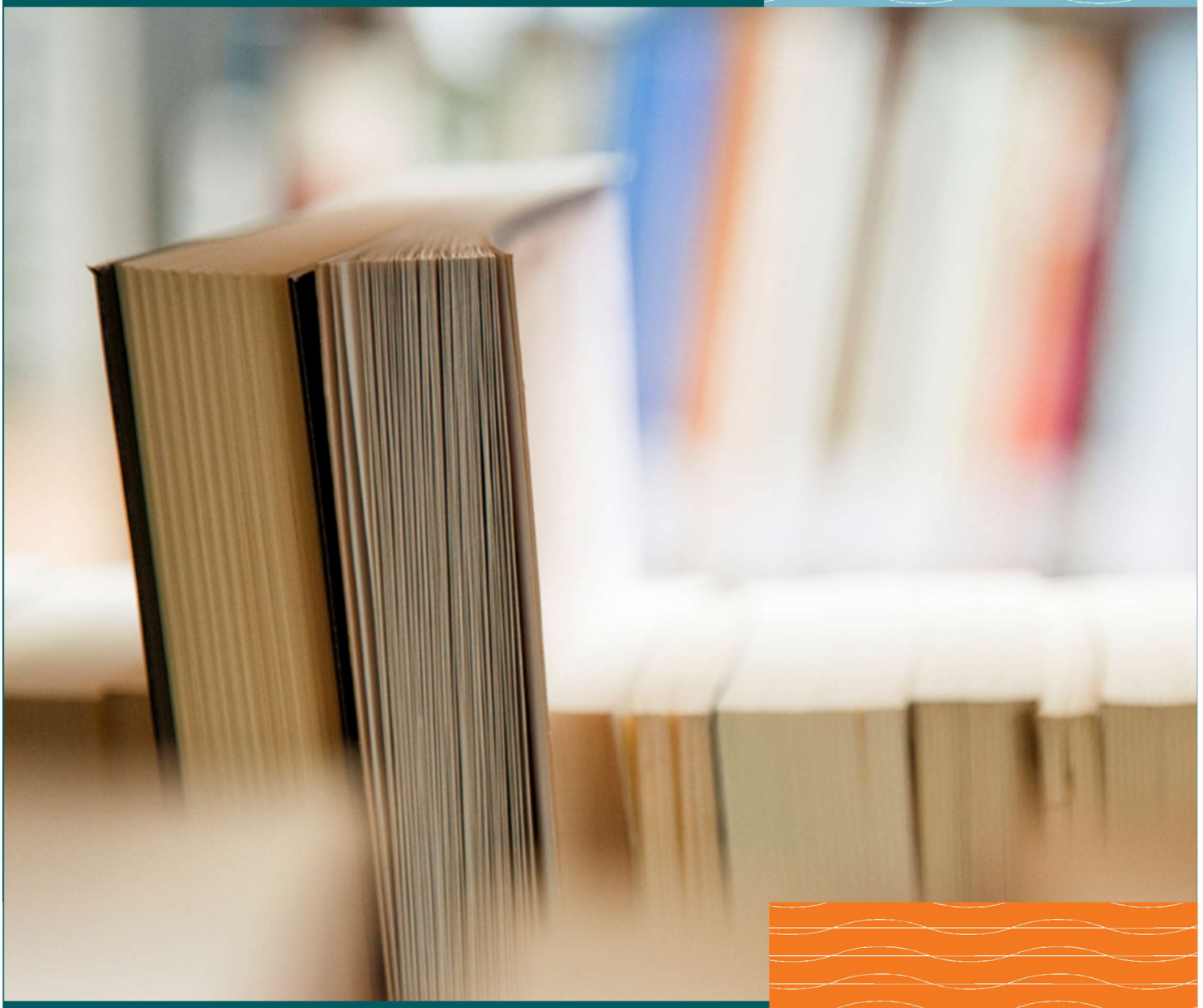
Referencing & Citing
Harvard Style



Ollscoil Teicneolaíochta an Atlantaigh

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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.

   ATU 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 Online, please refer to the library's Libguide to EndNote Online (https://libguides.gmit.ie/endnote).

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 ATU. 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 quotation or 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 In-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.

> 'Every two days we create as much data as we did from the beginning of time until 2003' (Marr 2017, p.1).

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.

