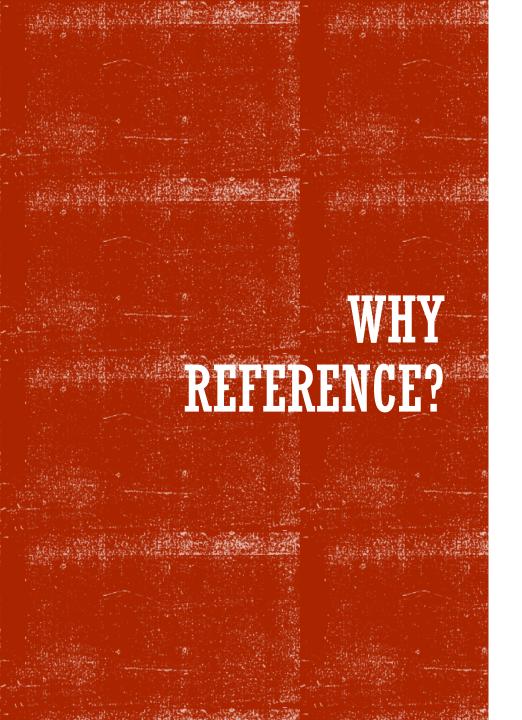
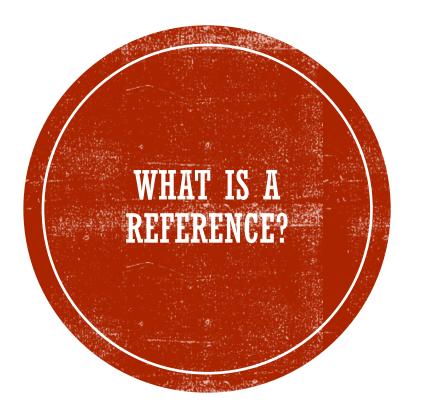


REFERENCING YOUR WORK

Caroline Cahill

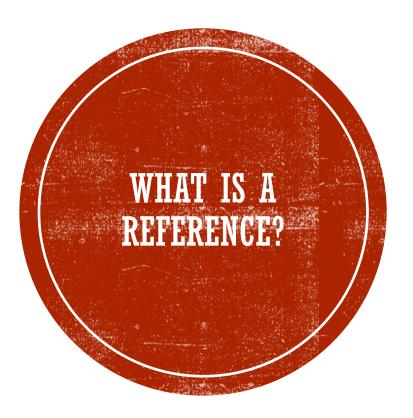


- courtesy of acknowledging sources used
- Enables source to be located
- Demonstrates credibility to your work
- allows the work to be checked and verified
- prevents criticisms regarding plagiarism.
- Copyright laws are honoured.



Material in your report (if it is sourced from someone else) should be linked to the original source

POSSIBLE SOURCES INCLUDE:



WHEN REFERENCING SOMEONE ELSE'S MATERIAL

- (1) You must include citations
- Scattered throughout your research
- **surname** and **year** only
- appearing directly after the material in your sentance

PLUS

(2) a fully detailed **reference list** at the end of your report showing

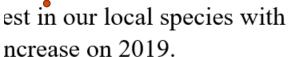
WHY ARE REFERENCES NEEDED?

The Department of Agriculture, Food and the Marine (DAFM) announced that payments have started to issue under the Horticultural Exceptional Payment Scheme (HEPS) to eligible growers (Merrion Street, 2022)

References

Merrion Street, 2022. Ministers announce the commencement of payments to horticultural growers under the Horticultural Exceptional Payment Scheme. [Online] Available at: https://merrionstreet.ie/en/newsroom/news/ministers announce the commencement of payments to horticultural growers under the horticultural exceptional payment scheme.174772.shortcut.html [Accessed 05 10 2022].







(1) HARVARD CITATIONS

(Author, Date) scattered throughout your report



HARVARD REFERENCING CITATION

- often referred to as the 'author/date' system
 - References in alphabetical order
 - DO NOT use numbering system
- It is a system: ...in which names and dates are given in the body of the text (SETU, 2022)

CITATION: appears IN your report



HARVARD REFERENCING CITATION

- You ONLY include two pieces of info: Author and Date:
 - 1. the authors surname(s) OR business/organization name and
 - 2. the **year** of publication

• EXAMPLES:

... according to 30% of the students (SETU, 2022)

... as recently reported (Irish Farmers Journal, 2022)

... compared to previous statistics (Cahill, 2014)

... an increase of 24% (The National Biodiversity Data Centre, 2020) ... part of its upcoming Sustainability Week 2022 (Teagasc, 2022)



(2) HARVARD REFERENCE LIST





Full reference details are needed to correspond with **each** citation

the result = a complete reference for each work that you (the researcher) has consulted and/or referred.

