GMIT Library

Referencing and Citing

Cite

Your

Sources

Using the Harvard Citation Style

The information found in this guide are <u>guidelines only</u>

Use your department's guide in preference to the library guide

It is important that you check your department's guides as some details may differ from this guide; you may be penalised for not meeting their requirements

If in doubt, check with your department.

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GMIT Libraries

Contents

Reference Type	In-Text Citation	Reference List
Video	(Seminole State Library 2015)	SEMINOLE STATE LIBRARY, 2015. *5 Components of Information Literacy*. [Online video]. Available from: https://www.youtube.com/watch?v=1ronp6Iue9w. [viewed 7 October 2015].
Webpage	(RTÉ News 2010)	RTE News, 2010. *Galway respite funding will not be cut* [Online]. Available from : http://www.rte.ie/news/2010/0707/health.html [viewed 1 February 2011].

Further Reading Available in the Library

BLAXTER, L., 2010. *How To Research*. Berkshire: Open University Press. [Ebrary e-book]

MCMILLAN, K., 2010. *How to write essays & assignments*. Harlow: Prentice Hall. [Shelf no. 808.02 MCM]

NEVILLE, C., 2010. *The complete guide to referencing and avoiding plagiarism*: Maidenhead: Open University Press. [Ebrary e-book]

PEARS, R. & SHIELDS, G., 2010. *Cite them right: the essential referencing guide*. Basingstoke: Palgrave. [Shelf no. 808.027]

WALLIMAN, N. S. R., 2004. *Your undergraduate dissertation : the essential guide for success*. London: Sage. [Shelf no. 808.066378]

WILLIAMS, K. and CARROL, J. (2009) *Referencing and understanding plagiarism*. (Pocket study skills). Basingstoke: Palgrave Macmillan. [Shelf no. 808.066378]

Reference Type	In-Text Citation	Reference List
Lecturer Notes Print	(James 2007)	JAMES, P., 2007. An introduction to law. *14678: Corporate law*, Galway-Mayo Institute of Technology, unpublished.
Map	(Ordnance Survey 1999)	ORDNANCE SURVEY, 1999. *Covering part of county Mayo,* sheet 30, 1:50,000, Dublin: Ordnance Survey. (Discovery Series).
Microform Fiche or Film	(Galway Vindicator 1899)	GALWAY VINDICATOR, 1899. [Microfilm]. Galway: s.n.
Newspaper Article Print	(O'Malley 2010)	O'MALLEY, N., 2010. 'This is your life'. *The Irish Times,* 11 April, p. 41.
Newspaper Article Online	(O'Gorman 2001)	O'GORMAN, R., 2001. 'Money talks'. *The Irish Independent* [Online]. 21 June. Available from: http://www.independent.ie/business/world/money-talks-4673014.html [viewed 6 January 2005].
Standard	(National Standards Authority of Ireland 2005)	NATIONAL STANDARDS AUTHORITY OF IRELAND, 2005. *ISO 9000:2005 : Quality management systems : fundamentals and vocabulary.* Dublin: NSAI.
Statute or Act	(Institutes of Technology Act 2006)	*Institutes of Technology Act 2006.* (No. 25) Dublin: Stationery Office.
Thesis	(Cahill 2006)	CAHILL, S., 2006. *Wind turbines in Ireland.* Unpublished M.A. thesis. Galway-Mayo Institute of Technology.
Twitter	(Galway Tourism 2015)	GALWAY TOURISM, 2015. *Beautiful new exhibition by @Down Syndro-meIRL entitled 'Here I Am' on Salthill Promenade, Galway.* 2 October [Twitter]. Available from: https://twitter.com/galwaytourism [viewed 7 October 2015].

Introduction

Referencing is an essential part of your work. Academic work is not limited to your own views and opinions, but is developed by thinking about ideas put forward by others. Any books, journal articles, websites, newspaper articles, or other sources you use when writing your essay, project, or thesis must be acknowledged by providing references to them.

What is Referencing?

Referencing is a system used in the academic community to indicate where ideas, theories, quotes, facts and other evidence and information used to support your assignments, can be found. A reference/citation is an entry, whether in-text or a footnote, which gives precise details of the original source of the information used.

Why Reference?

References and citations are crucial to academic work because they are the means by which authors acknowledge and identify the sources of their ideas and information.

Whenever you directly copy the words of another author (quoting) or put their ideas into your own words (paraphrasing), you must acknowledge that you have done so.

