

Credit Where Credit is Due

A Guide to Referencing in IT Carlow
using the
Harvard Referencing System

PREFACE

'*Credit where Credit is Due*' has been prepared to assist students to acknowledge appropriately the work of others. This referencing guide is intended for all undergraduate and postgraduate students in IT Carlow in the preparation of their academic assignments and assessments.

The guide is based on DKIT's 'Harvard Referencing Guide' and is adapted with permission by the Teaching and Learning Centre, IT Carlow. The collaboration with Dundalk IT is an outcome of the SIF 2 ERA '*Repositioning Assessment for Learning*' Project which has funded the publication of the booklet.

General Disclaimer

The booklet is intended to provide guidance on how to reference using the Harvard Style. While IT Carlow has taken every precaution in compiling this booklet, it does not warrant or assume any legal liability or responsibility for the accuracy, completeness, or fitness of the content.

I commend this guide to you and thank Ralf Burbach, Richard Lennon and Damien Raftery who helped compile it. I also thank DKIT for sharing their resource.

Anne Carpenter

Teaching and Learning Centre

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1. INTRODUCTION

1.1. What is Referencing?

Referencing is the acknowledgement of any material used in the writing of your work. It is essential that you indicate the source of the information you are using. Any statements you make in your work, which draw on the work of others, need to be supported by reference to the published medium. If you do not acknowledge (reference) where the information in your work comes from you could be accused of **plagiarism, cheating or copying**.

Plagiarism is the use of another’s ideas and/or words without a clear acknowledgement of the source of the information. In other words, attempting to present another person’s work as your own is plagiarism, and is considered a serious disciplinary offence in Institute of Technology Carlow. So therefore, it should be obvious that a well-referenced paper is critical for a student to avoid the charge of plagiarism.

A number of different referencing styles exist. IT Carlow recommends the Harvard style of referencing . This is a simple system of author-date referencing which is widely used internationally and conforms to the British Standards Institution’s BS 5605 for referencing.

1.2. Why is Referencing Essential?

Referencing protects you against charges of plagiarism or copying. It makes it easy for the reader to trace academic and other knowledge used by you. It shows clearly and simply the research you have carried out to reach your conclusions.

1.3. What is Plagiarism?

Plagiarism occurs where the ideas or writings of another person are passed off as your own. This includes copying sections of text without acknowledging from where these ideas came. Plagiarism is a form of intellectual theft that can lead to serious consequences for the offenders. IT Carlow uses the “Turnitin” software package to search students’ work to uncover any incidences of suspected plagiarism.

In your work, you will often refer to material produced or written by someone else. Though you must demonstrate knowledge of what has already been written on the subject, you must never pass the ideas off as your own. If you do not acknowledge (reference) where the information in your work comes from you could be accused of **plagiarism, cheating or copying**.

Note: Plagiarism, cheating or copying is a major offence against IT Carlow’s Code of Conduct. See the Code of Conduct section in your IT Carlow Student Handbook.
The IT Carlow Student Handbook can also be accessed on the Institute’s Website at: www.itcarlow.ie

2. HARVARD SYSTEM OF REFERENCING

2.1. What is the Harvard System of Referencing?

It is a straightforward method of acknowledging other people's work. It is easy to use both by the author and the reader because there are only two essential elements:

Citing: referring to sources you use within the main text of your document

Reference List: the detailed list of sources cited in your work, at the end of your paper, article or thesis.

2.2. What is Citing?

Citing is acknowledging, within your text, the sources from which you have obtained your information. In the Harvard style your citation will include the author, year of publication, and page number where relevant, e.g. (McGreal, 2006, p. 78). This brief citation refers the reader to your Reference List where you provide the extended details of the source. Citations must be included in the sentence to which the citation is referring, i.e. within the full stop.

Punctuation and capitalisation must be consistent throughout.

Commas, full stops, colons and brackets must be used in the same place in each reference. All personal names and places must begin with a capital letter, e.g. authors, publishers and place of publication.

Note: There is always one space after a comma, two spaces after a colon or a full stop (at the end of a sentence).

2.3. The Reference List

The Reference List is a detailed list of sources which were cited in your text, in other words the sources from which you obtained your information.

This should include author, year of publication, title and subtitle, place of publication and publisher.

It is located at the end of a paper/article/dissertation/thesis etc.

The list is arranged alphabetically by author's surname.

The main title of each source should be in italics.

What is the difference between a reference list and a bibliography?

- A reference list details in alphabetical order by author name all the works and data sources you have **cited** in your written work.
- A bibliography lists, in alphabetical order by author name, all the works and data sources you have **used** or **accessed** to create your written work and you may or may not have cited in your text.

