



**Sur University College
Learning Resources centre
(LRC)**

SUC Referencing Guide



2012/2013

Dear Students,

Sur University College requires that all your assignments and projects to be reference your work. **Referencing format** is a standardization of writing that enables you to utilize credible references in your academic writing also it will give credit to the original author(s).

As a SUC student, you are required to submit a **reference list** at the end of your Project, written assignments. You are also required to provide **in-text citations** when **paraphrasing** and directly **quoting** material from resources in your project, or our written assignments.

You have to ask your instructor what is the citation style to be used in the course so remember to ask if you are unsure of which citation style to use.

SUC College's Referencing Guide provides information on how to create a reference list and use in-text citations in your academic writing using Harvard referencing style, and ACM numeric style. This guide based on information from:

- Plagiarism Organization website. Available at : <http://www.plagiarism.org>
- Reference Guide: ACM Style : http://www.acm.org/publications/latex_style/
- Abridged Harvard Referencing Guide (author-date) .2013. CQ University Australia, Academic Learning Services Unit.
- Harvard Citing and Referencing Guide. 2013. Heriot -Watt University Information Services Available at: <http://www.hw.ac.uk/is/Harvardguide.pdf>
- Williams College Libraries. Citation Guide. Available at :
- <http://library.williams.edu/citing/glossary.php>
- Numeric referencing tutorial. Leeds University. Available at :
<http://library.leeds.ac.uk/tutorials/numeric-referencing/>
- IEEE Citation Reference. Available at :
- Using References in Your Assignments: the IEEE referencing system
<http://www.eng.monash.edu.au/current-students/download/using-ieee-system.pdf>
- Referencing your work. Available at :
www.hud.ac.uk/media/universityofhuddersfield/.../referencing.ppt
- Library and Learning Resources, Birmingham City University. How to Write References Library and Learning Resources. Available at: <http://library.bcu.ac.uk> .

- University of Leicester. Student Support and Development Service, the Harvard Referencing Manual. 2010.
- University of Kent. Referencing Guide: The Harvard Referencing Style.

It is also important to follow additional formatting requirement when submitting your written assignments and project.

Note:

If you are in any doubt regarding the citation style you have to use in your assignment or project, consult your course Instructor.

We hope that you will find the enclosed Referencing Guide helpful.

Best regards,

Learning Resources Center team

Sur University College

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Cite and Reference your work

Introduction:

This referencing guide helps you to cite your assignments, and projects proposals, and other scientific writings, as its name referred, you don't have need to read all details, you can advise the guide in specific reference.

The main aim from this guide is to know the instructions and structure of most used referencing styles in the topics of Business and computer science and engineering. But you can find many free referencing styles generator software through Internet, e.g., **Mendeley** (www.mendeley.com) , and **Zotero** (www.zotero.com), also you can use the most famous reference management software **Endnote**, but it isn't free you have to buy it, or you can get a 30 days trial (endnote.com).

You can find also a lot of websites provides this generating of your citation, according to the reference style you want and the type of material (book – article – reference work... etc.)

Citing Definition:

To prepare your academic writing whatever this writing, you are required to refer to other authors; you used their ideas, quotes or paraphrases. So it is necessary to acknowledge these works (e.g., a book, journal article, conference paper, website ...etc.), by making reference to them, both in the text of your assignment or project and in a list at the end of your assignment or whatever your scientific paper. This practice of acknowledging authors is known as **referencing** or **citing**. It is the way to use other people's works without falling in plagiarism^[1].

Plagiarism

- Plagiarism is defined as presenting another author's ideas, or words as your own.
- If you do not cite ideas or quotes from other authors you may fall in plagiarism!
- It's academic theft!
- To avoid plagiarism you should note accurately and fully the details of all the sources you use.

See: SUC Plagiarism Guide:

<http://www.suc.edu.om/Learning%20Resources/Plagiarism%20Policy.pdf>

^[1] Plagiarism Organization website. Available at : <http://www.plagiarism.org>

Why should you include references in your work?

- 
- To show the readings that you have done. This will appreciate your work.
 - To have an evidence to support your ideas and arguments
 - It will be helpful to anyone who wants to follow the same idea, and from where they can reach more works in the same idea.
 - Use of graphs and drawings developed by others.
 - It is an important requirement in your academic writing.
-

When should you include references in your work?

