

Usually, nowadays, early works are published in edited form, that is, by a modern editor. In this case, the work is still entered under the original author's name, but the editor is clearly cited in the entry:

Wesley, J 1831. The Works of the Rev John Wesley, ed by T Jackson. London: Wesleyan-Methodist Bookroom.

p) Newspaper and Magazine Articles

Reference newspapers and magazine articles in the same way you would for other books and journals. However, when the author is anonymous, use the following example:

The *Guardian* reported that twenty-nine inmates were participating in the programme (Serving Time 1996:21).

q) Various sources/materials

Sometimes you might want to use materials from lectures, discussions, interviews, or distance learning courses to supplement your assignments. Use the following example to ensure that your referencing is correct:

Rev. George Sutton, senior pastor of The Way Forward Baptist Church, stated in an interview on 5 October 2006 that, "Church members are becoming increasingly more informed of issues like abortion, evolution and the like".

OR

Dr. Annie Bence stated in her lecture on 5 October 2006 that tic addiction is presently at its highest ever among South African youth.

OR

Adult learners should learn the art of effective note taking for the simple reason that students "are more likely to remember what they have heard or read if they take an active part in their learning" (Dhann 2001:3).

r) Electronic sources

Electronic sources such as website pages, electronic databases and electronic journals are cited in the text in much the same way as traditional print sources, with the exception of page numbers. The author's name is followed by a publication date, but no page numbers are listed. If no publication date is

available, and this might be the case for website pages, then where the data should go, insert “s a” (*sine anno*, meaning “no date”, or “without year”) in square brackets in place of the date. If no author is listed for an electronic source, use the title of the publication in the same way as you would for any other anonymous source.

...(Pathlights 2005).

OR

...(Pathlights [s a]).

9. Reference List, Bibliographies, Works Consulted

Having cited your sources of information within the body of your assignment, you now have to complete the academic exercise by listing for the reader all those sources in a simple and readable manner, at the close of your assignment. This last section of the assignment is called the Reference List, Bibliography, or Works Consulted.

9.1 Reference List

At the Seminary, you have to use the term “Reference List”. The reason for this that, strictly, the term “Bibliography” may include all the works you have looked at and derived some information from, as well as those you have actually referred to in the text of your assignment – the same is true for the term “Works Consulted”.

NB!! The last term, “**Reference List**”, is the most explicit of all as it is used only for those works you have referred to in your text. It excludes those you may have read, or looked at, but have not actually used in the text.

The Reference list is an alphabetically arranged list of the sources of information you have cited in the text of your assignment (from journal articles, books, electronic media etc.). The list gives you specific information about each source with the details in a formal defined sequence.

Every work you have used in the text is to be listed, beginning with the author’s surname. The key here is the alphabetical order. Wherever there are two authors with the same surname, they are to be listed in the alphabetical order of their initials, or finally, in the unlikely event of their having the same initials as well, in the order of the year of publication.

a) **Single author**

Smith, J J (ed) 1989. The Meaning of Holiness. 2nd Edition. Cape Town: Struik. (Church Series.)

OR

Baum, F 2002. The New Public Health. 2nd Edition. South Melbourne: Oxford University Press.

Some comments about this example:

- No periods/full-stops are used between the initials.
- The title is underlined – DO NOT use italics!
- Not all publications go into further editions, but when they do, the editions must be given. Also not all publications form part of a series, but when they do, the series must be mentioned.
- It is not necessary to use words such as company, when giving the publisher's name. When a publishing firm has two names, they are to be separated by an ampersand (&), as follows:

London: Hodder & Stoughton.

- **Remember that what is required of you is clarity and consistency. You should do your best at all times to help the reader.**

b) **More than one work by the same author**

Works by the same author should appear in a group under the author's surname, either by repeating the surname, or by using a line underneath the surname and initials:

Davids, T 1976. When Jesus Returns. London: Scripture Union.

----- 1978. The Sermon on the Mount. Edinburgh: Scottish Scripture Press.

c) **More than one author**

Include all authors in the reference in the order they appear on the title page:

Breen, K, Plueckhahn, V & Corder, S 1997. Ethics, Law and Medical Practice. New South Wales: Allen & Unwin.

d) **Surname with particles**

Whenever surnames have particles, begin the entry with the particle (first letter a capital letter), keeping to the alphabetical rule:

De Villiers Graaf, J
Du Toit, T
Van der Merwe, K
Van Graan, P

Note:

In the text, if the surname is preceded by an initial, or a title, then the particle does NOT take a capital letter:

G van der Merwe
OR
Professor van der Merwe

Note!!

Do NOT use initials or titles within the body of your assignment. Surnames are efficient.

e) **Author's initials**

Some writers use their full Christian names as part of their author's name, for example: Victor Kuligin. In this case, the entry is to be listed as follows:

Kuligin, V 2006. Ten Things I Wish.....

