



**St. Patrick's College, Thurles**

**Referencing Styles**

**Guide to Students**

## **Introduction**

Students are required to use two different referencing styles, depending on which department they are submitting an assignment to.

When submitting an assignment to **Roinn na Nua-Ghaeilge or the Religious Studies Department** students are required to use the **Chicago Referencing** style.

When submitting an assignment to the **Business or Education Department** students are required to use the **Harvard Referencing** style.

## **Guidelines for the Chicago Referencing Style**

Roinn na Nua-Ghaeilge and the Religious Studies Department require students to adopt the Chicago Referencing Style for all research papers submitted to the Departments as part of their continuous assessment work. Most of the books and resources that you are required to consult as part of your studies in Nua-Ghaeilge and Religious Studies use the Chicago Referencing Style. As you engage with the prescribed reading material for each module, you will get a good sense of the requirements of the Chicago Referencing Style. At a more formal level, the *Introduction to Third Level* module provides instruction on the art of referencing using the Chicago style.

The following guidelines will be of assistance to you as they present some of the basic formats that you will use throughout the course of your undergraduate studies. However, if you require additional information on how to reference or present material not treated in the Student Handbook guidelines, please consult Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 7<sup>th</sup> ed. Chicago: The University of Chicago Press, 2007. If you require further explanations and examples of any of the basic formats treated below, consult the sections of Kate Turabian's work [Library ref. 808.042] indicated in the guidelines. In addition to this, the librarian is always happy to help you with any queries you might have.

### **Quotations [Turabian 25.1-3]:**

Quotations of four lines or less are enclosed within double quotation marks ("I wandered lonely as a cloud") and included within the text of your paper. Use single quotation marks for quotes within quotes, e.g. Murphy argues that "The fact that Wordsworth opened his poem with the line 'I wandered lonely as a cloud' suggests that it was not quite the sunniest of days in rural England." For more information on how to incorporate "Run-in Quotations" into the body of your text, consult Turabian 25.2.1.

Quotations longer than 4 lines ("block-quotations" – see Turabian 25.2.2) should be indented from the left and right margins, single-spaced, without quotation marks:

This is what a block quotation should look like. There is no need to place quotation marks around block quotations. Also, do not italicise block quotations and do not place the quotation in bold (unless done so in the text that you are quoting).

Use three periods with a space on either side to indicate marks of omission (an ellipsis): ... e.g. The document with the words “This letter which was given to me by my trusted confidante ... whose name I keep hidden from prying researchers, if discovered, would perhaps be of greater consequence than all the recent intrigues of history.” Always have a space before and also a space after an ellipsis except where the next character is a closing quotation mark or a closing parenthesis. Do not insert an ellipsis at the start of a quote. For more information on how to represent an omission from a quotation, consult Turabian 25.3.2.

### **Titles [Turabian 22.3]:**

When making reference to longer published works/books in the body of your text, italicise the titles (e.g. Michael Drumm’s book, *Passage to Pasch*). The following should also be italicised: magazines (e.g. *Intercom*, *Comhar*), newspapers (e.g. *The Irish Times*, *Foinse*), paintings (e.g. *Mona Lisa*) and movies (e.g. *The Last Temptation of Christ*, *Yu Ming is ainm dom*).

Use double quotation marks for articles and chapters. For example, Mark Goodacre’s “On Choosing and Using Appropriate Analogies: A Response to F. Gerald Downing.”

### **Bibliography/Leabharliosta [Turabian 16.2] and Footnotes/Fonótaí [Turabian 16.3-4]**

**BIBLIOGRAPHY/LEABHARLIOSTA:** A correctly presented bibliography (i.e. list of books, articles and sources to which you have referred) must be presented with your continuous assessment assignment. Your bibliography should contain **at least five works** that you have consulted during the course of your research. The works in your bibliography should reflect (unless otherwise specified) the required and recommended reading for the module, course or topic. Bibliographies must be alphabetised by the author’s last name. Use single spacing for each entry and double spacing between entries.

If your bibliography contains two or more works written, edited or translated by the same individual, you need to arrange these entries alphabetically by titles. There is no need to reproduce the individual’s name for each entry. For entries after the first, replace the individual’s name with a 3-em dash (i.e. \_\_\_\_). See Turabian 16.2.2.

