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What is Referencing?

Referencing is the process of acknowledging the sources you have used in writing your assignment.



It gives the reader the information to access your sources so that they can verify your arguments and the evidence on which it is based.

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What Needs to be Cited?

The general rule is that **all** information used in an assignment must be cited, including any information that you have taken and put in your own words.

Exceptions:

- Your own thoughts
- Facts which are common knowledge

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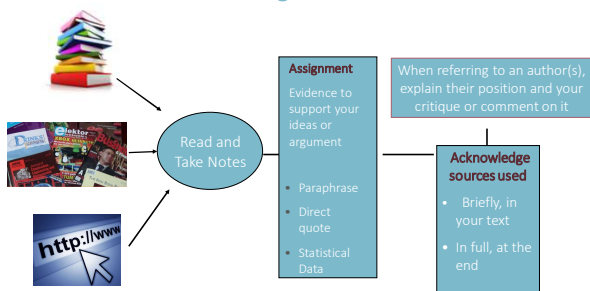
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Citation required?

	Citation required	No Citation required
Indicate a fact that is common knowledge		
Present results from your own research (e.g. surveys, experiments)		
Quote directly from a published source		
Put in your own words another author's theory or ideas		
Use an image from the web		
Use statistics or facts and figures from another source to back up your work		
Copy and paste a figure or table from another source		

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Referencing in Context



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Citation Styles

There are many accepted styles to present your references. Each style is a system with consistent rules about how to display a citation (including punctuation, font, capitalization and so on) within your text, footnotes, and the reference list.

Sample Styles:

Harvard (author-date)

MLA

APA

Chicago (numbered footnotes)

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Harvard Style

- An **in-text citation**, that provides the following information:
 - The name of the author(s)/ editor(s) of the source
 - Year of publication
 - AND, sometimes, the page numbers you have used material from

AND

- A **reference list** that provides full details of the sources you have cited in your text

Example: Book with one author

In-text citation


According to Lancaster (2020) building good habits during your studies will ...

Reference list

LANCASTER, T., 2020. *Avoid plagiarism*. London: SAGE Publications.

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Rules for Harvard

 Author and year in citations
(Put in page reference, if using quotation or citing a figure/table)



Use 'title', if you can't find an author



Use n.d., if you can't find year



Full stop after citation (if at end of sentence)

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Use 'et al' for 4 or more authors

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EXAMPLE



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Examples of In-Text Citations

- There seems to be a correlation between students' use of the library and high degree marks (Stone & Collins 2022).
- Kelly and Morris (2021) offer a convincing argument ...
- The research of Dalton et al. (2019) has been challenged by ...
- Barnard (1998, p. 11) defines visual culture as "everything that can be seen".
- According to a recent report, flu jabs are as important as travel vaccines (Department of Health 2011).

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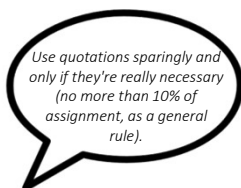
When to Reference Sources



- Quoting
- Paraphrasing
- Summarising
- Using an idea from your previous work
- Using an idea from someone else's work

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Quotations



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Short quotations (<30 words)

- Enclose the exact words in single or double quotation marks
- Place the citation in brackets after the quotation or after the author's name in the sentence

Long quotations (>30 words)

- Indent the quotation from both margins and type in a smaller font. Do not use quotation marks.
- Place the citation in brackets after the quotation or in the introductory sentence.

Examples:

Spero (2006, p.16) describes how "people are drowning in a toxic sea of sugar, stress, inactivity and inequality".

Song-writing can occur in the strangest of places: the road can be a good place to write. The stimuli are all around the new sights, sounds, smells, experiences that provide the base metal from which songs can be wrought. Also, there are lacunae, hours spent in transit... An experienced hand works out the best way of using that down-time. (Stokes 2002, p. 62).

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Paraphrasing

- Used to rewrite text in your own words**
- Used to clarify meaning**
- Used to shorten a longer statement, but keep the main ideas**
- Giving credit to the original author of the idea**

MOO!

I just said that. Use your own words!


