

I'm not robot!

In text Referencing

(also known as 'Harvard' referencing)

Introduction

In text referencing is essential to show where you have used ideas and words that are not your own. It tells your reader which sources you have read and used in your assignment. The use of in text referencing shields you from any charge of plagiarism.

The author-date, or Harvard, style of referencing is widely accepted in academic publications, although you may see a number of variations in the way it is used.

This style of referencing requires that you acknowledge the source of your information or ideas in two ways:

- in the text of your work, when you refer to ideas or information you have collected during your research. Each reference is indicated by including the author and date of the publication referred to, or cited.
- in a reference list at the end of your text, which gives the full details of the works you have referred to, or cited.

In text referencing

You may acknowledge the source of your information or ideas within the text of your work in various ways.

Quotation

You may quote the author's exact words to support your argument. You may not quote large blocks of text, take a passage like that below and quote specific words or phrases, not the whole paragraph.

Author's original text

Except when creating key three-dimensional roles such as Grasha in *The Caucasian Chalk Circle* and Mother Courage in the play of the same name, you will usually not have to create complex characterisation when performing in a *Beauty* play.

Crawford, J.L. et al. (2003) *Acting in Person and in Style*, in *Australia*, Melbourne: Holt, Australia.

The first example below places more emphasis on the writer, the second on the idea.

Examples:
Crawford et al. (2003, p.218) suggest that 'characterisation is not complex in *Beauty*'s plays.'
... you will usually not have to create complex characterisation when performing in a *Beauty* play.'
(Crawford et al. 2003, p.218).

DIT Library Harvard Quick Guide

This handbook is a quick guide to using the Harvard referencing style. Examples are given on how to correctly reference the most commonly used sources such as books, journal articles, websites, newspapers, videos and photographs. Lists in text quotations, paraphrasing and reference examples are also given. Whether you are quoting (using an author's exact words) or paraphrasing (putting an author's idea into your own words) you will need to give credit to that author. Read a bit more help on each source type below.

There are two parts to Harvard referencing:

- In-text Citations:** Give enough basic information about the original source you used.
- Reference Lists:** Provide comprehensive information so that your lecturer can track down the original source.

In-text Citations: Quotations

In-text Citations: Direct Quotations:
(Author's Last name, Year, Page Number)
Julian (2007, p.418) argues that, 'the likelihood of corporate success is increasing due to the use of social media.'
OR
It can be argued that 'the likelihood of corporate success is increasing due to the use of social media' (Julian, 2007, p.418).

Reference List Examples (NOTE: Title of source is always in italics):

Books:
Books with One Author:
Author's Last name, Year (Year) Title, Edition (if not first edition), Place of publication: Publisher.
Ryan, D. (2015) *Understanding social media: how to create a plan for your business and work*. London: Knight-Ridder.

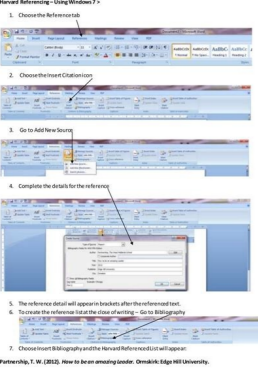
Books with Multiple Authors:
Author's Last name, Initials and Surname, Year (Year) Title, Edition (if not first edition), Place of publication: Publisher.
Zaremski, J. and Ng, D. (2015) *Social media marketing: a practical approach*. 3rd ed. New Jersey: John Wiley & Sons.

Journal Articles:
NOTE: There are different reference list formats depending on where you located the journal article.

Print Journal Article:
Author's Last name, Initials (Year) Title of article, Journal Title, Volume(issue number), page numbers.
Baker, M., and Keller, S. (2016) Integrating Marketing Communications: New Findings, New Lessons, and New Ideas. *Journal of Advertising*, 45(3), pp.152-165.

Online Journal Article:
Include the doi number, if available.
Baker, M. and Keller, S.L. (2016) Integrating marketing communications: New findings, new lessons and new ideas. *Journal of Advertising*, 45(3), pp. 152-165. doi: 10.1080/00141801.2016.1191151.

If no doi number available:
Baker, M. and Keller, S.L. (2016) Integrating marketing communications: New findings, new lessons and new ideas. *Journal of Advertising*, 45(3), pp. 152-165. Available at: Business Source Complete. EBSCOhost. viewed 13 December 2016.



