



What is referencing?

Referencing is a standard method of acknowledging the sources of information you have consulted in compiling your assignment. Anything – words, figures, graphs, theories, ideas, facts, images – originating from another source and used in your assignment must be referenced (i.e. acknowledged).

In your assignment (e.g. essay, seminar paper, dissertation, project, etc.) you must provide the reader with precise information pertaining to every source referred to in your written work or consulted as part of your research.

What is Harvard Referencing?

Harvard referencing is a specific style of referencing. This style of is often referred to as the 'author-date' style. As there is no single authority to define this style, several different versions of Harvard Referencing exist. Please refer to this guide for the specific version used within Dublin Business School. All Business students within Dublin Business School are required to use the Harvard referencing format in their assignments.

Why reference?

Referencing is a vital part of academic research and writing. There are several reasons why it is so important, some of which are listed below:

- To avoid plagiarism
- To back up your argument(s)
- To establish credibility
- To verify your research and quotations
- To provide your reader with the details needed to source the original documents, etc. used in your research

What is plagiarism?

Plagiarism is defined by the College as the act of presenting the work, written or otherwise, of any other person, including another student or institution, as your own. The only way to use another person's work without committing plagiarism is to fully and precisely reference the original author(s) in your own work.

You must cite and reference all materials, including both print and electronic, which you have used or presented in your own work. Whether you use another author's words directly or you summarise someone else's ideas and write about them in your own words, you must cite and reference the original work in your assignment. Not to do so would be an act of plagiarism. Please follow the examples detailed in this guide to ensure you cite and reference correctly in all your assignments.

What about common knowledge?

Widely known information or facts such as names, events and dates do not always have to be referenced. This is known as common knowledge. For example, it is commonly known that Neil

NOTE:

The information and examples contained in this guide are chiefly derived from the following publication: Pears, R. and Shields, G. (2008) *Cite them right: the essential referencing guide*. Durham: Pear Tree Books.

What's the difference between a reference list and a bibliography?

Reference list only includes

Harvard Business Writing Guide

**Harvard Business Review, Nancy
Duarte, Bryan A. Garner, Holly
Weeks, Jeff Weiss**



Harvard Business Writing Guide:

HBR Guide to Better Business Writing Bryan Garner, 2013-01-15 DON'T LET YOUR WRITING HOLD YOU BACK When you're fumbling for words and pressed for time you might be tempted to dismiss good business writing as a nicety. But it's a skill you must cultivate to succeed. You'll lose time, money, and influence if your e-mails, proposals, and other important documents fail to win people over. The *HBR Guide to Better Business Writing* by writing expert Bryan A. Garner gives you the tools you need to express your ideas clearly and persuasively so clients, colleagues, stakeholders, and partners will get behind them. This book will help you push past writer's block, grab and keep readers' attention, earn credibility with tough audiences, trim the fat from your writing, strike the right tone, brush up on grammar, punctuation, and usage. [Writing for Business](#), 2007-07-01 Effective business writing rests on a foundation of basic principles. Master them and you'll know how to handle the many different writing tasks that come your way. This book will help you organize and edit your message for maximum impact. The Pocket Mentor series offers immediate solutions to common challenges managers face on the job every day. Each book in the series is packed with handy tools, self-tests, and real-life examples to help you identify your strengths and weaknesses and hone critical skills. Whether you're at your desk in a meeting or on the road, these portable guides enable you to tackle the daily demands of your work with greater speed, savvy, and effectiveness. **Harvard Business School Publishing Guide to Better Business Writing**, 2005 **Writing, Presenting, and Communicating with Confidence (HBR Work Smart Series)** Harvard Business Review, Charles Duhigg, Amy Gallo, Elaine Mata, Joel Schwartzberg, 2024-11-12 Communication is key. Effective communication is essential to standing out at work and excelling in your career. But when it comes to making a convincing point in a meeting, crafting the perfect email, or nailing a presentation, there's a lot to navigate. What kind of language do you use with a varied audience? Which channel is best for which message? How much do body language and Zoom backgrounds matter? And what should you not say? *Writing, Presenting, and Communicating with Confidence* is filled with practical advice from HBR experts that can help you answer questions such as: How can I prepare for the most difficult conversations? What can I do to improve my writing? What strategies can I use to overcome my anxiety about public speaking? How can I boost my presence and influence through persuasive communication? *Writing, speaking, and communicating with confidence* can be intimidating. This book gives you the tools to stand out and deliver your message more successfully. Rise faster with quick reads, real-life stories, and expert advice. The HBR Work Smart Series features the topics that matter to you most in your early career, including being yourself at work, collaborating with sometimes difficult colleagues and bosses, managing your mental health, and weighing major job decisions. Each title includes chapter recaps and links to video, audio, and more. The HBR Work Smart Series books are your practical guides to stepping into your professional life and moving forward with confidence. **The HBR Guides Collection (8 Books) (HBR Guide Series)** Harvard Business Review, Nancy Duarte, 2014-09-23 This collection will help you sharpen the key management skills you need to