When you use ideas from, refer to, or quote from, another author's work you should mention that in your work by citing and referencing.



- When you **use quotes** from another work.
 - When you **paraphrase**.
 - When you **use an idea** that someone else has already expressed.
-

Why should you give detailed information?

The purpose of the details information **is to make it easy for someone else to follow up and trace the materials** which you have used for further readings or for another research.

The most important parts of a reference are as follows:



- The **author(s) or origination name(s)**.
 - Anyone who edited translated or arranged the item.
 - The **title** of the work.
 - Any additional **subtitle**.
 - The **publisher**.
 - The **date of publication**.
 - The **place of publication (if known)**.
 - **Volume & issue** information (in journal articles).
 - **Pages**.
 - Any additional information helpful to **locate** the works (such as a **web address**).
-

How to Cite and reference in your text

There are two main types when you want to cite in your text:

- 1- **In-text citations** in the body of your work.
- 2- **Reference list** at the end of your work.

What's an in-text citation?

Citing in the body of the text is a brief mention in the text of your work (usually at the end of a sentence) leads to the complete information about that mentioned reference.
e.g.:

In text citing:

Diaries fill the gaps in HCI research methods between observation in naturalistic settings, observation in a fixed lab, and surveys [10].

Complete reference data in the reference list:

[10] Hyldegard, J. (2006) Using diaries in group based information behavior research: A methodological study. In *Proceedings of the Information Interaction in Context*, 153-161.

(When you cite a part of a work you use a number which will correspond with the full details of the book, journal article... etc, which will be written in the reference list. You can use brackets or superscript).

For formats where there are more than two authors responsible, the surname of the first author is included in brackets, followed by 'et al.' which is Latin for 'and the others'. This abbreviation is normally written in italics with a full-stop afterwards as shown. It is only in the full reference list at the end of the essay or dissertation, that all of the contributing authors are mentioned.

IT is defined as the combination of computer technology with telecommunications technology. The term includes computer hardware and software, data, image, and voice networks (Whitten et al., 2004, p.12)

1. Direct Quotations

If you present information exactly as it appears in the original work (source), refer to that by using quotation marks:

- If your Quotation took 3 lines or more you should start quote on new line and indent, in this case no need to use quotation marks.
- Direct quotation should not take more places in your work.

Examples for direct quotations:

“The concept of sociotechnical systems is used in organizational behavior to indicate the importance of integrating people and technology to create high-performance work systems” (Schermerhorn, Hunt, & Osborn, 2005, p. 151)

Treatments for cancer "can disrupt economic, social and sexual functioning and frequently cause anxiety and depression, thus diminishing quality of life" (Fallowfield, 1990, p.92).

Some Verbs can help you in before direct quotation or in text citation :

- States/ believes/ suggests /indicates/ points out / observes/ explains/ argues/ outlines/ / proposes, According to, observes that “.....”.

Examples:

As suggested by Thomas (1994), problems reported should be acted on at the earliest opportunity and feedback should be actively sought from learners and teachers.

Thomas, R. “Durable low-cost, educational software”. *Computers and Education*, 22(1/2), 1994, P. 65-72.

Hypermedia provides user-centered control of multimedia databases through application of powerful hardware and highly interactive software (Marchionini, 2003).

Marchionini, Gary. “Information Seeking in Electronic Environments”. Cambridge University Press, 2003.

The concern regarding teacher participation for the effective utilization of educational technology was reinforced by Cuban (1996).

What's a reference list?

A list of **all** the sources you have **cited** in the text of your assignment, at the **end of your paper** in **alphabetical order** by main author's/editor's last name and are numbered consecutively.

Examples:

- (1) Sankari, M. and Meena, C. “Distance Metrics based Vehicle Object Identification in Dynamic Vision”, *Int. Jour. Of Comp. Sci. & Engg. Tech.*, August 2011, Vol. 1, Issue 7, pp 429-433.