2.4. Punctuation

Author(s) name(s): use surname(s) only

Use both authors' surnames linked by 'and' for 2 authors

Use first author's surname and et al. for 3 or more authors (note: et al. is an abbreviation of the Latin term 'et alia' meaning 'and others')

Year: give full digits

Pages: abbreviate to p. for single page and pp. for page range e.g. pp. 69-71

2.5. How do I use Quotations?

Long Direct Quotations

A direct quotation consists of the actual words used by the author. A direct quotation of more than two lines long should:

- commence on a new line
- be indented from the main text at both left and right margins
- be typed in smaller font size to the remainder of the document
- be typed in single-line spacing
- not have quotation marks
- show author, year and page number(s), in brackets at the end

Short Direct Quotations

A direct quotation of less than two lines long should:

- be inserted directly into the text without putting it on to a new line
- commence and end with quotation marks (either single or double – be consistent throughout your document)
- show author, year and page number(s), in brackets at the end

Making Changes in a Quotation

Where you make changes to a direct quotation you must follow the rules below:

any omission of words, phrases, or paragraphs from a quotation, whether from the beginning, middle or end is indicated by ellipsis points. These are three spaced dots . . . ; there should be a space before each dot unless the first dot is a full stop, and a space after the last if a word follows. Example: Ward (2009) believes . . . shows diligence and quality. where you want to insert your own words, or different words, into a quotation, you must put them in [square] brackets

where there is an error, e.g. a spelling mistake or wrong date, in the original quotation, do not attempt to correct it. Type [sic]¹², in square brackets at the point where the error occurs if you underline, **embolden** or *italicise* any part of the quotation for emphasis, you must state that the emphasis is your own, e.g. (O'Connor, 2000, p. 45, author's underlining or author's emboldening or author's italics)

if any part of the original is underlined, or in **bold**, or in *italics* you must state that is how it is in the original, e.g., (Smyth, 2006, p. 4, italics in original)

2.6. What is Paraphrasing?

When you paraphrase you put someone else's work into your own words, rather than quoting. Where you do this you must be careful not to change the meaning. Even though you use your own words, you must still acknowledge where you got the idea.

Author's original text:

Biological time is not only scientifically important, but it also greatly affects the productivity and health of a nation. The cost to the nation's health of working out of phase with our biological clocks is probably incalculable at present. In the short term, poor

¹ [sic] is written, in square brackets, after a word or expression in a quotation when it looks incorrect. It is used to indicate that the original work is being quoted directly, even if it is incorrect or appears so.

sleep, gastrointestinal problems, higher accident rate, and social problems are evident.

Rajaratnam, S. (2001). Health in a 24-hr society. *Lancet*. 358, pp. 999-1005.

Citing example:

Rajaratnam (2001, p. 1005) argues that, while the notion of biological time is of scientific importance, it is also economically and socially significant at a national level. He points to the health, productivity and social problems which may be attributed to individuals working 'out of phase' with their internal clocks.

(These examples are from Monash University Library, 2009)

2.7. What is Summarising?

When you summarise you give an outline of the main points of a passage, chapter or book. Where you do this you must be careful not to change the meaning. Even though you use your own words, you must still acknowledge your source.

Author's original text:

Biological time is not only scientifically important, but it also greatly affects the productivity and health of a nation. The cost to the nation's health of working out of phase with our biological clocks is probably incalculable at present. In the short term, poor sleep, gastrointestinal problems, higher accident rate, and social problems are evident.

Rajaratnam, S. (2001). Health in a 24-hr society. *Lancet*. 358, pp. 999-1005.

Citing example:

In his conclusion, Rajaratnam (2001, p. 1005) points to the possible economic and social costs incurred by a nation when individuals work 'out of phase' with their biological clocks.

(These examples are from Monash University Library, 2009)

3. CITING WITHIN THE TEXT OF A PAPER

3.1. Where the author's name occurs naturally in the text

Where the author's name occurs naturally in the text, the (year) follows, in brackets, e.g. The work of Woods (2006) was concerned with quality.

3.2. Where the source is cited within another book – Secondary sources

For sources that you have not actually seen but which are referred to in another work, you must cite, in your text, both the author of the idea you are using and the source you found it in, e.g. (O'Connor, 1989, cited in Cleary, 2006, p. 4). If you refer to a quote that is cited in another piece of work, you include the term 'cited in' rather than 'quoted in', e.g. (O'Connor, 1989, quoted in Cleary, 2006, p. 4). In your bibliography, you need give details of both sources. (**Note:** it is always advisable to track down the original work).

3.3. Where there is more than one reference at the same point in the text

When more than one reference is given at the same point in the text, they should be listed in order of publication date (earliest first), e.g. A number of authors argue that ... (Cleary, 1984; O'Connor, 1992; MacKenna, 2000).

3.4. Where there is more than one author with the same surname and the same year

In your main text you only use the author's surname and date of publication, in brackets, e.g. (O'Connor, 2006). When you have two or more authors with the same surname that have been published in the same year you must identify them by using their initials, e.g. (O'Connor, L., 2006).

3.5. Where the author has more than one item published in the same year

Lowercase letters must be used after the year when you refer to more than one item published in the same year by the same author, e.g. 2001a, 2001b etc.

