



## Guidelines on Harvard Referencing using Microsoft Word

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### Academic Writing

It is likely that you will have to produce written work as part of your course work. When writing for assessment you need to be sure that you are writing in a clear and concise way and that you are answering the question asked.

Do research, think critically about what you find out. When necessary cite your sources and express your own original thoughts

Pay attention to punctuation, spelling and grammar. Make sure that your writing has a structure, start with an introduction, write out your main arguments, write conclusions and recommendations. Make sure you do a draft and read it through. Correct any mistakes and make changes before you submit it to your tutor for feedback.

### The Harvard Referencing System

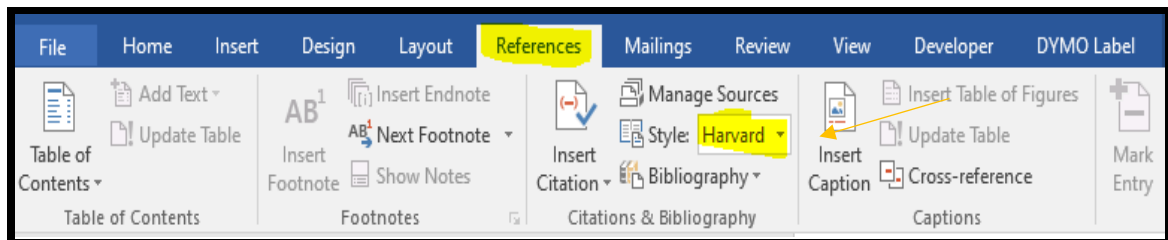
There are many different types of referencing system. Kerry ETB uses the Harvard (or author-date) Referencing System. Brief details are given in the text regarding the source of the information so as not to interrupt the flow of the text and full details of the source of the information are given at the end of a document so that the reader will be able to source the original text or information.

## How do I Reference in the Harvard Style on Microsoft Word?

Begin by opening Microsoft word and start working on your assignment.

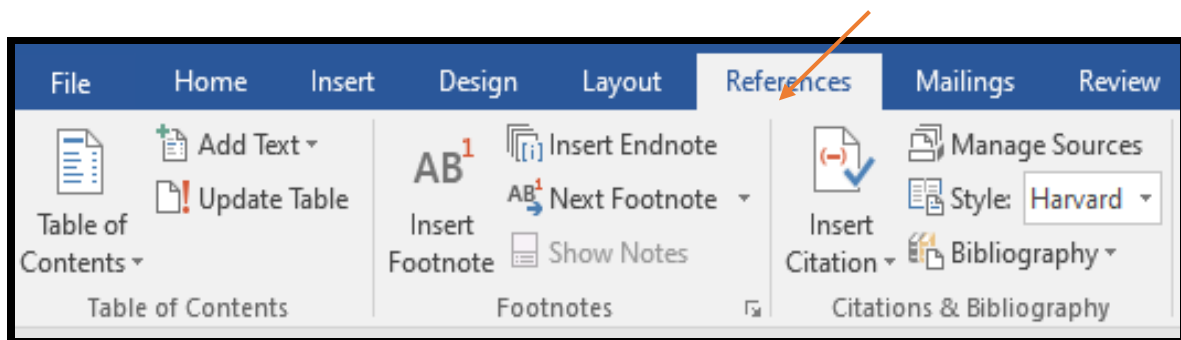
### How do I set the Referencing Style?

Click on the **References** tab on the top menu and make sure you have selected **Harvard**.



