

Week 3

Harvard Referencing



**Learning In The Digital Era
(BMBM4008)**

Learning Objectives

- Understand the purpose and importance of Harvard Referencing in academic work.
- Identify key components and formatting rules of the Harvard Referencing style.
- Apply Harvard Referencing accurately to different source types.
- Demonstrate their ability to reference sources correctly by completing a referencing activity using previously gathered materials.
- Reflect on the role of referencing and paraphrasing in maintaining academic integrity and avoiding plagiarism.

What is Harvard Referencing?

Harvard Referencing is a way of giving credit to the sources (books, websites, articles, etc.) that you use in your work.

Harvard Referencing helps show:

- Where your information came from.
- That you are not copying but using research properly.
- Readers know where to find the original source if they want more information.

(Swales & Feak, 2012)

Harvard Referencing

Harvard Referencing has two parts:

1. In-text citation

This is a short note in your writing that shows who said something and when.

Example:

“Climate change is a global issue” (Smith, 2020).

2. Reference List

This is a full list at the end of your work with all the details about each source.

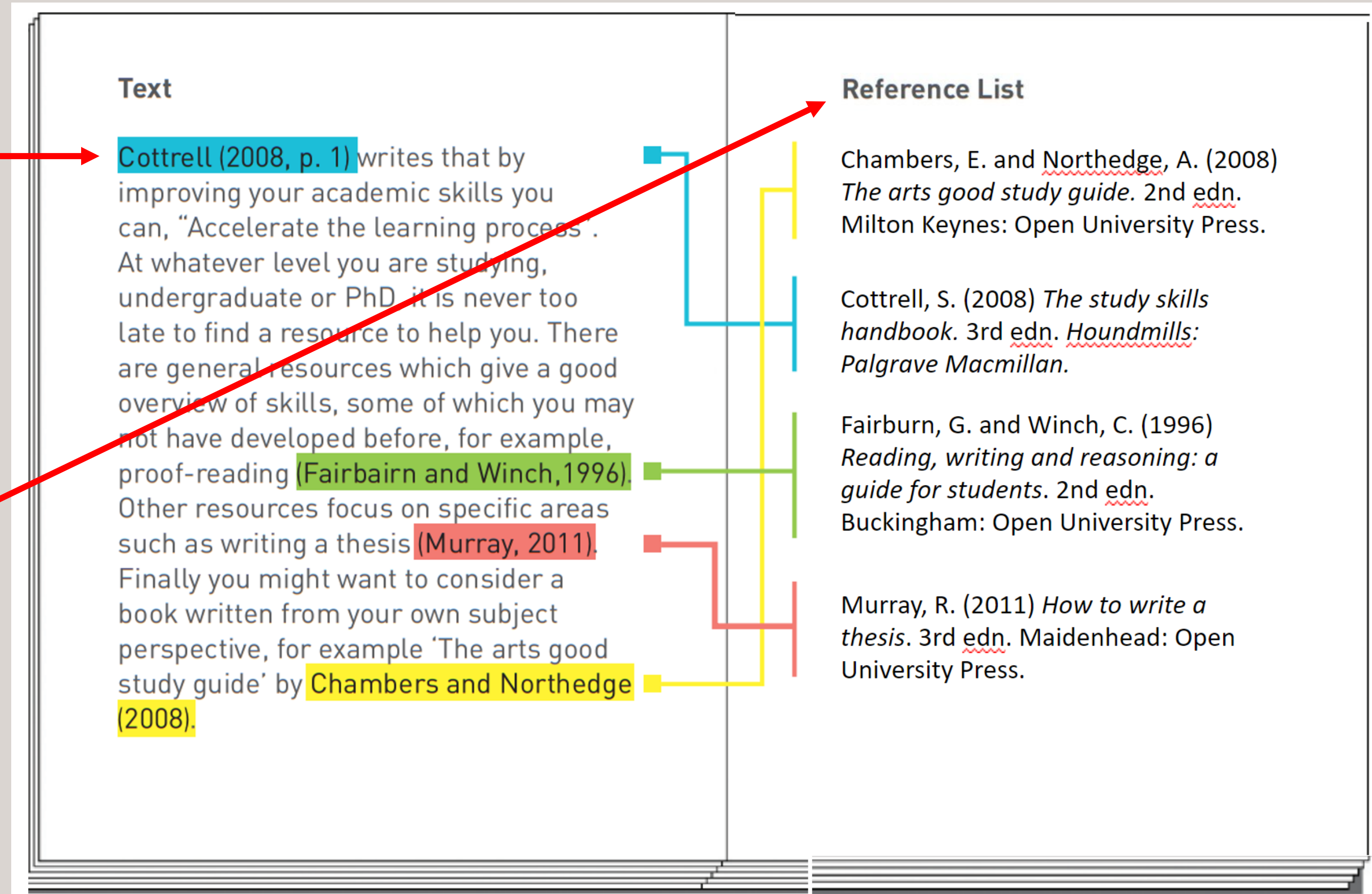
Example:

Smith, J. (2020) *Understanding Climate Change*. Oxford University Press

(Palgrave, 2016)

1. In-text citation

2. Full reference list



Why is Harvard Referencing Important?