3.6. Where the author refers to a similar point in a number of publications in different years

If an author refers to the same argument in a number of publications, which are published in different years, only list the authors name once and add the years separated by commas, e.g. (Burbach, 2008, 2009).

3.7. Where there is no date on the publication

If you do not know the date of the publication, use 'n.d.', which means 'not dated', in place of the year. If there is only the copyright year in the book, rather than the year of publication, precede the date with a 'c'.

3.8. Where there is no author

Where you cannot establish the author(s) of a work, include the title of the work within the brackets, in place of the author's surname.

3.9. Citing a website

Use the name of the person or organisation responsible for the site (author) and the date of the site's creation or most recent update. For example: (Centre for Universal Design, 2008).

Note: Never include the web address (URL) in the citation.

3.10. Visual information, photographs, illustrations and diagrams

If the visual information is not your own work, acknowledge the source in the same way as you would acknowledge quotations, e.g. (author and date), in brackets with full details in the Reference List.

3.11. Reproductions of works of art

For reproductions not only should you cite the source (as you would in a book) but you should also acknowledge the original artist, photographer, designer or architect.

3.12. Citing page numbers

Include page number(s) for direct quotations or if you refer to specific sections in a source, e.g. (Hogan, 2006, p. 31) or (McKenna, 2006, pp. 41-42).

Exclude page numbers if you refer to an entire work, e.g. (Dillon, 2003) (**Note:** You cannot include page numbers if you refer to an article on the Web or a Web page, since these have no page numbers).

3.13. Authors

Include author's surname only when citing within your text. Note: see exception in 3.4.

Include author's surname and first initial in the Reference List.

Be consistent throughout your list; even where you know the full forename, use on initials.

Never include titles, e.g. Dr., Prof., Sir, in your reference list.

Double-barrelled names are referenced under the first part of the surname, e.g. Brown-Hovelt under 'B'.

Names beginning with Van, e.g. Van Assche are referenced under 'V'.

Names beginning with 'O', e.g. O'Connor are referenced under 'O'.

Names beginning with Mc, e.g. McKenna, McArdle are referenced under 'McA', 'McK' etc.

Names beginning with Mac are referenced under 'Mac'.

Where there is more than one author in a single citation, they should be in the order they appear on the title page of the book or article, not alphabetically.

3.14. Referencing Software

There is a variety of software programmes that allow you to manage your references. These programmes store records you have retrieved from databases or elsewhere. You can search these records and organise them into a Reference List using the Harvard Referencing System.

IT Carlow staff and students may use Microsoft's Word 07 building citation tool or EndNote Web.

EndNote Web is available as part of the library's subscription to the Web of Science database. EndNote Web is a web-based reference organiser and writing solution which enables users to manage references, cite references and create bibliographies in papers, essays, projects and dissertations. As references are stored online, it is possible for users to access their account from anywhere with internet access. EndNote Web also permits users to collaborate easily; sharing their EndNote Web folders with other EndNote Web users. Staff and students may sign up for a free account on the Web of Science homepage or at:

www.myendnoteweb.com. The initial registration must take place on-campus, so that users are verified as IT Carlow patrons. When signed in to Web of Science, references can be automatically transferred to EndNote Web. For all other databases, it is necessary to manually import/input the citations. EndNote's 'Cite While You Write' Web Plug-in (for Microsoft Word) can be used to insert references from your EndNote folders, and format citations and bibliographies automatically while you write your papers in Word. Please note that EndNote Web is a less comprehensive version of the full EndNote package.

4. HOW TO REFERENCE

4.1. Articles

4.1.1 Journal Article

Author(s) Name(s), Initial(s). (Year of publication). Title of article. *Title of journal*, Volume number (issue/part number), [or] date/month of publication, (if volume and issue are absent) page number(s).

De Eyto, A. (2007). Sustainable innovation through design: an unprecedented opportunity. *Creative Axis*, April, 2007, pp.17-18.

4.1.2 Journal Article – on the Web

Author(s) Name(s), Initial(s). (Year of publication). Title of article. *Title of journal*, [online], Volume number (Issue number), [or] date/month of publication, (if volume and issue are absent) available: web address [accessed date].

Tsai, P. and Jirovec, M. (2005). The relationships between depression and other outcomes of chronic illness caregiving. *BMC Nursing*, [online], 4 (3), available: <http://www.biomedcentral.com/1472-6955/4/3> [accessed 09 July, 2009].

4.1.3 Journal Article – on the Web - accessed from a database

Author(s) Name(s), Initial(s). (Year of publication). Title of article. *Title of journal*, [online], Volume number (Issue number), [or] date/month of publication, (if volume and issue are absent) page number(s), (if applicable) available: name of database [accessed date].

Howard, P. and Doyle, D. (2006). An examination of buying centres in Irish biotechnology companies and its marketing implications. *Journal of Business & Industrial Marketing*, [online], 21 (5), pp. 266-280, available: Emerald [accessed 15 January, 2010].