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[HBR Guide to Performance Management \(HBR Guide Series\)](#) Harvard Business Review, 2017-06-20 Efficiently and effectively assess employees performance Are your employees meeting their goals Is their work improving over time Understanding where your employees are succeeding and falling short is a pivotal part of ensuring you have the right talent to meet organizational objectives In order to work with your people and effectively monitor their progress you need a system in place The HBR Guide to Performance Management provides a new multi step cyclical process to help you keep track of your employees work identify where they need to improve and ensure they re growing with the organization You ll learn to Set clear employee goals that align with company objectives Monitor progress and check in regularly Close performance gaps Understand when to use performance analytics Create opportunities for growth tailored to the individual Overcome and avoid burnout on your team Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

The Business Communication Handbook Judith Dwyer, Nicole

Hopwood,2019-07-18 The Business Communication Handbook 11e helps learners to develop competency in a broad range of communication skills essential in the 21st century workplace with a special focus on business communication Closely aligned with the competencies and content of BSB40215 Certificate IV in Business and BSB40515 Certificate IV in Business Administration the text is divided into five sections Communication foundations in the digital era Communication in the workplace Communication with customers Communication through documents Communication across the organisation Highlighting communication as a core employability skill the text offers a contextual learning experience by unpacking abstract communication principles into authentic examples and concrete applications and empowers students to apply communication skills in real workplace settings Written holistically to help learners develop authentic communication related competencies from the BSB Training Package the text engages students with its visually appealing layout and full colour design student friendly writing style and range of activities

Harvard Business Essentials Harvard Business Review,2003 Effective communication is a vital skill for everyone in business today Great communicators have a distinct advantage in building influence and jumpstarting their careers This practical guide offers readers a clear and comprehensive overview on how to communicate effectively for every business situation from sensitive feedback to employees to persuasive communications for customers It offers advice for improving writing skills oral presentations and one on one dealings with others Contents include Understanding the optimal medium to present information Learning the best timing to deliver a message Delivering an effective presentation Drafting proposals Writing effective e mails Improving self editing skills Plus readers can access free interactive tools on the Harvard Business Essentials companion web site Series Adviser Mary Munter Professor Mary Munter has taught management communication for over twenty five years for seven years at the Stanford Graduate School of Business and since 1983 at the Tuck School of Business at Dartmouth Professor Munter is considered one of the leaders in the management communication field Among her publications is Guide to Managerial Communication recently published in its sixth edition and named one of the five best business books by the Wall Street Journal She has also published many other articles and books and consulted with over ninety corporate and not for profit clients Harvard Business Essentials The Reliable Source for Busy Managers The Harvard Business Essentials series is designed to provide comprehensive advice personal coaching background information and guidance on the most relevant topics in business Drawing on rich content from Harvard Business School Publishing and other sources these concise guides are carefully crafted to provide a highly practical resource for readers with all levels of experience To assure quality and accuracy each volume is closely reviewed by a specialized content adviser from a world class business school Whether you are a new manager interested in expanding your skills or an experienced executive looking for a personal resource these solution oriented books offer reliable answers at your fingertips