- **Gives Credit** – Shows who wrote the ideas or information you used.
- **Avoids Plagiarism** – Helps you stay honest and not copy without saying where it's from.
- **Supports Your Work** – Backs up your points with trusted sources.
- **Helps Others Find Sources** – Makes it easy for others to check your research.
- **Meets Academic Rules** – Most schools and universities expect it.

(Norton, 2009)

Lisa Ellis (Academic Liaison Librarian)

Lisa will be joining us to introduce you to Harvard Referencing.

The slides she will be using are already available on Moodle, under Week 3. You'll also find the **Harvard Referencing Handbook** there. Please make sure to refer to these resources as you begin getting used to Harvard referencing.

Lisa brings a wealth of knowledge in Harvard Referencing and a range of other academic skills that you'll continue to develop throughout the year.

She is always happy to support you—so don't hesitate to reach out with any questions.



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Example (Book)

In-text citation (Inside your writing)

1. Students today face many challenges such as distraction, information overload, and digital burnout, but also have opportunities like global learning and easy access to resources (Jones, 2022).
2. Jones (2022) suggests students today face many challenges...

Reference list entry (at the end of your work)

Jones, M. (2022). *Learning in the Digital Age: Challenges and Opportunities for Students*. 6th edn. Academic Press.

Reference List: Book

WHO? Author's surname and initial.

WHEN? Date in round brackets.

WHAT? Title of book (in italics) and edition (if there is one).

Jones, M. (2022) *Learning in the Digital Age: Challenges and Opportunities for Students. 6th edn.* Bloomsbury Academic.

WHERE? Publisher

In-text citation: (Jones, 2022)

Example (Journal Article)

In-text citation (Inside your writing)

E-learning adoption in emerging economies presents both technical and cultural challenges, requiring strategic planning and support (Barikzai, Bharathi and Perdana, 2024).

Reference list entry (at the end of your work)

Barikzai, S., Bharathi, V. and Perdana, A. (2024) 'Challenges and strategies in e-learning adoption in emerging economies: a scoping review', *Cogent Education*, 11(1), pp.1–19. Available at: <https://doi.org/10.1080/2331186X.2024.2400415>

Reference List: Journal Article

WHO? Author's surname and initial.

WHEN? Date published in round brackets.

WHAT? Title of article in single quotations.

Barikzai, S., Bharathi, V. and Perdana, A. (2024) 'Challenges and strategies in e-learning adoption in emerging economies: a scoping review', *Cogent Education*, 11(1), pp.1–19.
Available at: <https://doi.org/10.1080/2331186X.2024.2400415>

WHERE?

- Journal Title *in italics*.
- Volume, Issue and page range.
- Available at: Insert DOI or URL

In-text citation: (Barikzai, Bharathi and Perdana, 2024)

Example (Website)

In-text citation (Inside your writing)

To succeed in the digital era, students need to develop digital literacy, time management skills, and resilience to stay focused online (Education Corner, 2023).

Reference list entry (at the end of your work)

Education Corner. (2023) *How to succeed as a student in the digital age*. Available at: <https://www.educationcorner.com/succeed-in-digital-age.html> (Accessed 18 September 2026).

Reference List: Web Page

WHO? Author's surname or corporate author.

WHEN? Date of publication

WHAT? *Title of webpage in italics*

Holfod, E. (2023) *How to succeed as a student in the digital age*

Available at: <https://www.educationcorner.com/succeed-in-digital-age.html> (Accessed 18th September 2026).

WHERE? URL and accessed date.

In-text citation: (Holford, 2022)

Harvard Referencing: Task

- This week, you were instructed to save **2 resources** in relation to the your chosen topic for Assessment One.
- Your task now is to reference the sources you found last week using the Harvard Referencing system.
- To assist you, please refer to the Harvard Referencing Handbook **(WHICH CAN BE FOUND IN MOODLE)**.

Read this paragraph:

“Many students use digital tools like tablets and laptops to help them study. These tools make it easier to take notes, find information, and stay organised. However, using technology also means students must learn how to avoid distractions and manage their time well.”

Now, without looking at it, try to tell it to the person next to you what it was about – but **use your own words**.

Paraphrasing

Paraphrasing means rewriting something in your own words while keeping the same meaning.

You use paraphrasing when you read information from a book, website, or article and want to include it in your work without copying it exactly.

Why is paraphrasing important?

- It shows you understand what you read.
- It helps you avoid plagiarism (copying).
- It makes your work sound more like you.

(Blake, 2011)

Paraphrasing – Example

"Online education offers students flexibility, allowing them to learn at their own pace and access resources from anywhere. However, it also requires a high level of self-discipline and time management skills to stay on track."

Paraphrased Version:

"E-learning gives students the freedom to learn at their own speed and use resources from any location. But it also demands strong self-control and good time management to keep up with their studies."

