



INTI
International College Subang

Citing & Referencing Guide (Harvard style)



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IMPORTANCE OF CITING AND REFERENCING

- Receiving credit for your own hard work and research
- To validate what you are writing, by referring to documented evidence
- To refer to other research that leads up to your study
- To enable readers to consult the original source independently



IN-TEXT CITATION & REFERENCE LIST

INTRODUCTION

The mammalian world of bats is experiencing a devastation of several species occurring in the eastern portion of the United States because of what has been labeled “White Nose Syndrome” (Bleher et al. 2009, p. 39). It has been approximately four years since massive die-of bats were discovered. The fungus *Geomyces destructans* has been identified and implicated. While most scientists are still uncertain as to whether the fungus is a causal pathogen or merely an opportunistic agent, they are trying to determine how it is spread. Scientists are bewildered as to how to contain WNS. Efforts have taken place by both private and government sectors to restrict cave usage by human and to do captive colony conservation (Center for Biological Diversity 2010). Scientist is also working on temperature control measures in caves and antifungals that could contain WNS (Vargas 2009, p.25).

REFERENCES

- Bleher, DS, Meteyer, HS, Berlowski, BM, Buckles, EI, Coleman, JT, Steven, KH, & Darling, SH 2009, ‘Bat white nose syndrome: An emerging fungal pathogen?’, *Science*, vol. 323, no. 5911, p. 227.
- Emergency petitions failed to close caves and save bats from extinction* 2010, Center for Biological Diversity, viewed 10 December 2010, http://www.biologicaldiversity.org/news/press_release/2010/bats-01-0-212010.html.
- Vargas, A 2009 ‘*Geomyces destructans* Sp. Nov. Associated with Bat White Nose Syndrome’, *Mycotaxon*, vol. 108, no. 58 pp. 147-154.

In-text citation

Reference list



Part 1:

In-Text Citation

Types of In-Text Citation

Format Authors in In-Text Citation

Example of In-Text Citations



TYPES OF IN-TEXT CITATION

In-Text Citation

Author's surname (Year, Page)

Metcalf (2005, p. 184)

suggests that...

OR

(Author/s surname/s Year, Page)

"..." (Metcalf 2005, p. 184)

2 Types of In-Text Citations

1. Quotation
 - a) Direct quotation
 - b) Long quotation (**more than 30 words**)
2. Paraphrase (**Restate** in your own words)

TYPES OF IN-TEXT CITATION

1) Quotation

a) Direct quotation

Metcalfe (2005, p. 184) claims that “The bones were very fragile”

OR

“The bones were very fragile” (Metcalfe 2005, p. 184).

* Short quotations is **less than 30 words** and should be enclosed in quotation marks “ ”

TYPES OF IN-TEXT CITATION

1) Quotation

When quote more than 30 words

b) Long quotation (Discouraged)

Much has been written about acute care. Finkelman (2006, p. 184), for example, points out that:

There are many changes in acute care services occurring almost daily, and due to the increasing use of outpatient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory surgery departments and adjusting to the need of moving patients into and out of the surgical service in 1 day or even a few hours.

Requirement:

Double spacing for the text; include page no.; begin on new line; indented 5 spaces; single spacing for the quote; no quotation mark

TYPES OF IN-TEXT CITATION

2) Paraphrase

Restate in your own words.

Metcalf (2005, p. 184) discovered that the bones broke easily.

OR

Found that the bones were easily broken (**Metcalf 2005, p. 184**).

TYPES OF IN-TEXT CITATION

HOW TO DO?

NUMBER OF AUTHOR	FRONT	BACK
1 author	Metcalf (2005, p. 184) claims that...	In a recent report... (Metcalf 2005, p. 184).
2 or 3 authors	Savage, Bagnall and Longhurst (2005, p. 28) argue that "..."	"The experience of ..." (Savage, Bagnall & Longhurst 2005, p. 28).
More than 3 authors	Kring et al. (2010, p. 72) outline the theory as "..."	"The theory..." (Kring et al. 2010, p. 72).
Editors (ed.) - single editor (eds) - multiple editors	Flood (ed. 2003, p. 5) comments that Hinduism is... According to McGrew and Poku (eds 2007, p. 8)...	"Hinduism is not defined..." (ed. Flood 2003, p. 5). "Human security..." (eds McGrew & Poku 2007, p. 8).
Corporate authors (organizations, companies and institutions)	Deni Green Consulting Services (2008, p. 5) reported that a better world (Deni Green Consulting Services, p. 5).
Citing more than one source by the same author(s)	Manne (2005a, p. 14) can be seen that... Manne (2005b, p. 14) argued that the corporate media power...	"In the last 10 years Australia has experienced..." (Manne 2005a, p. 1). In a recent report... (Manne 2005b, p. 1).

TYPES OF IN-TEXT CITATION

HOW TO DO?

NUMBER OF AUTHOR	FRONT	BACK
If cannot identify the author	<i>Dictionary of biology</i> (2016, p. 13) indicates...	In a recent report... (<i>Dictionary of biology</i> 2016, p. 13)
If cannot identify the year	This is emphasised by Seah (n.d., p. 10) when...	In a recent report... (Seah n.d., p. 10)

EXAMPLES OF IN-TEXT CITATION

QUOTATION / PARAPHRASE

trust the management research findings. Of course, it can also be argued that one of the purposes of education is to increase awareness of such knowledge gaps and to develop healthy skepticism. Some students do indeed seem to feel empowered by this process. Another mixed reaction, as already mentioned, is that although the idea of using systematic reviews of evidence to inform practice makes sense to students and is viewed positively, it is also, particularly among more experienced students, seen as something that is not doable in the real world of organizations. A more clearly positive benefit is one we did not anticipate: Quite a number of the students use their REA and the knowledge they gained through it as the basis for their research dissertation, and we now in some cases cite this potential benefit as a way of motivating students to complete

tell us, how the quality and relevance of research can be critically appraised, and how specific practice questions and problems can be formulated and evidence gathered and then used to address them. Indeed, it could be argued that helping management students learn how to learn in this way is far more important than ensuring that they develop what is usually a fleeting and very partial knowledge of numerous management content areas they may never use or a fleeting and partial knowledge about how to conduct their own primary research.

Conducting a systematic review takes students behind the scenes of management research, from the "front stage," or reassuring and orderly views of management knowledge gleaned from the relatively superficial, sketchy, selective, and heavily processed accounts usually presented in textbooks

Author name : Brinner, N. and Walshe, P.
Year of Publication : 2002
Page Number : 33

EXAMPLES OF IN-TEXT CITATION

QUOTATION

Brinner and Walshe (2002, p. 33) postulated that “the idea of using systematic reviews of evidence to inform practice makes sense to students and is viewed positively”.

OR

“The idea of using systematic reviews of evidence to inform practice makes sense to students and is viewed positively”

(Brinner & Walshe 2002, p. 33).