- (2) Sarrayih, Mohammad A. and Ilyas, "Mohammed. Challenges of Online Exam, Performance and problems for Online University Exam". *IJCSI International Journal of Computer Science Issues*, 10 (1), January 2013, ISSN 1694-0814.
 - (3) Sharieh, Ahmad and Sriram, B. "Case Study: Point Views Analysis of Governance and Management in Quality Audit Reports Published by Oman QAAA". In: *The International Arab Conference on Quality Assurance in Higher Education*, (Jordan, 2011).
 - (4) Sriram, B. "Educational Software Development: Users Requirement Analysis". *International Journal of Computer Applications* 31(10). P.13-18, October 2011. Published by Foundation of Computer Science, New York, USA. DOI: 10.5120/3860-5385 – Peer Reviewed.
-

Cite and ref styles

There are three Main types of referencing styles: Author/Date (e.g. Harvard), Numbered (e.g. IEEE or Vancouver) and Footnotes (e.g.MHRA).

- + Harvard style (author/ date)
 - + American Psychological Assoc. APA style (author/ date)
 - + Modern Language Assoc. MLA style (author/ date)
 - + Chicago, Vancouver & Footnote (all numeric)
-

1- Numeric Citation Style

In Numeric Citation Style, you will indicate in your text—between parentheses or brackets—a number that related to a source on your references list. One of the Numeric Citation Styles is ACM style.

1/1- ACM referencing style

The Association for Computing Machinery (ACM) is a major professional organization and publisher dealing in all aspects of information technology. The following should help with both the referencing and citation styles preferred by the ACM. References should appear alphabetically, using the author's last name and are then numbered consecutively.

1/1/1- Citations in the text of the document according to ACM:

The first source you cite in your text will take the number 1, the second number 2, and so on. If any source repeated later in the text, it will take its same original number, for example; all references to source number 1 receive a 1 after them in parentheses or brackets.

Example:

"The benefits of effective organizational learning are well-recognized in terms of improved innovation (1), achieving and sustaining change (2) and in developing competence (3). But this process can be "...unpredictable and difficult to foster ..." (4) and there is no overall consensus in the literature on how best to encourage effective organizational learning. Consensus is an important issue. But, it can be hard to foster, and Pedler (5) states that "... consensus is etc". The findings of some researchers (1) show that ... etc."

There are two types of intext citing according to ACM Style:

1- At the end of the sentence:

If the load on the thrust bearing can be decreased by some means, the life of the turbodrill can be significantly increased (1).

Information systems is very important component for any company in Business environment at this period of Information Technology revolution. [1]

2- At the beginning of the reference, including the author's name directly in the text:

Ramchandra et al. (5) found a clear relation between. . .

In other words reference is given a consecutive number and the list of references is then compiled in numerical order. The number may be either:

Between brackets, e.g.:

In a recent book, Wilson [35] looked at human interaction with computers...

Or

As a superscript, e.g.

Wilson³⁵ looked at human interaction with computers

ACM Reference List:

In the **list of references** according to ACM Style, references are listed in **numerical**, not alphabetical order. Use the author's name as given on the title page. **e.g.:**

- [1]. Alkhafaji, Salah, and Sriram, B. "Information Seeking: A Knowledge Enhancement Tool". *International Journal of Information Science and Computer Mathematics*, 2(1), Aug 2010, PP. 9 – 24.
- Visit: <http://pphmj.com/abstract/5357.htm>
- [2]. Bourne, C. *Race and Sex Discrimination*. Sweet and Maxwell, London, 1993. p. 48-85.
- [3]. Costanzo, M. *Legal Writing*. Cavendish, London, 1993, p.96.
- [4]. *European Union Environment Policy and New Forms of Governance*. Aldershot: Ashgate, 2001, pp.10-11.
- [5]. Potter W G. "Recent trends in statewide academic library consortia". *Library Trends*, 45(3), winter 1997, pp. 416-434.
- [6]. Soomro, Abdul Majid, and Bremananth, R. "Object Communication Error reduction in Constructor Development". *IJCSI International Journal of Computer Science Issues*, (9) 3, May 2012.ISSN 1694-0814

Note:

- Every major word in the titles has a capital letter.

General Information:

A complete reference should contain:

- the name(s) of the author(s) and/or editor(s),
- the title of the article,
- the name of the book or conference proceedings where appropriate, and
- Bibliographic information (the name of the publisher, the city of publication, and the date of publication, page numbers).



