

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

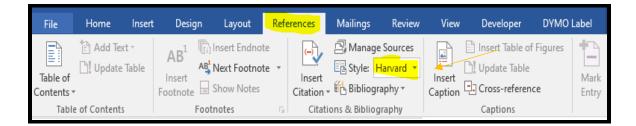
There are many different types of referencing system. Kerry ETB uses the Harvard (or author-date) Referencing System. Brief details are given in the text regarding the source of the information so as not to interrupt the flow of the text and full details of the source of the information are given at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

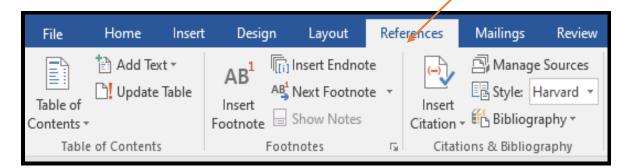
How do I set the Referencing Style?

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



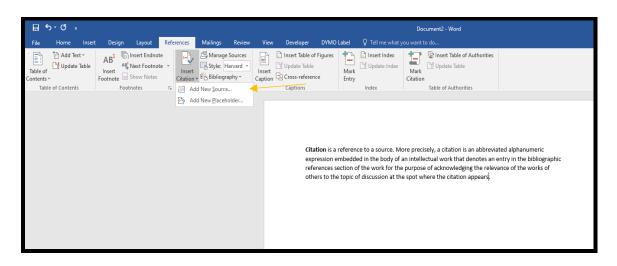
Insert Citation

Once you have is in the Insert Citation button.



Add New Source

Select Add New Source.



| Create Source | ? × |
|--------------------------------------|--------------------|
| Type of <u>S</u> our | ce 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 <u>A</u> ll Bibliography Fields | |
| Tag name Example: Jam22 | 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!

| с | itation is a reference to a source. More precisely, a citation is an abbreviated alphanumeric |
|---|---|
| e | xpression embedded in the body of an intellectual work that denotes an entry in the bibliographic |
| r | eferences section of the work for the purpose of acknowledging the relevance of the works of |
| 0 | thers 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

| 日 ち ″ (= | | Document2 - Word |
|---|--|---|
| File Home Insert Design Layout References | Mailings Review View Developer DYMO Label 🔉 🛾 | Tell me what you want to do |
| Table of Contents Footnotes r₂ Clatter | Style Harvard Insert Sibliography Built-In | Insert Index Index Insert Table of Authorities Ipdate Index |
| | Bibliography Bibliography Cone, J., Xol. Cartions and References. New York: Contoso Press. Has, J. 2005. Continge Formul Publication. Bottos: Proseware, Inc Kamer, J. D., 2006. How to Wite Bibliographies. Chicago: Adventure Works Press. | |
| | References | a source. More precisely, a citation is an abbreviated alphanumeric the body of an intellectual work that denotes an entry in the bibliographic work for the purpose of acknowledging the relevance of the works of cussion at the spot where the citation appears (Sweeney, 2022) |
| | Kamer, J. D., 2008. How to Wite Bibliographies. Chicago: Adventure Works Press. | |
| | Works Cited Onen, J. 2002. Continos and References. New York: Contoso Press. Haus, J. 2005. Creating a Formal/Publication. Boston: Proseware, Inc Kramer, J. D., 2008. How Is Wite Bibliographics. Chicago: Adventure Works/Press. | |
| | 紹內 Insert Bibliography Save Selection to Bibliography Gallery | |

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) |
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| | Bibliography Sweeney, J., 2022. <i>Citation Book</i> . 2nd ed. Dublin: Publishing House. |
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