What Every Engineer Should Know About Business Communication John X. Wang,2008-05-15 Engineers must possess a range of business communication skills that enable

them to effectively communicate the purpose and relevance of their idea process or technical design This unique business communication text is packed with practical advice that will improve your ability to Market ideas Write proposals Generate enthusiasm for research De **Guide to Better Business Writing** ,2011 Many of us fumble for the right words and tone when we write even if we re confident and articulate when we speak But it doesn t have to be that way Writing clearly and persuasively requires neither magic nor luck And it s not a genetic gift It s a skill to be sure but one you can build with the help of the practical advice in this guide Publisher The Random House Guide to Business Writing Lewis, Andrew,Janis Forman,1990-12 **Guide to Better Business Writing** Harvard Business Review,2011 Many of us fumble for the right words and tone when we write even if we re confident and articulate when we speak But it doesn t have to be that way Writing clearly and persuasively requires neither magic nor luck And it s not a genetic gift It s a skill to be sure but one you can build with the help of the practical advice in this guide Publisher **HBR's 10 Must Reads on Communication, Updated and Expanded** Harvard Business Review,2026-03-03 The right communication tactics can motivate your people and fuel your business If you read nothing else on communication read this book We ve chosen a new selection of current and classic Harvard Business Review articles that will help you speak more authentically express your ideas with clarity and impact and gain the buy in you need This book will inspire you to Make your argument come alive Ask better questions to get more out of your discussions Use visuals persuasively and effectively Avoid the pitfalls of poor listening Sharpen your business writing Handle negative emotions during tough conversations HBR s 10 Must Reads are definitive collections of classic ideas practical advice and essential thinking from the pages of Harvard Business Review Exploring topics like disruptive innovation emotional intelligence and new technology in our ever evolving world these books empower any leader to make bold decisions and inspire others This Updated and Expanded edition features new breakthrough articles additional short form pieces and a detailed discussion guide to give you and your team the tools you need for sustained success

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Successful Writing and Speaking: The Communication Collection (9 Books) Harvard Business Review,Nancy Duarte,Bryan A. Garner,Holly Weeks,Jeff Weiss,2016-09-20 This Harvard Business Review digital collection will give you the confidence and tools you need to write and speak successfully It includes the HBR Guide to Persuasive Presentations by presentation expert Nancy Duarte the HBR Guide to Better Business Writing by writing expert Bryan A Garner the HBR Guide to Negotiating by negotiation expert Jeff Weiss Failure to Communicate by consultant and coach Holly Weeks as well as HBR s 10 Must Reads on Communication Giving Effective Feedback Running Meetings How to Run a Meeting and Managing Difficult Interactions

The Business Library and how to Use it Ernest L. Maier,1996 This newly revised and updated edition formerly titled How To Use the Business Library the first in 12 years is a key to timely and relevant business information Written by two marketing professors and two librarians this work is divided into four main sections Introduction to Business Research and the Library Research Strategies and General Sources of Business Information Sources of Business Information and Using What You ve Learned Each of the 16 chapters features an introduction to the topic an in depth descriptive list of relevant sources and research tasks the sources can be used to perform Expanding coverage on new and emerging technologies in business sources this edition also provides new methods of accessing this information Additionally subject author title organization and association indexes have been included as well as more international sources databases and government publications The final chapter section guides the reader through the preparation of a research based business report A necessary purchase for academic libraries and very useful in public libraries

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A Guide to Writing as an Engineer David F. Beer, David A. McMurrey, 2005 This brief easy to use guide to the essentials of technical writing is designed specifically to meet the needs of engineers focuses on reports business letters office memoranda and e mail as well as oral presentations using PowerPoint and applying for jobs using the Internet

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