consists only of those works specifically <u>referred to</u> (i.e. what you have used) in the text

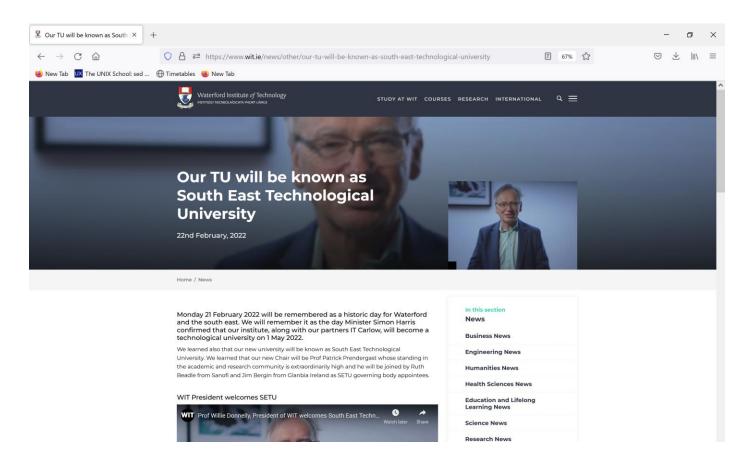
REFERENCE LISTRE

Reference
List
appears at end of your report

References

- Atkinson, P. (2000) 'The title of the article', *The Title of the Journal*, 16(3), pp. 33-45. Available at: https://journals.edu.uk (Accessed: 01 November 2019).
- Blair, T. (2003) The title of the published PhD thesis. PhD thesis. University of London.
- James, K. (2016) 'Insert Chapter Title', in Smith, R. (ed.) This long piece of text is used to indicate the title of an imaginary example book. London: Macmahon Publications, pp. 66-74.
- Johnson, B. and Blair, T. (2001) Title of the webpage, [Name of the Social Networking Site] 30 March. Available at: https://socialnetworking.com/johnson-and-blair/ (Accessed: 01 July 2019).
- Jones, P. (1999) The title of the photograph. Available at: https://photographs.com/the-title-of-the-photograph/ (Downloaded: 01 November 2019).
- Jones, P. (2015) The title of the webpage. Available at: https://onlinewebpages.edu.uk (Accessed: 13 August 2018).
- Lee, Z. (2001) 'The title of the article', The Name of the Newspaper, 11 June, pp. 04-05.
- Smith, R. (ed.) (2016) This long piece of text is used to indicate the title of an imaginary conference proceeding. SOAS, London, 16 July. London: Macmahon Publications.
- Smith, R., Jones, P., Lee, Z. and Johnson, B. (2019) This long piece of text is used to indicate the title of an imaginary example book. London: Macmahon Publications.

EXAMPLE



- You've used information from this SETU page
- You must refer to the original source in your report



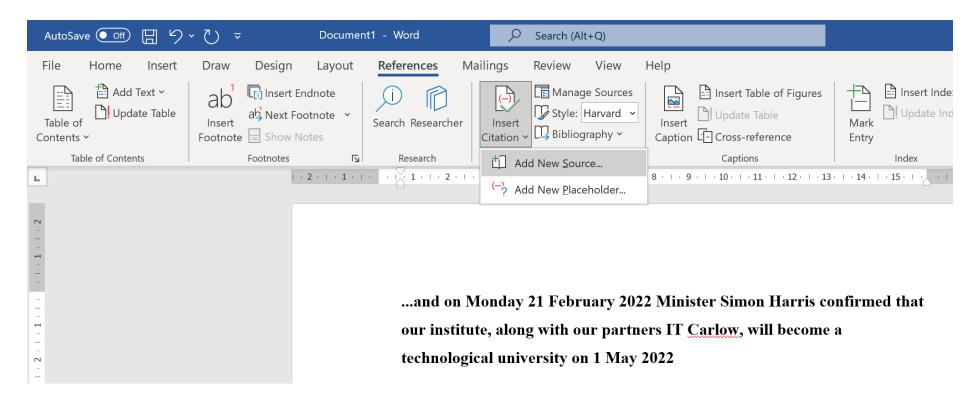


February 2022 Minister
Simon Harris confirmed that
our institute, along with our
partners IT Carlow, will
become a technological
university on 1 May 2022

(1) Add your citation: author, date

(2) Add your Reference details

MS WORD: ADD YOUR MATERIAL

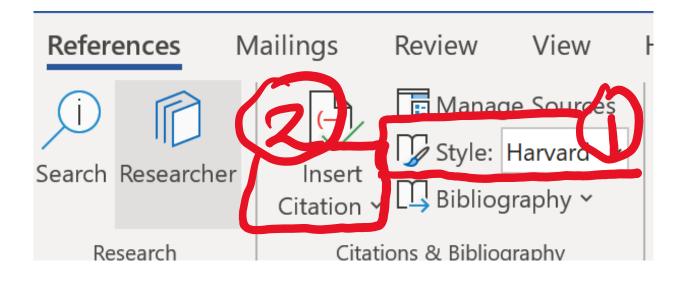


• This could be text, images, graphs, charts, direct quote, paraphrased material etc.