4.1.4 Newspaper – Print

Author(s) Name(s), Initial(s). (Year of publication). Title of article. Section (if relevant), *Title of newspaper*, date, page number(s).

Weston, C. (2009). Credit unions must keep 10pc of assets in reserve for dividend. *Business week, Irish Independent*, 13 August, pp. 1-2.

4.1.5 Newspaper – on the Web

Author(s) Name(s), Initial(s). (Year of publication). Title of article. Section (if relevant), *Title of newspaper*, [online], date, available: Web address [accessed date].

Gallagher, P. (2006). Staunton confirmed as new republic manager. *The Irish Times*, [online], 01 June, available: <http://www.ireland.com> [accessed 05 July, 2006].

4.1.6 Newsletter

Author(s) Name(s), Initial(s). (Year of publication). Title of article. *Title of newsletter*, Publisher, Issue number, (month) or (season), page numbers (if appropriate).

McHugh, G. (1993). Change and survive. *Newsletter of the Irish Nursery and Garden Centre Industry*, An Bord Glás, Issue 4, (Autumn).

4.2 Books

4.2.1 Book with one author

Author(s) name(s), Initial(s). (Year of publication). *Title of Book: Subtitle* (if any). Series (if any), Volume number (if any), ed., if not the first (never put 1st edition) Place of publication: Publisher.

O' Fearghail, M. (2001). *Financial management revision. Make that grade*, Dublin: Gill and Macmillan.

4.2.2 Book with more than one author

Author(s) Name(s), Initial(s). (Year of publication). *Title of book: subtitle* (if any). Series (if any), Volume number (if any), ed., if not the first (never put 1st edition) Place of publication: Publisher.

Healy, M., Carpenter, A. and Lynch, K. (1999). Non-completion in higher education: a study of first year students in three Institutes of Technology. Carlow: IT Carlow.

4.2.3 Book – chapter or contribution

A common mistake is to confuse the name of the contributor to a book of collected writings with that of the editor. **Note:** ed. is a suitable abbreviation for editor.

Author(s) Name(s) of chapter/contribution, Initial(s). (Year of publication). Title of chapter/section. In: Author(s)/editor(s) Name(s), Initial(s). of collected work, ed.(s), *Title of collected work: subtitle* [if any]. ed. [if not first], Place of publication: Publisher, page number(s) of section.

Richardson, N. and Carroll, P. (2009). Men's Health in Ireland In: Wilkins, D. and Savoye, E., eds., *Men's Health around the world: a review of policy and progress across 11 countries*. Brussels: European Men's Health Forum, pp. 35-40.

4.2.4 Book – edited

Same as for book (4.2.1) with the abbreviation **ed.** or **eds.** added after editor(s)

Mackova, M., Dowling, D. and Macek, T., eds. (2006). *Phytoremediation and rhizoremediation*. Focus on biotechnology series, Vol. 9A, Dordrecht: Springer.

4.2.5 Book on the Web (e-book)

Author(s), Name(s), Initial(s). (Year of publication). *Title of eBook: subtitle* (if any). ed., if not the first (never put 1st edition) Name of eBook supplier [online] available: web address [accessed date].

Chudley, R. and Greeno, R (2009). *Advanced construction technology*. Myilibrary [online] available: <http://0-www.myilibrary.com.www.library.itcarlow.ie/?id=106499> [accessed 15 January, 2010].

4.2.6 Book with no author e.g. Reference Works

Title of work. (Year of publication). ed., (if not first edition), Place of publication: Publisher.

Business: the ultimate resource. (2002). Cambridge, Mass: Perseus Publishing.

4.2.7 Book Review

Note: The author and date of the review, not the author of the book, should be cited within the text.

Reviewer's name, Initial(s). (Year of publication of review). *Title of book being reviewed* by author(s) of book, [**Note:** the author's name is not written surname first] reviewed in title of journal/newspaper containing the review, volume (issue), page number(s).

Barry, P. (2003) *Creating applications with Mozilla* by David Boswell...[et al.] reviewed in *Linux Journal* (Issue 114), p. 16.

4.2.8 Exhibition Catalogue

Where there is no author, use the gallery or museum. (Year). *Title of exhibition*. Place of exhibition, Gallery.

National Museum of Ireland. (2001). *Eileen Gray at the National Museum of Ireland*. Dublin, National Museum of Ireland .

It is usual to capitalise the names of art movements.

Haskell, B. (1984). *Blam! The explosion of Pop, Minimalism and Performance 1958-64*. New York, Whitney Museum of American Art.

4.3. Correspondence

Note: Permission should be sought before these sources are quoted.

4.3.1 Email or memo

Surname of sender, Initial(s). (Sender's email address), date month, year. Subject of message. Email to recipient's name (Recipient's email address).