Guidelines:

All author names appear as last name, Initials or first name. For example:

- Albert, Npies H.
- Alneami, Ahmed.
- Hyldegard, J.
- Joshua, B.
- Mansour, Ahmed Mohamed.
- Shakkthivel, A. M.
- Sharieh, Ahmad.

1/2- IEEE Referencing style

The second numeric referencing style is “IEEE Referencing Style”. The **IEEE** is a major Computer Society in **engineering and computer science**. It has its own style manual, this style is widely used in those disciplines and uses a **numbered reference list**.

1/2/1- Citations in the text of the document according to IEEE:

- Each citation in the text is given a **unique number** written in square brackets, e.g. [5].
- Each citation is numbered in the order in which it **appears** in the text.
- If you need to cite a reference more than once in the text, the number of its **first appearance** (its unique number) is used each time you cite it

For example:

... as discussed [1].

Or

.... as discussed by Shah [1].

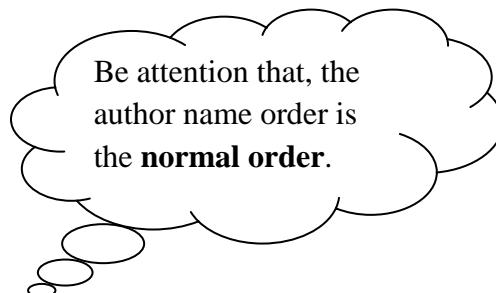
Full data will appear at the reference list:

[1] Pearlson, Keri E. and Saunders, Carol S. (2006) *Managing and using information systems: a strategic approach*, 2nd. ed., N.J: Wiley, p.235.

(The reference is presented as a footnote at the bottom of the page or at the end of your work):

Reference list according to IEEE:

- Entries in the list are in numerical order, not in alphabetical order.
- Entries are numbered from 1 to n, where the number of each entry corresponds to the unique number that each source was assigned in the text.
- **All author names appear as first name or Initials, last name. For example:**



Example:



- [1] Ahmad Sharieh and R. Bremananth. “A Robust Al-Hawalees Gaming Automation using Minimax and BPNN Decision”. *World Academy of Science, Engineering and Technology* 60. 2011, pp.1574-1580.
- [2] B. Klaus and P. Horn, *Robot Vision*. Cambridge, MA: MIT Press, 1986.
- [3] L. Stein, “Random patterns,” in *Computers and You*, J. S. Brake, Eds. New York: Wiley, 1994, pp. 55-70.
- [4] R. L. Myer, “Parametric oscillators and nonlinear materials,” in *Nonlinear Optics*, vol. 4, P. G. Harper and B. S. Wherret, Eds. San Francisco, CA: Academic, 1977, pp. 47-160.
- [5] M. Abramowitz and I. A. Stegun, Eds., *Handbook of Mathematical Functions* (Applied Mathematics Series 55). Washington, DC: NBS, 1964, pp. 32-33.
- [6] M. Gorkii, “Optimal design,” *Dokl. Akad. Nauk SSSR*, vol. 12, pp. 111-122, 1961 (Transl.: in L. Pontryagin, Ed., *The Mathematical Theory of Optimal Processes*. New York: Interscience, 1962, ch. 2, sec. 3, pp. 127-135).
- [7] G. O. Young, “Synthetic structure of industrial plastics,” in *Plastics*, vol. 3, *Polymers of Hexadromicon*, J. Peters, Ed., 2nd ed. New York: McGraw-Hill, 1964, pp. 15-64.

2- Author-date references

One of the most popular styles which contain author-date references in the text of the work is Harvard referencing style. The Harvard style is used mostly in the social sciences, particularly in anthropology, business, and economics. It is also sometimes used in the sciences and humanities in architecture, computing, drama, healthcare and mathematics.

2/1- Harvard referencing style

Harvard is a generic term for any style which contains **author-date references in the text** of the document.