MS WORD: ADD YOUR CITATION

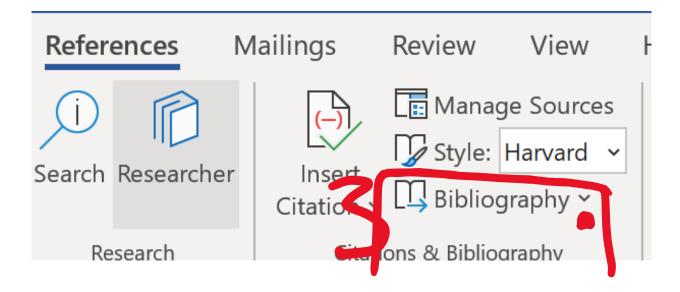
- Ensure MS Word "Style" is Harvard
- 2. "Insert Citation" dropdown: "Add a new source" and fill in all the blanks





MS WORD: ADD YOUR REFERENCE LIST

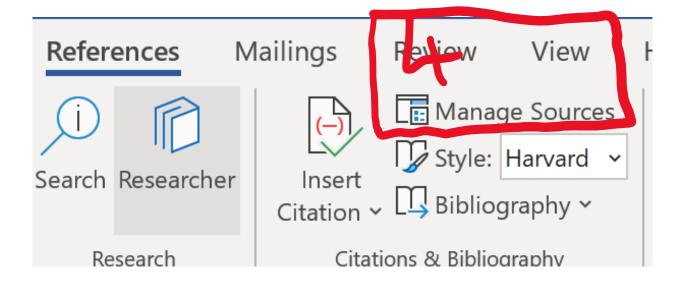
3. "Bibliography" dropdown and choose "References"



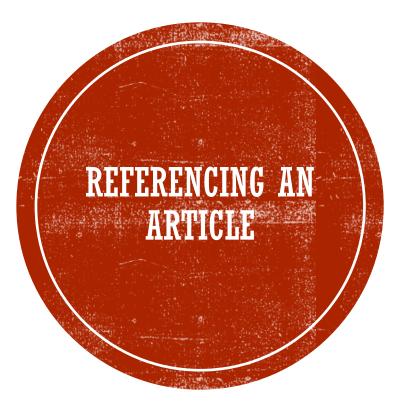


MS WORD: MADE A MISTAKE?

4. "Manage Sources" allows you to edit typos, add more info, delete an entry etc.







₱ Publications - National Biodive: × + - ø × ← → C @ ○ A https://biodiversityireland.ie/publications/?search=biodiversity ⊚ 7 |||/ ≡ Biodiversity
Data Centre
A Heritage Council Programme Publications Use the category selection below to browse our library of downloadable publications. If you know the name of the publication you need, simply start typing it to instant search SUBMIT QU biodiversity We use cookies on our website to give you the most relevant experience by remembering your preferences and repeat visits. By clicking "Accept", you consent to the use of ALL the cookies. However you may visit Cookie Settings to provide a controlled consent. You can view our privacy policy here. ^ Q̄ □ ¬ ¬ ¬ ← √ 12 P Type here to search

...and on Monday 21 February 2022 Minister Simon Harris confirmed that our institute, along with our partners IT Carlow, will become a technological university on 1 May 2022 (WIT, 2022)

2020 Covid Lockdown showed an increased level of interest in our local species with 168,000 records being submitted for the full year, a 34% increase on 2019 (National Biodiversity Data Centre, 2021)

References

National Biodiversity Data Centre, 2021. COVID-19 restrictions result in greatly increased levels of biodiversity recordings. *Biodiversity Ireland*, Issue 21, p. p3.

WIT, 2022. Our TU will be known as South East Technological University. [Online] Available at: https://www.wit.ie/news/other/our-tu-will-be-known-as-south-east-technological-university

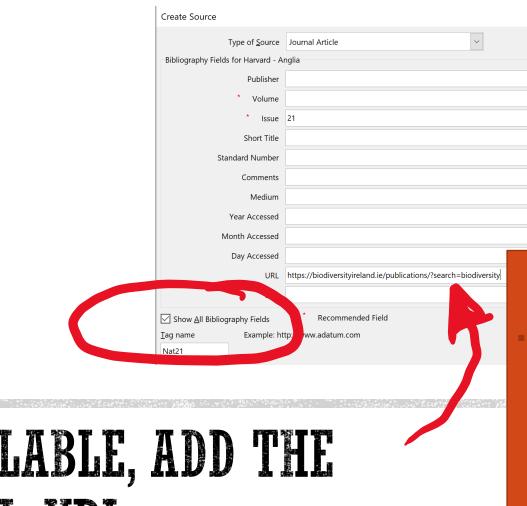
[Accessed 7 March 2022].