Referencing is important for a number of reasons:

1. To avoid Plagiarism.

   Any type of plagiarism is unacceptable. Plagiarism is the act of copying another's work and representing it as your own. It is a serious academic offence and can result in your work being failed.

   GMIT uses a leading academic plagiarism detector to avoid plagiarism and ensure academic integrity in students' work.

2. To demonstrate that you have read a range of sources

3. To acknowledge the sources that you have used as the basis of your research

4. To enable readers to independently consult the same materials that you have used

5. As proof that your work has a substantial factual basis

The Basics of Referencing

The fundamentals of referencing are:

1. **Citing :** refers to sources you use & quote within the text

2. **Reference list:** the detailed list of sources that have been cited.

3. **Bibliography**: a list of all references consulted in preparing the document, whether directly cited or not.

Collecting and Organising References

It is not always easy to retrieve sources after you have written your text. For this reason it is best to keep a detailed record of everything that you use.

Bibliographic software, such as EndNote Online will help you organise your references according to a selected citation system. EndNote Online will also add the citations to your text when writing an essay or thesis in Word.

For further information on using EndNote Web, please refer to the library's "Comprehensive guide to EndNote Online".

Reference Type	In-Text Citation	Reference List
E-book	(Roden 2003)	RODEN, B., 2003. *The brain game* [Online]. London: Chandos, pp.22-45 Available from: http://site.ebrary.com. [viewed 22 April 2011].
Government Publication	(Ireland, Department of Enterprise, Trade & Employment 2003)	IRELAND. Department of Enterprise, Trade & Employment, 2003. *Review of industrial performance and policy*. Dublin: Stationery Office.
Image, Photo, Illustration Print	(May 1998, p. 8)	MAY, R., 1998. The gallop [illustration]. In: *Horses & ponies*. London: Sage, p. 8.
Image, Photo, Illustration Online	(Fine Art America 2007)	FINE ART AMERICA, 2007. *Library of Congress Jefferson Building Washington* [Online image]. Available: http://fineartamerica.com/images-medium/library-of-congress-jefferson-building-washington-dc-carol-m-highsmith.jpg [viewed 10 June 2009].
Journal Article Print	(Hugh 2008)	HUGH, C., 2008. 'Ireland Manufacturing Industrial Rates'. *Journal of Public Finance*. **6** (1), 21-26.
Journal Article Online	(Kearns 2008)	KEARNS, G., 2008. 'Mapping Irish Colonialism: a round-table'. *Journal of Historical Geography* [Online]. **34** (1), 138-166. Available from: Science Direct [viewed 27 April 2012].
Law Report Judgement	(King v. Martin 1999)	*King v. Martin* [1999] 3 I.R. 297.
Lecturer Notes Online	(Hughes 2011)	HUGHES, M., 2011. Exam techniques. *146223: Business law* [Online]. Available from: http://learnonline.gmit/bus [viewed 12 December 2012].

Quick List (Alphabetical by reference type)

Reference Type	In-Text Citation	Reference List
Book **No author**	(Customer care in practice 2009) *Cite the title as the author*	*Customer care in practice*. 2009. Dublin: Browne.
Book **1 author**	(Kinsella 2011)	KINSELLA, s., 2011. *Quick Win Economics*. Cork: Oak Tree Press.
Book **2 or 3 authors**	(Armstrong & Murlis 1988)	ARMSTRONG, M. & MURLIS, H., 1998. *Reward Management*. London: Kogan Press.
Book **4 or more authors**	(Hiley et al. 2002)	HILEY, J., BROWN, K., SMITH, R., KEANE, M., 2002. *Electronic technology*. Dublin: Wiley.
Book Chapter **With author**	(King 1995)	KING, R., 1995. 'EU policy'. In: D. WARD (ed.) *European union: the facts*. New Jersey: Bell, p. 71.
Book Chapter **No author**	(Direct current circuits 1999, p. 19)	'Direct current circuits', 1999. In: A. BROWNE (ed.) *College physics*. New York: Chandos, pp. 42-47.
Blog	(Beard 2013)	BEARD, M., 2013. *Scotland the Brave, A Don's Life*, 24 August 2014. [Online]. Available from: http://timesonline.typepad.com. [viewed 25 November 2014].
Conference	(Foundation of Fiscal Studies 2001)	FOUNDATION OF FISCAL STUDIES, 2001. *Movement and congestion: transport options for Ireland*, Dublin, 11 May. Dublin: Foundation of Fiscal Studies.
DVD / Video	(Fahrenheit 9/11 2004)	*Fahrenheit 9/11*, 2004 [film]. Directed by Michael Moore. USA: Dog Eat Dog Films.
Editor	(Roy 2007)	ROY, P., (ed.) 2007. *Maths & stats*. London: MacMillan.