In-text citation for paraphrase

One of the elements that distinguishes Miuccia Prada's fashion is its preoccupation with ugliness. It dismantles the conventional understanding of what makes something beautiful

(Prada, cited in Geczy & Karaminas 2017). A key example of this is her collection for

Spring/Summer 1996, where she used fabrics and colours that were associated with the domesticity of the 1950s. According to

Prada (cited in Geczy & Karaminas 2017, p. 64),

it was 'an exercise in elevating ordinary commonplace patterns.'

In-text citation for quote

36. Which one of the following is **not** identified as one of the characteristics of scientific method by Henry Johnson?
(1) It is empirical (2) It is ethical (3) It is theoretical (4) It is cumulative
37. 'Hypotheses that aim at testing the existence of logically derived relationships between empirical uniformities' are termed as :
(1) Simple Hypotheses (2) Common Sense Propositions
(3) Complex Ideal type Hypotheses (4) Analytical Hypotheses
38. The method which aims to study a phenomenon, event, situation or development 'thorough and detailed analysis' or undertakes intensive study is known as :
(1) Survey method (2) Case study method
(3) Historical method (4) Statistical method
39. Which one of the following is a correct Harvard referencing convention ?
(1) Kumar, Ashok (2015) *Social Research Methods*, Oxford: Oxford University Press
(2) Kumar, Ashok (2015) *Social Research Methods*, Oxford University Press; Oxford
(3) Kumar, Ashok : *Social Research Methods*; Oxford University Press; Oxford. (2015)
(4) Kumar, Ashok, *Social Research Methods*, Oxford, Oxford University Press, 2015.
40. Which of the following is **not** covered under six dimensions of World Governance Indicators (WGI) ?
(1) Voice and Accountability
(2) Government Effectiveness
(3) Political Stability and Lack of Violence
(4) Independent Media
41. Which of the following statements are **correct** regarding the National Commission for Backward classes ?
(a) It was set up on the direction of Supreme Court of India.
(b) It was set up on 14-8-1993.
(c) It is a statutory body comprising five members including the Chairman.
(d) The Ministry of social justice and empowerment is the controlling Ministry in this regard.
Select the correct answer by using code given below :
Codes :
(1) (a), (b) and (c) (2) (b), (c) and (d)
(3) (a), (b), (c) and (d) (4) (b) and (c)

Harvard rules for referencing. Dut harvard referencing guide 2017 pdf. Dut harvard referencing guide pdf. Harvard reference for nice guidelines. How to correctly harvard reference.

