**Harvard Reference Citation and Rephrasing Exercise**

**Tasks for this week**

Using the information below (or you can use other information), try to fill in the empty boxes using Harvard Reference Citation Style. (you may refer to the document “Harvard\_Reference\_Quick\_Guide” for help)

* + Authors: Eric Cheung, Tom Gate Hash, May H., Angela Wen.
	+ Year: 2011, 2012
	+ Title: Management Practice, 3D Projection Technique, Asia Aviation Growth Trend
	+ Publisher: Prentice-Hall, Mc-Hill, Pearson
	+ Place: Sydney, H.K., London, N.Y.
	+ Organisation: Ontario Inc., U.S. Government Statistics Department, Samsung, Apple, TVB, ATV, Cable-TV, Now, Radio-2.
	+ Web site address: you can make up any web site address, or you can find some from the Internet.
	+ Journal: Journal of Economic, Journal of Fast CUP rendering, Aviation Congress.
	+ Electronic Database: ProQuest, Emerald, IEEE, ACM Digital Library, ScienceDirect, AviationDirect, Proceedings of the twenty-first international conference on information systems.
	+ Blog: https://yahoo.com/hk/weblog/
	+ Newspaper: Mingpao, Singdao, SCMP.
	+ Video: Asia Today
	+ Patent: US Patent 45242342, US Patent 7829342
	+ Notes: Introduction to Rapid Queuing, Human Behaviour.
	+ Module: 304KM, 505KM.
	+ University: Tokyo University, City University, Coventry University.

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| --- | --- | --- |
| **Material Type** | **In-Text Example** | **Reference List Example** |
| **Book: Single Author** |  |  |
| **Book: 2 or 3 Authors** |  |  |
| **Book: More Than 3 Authors** |  |  |
| **Book: No Author** |  |  |
| **Book: Organisation as Author** |  |  |
| **E-book** |  |  |
| **Book: Different Works by Same Author in Same Year** |  |  |
| **Journal Article: Print** |  |  |
| **Journal Article: Electronic Database** |  |  |
| **Webpage: No Author** |  |  |
| **Webpage: No Date** |  |  |
| **Web Document** |  |  |
| **Blog** |  |  |
| **Web Based Image / table****/ figure** |  |  |
| **Conference Proceeding Paper: Print** |  |  |
| **Conference** |  |  |
| **Proceeding** |
| **Paper:** |
| **Electronic** |
| **Conference Proceeding Paper: Unpublished** |  |  |
| **Newspaper: Print** |  |  |
| **Newspaper: From a Website** |  |  |
| **Video** |  |  |
| **Television Programme** |  |  |
| **Audio Podcast** |  |  |
| **Video Podcast** |  |  |
| **Music Track from an Album** |  |  |
| **Video Blog Post** |  |  |
| **Patent** |  |  |
| **Standard: Retrieved From a Database** |  |  |
| **Standard: Published** |  |  |
| **Lecture Notes** |  |  |
| **Thesis: Unpublished** |  |  |
| **Thesis: Published** |  |  |
| **Thesis: Retrieved From a Database** |  |  |

If there is still time left, discuss with students about their progress and problem for working out their Research Project Title.

**Work for next week**

We will start learning the data analysis tools SPSS.