A GUIDE TO REFERENCING
USING THE
HARVARD REFERENCING SYSTEM

Contents

1. INTRODUCTION

1.1. What is Referencing?

Referencing is the acknowledgement of any material used in the writing of your work. It is essential that you indicate from where the information you are using has come. Any statements you make in your work need to be supported by reference to the published medium. If you do not acknowledge (reference) where the information in your work comes from you could be accused of **plagiarism**, **cheating** or **copying**.

Plagiarism is the use of another's ideas and/or words without a clear acknowledgement of the source of the information. In other words, attempting to present another person's work as your own is plagiarism, and is considered a serious disciplinary offence in Dorset College). So therefore, it should be obvious that a well-referenced paper is critical for a student to avoid the charge of plagiarism. See section 2.1 for further information on plagiarism.

A number of different referencing styles exist. Dorset uses the Harvard style of referencing.

1.2. What is the Harvard System of Referencing?

It is a straightforward method of acknowledging other people's work. It is easy to use both by the author and the reader because there are only two essential elements:

Citing: referring to sources you use within the main text of your document
Reference list: the detailed list of sources cited in your work, located at the end of your paper.

1.3. What is Citing?

Citing is acknowledging, within your text, the sources from which you have obtained your information. In the Harvard style your citation will include the author, year of publication, and page number where relevant e.g. (McGreal 2006, p.78). This brief citation refers the reader to your Reference List where you provide the extended details of the source.

Punctuation and capitalisation must be consistent throughout.
Commas, full stops, colons, brackets must be used in the same place in each reference.
Capitals must be used for all personal names and places, e.g. authors, publishers, place of publication.
Note: There is always one space after a comma, two spaces after a colon or a full stop (at the end of a sentence).

1.4. The Reference List

The reference list is a detailed list of sources which were cited in your text, in other words the sources from which you obtained your information.
This should include author, year of publication, title and subtitle, place of publication and publisher. It is located at the end of a paper/article/dissertation/thesis etc.
The list is arranged alphabetically by author's surname.
The main title of each source should in italics.

1.5. What is a Bibliography?

Bibliography is the list of sources and background reading, which you may or may not have cited within your text. It is commonly located at the end of your paper. It is organised alphabetically by author's surname and is evidence of all the sources you have used in your research. Include a separate Webography at the end of the bibliography if you have used information from websites. The webography should contain name of the owner of the website, title and full URL of the website plus the date you accessed that website.

1.6. Punctuation

Author(s) name: Use surname only
Use both authors' surnames linked by 'and' for 2 authors
Use first author's surname and et al. for 3 or more authors
Year: give full digits
Pages: Abbreviate to p. for single page and pp. for page range
Give page numbers if you are quoting directly. It is not essential for paraphrasing.

1.7. How do I use Quotations?

Long Direct Quotations

A direct quotation consists of the actual words used by the author. A direct quotation of more than two lines long should:

- commence on a new line
- be indented from the main text at both left and right margins
- be typed in smaller font size to the remainder of the document
- be typed in single-line spacing
- not have quotation marks
- show author, year and page number(s), in brackets at the end

Short Direct Quotations

A direct quotation of less than two lines long should:

- be inserted directly into the text without putting it on to a new line
- commence and end with quotation marks (either single or double – be consistent throughout your document)
- show author, year and page number(s), in brackets at the end

Making Changes in a Quotation

Where you make changes to a direct quotation you must follow the rules below:

- any omission of words, phrases, or paragraphs from a quotation, whether from the beginning, middle or end is indicated by ellipsis points. These are three spaced dots (. . .). There should be a space before each dot unless the first dot is a full stop, and a space after the last if a word follows. They are always placed within the quotation marks
- where you want to insert your own words, or different words, into a quotation, you must put them in [square] brackets
- where there is an error, e.g. a spelling mistake or wrong date, in the original quotation, do not
  attempt to correct it. Type [sic][1], in square brackets at the point where the error occurs
- if you underline, **embolden** or *italicise* any part of the quotation for emphasis, you must state that the emphasis is your own, e.g. (O'Connor 2000, p.45, author's underlining or author's emboldening or author's italics)

- if any part of the original is <u>underlined,</u> or in **bold**, or in *italics* you must state that is how it is in the original, e.g., (Smyth 2006, p.4, italics in original)
- [sic] is written, in square brackets, after a word or expression in a quotation when it looks incorrect. It is used to indicate that the original work is being quoted directly, even if it is incorrect or appears so.