EXAMPLES OF IN-TEXT CITATION

PARAPHRASE

Brinner and Walshe (2002, p. 29) found that the systematic reviews of evidence to inform practice is compatible to students.

OR

The systematic reviews of evidence to inform practice is compatible to students.
(Brinner & Walshe 2002, p. 29).



Part 2: Reference List

General Rules- Author

Overview of Punctuation

Formatting Elements



GENERAL RULES

Single Author	Last name first, followed by author initials.	Metcalf, P
Two Authors	List by their last names and initials. Use the ampersand “(&)” instead of and.	Wegener, D & Petty, RE
Three Authors	List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand (&).	Savage, M, Bagnall, G & Longhurst, B
More Than Three Authors	Do not use et al. in the reference list. List all the authors.	Kring, A, Davison, GC, Neale, JM & Johnson, S
Author - Malay Names (without family names)	Omit bin/binti Example: Asmah binti Omar	Cite as: Asmah Omar Reference as: Asmah Omar 1991, <i>Kemahiran berbahasa</i> , Kuala Lumpur, Malaysia, Penerbitan Pustaka Antara.
Author - Chinese Names	First name first, followed by author initials. Example: Lee Chong Wei	Cite as: Lee Reference as: Lee, CW 1995, ‘Simulated counter-current adsorption processes: a comparison of modeling strategies’, <i>Chemical Engineering Journal</i> , vol. 56, no.3, pp. 59-65.
Author - Chinese Names with English Names	Family names followed by the initials of the English name and the author initials. Example: Vincent Foo Hiap Khian	Cite as: Foo Reference as: Foo, VHK 1983, <i>Sarawak: mini episodes of the past</i> , Selangor, Fajar Bakti.
Author-Indian & Sikh Names (without family names)	Omit d/o, s/o, a/l, a/p Example: Narrayani a/p Jeganathan	Cite as: Narrayani Jeganathan Reference as: Narrayani Jeganathan 1983, <i>Sarawak: mini episodes of the past</i> , Selangor, Fajar Bakti.
Inherited Names	Cite as it is	Raja Ahmad Niza Cite as: Raja Ahmad Niza 1983, <i>Sarawak: mini episodes of the past</i> , Selangor, Fajar Bakti.

OVERVIEW OF PUNCTUATION

Comma(,)	Use a comma to separate a city name from the state.	West Lafayette, Indiana
Colon(:)	to join 2 independent clauses	<i>Road construction in Dallas has hindered travel around town : parts of Main, Fifth, and West Street</i>
Italics	Italicize the titles of books, journal title, name of newspaper, title of dictionary, username of social media, title of image and more.	Gray, E 2009, <i>Romanticism, history, historicism: essays on an orthodoxy</i> , 5th edn, Routledge, New York.

REFERENCING GUIDE

Book

Edited Book

eBook

Printed Journal

E- Journal (URL)

Blog

Webpage

Online Encyclopedia / Dictionaries

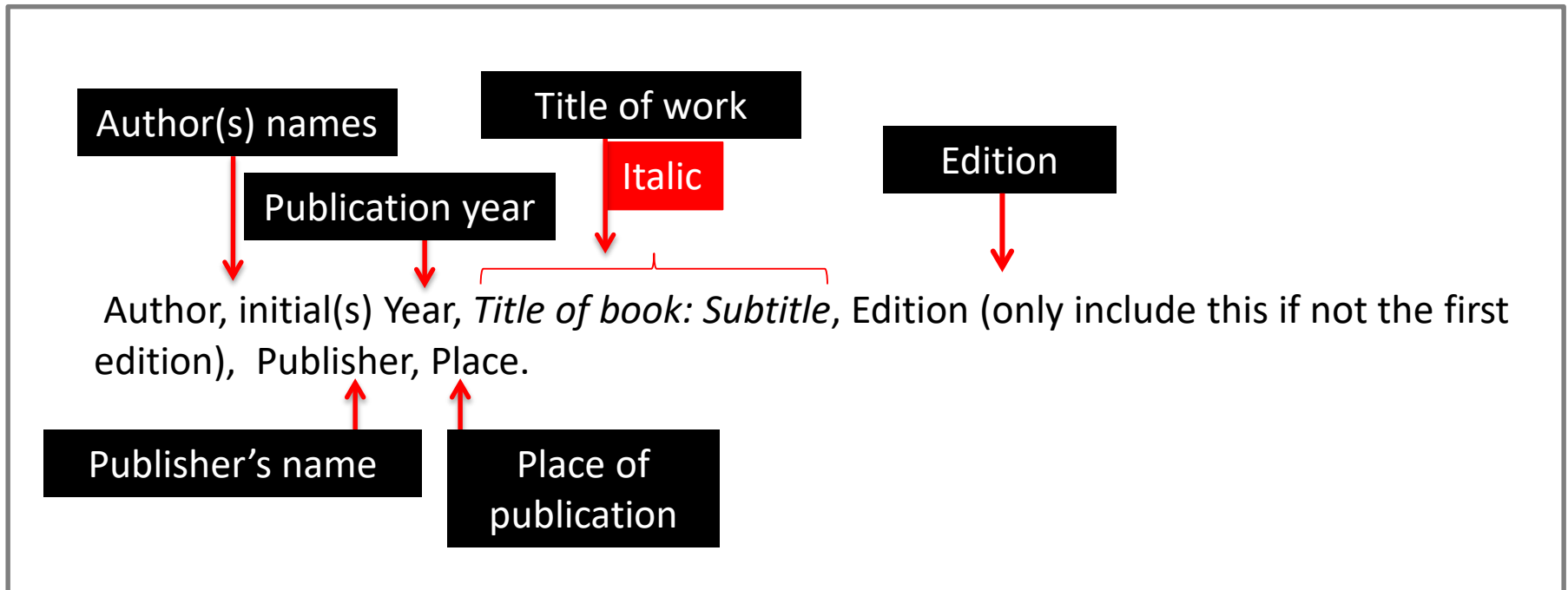
Newspaper

Online Newspaper

Social media

Image / Table

FORMATTING ELEMENTS (BOOK)