> MARR, B., 2017. *Data Strategy: How to Profit from a World of Big Data, Analytics and the Internet of Things.* New York: Kogan Page.

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.

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
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.

  Smith and Lynch (2021, p. 142) argue 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, Barrett and O'Connell 2021). For 4 or more authors, write the first author's name followed by 'et al':

  Flynn et al (2020) stated that …

- **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:

  Joyce (2019a) discussed … and Joyce (2019b), in further research on this, came to the conclusion that …

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

  … is 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 Boyle (2012, cited in Moore 2019) discussed sleep apnoea in the population.

  Moore (2019) cites the work of Boyle (2012) which looks at sleep apnoea in the 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 it.

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.

> ‘Digital technologies are now seen as an integral part of maintaining education’s relevance to the fast-changing economic world’ (Selwyn 2017, p. 23).

If a quotation is longer than 40 words, no quotation marks are used, and the quotation is indented instead:

> Life has become increasingly documentable with social photography. However, Jurgenson (2019, p. 13) explains that:
>
> > to treat social photography solely in the terms of its aesthetic quality is analogous to judging all written language on its poetic merits. Yes, there is room for poetry and its analysis just as there is room for art within photographic inquiry, but it should only be part of the analysis and certainly not its dominant aspect.

If you are omitting some text from the middle of the original quotation, use 3 dots […] to indicate this:

> Simms (2009, p. 42) states that ‘in contrast to the annals, … genealogies were one of the first classes of text to be recorded in Irish’.

Paraphrase:

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

> Hoult (2006) argues that setting targets for achievement can be an effective way of managing study time and may encourage task completion.

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).

References:

HOULT, E., 2006. Learning Support: a guide for mature students. London: Sage Publications.
JURGENSON, N., 2019. The social photo: on photography and social media. London: Verso Books.
POWELL, S. 1999. Returning to Study: a Guide for Professionals. Buckingham: Open University Press.
SELWYN, N., 2011. Education and Technology: Key Issues and Debates. New York: Bloomsbury Publishing.
SIMMS, K., 2009. Medieval Gaelic Sources. Dublin: Four Courts Press.

Entry in Reference List:

BOOKS

Book:

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

GIBNEY, J., 2017. *Dublin: a new illustrated history*. Cork: The Collins Press.

E-book:

An e-book retrieved from an academic database that does not have a DOI (Digital Object Identifier) is referenced as though it were the print version, as above. (A DOI is a unique alphanumeric string that identifies content and provides a persistent link to its location on the internet. DOIs can be found in database records and the reference lists of published works). Books with a URL or a DOI can be referenced like this:

- Author/editor (SURNAME, initials)
- Year of publication
- *Title of book* (in italics)
- DOI or Available from: URL [Viewed date]

BAKER, M. J. & SAREN, M. (eds.), 2010. *Marketing Theory: A Student Text* [Online]. 2nd ed. London: Sage Publications Ltd. Available from: https://sk.sagepub.com/books/marketing-theory [Viewed 15 April 2021].

DAWSON, P., 2020. Defending Assessment Security in a Digital World: Preventing E-Cheating and Supporting Academic Integrity in Higher Education [Online]. London: Routledge. Available from: https://doi.org/10.4324/9780429324178

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.

SIERRA, J.J. & TAUTE, H.A., 2018. 'Explaining motivational needs through positive affect and brand tribalism: an abstract'. In: KREY, N. & ROSSI, P. (eds.), *Back to the Future: Using Marketing Basics to Provide Customer Value*. Springer, Cham, pp. 269-270.

JOURNALS

Journal Article (print):

- Author(s) (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)

BERINATO, S., 2021. 'Banks with More Women on Their Boards Commit Less Fraud'. *Harvard Business Review*, 99 (3), May/June, pp. 32-33.

Journal Article (from the Web):

- Author(s) (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]

GANLY, T., 2020. 'Approaching assignment: A recipe for reflection'. *All Ireland Journal of Higher Education* [Online], 12 (2), Summer, pp. 1-10. Available from: https://ojs.aishe.org/index.php/aishe-j/article/view/370 [Viewed 26 April 2021].

Journal Article (Database) without Digital Object Identifier (DOI):

Journal articles retrieved from databases without a DOI can be referenced like a print journal, as above.