Last Updated: May 06, 2021 Views: 5707 The Harvard method is a referencing style used at DUT to acknowledge sources of information used in academic work. The DUT Harvard Referencing guide is available and can be downloaded from the library website. Find it linked on the Guides and Tutorials drop down menu. 0 selected Add some references from the sources along the top. Welcome to Cite This For Me! Our free tools are designed to help you quickly prepare an entire bibliography or reference list in three simple steps: 1. Add references or citations. 2. Choose your citation style. 3. Add the bibliography to your paper. It's that easy! Whether you're just starting your paper, or trying to finish it up the night before it's due, Cite This For Me is here for you, 24/7. Even if you know very little about references, our forms and automatic citation features will guide you through the process and tell you what information is needed. This means less guessing for you and more accurate citations! Nearly any style you can think of is supported by Cite This For Me, including APA format, MLA format, Chicago style, Harvard referencing, Vancouver, and thousands of others. As you make citations, each will appear one after another, so you can keep track of what you've cited and edit anything you may have missed. When you've finished your bibliography, copy and paste it into your paper or, if you upgrade to our fancy Cite This For Me Premium subscription, you can download it to Microsoft Word. On top of downloading citations to Microsoft Word, you will be able to save your work, create as many bibliographies as you want, and work faster with no ads. Premium accounts also let you check your paper for accidental plagiarism, so you can be more confident when turning it in. Cite This For Me is one of the most popular citation tools today. Launched in October 2010, we began with the mission of helping students create perfect citations in a fraction of the time. Since then, Cite This For Me has assisted millions of users across the world including in the United Kingdom, United States, Australia, and beyond. Why Citing Matters Citing isn't something you usually think about, but it's important nonetheless. Without even realizing it, you do it already in your everyday life in little ways. Have you ever said, "I heard on XYZ News that . . ." or "I read in XYZ that those two celebrities are dating," or even "Mom said that you can't do this" by saying where you got your information, you are casually citing a source. We do this because it gives credibility to what we say, but also because it credits the originator of the information and allows others to follow up if they need more information. Formal citing done for papers and projects takes this a step further. In addition to the reasons mentioned above, citing sources in academia provides evidence of your research process and helps you avoid plagiarism. Plagiarism is a word you never want to hear describing your work. You've probably seen headlines in the news and heard stories in school about the negative consequences of plagiarism. It's not good but it is preventable. By visiting Cite This For Me to create citations, you're taking steps to to help avoid this. What Are You Citing? Source Type Options Do you know what you're citing? Answering this question is usually the first step in creating a citation. On Cite This For Me, you can choose from a list of 30+ source types. It doesn't matter if you're citing a website, book, video, online image, or something totally different. Cite This For Me has you covered. How Does This Work? Immediately start citing by clicking on the website or journal article icon. If you're using another source type, like book, click "More" to see all available options. From there, a form will pop up and show you all of the information you should look for in your source. Remember: the information for sources can vary (e.g. one photo may have none), so the forms do not require a completely filled out form to add a reference. You can create a citation at any time and also go back and edit it as many times as you want. To help you save even more time and effort when citing websites, books, and journal articles, Cite This For Me will automatically find reference information and fill out some of the form for you. It sounds like a school myth but it's true! When citing these sources, you start off with a search bar that assists you in finding the source you are referencing. Once you select the proper source from the listed results, you'll be shown what information was and was not found, then taken directly to the form. Here you can confirm, edit, and add any information before adding the reference to your list—you're always in control and have the final say on your references. Choosing a Citation Style Odds are, you've been given a specific citation style to use by your teacher, publication, editor, or colleague. (If not, try MLA format, APA citation, or Harvard referencing as they are the most popular.) Did you know there are literally thousands of citations styles in the world? Fortunately, Cite This For Me has a lot of them! In the navigation bar, click "2. Choose style" to open our citation style search widget and select the right style for you! Citation Guides: Understanding It All Beyond simply creating references or citations, most citation styles have additional guidelines about paper formatting, in-text citations, and other details. Cite This For Me citation guides covers a lot of this additional information, so your paper is more properly prepped and less likely to get points taken off for these details. The citation guides cover several citation styles, but the most popular are APA, Chicago Manual of style, MLA, Harvard referencing, Normas APA and Normas ABNT. Take a Break & Learn: Read Our Blog Citing is great, but it isn't the most exciting thing in the world. If you've cited so much that your eyes are getting crossed, take a break and check out our blog! We cover questions about citing and writing that you've always wondered about, and you will have fun along the way. Keep up with the latest articles by following us on Facebook or Twitter. Cite as You Search With Our Chrome Add-on Use Google Chrome? If yes, add our intuitive Chrome add-on and gain the power to automatically cite a webpage when you're actually on it! Whenever you are on a page you wish to use as a source, simply click the Cite This For Me extension button to generate a citation for it. It's quick, easy, and free! Click here to get the add-on. Finished and Ready to Go Once you have completed your bibliography or reference list, it's time to export it! You can copy and paste your citations from Cite This For Me into your paper, project, or document. If you're looking to export it as a Word Doc, our premium features were designed for you. Premium Cite This For Me Access If you like to save work as you progress, dislike ads, and prefer to download your bibliography as a Word Doc, Cite This For Me premium access is perfect for you! In addition to the perks already mentioned, you'll also gain access to our plagiarism check. It helps you identify any information that may still need a citation created for it. To sum it all up: Cite. Save. Download. Sign up by clicking here. You're Reading a Free Preview Pages 9 to 18 are not shown in this preview. You're Reading a Free Preview Pages 24 to 36 are not shown in this preview. You're Reading a Free Preview Pages 45 to 73 are not shown in this preview. Acknowledgements This guide was compiled by: Shirlene Neerputh, David Thomas, Segarani Naidoo and Sara Mitha, with input from the DUT Academic and Subject Librarian Unit. The electronic version of this guide is available at Durban University of Technology Library January 2013 Disclaimer Please be advised that there are many variations to the Harvard referencing style. This guide attempts to capture the latest trends and is customised for DUT. As this is a generic guide, please confirm faculty/departmental preferences. Kindly note that many of the examples used in this guide are fictional, and were used to merely illustrate the referencing technique. 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19 Laws or Acts	20 Laws or Acts (electronic format)	20 Law cases
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