



HARVARD

REFERENCING

GUIDELINES



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What is HARVARD Referencing?

Harvard is the most common referencing style used in the British Education System. In Harvard style, the author and year are cited in-text, and full details of the source are given in a reference list. A Harvard reference list or bibliography is an alphabetized list of all your sources. Referencing is an important part of academic writing. It tells your readers what sources you've used and how to find them.

Why use Harvard Referencing for LCHS Assignments/Coursework?

Students are only allowed to use Harvard Referencing Style in their assignments/coursework, and not any other style of referencing. Harvard referencing is crucial for LCHS assignments/coursework for several reasons:

Academic Integrity: Harvard referencing ensures that students give proper credit to original authors, helping to avoid plagiarism and maintain academic honesty.

Credibility and Authority: By citing reliable sources, students support their arguments with credible evidence, making their work more persuasive and trustworthy.

Consistency in Presentation: Harvard referencing provides a clear, standardized format for citations, making it easier for readers to follow and verify sources.

Acknowledgement of Sources: It allows students to acknowledge the contributions of other researchers and scholars, demonstrating respect for intellectual property.

Critical Thinking: Proper referencing encourages students to engage critically with sources, analysing and synthesizing information rather than just copying it.

More about Harvard Referencing?

Harvard referencing style uses references in two places in your academic essay: in the text and in a reference list at the end. In general, each author's name that appears in the text must also appear in the reference list, and every work in the reference list must also be referred to in the main text. All the details of the reference are crucial, even the full stops and commas. In-text references in Harvard style should give the author's family name and the year of the work's publication. If you quote or paraphrase, you should also provide a page number.

Plagiarism

What happens if you don't properly cite your sources?

- It will be plagiarism when you plagiarize, you are not giving credit to those whose research paved the way for your assignment/coursework.

What are the different types of plagiarism?

- **Global plagiarism** means passing off an entire text by someone else as your own work.
- **Verbatim plagiarism** means directly copying someone else's words.
- **Paraphrasing plagiarism** means rephrasing someone else's ideas to present them as your own.

- **Patchwork plagiarism** means stitching together parts of different sources to create your text.
- **Self-plagiarism** means recycling your own past work.

When Should You Not Use Referencing?

- Writing your own observations or experiment results, for example, a report on a field trip
- Writing about your own experiences, for example, a reflective journal
- Writing your own thoughts, comments, or conclusions in an assignment/coursework

When Should You Cite Information?

The key to good referencing is knowing when it is necessary to cite a source.

You should cite information when:

- Using a direct quotation
- Paraphrasing another author's ideas or arguments
- Using a diagram or illustration from another source
- Summarizing a thinker's beliefs or thoughts

The critical thing to keep in mind is that it's the quality of citations that counts, not the quantity. You shouldn't worry about not having "enough" citations in your work, if you've clearly and consistently cited sources when required.

References

Provide credibility to your assignment/coursework. The better sources you provide the better marks you will get.

The Harvard style, put simply, involves:

- Including an in-text reference in our piece of work, citing the Author, Year and Page No (where applicable)
- Followed by a full reference in the List of References (or Bibliography) at the end.

IN-TEXT REFERENCE

'Essentially, when writing you need to acknowledge the hard work of the scholars on whose work you are drawing' (Robbins, 2011, p.107).

N.B. Even if you are not quoting directly, you still need to cite the author, year and page no. in your text.

FULL REFERENCES (for your BIBLIOGRAPHY)

Below stated enlists how references should be presented in Harvard Style for different types of sources. Although you can create and maintain a list of references yourself.



What is In-text and End-text Citation?

- **In In-Text Citations**, the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and **in End-Text Citations**, a complete reference should appear in the reference list at the end of the paper

Note: A Harvard in-text citation should appear in brackets every time you quote, paraphrase, or refer to information from a source. The citation can appear immediately after the quotation or paraphrase, or at the end of the sentence. If you're quoting, place the citation outside of the quotation marks but before any other punctuation like a comma or full stop.

