

Harvard System Reference



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References

- The author's family name and the year of publication are placed (in parentheses) at the end of the sentence or paragraph in which reference to the publication has been made.

Citation

- This system must be used with a reference list to enable the reader to locate the reference later.



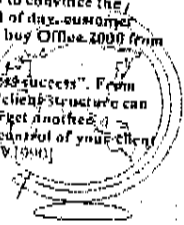
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This is ONLY an example

The integration of stand-alone and the existing company's systems become very difficult and most of them require the rewrite of the whole application to suit the new environment. [HAM2002]. The vendor tries to convince the customer to upgrade all their PCs to Office 2000. At end of day, customer takes their advice, and event they spent lots of money to buy Office 2000 from Microsoft. [KUL2001].

Cartwright (1988, p.6) suggests "this is the key to business success". From above story, you should well understand why the server/client structure can minimize the software conflicting problem, and don't forget another importance fact, you should have and you can have full control of your client software when you are using server/client structure. [JAV1990]



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(i) World Wide Web Page with Author

[HAM2002]Hammond, W.F. 1999, Re: URL in Bibliography Item, [Online], Available:

<http://nyjm.albany.edu:8800/hw/emj/1999/msg00108.html> Accessed 30 September, 2000.



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(ii) Direct Quote

Cartwright (1988, p.6) suggests "this is the key to business success".

We use the Latin term "sic" to identify errors in direct quotes.

Example:

"I won't rationalize [sic] this to any man on this earth, as only man

[sic] can rule the world!" (Smith 1852, p.112).



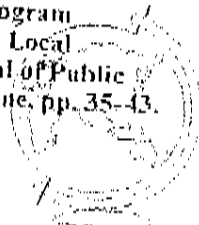
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(iii) Journal article with author

Example

[KLU2001]Kluyers, R. 2001, 'Program Budgeting and Accountability in Local Government', Australian Journal of Public Administration, vol. 60, no. 2, June, pp. 35-43.



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(iv) Newspaper articles

- should be included in the reference list using the author's surname first.

Example:

[DAV1990] Davidson, K. 1990, 'Figures show that the worst may be over.' *The Age*, 30 Nov, p.16.



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(v) Publications

Example:

- Australian Bureau of Statistics 1985a. *Domestic Travel and Tourism Survey, Australia, 1973*. Cat. No. 9216.0, ABS, Canberra.
- Ansett Transport Industries Ltd. 2000. *Annual Report 1999 – 2000*, ATI, Melbourne.



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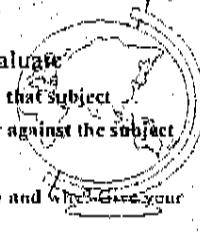
Identify Key Words

• Analyze

- Explain it by dividing it into parts
- Show how they relate to each other
- Show how they further provide an understanding of the whole

• Critically Discuss & Critically Evaluate

- Discuss a particular subject & Criticize that subject
- Give details & Explain the points for or against the subject
- Relate them to the various contexts
- Give your judgment on which outweigh and when give your own just take a position



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• Criticize

- Provide the various views
- Give reasons why they may be correct or incorrect or under what conditions they may be correct or incorrect



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Report Style Presentation

• Categorization

- arrange in groups. (could be by regions, by time line-past, present-future)

• Comparison and contrast

- arranging similarities and differences

• Cause and effect

- arranging causal and resultant relationships

• Exemplification

- arranging examples and illustrations

• Process

- explain a process or technique

➤ explain how something functions



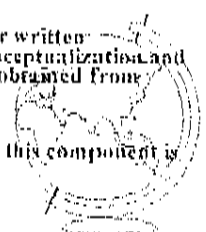
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Literature Search

- It represents the mechanics of looking for, sorting, managing, trying to understand the material that is available from Internet, Books, white papers, Journals etc.

- The Literature Review represents your written understanding, critical evaluation, conceptualization and presentation of the material you have obtained from different resources.

- The essential SKILL related closely to this component is REFERENCING



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Literature Search

➤ The Literature search should NOT be a repeat work of others. But the students need to contribute & they need to discuss within the context of the assignment question.

➤ Students need to critically evaluate the PAST & CURRENT research in the area of assignment context.



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Literature Search

TIPS for Literature search

➤ While doing literature search students should make note of the full reference of any material that they gather.

➤ Note interesting quotations & their REFERENCE as they progress along with their assignment work. Use books, articles, Internet, White papers and journals to help students in their search activity.

MUST USE HARVARD SYSTEM REFERENCE



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