1.8. What is Paraphrasing?

When you paraphrase you put someone else's work into your own words, rather than quoting. Where you do this you must be careful not to change the meaning. Even though you use your own words, you must still acknowledge where you got the idea.

Author's original text:

Biological time is not only scientifically important, but it also greatly affects the productivity and health of a nation. The cost to the nation's health of working out of phase with our biological clocks is probably incalculable at present. In the short term, poor sleep, gastrointestinal problems, higher accident rate, and social problems are evident.

Rajaratnam, S. (2001) Health in a 24-hr society. *Lancet.* 358, pp. 999-1005.

Citing example:

Rajaratnam (2001, p.1005) argues that, while the notion of biological time is of scientific importance, it is also economically and socially significant at a national level. He points to the health, productivity and social problems which may be attributed to individuals working 'out of phase' with their internal clocks.

1.9. What is Summarising?

When you summarise you give an outline of the main points of a passage, chapter or book. Where you do this you must be careful not to change the meaning. Even though you use your own words, you must still acknowledge where you got the idea.

Author's original text:

Biological time is not only scientifically important, but it also greatly affects the productivity and health of a nation. The cost to the nation's health of working out of phase with our biological clocks is probably incalculable at present. In the short term, poor sleep, gastrointestinal problems, higher accident rate, and social problems are evident.

Rajaratnam, S. (2001) Health in a 24-hr society. *Lancet.* 358, pp. 999-1005.

Citing example:

In his conclusion, Rajaratnam (2001, p.1005) points to the possible economic and social costs incurred by a nation when individuals work 'out of phase' with their biological clocks.

2. WHY IS REFERENCING ESSENTIAL?

Referencing protects you against charges of plagiarism or copying
It makes it easy for the reader to trace academic and other knowledge used by you
It shows clearly and simply the research you've carried out to reach your conclusions

2.1. What is Plagiarism?

Plagiarism occurs where the ideas or writings of another person are passed off as your own. This includes copying sections of text without acknowledging from where these ideas came. Plagiarism is a form of intellectual theft that can lead to serious consequences for the offenders. Dorset uses the "Turnitin" software package to search students' work to uncover any incidences of suspected plagiarism.

In your work you will often refer to work produced or written by someone else. Though you must show that you have knowledge of what has been written on the subject before, you must never pass the ideas off as your own. If you do not acknowledge (reference) where the information in your work comes from you could be accused of **plagiarism**, **cheating** or **copying**.

> **Note: Plagiarism, cheating or copying is a major offence against Dorset's Code of Conduct.**

3. CITING WITHIN THE TEXT OF A PAPER

3.1. Where the author's name occurs naturally in the text

Where the author's name occurs naturally in the text, the (year) follows, in brackets, e.g. The work of Woods (2006) was concerned with quality.

3.2. Where the source is cited within another book

For sources that you have not actually seen but which are referred to in another work, you must cite, in your text, both the author of the idea you are using and the source you found it in, e.g. (O'Connor 1989, cited in Cleary 2006, p.4). In your bibliography you need only give details of the source that you found it in (in this case, Cleary 2006). (**Note**: it is always advisable to track down the original work.)

3.3. Where there is more than one reference at the same point in the text

When more than one reference is given at the same point in the text, they should be listed in order of publication date (earliest first), e.g. Cleary (1984), O'Connor (1992) and MacKenna (2000) all think that ...

3.4 Where there is more than one author with the same surname and the same year

In your main text you only use the author's surname and date of publication, in brackets, e.g. (O'Connor 2006). When you have two or more authors with the same surname that have been published in the same year you must identify them by using their initials, e.g. (O'Connor, L. 2006).

3.5. Where the author has more than one item published in the same year

Lowercase letters must be used after the year when you refer to more than one item published in the same year by the same author, e.g. 2001 a, 2001 b etc.

3.6. Where there is no date on the publication

If you do not know the date of the publication, use "n.d.", which means "not dated", in place of the year. If

there is only the copyright year in the book, rather than the year of publication, precede the date with a "c".

3.7. Where there is no author

Where you cannot establish the author(s) of a work, include the title within the brackets, in place of the author's surname.