ODIO, M.A., 2021. 'The Role of Time in Building Sport Management Theory'. *Journal of Global Sport Management*, 6 (1), pp. 70-86.

Journal Article (Database) with DOI:

There is no need for a 'Viewed date' when using a DOI, since the link is permanent.

CARPENTER, C. & DALY, J., 2019. 'Creating an Employment Collaborative'. *Journal of Vocational Rehabilitation* [Online], 50 (3), pp. 331-338. Available from: https://doi.org/10.3233/JVR-191015

Pre-Publication Journal Articles:

- Author(s) (SURNAME, Initials)
- Year of publication.
- 'Title of article'.
- To be published in (if this is stated).
- *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)
- [Pre-print]
- Available from: URL and [Date viewed] or DOI

EXCLER, J.L., PRIVOR-DUMM, L. & KIM, J.H., 2021. 'Supply and delivery of vaccines for global health'. *Current Opinion in Immunology*, 71, August [Preprint], pp. 13-20. Available from: https://doi.org/10.1016/j.coi.2021.03.009

Journal Articles that use Article Numbers:

- Author(s) (SURNAME, Initials)
- Year.
- 'Title of article'.
- *Journal Title*.
- Volume,
- article no: article number [no pagination]

LIAN, Y. & DONG, X., 2021. 'Exploring social media usage in improving public perception on workplace violence against healthcare workers'. *Technology in Society*, 65, article number: 101559.

Webpage:

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

HEALTH SERVICE EXECUTIVE, 2021. *Psoriasis*. Available from: https://www2.hse.ie/conditions/psoriasis/psoriasis-symptoms-and-diagnosis.html [Viewed 19 April 2021].

TOURISM IRELAND, n.d. *Emerging Markets*. Available from: https://www.tourismireland.com/Marketing/Emerging-Markets [Viewed 19 April 2021].

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.

CARSWELL, S., 2021. 'Ryan calls for focus on mental health'. *The Irish Times*. 2 March, p. 3.

Newspaper Article (Online):

- 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)
- Available from: URL [viewed date].

DALY, J., 2021. 'Learning life's big lessons on the fly'. *The Irish Independent*. 26 April. Available from: https://www.independent.ie/opinion/comment/learning-lifes-big-lessons-on-the-fly-40354270.html [Viewed 26 April 2021].

Dictionary or Encyclopaedia entry:

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

ERLHOFF, M. & MARSHALL, T., 2007. 'Aesthetics'. In: *Design Dictionary: Perspectives on Design Terminology*. Basel: Birkhäuser.

Thesis:

- Author (SURNAME, Initials)
- Year of submission.
- *Title of thesis (in italics).*
- Unpublished thesis
- Degree statement,
- Degree awarding body
- DOI *or* Available from: URL [viewed date] (if viewed online)

NOLAN, J., 2020. *Benefits of replacing chemical fertiliser with digestate fertiliser*. Unpublished B.Sc. thesis, Galway-Mayo Institute of Technology.

HEASLIP, E., 2017. *Community low carbon energy transitions in Irish Islands: a transdisciplinary approach*. Ph.D. Thesis, Galway-Mayo Institute of Technology. Available from: https://research.thea.ie/handle/20.500.12065/2210 [Viewed 19 April 2021].

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 or PowerPoint slides (online): Moodle

- Lecturer (SURNAME, Initials),
- Year of publication.
- 'Title of item'
- [Type of work] (lecture notes or PowerPoint presentation)
- *Module code: module title* (in italics)
- Available at: URL of Moodle [viewed date]

BLOGGS, J., 2021. 'Introduction to academic writing' [lecture notes]. *2021-12345: Student Study Skills*. Galway-Mayo Institute of Technology. Available from: https://learnonline.gmit.ie [Viewed 19 April 2021].

Recorded Lectures:

- Lecturer
- Year
- 'Title of lecture'
- [Medium] (recorded lecture)
- *Module code: module title* (in italics)
- Institution or venue
- Day/month
- Available at: URL [viewed date]

BLOGGS, J., 2021. 'Introduction to academic writing' [Recorded lecture]. *2021-12345: Student Study Skills*. Galway-Mayo Institute of Technology. 20 April. Available from: https://web.microsoftstream.com/video/12345-678910-12345 [Viewed 21 April 2021].