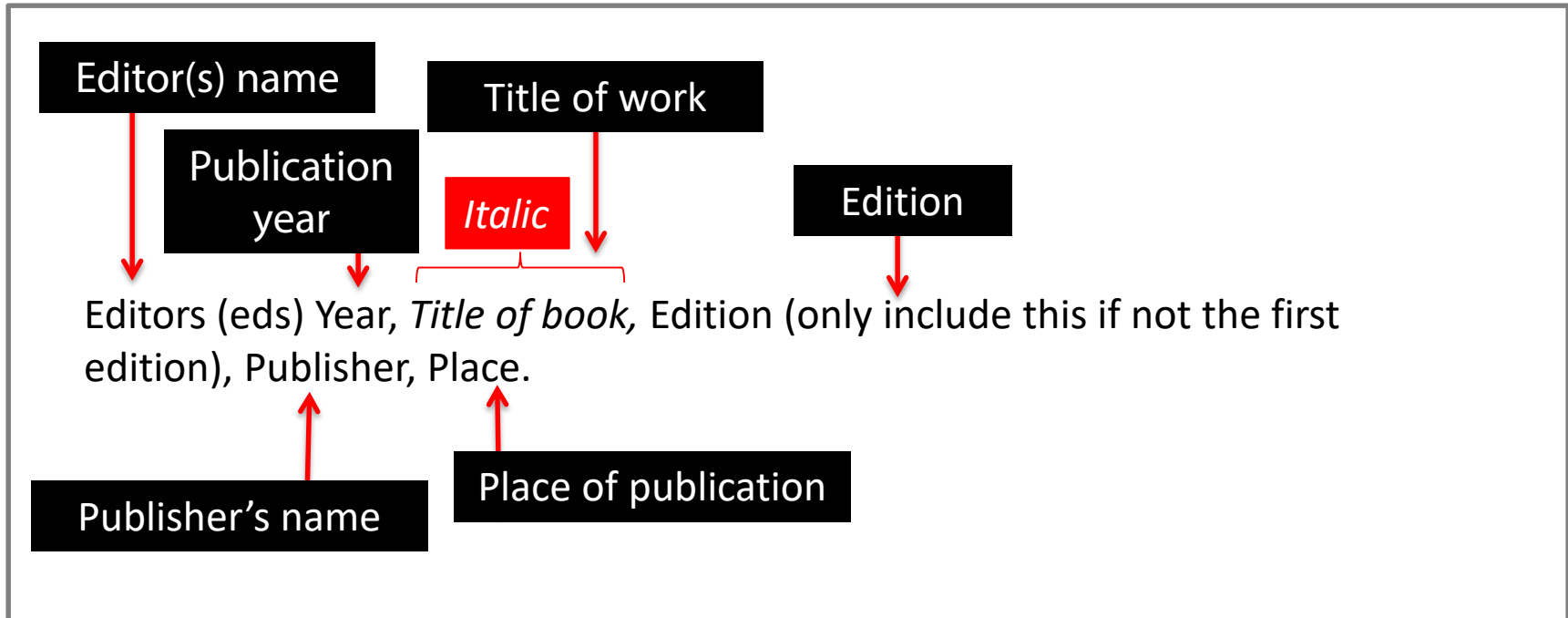


REFERENCING EXAMPLE

Gray, E 2009, *Romanticism, history, historicism: essays on an orthodoxy*, 5th edn, Routledge, New York.

Note : Use the abbreviation edn (no full stop) for edition.

FORMATTING ELEMENTS (EDITED BOOK)

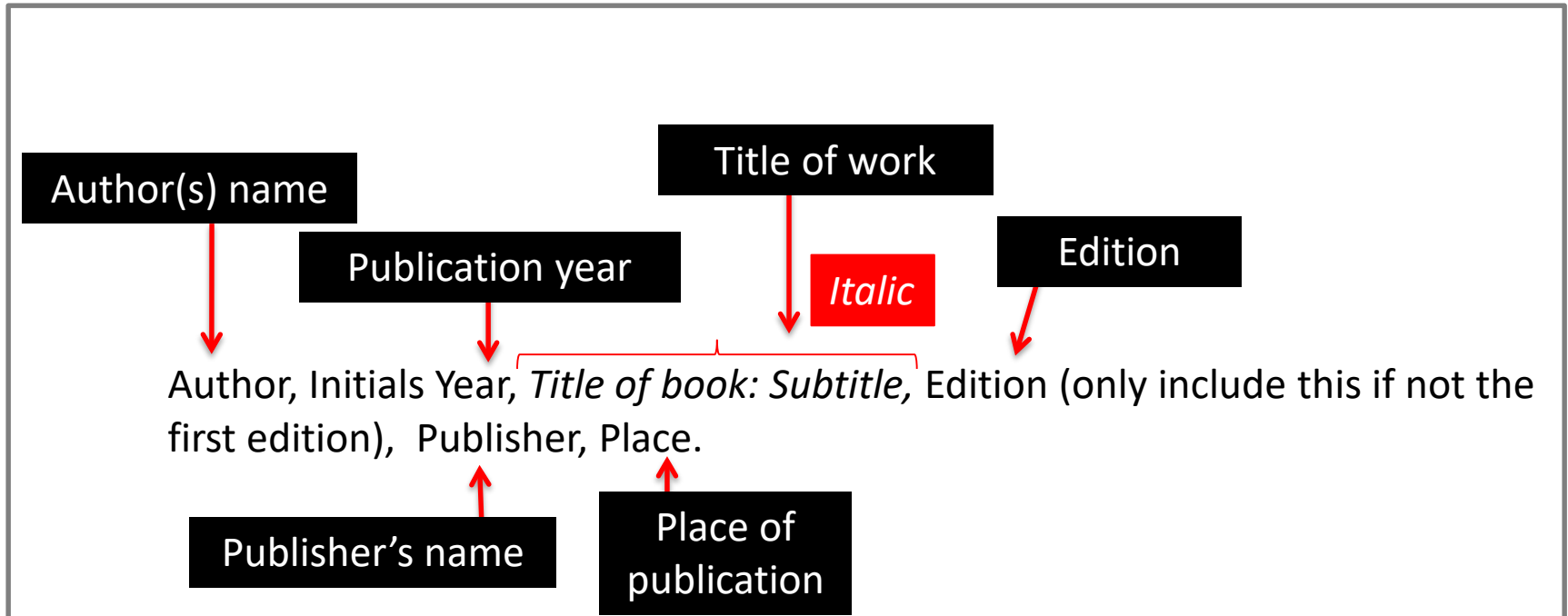


REFERENCING EXAMPLE

McGrew, A & Poku, NK (eds) 2007, *Globalization, development and human security*, Polity, Cambridge, UK.

Note : Indicate the editors with the abbreviation (ed.) or (eds) - lower case, with brackets.

