The information found in this guide are guidelines only

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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Further Reading Available in the Library


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


### 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”.

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Quick List (Alphabetical by reference type)

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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.


**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.


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)


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.

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...

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.
• **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.


   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


• **Conference:**

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


• **DVD / Video:**

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

Standard:

- Name of authority or organisation (in CAPITALS).
- Year of publication.
- Number and title of standard (in italics).
- Place of publication: Publisher.


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.


Government publication:

- Country of Government (in CAPITALS).
- Name of Government Department
- Year of publication
- Title (in italics)
- Place of publication: Publisher


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:

**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.


**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.


**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


**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.


**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]

Lecture Notes (print):

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


Thesis:

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- Unpublished thesis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


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]


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]

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.


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].


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


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.


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.


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