STAFF HARVARD REFERENCING 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 learners ideas to avoid **plagiarism.**

IDENTIFY THE TYPE OF SOURCE:

Ask yourself **what type of source** did your learner 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:

2

1- **Citation :** A reference in the **main text of your assignment**, to say that a student is 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".

THE HARVARD REFERENCING STYLE:

The Harvard referencing has two parts:

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

- 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 –Further Education and Training Referencing Handbook– KCETB website - Further Education and Training –Quality Assurance Portal - Publications– Resources - FET Referencing Handbook.

5