

Business School Referencing and Presentation Guidance for Assessed Coursework

2021/22

**Please be aware that the most up-to-date referencing guidance
is available through the Library website.**

<https://library.leeds.ac.uk/skills-referencing-harvard>

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Part One: Referencing and Reference Lists

1.1. Referencing

Referencing is an important part of academic work. It puts your work in context, demonstrates the breadth and depth of your research, and acknowledges other people's work. You should reference whenever you use someone else's idea.

LUBS uses the [Harvard referencing style](#).

The [Library website](#) has detailed and up-to-date guidance on how to reference, and how to use the Harvard.

Why reference?

Referencing correctly:

- helps you to avoid plagiarism by making it clear which ideas are your own and which are someone else's
- shows your understanding of the topic
- gives supporting evidence for your ideas, arguments and opinions
- allows others to identify the sources you have used.

When to reference

Whenever you use an idea from someone else's work, for example from a journal article, textbook or website, you should cite the original author to make it clear where that idea came from. This is the case regardless of whether you have paraphrased, summarised or directly quoted their work. This is a key part of good practice in academic writing.

1.1.1. References and citations

When you refer to someone else's work in your assignments, you must include a citation in the text as well as the full reference at the end of your work.

By doing this, you will give the reader enough information to find the source you have consulted.

You should insert a citation in the text whenever you use someone else's ideas, whether you put them into your own words (paraphrasing), summarise them, or quote directly.

Here are two examples of citations using the Leeds Harvard style:

The main considerations are "the scope of the project, the cost and the duration of the work" (Harris, 2001, p.20).

There seems to be a correlation between students' use of the library and high degree marks (Stone and Collins, 2012).

At the end of your assignment, you will need to provide a list of references that contain full details of the sources you used when writing your assignment.

Reference lists and bibliography

In the Harvard style, references are listed at the end of your work, and are organised alphabetically by the family name of the author.

A reference list is a list of the citations that have appeared in the body of your work. This is what is normally used in student work – everything in your essay should be in the reference list, and everything in the reference list should appear in your essay as a citation. You **should not** include in the reference list sources that do not appear in the text of your assignment. All tables, figures and graphs should be referenced in the place where they appear in the main body of the assignment and the full reference should be included in the reference list. For example, a graph or table taken from an IMF publication should have - IMF, (2018) - at the bottom of the graph or table and the full reference should be in the reference list. A figure taken from a published source should have the source cited at the bottom of the table - Bartlett and Ghoshal, (1989) - and the full reference should be in the reference list. If the figure is based on a published source but has been modified by the author of the assignment it should be cited as – based on Bartlett and Ghoshal, (1989) – with full reference in the reference list.

A bibliography lists all the sources you consulted in your research, whether you specifically referred to them in your writing or not. Bibliography lists should not be included in assignments, but are sometimes appropriate for PhD theses, reference books, and historical accounts.

Harvard referencing

Leeds University Business School uses a variation of the Harvard referencing style called Leeds Harvard (which overseen by the Library – see the [Library website](#) for more information).

To reference in Leeds Harvard:

- Insert an in-text citation and a corresponding reference in a list at the end of your work for every source you quote, paraphrase, summarise or refer to.
- Include the author's surname and year of publication in the citation, and the full details of the item in the reference.
- Include page numbers in your citation if you quote directly from the text, paraphrase specific ideas or explanations, or use an image, diagram, table etc from a source.

Your tutors should also follow this guidance when marking.

How to incorporate citations into your work

It is good practice to vary the way you incorporate in-text citations; this will help enhance the flow and style of your academic writing.

You may sometimes use the author's name in the text, or just refer to the author in brackets, and citations might appear at the start, middle or end of your sentences.

You can also refer to multiple authors at once; this will not only help to make your writing more succinct, but will also improve the synthesis of sources, research or ideas within your assignments.

Examples:

Biggs and Smith (2012) offer a convincing argument...

In contrast, Grayson (2012) identified the main determinant as...

Ramirez (2010), Schneider (2011) and Roberts (2013) discuss the challenges faced by...

There seems to be a correlation between students' use of the library and high degree marks (Stone and Collins, 2012).

The research of Dalton (2012) has been challenged by...

