

**Speedy Guide to Harvard Referencing**  
Faculty of Management – Vancouver Island University

Source Types/General Rules	In-text citation	Bibliography
Book, single author	(Collins, 2001, p.49)	Collins, J. (2001) <i>Good to great</i> . New York, HarperBusiness.
Multiple authors format (for any source). Examples are for 2, 3 and 4 or more authors.	Format in citation: (Gundry & Kickul, 2007) (Hughes, Ginnett & Curphy, 2006) (Davis et al., 2000)	Format in reference: Gundry, L.K. & Kickul, J.R. Hughes, R.L., Ginnett, R.C. & Curphy, G.J. Davis, B. et al.
Chapter in an edited collection	(Kotter, 1999, p.73)	Kotter, J.P. (1999) Making change happen. In: Hesselbein, F. & Cohen, P.M. eds. <i>Leader to leader</i> . San Francisco, Jossey-Bass, pp.69-79.
Secondary reference (book cited within another book)	(Argyris, 1982, quoted in Senge, 2006, p. 164)	Argyris, C. (1982) Reasoning, learning and action: individual and organizational. San Francisco: Jossey-Bass. Quoted in: Senge, P.M. (2006) <i>The fifth discipline</i> . New York, Currency/Doubleday.
Journal article (print)	(Hazy, 2006, p.61)	Hazy, J.K. (2006) Measuring leadership effectiveness in complex social-technical systems. <i>Emergence: complexity &amp; organization</i> . 8 (3), pp.58-77.
Journal article (retrieved from online database)	(Kuvaas, 2006, p.371)	Kuvaas, B. (2006) Work performance, affective commitment, and work motivation: the roles of pay administration and pay level. <i>Journal of organizational behaviour</i> [Internet], 27 (3), pp.365-385. Available from: < <a href="http://www3.interscience.wiley.com">http://www3.interscience.wiley.com</a> > [Accessed 13 January 2009].
Reference book with no author (e.g., dictionary)	(Oxford English dictionary, 1989, p.127)	<i>The Oxford English dictionary</i> . (1989) vol 5, 2 <sup>nd</sup> ed. Oxford, Clarendon.

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Government report	(Ministry of the Solicitor General, 1990, p.45)	Canada. Ministry of the Solicitor General. (1990) <i>A vision of the future of policing in Canada</i> . Ottawa, ON, Department of Justice.
Magazine article	(Salmon, 2009)	Salmon, F. (2009, March 17) A formula for disaster. <i>Wired</i> , pp.74-79.
Newspaper article, no author	(“Crime Rates Rise,” 2005)	Crime rates rise for second consecutive year. (2005) <i>The Vancouver Sun</i> , 15 July, p.A1.
Brochure	(Royal Canadian Mounted Police, 2006)	Royal Canadian Mounted Police (2006) <i>Crime prevention tips for homeowners</i> . Nanaimo, Canada, Royal Canadian Mounted Police.
Electronic documents (i.e. electronic book or case study) retrieved from online source	(Rochlin & Boguslaw, 2001)	Rochlin, S.A. & Boguslaw, J. (2001) <i>Safeco’s urban marketing initiative</i> [Internet]. Boston, MA, The Center for Corporate Citizenship at Boston College. Available from: < <a href="http://www.caseplace.org">http://www.caseplace.org</a> > [Accessed 6 March 2009].
Web page - authored	(Rowett, 1998)	Rowett, S. (1998) <i>Higher Education for capability: autonomous learning for life and work</i> [Internet], Higher Education for Capability. Available from: < <a href="http://www.lle.mdx.acu.uk/hec/about.htm">http://www.lle.mdx.acu.uk/hec/about.htm</a> >[Accessed 8 August 2000].
Web page - corporate	(Ikea Group, 2009)	Ikea Group (2009) <i>About Ikea</i> [Internet], Inter IKEA Systems B.V. Available from: < <a href="http://www.ikea-group.ikea.com/?ID=2">http://www.ikea-group.ikea.com/?ID=2</a> > [Accessed 6 March 2009].