Lennon, R. (richard.lennon@itcarlow.ie), 20 January, 2010. Library News. Email to IT Carlow staff (allstaff@itcarlow.ie).

4.3.2 Interview

Interviewer's name, Initial(s). (Year of communication). Interview with Name of interviewee (forename/lastname), full date of interview (date month and year). [format].

Kenny, C. (2005). Interview with Martha Hogan, 13 February, 2005. [personal communication].

or

Kenny, C. (2005). Interview with Mark Johnson, 14 February, 2005. [Cassette recording in author's possession].

4.3.3 Letter – including historical archives

Author(s), Initial(s). *Subject matter*. Letter to recipient's name, year. Held in Collection, Institution, City.

Davitt, M. *Wicklow Cottage Industry*. Letter to Fanny Busher, 1883. Held in National Library of Ireland, Dublin.

4.4. Course material

4.4.1 Course material – print

Author(s) Name(s), Initial(s). (Year of publication) Title of course material, *Module code: Module title*, Institution, School or Department, unpublished.

Nolan, J. (2006) Food Microbiology Practical Course, CW SAPBI 7 Y3 : *Food microbiology*, Institute of Technology Carlow, Department of Science and Health, unpublished.

4.4.2 Course material – on the Web (ITC Blackboard)

Author(s) name(s), Initial(s). (Year of publication) Title of course material, *Module code: Module title*, [online], available: web address [accessed date].

Nolan, J. (2006) Food Microbiology Practical Course, CW SAPBI 7 Y3 : *Food microbiology*, [online], available: <http://blackboard.ie/> [accessed 11 March 2010].

4.5. Electronic Communication

4.5.1 Blog (Weblog)

Author(s) name(s), Initial(s). (Year of publication). Subject of post, *Blog title*, [online], date of posting, available: web address [accessed date].

Miller, J. (2009). Rutgers underwater glider halfway to Europe, *Ocean Engineering Blog*, [online], 6 July, available: <http://oceanengineering.blogspot.com/> [accessed 7 July, 2009].

4.5.2 Mailing List

Author(s) name, Initial(s). (Year of publication). *Title of message*, Title of mailing list, [online], date of the message, available: email address [accessed date].

Woods, C. (2006). *IUG Conference Dinner*, Millennium Users List, [online], 26 May, available: millennium-users@listserv.heanet.ie [accessed 29 May, 2006].

4.5.3 Webpage

Owner of webpage. (**Note:** not the individual who designed or created the site) (Year created or last updated). *Title*, [online], available: web address [accessed date].

Institute of Technology Carlow. (2010). *Staff Intranet*, [online], available: <http://www.intranet.itcarlow.ie/staff/> [accessed 21 January, 2010].

or
Centre for Universal Design. (2008). Available: <http://www.design.ncsu.edu/cud/> [accessed 24 October, 2009].

4.5.4 Wiki

Name of wiki or author(s) name, Initial(s). (Year of publication). *Subject of page*, available: web address [accessed date and time].

Engineering Wiki, (2009). *Energy*, available: <http://engineering.wikia.com/wiki/Energy> [accessed 7 July, 2009 13h18].

4.6. Images

4.6.1 Image, Figure, Illustration, Photo or Table

Author(s) name, Initial(s). (Year of publication). *Title of image, figure, illustration or*

table, Title of the book which contains the image. ed. (if not 1st edition), Place of publication: Publisher, page, illus.

Barrie, D. (1980). *Layout at Newry*, The Dundalk, Newry & Greenore Railway. Dorset: The Oakwood Press, p. 21, illus.

4.6.2 Image – on the Web

Note: Images should always be acknowledged, even if they are 'free' clip art. Owner of website. (Year of publication). *Title of image*. [online], available: web address [accessed date].

Dundalk Institute of Technology. (2006). *DkIT Turbine*. [online], available: <http://www.measuresoft.com/ProductsServices/Scada/Case/dkit> [accessed 04 July,, 2006].

4.6.3 Map

Author/Compiler/Producer name(s). (Year of publication), *Title of the map*. Sheet number. Scale, Place of Publication: Publisher (Series).

Ordnance Survey. (2008). *Carlow (urban district) 1906-1907*. 1:2500, Dublin: Ordnance Survey (25 inch Series).

4.7. Legislation

Note: When referencing legal materials students should consult the law lecturers for guidelines.

4.7.1 Act

Country of Act, *Title of Act* (the year is included in title), No., s. (if a section has been referred to), Place of publication: Publisher.

Ireland, Copyright and Related Rights Act 2000 and 2004, s.61. Dublin: Stationery Office.

4.7.2 EU Directive

Title of Directive. (**Note:** the title includes the institutional origin, year, legislation number, the date it was passed and title).

Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

4.7.3 Statutory Instrument

Country, *Title of Statutory Instrument* (including year). Statutory Instrument number. Place of publication: Publisher.

Ireland, Regional Technical Colleges Act, 1992 (Change of Name of College) Order, 1998. S.I. No. 19 of 1992. Dublin: Stationery Office.