A number of studies have shown that ... (Richards, 2007; Graham, 2009; Elston, 2011; Chan, 2012)

Socio-economic factors such as class and education, as well as "hereditary determinants" (Civaner and Arda, 2008, p.267), can have a detrimental effect on an individual's health.

1.1.2. How to use quotations

Quoting is where you copy an author's text word for word, place quotation marks around the words and add a citation at the end of the quote, including the page number where the quote can be found.

Quotes should be used sparingly as over-quoting can suggest a lack of understanding of the text you are referring to.

As you take notes, ensure you clearly mark where you have quoted directly from the source.

Direct quotations

If you use a direct quotation from an author, you should:

- enclose it in quotation marks
- give the author, date and page number(s) that the quotation was taken from, in brackets.
- If you are quoting from a website or webpage that does not have page numbers, you do not need to include anything to indicate this in the citation.

Example:

"Language is subject to change, and is not caused by unnecessary sloppiness, laziness or ignorance" (Aitchison, 1981, p.67).

Quotations more than two lines long

If the quotation is more than two lines:

- separate it from the rest of the paragraph by one free line above and below
- indent at left and right margins
- it may be in a smaller point size
- it is preceded by a colon
- it does not use quotation marks
- the citation includes author, date and page number(s) that the quotation was taken from.

Example:

One answer to this is that language has always been subject to change, just as everything else in the world is, and we should not feel that this is a bad thing. As Aitchison (1981, p.16) puts it:

Language, then, like everything else, gradually transforms itself over the centuries. There is nothing surprising in this. In a world where humans grow old, tadpoles change into frogs, and milk turns into cheese, it would be strange if language alone remained unaltered. In spite of this, large numbers of intelligent people condemn and resent language change, regarding alterations as due to unnecessary sloppiness, laziness or ignorance.

Aitchison clearly sees every change in language as neither good nor bad, but inevitable...

Editing a quote

You may want to make minor changes to a direct quotation. This is possible (as long as you don't change the meaning), but you must follow the rules.

If you omit parts of the quotation, use an ellipsis. An ellipsis consists of three dots (...). Do not begin or end a direct quotation with ellipsis points. The reader already assumes that the quote has been excerpted from a larger work.

If you want to insert your own words, or different words, into a quotation, put them in square brackets [].

If you want to draw attention to an error in a quotation, for example a spelling mistake or wrong date, do not correct it; write [sic] in square brackets.

If you want to emphasise something in a quotation that is particularly relevant to your essay, put the emphasised words in italics, and state that the emphasis is your own.

If the original has italics, state that the italics are in the original.

Example 1:

Language changes are natural and inevitable. It has been argued that language:

gradually transforms itself over the centuries. In a world where [everything changes], it would be strange if language alone remained unaltered. In spite of this, large numbers of intelligent people *condemn and resent language change* (Aitchison, 1981, p.16, my italics).

Example 2:

According to Smith (1992, p.45), "Aitchison [sic] appears to believe that *everything changes*; but this is questionable" (italics in original).

1.1.3. Common issues

When you're referencing with Leeds Harvard you may come across issues with missing details, multiple authors, edited books, references to another author's work or online items, to name a few. You will find tips on how to deal with some common issues on the [Library website](#). One common question is how to deal with the work of one author referred to by another:

The work of one author referred to by another

You should always try to track down the original work, but if this is not possible and you intend to cite the ideas of one author that you have found in the work of another, your in-text citation must include the author of the ideas you are using, the source in which you found them, and the page number.

Example:

It was emphasised that citations in a text should be consistent (Jones, 1998, cited in Carol, 2001, p.9).

In your reference list or bibliography, you should only give the details of the source in which you found the ideas. In the above example, you would include the work by Carol, 2001.

If the reader wants to find the full reference details of the original work by Jones, they should be available in the list of references in Carol's work.

1.2. A to Z of How to Reference Different Sources

You are likely to use a range of source types in your research, and each type of source requires particular information to be included in the corresponding reference.

Selecting the appropriate source type when creating a reference will help the reader to find the exact item you are referring to.

Find the Library's full list of [referencing different sources](#) on the website:

library.leeds.ac.uk/referencing-examples/9/leeds-harvard

Further Help

For further information on referencing, plagiarism and writing skills assistance, including FAQs and an online tutorial in the Harvard system, please look at the Library website:

library.leeds.ac.uk/info/1402/referencing

Part Two: Presentation

All coursework for LUBS modules (with the exception of dissertations) is submitted in electronic format only - correct at time of writing [September 2020]. See Appendix A of this document for information about how to submit.