Dataset:

- Author
- Year
- *Title of data* (in italics)
- Type of work (i.e. dataset)
- Available from: URL [viewed date]

DEPARTMENT OF HOUSING, LOCAL GOVERNMENT AND HERITAGE, 2021. *Homelessness Report February 2021* [Dataset]. Available from: https://data.gov.ie/dataset/homelessness-report-february-2021 [Viewed 21 April 2021].

Government publication:

- Country of Government (in CAPITALS).
- Name of Government Department
- Year of publication
- *Title (in italics)*
- Place of publication: Publisher
- If online add: Available from: URL [viewed date]

IRELAND. DEPARTMENT OF FINANCE, 2021. *Annual Report on Public Debt in Ireland 2020*. Dublin: Stationery Office. Available from: https://www.gov.ie/en/publication/291b8-annual-report-on-public-debt-in-ireland-2020/ [Viewed 21 April 2021].

Illustrations, figures, diagrams, logos and tables

If you are citing an illustration, figure, diagram or table, start with the source in which it appeared. In your in-text citation, give the page number and any caption number that will help to identify the illustration, using the terminology in the book or article (for example, illus./fig./diagram/logo/table). The reference list entry will be for the whole article or book.

Chaudhary (2020, p. 23, fig. 1.3) illustrates three groups of organisms- yeasts, molds and mushrooms.

Olson and Ahluwalia (2021, p. 1031, fig. 1) investigate the likelihood of sharing favourable word of mouth...

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

CHAUDHARY, K., 2020. 'Morphology of Fungi' [fig.], In: *Introduction to Biotechnology and Biostatistics*. Oakville, ON: Delve Publishing, p.23.

OLSON, N.J. & AHLUWALIA, R., 2021. Likelihood of sharing favorable Wom, Study 1a [graph]. 'When sharing isn't caring: the influence of seeking the best on sharing favorable word of mouth about unsatisfactory purchases'. *Journal of Consumer Research*, 47 (6), pp. 1025-1046. Available from: https://doi.org/10.1093/jcr/ucaa052

Image, illustration, photo or table (online):

- Photographer/Creator (CAPITALS).
- Year of publication.
- *Title of image, figure, illustration or table (in italics)*
- [type of image]. (online image)
- Available: web address
- [viewed date]

THORNTON, G., 2021. *The Salthill Prom* [Online image]. Available from: https://thisisgalway.ie/the-history-of-the-prom/ [Viewed 9 February 2022].

MACENTEE, S., 2015. *Galway* [Photograph]. Flickr, Available from: https://www.flickr.com/photos/smemon/15659708103 [Viewed 11 January 2021].

DA VINCI, L., 1503. *Mona Lisa* [Painting]. Paris, France: The Louvre. Available from: https://collections.louvre.fr/en/ark:/53355/cl010062370 [Viewed 22 April 2021].

Exhibition Catalogue:

- Creator/author(s) (Surname, Initial(s).
- Year of publication
- *Title.* (in italics)
- [exhibition catalogue].
- Location and date of exhibition.
- Place of publication: Publisher.

ROONEY, B. (ed.), 2015. *Uniform, National Gallery of Ireland: A Collaboration with Jackie Nickerson* [exhibition catalogue]. Exhibition held at the National Gallery of Ireland, 10 October 2015 - 10 January 2016. Dublin: National Gallery of Ireland.

Company Report:

- Author.
- Year of publication.
- *Title of report*. (in italics)
- Place of Publication: Publisher or URL

RYANAIR-HOLDINGS PLC, 2020. *Ryanair Holdings plc Annual Report 2020* [Online]. Available from: https://investor.ryanair.com/wp-content/uploads/2020/07/Ryanair-Holdings-plc-Annual-Report-FY20.pdf [Viewed 23 April 2021].

Standard:

- Name of authority or organisation (in CAPITALS).
- Year of publication.
- *Number and title of standard (in italics).*
- Place of publication: Publisher.
- DOI or Available from: URL [viewed date] (if accessed online)

NATIONAL STANDARDS AUTHORITY OF IRELAND, 2020. *I.S. EN 17412-1: Building Information Modelling - Level of information need - Part 1: Concepts and Principles.* 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.

Health (Amendment) Act 2020 (No. 19), s. 4. Dublin: Irish Stationery Office.

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.