3.8. Citing a website

Use the name of the person or organisation responsible for the site (author) and the date of the site's creation or most recent update. (Centre for Universal Design 2008)

3.9. Visual information, photographs, illustrations and diagrams

If the visual information is not your own work, acknowledge the source in the same way as you would acknowledge quotations, e.g. (author and date), in brackets with full details in the reference list.

3.10. Reproductions of works of art

For reproductions not only should you cite the source (as you would in a book) but you should also acknowledge the original artist, photographer, designer or architect.

3.11. Citing page numbers

Include page numbers if you refer to specific sections in a source, e.g. (Hogan 2006, p.31) (McKenna 2006, pp.41-42)

Exclude page numbers if you refer to an entire work, e.g. (Dillon 2003) (**Note**: You cannot include page numbers if you refer to an article on the Web or a Web page, since these have no page numbers.)

3.12. Authors

Include author's surname only when citing within your text.
Include author's surname and first initial in the reference list.
Be consistent throughout your list; even where you know the full forename use only initials. Never include titles, e.g. Dr., Prof., PhD. in your reference list.
Double-barrelled names are referenced under the first part of the surname, e.g. Brown-Hovelt under 'B'.
Names beginning with Van, e.g. Van Assche are referenced under 'V'.
Names beginning with O', e.g. O'Connor are referenced under 'O'.
Names beginning with Mc, e.g. McKenna, McArdle are referenced under 'McA', 'McK' etc. Names beginning with Mac are referenced under Mac.
Where there is more than one author, they should be in the order they appear on the title page of the book or article, not alphabetically.

The following are not part of the Harvard System of Referencing but are commonly used with all systems.

ibid (an abbreviation of the Latin term ibidem meaning 'in the same place') is used as a ditto instead of repeating the previous reference.

Op.cit (an abbreviation of the Latin term opera citato meaning 'in the work cited') is used after an author's name to mean the same work as last cited for this author.

3.13. Good Practice

- Keep records of all the sources that you access and use throughout your work. This can be done using a PC or a simple index card system.
- Be consistent in style throughout your work.
- Leave yourself enough time to write up your references.

4. HOW TO REFERENCE

In referencing the only emphasis used should be on the main title. When referencing items in a Reference List the main title of each source should be <u>underlined,</u> or in **bold**, or in *italics.* Whichever you use it is important to be consistent throughout your work.

4.1. Articles

4.1.1 Journal Article

Author(s) Name(s), Initial(s). (Year of publication) 'Title of article'. *Title of journal* Volume number (issue/part number), [or] date/month of publication, (if volume and issue are absent) page number(s).

Storey, A. (2006) 'Bono: assuming the role of arbiter'. *Village* 88, p.47.

4.1.2 Article – on the Web

Author(s) Name(s), Initial(s). (Year of publication) 'Title of article'. *Title of journal* [online] Volume number (Issue number), [or] date/month of publication, (if volume and issue are absent) available: web address [accessed date].

Tsai, P. and Jirovec, M. (2005) 'The relationships between depression and other outcomes of chronic illness caregiving'. *BMC Nursing* [online] 4 (3), available: http:// www.biomedcentral.com/1472-6955/4/3 [accessed 09 July 2009].

4.1.3 Article – on the Web - accessed from a database

Author(s) Name(s), Initial(s). (Year of publication) 'Title of article'. *Title of journal* [online] Volume number (Issue number), [or] date/month of publication, (if volume and issue are absent) page number(s) (if applicable) available: name of database [accessed date].

Taylor, D. (2007) 'How to build an evidence-based practice'. *Dynamic Chiropractic* [online] 25 (21), pp.24-25 available: ProQuest Nursing and Allied Health Source [accessed 09 October 2007].

4.1.4 Newspaper – Print

Author(s) Name(s), Initial(s). (Year of publication) 'Title of article'. Section (if relevant), *Title of newspaper* date, page number(s).

Weston, C. (2009) 'Credit unions must keep 1 0pc of assets in reserve for dividend'. Business week, *Irish Independent* 13 August, pp. 1-2.

4.1.5 Newspaper – on the Web

Author(s) Name(s), Initial(s). (Year of publication) 'Title of article'. Section (if relevant), *Title of newspaper* [online] date, available**:** Web address [accessed date].

Gallagher, P. (2006) 'Staunton confirmed as new republic manager'. *The Irish Times* [online] 01 June, available: http://www.ireland.com [accessed 05 July 2006].