All assignments should conform to the following presentation guidelines unless specifically instructed otherwise on individual module areas on Minerva.

2.1. Text, Layout and Page Numbering

Assignments should be prepared using an easy-to-read font, with a font size of 11 or 12. Acceptable fonts are Arial, Times New Roman and Verdana. Assignments should be presented in either 1.5 or double line-spacing (except indented quotations or footnotes where single spacing may be used). Left and right hand margins should be at least three centimetres wide.

Pages of text and appendices should be numbered consecutively throughout the assignment, including photographs and/or diagrams where possible.

If a student chooses to provide double-sided text, particular care must be taken to fulfil all the requirements specified in these regulations, e.g., legibility, pagination and margin widths.

2.2. Coversheet, Title Page(s) and Word Count

All submissions should have an official LUBS Assessed Coursework Coversheet. This should be the first page of your assignment.

The cover sheet can be found in the [LUBS Taught Student Guide: students.business.leeds.ac.uk/forms-guidance-and-coversheets](https://students.business.leeds.ac.uk/forms-guidance-and-coversheets)

Students' names should not appear anywhere in the assignment but you must always include your student number on the coversheet. This is what identifies your assignment from other student's work.

You should always start your assignment with the assignment title.

Unless specified on the module area/assignment brief, the word count includes all text in the main body of the assignment including summaries, titles, contents pages, tables, diagrams, supportive material (whether in footnotes or references).

If you embed any content of your assignment as a graphic, e.g., diagrams, charts, graphs, etc., please bear in mind that these sections may not be registered by the word count function of word processing applications. You will need to count the words in these sections manually and add them to the total (please remember that numbers are also included in the word count).

The reference list and appendices will not normally count towards the word limit. However, it is not acceptable to present matters of substance, which should be included in the main body of the

text, in the appendices (appendix abuse). A penalty will be applied if the word limit is exceeded, details of penalties can be found in Appendix E of this booklet.

Please note: it is not acceptable to convert text to images to evade the word limit - electronic submissions will be checked for instances of this. Use of this tactic could be perceived as an attempt to deceive the examiner.

2.3. Table of Contents and Lists of Tables and Illustrative Material

If used, the contents page should list the Chapter Headings and the breakdown into sections. A list of tables, a list of figures and a list of appendices should be provided where applicable.

It is often convenient to break each chapter into numbered sections, e.g., 1.1, 1.2, 1.3, 2.1, etc. These should be listed on the Contents Page for ease of reference.

2.4. Illustrative Material, Drawings, Maps, Photographs, Computer Printouts, etc.

Wherever practicable such illustrative matter should have left and right hand margins of at least three centimetres and, if possible, be placed in the assignment near the appropriate text.

Photo-reduced tables and charts may be included in the assignment provided that the photo-reduced copies are of good quality and in a form consistent with the need for clarity and legibility.

Appendix A: Submission of your Assignment

All coursework for LUBS modules (with the exception of dissertations) is submitted in electronic format only.

A.1 Uploading your assignment to Minerva

Follow these instructions to upload the electronic version of your assignment before 12.00 noon on the deadline date:

- Complete and insert as the **first page** of your assignment the **Assessed Coursework Coversheet** (individual), which is available to download on the Taught Student Guide: students.business.leeds.ac.uk/forms-guidance-and-coversheets
- Log in to [Minerva](#)
- Select the appropriate module from the 'My Modules' list on the right hand side of the screen
- Select the submit your work tab
- Select the correct folder for your assignment
- Click 'View/Complete' under the assignment, then 'Submit'
- When prompted to enter the **submission title** you must enter your **Student ID**. Do not include any other text. If you name your assignment with any other title, it will not be considered a correct submission
- Select your file using the browse button (ensuring that you have included the

- LUBS cover sheet as the first page of your assignment)
- Click 'upload', and then on the next screen click 'confirm'
- When submission is confirmed with an on-screen receipt, make a note of your submission ID
- Navigate back to the submission area and check the assignment you have submitted is correct.