**FOOTNOTES/FONÓTAÍ:** If you quote (that is, reproduce the author’s exact words) from a book, article in a journal, or other source, you should always provide a reference by means of a footnote. You should also use a footnote when you are referring to another author’s ideas or when paraphrasing an author.

## Basic standard formats for the Bibliography and Footnotes.

### One author [Turabian 16.1/ Turabian 17.1]

**Footnote:** Michael Drumm, *Passage to Pasch: Revisiting the Catholic Sacraments* (Dublin: Columba, 1998), 56.

**Subsequent Reference:** Drumm, 56 OR Drumm, *Passage to Pasch*, 56 (If more than one work cited by the same author [see Turabian 16.4])

**Bibliography:** Drumm, Michael. *Passage to Pasch: Revisiting the Catholic Sacraments*. Dublin: Columba, 1998.

### Údar amháin [Turabian 16.1/ Turabian 17.1]

**Fonóta:** Seán Ó Cearnaigh, *Scribhneoirí na Gaeilge 1945-1995* (Baile Átha Cliath: Comhar Teoranta, 1995), 163.

**Tagairt a leanas:** Ó Cearnaigh, 163 NÓ Ó Cearnaigh, *Scribhneoirí na Gaeilge 1945-1995* (Má tagraíodh do bhreis is saothar amháin de chuid an údair chéanna [féach Turabian 16.4])

**Leabharliosta:** Ó Cearnaigh, Seán. *Scribhneoirí na Gaeilge 1945-1995*. Baile Átha Cliath: Comhar Teoranta, 1995.

### A book with two or three authors [Turabian 16.1/ Turabian 17.1]

**Footnote:** David Rhoads, Joanna Dewey and Donald Michie, *Mark As Story: An Introduction to the Narrative of a Gospel*, 2nd ed. (Minneapolis: Fortress Press, 1999), 55-60.

**Subsequent Reference:** Rhoads, Dewey and Michie, 55-60.

**Bibliography:** Rhoads, David, Joanna Dewey and Donald Michie, *Mark As Story: An Introduction to the Narrative of a Gospel*. 2nd ed. Minneapolis: Fortress Press, 1999.

### Leabhar le beirt nó triúr údar [Turabian 16.1/ Turabian 17.1]

**Fonóta:** J.E. Caerwyn Williams agus Máirín Ní Mhuiríosa, *Tradisiún Liteartha na nGael* (Baile Átha Cliath: An Clóchomhar Tta., 1979), 259.

**Tagairt a leanas:** Williams agus Ní Mhuiríosa, 259.

**Leabharliosta:** Williams, J.E. Caerwyn agus Máirín Ní Mhuiríosa. *Tradisiún Liteartha na nGael*. Baile Átha Cliath: An Clóchomhar Tta., 1979.

### **Four or more authors [Turabian 16.1/ Turabian 17.1]**

**Footnote:** Bruce C. Birch et al, *A Theological Introduction to the Old Testament* (Nashville: Abingdon Press, 1999), 126.

**Subsequent Reference:** Birch et al, 126.

**Bibliography:** Birch, Bruce C., Walter Brueggemann, Terence E. Fretheim, David L. Peterson. *A Theological Introduction to the Old Testament*. Nashville: Abingdon Press, 1999.

Ní minic a tharlaíonn sé i gcás na Gaeilge go mbeadh ceathrar nó breis is ceathrar údar ag saothar ar leith gan eagarthóir a cheapadh. Má tharlaíonn sé, áfach, is féidir leas a bhaint as an sampla thuas.

### **A book with no author [Turabian 17.1]**

If a publication issued by an organisation, association, commission or corporation has no personal author's name on the title page, list the organisation itself as author, even if it is also given as the publisher.

**Footnote:** Department of Education and Science, *Junior Certificate: Religious Education Syllabus (Ordinary and Higher Level)* (Dublin: Department of Education and Science, 2000), 26.

**Subsequent Reference:** *Junior Certificate: Religious Education Syllabus (Ordinary and Higher Level)* 27.

**Bibliography:** Department of Education and Science. *Junior Certificate: Religious Education Syllabus (Ordinary and Higher Level)*. Dublin: Department of Education and Science, 2000.