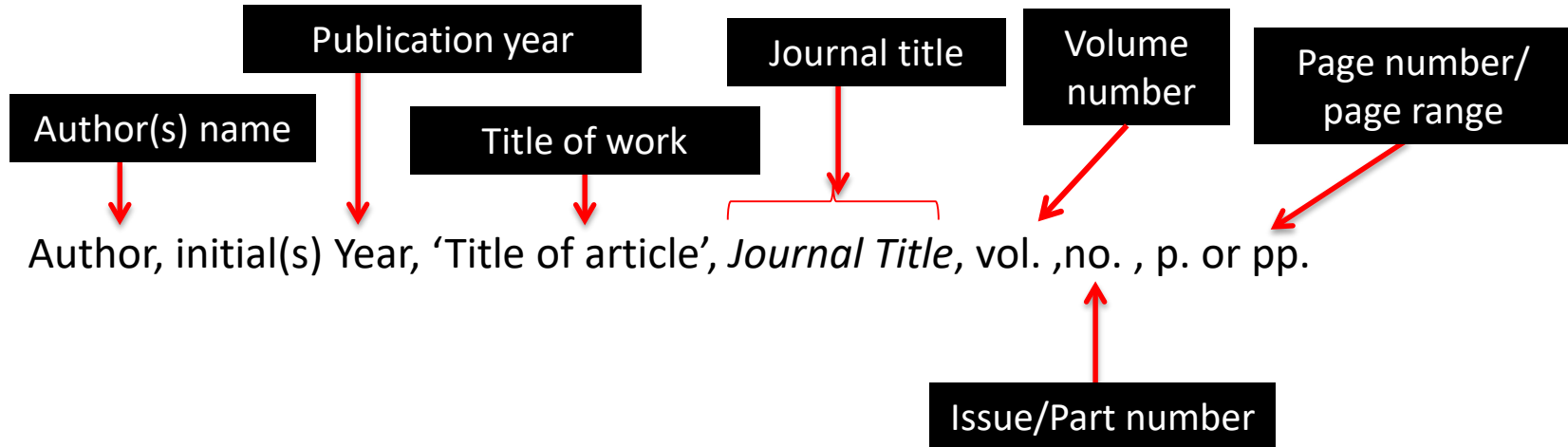
FORMATTING ELEMENTS (EBOOK)



REFERENCING EXAMPLE

Stronge, JH 2007, *Qualities of effective teachers*, Association for Supervision and Curriculum Development, Alexandria, VA.

FORMATTING ELEMENTS (JOURNAL)

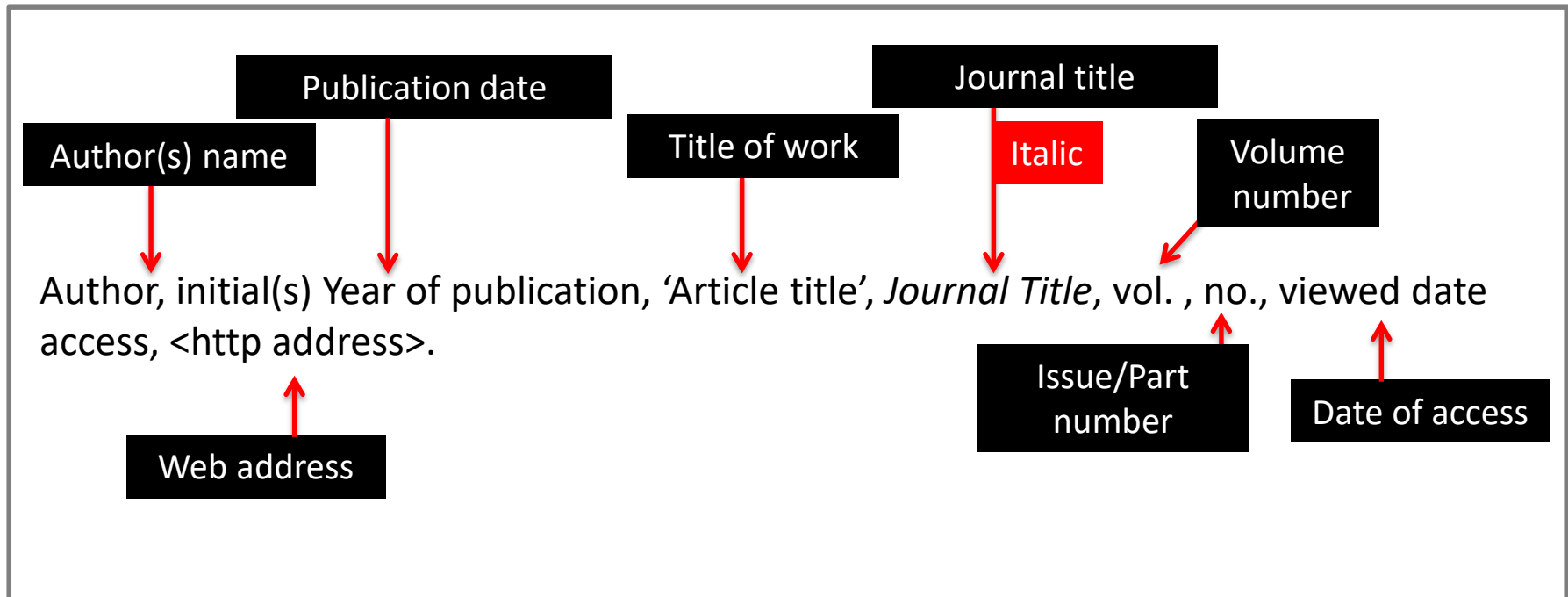


REFERENCING EXAMPLE

Lee, H 2007, 'Transforming transnationalism: second generation Tongans overseas', *Asian and Pacific Migration Journal*, vol. 16, no. 2, pp. 157-178.

Note : Use the abbreviation 'p.' for one page and 'pp.' for a page range, e.g. pp.11-12.

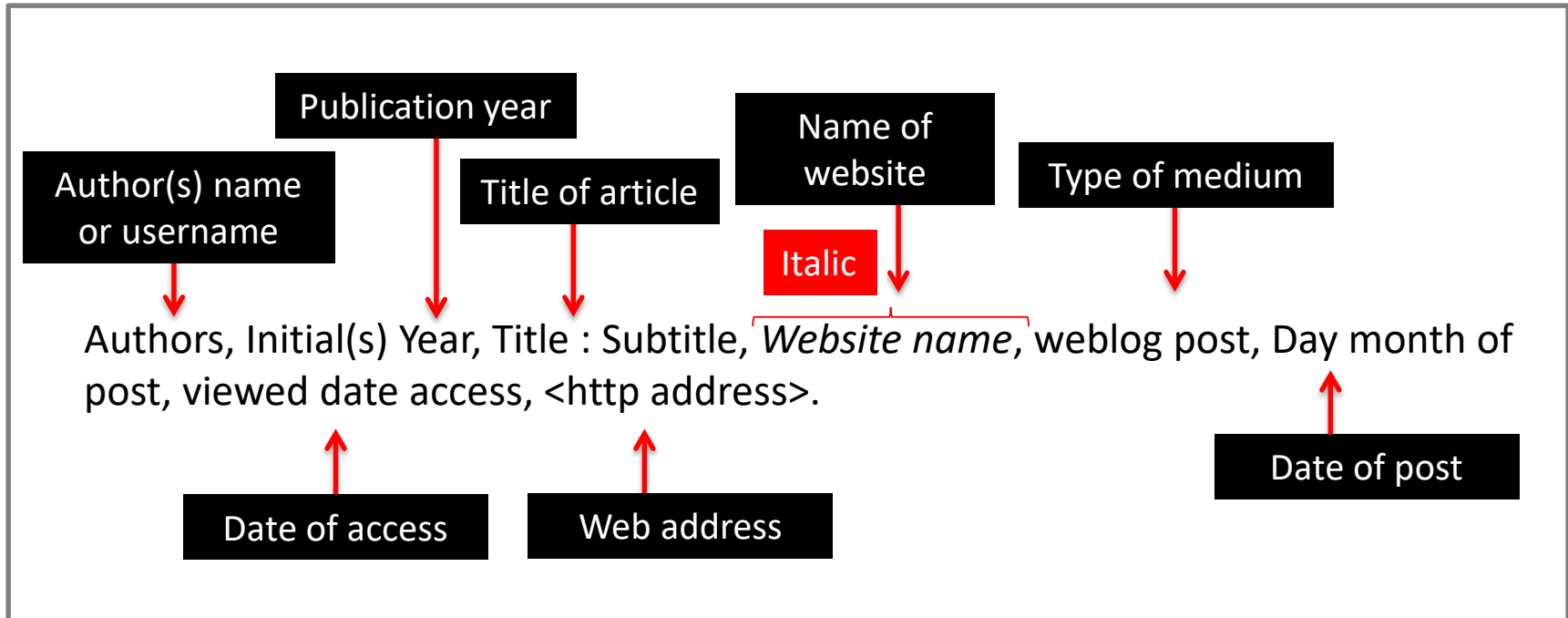
FORMATTING ELEMENTS (E-JOURNAL)