4.1.6 Newsletter

Author(s) Name(s), Initial(s). (Year of publication) 'Title of article'. *Title of newsletter* Publisher, Issue number, (month) or (season), page numbers (if appropriate).

McHugh, G. (1993) 'Change and survive'. *Newsletter of the Irish Nursery and Garden Centre Industry* An Bord Glás, Issue 4, (Autumn).

4.2. Books

4.2.1 Book with one author

Author name, Initial. (Year of publication) *Title of Book: Subtitle* (if any). Series (if any), Volume number (if any), ed., if not the first (never put 1st edition) Place of publication: Publisher.

Moore, T. (1991) *Complex analysis*. Series in pure mathematics, Vol. 9, London: World Scientific.

4.2.2 Book with more than one author

Author(s) Name(s), Initial(s). (Year of publication) *Title of book: subtitle* (if any). Series (if any), Volume number (if any), ed., if not the first (never put 1st edition) Place of publication: Publisher.

Tiernan, S., Morley, M. and Foley, E. (2001) *Modern management: theory and practice for Irish students.* 2nd ed., Dublin: Gill & MacMillan.

4.2.3 Book – chapter or contribution

A common mistake is to confuse the name of the contributor to a book of collected writings with that of the editor. **Note**: ed. is a suitable abbreviation for editor.

Author(s) Name(s) of chapter/contribution, Initial(s). (Year of publication) Title of chapter/section, In: Author(s)/editor(s) Name(s), Initial(s) of collected work, ed.(s),
Title of collected work: subtitle [if any]. ed. [if not first], Place of publication: Publisher, page number(s) of section.

Hill, S. (2002) What is Entrepreneurship? In: Cooney, T. and Hill, S. eds., *New venture creation in Ireland*. Cork: Oak Tree Press, pp.5-20.

4.2.4 Book – edited

Same as for book (4.2.1) with the abbreviation **ed**. or **eds**. added after editor(s)

Murray, M. and Reed, C. eds. (2001) *Promotion of mental health.* Mental Health Promotion Unit Series, Vol. 7, Aldershot: Ashgate Publishing Ltd.

4.2.5 Book on the Web (e-book)

Author(s), Name(s), Initial(s). (Year of publication) *Title of eBook: subtitle* (if any). ed., if not the first (never put 1st edition) Name of eBook supplier [online] available: web address [accessed date].

Butow, E. (2007) *User interface design for mere mortals*. Safari Tech Books [online] available: http://0-safari5.bvdep.com.dkitlibs.dkit.ie/9780321447739 [accessed 09 July 2009].

4.2.6 Book with no author e.g. Reference Works

Title of work (Year of publication) ed. (if not first edition), Place of publication: Publisher.

Collins Chinese dictionary and Chinese in action (2006), Glasgow: Harper Collins.

4.2.7 Book Review

Note: The author and date of the review, not the author of the book, should be cited within the text.

Reviewer's name, Initial(s). (Year of publication of review) *Title of book being reviewed* by author(s) of book, [**Note**: the author's name is not written surname first] reviewed in title of journal/newspaper containing the review, volume (issue), page number(s).

Maguire, M. (1994) *Ireland's histories : aspects of state society and ideology* by Seán Hutton and Paul Stewart eds., reviewed in Irish Historical Studies Vol. XXIX (113), pp.136-1 37.

4.2.8 Exhibition Catalogue

Where there is no author, use the gallery or museum. (Year) *Title of exhibition*. Place of exhibition, Gallery.

Irish Museum of Modern Art (2006) *Irish Art of the Seventies*. Dublin, IMMA. It is usual to capitalise the names of art movements.

Haskell, B. (1984) Blam! <u>The</u> *Explosion of Pop, Minimalism and Performance 1958-64*. New York, Whitney Museum of American Art.

4.3. Correspondence

Note: Permission should be sought before these sources are quoted.

4.3.1 Email or memo

Surname of sender, initial(s). (Sender's email address), day month year. Subject of message. Email to recipient's name (Recipient's email address).

Kearney, C. (cathal.kearney@dorset-college.ie), 10 February 2013.Referencing. Email to Pre-master students. Email address

Interviewer's name, initial(s). (Year of communication) Interview with Name of interviewee (forename/lastname), full date of interview (date month and year). [format]

Kenny, C. (2005) Interview with Martha Hogan, 13 February 2005. [personal communication].

or

Kenny, C. (2005) Interview with Mark Johnson, 14 February 2005. [Cassette recording in author's posession].