Which Referencing Style Should I Use?

There are many different citation styles, including: MLA, Chicago, APA and Harvard. Subjects or disciplines use different referencing styles. Check with your supervisor or department for advice on which referencing style to use.

This guide is dedicated to the **Harvard style** (an author-date style); the most commonly used style in GMIT. It is based on the British Standard BS ISO 690: 2010. Despite this, there is no agreed standard for referencing all resources. Remember, references should always be correct, complete and consistent.

In the Harvard style, you put the name of the author, the year the information was published and the page(s) it was on in brackets after the quote of paraphrase in the text of your assignment. At the end of your assignment, you make a reference list of your sources.

Thus, there are two parts to citing references:

1. **in the text citations** when you refer to ideas or information you have collected during your research. Each citation is indicated by including the author and date of the publication (in brackets) referred to or cited.

    'Data are the factual elements that describe objects or events' (Dawson 2000, p.4).

2. **in a reference list** at the end of your text, which gives the full details of the works you have referred to or cited.

    DAWSON, C. 2000. *The Essence of Computing Projects: a Student's Guide*. Harlow: Prentice Hall

Important Note: Some schools recommend specific referencing systems or have guides of their own. In this case, use **your department's guide** in preference to the Library guide. If in doubt, check with your department.

Advantages of Using Harvard

The advantages of the Harvard referencing style are:

1. It ensures that the author's name and year of publication appear within the text (and page numbers if quoting)

2. The alphabetical order makes the reference list easy to consult; only one entry is necessary for each reference in the text

General Rules (Punctuation & Format)

Different authorities give variations in punctuation and format when describing the Harvard System. Whatever punctuation and format you use, it is important to stay consistent.

> *It is very important that you check your department's or school's guide as some points, e.g. punctuation, may vary from these guidelines. You may be penalised for not meeting the requirements of your department's or school's referencing criteria.*

Some general rules:

1. Use only the initials of the authors

2. No spaces are used between initials

3. Use sentence capitalization for the titles of books, book chapters and journal articles

4. In the titles of journals, magazines and newspapers, capital letters should be used as they appear normally

5. Use italics for the titles of books, journals, and newspapers

6. Enclose titles of book chapters and journal articles in single quotation marks

7. *Books*: page numbers are not usually needed in the reference list. If they are, include them as the final item of the citation, separated from the preceding one by a comma, and followed by a full stop

8. *Journal articles*: page numbers appear as the final item of the citation, after a comma and followed by a full stop

Referencing Abbreviations

App. — appendix

ch. — chapter

col., cols. — column, columns

ed., eds., edn. — editor, editors, edition

et al. — and others (used where there are 4 or more authors)

Ibid. — in the same work (the same work as the one cited immediately before, but a different page)

id. — the same. (the same author as the item cited immediately before, but not the same work)

N.B. — please note

n.d. — no date

no., nos. — number, numbers

op. cit. — in the work cited (refers back to the author's previously cited work but to a different page)

p., pp. — page, pages

rev. — revised

rpt. — reprinted

s.l. — without place (sine loco)

s.n. — publisher is unknown (sine nomine)

trans. — translated, translator

vol., vols — volume, volumes

writ. — written

Microform (microfiche or microfilm):

- Author (SURNAME, Initial)

- Year of publication

- Title of microform *(in italics)*

- [Microfilm or Microfiche].

- Place of publication: Publisher.

O'DONOVAN, J., 1959. *Letters from John O'Donovan to James Hardiman* [Microfilm]. Dublin: National University of Ireland.

Map

- Author/Originator/cartographer of map (SURNAME, Initial)

- Year of publication.

- Title *(in italics),*

- Sheet number, scale.

- Place of publication: Publisher

- Series (in round brackets)

ORDNANCE SURVEY OF IRELAND, 1998. *Covering part of county Clare, Galway, Offaly and Tipperary,* Sheet 53, 1:50,000. Dublin: Ordnance Survey of Ireland. (Discovery Series).