REFERENCING EXAMPLE

Xiao, H & Petraki E 2007, 'An Investigation of Chinese students' difficulties in intercultural communication and its role in ELT', *Journal of Intercultural Communication*, vol.41, no. 13, viewed 27 November 2010, <http://www.immi.se/jicc/index.php/jicc/article/view/90/59>.

FORMATTING ELEMENTS (BLOG)

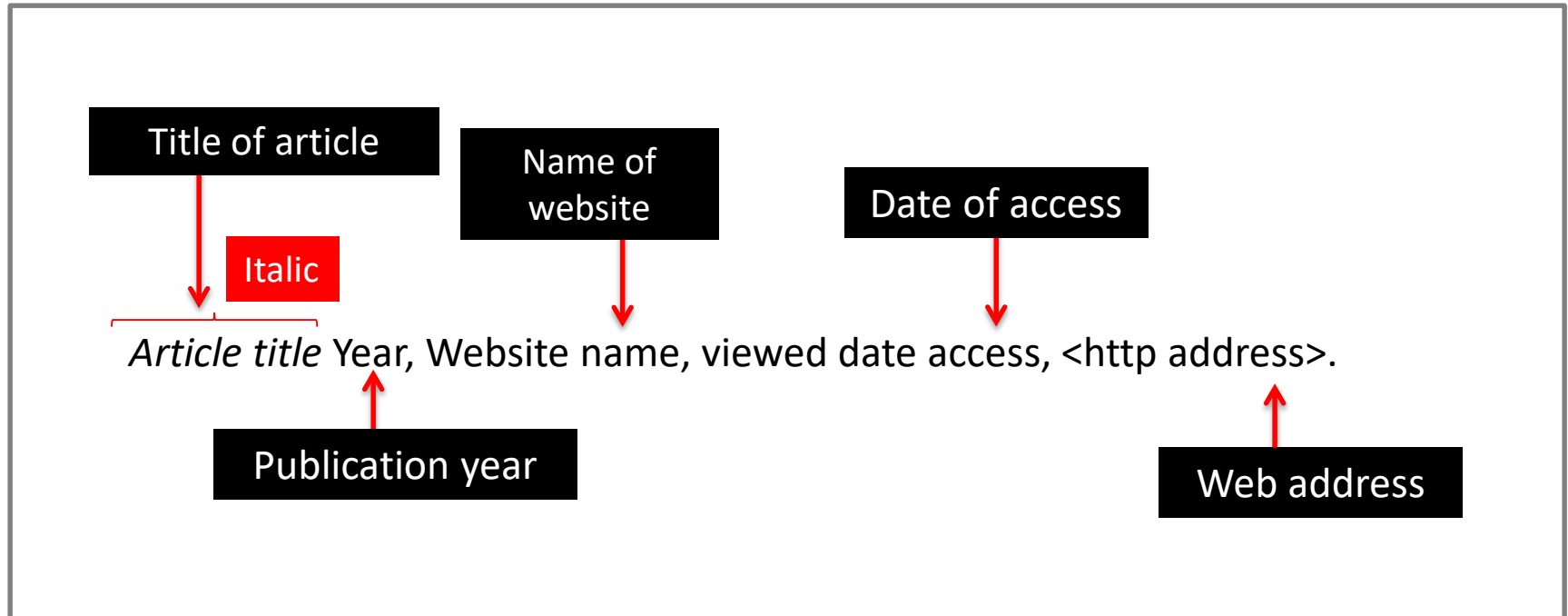


REFERENCING EXAMPLE

Henderson, D 2010, Has the word 'conspiracy' lost its meaning?, *Library of Economics and Liberty*, weblog post, 13 December, viewed 21 December 2010, <http://econlog.econlib.org/archives/2010/12/has_the_word_co.html>

Note : If no proper name is given, the author's username may be used instead.

FORMATTING ELEMENTS (WEBPAGE, no author)