4.3.3 Letter – including historical archives

Author(s), Initial(s). *Subject matter*. Letter to recipient's name, year. Held in Collection, Institution, City.

Davitt, M. *Wicklow Cottage Industry*. Letter to Fanny Busher, 1883. Held in National Library of Ireland, Dublin.

4.4. Course material

4.4.1 Course material – print

Author(s) Name(s), initial(s). (Year of publication) Title of course material, *Module code: Module title*, Institution, School or Department, unpublished.

Ward, M. (2006) Food Microbiology Practical Course, *DK SAPBI 7 Y3 : Food microbiology*, Dundalk Institute of Technology, Department of Applied Sciences, unpublished.

4.4.2 Course material – on the Web (DkIT Moodle)

Author(s) name(s), initial(s). (Year of publication) Title of course material, *Module code: Module title* [online], available: web address [accessed date].

Everitt-Reynolds, A. (2005) Nursing Informatics, *N8CIH: Contemporary issues in healthcare* [online], available: http://moodle.dkit.ie/course/view.php?id=173 [accessed 04 July 2006].

4.5. Electronic Communication

4.5.1 Blog (Weblog)

Author(s) name(s), Initial(s). (Year of publication) Subject of post, *Blog title* [online], date of posting, available: web address [accessed date].

Miller, J. (2009) Rutgers underwater glider halfway to Europe, *Ocean Engineering Blog* [online], 6 July, available: http://oceanengineering.blogspot.com/ [accessed 7 Jul 2009].

4.5.2 Mailing List

Author(s) name, Initial(s). (Year of publication) *Title of message*, Title of mailing list [online], date of the message, available: email address [accessed date].

Woods, C. (2006) *IIUG Conference Dinner*, Millennium Users List [online], 26 May, available: millennium-users@listserv.heanet.ie [accessed 29 May 2006].

4.5.3 Web Page

Owner of webpage (**Note**: not the individual who designed or created the site) (Year created or last updated) *Title* [online], available: web address [accessed date].

Dundalk Institute of Technology (2005) *DkIT Student Handbook 2005-2006* [online], available: http://www.dkit.ie/download/SHBook56.pdf [accessed 03 July 2006].

or

Centre for Universal Design (2008) Available: http://www.design.ncsu.edu/cud/ [accessed 24 October 2009]

4.5.4 Wiki

Name of wiki or author(s) name, Initial(s). (Year of publication) *Subject of page*, available: web address [accessed date and time].

Engineering Wiki. (2009) *Energy*, available: http://engineering.wikia.com/wiki/Energy [accessed 7 July 2009 13h18].

4.6. Images

4.6.1 Image, Figure, Illustration, Photo or Table

Author(s) name, Initial(s). (Year of publication) *Title of image, figure, illustration or table*, Title of the book which contains the image. ed. (if not 1st edition), Place of publication: Publisher, page, illus.

Barrie, D. (1980) *Layout at Newry,* The Dundalk, Newry & Greenore Railway, Dorset: The Oakwood Press, p.21, illus.

4.6.2 Image – on the Web

Note: Images should always be acknowledged, even if they are 'free' clip art.

Owner of website (Year of publication) *Title of image*. [online], available**:** web address [accessed date].

Dundalk Institute of Technology (2006) *DkIT Turbine*. [online], available: http://www.measuresoft.com/ProductsServices/Scada/Case/dkit [accessed 04 July 2006].

4.6.3 Map

Author/Compiler/Producer name(s) (Year of publication) *Title of the map*. Sheet number. Scale, Place of Publication: Publisher (Series)

Ordnance Survey (1998) *Discovery Series: Covering Part of Counties Cavan, Louth, Meath and Monaghan.* 35. 1:50000, Dublin: Ordnance Survey (Discovery Series).

4.7. Legislation

4.7.1 Act

Country of Act, *Title of Act* (the year is included in title), No., s. (if a section has been referred to), Place of publication: Publisher.

Ireland, *Copyright and Related Rights Act 2000 and 2004*, s.61. Dublin: Stationery Office.

4.7.2 EU Directive

Title of Directive. (**Note**: the title includes the institutional origin, year, legislation number, the date it was passed and title)

Directive 95/46/EC of the European Parliament and of the council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

Note: When referencing legal materials students should consult the law lecturers for guidelines. Above are guidelines for referencing basic legislation.