For every successful assignment submission you will receive an on-screen message letting you know that your submission is complete. You should **download a digital copy of your receipt**, which includes details of date and time of submission and title. You will also be emailed a second copy of the receipt, but this may take a while to reach you, especially at busy times. A further way of checking that your submission has been successful is to return to the assignment area where your digital receipt will be stored. To download a copy of your digital receipt as a PDF click on the **download icon**, then select **digital receipt**. You should retain your receipt for your reference as **this receipt is the only record that will be accepted as proof of successful submission**.

If you are unable to access a receipt via any of the methods described above, it is likely that your assignment **has not been correctly submitted**, and you should contact the IT Service Desk (see A.4).

It is your responsibility to ensure you upload the **correct file on time**, and that it has uploaded successfully. You should always ensure you manage your time effectively and **allow enough time** to navigate through Minerva, submit and check your submission. **Do not leave it until 5 minutes before the deadline, and be aware that it could take longer at busy times**.

Accessing the submission link before the deadline does **NOT** constitute completion of submission. You **MUST** click the '**CONFIRM**' button before 12 noon for your assignment to be classed as submitted on time, if not you will need to submit to the Late Area and your assignment will be marked as late, and will incur a late penalty (see Appendix B).

If you believe there are technical issues which are affecting your ability to upload your assignment on time it is your responsibility to contact the IT Service Desk (see A.4) as soon as possible. Only technical issues reported via the IT Service Desk, which have a support call ID will be given any consideration for the waiving of a late penalty.

More detailed information about assignment submission can be found on the following:

- students.business.leeds.ac.uk/assessment
- www.leeds.ac.uk/vle/students/assess/turnitin
- www.leeds.ac.uk/vle/students/assess/eassessment

It is your responsibility to ensure the safe submission of your own work. From time to time laptops, external drives, etc., can fail resulting in the loss of your assessed coursework, this can be damaging to your degree if you miss a submission deadline. Extensions cannot be granted for lost work on personal computers, therefore it is imperative that you back up your work on the University's network or a USB flash drive.

To prevent problems when accessing Turnitin the IT Service Desk recommend using Chrome (installed on the student desktop) or Firefox.

Turnitin is currently experiencing compatibility issues with the Safari web browser and no longer supports the use of Internet Explorer 11. These browsers should not be used to submit assignments.

Desktop Anywhere, which is a University of Leeds windows environment with access to your M: drive and Office applications, can be accessed here: access.leeds.ac.uk

A.2 Group Work

If your assessment is group work, **ONE** electronic copy of the assignment must be submitted to the Assignment Submission area within the module area on Minerva no later than 12 noon on the deadline date.

Your group should select **ONE** group member to upload the final assessment to Minerva; however, all group members are responsible to ensure that the work is uploaded on time. If the work is submitted late the penalty will be applied to all members of the group. The assignment should be uploaded through the selected member's Minerva account; feedback will be made available to all group members.

The group work coversheet can be found at students.business.leeds.ac.uk/forms-guidance-and-coversheets When submitting your assignment please refer to the guidance provided.

A.3 If you are having problems with submission:

□ **Check the size of your file**

The upload limit on Turnitin is 40mb. If your file is larger than this, it is usually because you have large image files embedded which will need to be compressed: see the guide on compressing files in Appendix C of this document.

□ **Make sure that you are submitting an acceptable file type**

Turnitin UK accepts the following file types: Microsoft Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

□ **Check your file name**

Please see the file naming guidelines in Appendix D of this document for characters which should not be included in the name of your file.

□ **You are trying to upload more than one file**

You can only submit one file per assignment, so ensure that all your work is saved under the one file name before submission.

□ If you are still having problems contact the IT Service Desk.

A.4 IT Service Desk contact details

0113 343 3333

itservicedesk@leeds.ac.uk

A.5 Code of Practice on Assessment

For further information on the assessment process, including marking and moderation, award and progression, mitigating circumstances and re-sits, visit the LUBS Code of Practice on Assessment: students.business.leeds.ac.uk/assessment/code-of-practice-on-assessment

Appendix B: Penalties for Late Submission of Coursework

In order for your assessed coursework to be complete, work must be submitted before **12.00 noon prompt** on the deadline date. Failure to submit by this time will result in a late penalty being applied.

For every period of 24 hours or part thereof that your assessment is overdue, you will lose 5% of the total marks available for the assessment.