EU Directive:

- 'Legislation type' (in single quotation marks)
- 'Number and title' (in single quotation marks)
- Year
- *Official Journal* (in italics)
- Issue
- Page numbers

'Council Directive 2021/514/EU on administrative co-operation in field of taxation' 2021 *Official Journal* L104, pp. 1-26

Conference paper:

- Author
- Year of publication
- Title of the contribution paper
- In: Name of editor or conference chair
- *Title of conference proceedings* (in Italics)
- Date and place of conference
- Place of publication: Publisher
- Page numbers

CHAMBERLAIN, N., 2017. 'Flood defences and related impacts on groundwater movement: a practical review', In: GILL, D., RYAN, M., FLYNN, K., REILLY, C. & KIRWAN, L. (eds), *Proceedings of the Conference on Geotechnical Engineering for Ground and Surface Water*. 15 November 2017, Portlaoise, Ireland. Dublin: Engineers Ireland, pp. 17-24.

Conference Paper (in a journal):

Author(s) of paper, Year of publication. 'Title of paper' (from the Conference title, location, date, if included) *Title of journal*. Issue information, Page references.

DELAHUNTY, J., 2020. '"You going to uni?": Imagining futures from the perspectives of regional students'. ETH *Learning and Teaching Journal*, 2 (2), Special issue: IECD 2020 proceedings, pp. 44-48.

Conference Paper Published on the Internet:

Author, Year of publication. 'Title of paper', *Title of conference: subtitle*. Date of conference, Location. Publisher. Available from: URL [viewed date] or DOI.

WELLER, A., 2015. 'Bethe and related pairwise entropy approximations', *The Conference on Uncertainty in Artificial Intelligence* (UAI). 12-16 July, Amsterdam, The Netherlands. Available from: http://auai.org/~w-auai/uai2015/proceedings/papers/9.pdf [Viewed 26 April 2021].

Conference Presentation:

- Author (surname, initials)
- Year of conference
- 'Title of the poster or presentation'.
- In:
- *Title (and subtitle if applicable) of the conference*, (in italics),
- Day and month of conference,
- Location of conference.
- Available from: URL [Viewed date].

BURKE, L. & DUANE, S., 2020. 'Pier Pressure: what lurks beneath the surface?'. In: *Health Promotion Conference 2020*. 18 June, Galway. Available from: https://nuigalway.mediaspace.kaltura.com/playlist/dedicated/161130911/1_6krrvblf/1_l2d1knem [Viewed 27 April 2021].

Film:

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

Nomadland, 2020 [film]. Directed by ZHAO, C. United States: Highwayman Films.

Eurovision Song Contest: The Story of Fire Saga, 2020 [film]. Directed by DOBKIN, D. United States: Gary Sanchez productions. Available from: Netflix [Viewed 26 April 2021].

Online Video:

- Name of person/organisation posting video
- Year video posted
- *Title of film or programme* (in italics) [Online video]
- Date uploaded
- Available from: URL [viewed date]

FUSIONFIGHTERS, 2020. *Fusion Fighters Galway Girls* [Online video]. 8 November. Available from: https://www.youtube.com/watch?v=S3EMPjUdAAg [Viewed 27 April 2021].

TV Programme:

- *Title of programme* (in italics)
- Year of transmission
- Transmission channel
- Date of transmission (day/month), time of transmission

Fungie's Kingdom. 2020. RTE 1. 27 December, 20.00.

Episode of a TV Series:

- 'Title of episode' (in single quotation marks) if known; if not, use series title
- Year of transmission
- *Title of programme* (in italics)
- Series and episode numbers
- Transmission channel
- Date of transmission (day/month), time of transmission

'2012'. 2021. *Reeling in the Years*, Series 6, episode 3. RTE 1, 25 April, 20.30.

Radio Programme heard Online:

Title of programme, Year of transmission. Name of channel, Date and time of original transmission. Available from: URL [Viewed date].

The Last Word with Matt Cooper, 2021. Today FM, 30 April 16.30. Available from: https://www.todayfm.com/shows/last-word-matt-cooper-234816 [Viewed 30 April 2021].

Music:

- Artist
- Year of release
- 'Title of track'
- *Title of album* (in italics)
- [CD or vinyl]
- Place of distribution: Distributor

R.E.M. 1992. 'Everybody hurts'. *Automatic for the People* [CD]. New York: Warner Bros. Records Inc.