General Principles?

- **In-Text Citations:** Every time you quote, paraphrase, or refer to another author's work, you must include an in-text citation.
- **Reference List:** At the end of your document, include a comprehensive list of all sources cited in your work.

Academic Tone & Language

- **Formal Language:** Avoid colloquial expressions, slang, or overly casual language.
- **Objective Tone:** Write in an unbiased, neutral tone. Avoid using first-person pronouns like "I" or "we" unless explicitly allowed.
- **Clear and Concise:** Be direct and to the point. Avoid unnecessary jargon or overly complex sentences.
- **Use of Active Voice:** Prefer active voice over passive voice for clarity and impact

Research & Evidence

- **Use Credible Sources:** Rely on peer-reviewed journals, academic books, and reputable websites.
- **Avoid Over-Reliance on a Single Source:** Use a variety of sources to provide a balanced perspective.
- **Paraphrasing:** Put ideas from sources into your own words and cite them. Avoid excessive direct quoting.
- **Primary vs. Secondary Sources:** Understand the difference and use them appropriately according to the assignment/coursework's needs.

Citation and Referencing

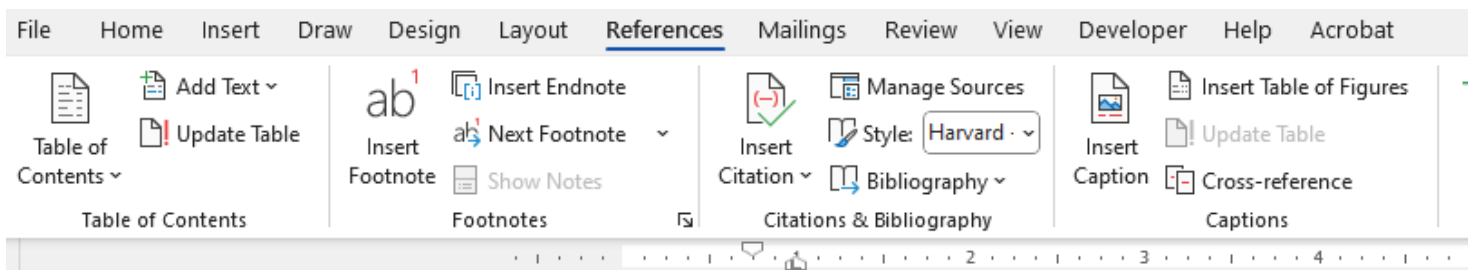
- **Consistent Citation Style:** Stick to one citation style (e.g., Harvard) throughout your assignment/coursework.
- **Quotations:** Use quotation marks for direct quotes. Introduce quotes with your own words and explain their relevance.

Formatting

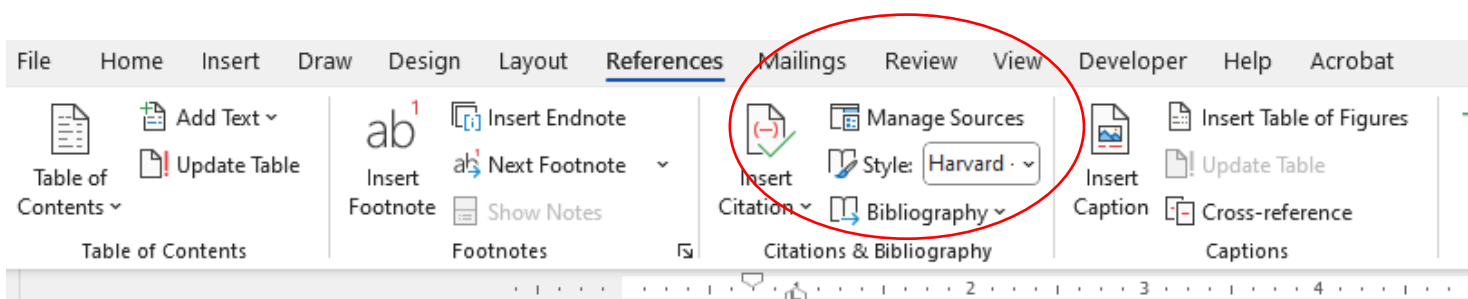
- **Follow Guidelines:** Adhere to any specific formatting instructions (e.g., font size, margins, spacing) provided by your instructor.
- **Title Page:** Include relevant details like your name, student ID, course title, and submission date if required.
- **Page Numbers:** Add page numbers to your document.
- **Headings and Subheadings:** Use headings to organize sections clearly. Make sure they are consistent in style.

