Continue

I am in the process of finishing my esssay, and one issue that is annoying me is that I am happy with my current essay. It falls within the word limit as well as it being written the way I wanted it to be.However, I am slightly worried about the harvard system of referencing. Do these references in text (within these here brackets/whatever you call them) count towards the technical word limit? As it stands my word count is added on by 69 words. I realise the bibliography doesn't count, and thank god for that, as it takes up my word count to almost an extra 200 words. Just let me know, quite simply, if references made in text count towards the actual word limt. It would help a lot! What you have said is correct. Appendices go after the References section, and are titled "Appendix A", "Appendix B" etc. You might be able to use numbers instead if you wish, but I only see published reports with lettered appendices.All you need to do in the actual appendices is insert the image/chart you are referring to in-text and cite it as "Appendix A shows that..." or whatever you need to do to make it understandable. Make sure you title it, to explain what it is, for example "Appendix A: A bar chart showing...". Don't put appendices in reports and expect them to be self-explanatory, you must cite them in the main body of your report and explain how they contribute. If you created the images/charts yourself, you don't need to reference them in your References section, but if you got them from another source you should. Put a citation underneath the image/chart if the source is not yours.For example, in one of my assignments I had to put a questionnaire I did not design in the Appendix section, and I cited the authors and the date underneath it so the reader knows it didn't come from me. As above, your department or uni as a whole will usually give guidelines on what counts towards your word count, and what the deductions may be for going over (if any). Your module assessment information should give details on any specific formats required, and otherwise you should follow whatever the departmental formatting guidelines are (which will usually also be published alongside details about word counts and so on). It is worth checking for the formal guidelines (as if they do differ from what you were penalised for, you could appeal on that basis; make sure to check both departmental/university wide guidelines as well as any guidance in the module itself and for the particular piece of assessment submitted though, as the latter could override the former) to know for certain, and also to see if there is any leeway in word count (some of the unis I've studied at allow you up to 10% over the word count, whereas others strictly stop at the word count indicated). Although it was an unfortunate way for you to discover this, at least you know now for future reference.Everywhere I've studied has included in-text citations in the word count (i.e. Harvard style referencing), though. The only things normally excluded from word counts in my experience are title pages and abstracts, footnotes, tables and figures, bibliographies/reference lists, and appendices (which are not strictly marked or read normally). Everything else counts usually (captions for tables and figures is a bit more variable); even if you type "word count: x" at the start of your assignment, but not as part of the title page, that usually counts as three words in my experience! It's best to assume things count towards your word limit unless it's specifically and unambiguously stated in the assessment criteria that something doesn't count. Formatting as above is really a matter of figuring out the standard format for your department and then following that unless specific guidance is given otherwise (which may sometimes be the case, e.g. if they want you to submit an academic journal style article that follows the style guide of a journal in your field).I have been lucky however as I've not known anywhere to specifically penalise you for such things (also most of the unis I've studied with have allowed up to 10% over the word limit as well). My own experience has been if you are over the word count, the marker is not obliged to read or mark anything beyond the word limit, and formatting is really more a matter of convention than marking unless it is part of what is being assessed (such as the above example of a journal style article, which was a specific assignment I had once with marks specifically allocated for following the style guide for the journal in question!). But evidently it does vary between unis so it's important to find out what is the case for your uni/department/course/module!