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

- Blaxter, L. (2010). *How To research*. Open University Press. [eBook Collection (EBSCOhost).]
- Neville, C. 2010. *The complete guide to referencing and avoiding plagiarism*. Open University Press. [eBook Collection (EBSCOhost).]
- Pears, R. & Shields, G. 2010. *Cite them right: the essential referencing guide*. Palgrave. [Shelf no. 808.027]

### Online Resources

[http://citethemrightonline.com](http://citethemrightonline.com)

This comprehensive resource has been developed from the bestselling book *Cite them right* by Richard Pears and Graham Shields.

It offers a simple process to find out how to construct a reference correctly:

- You choose a source to reference from the drop-down menu or search facility
- The site shows you how to create the reference in the style you need
- There are examples to copy, and a 'You try' box so you can build your reference on screen
- You can check against correct examples
- You can then cut and paste the prepared reference straight into your work.

GMIT Libraries have an institutional subscription to this service, meaning it is freely available to all our staff and students.
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.

Referencing Abbreviations

App. — appendix
ch. — chapter
col., cols. — column, columns
ed., eds., edn. — editor, editors, edition
et al. — and others (used where there are 3 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

Introduction

Referencing is an essential part of your work. Academic work is not limited to articulating your own views and opinions, but is carried on by thinking about and developing (or critiquing) ideas put forward by others, supported by all relevant evidence. Any books, journal articles, websites, newspaper articles, or other sources you use when writing your essay, project, or thesis, etc., 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 in 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 as you do your research.

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 Online, please refer to the library's "Comprehensive Guide to EndNote Online".

**DVD/Video:**

- **Director** (Surname, Initial)
- **(Year of original release).**
- **Title** (*italics*)
- **[Type of film].** (e.g., feature film, documentary film, animated film, etc.)
- **Production Company.**


**Map**

- **Originator** (Name of Organisation).
- **(Year of publication).**
- **Title** (*italics*),
- **Sheet number, scale.**
- **Publisher.**
- **Series** (in round brackets).

Government publication:

- Name of Government Department
- (Year of publication).
- Title (*in italics*)
- Publisher


Law report:

- Case
- (Year)
- Volume number
- Abbreviations for title of report series
- First page number of case.


Conference:

- Author/editor.
- (Year of event, Month Day[s]).
- Title of paper.
- ‘In’ followed by author/editor of book,
- Title of conference.
- Association, Title of Conference,
- City, Country.

*Jones, M. (2010, July 1). Distance learning in Dublin. In M. Forrester (Ed.), Proceedings of a One-Day International Conference Dealing with Distance Learning in Ireland. International Association for Distance Learning (IADL), 10th Annual Conference, Dublin, Ireland.*

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 **American Psychological Association (APA) style** (an author-date style).

All referencing systems recommend a set of principles to be followed when referencing your sources. They promote accuracy, exactness, and consistency. Despite this, there is no agreed standard for referencing all resources.

In the APA style, you put the name of the author, the year the information was published and the page(s) where the information can be found 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 the APA Style

The advantages of the APA referencing style are:

1. It ensures that the author’s name and year of publication appear within the text (along with page numbers, if you are 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 APA 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 initial or initials of the author or 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
9. Use the abbreviations p. for a single page (e.g. p.10) and pp. for a page

Image, illustration, photo or table (online):

- Name of artist (Surname, Initial[s]).
- [Internet handle, if appropriate].
- (Year of publication, Month Day).
- Title of image, figure, illustration or table
- [Type of medium, e.g., photograph, illustration, etc.].
- Hosting Service (e.g., Instagram, etc.)
- URL


Standard:

- Name of authority or organisation
- (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 (*if applicable, in round brackets and italicised*)
- Part & Section (*if applicable in italics*)
- Publisher.

*Planning and development (strategic infrastructure) Act 2006 (No. 27).* Irish Stationery Office.

The Thesis:

- Author (Surname, Initial[s])
- (Year of submission)
- Title of thesis (in italics) [Unpublished thesis]
- School
- Degree awarding body


Image, illustration, photo (print):

- Artist (Surname, Initial[s])
- (Year of creation)
- Title of the image (in italics) [Medium]
- Place of display or place of publication


If you are referencing an image printed in a book, there is a two-stage process of referencing. First, you mention the image in-text, mentioning the name and creator of the image, and the book in which it can be found, along with page details and figure number:

...Jack Clarke’s much imitated photograph of the stallion, Wags Aldred (May, 1998, p. 19, fig. 1)

In the reference list, you list the book in which the image is found:


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 (sine locus)
12. If you can’t find the publisher, write (s.n.) to indicate that the publisher is unknown (sine nomine)
13. Use the title where no author can be established
14. Only include the edition number if it is not the 1st edition
15. The whole reference finishes with a full stop

In-text Citations

Generally speaking, using the APA style requires the name of the author(s) and the year of publication (with a comma separating 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, pp. 10-12).

- 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 Online).

- **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.

### Quoting & Paraphrasing

You should quote or paraphrase correctly to avoid plagiarism.

**Quote:**

*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 or consulted this work.*
Webpage:
- **Author** (Surname, Initial[s] or Organisation name)
- (Year, Month Day).
- Title of webpage.
- Source.
- URL


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, Initial[s]) (if name of writer not given, start with the name of the Newspaper (in italics))
- (Year of publication, Month Day).
- Title of article.

To quote is to directly use another’s words and to acknowledge the source. You must put the quote in double 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, Initial[s]).
- (Year of publication).
- Title (in italics).
- (Edition [other than first edition]).
- Publisher.


Book Chapter:
- Author of chapter/section (Surname, Initial[s]).
- (Year of publication).
- Title of chapter/section.
- ‘In’ followed by author/editor of book, (in direct order)
- Title of book (in italics).
- (Page reference).
- Publisher.


JOURNALS
Journal Article (print):
- Author (Surname, Initial[s]).
- 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).

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, Initial[s])
- 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: (date, volume(issue no.), pages).
- http://...


Journal Article (Database):
- Author (Surname, Initial[s])
- 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).
- Database title.


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.