Quick guide to referencing:
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Reference type	Reference notes	How to cite
Book: Jarvis, P. (2007) *Globalisation, lifelong learning and the learning society: sociological perspectives*. London: New York.	Only include the edition if it is not the first edition. If there is more than one place of publication, cite the first.	Jarvis (2007) argues that… Lifelong learning is a key component of an effective learning society (Jarvis, 2007). "Quotation" (Jarvis, 2007:78).
Journal article: Altbach, P. G. & Knight, J. (2007) The internationalization of higher education: Motivations and realities. *Journal of studies in international education*, 11 (3-4): 290-305.	You can reference both print articles and their electronic equivalents this way. If the article only exists in an electronic format, volume, issue and /or page numbers may not be available. You will also need to add in the URL or DOI and the date accessed.	Altbach and Knight (2007) note that… The internationalization of higher education is very important (Altbach and Knight, 2007). "Quotation" (Altbach and Knight, 2007:292).
Edited book: Dale, R. & Robertson, S. L. ed. (2009) *Globalisation and europeanisation in education*. Oxford: Symposium Books.	Indicate that the book is edited.	Dale and Robertson (2009) indicated that… We are witnessing an increasing Europeanisation of the education system (Dale and Robertson, 2009). "Quotation" (Dale and Robertson, 2009:45).

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Electronic book: Zajda, J. I. (2005) International handbook on globalisation, education and policy research global pedagogies and policies. [online] Dordrecht: Springer. Available from: http://0-dx.doi.org.pugwash.lib.warwick.ac.uk/10.1007/1-4020-2960-8 (Accessed 30 September 2014).	Indicate that this is an e-book by using [online]. Include the URL and access date.	Zajda (2005) argues that… Developing global research pedagogies will become increasingly important (Zajda, 2005). Zajda (2005:44) concludes, "Quotation"
Book chapter: Twigg, C. (2005) Overseas students in higher education. In: Cullingford, C. & Gunn, S. eds. *Globalisation, education and culture shock*. Aldershot: Ashgate Publishing: 86-106.	Give the chapter details followed by the book details. The page numbers of the chapter go at the end.	Twigg (2005) argues that… Overseas students are vital to success of higher education (Twigg, 2005). Twigg (2005:92) concludes, "Quotation"

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Report: Varghese, N. V. (2008) *Globalization of higher education and cross-border student mobility.* Paris: United Nations Educational, Scientific and Cultural Organization.	You may find that a report does not have individual authors but is written by an organization. This is a corporate author, for example, The University of Warwick. Always use the full corporate author name. The corporate author is often the publisher as well.	Varghese (2008) reports that… Encouraging cross-border student mobility is essential (Varghese, 2008). It is essential that, "Quotation" (Varghese, 2008:5).
Web page: Coughlan, S. (2014) *Iran's students to have US online courses.* [online] Available from: http://www.bbc.co.uk/news/business-27637817 (Accessed 09 September 2014).	If there is no author, use Anon. Remember, it may be a corporate author. If there are no page numbers, indicate the paragraph.	Coughlan (2014) is concerned that… Iranian students can now access some US online courses (Coughlan, 2014). Coughlan (2014: Paragraph 3) states, "Quotation".

General notes:
If you are unsure about the accuracy of any part of the reference or information is missing but you can make an "educated guess", i.e., the year of publication or the publisher, you can put square brackets [ ] around the information to indicate that you are not 100% certain about this information.

There are lots of different Harvard styles, so please make sure that you are using a version that your department recognises. The differences between the different styles relates to which parts of the reference are put into capitals, brackets, bold and italics. The order in which you cite the different parts of the reference remains the same.