**📘 Leeds Harvard Referencing Tool – User Guide**

**🎯 What This Tool Does**

The **Leeds Harvard Referencing Tool** has been designed to support learners and tutors in ensuring academic writing meets the standards of the **Leeds Harvard Referencing style**.

It allows you to:

* Upload assignments, essays, or reports in **Word (.docx)** or **PDF** format.
* Automatically scan the document for **in-text citations** and **reference lists**.
* Check for **accuracy, completeness, and consistency** in references.
* Receive a **clear report** showing:
  + Correctly formatted references.
  + Possible errors or missing details.
  + Suggestions for improvement.

This tool is especially useful in education, training, and professional development, where academic rigour and referencing skills are essential.

**👩‍🎓 For Learners**

Using this tool will help you:

* Understand how well your work follows the **Leeds Harvard format**.
* Identify areas where your citations and references can be improved.
* Build confidence in submitting assignments with correct referencing.
* Reduce the risk of **accidental plagiarism**.

**👨‍🏫 For Tutors**

Tutors can use this tool to:

* Support learners in developing good **academic writing practices**.
* Provide evidence-based feedback on referencing accuracy.
* Encourage **independent learning**, where learners can self-check before submission.
* Save time in **marking and feedback**, by focusing on content rather than format.

**📝 How to Use the Tool**

**Step 1 – Upload Your Document**

1. Click the **Upload** button.
2. Select your **Word (.docx)** or **PDF** file.
3. The tool will read your text and extract references.

**Step 2 – Run the Check**

* Once uploaded, click **Check References**.
* The tool scans for:
  + In-text citations (e.g., *Smith, 2022*).
  + Reference list entries.
  + Correct formatting based on **Leeds Harvard guidelines**.

**Step 3 – Review the Report**

You’ll receive an output with:

* ✅ **Correctly formatted references** – highlighted as acceptable.
* ⚠️ **Potential errors** – e.g., missing dates, missing page numbers, wrong punctuation.
* 💡 **Suggestions** – how to correct issues to meet Leeds Harvard standards.

**Step 4 – Apply Corrections**

* Use the feedback to edit your document.
* Tutors may ask you to re-upload corrected versions to check improvements.

**📌 Example**

**In-text citation (correct):**

(Jones, 2023, p. 15)

**Reference list (correct):**

Jones, A. (2023) *Social Care in Context*. London: Routledge.

If your document contains an entry like:

Jones, A. Social Care in Context. Routledge.

⚠️ The tool will flag it as **incomplete**, and suggest adding: year, italics, and place of publication.

**💡 Tips for Success**

* Always double-check your references manually – this tool is a **learning aid**, not a substitute for your judgement.
* Keep your **reference list organised** – alphabetical order, correct spacing, italics for book titles.
* Use the tool **before submission** to save time and avoid last-minute corrections.

**🔗 Support**

If you encounter issues:

* Ensure your file is in **.docx** or **.pdf** format.
* Check that your reference list is clearly labelled (e.g., “References” or “Bibliography”).
* Ask your tutor if you are unsure about a specific reference.