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 Z 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 ofReferencing?
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]1, 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, 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

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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.


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.


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)
Institute of Technology Carlow

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).

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) page number(s), (if applicable) available: web address [accessed date].


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].


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).


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].

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).


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.


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.


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.


4.2.4 Book – edited
Same as for book (4.2.1) with the abbreviation ed. or eds. added after editor(s)


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].


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.


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 surname first] reviewed in title of journal/newspaper containing the review, volume (issue), page number(s).


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


It is usual to capitalise the names of art movements.


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].


or


4.3.3 Letter – including historical archives
Author(s), Initial(s). Subject matter. Letter to recipient’s name, year. Held in Collection, Institution, City.

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.

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].

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].

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].

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

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].

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.

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].

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

4.8. Media
4.8.1 CD-ROMs and DVDs
Author(s) name, Initial(s). (Year). Title. [type of medium]. Place of Publication: Publisher.
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].


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).

4.8.4 Podcast or Archived TV Programme
Broadcaster. (Year). Programme title, Series Title [podcast], Date of transmission, available: web address [accessed date].

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

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

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.

4.8.8 Radio / Television – Programme
It is important to include the name of transmission especially for series that are transmitted throughout the year.

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

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].

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

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

4.9. Musical Works
4.9.1 Recordings
Artist(s) name(s), Initial(s). (Year). Track Title, Track number of Album Title, Label.

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.

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.

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
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.


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].


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).


4.11. Technical / Commercial / Industrial
4.11.1 Patent
Inventor(s) name(s), Initial(s). (Year of publication). Title of patent. Series designation.


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


4.12. Thesis
4.12.1. Thesis
Author’s name, Initial(s). (Year of publication). Title and subtitle. Unpublished (PhD.)
## 5. CITING AND REFERENCING AUTHORS

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Citing within text</th>
<th>Reference List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Source quoted in another source</strong>&lt;br&gt;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.</td>
<td>(Wennekers and Thurik, 1999 cited in Cooney and Hill, 2002)</td>
<td>Cooney, T. and Hill, S. (2002). <em>New venture creation in Ireland</em>. Dublin: Oak Tree Press.</td>
</tr>
<tr>
<td><strong>Organisational, corporate or institutional author</strong>&lt;br&gt;Cite the title as of business, 1990)</td>
<td>(Environmental Protection Agency, 2002)</td>
<td>Environmental Protection Agency. (2002). <em>Climate change indicators for Ireland</em>. Wexford: Environmental Protection Agency.</td>
</tr>
<tr>
<td><strong>Subordinate or division of a parent body</strong>&lt;br&gt;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.</td>
<td>(Ireland, Oireachtas, 2006)</td>
<td>Ireland, Oireachtas, All-Party Oireachtas Committee on the Constitution, (2006). <em>Tenth progress report: the family</em>. Dublin: Stationery Office.</td>
</tr>
</tbody>
</table>
Checklist of Elements to Include in Each Reference

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<th>Type of Reference</th>
<th>Author</th>
<th>Year</th>
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<th>Title of publication</th>
<th>Volume &amp; Issue</th>
<th>Place of publication</th>
<th>Publisher</th>
<th>Edition</th>
<th>Page number(s)</th>
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(University of Limerick 2005)

Where to Find the Elements of a Reference

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<td>Website</td>
<td>On the top and bottom of the page, the logos and the Web address</td>
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6. REFERENCE LIST

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


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.