THE KILLERS 2004. 'Mr. Brightside'. *Hot Fuss*. Available from: https://open.spotify.com/album/4undIeGmofnAYKhnDclN1w [Viewed 27 April 2021].

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).

Blog:

- Author of message
- Year that the site was published/last updated
- 'Title of message' (in single quotation marks)
- *Title of internet site* (in italics)
- Day/month of posted message
- Available from: URL [Viewed date]

HENNESSY, C., 2021. 'Gingerbread House 2020'. *BiblioCook* [blog]. 1 January. Available from: https://bibliocook.com/2020/12/gingerbread-house-2020/ [Viewed 27 April 2021].

Podcast:

- Author/presenter
- Year that the site was published/last updated
- *Title of podcast* (in italics)
- [Podcast]
- Day/month of posted message
- Available from: URL [Viewed date].

LINEHAN, H., 2021. *Inside Politics - 'Politics on the Couch' - with Rafael Behr* [Podcast]. 24 April. Available from: https://www.irishtimes.com/news/politics/inside-politics/inside-politics-politics-on-the-couch-with-rafael-behr-1.4545955 [Viewed 27 April 2021].

Twitter:

- Author
- Year tweet posted
- *full text of tweet* (If a tweet is longer than 20 words, write the first 20 words and then use […] to indicate that extra words have been omitted)
- [Twitter]
- Day/month tweet posted
- Available from: URL [Viewed date]

MEDIALITERACYIRELAND, 2021. *It's more important than ever to #STOPTHINKCHECK where your information is coming from and to make sure it is reliable and accurate* […] [Twitter] 6 April. Available from: https://twitter.com/MedialitIreland [Viewed 27 April 2021].

Facebook:

- Author
- Year that the page was published/last updated
- *Title of page* (in italics)
- [Facebook]
- Day/month of posted message
- Available from: URL [Viewed date]

GMIT LIBRARIES, 2021. *'Happy # EarthDay2021*'. [Facebook]. 22 April. Available from: https://www.facebook.com/gmitlibrary [Viewed 27 April 2021].

Instagram:

- Author (Instagram account holder/poster)
- Year posted
- *Title of post* (in italics)
- [Instagram]
- Day/month of posted message
- Available from: URL [Viewed date]

NATIONAL GEOGRAPHIC, 2017. *Photo of Bering Sea* [Instagram]. 2 April. Available from: www.instagram.com/p/BSaisVuDk7S/?taken-by=natgeo. [Viewed 27 April 2021].

TikTok:

- Author (poster)
- Year posted
- *Title of post* (in italics)
- [TikTok]
- Day/month of posted message
- Available from: URL [Viewed date]

GARDINERBROTHERS, 2021. *An Irish Dancing Twist on this trend *literally* #piupiudance #twist #beats PiuPiu Dance* [TikTok]. 13 March. Available from: https://www.tiktok.com/@gardinerbrothers/video/6942951455393352965 [Viewed 27 April 2021].

Wikis:

- 'Title of article' (in single quotation marks)
- Year that the entry was published/last updated
- *Title of wiki site* (in italics)
- Available from: URL [Viewed date]

'Stained glass'. 2021. *Wikipedia* [Online]. Available from: https://en.wikipedia.org/wiki/Stained_glass [Viewed 30 April 2021].

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 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

Further Reading Available in the Library

BLAXTER, L., HUGHES, C. & TIGHT, M., 2010. *How to Research.* Maidenhead: Open University Press. [eBook Collection (EBSCOhost).]

MCMILLAN, K. & WEYERS, J.D.B., 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.* 2nd ed. Maidenhead: McGraw-Hill Education. [eBook Collection (EBSCOhost).]

PEARS, R., 2019. *Cite them right: the essential referencing guide.* 11th ed. London: Red Globe Press. [Shelf no. 808.027]

WALLIMAN, N., 2014. *Your undergraduate dissertation : the essential guide for success.* 2nd ed. London: Sage. [Shelf no. 808.066378 WAL]

WILLIAMS, K. & DAVIS, M., 2017. *Referencing & understanding plagiarism.* 2nd ed. London: Macmillan Education. [Shelf no. 808.027 WIL]

Online Resources

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.

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

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