4.8. Media

4.8.1 CD-ROMs and DVDs

Author(s) name, Initial(s). (Year). *Title*. [type of medium]. Place of Publication: Publisher.

Forbo. (1999). *Archidea: 1990-1998 collection on CD-ROM*. [CD-ROM]. Krommenie: Forbo.

4.8.2 Film / DVD / Video

Title. (Year). (for films the preferred date is the year of release in the country of production) Subsidiary originator (this is optional but the director is preferred) – (**Note:** the director's name is not written surname first). Place of production, Organisation. [Medium:format].

Magnolia. (1999). Directed by Paul Thomas Anderson. U.S.A., Ghouardi Film Company. [film:35mm].

Orpheé. (1950). Directed by Jean Cocteau. France, British Film Institute. [video:DVD].

4.8.3 Microfilm / Microfiche / CD ROM

Author(s) name(s), Initial(s). (Year of publication). Title of the article, *Title of the source* [format], volume number or date, page number(s).

Murphy, C. (1996). RTCs in Crisis, *Irish Times Education Supplement*, [microfilm], 23 April, 1996, pp.1-3.

4.8.4 Podcast or Archived TV Programme

Broadcaster. (Year). *Programme title*, Series Title [podcast], Date of transmission, available: web address [accessed date].

BBC Radio 4. (2010). *More Or Less* [podcast], 22 January, available: http://news.bbc.co.uk/2/hi/programmes/more_or_less/8474881.stm [accessed 05 February, 2010].

4.8.5 Press Release

Author(s) of press release, (Year of publication). *Title*, [online], date, available: web address [accessed date].

Dundalk Institute of Technology, (2005). *National Gallery Lecture in Library at Dundalk Institute of Technology*, [online], 18 February, available: <http://www.dkit.ie> [accessed 10 February, 2009].

4.8.6 Radio / Television – Advertisement

Company. (Year). *Description of advert (duration)*, Television/radio advertisement. Channel/Station, Screened/aired date(s).

Vodafone. (2005). *3G mobile telephone services (30secs)*, Television advertisement. ITV, 21 March, 2005.

4.8.7 Radio / Television – Interview or Contribution

Contributor's name, Initial(s). (Year). Interview on: *Title of the programme* [format], Name of the channel, Date of transmission, Time of transmission.

Cummins, D. (2006). Interview on: *RTÉ News – Nationwide* [television], RTE One, 07 April, 2006, 7.00 p.m.

4.8.8 Radio / Television – Programme

It is important to include the date of transmission especially for series that are transmitted throughout the year.

Programme title. (Year). Name of Channel, Date and time of transmission.

Prime Time. (2006). RTÉ One, 06 July, 2006, 9.30 p.m.

4.8.9 Speech

Author name, Initial(s). (Year of speech). *Title* [or description where no title is available], speech date, Place, available: web address [accessed date].

Angelou, M. (1993). *On the pulse of morning*, 19 January, Washington, available: <http://www.famousquotes.me.uk/speeches/Maya-Angelou/index.htm> [accessed 07 July, 2009].

4.8.10 Webcast

Author(s) name(s), Initial(s). *Title of webcast.* Available: web address [accessed date].

Institute of Technology Carlow Library. *Making a book request on the library catalogue.* Available: http://link2data.itcarlow.ie/Library/reservation1_demo.swf [accessed 25 January, 2010].

4.8.11 YouTube Video

Screen name of contributor. (Year). *Title*, Series title [video online], available: web address [accessed date].

Seth Godin. (2007). *Sliced bread and other marketing delights*, [video online], available: <http://www.youtube.com/watch?v=xBIVIM435Zg> [accessed 09 July, 2009].

4.9. Musical Works**4.9.1 Recordings**

Artist(s) name(s), Initial(s). (Year). *Track Title*, Track number of Album Title, Label.

Bush, K. (1985). *And sounds of sheep*, Track 6 of Hounds of Love, EMI.

4.9.2 Sheet Music

Composer's name, Initial(s). (Year of publication). *Title of work.* (Where appropriate, editor(s) – followed by ed. or eds. or any other arrangers, for example Scored by or Arranged by (**Note:** the name is not written surname first)) Place of publication: Publisher.

Farrell, E. (2000). *Two antiphons: caritas abundat, O rubor sanguinis.* Mount Airy, P.A., U.S.A.: Hildegard Publishing Company.

4.10. Papers and Reports**4.10.1 Conference Proceedings**

Name of conference including number. (Year). Location of conference if appropriate. (Year of publication) (if different from year of conference). *Title of published work*, Author(s) name(s), Initial(s). Place of publication: Publisher.

IT&T 2006: IT&T Annual Conference. (2006). Carlow, Institute of Technology Carlow. *Digital convergence in a knowledge society*, Cork: Tecnet.