Reference List and/or Bibliography

The terms 'reference list' and 'bibliography' are sometimes used simultaneously, but there are differences between the two.

The *reference list* is a detailed list of all references cited within the text of the essay/thesis. The reference list must include complete bibliographical information.

A *bibliography* is also a detailed list of references and background reading, but these references may or may not have been cited within the text. The bibliography must also include complete bibliographical information.

9. Use the abbreviations p. for a single page (e.g. p.10) and pp. for a page range (e.g. pp. 11-12)

10. If no date can be established, use (n.d.) to indicate no date

11. If there is no place of publication, use (s.l.) to indicate without place

12. If there is more than one place of publication listed (*e.g. Dublin, London, New York, etc.),* use the first place named

13. If you can't find the publisher, write (s.n.) to indicate that the publisher is unknown (sine nomine)

14. Use the title where no author can be established

15. Only include the edition number if it is not the 1st edition

16. The whole reference finishes with a full stop.

In-text Citations

Generally, using the Harvard style requires the name of the author(s) and the year of publication (with no punctuation between the two items) plus page number(s), if quoting. Page numbers are preceded with 'p.' for a single page (e.g. p.5) and 'pp.' for a range of pages (e.g. pp. 5-10).

- **Include the author/s name in the sentence**: If the name appears naturally in the body of your sentence, just add the date and/or page number(s) in brackets after the name where it occurs.

  Roden (2011, p.142) argues that...

- **Omit the author/s name from the sentence**: If the author's name does not appear naturally within the sentence, include the name, year and/or page(s) you are referring to in brackets at the end of the sentence.

  People in Ireland leave work later compared to the norm in other EU countries (Age Action Ireland 2012).

- **Multiple authors**: if there are 3 or fewer authors, all their names must be cited in the text (Smith, Jones and Brown 2012). For 4 or more authors, write the first author's name followed by 'et al':

  Fourie et al. (2010) stated...

- **Author has published more than one cited document in the same year:** these are distinguished by adding lower case letters (a,b,c, etc.) after the year and within the brackets:-

  Johnson (1994a) discussed the subject... and Johnson (1994b), in further research on this, came to the conclusion that...

  NB: the letters are given to the publication in order of its appearance in the main text and not by the order of the month in which the articles were published. Thus, a citation "Johnson (1994a)" will always precede "Johnson (1994b)".

- **Author unknown**: If the author's name is unknown, you should give the title of the book.

  ... the most basic goal (Ocean Noise 2010)

  If the book shows 'Anonymous' or 'Anon' on the title page, it can be cited as such, but only in these circumstances.

  If the work is a journal or newspaper article, use the name of the journal or newspaper (e.g. The Irish Times).

  If it is a website, look for the name of an organisation that produced the source (e.g. Failte Ireland) or, failing that, the name of the host site (e.g. Business World 2010).

- **Source directly quoted in another source:** You may wish to refer to a work that you haven't actually read, but which has been summarised in somebody else's work. This is known as secondary referencing.

  A study by Wing, Lee and Chen (1994, cited in McKechnie, 1998) discussed sleep paralysis in the Chinese.

  McKechnie (1998) cites the work of Wing, Lee and Chen (1994) which looks at sleep paralysis in the Chinese population.

  N.B. In the list of references at the end of your work, only include the reference where you read about the original work. You cannot include details about the original study as you have not read

Law report:
- Case *(in italics)*
- [Date]
- Volume number.
- Abbreviations for title of report series
- First page number of case

Jones v. Hayes [1997] 2 I.R. 241.

Conference:
- Author/editor (in CAPITALS).
- Year of publication
- Title of conference: Subtitle *(in italics),*
- Location and date of conference.
- Place of publication: Publisher

NATIONAL CENTRE FOR GUIDANCE IN EDUCATION. 1997. *European Conference on Information and Communications Technology in Guidance,* Dublin, 4th December. Dublin: National Centre for Guidance in Education.

DVD / Video:
- Title of film *(in italics)*
- Year
- [film].
- Directed by
- Place: Production Company.
- Year DVD was released (if DVD).

Iraq in fragments, 2005 [film]. Directed by James Longley. USA: Paramount Pictures.

Standard:

- Name of authority or organisation (in CAPITALS).

- Year of publication.

- Number and title of standard *(in italics).*

- Place of publication: Publisher.

NATIONAL STANDARDS AUTHORITY OF IRELAND. 2004 .*I.S. 326: Concrete : code of practice for the structural use of concrete.* Dublin: National Standards Authority of Ireland.