How Can You Implement Citations in Your Essay?

- Through word document



- In the referencing section, click Harvard style,



- Choose the type of citation, fill in all the necessary details

Create Source

Type of Source: **Book** Language: **Default**

Bibliography Fields for Harvard - Anglia

Author: Edit

☐ Corporate Author

Title:

Year:

City:

Publisher:

Edition:

☐ Show All Bibliography Fields

Tag name:

Placeholder2

OK Cancel

- And then whatever in-text you add in the text, it will keep on automatically being added in the end text.
- At the end of your assignment/coursework, at the last, click the bibliography section, choose reference list, and the end-text list will appear automatically.

Insert Citation Bibliography

Style: Harvard

Bibliography

References

Works Cited

Chen, J., 2003. *Citations and References*. New York: Corliss Press.

Haas, J., 2005. *Creating a Formal Publication*. Boston: Proseware, Inc..

Kramer, J. D., 2006. *How to Write Bibliographies*. Chicago: Adventure Works Press.

Author(s) Year Date Title (in italics) Format

↓ ↓ ↓ ↓ ↓

Moralee, N. (2019, March 30). *Laughter 'the best medicine'?* [Photograph]. Flickr. <https://www.flickr.com/photos/neilmoralee/33643977688>

↑ ↑ ↑

Indent 5-7 spaces Publisher URL

Paraphrasing

If you extract information from another source such as a newspaper article, a research journal, or a scientific case study, paraphrasing becomes important unless it's a direct quote from another person

Summarizing

Summarising is another method you can adopt instead of paraphrasing where you can give a brief statement of the main points of (something). Summarising is expressing the most important facts or ideas about something or someone in a short and clear form

Credible Sources to Use When Referencing

Up to Date: Most of your sources should have been written within the past ten years

Peer Reviewed: There are only two sources that tend to be peer reviewed: *journal articles* and *textbooks*. Peer reviewed sources are ideal because experts on the topic have read over the sources and certified their quality, reliability and credibility.

Relevant: Even a good quality source needs to also be relevant to your paper's topic: there's no use using an excellent source that's got nothing to do with what you're writing about.

Key Information to Remember

- All variations of Harvard referencing use an author–date format.

This means giving the author's surname and a year of publication for sources, as well as relevant page numbers when quoting directly. For example: Early humans "didn't fly by helicopter" (Diamond, 1997, p. 49).

- If the author is named in the main text, there's no need to duplicate it in the citation.

For example: *According to Diamond (1997), Australia is unique in the history of human development.* Each source cited in the text should also be added to a reference list at the end of your document.

Harvard Referencing illustrated through examples.

How to reference a Book with author(s)

Guide: Write Author's surname(s), INITIALS., Year (the book is published). *Title* (of the book referenced, in italic). Edition (students do not need to mention book's edition if it's the first edition). Place of publication: Name of the Publisher.

In Text Citation:

In-text citation for referencing one author's work: (Bird, 2021, p.19).

In-text citation for referencing more than two authors: (Folland, S *et al*, 2017)

Referencing a Single author-

Bird, J. (2021). *BIRD's Engineering Mathematics*. 9th ed. London: Routledge.

Referencing two authors-

Ebert, R.J. and Griffin, R.W. (2017). *Business Essentials*. 11th ed. Harlow: Pearson

Referencing more than two authors-

Folland, S., Goodman, A.C. and Stano, M. (2017). *The economics of health and health care*. 8th ed. London: Routledge.