4.10.2 Conference Paper - published

Author(s) name(s), Initial(s). (Year of publication). Title of conference paper. In: Name(s) of Editor(s) or Chair(s) of conference, ed.(s) [or chair(s)], *Title of conference*

proceedings, including date and place of conference. Place of publication: Publisher, page numbers of contribution.

Power, B. (2001). Declassification: transforming Java programs to remove intermediate classes. In: Callaos, N. (ed.), *World multiconference on systemics, cybernetics and informatics : proceedings of the 5th international conference, Orlando, Florida, USA, July 22nd-25th 2001 Volume VII : Computer science and engineering: Part I.* Orlando, Florida: International Institute of Informatics and Systemics., pp. 111-116.

4.10.3 Conference Paper - unpublished

Author(s) name(s), Initial(s). (Year of conference). Title of paper, unpublished paper presented at: *Title of conference.* Location of conference, Conference date.

Boyle, S. G. (2006). Separation of isolates of the Nematode *Steinernema feltiae* into two distinct genetic groups based on molecular and behavioural studies, unpublished paper presented at: *Third Annual BioNet Conference.* Institute of Technology Tallaght, 18-19 January, 2006.

4.10.4 Electronic Conference / Bulletin Board

Author(s) name(s), Initial(s). (Year of publication). Title of message, *Title of electronic conference or bulletin board*, [online], date, available: web address [accessed date].

Saw, G. (2003). Physical places and virtual spaces: fostering innovative partnerships between the library and the stakeholder, *Libraries and education in the networked information environment*, [online], 2 June 2003, available: <http://www.iatul.org/conference/proceedings/vol13/> [accessed 14 July, 2006].

4.10.5 Research Report

Author(s) name(s), Initial(s). (Year of publication). *Title and subtitle* (if any). Research report number (if there is one). Place of publication (if known), Publisher and body for whom research was carried out (if known).

McArdle, S. (2006). Going to secondary?: creating conditions to support young people to make a positive transition from primary to post-primary school: a child-centred action research report. Athlone, Athlone Community Taskforce.

4.11. Technical / Commercial / Industrial

4.11.1 Patent

Inventor(s) name(s), Initial(s). (Year of publication). *Title of patent.* Series designation.

Hunt, W. (1849) *Safety pin.* U.S. Pat. 6281.

4.11.2 Standard

Author(s) name(s). (Year of publication). *Standard number:year Title and subtitle* (if any). Place of publication: Publisher.

British Standards Institution. (1990). BS 5605:1990 Recommendations for citing and referencing published material. Milton Keynes: BSI.

4.12. Thesis

4.12.1. Thesis

Author's name, Initial(s). (Year of publication). *Title and subtitle.* Unpublished (PhD.)

thesis, institution to which the thesis was submitted.

Germaine, K. J. (2007). *Construction of endophytic xenobiotic degrader bacteria for improving the phytoremediation of organic pollutants.* Unpublished (Ph.D.) thesis, Institute of Technology Carlow, Carlow.

4.13. Translations

4.13.1 Translation

Within the text cite the author of the original work, not the translator. When referencing a book or journal article that has been translated into English, you must include the translator's details and the original language it has been translated from as follows:

Author(s) name(s), Initial(s). (Year of publication). *Title.* Translated from the language of the original by translator's name. (Note: the translator's name is not written surname first) Place of publication: Publisher.

Grass, G. (1976). *From the diary of a snail.* Translated from German by Ralph Manheim. Harmondsworth: Penguin Books.

5. CITING AND REFERENCING AUTHORS

Author(s)	Citing within text	Reference List
One author	(O' Fearghail, 2001)	O' Fearghail, M. (2001). <i>Financial management revision. Make that grade</i> , Dublin: Gill and Macmillan.
Two authors/editors	(Cooney and Hill, 2002)	Cooney, T. and Hill, S. (2002). <i>New venture creation in Ireland</i> . Dublin: Oak Tree Press.
Three or more authors Use first author with et al.	(Healy et al.,1999)	Healy, M., Carpenter, A. and Lynch, K. (1999). <i>Non-completion in higher education: a study of first year students in three Institutes of Technology</i> . Carlow: IT Carlow.
No author Cite the title as the author.	(A concise dictionary of business, 1990)	<i>A concise dictionary of business</i> . (1990). Oxford: Oxford University Press.
First of two works by an author in the same year	(Hambrick, 1983a)	Hambrick, D.C. (1983a). Some tests of the effectiveness and functional attributes of Miles and Snow's strategic types. <i>Academy of Management Journal</i> , 26, pp. 5-26.
Second of two works by an author in the same year	(Hambrick, 1983b)	Hambrick, D.C. (1983b). High profit strategies in mature capital goods industries: a contingency approach. <i>Academy of Management Journal</i> , 26, pp. 687-707.
Author with a title (Sir, Dr., Professor) Do not include author titles in a reference.	(Gielgud, 1996)	Gielgud, J. (1996). <i>An actor and his time</i> . London: Pan.
Source quoted in another source If you have not read it – do not cite it. If an article/book was referred to in an article/book you read, then cite the article you read.	(Wennekers and Thurik, 1999 cited in Cooney and Hill, 2002)	Cooney, T. and Hill, S. (2002). <i>New venture creation in Ireland</i> . Dublin: Oak Tree Press.

