Citation and Referencing (HARVARD)
What is a *Citation*?

A ‘citation’ is the way you tell your readers that certain material in your work came from another source.

Be consistent and precise!
Accuracy and completeness are important
Keep track of all your sources throughout your research process
There are 2 places that you need to include your citation:

1. In text citation
2. References List
IN TEXT CITATION
How do you include people’s ideas in your work......

Quote: use exact words of the source with quotation marks (" ").

Paraphrase: restate in your own words

Summarize: condense a longer passage

In ALL cases, you must cite the sources!
Useful verbs and phrases for introducing direct quotes

- As X states/believes/suggests/indicates/points out/observes/explains/argues/outlines/contradicts/proposes, “……”.
- For example, X has argued that “……”.
- According to X, “……”.
- X suggests/believes/observes that “…..”.

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Citation in the text

How to do it??

1. Include author’s last name/surnames/family names
   - If two authors: include both last names
   - If more than three (3) authors: put “et al.” after the first author’s last name/surname

2. Include year of publication

3. Put page number (if available)
Harvard Style

Citation in the text

Complete Reference list at the end
Harvard Style (Examples of In Text Citation)

Team effectiveness is largely a function of interaction processes and emergent states (Kozlowski & Ilgen, 2006; Marks, Mathieu, & Zaccaro, 2001); both are considered mechanisms linking inputs such as leadership, training, and composition to valued team outcomes (Mathieu et al., 2008).

Examples that you may use:

- Kalakota and Whinston (1996) define a security threat as a circumstance, condition, or event with the potential to cause economic hardship to data or network resources in the form of destruction, disclosure, modification of data, denial of service, and fraud, waste, and abuse.

  or

- According to Kalakota and Whinston (1996) a security threat as a circumstance, condition, or event with the potential to cause economic hardship to data or network resources in the form of destruction, disclosure, modification of data, denial of service, and fraud, waste, and abuse.

  or

- “A security threat as a circumstance, condition, or event with the potential to cause economic hardship to data or network resources in the form of destruction, disclosure, modification of data, denial of service, and fraud, waste, and abuse.” (Kalakota and Whinston 1996)
Harvard Style (Examples of In Text Citation)

References

Brooks, K 2008, *Consuming innocence: popular culture and our children*, University of Queensland Press, St Lucia, Qld.


Referencing at the end of your assignment

References or Bibliography – what’s the difference?

• **Reference list** – a single alphabetical list by author of everything you have *specifically mentioned* in your assignment

• **Bibliography** – a list of sources you have read but *not* specifically mentioned in your assignment
Step 1: Identify book(s) to be referenced and the information given at the Cover page.

Sample 1
Step 2: Go to the **Title page** (Title page is the page at or near the front). You may see the title of the book, author’s name and the publisher.
Step 3: Flip the book and you will see the **Verso page** (verso page is generally on the opposite side of the title page). From there, you may find the title and year of publication.
Books (Single to 7 authors)

Guidelines:

Authors, Initials. (Year). Title of book. Edition (only include this if not the first edition). Place: Publisher.

Example:


** Note: For books where there are more than seven authors, list the first 6 authors, followed by 3 full stops (...) then spell out the last author’s name.

Step 4: Gather all the information from the Title and Verso page and then arrange the information according to the guidelines and example.
Step 1:
Identify book(s) to be referenced and the information given at the Main page

Title of article

Name of Journal, Volume number(Issue/Part number), page numbers

Author’s Name

Growing Up Poor: Examining the Link between Persistent Childhood Poverty and Delinquency

G. Roger Jarjoura,1 Ruth A. Triplett,2 and Gregory P. Brinker3

Findings from aggregate-level and ethnographic research suggest that poverty and delinquency are related. The inability of individual-level quantitative research to demonstrate consistent evidence of this relationship, however, has been used to call into question whether poverty is indeed related to an increased propensity for delinquent involvement. This may be due to the difficulty individual-level analyses have in identifying the group most important in uncovering the relationship of poverty to delinquency—those individuals that experience persistent childhood poverty. This paper provides an assessment of the effects of both the level of exposure to poverty and its timing on delinquent involvement using fourteen years of longitudinal data for a national sample of younger adolescents. Findings indicate that exposure to poverty and the timing of such exposure are indeed related to an increased likelihood of involvement in delinquency.

KEY WORDS: delinquency; poverty; persistent poor; tobit; longitudinal data.

1. INTRODUCTION

We are currently realizing a deepening of poverty for American children, both in terms of the number of children in poverty and in the intensity of the poverty they are experiencing. In terms of the numbers of children in poverty, data shows that nearly 21% of the nation’s children are from families living in poverty—about twice that of most other industrialized countries (Huston et al., 1994). For 1995, that means that there are approximately 15.3 million U.S. children living in households defined as falling below the

**Example:**

To know how to cite other resources, kindly follow the steps below.....
Step 1: Type in Taylor’s Library URL

http://taylorslibrary.taylors.edu.my
Step 2: Go to User Skills tab and click on User Support.
Step 3: Click to Harvard Style. There will be drop down option of Harvard Citing Style. Choose upon needed.

D. Referencing

Harvard is an author-date style, with its own unique citation structure. Style is widely used, but with a number of adaptations in your own application of the style.

Books

Books with single author

Use the title page, for the reference details. Only include the edition where it is not the first. A book with no edition statement is most commonly a first edition.

The required elements for a book reference are:

- Author, Initials., Year. Title of book. Edition. (only include this if not the first edition) Place of publication (this must be a town or city, not a country): Publisher.

Reference:


An in text reference for the above examples would read:

- In Malaysia, Opposition candidates can win, and be successful enough to gain control of state governments... (Mahathir, 2011)
- Leading social scientists such as Redman (2006) have noted...
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