➤ An **in-text citation** in **Harvard** referencing style, includes the following data:

- The name of the author(s)/ editor(s) of the resource
- date of publication
- page numbers

Example:

IT is defined as the combination of computer technology with telecommunications technology. The term includes computer hardware and software, data, image, and voice networks (Whitten et al., 2004, p.12)

Some Verbs can help you in “in text” citing:

Confirm – describe - show - clarify - find - imply - highlight - agree - state - remark

Examples:

Kandel et al (2010a) **explained** an UML analysis for Quality Assurance Management System (QAMS) with respect to quality assurance evaluation processes. They constructed a system to enable the quality evaluator to evaluate the institution quality and generate the final quality report automatically.

Kandel et al (2010b) **has developed** an UML diagrams for the quality assurance evaluation processes based on Egyptian Quality Assurance and Accreditation Project.

El-Khawas (1998) **discussed** various quality issues in recent trends.

Faganell and Dolinsek (2004) **said** that a quality assurance system in higher education has to incorporate several elements to be harmonized with the E.U.

Guidelines for Intext citing according to Harvard Style:

➤ **Two or More Works by the Same Author in the Same Year**

If you have to reference to a work for the same author in the same year, then record the last name of the author, and add the letter ‘a’ after the first date, ‘b’ after the second date, and so on (e.g., Shakkthivel 2011a, 2011b, 2011c).



Kandel et al (2010a) explained an UML analysis for Quality Assurance Management System (QAMS) with respect to quality assurance evaluation processes. They constructed a system to enable the quality evaluator to evaluate the institution quality and generate the final quality report automatically.

Kandel et al (2010b) has developed an UML diagrams for the quality assurance evaluation processes based on Egyptian Quality Assurance and Accreditation Project.

➤ **Two or More than one Author in the Same work**



In your text, if there are three or more authors, just put the surname of the first author, followed by „et al“ (which means „and the others“). But in the reference list you must always list all the authors.

Petrus et al (2009) investigated...

Guidelines for creating your reference list according to Harvard Style:

- • A **reference list** provides full details of the resources you have cited in your text.
- • The list should be in numerical order and each number matches and refers to the one in the text.
- • The list should be at the end of the work on a separate page.
- • Where there is more than one author of a publication, maintain the exact order of their names as they appear on the title page of the publication.
- • If a reference has no author, list it alphabetically according to the sponsoring body, for example, Ministry of Higher Education.
- • If there are two or more references by the same author, then list them in order of publication date with the **oldest** work first.
- • If references by the same author have been published in the same year, then list them alphabetically according to the title of the book/article and add the letter ‘a’ after the first date, ‘b’ after the second date, and so on (e.g., 2007a, 2007b, 2007c). Ensure your in-text referencing reflects this differentiation.

Examples:

- Chandy, Thomas P., Sriram, B. (2012) “The Culture Impact on Product Choices by Women Consumers of Middle East”, *International Journal of Marketing and Technology*, 2 (10), pp. 90 – 103. Refereed, ISSN: 2249-1058.
- Lazar, J. (2006) *Web usability: A User-Centered Design Approach*. Boston: Addison-Wesley.

- Lazar, J. (2007) Introduction to universal usability. In J. Lazar (ed.), *Universal Usability: Designing computer interfaces for diverse user populations*, 1-12. Chichester, UK: John Wiley & Sons
 - Yin, R.K. (2003a) *Applications of Case Study Research*. Thousand Oaks, CA: Sage Publications.
 - Yin, R.K. (2003b) *Applications of Case Study Research, 3rd ed.* Thousand Oaks, CA: Sage Publications.
-

Complete Examples: ACM style examples

Books	
Books with One Author	<p>Author, A. <i>Title: Subtitle</i>. Publisher, Place of Publication, Year of Publication.</p> <p><u>Example 1:</u></p> <p>Fogg, B.J. <i>Persuasive Technology: Using computers to change what we think and do</i>. Morgan Kaufmann Publishers, Boston, 2003.</p> <p><u>Example 2:</u></p> <p>Alaszewski, A. <i>Using Diaries for Social Research</i>. London: Sage Publications, 2006.</p>
Books with more than one Author	<p>Author, A., Author, B., and Author, C. <i>Title: Subtitle</i>. Publisher, Place of publication, Year of Publication.</p> <p><u>Example 1:</u></p> <p>Ganapathi, M., Fischer, C. N., Scalpone, S. J., and Thompson, K. C. <i>Computers and Intractability: A Guide to the Theory of NP-Completeness</i>. Freeman, San Francisco, 1981.</p>
E-Books	
Note: Some numeric styles practices use [available]	<p>Authors. <i>Title: Subtitle</i>. Publisher, Place of Publication, Year of Publication [available at: URL] [viewed on Date].</p> <p><u>Example 1:</u></p>