Paraphrasing – Tips

- **Understand first** – Read the text carefully and highlight key points.
- **Use synonyms** – Replace words with similar meanings but be cautious.
- **Change structure** – Rearrange sentences, switch from active to passive, etc.
- **Simplify or combine** – Break long sentences or combine short ones.
- **Stay true to the meaning** – Keep the original message and tone.
- **Use your own voice** – Imagine explaining the idea in your own words.

(University of Leeds, 2020)

Paraphrasing – Activity

Original Text:

"Students today face many challenges such as managing their time effectively, dealing with distractions, and staying motivated while using technology. However, the digital era also offers opportunities, such as easy access to information, online learning platforms, and global connections that can enhance their education."

Task:

1. Read the sentence above carefully
2. Paraphrase it in your own words
3. Add an **in-text citation** within your work
4. Include the **full reference**

- **Author:** Scott James
- **Date of publication:** 2025
- **Name of book:** Navigating Education in the Digital Age: Challenges and Opportunities for Students
- **Edition:** 2nd
- **Publisher:** Routledge

Paraphrasing – Activity

Paraphrased Version:

In the digital age, students encounter challenges like staying focused, managing their time, and maintaining motivation while using technology. On the other hand, they also benefit from opportunities such as quick access to information, online learning tools, and the ability to connect with others worldwide, all of which can improve their educational experience (James, 2025).

Reference:

James, S. (2025) *Navigating Education in the Digital Age: Challenges and Opportunities for Students*. 2nd edn. London: Routledge.

As you become more familiar with Harvard Referencing and encounter a wider range of source types, you'll start to notice various nuances.

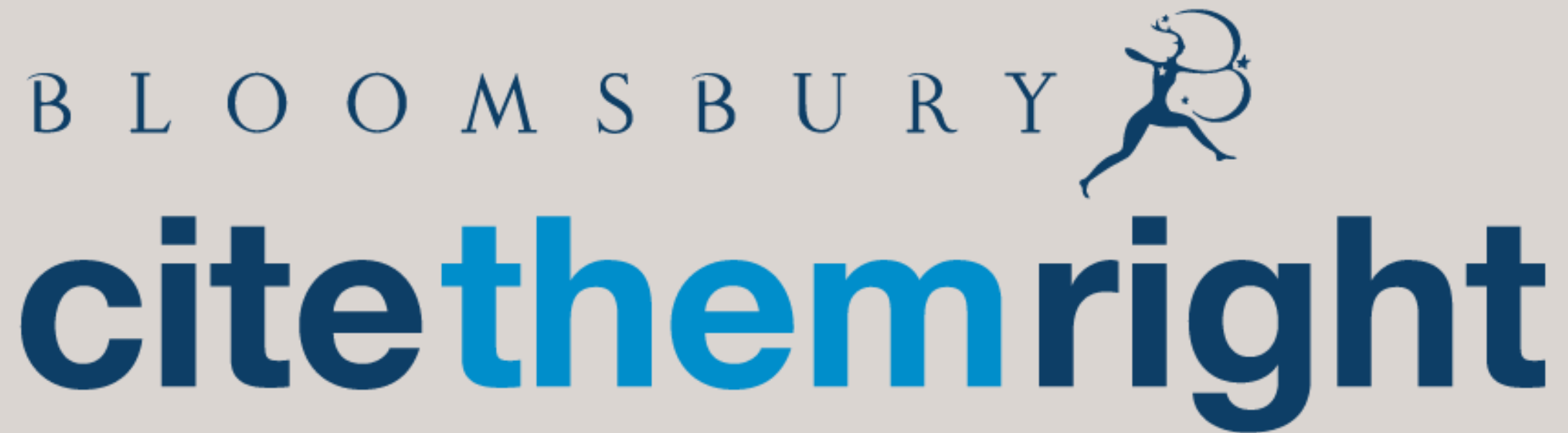
For example:

- What if there's more than one author?
- What if no date is provided?
- What if the author is unknown?

These situations are common—and knowing how to handle them correctly is important.

Where can you go for support?

Other Useful Resources



ProQuest
RefWorks

Assignment One

Learning In The Digital Era (BMBM4008)

Lesson Recap

Today we covered:

- We covered the purpose of Harvard Referencing
- We looked at the key components of referencing and how to format them correctly
- You practiced applying referencing
- You demonstrated your skills by referencing materials you've gathered.
- We discussed paraphrasing and you developed these skills through an activity.

Next Week (Week 4)

Academic Writing & Academic Integrity

Reference List

- Blake, P. (2011) *The Little Book of Writing: A Guide to Writing Well*. Oxford: Oxford University Press.
- Norton, B. (2009) *The Harvard Referencing System*. 2nd edn. London: Routledge.
- Palgrave, M. (2016) *Harvard Referencing Guide*. 4th edn. London: Macmillan Education.
- Swales, J.M. and Feak, C.B. (2012) *Academic writing for graduate students: Essential tasks and skills*. 3rd edn. Ann Arbor: University of Michigan Press.
- University of Leeds (2020) *Paraphrasing: Tips and Techniques*. Available at: <https://library.leeds.ac.uk/paraphrasing> (Accessed 18 September 2025)

If you have any questions,
then please do not
hesitate to reach out.

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