Note: Remember, as a student/researcher when writing you need to acknowledge the work of the scholars on whose work you are writing your coursework/research paper. When using an eBook (PDF copy) which is the equivalent of a print book/hard copy, students can use the standard book format for referencing as stated above.

How to reference a Book with editor(s)

Guide: Write Editor's surname(s), INITIALS., ed. or eds, Year (the book is edited). *Title* (of the book referenced, in italic). Edition (students do not need to mention book's edition if it's the first edition). Place of publication: Name of the Publisher.

In Text Citation:

In-text citation for referencing more than two editors: (Davies, I *et al*, 2018)

Davies, I., Sant, E., Shultz, L., and Pashby, K.L., eds, (2018) *Global citizenship education: A critical introduction to key concepts and debate*. London: Bloomsbury.

How to reference an Online/Electronic Book with author(s)

Guide: Write Author's surname(s), INITIALS., Year (the book is published). *Title* (of the book referenced, in italic) [Online]. Edition (students do not need to mention book's edition if it's the first edition). Place of publication: Name of the Publisher. Available from: URL [Accessed date].

Jennings, W., and Corballis, T. (2009). *English for management in higher education studies* [Online]. Reading: Garnet. Available from: <https://content.yudu.com/web/1xxwg/0A27nwn/ESAPMANTB/html/index.html?origin=reader> [Accessed 23 March 2025].

How to reference a Journal Article (Print Publication)

Guide: Write Author's surname(s), INITIALS., Year. Title of article. *Title of Journal*, volume number (issue number), page range.

Nguyen, M.I.T., (2024). Rhetorical structures of abstracts written for TESOL international conferences. *Journal of Contemporary Language Research*, 3(2), pp.202-115.

How to reference a Journal Article (Electronic Only/ Online-only)

Guide: Write Author's surname(s), INITIALS., Year. Title of article. *Title of Journal* [Online], volume number (issue number), page range.

Ly, C.K., (2024). Teachers' roles on English language teaching for promoting learner-centred language learning: A theoretical review. *International Journal of TESOL & Education* [Online]. Available at: <https://www.i-jte.org/index.php/journal/article/view/451> [Accessed 24 March 2025]

How to reference Reports, Working Papers, Research Articles/Briefings

(e.g. research, company, government or annual reports)

Guide: Write Author's surname(s), Year. *Title of the report/Working Paper/Research Article* (Report/WP/RA number where available). Place of publication: Name of the Publisher.

World Bank Group, (2024). *Global economic prospects*. (2023924021). Washington: International Bank for Reconstruction and Development/The World Bank

WHO, (2020). *Decade of healthy Ageing: Baseline Report*. (Report 497). Geneva: WHO.

Alston, E., Alston, L.J. and Mueller, B., (2021). *Leadership and Organisations*. (NBER working paper series, no. 28927). Cambridge: NBER.

Citanna, A. and Tvede, M., (2024). *Do tax spots matter? A study of optimal tax uncertainty*. (Sheffield economic research paper series, no. 2024006). Sheffield: The University of Sheffield.

Smith, J., and Allen, R., (2022): *Language Learning in Multilingual Contexts* (Working Paper No. 58). Cambridge Language Research Unit.

British Council, (2024). *TESOL in the UK: Emerging Trends and Challenges*. [Online]. Available at: <https://www.britishcouncil.org/reports/tesol-uk-trends> [Accessed 24 March 2025].

Department for Education, (2023). *English language education in state schools: A policy review*. London: Department for Education.

Note:

When students are referencing reports, briefings, or working papers, they must always include as many details as possible, including but not limited to report numbers, publication location and issuing organization. If the source is extracted through an online website, they must ensure the link is working and include the full date of access.

How to reference a Conference Paper (when proceedings have a named editor)

Guide: Write Author's surname(s), INITIALS., Year (the paper was published). *Title of the conference paper* (in italics). In: Editor's surname(s), INITIALS. (ed.) or (eds.) *Title of the conference proceedings* (in italics). Place of publication: Publisher, pages, (pp.)

