Plagiarism

**How to use the Harvard Style of Referencing**

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Table of Contents

[Using the Harvard Referencing System 2](#_Toc338007794)

[Adding sources to a project/assignment as a citation (Microsoft Word 2010) 2](#_Toc338007795)

[Background Reading 4](#_Toc338007796)

[Adding sources to a Bibliography List (Microsoft Word 2010) 4](#_Toc338007797)

[Inserting a Bibliography 5](#_Toc338007798)

[Bibliography 5](#_Toc338007799)

[Plagiarism Checker 6](#_Toc338007800)

# Using the Harvard Referencing System

There are a number of ways of referencing other people’s work, but they all share some features:

A **citation** is inserted at the appropriate point in your text to indicate the existence of related work.

A **full reference** is given separately for each citation, to enable the reader to trace the corresponding work.

The Harvard Referencing System is an agreed standard. It ensures that references are clear and ambiguous. So whether you are quoting, paraphrasing or extending someone else’s work, it is essential that you acknowledge your sources. Each source of information used for your assignments/projects must be referenced correctly using the Harvard method. Otherwise you will be plagiarising someone else’s work.

## Adding sources to a project/assignment as a citation (Microsoft Word 2010)

* Select the area of the document where you want to insert the source/citation.
* Then go to **References** tab and ensure you select **“Harvard”** Style*(In the Citations & Bibliography section)*
* The choose **Insert Citation > Add New Source**

The following **Create Source** window will appear (*the example shown below is for citing a website source*):



In the **Create Source** window complete the following:

* **Type of Source** (Website – adjust this according to type of source used)
* **Author** (if provided/included on source)
* If not, choose **Corporate Author** and provide the name of the company/organisation
* **Name of Web Page** (This will be the title on the webpage you obtained the information from)
* **Year** (date source was published, leave blank if not detailed on the webpage)
* **Year, Month and Day accessed** (go to Favourites in the browser, right-click and choose Properties, click on the General Tab. This window will detail date bookmark was created)
* **URL** (paste the full URL of the webpage here).
* **Click OK.**
* A citation will then be inserted into your document where you have used a reference source:

To be protected against computer viruses, you need to know what they are. A computer virus is a program created to do harm to another computer. Once inside your computer, the virus replicates itself into several copies and spread throughout your system and files. The damage inflicted depends on the nature of the virus. Some viruses can crash your entire system. Other viruses can destroy files, create havoc in your registry, or cause damage to some of your hardware and software.

The most common source for catching a virus is the internet. Viruses are always hidden so most infections come about from emails and attachments. They can even be passed to you from people you know who do not realize their email is infected. Another way to get a virus is through downloads. You might be on an unreliable site and want to download a file. The virus can be hidden in the file.

Your computer can also get a virus through a network such as at a university or place of business. Viruses can rapidly spread from one terminal to the next through a network, leaving behind a number of infected machines. Viruses in a network can be difficult to track down and quarantine because they could be in any computer that has access to the network.

(Brinlee, 2010)

# Background Reading

If you have only used a source as part of background reading for your assignment (i.e. you haven’t directly quoted parts in your assignment) you still need to reference these sources in your bibliography.

**You do not need to insert citations within the main body of your assignment**.

## Adding sources to a Bibliography List (Microsoft Word 2010)

* Go to **References** tab and ensure you select **“Harvard”** Style*(In the Citations & Bibliography section)*
* Then choose **Manage Sources**
* The following **Source Manager** window will appear. Choose **New**: 
* Complete the **Create Source** Window as demonstrated previously. Ensure you include full details of your source. Once complete, click **OK**.
* Your source will now be added to the **Master List** and is now a bibliography entry.

# Inserting a Bibliography

Once you have added all your sources correctly to the project/assignment you can add your bibliography. At the end of your project do the following:

* **Go to Insert > Page Break**
* **Go to References > Bibliography > Insert Bibliography**
* This will add a bibliography citing all sources referenced in your project:

# Bibliography

Brinlee, D., 2010. *How do I prevent Viruses on My Computer?.* [Online]
Available at: http://www.askdeb.com/internet/computer/viruses/
[Accessed 8 December 2012].

# Plagiarism Checker

When you submit assignments/projects on your course they will be checked for plagiarism in line with Monaghan Institute’s plagiarism policy. If you have referenced correctly in your assignment then this should not cause any issues.

If you have not referenced you work correctly using the Harvard System then you will forfeit marks for your work.

You can test your assignments using an online plagiarism checker. Access the link below and follow the instructions given to check your work:

<http://www.paperrater.com/plagiarism_checker>

*\* Refer to your student handbook for more information on Monaghan Institute’s plagiarism policy and related sanctions.*