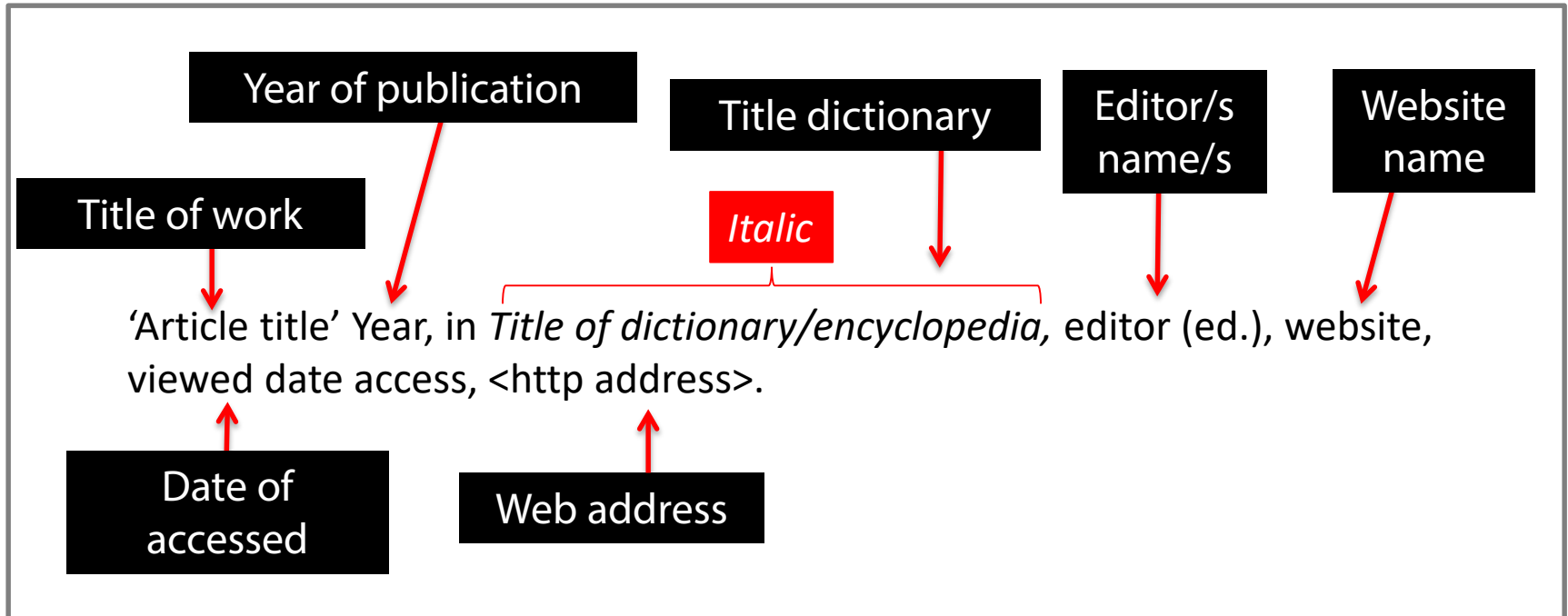


REFERENCING EXAMPLE

The Gateway Review Process 2010, Department of Finance and Deregulation, viewed 10 December 2010, <<http://www.finance.gov.au/gateway/index.html>>.

Note : If there is no author or organisation name begin the reference with the title of the webpage (title of the article).

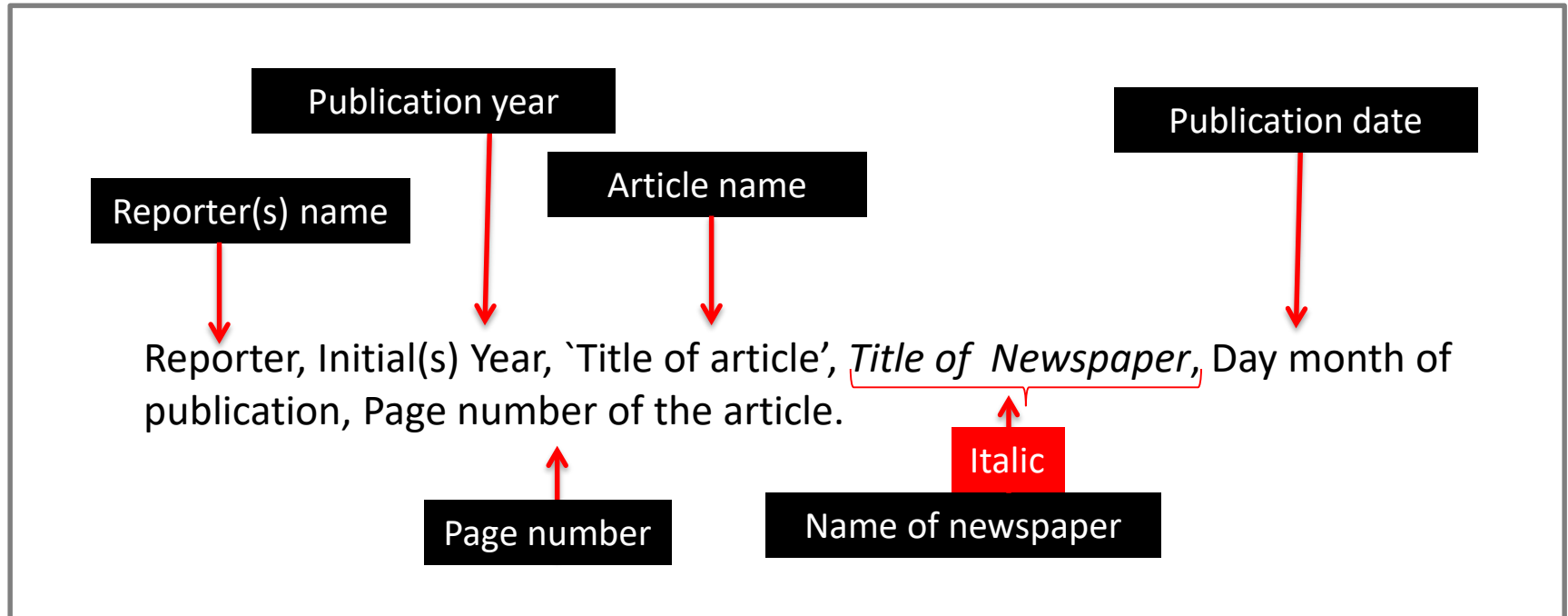
FORMATTING ELEMENTS (ONLINE ENCYCLOPAEDIA/DICTIONARIES)



REFERENCING EXAMPLE

'Achilles tendon' 2000, in *Dictionary of phrase and fable*, EC Brewer (ed.), Bartelby.com, viewed 30 November 2010, <<http://www.bartleby.com/81/139.html>>.

FORMATTING ELEMENTS (NEWSPAPER ARTICLES - PRINT)