from: Or: visit:www....	Roshan, P. & Leary, J. <i>Wireless LAN Fundamentals</i> Sebastopol, CA: Cisco Press, 2003 [available at: http://proquest.safaribooksonline.com/1587050773] [viewed on 11/07/2006].
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Book Chapter in an edited book

	Authors. "Chapter title". In Editors <i>Title of edited book</i> , Publisher, City of Publication, Year of Publication, Pages.
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Example 2:

Fischer, G. And Nakakoji, K. "Amplifying designers' creativity with domain oriented Design environments". In Dartnall, T. Ed. *Artificial Intelligence and Creativity: An Interdisciplinary Approach*, Kluwer Academic Publishers, Dordrecht, 1994. p. 343-364.

Conference Proceedings:

	Authors. "Proceeding paper title". In <i>Title of conference</i> , (Location of Conference, Year), Publisher, Pages.
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Example 1:

Alneami, Ahmed. "A Machine Learning Approach for English Sentences Classifier". In *18th IBIMA Conference*, (Turkey, 2012), International Business Information Management Association (IBIMA).

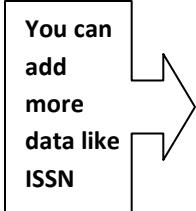
Example 2:

Jones, M. G., and Dayal, U. "Optimal semijoin schedules for query processing in local distributed database systems". In *Proceedings of ACM SIGMOD International Conference on Management of Data* (Ann Arbor, Mich., 1981). ACM. pp. 164-175.

Example 3:

Siddique, Mohammad Mustafa and Shaik, Feroz. "Quality Management in an Engineering College: A Case Study". In *Quality Management and Enhancement in Higher Education: Proceedings of the Oman National Quality Conference, 28-29 October* (Muscat, Oman, 2008), Oman Quality Network.

Article Journal (printed)

<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;"> <p>You can add more data like ISSN</p>  </div>	<p>Authors. "Title". <i>Journal or magazine name, Volume (Issue)</i>, year of publication. Pages.</p> <p><u>Example 1:</u></p> <p>Alkhafaji, Salah and B.Sriram. "Educational Hypermedia: Impacts on Teaching and Learning Processes". <i>International Journal of Research in Commerce, IT and Management</i>, 1 (7), 2011. PP: 16 – 20, ISSN: 2231 – 5756.</p> <p><u>Example 2:</u></p> <p>Bremananth, R. "Transformation Invariance and Luster Variability in the Real-Life Acquisition of Biometric Patterns". <i>International Journal of Computer Science and Information Security</i>, 9 (11), 2011. Pp .8-15.</p> <p><u>Example 1:</u></p> <p>Hirsh, H., Coen, M.H., Mozer, M.C., Hasha, R. And Flanagan, J.L. "Room service, AI-style". <i>IEEE intelligent systems</i>, 14 (2). 8-19.</p> <p><u>Example 2:</u></p> <p>Khanfar, Khalid, El Shaikh, Asim, Alazzah, Ismail and Alqousin,i Alaa Aldeen. "Closed Circle Internet E-Payment System Schema", Praise Worthy Prize S.r.l., <i>International Review on Computers & Software</i>, May 2009.</p> <p><u>Example 3:</u></p> <p>MKG Rajev. "Knowledge Management and Role of Knowledge Managers in a Learning Resource Centre: a perception". <i>Journal of Practicing Managers</i>, 02 (01), January – June, 2012, (ISSN No. 2230-7419).</p> <p><u>Example 4:</u></p> <p>Sharieh, Ahmad "A Mathematical Model for Non-Uniform Memory Access Machine". <i>Damascus Journal for Basic Sciences</i>, (14) 1, pp. 119-133.</p>
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Online journal/magazine