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What is not Paraphrasing

Changing	Deleting	Rearranging
Changing a couple of words	Deleting a couple of words or phrases	Rearranging the order of words

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How to Paraphrase




You must:

- Change the structure of the original passage
- Change the words
- Give a citation / reference

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Paraphrasing Example



Original:

"Information has never been in short supply, but with the advent of new technologies and media, most notably the Internet, vast and often overwhelming amounts of information now deluge individuals around the clock" (Bellanca and Brandt 2010).



Paraphrase:

Due to advancements in technology, particularly the internet, we are now constantly bombarded with information (Bellanca and Brandt 2010).

Source: BELLANCA, J.A. & BRANDT, R.S. (eds.), 2010. 21st century skills: rethinking how students learn. Bloomington, IN: Solution Tree Press.

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Summarising

- Provide a brief statement of the **main points** of an article, webpage, chapter or book
- Only list the **main topics** or concepts, with most detailed information left out

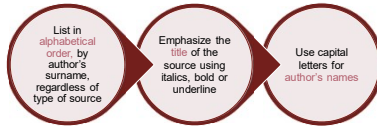
Example:

Nevertheless, one important study looks closely at the historical and linguistic links between European races and cultures over the past five hundred years (Harrison 2007).

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Reference List



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Referencing Books

Author(s):	Paul Burns
Title:	Entrepreneurship and small business: start-up, growth and maturity
Year of Publication: ©	2022
Edition (if not the first):	5th
Place of publication:	London
Publisher:	Red Globe



BURNS, P., 2022. *Entrepreneurship and small business: start-up, growth and maturity*. 5th ed. London: Red Globe.

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Referencing Journal/Magazine Articles

Author(s):	Thomas A. Weber
Year of publication:	2020
Title of article:	How to Market Smart Products: Design and Pricing for Sharing Markets
Title of Journal:	Journal of Management Information Systems
Volume number (if present):	37
Issue number (if present):	3
Page number(s):	631-667
DOI:	10.1080/07421222.2020.1790179




WEBER, T. A., 2020. 'How to Market Smart Products: Design and Pricing for Sharing Markets'. *Journal of Management Information Systems*, 37 (3), pp. 631-667.

<https://doi.org/10.1080/07421222.2020.1790179>

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Referencing a Website

Author/editor/organisation	R.T.E.
Year written (or last updated)	2022
Title	Work psychologist on creating a positive hybrid workspace
URL	https://www.rte.ie/lifestyle/living/2022/0926/13256511-work-psychologist-on-creating-a-positive-hybrid-workspace/
Date you viewed it	4th October 2022



R.T.E., 2022. *Work psychologist on creating a positive hybrid workspace*. Available from: <https://www.rte.ie/lifestyle/living/2022/0926/13256511-work-psychologist-on-creating-a-positive-hybrid-workspace/> [Viewed 4th October 2022].

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Reference List Examples

References

CENTRAL STATISTICS OFFICE, 2022. *Census of Population 2022 - Preliminary Results* [Online]. CSO. Available from: <https://www.cso.ie/en/csoatestnews/presspages/2022/censusofpopulation2022-preliminaryresults/> [Viewed 4th October 2022].

THORNBURG, A.W. & COLLINS, I., 2021. 'Using academic freedom to push boundaries in teacher preparation'. In: CEGUE, R., J. & THOMPSON, S. (eds.), *Academic Freedom: Autonomy, Challenges and Conformation*. Bingley: Emerald Publishing Limited, pp. 64-72.

TIERNAN, S. & MORLEY, M., 2019. *Modern management: theory and practice for students in Ireland*. 5th ed. Dublin: Institute of Public Administration.

TURLEY, G., 2022. 'A review of Ireland's Local Property Tax'. *Administration*, 70 (4), pp. 1-25. <https://doi.org/10.2478/admin-2022-0025>

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More Information

macmillan
citethemright

Cite them right online is a comprehensive guide to referencing almost anything you will come across in the course of your studies or research (e.g. books, journal articles, images, tv programmes etc.).


Available at <http://library.gmit.ie>

LibGuides Online Subject & Information Guides

Referencing: Home

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- Search our [FAQs](#) or [ask a question](#)
- Email us: Library.GalwayMayo@atu.ie
