

INTRODUCTION

Referencing is a standardized method to acknowledge the sources of materials used in an academic paper. This guide will give you some basic ideas in using Harvard Referencing in your assignment, report and essay.

The purpose of this guide is to let you know the importance of referencing and the technique of using it. However, it is essential for you to confirm the details with your lecturer as there are some variations.

WHY REFERENCING?

The use of reference is important because of the following reasons:

1. Acknowledging source of information
2. Tracing of ideas
3. Avoiding plagiarism

SOME BASIC IDEAS

Harvard referencing does not use footnote and endnote. Instead, it refers to your source of material within the text by using an abbreviated description, which is referred as a citation.

When you take a general idea or information from a source, only the family name of the author and the publication date is included.

Snell (2000) pointed out that the use of database management system is essential to the success of the organization.

OR

The use of database management system is essential to the success of the organization (Snell, 2000).

When you quote the statement directly from the source, you have to include the name of the author, the publication date and the page number(s) involved.

Snell (2000, p. 2) defined a database is “basically just a computerized record-keeping system”.

OR

“A database system is basically just a computerized record-keeping system” (Snell 2000, p. 2).

You should include the page number(s) of the source even you are not quoting directly from the source, when the concept that you are referring to only occurs in a specific part of the source.

There are a lot of benefits in using the database approach (Snell 2000, pp.16-19).

Multiple authors: You should include the name of the authors according to the order appears in the source.

The economic of this year will be better than last year (Chan and Yip, 2001).

OR

The taxation law in Hong Kong needs to be revised (Wong, Fung and Lee 2000, pp. 34-42).

More than three authors: For four or more authors, you can give the first name of the first author and then followed by the word ‘et al.’. In your bibliography you need to indicate all the authors as in the original.

The living standard in Hong Kong is higher than Australia (Wong et al. 1997).

More than one source: If the idea comes from more than one source, you should arrange the author name according to the order of publication date.

There should be a warning label for genetic products (Wong 1992, Kelly 1993, William 1997).

Secondary Referencing: Secondary referencing means that you have to use references that are quoted in the work of another author. Secondary referencing should be avoided whenever possible.

Smith (1729, cited in Cheung 1992, pp. 23-25) supported the idea of free trade and market economics.

BIBLIOGRAPHY

A bibliography or reference list should be produced at the end of your work and should be sorted in alphabetical order according to the author. The following examples give you a general idea on some common sources of materials that will be used. Please consult your lecturer if your source is not covered in the list.

Book

Single author

Snell, C.J. 2000, *An Introduction to Database Systems*, 7th ed., Addison Wesley, Reading, Massachusetts.

Two authors

Hui, W.F. & Ng, Patrick P.H. 1997, *Accounting in Hong Kong: Regulatory Framework and Advanced Accounting Practice*, 5th ed., City University of Hong Kong, School of Continuing and Professional Education, Hong Kong.

📖 *No author with known editor(s)*

Davidson, G.W., Seaton, M.A. & Simpson, J. (ed.) 1988, *Chambers Concise Dictionary*, Chambers, Edinburgh, Scotland.

Journals

📖 *Single author*

Bickers, C. 2000, 'Switching on to sell bandwidth', *Far Eastern Economic Review*, vol. 163, no. 48, pp. 48-50.

📖 *Two authors*

Stone, R. & Wong, G. 2000, 'An empirical study of the Hong Kong and Shanghai Chinese stereotypes of Hong Kong business students: Implications for international marketing', *International Journal of Management*, vol. 17, no. 3, pp. 354-361.

Newspaper and Magazine

Cheung C.I. 2000, 'Father warned over teaching girl at home', *SCMP*, 29 December, p. 3.

Unpublished Materials

📖 *Thesis*

Yu, C. 1996, *Computer generated music composition*, Unpublished MSc. dissertation, MIT.

📖 *Lecture note*

Wong, F. 2010, *Normalization*, lecture note distributed in the unit Advanced Database at Caritas Institute of Higher Education, Hong Kong on 3 July 2011.

Electronic Resources

📖 *Email*

Chan, W.K. 2001, *A trip to Taiwan*, E-mail to Wong, P.G., [Online], 13 January, Available: E-mail:pgwong@hotmail.com [2001, January 15].

📖 *Journal article from an electronic database*

Sun, Q. & Tong, H.S. 2000, 'The effect of market segmentation on stock prices: The China syndrome', *Journal of Banking and Finance*, [Electronic Database], vol. 24, no. 12, pp. 1875-1902, Available: ABI/INFORM Global Edition with Fulltext 2000, Accession Number: 65197530 [2001, February 18].

📖 *World Wide Web*

French, N.J. 1996, *Some thoughts on the Implications of the IT Revolution for Higher Education in Hong Kong*, [online], Available: http://www.ugc.edu.hk/english/documents/speeches/it_he.html [2001, February 18].

📖 *On-line Newspaper*

'公益金可籌億九元', 2001, *蘋果日報*, 29 January, [online], Available: http://appledaily.atnext.com/adotpl/ado_article.cfm?main_section_id=4104&showdate=20010129&article_id=207246 [2001, February 29].

Library

Harvard

Referencing

September 2014

<http://library.cihe.edu.hk>