	<p>Authors. "Title". <i>Journal or magazine name, Volume (Issue)</i>, Retrieve date, from organization: URL.</p> <p><u>Example:</u></p> <p>Steele, B. Look, Ma. "No wires! Cornell class project tests wireless networking". <i>Cornell Chronicle</i>, 31 (35). Retrieved February 15, 2004,</p>
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	from Columbia University: http://www.news.cornell.edu/Chronicle/00/5.18.00/wireless_class.html .
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Dissertation

	Author, A. <i>Dissertation Title</i> . Type of dissertation. University name, place, year. <u>Example:</u> Abu Jalban, Hisham Khaleel Hamed (2008) <i>Enhancement of Weight Calculation in Ranking of Internet Search Engines</i> . Master's thesis, Philadelphia University, Jordan. Brandon, J. <i>Similarity of temporal query logs</i> . Doctoral dissertation. University of California, Los Angeles, 2007.
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Other Electronic Resources

(Note: It is optional to put [Online] after title or not)

Entire website	Sur University College (n.d.). [Online]. Available from: http://www.suc.edu.om/ [Accessed 10 June 2013].
Wikipedia	Title of article, (year published/last updated) <i>Title of website</i> . [Online]. Available from: URL. [Accessed date]. <u>Example:</u> Information Theory. <i>Wikipedia</i> [Online]. Available from: http://en.wikipedia.org/wiki/Information_theory [Accessed March 05 2013].
Online newspaper article	Authors. "Article title" [Online], <i>Newspaper title</i> , issue day month, year. Available from: URL [Accessed 10 June 2013]. <u>Example:</u> Hafeez, Nasir. "Exchanging Data" [Online], <i>Oman Daily Observer</i> , June 11, 2013. Available from: http://www.omanobserver.om/node/167393 [Accessed 11 June 2013].

Harvard style examples (Author – Date)

Books

Books with One Author	Author, A. (Date) <i>Title</i> , an edition other than the first, Place of Publication, Publisher. <u>Example 1:</u> Shakkthivel, A. M. (2005) <i>Role of Cyber-Marketing in influencing consumer buying behavior</i> . New Delhi, Maha Maya Publishing House.
Books with two or three Authors	<u>Example 2:</u> Fogg, B.J. (2003) <i>Persuasive Technology: Using computers to change what we think and do</i> . Boston, Morgan Kaufmann Publishers.
Books with more than three Authors	Author, A., Author, B., and Author, C. (Date) <i>Title</i> . ed., Place of publication, Publisher. <u>Example:</u> Blaxter, L., Hughes, C. and Tight, M. (2010) <i>How to research</i> . 4 th ed. Maidenhead: McGraw-Hill/Open University Press.

E-Books

Both (), [] (Accessed: 17 November 2011). Or [Accessed: 17 November 2011]. Are valid.	Authors. (Date) <i>Title</i> [Online]. edition other than the first, Place of Publication, Publisher. Available from: URL (Accessed: Date) <u>Example 1:</u> Larkey, S. (2007) <i>Practical sensory programmes for students with autism spectrum disorders</i> [Online]. Available from: http://lib.myilibrary.com/ (Accessed: 17 November 2011). <u>Example 2:</u> Gillespie, K., Jeannet, J. P. and Hennessey, H. D. (2007). <i>Global Marketing: An Interactive Approach</i> [Online]. 2 nd edn. USA: Houghton Mifflin. Available from: www.ichapters.com (Accessed: 21 st November 2011).
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	2008).
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Book Chapter in an edited book

In some practices the abbreviation ed. Or eds. Can be written between brackets, e.g., (ed.) , Or succeeded by a comma , ed.	Authors. (Date) ‘Title’. In: Editors. <i>Title of edited book</i> , Place of publication, Publisher, pages. <u>Example 1:</u> Lazar, J. (2007) Introduction to universal usability. In J. Lazar (ed.), <i>Universal Usability: Designing computer interfaces for diverse user populations</i> , 1-12. Chichester, UK: John Wiley & Sons. <u>Example 2:</u> Wallace, D., Anderson, N. and Shneiderman, B. (1993) ‘Times stress effects on two menu selection systems. In B. Shneiderman (eds.), <i>Sparks of Innovation in Human-Computer Interaction</i> . Norwood, New Jersey: Ablex Publishing Corporation.
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Article Journal (printed)