4.7.3 Statutory Instrument

Country, *Title of Statutory Instrument* (including year). Statutory Instrument number. Place of publication: Publisher.

Ireland, *Regional Technical Colleges Act, 1992 (Change of Name of College) Order, 1998, S.I. No. 19 of 1992*. Dublin: Stationery Office.

4.8. Media

4.8.1 CD-ROMs and DVDs

Author(s) name, Initial(s). (Year) *Title*. [type of medium]. Place of Publication: Publisher.

Martin, R. (1999) *Sound Synthesis and Sampling: the CD-ROM* [CD-ROM] Oxford: Focal Press.

4.8.2 Film / DVD / Video

Title. (Year) (for films the preferred date is the year of release in the country of production), Subsidiary originator (this is optional but the director is preferred) – (**Note**: the director's name is not written surname first). Place of production, Organisation. [Medium:format].

Magnolia. (1999) Directed by Paul Thomas Anderson. U.S.A., Ghoulardi Film Company. [film:35mm].

One Flew Over the Cuckoo's Nest. (2002) Directed by Milos Forman. Burbank, Warner Home Video. [video:DVD].

4.8.3 Microfilm / Microfiche / CD ROM

Author(s) name(s), Initial(s). (Year of publication) Title of the article, *Title of the source* [format], volume number or date, page number(s).

Murphy, C. (1996) RTCs in Crisis, *Irish Times education supplement* [microfilm], 23 April 1996, pp.1-3.

4.8.4 Podcast or Archived TV Programme

Broadcaster (Year) *Programme title*, Series Title [podcast], Date of transmission, available: web address [accessed date].

4.8.5 Press Release

Author(s) of press release (Year of publication) *Title* [online], date, available: web address [accessed date].

4.8.6 Radio / Television – Advertisement

Company (Year) <u>*Description of advert (duration),*</u> Television/radio advertisement. Channel/Station, Screened/aired date(s).

Vodafone. (2005) <u>*3G mobile telephone services*</u> (30secs), Television advertisement. ITV, 21 March 2005.

4.8.7 Radio / Television – Interview or Contribution

Contributor's name, Initial(s). (Year) Interview on: *Title of the programme* [format], Name of the channel, Date of transmission, Time of transmission.

4.8.8 Radio / Television – Programme

It is important to include the date of transmission especially for series that are transmitted throughout the year.

Programme title (Year) Name of Channel, Date and time of transmission, *Prime Time* (2006) RTÉ One, 06 July, 9.30 p.m.

4.8.9 Speech

Author name, Initial(s). (Year of speech) *Title* [or description where no title is available], speech date, Place, available: web address [accessed date].

Angelou, M. (1993) *On the pulse of morning*, 19 January, Washington, available: http://www.famousquotes.me.uk/speeches/Maya-Angelou/index.htm [accessed 07 July 09].

4.8.10 Webcast

Author(s) name(s), Initial(s). *Title of webcast*. Available: web address [accessed date].

Dundalk Institute of Technology Library. *Introduction to the Library*. Available: http://ww2.dkit.ie/library/electronic_resources/webcasts/introduction_to_dkit_library/an_int roduction_to_the_library

[accessed 07 July 2009].

4.8.11 YouTube Video

Screen name of contributor (Year) *Title,* Series title [video online] available: web address [accessed date].

Seth Godin (2007) *Sliced bread and other marketing delights*, [video online] available: http://www.youtube.com/watch?v=xBIVIM435Zg [accessed 09 July 2009].

4.9. Musical Works

4.9.1 Recordings

Artist(s) name(s), Initial(s). (Year) *Track Title*, Track number of Album Title, Label. Bush, K. (1985) <u>And sounds of sheep,</u> Track 6 of Hounds of Love, EMI.

4.9.2 Sheet Music

Composer's name, Initial(s) (Year of publication) *Title of work*. (Where appropriate, editor(s) – followed by ed. or eds. or any other arrangers, for example Scored by or Arranged by (**Note**: the name is not written surname first)) Place of publication, Publisher.

Farrell, E. (2000) *Two Antiphons: caritas abundat, O rubor sanguinis*. U.S.A., Hildegard Publishing Company.

