



LEARNER STEP BY STEP REFERENCE GUIDE

Referencing acknowledges the books, articles, websites, and any other material used in the writing of a paper, essay or thesis.

A Referencing Style is a set of **rules** informing you how to do this in a particular way. **KCETB** incorporates the **Harvard Referencing Style**. It is important to acknowledge the source of your ideas to avoid **plagiarism**.

IDENTITY THE TYPE OF SOURCE:

Ask yourself **what type of source** did you use?

Types of sources include: **Books, E-Books, Journal Article, Internet, Images, Newspaper, Media**

For full list of sources -refer to pg.10 KCETB FET Referencing handbook



1

THE HARVARD REFERENCING STYLE:

The Harvard referencing has two parts:

1- **Citation** : A reference in the **main text of your assignment**, to say that you are using someone else's work.

- It's usually written in the format (Author, Year). For example (Cameron, 2021).
- If you are using the author's name in a sentence you can add the year in brackets straight after it. For example "Cameron (2021) outlines the key steps required".

2



THE HARVARD REFERENCING STYLE:

The Harvard referencing has two parts:

2 - **Reference List**: A list at the **end of your assignment** of the sources you have used in your assignment.

- It is written in **alphabetical order**.
- A Book reference format: - Author(s) surname(s), Initial(s). (Year of publication). Title of book: subtitle if any. Edition followed by ed. (if not the first edition) Place of publication: Publisher. For example -Cameron, S. (2021). The business student's handbook: skills for study and employment. 7th ed. Harlow: Pearson.

3



QUICK GUIDE TO REFERENCE:

In text Citations

- When citing a source directly, include the authors name and year publication: (Smith,2019)
- For a direct quote, include the page number: (Smith, 2019 p.189)

Book

- Smith, J. (2019). Book Title. City: Publisher.

Journal Article:

- Jones, A & Johnson, B. (2021). Article title. Journal Name, vol (issue), pp.page range.

Website

- James, C. (2018). Page title. Retrieved from <https://www.website.com> ↗
- For multiple works by same author, list chronologically. Add letters to years for works in same year.
- Capitalize major words and italicize titles for books, journals and websites.

- **Include Uniform Resource Locator (URL) and Digital Object Identifiers (DOI) for online sources.**

4



FOR MORE DETAILED INFORMATION:

Please refer to the KCETB [Further Education and Training Referencing Handbook](#) or KCETB website - Learner Portal - Academic Writing - Referencing.

5