The deduction will be applied to the mark for the coursework component concerned before any conflation with other grades/marks to give the overall result for the module. If the coursework is not submitted by the end of 14 calendar days following the prescribed deadline, a mark of zero will be returned for that component.

Appendix C: Compressing Files

When submitting files which contain images it is advisable to compress them. The Turnitin software on Minerva has a 40mb file size limit.

Microsoft programs where images are likely to be used have a compression facility. Instructions below are for Microsoft Word and PowerPoint.

Compress your files using Microsoft Word/PowerPoint

Open your document in the appropriate programme. If the picture tool bar is not visible, do the following:

- click **View**
- click **Toolbars**
- click **Picture**

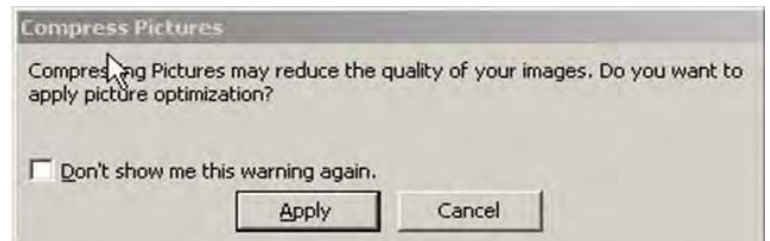
You will see the toolbar below, click on the **Compress Pictures** icon.



The Compress Pictures box will open. Leave the settings as the default (as in the image right) and click **OK**.



You may see a message warning you that compressing pictures may result in a lower quality of image (image right). This is unlikely to be an issue unless your work relies on very high quality images. Click **Apply** to run the compression.



Your file will now be compressed. Make sure you save the file to keep the changes.

Appendix D: File Naming Guidelines: Best Practice

The way you name your files and folders conveys information about the data you have stored in your file. Adopting a naming convention makes it easier to manage files and find what you want, quickly.

Good Practice	Rationale
Keep your file and folder names short	It is easier to locate it Keeps file paths short
Make the name unique	Avoid confusing duplicates
Do not use any of the following characters: & , . () % # ~ œ / \ - { } [] < > : ; @	Usually not allowed in most file systems
Do not include spaces	This can cause difficulties in some operating systems
When numbering similar types of files/folders try to anticipate maximum numbers	If you think that you will use 100 files for example, it is better to use 001 instead of 01, otherwise lists of files will be difficult to order
It is good practice to keep the directory structure between 3 - 5 levels	Shallow directory structures are easier to manage

Recommended naming convention

A naming convention which has gained a lot of popularity and is used in a number of World Wide Web Consortium-recommended protocols is called CamelCase.

CamelCase uses multiple words that are joined together as a single word (concatenation). The first letter of each of the multiple words is a capital which aids readability. It is important though not to create words too long, e.g.:

'DontCreateVeryLongWordsBecauseTheyLengthenFilepathsAndDontNecessarilyAidDescriptionOfFileContents'

Optional date naming/sorting convention

If you want to insert a date in your file name, it is advisable to use the following format: YYYYMMDD, separated by a hyphen or underscore, e.g.:

'20080228- Minerva.doc'

To separate the fields it is advisable to use hyphen, upper (-) or lower (_) or underscores. Do not use spaces.

Appendix E: Word Limit Policy

All coursework assignments that contribute to the assessment of a module are subject to a word limit, as specified on the module area on Minerva. **The word limit is an extremely important aspect of good academic practice, and must be adhered to.** Unless stated specifically otherwise in the relevant module area, the word count includes EVERYTHING (i.e., all text in the main body of the assignment including summaries, subtitles, contents pages, tables, supportive material whether in footnotes or in-text references) except the main title, reference list and/or bibliography and any appendices. It is not acceptable to present matters of substance, which should be included in the main body of the text, in the appendices (“appendix abuse”). It is not acceptable to attempt to hide words in graphs and diagrams; only text which is strictly necessary should be included in graphs and diagrams.

You are required to adhere to the word limit specified and state an accurate word count on the cover page of your assignment brief. Your declared word count must be accurate, and should not mislead. If the amount of work submitted is higher than that specified by the word limit or that declared on your word count, this may be reflected in the mark awarded and noted through individual feedback given to you.