 Some practices use the abbreviations vol., no. e.g., vol. 38, no. 10.	Authors. (Date) ‘Title’, <i>Journal or magazine name</i> , Volume (Issue), Pages. <u>Example 1:</u> Ahmad Zabadi, A.M., Shura, M. and Elsayed, E.A. (2012) ‘Consumer attitudes towards SMS advertising among Jordanian users’, <i>International Journal of Marketing Studies</i> , 4 (1), pp.77–94. <u>Example 2:</u> Kumar, Dileep. (2004) ‘Indian capital market: a retrospect’, <i>Management accountant</i> , 38 (10). <u>Example 3:</u> Barwise, P. and Strong, C. (2002) ‘Permission-based mobile advertising’, <i>Journal of Interactive Marketing</i> , 16 (1), Winter, pp.14–24.
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Conference Proceedings

	Authors, ‘Proceeding paper title’. In <i>Title of conference</i> , (Location of Conference, Year), Publisher, Pages.
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Example 1:

Jones, M. G., and Dayal, U. ‘Optimal semijoin schedules for query processing in local distributed database systems’. In *Proceedings of ACM SIGMOD International Conference on Management of Data* (Ann Arbor, Mich., 1981). ACM, pp. 164-175.

Example 2:

Ghazy, Hussien. (2012) ‘Medium term growth prospects for the Turkish economy: simulations with the model TURINA’. In *20th International Input-Output conference: 25-29 June2012* (Bratislava, Slovakia).

Example 3:

Mohamed, Sufian Eltayeb (2011) “Workers’ Remittances and Growth in MENA Labor Exporting Countries”. In *International Conference on Changing Structure of International Trade and Investment: Implications for Growth and Development*, (New Delhi, 2011), Department of Economics and Centre for WTO Studies, Jamia Millia Islamia.

Example: (Entire proceedings)

More, J. D. and Lehman, J. F. eds. (1995). *Proceedings of the Seventeenth Annual Conference of the Cognitive Science Society: July 22-25*. Mahwah, N.J. Hove: Erlbaum.

Online journal/magazine


May be the word
retrieved
replace by
(accessed

Authors. (Date) ‘Title’. *Journal or magazine name, Volume* (Issue), Retrieve date, from organization: URL.

Example 1:

Steele, B. Look, Ma. (2004) ‘No wires! Cornell class project tests wireless networking’, *Cornell Chronicle*, 31 (35). Retrieved February 15, 2004, from Columbia University:

http://www.news.cornell.edu/Chronicle/00/5.18.00/wireless_class.html.

Example 2:

Drossos, D., Giaglis, G.M., Lekakos, G., Kokkinaki, F. and Stavraki, M.G. (2007) ‘Determinants of effective SMS advertising: an experimental study’, *Journal of Interactive Advertising*, 7, (2), Retrieved

January, 01, 2012, from: <http://jiad.org/article90>.

Dissertation

Author, A. (Date) *Dissertation Title*. Type of dissertation. University name, place.

Example:

Al Harthy, Masoud Ali Majid. (2011). *Private Higher Education in the Sultanate of Oman: Rationales, Development and Challenges*. Doctoral dissertation. University of Kassel, Hessen, Germany.

Other Electronic Resources

Entire website	Sur University College (2013.). [Online]. Available from: http://www.suc.edu.om/ [Accessed 10 June 2013].
Wikipedia	Title of article, (year published/last updated) <i>Title of website</i> . [Online]. Available from: URL. [Accessed: date]. <u>Example:</u> Financial Accountancy (2013). <i>Wikipedia</i> [Online]. Available from: http://en.wikipedia.org/wiki/Financial_accountancy [Accessed 30 May 2013].
Online newspaper article	Authors. (Year, Month Day) Article title [Online], Newspaper title, issue day month, year. Available from: URL [Accessed 10 June 2013]. <u>Example:</u> Al Matani, Ali. (2013, June 09) 'Rights of Workers' [Online], <i>Oman Daily Observer</i> . Available from: http://www.omanobserver.om/node/167133 [Accessed 10 June 2013].