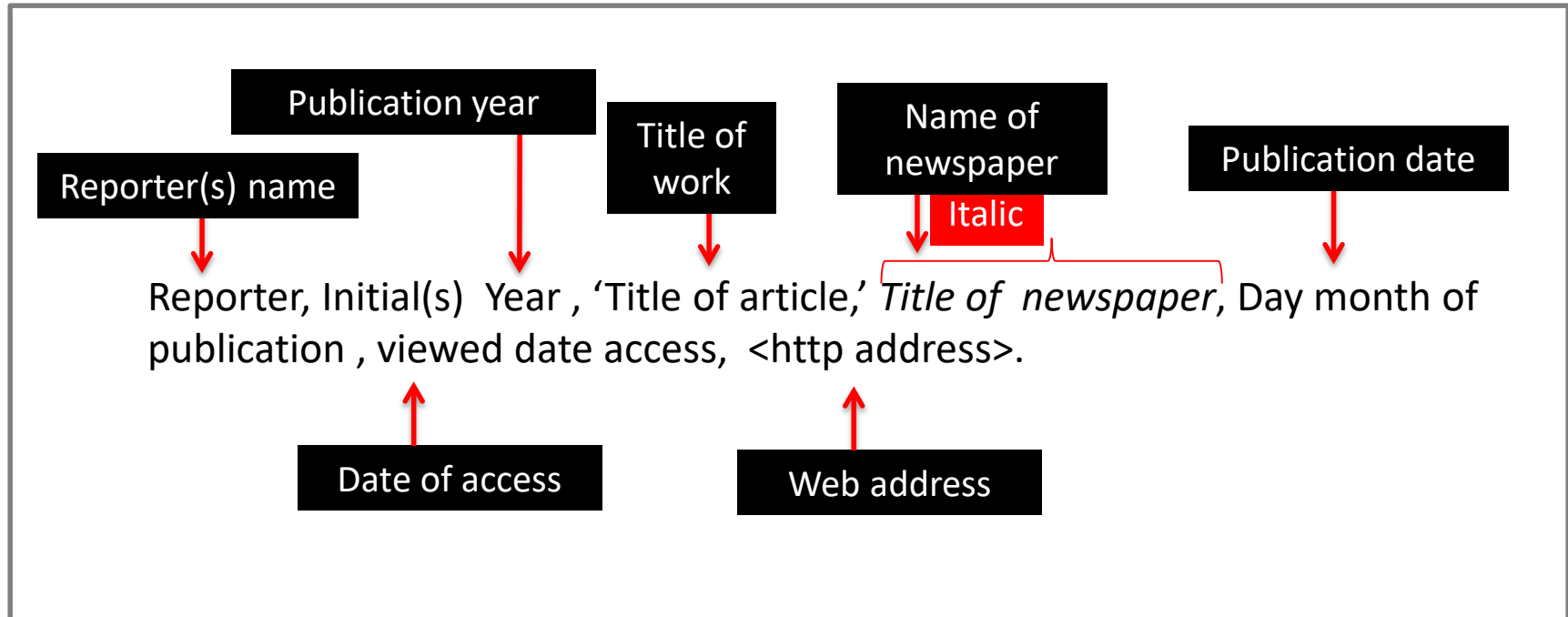


REFERENCING EXAMPLE

Crowe, D 2015, 'Anger as media left grounded', *Australian*, 06 January, p. 4.

Note : Leave out 'The' in the newspaper name.

FORMATTING ELEMENTS (ONLINE NEWSPAPER)

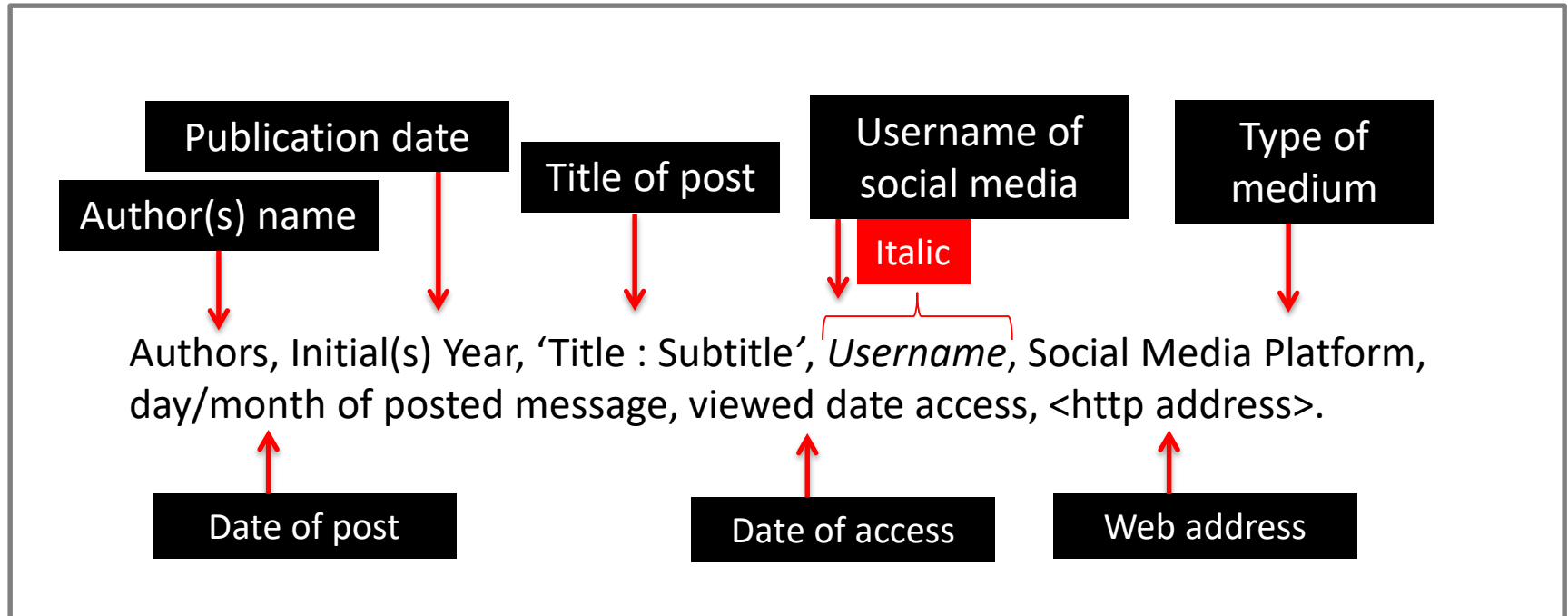


REFERENCING EXAMPLE

Gittins, R 2010, 'Suits us to be deluded on climate,' *The Age*, 17 November, viewed 6 December, <<http://www.theage.com.au/environment/climate-change/suits-us-to-be-deluded-on-climate-20101117-17wyp.html>>.

Note : Leave out 'The' in the newspaper name.

FORMATTING ELEMENTS (SOCIAL MEDIA)