Author(s)	Citing within text	Reference List
Contribution (article or chapter in an edited book) Cite the author(s) of the chapter in the text and give full details of the book and its author(s) in your reference.	(Henry and Johnston, 2005)	Henry, C. and Johnston, K. (2005). Clodagh Malone. In: Cooney, T. ed. <i>Irish cases in entrepreneurship</i> . Dublin: Blackhall Publishing, pp. 10-21.
Referring to two or more different sources at the same time	(Jones, 2000; Dimond, 2006)	Jones, S. (2000). <i>Ethics in midwifery</i> . Edinburgh, Mosby. Dimond, B. (2006). <i>Legal aspects of midwifery</i> . Hale, Cheshire, England: Books for Midwives Press.
Organisational, corporate or institutional author	(Environmental Protection Agency, 2002)	Environmental Protection Agency. (2002). <i>Climate change indicators for Ireland</i> . Wexford: Environmental Protection Agency.
Subordinate or division of a parent body Where the author is an organisation which is a subordinate or division of a parent body, the parent body should be given in the reference first.	(Ireland, Oireachtas, All-Party Oireachtas Committee on the Constitution, 2006)	Ireland, Oireachtas, All-Party Oireachtas Committee on the Constitution, (2006). <i>Tenth progress report: the family</i> . Dublin: Stationery Office.
Author is a government department The country of the government department should be given in the reference first.	(Ireland, Department of Health and Children, 1998)	Ireland, Department of Health and Children, (1998). <i>Working for health and well-being: strategy statement 1998-2001</i> . Dublin: Department of Health and Children.

Checklist of Elements to Include in Each Reference

	Author	Year	Title of article or chapter	Title of publication	Volume & Issue	Place of publication	Publisher	Edition	Page number(s)	Web address	Date Accessed
Book	✓	✓		✓		✓	✓	✓	✓		
Chapter in a book	✓	✓	✓	✓		✓	✓	✓	✓		
Journal article (print or pdf)	✓	✓	✓	✓	✓				✓		
Journal article (Web only)	✓	✓	✓	✓	✓					✓	✓
Website	✓	✓		✓			✓			✓	✓

(University of Limerick 2005)

Where to Find the Elements of a Reference

Book	On the title page (not the cover) and on the reverse of the title page
Article	On the cover and table of contents of the journal issue
Website	On the top and bottom of the page, the logos and the Web address

6. REFERENCE LIST

Dundalk Institute of Technology. (2009). *Credit where Credit is Due*. The Library , DkIT.

Fox, T., Johns, J and Keller, S. (2007). *Cite it right: the Source Aid guide to citation, research, and avoiding plagiarism*. 3rd ed., Osterville, Mass.: SourceAid LLC.

Leeds Metropolitan University. (2004). *Quote, unquote: the Harvard style of referencing published material including electronic information*. 4th ed. [online], available: <http://www.lmu.ac.uk/skills/open/sfl/content/harvard/index.html> [accessed 06 July 2006].

London Metropolitan University. (2009). *Referencing a book: reusable learning object*. [online], available: http://www.rlo-cetl.ac.uk:8080/rlo/referencing_books/v2/index.html [accessed 26 January 2010].

London Metropolitan University. (2009). *Referencing a journal: reusable learning object*. [online], available: http://www.rlo-cetl.ac.uk:8080/open_virtual_file_path/i562n6162t/index.html [accessed 26 January 2010].

London Metropolitan University. (2009). *Referencing a website: reusable learning object*. [online], available: http://www.rlocetl.ac.uk:8080/open_virtual_file_path/i1405n10233t/referencing_websites_rlo.html [accessed 26 January 2010].

Monash University Library. (2009). *Harvard (author-date) style examples*. [online], available: <http://www.lib.monash.edu.au/tutorials/citing/harvard.html> [accessed 26 January 2010].

Nolan, R. (ed). (2008). *How to reference Harvard style*. Dublin: Library and Information Services, National College of Ireland.

Turabian, K. (1996). *A manual for writers of research papers, theses and dissertations*. 6th ed., London: Heinemann Ltd.

University of Limerick. (2005). *Cite it right: a guide to referencing in UL using the Harvard Referencing Style*. Limerick: Library and Information Services, University of Limerick.

University of Limerick. (2007). *Cite it right: University of Limerick's referencing series*. 2nd ed. Limerick: Glucksman Library, University of Limerick.

¹ [sic] is written, in square brackets, after a word or expression in a quotation when it looks incorrect. It is used to indicate that the original work is being quoted directly, even if it is incorrect or appears so.

