KINGS NORTON
GIRLS' SCHOOL & SIXTH FORM

STUDY SKILLS LEAFLET

HARVARD REFERENCING AND PLAGARISM

HARVARD REFERENCING

As a student, it is important that you show the reader of your assignment where you have used someone else's ideas or words. The most accepted way of acknowledging the work of another author is to use a referencing system.

When you reference correctly you are demonstrating that you have read widely on a topic. You are also supporting your hypothesis with comments from expert authors. This lends credibility to your own work. Also, by correctly referencing, you allow the teacher or reader to follow-up your references and to check the validity of your arguments for themselves.

The following guide will show you how to use the Harvard referencing system, how to insert references in the text of your assignments, and show you how to compile a reference list.

DEFINITIONS:-

Citing – formally recognising, within your own work, the resources from which you have obtained information.

Citation – is the quotation or idea taken from a resource and used in your own work to support a fact.

Bibliography – is the list of sources you have used.

Reference – is the detailed description of the item from which you have obtained your informaton.

PLAGIARISM

Plagiarism is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium. In your assignment whenever you paraphrase, summarise, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information using an internal citation. It is not enough to just list the source in a bibliography at the end of your paper. Failing to properly quote, cite or acknowledge someone else's words or ideas with an internal citation is plagiarism.

ONLINE BIBLIOGRAPHIC AND CITATION TOOLS:-

There are also several free online bibliographic and citation tools, including:-

1. Cite This For Me allows you to automatically create website citations in the APA, MLA, Chicago, or Harvard referencing styles at the click of a button.

2. Harvard Generator is a free tool that allows you to quickly and easily format references and sources in the correct Harvard Referencing Format

3. RefME is a free online reference tool which creates references in any style in seconds

In addition there are also apps available for your phone, where you can scan the ISBN number and it will generate the citation. These include:-

1. Easy Harvard Referencing.

2. RefME

COMPILING A REFERENCE LIST

At the end of your assignment you will need to produce a list of the references you have cited in the text. Arrange this in alphabetical order by authors' surnames, and then chronologically (earliest publication date first) for each author where more than one work by that author is cited.

If there is no author, the title moves to the author position (filed under the first significant word of the title).