When an author(s) has several initials, leave a space between each. Do not use a period/full stop. For example, William W. Klein becomes:

Klein, W W 1993.
OR
Klein, W W & Blomberg, C L 1993
OR
Klein, W W, lomberg, C L & Hubbard, R L 1993.

f) **Two family members with the same surname**

Enter as follows:

Johnson, P & Johnson, J 2005.

g) **Edited works**

For one editor, enter as follows:

Blank, R (ed) 2003.

For more than one editor, enter as follows:

Blank, R & White, D (eds) 2003.

h) **Contributions in an edited work**

When citing a work that is published in an edited publication, the name of the contributor is used as the author, followed by the year and the title of the contribution. The title of the contribution is not underlined or placed in inverted commas. Following the title of the contribution, place a comma, and then the word "in", and the complete bibliographic details of the full edited publication. Follow the title with a comma and then the page references. Do not use "p" or "pp" before the page references. For example:

Johnson, J J 1982. The Growing Problem of Burn-Out in Ministers Pastoring City Churches, in Andrews, P H (ed), Counselling the Shepherds of the Flock, 183-192. London: United Scripture Press.

i) **Papers read at a conference or seminar**

Enter the surname of the author of the paper, initials and year. Follow this with the title of the paper (NOT underlined) and the details of the occasion when the paper was read. For example:

Bloom, P T 1992. Some thoughts on reaching the people of the Bo-Kaap. Paper presented at City-Wide Evangelism Conference, Orange Street Baptist Church, Cape Town.

j) **No date available**

When it is not possible to trace the date of a publication, use the abbreviation “s a” (*sine anno*, meaning “no date” or “without year”) in square brackets in –place of the date:

Smith, K [s a]. Who Cares for the Lost? Cape Town: Evangelical Band Press.

k) **Titles of books**

Titles of books are taken from the title page of the book and are written exactly as they appear, except for the following changes: In English and Afrikaans titles the first letter of the title is capitalized, all proper name are capitalized, and normal punctuation is required. For example:

Good things come in small groups.

Nurturing children in the Lord.

The message of Galatians.

l) **Sub-titles**

Sub-titles are preceded by a colon, irrespective of what appears on the title page. The initial letter of the sub-title is capitalized. Underline the sub-title as well, for example:

The Barnabas factor: The power of encouragement.

m) **Edition used**

Because the contents of a publication change when a new edition is published, the edition that has been used must be given in the entry. This information may be found on the title page or overleaf in the printing history. Note: new editions are not to be confused with reprints or new impressions, which need not be included. Use numerals to indicate the edition that has been used, as follows:

Breen, H 1976. The Gospel of John: A commentary on the symbolic language. 2nd edition. London: Christian House.

Note:

It is permissible to abbreviate “2nd edition” to “2nd ed.”

n) **Multivolume work**

If the individual volume has its own title, include this after the volume number.

Brenner, B M (ed) 1996. Brenner and Rector's The Kidney, vol. 2 5th edition, Philadelphia: WB Saunders.

o) **Place of publication**

Some publishers have branches in several places. Give only the first place mentioned, or the one that is most prominent by typography and layout. This information appears at the bottom of the title page of the book you are referring to.

p) **Year of publication**

The year of publication may appear on the title page. When this is not given there, it usually appears in the printing history, which is often overleaf from the title page. In this case, use the last copyright year, which may be located by a small encircled “c” (©).

q) **Articles in periodicals**

The term “periodicals” refers to publications such as journals and magazines that come out periodically. Articles that are published in such periodicals should be entered with details in the following order:

Brown, F R 1992. New series on the Antioch community. New Testament Studies. 21, 34-47.

r) **Titles of journals**

Although it is common practice to abbreviate the titles of journals in the list of references, this is discouraged. You should write out the name of the journal in full. Abbreviating the names of journals is a minefield in which it is very easy to

make mistakes. It should only be done if you are in possession of an acceptable international guide to the abbreviation of journals.

s) **General interest magazines**

This entry follows the form of the entries in (g), but the identification of the issue is done by giving the date in brackets after the name of the magazine. This should be followed by a comma, and then “p” or “pp” for the page references. For example:

Epstein, M D 1993. Stirrings within the eastern churches. Time (14 August), p18.

t) **Popular magazines**

In some popular magazines, it sometimes happens that the author is not named. The entry should then begin with the underlined name of the magazine, space, followed by the date period, space, title of the article comma page reference, as follows:

Redbook 14 June 1991. Wife battering: The hidden side to marriage, p42.

u) **Newspapers**

Enter the name of the newspaper (ignoring “The” or “Die” [Afrikaans]), space, date period, space, title of the article comma page reference, as follows:

Sunday Times 3 April 1990. Black majority rule within five years?, p17.

Note:

If the author is given in the newspaper, then begin the entry with the author’s name and follow the order as given in (s).

v) **Final checks**

Always see that any reference within the text corresponds accurately with what is entered in the list of references at the close of the assignment, i.e. years, spellings, etc.

- a) **Books**
 - b) **Journals**
 - c) **Electronic Journals**
 - d) **Government Publications**
 - e) **Other Publications**
 - f) **Electronic Resources**
- 10. **Arranging the Reference List**
 - 11. **Sample Reference List**
 - 12. **Other Harvard Guides and Resources**