EG OF RESEARCH
TEXT PLUS
(1) CITATIONS
AND
(2) FULL DETAILS
IN REFERENCES

REFERENCING AN ONLINE JOURNAL ARTICLE

Create Source		?	×
Type of <u>S</u> ource	Journal Article		
Bibliography Fields for Harvard - Anglia			
Author		Edit	
	Corporate Author National Biodiversity Data Centre		
Title	COVID-19 restrictions result in greatly increased levels of biodiversity recordings		
Journal Name	Biodiversity Ireland		
Year	2021		
Pages	p3		
Volume			
Issue	21		
Show <u>A</u> ll Bibliography Fields			
Iag name Example: 12	OK OK	Can	icel





IF AVAILABLE, ADD THE JOURNAL URL

- Click "Show All Bibliography Fields" to add in as much info as possible:
 - Makes it easier for a reader to go to original source





harvard referencing using MS Word



Q All

Videos

Images

News

Books

: More

To

About 33,900,000 results (0.59 seconds)

How do I set the Referencing Style?

- Click on the References tab on the top menu.
- 2. The tool you will be using is in the Citations & Bibliography section.

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Please note: The information for this guide is based on information from the following book: Pears, R. and Shields, G. (2010) Cite them right: the essential referencing quide. 8th edn. Basingstoke: Palgrave Macmillan.

Why do I need to reference?

It is standard practice at third-level to include references in all of your assignments. Referencing acknowledges the sources you have used. It shows that you have read around your subject area and protects you from any charges of copying or plagiarism.

Show me an example of good referencing.

This is an excerpt from an essay that is properly referenced:

Dublin is the capital of Ireland. According to one source 'the city is small, easy to get around, and offers no greater challenge than struggling to be cultural the morning after the night before' (Davenport, 2008, p. 16). Dublin aims to become part of the sustainable tourism drive. This relates to changes in behaviour patterns among members of the public (Miller et al., 2010). The Discover Ireland website (Fáilte Ireland, 2009) outlines some of the main tourist attractions in Dublin.

This is an excerpt from the reference list at the end of the essay:

Davemport, F. (2008) Dublin: city guide. London: Lonely Planet.
Miller, G., Rathouse, K., Scarles, C., Holmes, K., and Scribes, J. (2010) 'Public
understanding of sustainable tourism', *Annals of Tourism Research*, 37(3), pp. 627-645.
Fálite Ireland (2009) Discover Ireland [Online]. Available at:
http://www.discoverireland.ie/ (Accessed: 18 October 2011).

That looks great, but where do I start?

The Harvard Referencing style follows a formula as outlined in the next few pages. One good rule of thumb for referencing is to ask yourself 'is this point common knowledge or not?' A statement like *Dublin is the capital of Ireland* is common knowledge, so there is no need to reference this. Everything you take from other sources - books, journals, websites (including YouTube) - that is not common knowledge does need to be referenced however.

How do I reference using the Harvard style?

You need to prepare:

A. Citations

These are references within the text of your essay. Citations provide outline information about the full reference, as listed in the reference list at the end of your essay (See B below). There are two main types of citations:

1 Direct Ouot

Put the quote in single quotation marks. List the surname of the author, the date of publication and the page number that it appeared on directly after the quote.

Example: According to one source, 'the city is small, easy to get around, and offers no greater challenge than struggling to be cultural the morning after the night before' (Davenport, 2008, p. 16).

2 Paraphrase or summary

This is not a direct quote, so there is no need to include quotation marks or page numbers. List the name(s) of the authors and the date of publication directly after the paraphrase. Example: Dublin aims to become part of the sustainable tourism drive. This relates to changes in behaviour patterns among members of the public (Miller et al., 2010). Note: If there are more than 3 authors, you use et al., meaning 'and others'

B. Reference list

This is an *alphabetical* listing by author, containing the full details of all of the sources you have cited (quoted or paraphrased as above).

References

Davenport, F. (2008) Dublin: city guide. London: Lonely Planet.

Miller, G., Rathouse, K., Scarles, C., Holmes, K., and Scribes, J. (2010) 'Public understanding of sustainable tourism', *Annals of Tourism Research*, 37(3), pp. 627-645.

Note: If no date of publication can be identified, you use (no date), for example, Murphy, J. (no date).

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