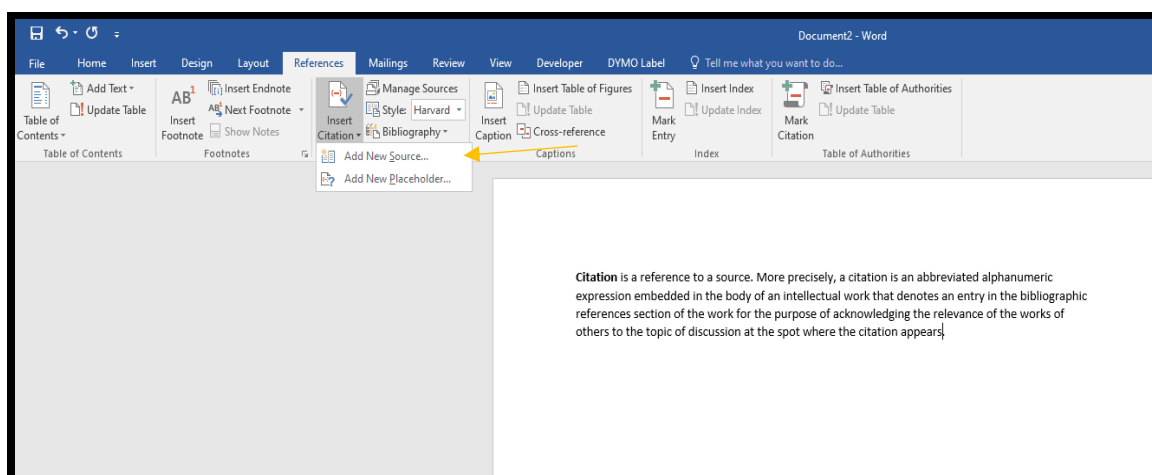
### Insert Citation

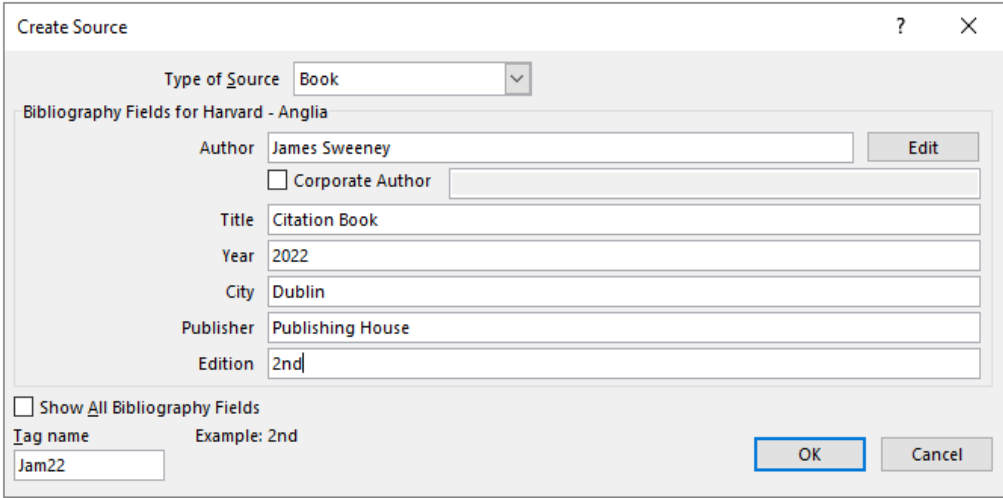
Once you have is in the Insert Citation button.



### Add New Source

Select **Add New Source**.





Create Source

Type of Source: Book

Bibliography Fields for Harvard - Anglia

Author: James Sweeney Edit

☐ Corporate Author

Title: Citation Book

Year: 2022

City: Dublin

Publisher: Publishing House

Edition: 2nd

☐ Show All Bibliography Fields

Tag name: Jam22 Example: 2nd

OK Cancel

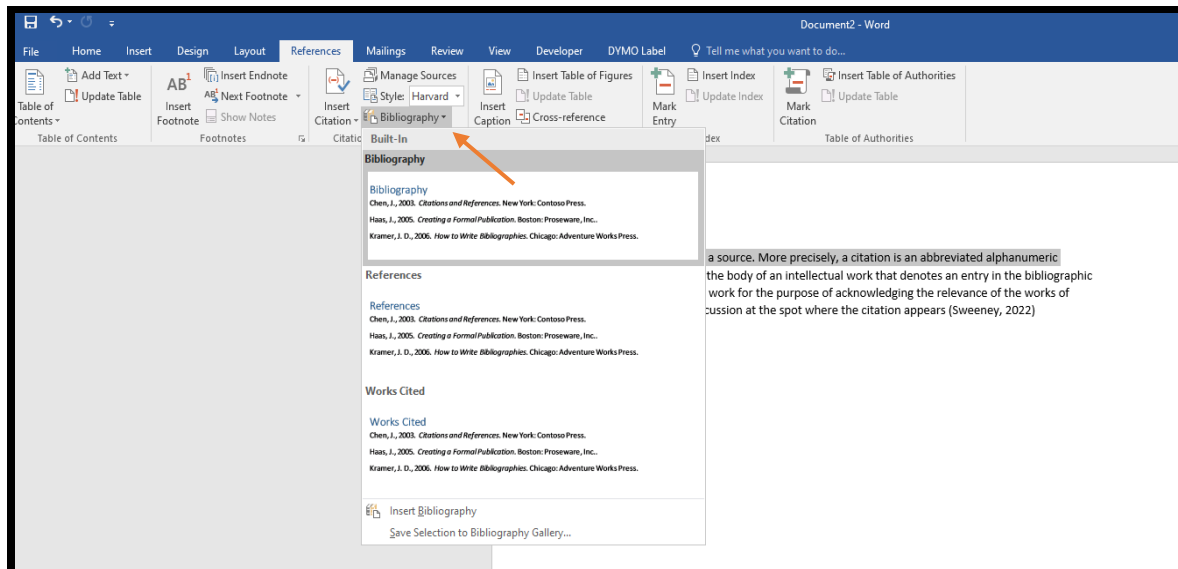
Create your source by first selecting the type of source and by completing the empty boxes and clicking “OK”

You have now added your reference!

**Citation** is a reference to a source. More precisely, a citation is an abbreviated alphanumeric expression embedded in the body of an intellectual work that denotes an entry in the bibliographic references section of the work for the purpose of acknowledging the relevance of the works of others to the topic of discussion at the spot where the citation appears (Sweeney, 2022).

## Insert Bibliography

Once you have finished your assignment, one last job remains. Select **Bibliography**



You have now added your bibliography

**Citation** is a reference to a source. More precisely, a citation is an abbreviated alphanumeric expression embedded in the body of an intellectual work that denotes an entry in the bibliographic references section of the work for the purpose of acknowledging the relevance of the works of others to the topic of discussion at the spot where the citation appears (Sweeney, 2022)

## Bibliography

Sweeney, J., 2022. *Citation Book*. 2nd ed. Dublin: Publishing House.