Statute / Act:

- Title of Act including year *(in italics)*

- Number of Act *(in round brackets -in italics)*

- Part & Section *(if applicable in italics)*

- Place of publication: Publisher.

Planning and development (strategic infrastructure) Act 2006 (No. 27). Dublin: Stationery Office.

Government publication:

- Country of Government (in CAPITALS).

- Name of Government Department

- Year of publication

- Title *(in italics)*

- Place of publication: Publisher

IRELAND. Department of Enterprise and Employment. 2009. *Science, technology and innovation: delivering the smart economy.* Dublin: Stationery Office.

Quoting & Paraphrasing

You should quote or paraphrase correctly to avoid plagiarism.

Quote:

To quote is to directly use another's words and to acknowledge the source. You must put the quote in single quotation marks. After the quote, add the author's surname, the date of publication and the page number(s) of the quote.

'In order to fit study into an existing lifestyle, it may help if you raise your awareness of how your time is spent at present' (Powell 1999, p.6).

Paraphrase:

To paraphrase is to communicate the author's work in your own words and to acknowledge the source:

When returning to education, it may be useful to plan for study time by looking at what you do during a normal day (Powell 1999).

Summarise:

To summarise is to describe broadly the findings of a study without directly quoting from it:

Evidence suggests that time management is helpful for study (Powell 1999).

Plagiarise:

To plagiarise is to offer another's work as your own and not acknowledge the source:

In order to fit study into an existing lifestyle, it may help if you increase your understanding of how your time is spent at present.

Entry in Reference List:

POWELL, S. 1999. *Returning to Study: a Guide for Professionals.* Buckingham: Open University Press.

Reference Order (from general to rare)

BOOKS
Book:
- Author/Editor (SURNAME, initials),
- Year of publication.
- Title *(in italics).*
- Edition (other than first edition).
- Place of publication: Publisher.

BREEN, J. and MULLEN, G., 1992. *Agricultural Science.* Dublin: Folens.

Book Chapter:
- Author of chapter/section (SURNAME, initials)
- Year of publication .
- 'Title of chapter/section'.
- 'In:' followed by author/editor of book, (in direct order)
- Title of book *(in italics).*
- Place of publication: Publisher,
- Page reference.

WILLIAMS, M., 2001. 'Dealing with challenging situations'. In: A. LARRY and A. McCARTHY, eds. *Customer Care.* London: Chandos, pp. 12-29.

JOURNALS
Journal Article (print):
- Author (SURNAME, initials)
- Year of publication
- 'Title of article'
- Title of journal *(in italics, first letter of each word should be capitalised, except for words such as and, of, the)*
- Issue information (**volume**, issue, pages)

- Degree awarding body

KELLY, T., 2009. *The heritage of Loughrea.* Unpublished thesis (Bachelor of Business Studies), Galway-Mayo Institute of Technology.

Image, illustration, photo (print):
- Author/Artist (SURNAME, Initials)
- Year of publication
- Title of image, figure, illustration or table.
- [material type].
- In: Title of the Book which contains the image *(in italics).*
- ed. (if not 1st edition)
- Place of Publication: Publisher,
- Page.

GALWAY-MAYO INSTITUTE OF TECHNOLOGY, 2004. New building [illustration]. In: *GMIT research and innovation: an overview.* Galway: Galway-Mayo Institute of Technology, p. 21.

Image, illustration, photo or table (online):
- Owner of website (CAPITALS).
- Year of publication.
- Title of image, figure, illustration or table *(in italics)*
- [online image].
- Available: web address
- [viewed date]

FINE ART AMERICA. 2007. *Library of Congress Jefferson Building Washington* [online image]. Available: http://fineartamerica.com/images-medium/library-of-congress-jefferson-building-washington-dc-carol-m-highsmith.jpg [viewed 10 June 2009].

Lecture Notes (print):

- Lecturer (SURNAME, Initials)
- Year of publication.
- Title of item.
- Name of academic module *(in italics),*
- Institution,
- Unpublished.

JOYCE, C., (2005). Guide to doing business in Ireland. *14523: Business strategy,* Galway-Mayo Institute of Technology, unpublished.

Lecture Notes (online): Moodle

- Lecturer (SURNAME, Initials)
- Year of publication.
- Title of item.
- Name of academic module *(in italics),*
- [Online].
- Available from: URL or Virtual Learning Environment. (Eg. Moodle)
- [viewed date].