4.10. Papers and Reports

4.10.1 Conference Proceedings

Name of conference including number, (Year) Location of conference if appropriate, (Year of publication) (if difference from year of conference). *Title of published work*, Author(s) name(s), Initial(s). Place of publication: Publisher.

22nd ISBA National Small Firms Policy and Research Conference, (1999) Leeds, *Strategic choices – process and content issues for growth in the small firm: a comparison from the Republic of Ireland and France*, Hynes, B. and McHugh, G. Leeds: Leeds Metropolitan University.

4.10.2 Conference Paper - published

Author(s) name(s), Initial(s). (Year of publication) Title of conference paper, In: Name(s) of Editor(s) or Chair(s) of conference, ed.(s) [or chair(s)], *Title of conference proceedings, including date and place of conference*. Place of publication: Publisher, page numbers of contribution.

Vallely, F. (1998) The Migrant, the Tourist, the Voyeur, the Leprechaun – Music and Locality. In: Smith, T. and Ó Súilleabháin, M. (eds.) *BLAS : the local accent in Irish traditional music, November 1995, University of Limerick*. Dublin: Folk Music Society of Ireland, pp.107-115.

4.10.3 Conference Paper - unpublished

Author(s) name(s), Initial(s). (Year of conference) Title of paper, unpublished paper presented at: *Title of conference*. Location of conference, Conference date.

McHugh, G. (1999) On making the growing business grow: a search for turnaround strategies, unpublished paper presented at: *College of Business 5th annual research conference*. University of Limerick, 8 January.

4.10.4 Electronic Conference / Bulletin Board

Author(s) name(s), Initial(s). (Year of publication) Title of message, *Title of electronic conference or bulletin board* [online], date, available: web address [accessed date].

Saw, G. (2003) Physical Places and Virtual Spaces: Fostering innovative partnerships between the library and the stakeholder, *Libraries and education in the networked information environment* [online], 2 June 2003, available: http://www.iatul.org/conference/proceedings/vol13/ [accessed 14 July 2006].

4.10.5 Research Report

Author(s) name(s), Initial(s). (Year of publication) *Title and subtitle* (if any). Research report number (if there is one). Place of publication (if known), Publisher and body for whom research was carried out (if known).

Ferguson, H. and Hogan, F. (2004) *Strengthening families through fathers: developing policy and practice in relation to vulnerable fathers and their families.*
Waterford, Centre for Social and Family Research, Waterford Institute of Technology for Department of Social and Family Affairs.

4.11. Technical / Commercial / Industrial

4.11.1 Patent

Inventor(s) name(s), initial(s). (Year of publication) *Title of patent*. Series designation.

Hunt, W. (1849) *Safety Pin*. U.S. Pat. 6281.

4.11.2 Standard

Author(s) name(s) (Year of publication) *Standard number:year Title and subtitle* (if any). Place of publication: Publisher.

British Standards Institution (1990) BS 5605:1990 Recommendations for citing and referencing published material. Milton Keynes: BSI.

4.12. Theses

4.12.1. Thesis

Author's name, Initial(s). (Year of publication) *Title and subtitle*. unpublished (PhD.) thesis, institution to which the thesis was submitted.

McGuinness, P. (1998) *Electron-Ion elastic collisions*. Unpublished (Ph.D.) thesis, Queen's University, Belfast.

4.13. Translations

4.13.1 Translation

Within the text cite the author of the original work, not the translator. When referencing a book or journal article that has been translated into English, you must include the translator's details and the original language it has been translated from as follows:

Author(s) name(s), Initial(s). (Year of publication) *Title*. Translated from the language of the original by translator's name. (Note: the translator's name is not written surname first) Place of publication: Publisher.

Grass, G. (1976) *From the diary of a snail*. Translated from German by Ralph Manheim. Harmondsworth: Penguin Books.