For online sources, add: [Online]. Available at: URL [Accessed date].

Bui, L.T.K., (2024). *Corpus-based study on meta discourse markers in TESOL research articles*. In: Smit, J. (ed.) *Proceedings of the International TESOL Conference*. New York: TESOL Press, pp. 45-52.

Bui, L.T.L., (2024). *Corpus-based study on meta discourse markers in TESOL research articles*. In: Smith, J. (ed.) *Proceedings of the International TESOL Conference*. New York:

TESOL Press, pp. 45-52. [Online]. Available at: <https://www.researchsquare.com/article/rs-4174954/latest> [Accessed 24 March 2025].

How to reference Conference Paper

(when proceedings have no named editor or are part of a major series)

Guide: Author (s) Surname(s), INITIALS., Year. *Title of paper*. Title of conference, location, date of conference. [Online]. Available from: URL [Accessed Date]

Nguyen, M.I.T., (2024). *Rhetorical structures of abstracts written for TESOL international conferences*. TESOL International Conference, Ho Chi Minh City, 15-17 May 2024. [Online]. Available from: <https://jclr.rovedar.com/index.php/JCLR/article/view/113> [Accessed 24 March 2025].

How to reference a Newspaper Article

Guide: Write Author's surname(s), INITIALS., Year. Title of article. *Title of newspaper*, day and month, page number/s and column letter.

Parker, G., and Szalay, E. (2020). Trade talks poised on 'knife edge' as Brexit brinkmanship persists. *Financial Times*, 7 December, p.2.

Guide: Write Author's surname(s), INITIALS., Year. Title of article. *Title of newspaper* [Online]. Available from: URL [Accessed date].

Shaw, V., (2025). The 'knockout' market town named the UK's best place to live. *Independent* [Online], 21 March. Available from: <https://www.independent.co.uk/news/uk/home-news/best-places-to-live-uk-saffron-walden-essex-b2719254.html> [Accessed 23 March 2025].

Note: When using a newspaper for the academic reference purpose, students can include the page/column number if they are referring from a printed copy of the newspaper, otherwise online source could be referenced as stated above.

How to reference an Online Content [Video/Audio]

Guide: Write Creator's surname(s), INITIALS., Year (the video/audio is posted). *Title of video/audio* [Online]. Available from: URL [Accessed date].

Merritt, P., (2016). *Psychological research methods* [Online]. Available from: <https://www.youtube.com/watch?v=8cU92nb6pk> [Accessed 23 March 2025].

Sinek, S., (2009). *How great leaders inspire action* [Online]. Available from: https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action?referrer=playlist-the_10_most_popular_tedx_talks&autoplay=true [Accessed 23 March 2025].

How to reference a Social Media Post

Guide: Author/Organization, Year. Full text/content of the post (or first 20 words). Platform name, Day Month [social media]. Available at: URL [Accessed date].

Note: If there are no titles on the post, use the first few words or describe the content of the post

a. X (Twitter) Post:

TESOL International Association, (2024). Join us for TESOL 2024 Convention in Tampa! Explore, learn, connect X (*formerly Twitter*), 10 July [social media]. Available at: https://twitter.com/TESOL_Assn/status/1744812475180421270 [Accessed 24 March 2025].

b. Instagram Post:

British Council, (2023). New tips on teaching English through drama! *Instagram*, 18 November [Social media]. Available at: https://www.instagram.com/p/Cz3xQkFlj_1/ [Accessed 24 March 2025].

c. YouTube Videos

English with Lucy, (2023). How to sound more fluent in English - advanced vocabulary lesson. YouTube, 5 August [Social media]. Available at: <https://www.youtube.com/watch?v=xyz123abc> [Accessed 24 March 2025].

d. LinkedIn Post

TESOL International Association, (2024). TESOL 2024 will feature over 500 sessions on ELT innovation. LinkedIn, 12 February [Social media]. Available at: <https://www.linkedin.com/posts/tesol2024-convention> [Accessed 24 March 2025].