MCGRAW, H., 2011. Introduction to the library for 1st years. *LIB101: Information Skills,* [Online]. Available from: http://learnonline.gmit [viewed 17 December 2010].

Thesis:

- Author (SURNAME, Initials)
- Year of submission.
- Title of thesis *(in italics).*
- Unpublished thesis
- Degree statement,

TURLEY, B., 2009. 'Northern Ireland manufacturing industrial rates campaign'. *Journal of Public Affairs.* **9** (3), 211-215.

Journal Article (electronic):

If the electronic journal article is also available in paper format and if the layout, page numbers, text and images are exactly the same, reference it as you would a print journal article regardless of how you have viewed it. If you are in any doubt, use one of the options below (i.e. electronic journal article or article from database).

- Author (SURNAME, Initials)
- Year of publication.
- 'Title of article'.
- Title of journal *(in italics, first letter of each word should be capitalised, except for words such as and, of, the)*
- [Online].
- Issue information (date, volume, issue no., pages)
- Available from: http://…
- [Date viewed]

EYRE, E. 2012. 'People really do matter, survey reveals'. *Training Journal* [Online]. April, p.15. Available at: http://www.trainingjournal.com/feature/2012-04-01-people-really-do-matter-survey-reveals/ [Viewed 26 April 2012].

Journal Article (Database):

- Author (SURNAME, Initials)
- Year of publication.
- 'Title of article'.
- Title of journal *(in italics, first letter of each word should be capitalised, except for words such as and, of, the)*
- [Online].
- Issue information (date, volume, issue no., pages)
- Available from: database title
- [Date viewed]

BAYLISS, D., 2004. 'Creative planning in Ireland: the role of culture-led development in Irish planning'. *European Planning Studies* [Online]. June 2004, 12(4), 497-515. Available from: Academic Search Premier [viewed 28 March 2012].

If the article has been allocated a **DOI (Digital Object Identifier)**, you can use this to lead readers directly to the article itself instead of referring to a specific database.

WEITZENBLUM, E., CHAOUAT, A., KESSLER, R., OSWALD, M., APPRILL, M. AND KRIEGER, J., 1999. 'Daytime hypoventilation in obstructive sleep apnoea syndrome'. *Sleep Medicine Reviews* [Online], 3(1), March, pp. 79-93, DOI: 10.1016/ S1087-0792(99)90015-1 [viewed 2 May 2012].

E-book:

- Author (SURNAME, initials)
- Year of publication of book.
- Title of book *(in italics)*.
- [Online].
- Place of publication: Publisher,
- Pages
- Available from: URL
- [Viewed date].

HICKMAN, F., 2009. *Brain sense : the science of the senses and how we process the world around us* [Online]. London: Chandos, pp. 22-45. Available from: http:// site.ebrary.com [viewed 28 March 2012].

Webpage:

- Author (SURNAME, Initials or Organisation name)
- Year
- Title of webpage *(in italics)*.
- [Online].
- Available from: URL
- [Viewed date].

BOOTS GROUP PLC, 2011. *Corporate Social Responsibility Report 2010/11* [Online]. Available from: http://www.allianceboots.com/ CorporateSocialResponsibilityReport2010-11/ [viewed 26th April 2012].

Use the Web page's section title where no author can be established (try clicking 'About us' or 'Contact us' first in case the author is an organisation rather than an individual).

For web pages with no obvious date of publication (look for last updated date or date published on the webpage), use n.d.

Our Markets, n.d. [online]. TourismIreland.com. Available from: www.tourismireland.com [viewed 28 March 2012].

Newspaper Article (print):

- Author (SURNAME, Initials) (if name of writer not given, start with the name of the Newspaper (in italics))
- Year of publication.
- Title of article (you can include this in inverted commas).
- Title of newspaper *(in italics)*.
- Date of publication (day and month)
- Page reference.

KING, M., 2011. 'Home is where the heart is'. *The Irish Times.* 13 March, pp. 12-13.

Newspaper Article (Online):

Add [online] after newspaper title and before date, give full web address or database link and viewed date:

SMITH, K., 2011. 'Bank giant Goldman rewards staff with €11.4bn'. *The Irish Independent.* [Online]. 19 January. Available from: http://www.independent.ie/ business/world/bank-giant-goldman-rewards-staff-with-euro114bn-2503082.html [viewed 21 February 2011].