

HARVARD REFERENCES

Book with one author

Adair, J. (1988) *Effective time management: How to save time and spend it wisely*, London: Pan Books.

Book with two authors

McCarthy, P. and Hatcher, C. (1996) *Speaking persuasively: Making the most of your presentations*, Sydney: Allen and Unwin.

Book with three or more authors

Fisher, R., Ury, W. and Patton, B. (1991) *Getting to yes: Negotiating an agreement without giving in*, 2nd edition, London: Century Business.

Book – second or later edition

Barnes, R. (1995) *Successful study for degrees*, 2nd edition, London: Routledge.

Book by same author in the same year

Napier, A. (1993a) *Fatal storm*, Sydney: Allen and Unwin.

Napier, A. (1993b) *Survival at sea*, Sydney: Allen and Unwin.

Book with an editor

Danaher, P. (ed.) (1998) *Beyond the ferris wheel*, Rockhampton: CQU Press.

If you have used a chapter in a book written by someone other than the editor

Byrne, J. (1995) 'Disabilities in tertiary education', in Rowan, L. and McNamee, J. (ed.) *Voices of a Margin*, Rockhampton: CQU Press.

Books with an anonymous or unknown author

The University Encyclopedia (1985) London: Roydon.

Written course material, for example distance learning unit material

Dhann, S. (2001) *CAE0001LWR Unit 5: Note taking skills from lectures and readings*, Exeter: Department of Lifelong Learning.

Or, if the author is unknown

Department of Lifelong Learning (2001), *CAE0001LWR Unit 5: Note taking skills from lectures and readings*, Exeter: Author.

(NB – 'Author' at the end means that the publisher is the same as the author)

Government publications

Department for Education and Employment (DfEE), (2001) *Skills for life: The national strategy for improving adult literacy and numeracy skills*, Nottingham: DfEE Publications.

Conference papers

Hart, G., Albrecht, M., Bull, R. and Marshall, L. (1992) 'Peer consultation: A professional development opportunity for nurses employed in rural settings', *Infront Outback – Conference Proceedings*, Australian Rural Health Conference, Toowoomba, pp. 143 – 148.

Newspaper articles

Cumming, F. (1999) 'Tax-free savings push', *Sunday Mail*, 4 April, pp. 1.
OR, IF THE AUTHOR IS UNKNOWN
'Tax-free savings push', *Sunday Mail* (4 April 1999), pp. 3.

Electronic mail (e-mail)

Johnston, R. (2001) *Access courses for women*, e-mail to NIACE Lifelong Learning Mailing List (lifelong-learning@niace.org.uk), 22 Aug. [24 Aug 2001].
OR
Robinson, T. (2001) *Re: Information on course structure*, e-mail to S. Dhann (s.dhann@exeter.ac.uk), 12 Jul. [13 Jul 2001].

Discussion list

Berkowitz, P. (1995) April 3, 'Sussy's gravestone', *Mark Twain Forum* [Online], 3 Apr, Available e-mail: TWAIN-L@yorkvm2.bitnet [3 Apr 1995].

World Wide Web page

Young, C. (2001) *English Heritage position statement on the Valletta Convention*, [Online], Available:
<http://www.archaeol.freeuk.com/EHPostionStatement.htm> [24 Aug 2001].