

HARVARD PLUS REFERENCING SYSTEM

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As an improvement to and simplification of the traditional Harvard system, also known as author-date referencing system, the following conventions are to be followed to make references to and therefore acknowledge external sources.

Textbooks

Single author

- In your work: with this idea in mind, Pheysey (1993: page) argues that...
- In your bibliography: PHEYSEY, DIANA (1993), *Organisational Cultures*, London: Routledge.

Note that unlike the traditional Harvard system, Harvard Plus requires that the page number be always mentioned in the text, and that the bibliography mentions the first name of the author.

Harvard Plus allows the use of footnotes to ease readability:

- In your work with the reference footnoted: with this idea in mind, Pheysey¹ argues that ...

Two authors

- In your work: Davis and Meyer (1998: page) claim that ...
- In your bibliography: DAVIS, STAN. & MEYER, CHRISTOPHER (1998), *Blur*, Oxford: Capstone.

Multiple authors- more than 2

- In your work: as argued by Prasad et al (1997: page)...
- In your bibliography: PRASAD, PUSHKALA & MILS, ALBERT & ELMES, MMICHAEL & PRASAD, ANSHUMAN (1997), *Managing the Organisational Melting Pot: Dilemmas of Workplace Diversity*, London: Sage.

Single author in an edited collection

- In your work: as argued by Collinson (1994: page)...
- In your bibliography: COLLINSON, DAVID (1994), 'Strategies of Resistance: Power, Knowledge and Subjectivity in the Workplace' pp25-67 in JERMIER, JOHN & KNIGHTS, DAVID & NORD, WALTER (eds.) *Resistance and Power in Organisations*, London, Routledge.

¹ Pheysey, 1993: page

Two authors in an edited collection

- In your work: as argued by Miller and Rose (1997a/1990: page)...
- In your bibliography: MILLER, PETER & ROSE, NIKOLAS (1997a/1990), 'Governing Economic Life', pp323-332 in PAUL DU GAY (ed.), *Production of Culture / Cultures of Production*, London and Milton Keynes: Sage / The Open University.

Information in journals

- In your work: more people than ever seem to be using retail home delivery (*The Times*, 1996: page) ...
- In your bibliography: *The Times*, 1996.

Articles in journals or periodicals

- In your work: Huntington (1993) states that...
- In your bibliography: HUNTINGTON, SAMUEL (1993), 'Clash of Civilisations', *Foreign Affairs*, 72(3): 23-49.

Cases and Laws

Cases

- In your work: according to *Starson vs. Swayze* (2003), it would appear that ...
- In your bibliography: *Starson vs. Swayze* (2003), 225DVR (4th), 385 (SCC) (in addition to the source of reference, either text or electronic)

Statutes and Codes

- In your work: e.g. 1: according to the *Ontarians with Disabilities Act, 2001, c.32*, the government plans to ... ; e.g. 2: it is clear that the employer has an obligation to pay salaries on time (CO, art 323)
- In your bibliography: *Ontarians with Disabilities Act, 2001, c.32* (in addition to the source of reference, either text or electronic); CO: *Swiss Code of Obligations, 1911* (in addition to the source of reference, either text or electronic)

Electronic information

Web sites

- In your work: the Swiss government (online 1) states that...
- In your bibliography: Online 1: <http://www.admin.ch/> ... (accessed on 1.10.2002)

With electronic books, Harvard Plus allows the organization of all electronic books as online N references in the bibliography:

- In your work: Malinowski (online 4) argues that...
- In your bibliography: online 4: MALINOWSKI, BRONISLAW (1933), 'Le mythe dans la psychologie primitive', extract, *Moeurs et coutumes des Mélanésiens*, electronic edition, downloaded from The University of Quebec, www.uqac.quebec.ca (accessed on 10.06.2002).

Harvard Plus allows the use of footnotes to ease readability:

- In your work: Malinowski² argues that...

Formats

Note that you may use either of the following formats in your work:

- Pheysey (1993: 1) defines organisational behaviour as 'how enterprises work and how the people associated with them act'.
- Organisational behaviour can be seen as the way 'enterprises work and how the people associated with them act' (Pheysey, 1993: 1).
- Organisational behaviour can be seen as the way 'enterprises work and how the people associated with them act'³.

Bibliography

- References should be organised in an alphabetical order at the end of your work. For each author, single-authored items come first, then joint items and finally multiple items. Within the single-authored section, items are listed in date order. In case two publications have the same date, these items are listed with a lower-case letter (e.g. 1998a, 1998b,...).
- Online retrieval should also be organised in numerical order (e.g. online 1, online 2, ...)

² online 4

³ Pheysey, 1993: 1