Important note for students:

Always recognize the platform used, and include the link of the post or content, including the post date. If there is no author mentioned clearly, use the account of the organization name.

How to reference a website

Guide: Author or Organization, Year. Title of webpage/document. [Online]. Available at: URL [Accessed date].

Note: If there is no mention of an author, use the organization as the author. If no date is mentioned on the website, use (n.d.).

Example - With organization as author:

TESOL International Association, (2024). TESOL 2024 International Convention & English Language Expo. [Online]. Available at: <https://www.tesol.org/convention> [Accessed 24 March 2025].

Example - With author name:

Adams, R., (2024). AI is already reshaping language teaching. *The Guardian* [Online]. Available at: <https://www.theguardian.com/education/2024/feb/12/ai-reshaping-language-teaching> [Accessed 24 March 2025].

Important note for students:

Websites students use in assignment/coursework must be credible and from trusted sources. To ensure academic integrity, they must always check named authors or organization names, publication dates, and make sure the URL is working.

How to reference a Web Page

Guide: Author or Organization, Year. *Title of webpage*. Name of website [Online]. Available at: URL [Accessed date].

TESOL International Association, (2024). *TESOL English Language Standards*. TESOL International Association [Online]. Available at: <https://www.tesol.org/advance-the-field/standards/english-language-proficiency-standards> [Accessed at 24 March 2025].

Important note for students:

Use the organization's name no author is mentioned. Use the full title of the specific page you are using in your citations. A web page isn't a single page of a website. It should have the specific title, not just the root domain or the homepage. This ensures credibility and accuracy in referencing.

How to reference a Thesis/Dissertation

Guide for printed or unpublished work: Author's surname, INITIALS., Year. Title of thesis [type of thesis]. Name of awarding institution.

e.g. [PhD thesis], [master's dissertation]

Guide for online work: Author's surname, INITIALS., Year. Title of thesis [type of thesis] [Online]. Name of awarding institution. Available at URL [Accessed date].

Example of Printed/Unpublished Thesis

Al-mahrooqi, R., (2012). *English communication skills: Attitudes of Omani college students*. [PhD thesis]. University of Leeds.

Example of Online thesis

Saleh, A., (2019). Investigating teaching strategies in the UAE [master's dissertation] [Online]. British University in Dubai. Available at: <https://bspace.buid.ac.ae/handle/1234/1436> [Accessed 24 March 2025].

Important note for students:

Use the exact title as it is shown on the document, and it is extracted digitally, make sure to include the full URL and date of access. Clearly mention the type of thesis used as an academic source - PhD, EdD, MPhil, or master's dissertation.

How to reference a Patent

Guide: Inventor(s) Surname(s), INITIALS., Year. *Title of the patent*. Country/Region and patent number. Date of publication.

Example - Print/Official Patent

Zhang, Y.Q., (2020). *Multi-language intelligent preprocessing real-time statistics machine translation system*. China Patent CN107066455B. 28 July 2020.

Example - Online Source

Zhang, Y.Q., (2020). *Multi-language intelligent preprocessing real-time statistics machine translation system*. China Patent CN107066455B. 28 July 2020. [Online]. Available at: <https://patents.google.com/patent/CN107066455B/en> [Accessed 24 March 2025].

Note: Use the full patent title as stated in the source. Always cite the jurisdiction and patent number (EP, US, WO, etc.). If accessed online, always include the access date and URL.

Important Note 1: Alphabetical Order

All sources of Harvard referencing must be arranged by the last name of the author in alphabetical format. If the same author's multiple sources are used, they should be written in order by the publication year (earliest first). This assists the readers to locate and verify the citations implemented in the text.

Important Note 2: Hanging Indent Format

The reference list should use a hanging indent, where the first line of each reference is aligned with the left margin, and all subsequent lines are indented. This format strengthens readability and is a crucial academic referencing requirement.