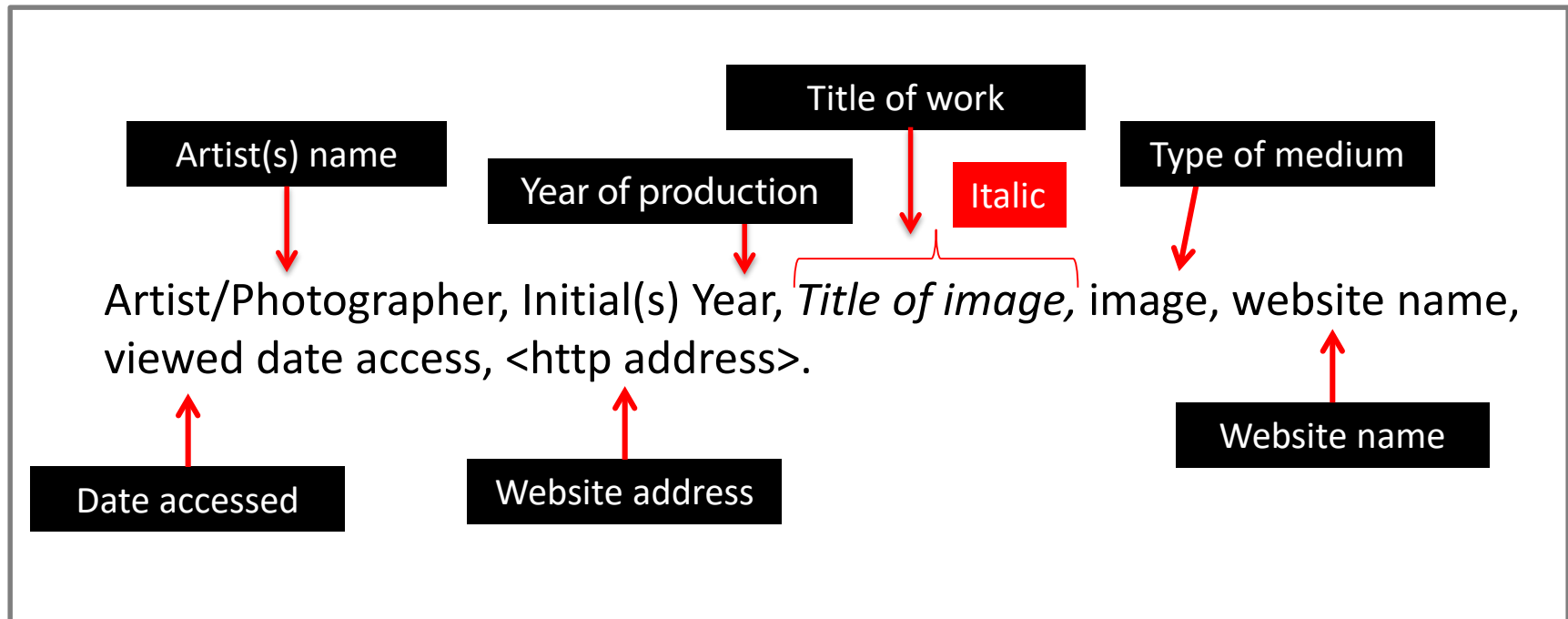


REFERENCING EXAMPLE

BP Public Relations 2010, 'Catastrophe is a strong...', *BPGlobalPR*, Twitter, 24 May, viewed 10 January 2011, <<http://twitter.com/BPGlobalPR/status/14583761878>>.

Note : Tweets and status updates do not have titles, use the first few words of the message as a title.

FORMATTING ELEMENTS (IMAGE/TABLE)



REFERENCING EXAMPLE

Jorgensen, L 2010, *Lighthouse Freezes*, image, ABC News, viewed 17 December 2010, <<http://www.abc.net.au/news/photos/2010/12/17/3095885.htm>>.

BOOK



Edition

13th edition

A

Book title

Looking Out
Looking In

B

Author

Ronald B. Adler
Russell F. Proctor II

C

International
Edition

D

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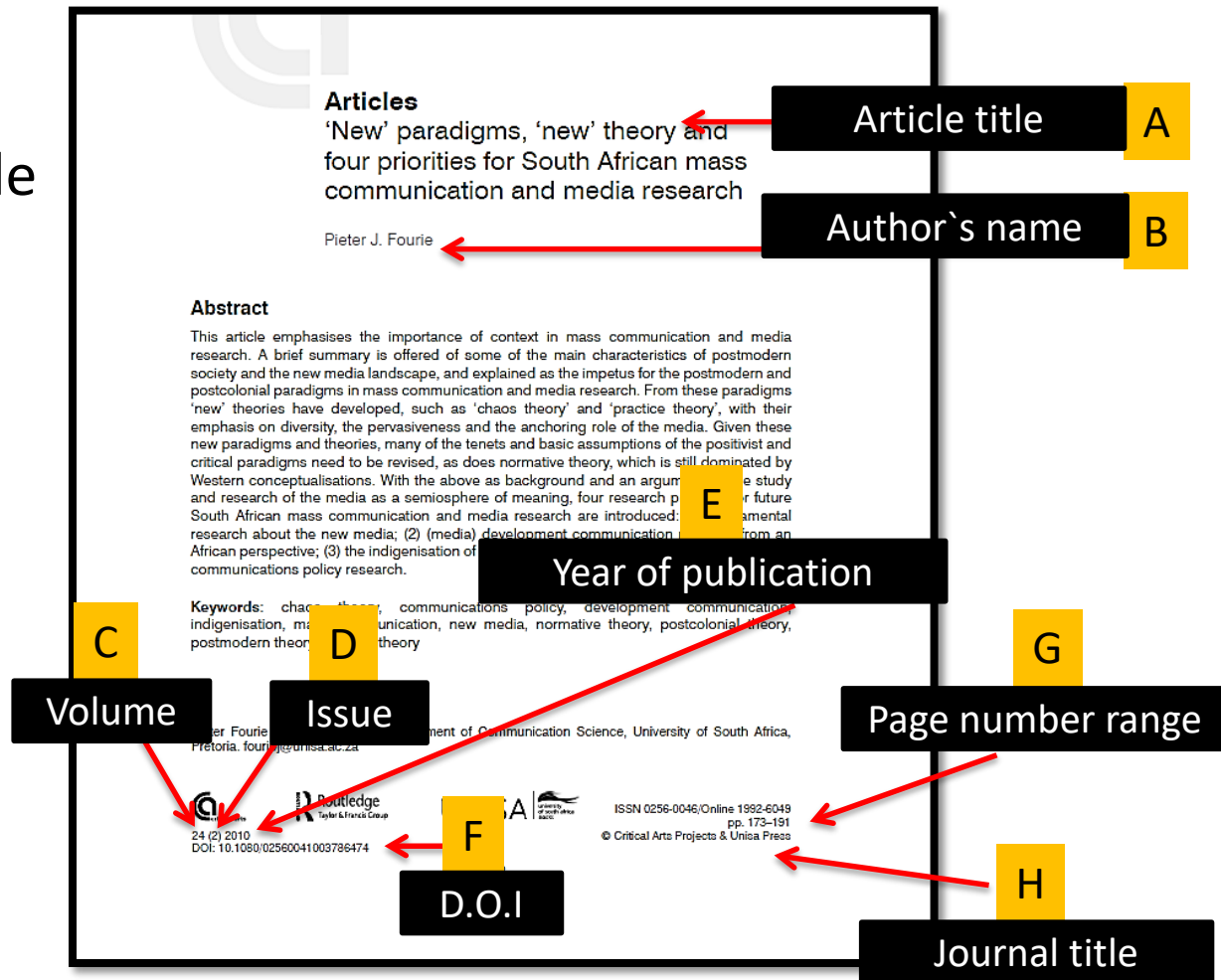
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Information from the online journal:

- Authors
- Year of publication
- Article title and subtitle
- Journal title
- Volume
- issue
- Page number
- D.O.I or URL



Quiz time!

<https://kahoot.it>