5. CITING AND REFERENCING AUTHORS

Author(s)	Citing within text	REFERENCE LIST
One author	**(Groarke 1999)**	Groarke, V. (1999) *Other people's houses.* Oldcastle, Co Meath, Ireland, Gallery Books.
Two authors/editors	(Cooney and Hill 2002)	Cooney, T. and Hill, S. (2002) *New venture creation in Ireland.* Dublin, Oak Tree Press.
Three or more authors Use first author with *et al.* in italics.	**(Henry *et al.* 2003)**	Henry, C., Hill, F. and Leitch, C. (2003) *Entrepreneurship education and training : the issue of effectiveness.* Burlington, VT, Ashgate.
No author Cite the title as the author.	(A Concise Dictionary of Business 1990)	*A concise dictionary of business* (1990), Oxford, Oxford University Press.
First of two works by an author in the same year	(Hambrick 1 983a)	Hambrick, D.C. (1 983a) Some tests of the effectiveness and functional attributes of Miles and Snow's Strategic Types. *Academy of Management Journal,* 26, pp.5-26.
Second of two works by an author in the same year	(Hambrick 1 983b)	Hambrick, D.C. (1 983b) High Profit strategies in mature capital goods industries: a contingency approach. *Academy of Management Journal,* 26, pp.687-707.
Author with a title (Sir, Dr., Professor) Do not include author titles in a reference.	(Gielgud 1996)	Gielgud, J. (1996) *An actor and his time.* London, Pan.

Source quoted in another source If you have not read it – do not cite it. If an article/book was referred to in an article/ book you read, then cite the article you read.	(Wennekers and Thurik 1999 cited in Cooney and Hill 2002)	Cooney, T. and Hill, S. (2002) *New venture creation in Ireland.* Dublin, Oak Tree Press.
Contribution (article or chapter in an edited book) Cite the author(s) of the chapter in the text and give full details of the book and its author(s) in your reference.	(Henry and Johnston 2005)	Henry, C. and Johnston, K. (2005) Clodagh Malone. In: Cooney, T. ed. *Irish cases in entrepreneurship*. Dublin, Blackhall Publishing, pp. 10-21.
Referring to two or more different sources at the same time	(Jones 2000; Dimond 2006)	Jones, S. (2000) *Ethics in midwifery.* Edinburgh, Mosby. Dimond, B. (2006) *Legal aspects of midwifery.* Hale, Cheshire, England, Books for Midwives Press.
Organisational, corporate or institutional author	(Environmental Protection Agency 2002)	Environmental Protection Agency (2002) *Climate change indicators for Ireland.* Wexford, Environmental Protection Agency.
Subordinate or division of a parent body Where the author is an organisation which is a subordinate or division of a parent body, the parent body should be given in the reference first.	(Ireland, Oireachtas, All-Party Oireachtas Committee on the Constitution 2006)	Ireland, Oireachtas, All-Party Oireachtas Committee on the Constitution (2006) *Tenth progress report: the family.* Dublin, Stationery Office.
Author is a government department The country of the government department should be given in the reference first.	(Ireland, Department of Health and Children 1998)	Ireland, Department of Health and Children (1998) *Working for health and well-being: strategy statement 1998-2001*. Dublin, Department of Health and Children.

5.1. Referencing Software

There is a variety of software programs on the market that allow you to manage your references. This software stores records you have retrieved from databases or elsewhere. You can search these records and organise them into a reference list using a standard citation style e.g. Harvard.

CHECKLIST OF ELEMENTS TO INCLUDE IN EACH REFERENCE

	Author	Year	Title of article or chapter	Title of publication	Volume & Issue	Place of publication	Publisher	Edition	Page number(s)	Web address	Date Accessed
Book											
Chapter in a book											
Journal article (print or pdf)											
Journal article (Web only)											
Website											

(University of Limerick 2005)

WHERE TO FIND THE ELEMENTS OF A REFERENCE

Book	On the title page (not the cover) and on the reverse of the title page
Article	On the cover and table of contents of the journal issue
Website	On the top and bottom of the page, the logos and the Web address

6. BIBLIOGRAPHY

Leeds Metropolitan University, (2004) *Quote, Unquote: the Harvard style of referencing Published material Including electronic information.* 4th ed. [online]. Available: http://www.lmu.ac.uk/lskills/open/sfl/content/harvard/index.html [accessed 06 July 2006].

Nolan, R. (ed). (2008) *How to reference Harvard style. Dublin, Library and Information Services, National College of Ireland.*

Turabian, K. (1982) *A manual for writers of research papers theses and dissertations.* London, Heinemann Ltd.

University of Limerick (2005) *Cite it right: a guide to referencing in UL using the Harvard Referencing Style.* Limerick, Library and Information Services, University of Limerick.

University of Limerick (2007) *Cite it right: University of Limerick's referencing series.* 2nd ed. Limerick, Glucksman Library, University of Limerick.