### **An edited book or translation\* [Turabian 16.1/ Turabian 17.1]**

**Footnote:** Séan Hand, ed., *The Levinas Reader* (Oxford: Blackwell Publishers Ltd, 1998), 29.

**Subsequent Reference:** Hand, 29.

**Bibliography:** Hand, Séan, ed. *The Levinas Reader*. Oxford: Blackwell Publishers Ltd, 1998.

\*For a translation, replace “ed.” with “trans.” in the case of assignments written through the medium of English.

### **Eagarthóir [Turabian 16.1/ Turabian 17.1]**

**Fonóta:** Máiréad Ní Loingsigh, eag., *Cín Lae Eibhlín Ní Shúilleabháin* (Baile Átha Cliath: Coiscéim, 2000), 124.

**Tagairt a leanas:** Ní Loingsigh, 125.

**Leabharliosta:** Ní Loingsigh, Máiréad, eag. *Cín Lae Eibhlín Ní Shúilleabháin*. Baile Átha Cliath: Coiscéim, 2000.

### **Eagarthóir mar aon le hÚdar [Turabian 16.1/ Turabian 17.1]**

**Fonóta:** Tomás Ó Criomhthain, *An tOileánach*, eag. Seán Ó Coileáin (Baile Átha Cliath: Cló Talbóid, 2002), 95.

**Tagairt a leanas:** Ó Criomhthain, 196.

**Leabharliosta:** Ó Criomhthain, Tomás, *An tOileánach*. In eagar ag Seán Ó Coileáin. Baile Átha Cliath: Cló Talbóid, 2002.

### **Aistriúchán [Turabian 16.1/ Turabian 17.1]**

**Fonóta:** Mícheál Ó Conghaile, aistr., *Sách Sean agus Scéalta Eile* (Conamara; Cló Iar-Chonnachta, 2002), 20.

**Tagairt a leanas:** Ó Conghaile, 44.

**Leabharliosta:** Ó Conghaile, Mícheál, aistr. *Sách Sean agus Scéalta Eile*. Conamara; Cló Iar-Chonnachta, 2002.

### **Cnuasach a roghnaíodh [Féach Turabian 16.1/ Turabian 17.1]**

Ba chóir sampla an Aistriúcháin a leanúint do chnuasach a roghnaíodh mar seo thíos

**Fonóta:** Diarmuid de Faoite, roghn., *Pádraic Ó Conaire: Rogha Scéalta* (Conamara: Cló Iar-Chonnachta, 2008), 23.

**Tagairt a leanas:** de Faoite, 26.

**Leabharliosta:** de Faoite, Diarmuid, roghn. *Pádraic Ó Conaire: Rogha Scéalta*. Conamara: Cló Iar-Chonnachta, 2008.

### **Cnuasach á Aithris [Féach Turabian 16.1/ Turabian 17.1]**

Ba chóir sampla an Aistriúcháin a leanúint i gcás chuasach scéalta á aithris, mar seo thíos. Is minic seo a fheiceáil i gcás an Bhéaloidis.

**Fonóta:** Niall Ó Dónaill, aithr., *Seanchas na Féinne* (Baile Átha Cliath: An Gúm, 1942), 195.

**Tagairt a leanas:** Ó Dónaill, 205.

**Leabharliosta:** Ó Dónaill, Niall, aithr. *Seanchas na Féinne*. Baile Átha Cliath: An Gúm, 1942.

### **A subsequent edition of a book [Turabian 16.1/ Turabian 17.1.3]**

**Footnote:** Roger Schmidt, *Exploring Religion*, 2nd ed. (Belmont CA: Wadsworth Publishing Company, 1988), 96.

**Subsequent Reference:** Schmidt, 99.

**Bibliography:** Schmidt, Roger, *Exploring Religion*. 2nd ed. Belmont CA: Wadsworth Publishing Company, 1988.

NB: If a work contains a number of copyright dates, choose the most recent [Turabian, 17.1.6]

### **Eagrán a Leanas [Turabian 16.1/ Turabian 17.1.3]**

**Fonóta:** Máirtín Ó Cadhain, *Cré na Cille*, 3<sup>ú</sup> eagrán. (Baile Átha Cliath: Sáirséal Ó Marcaigh Tta, 2007), 251.

**Tagairt a leanas:** Ó Cadhain, 255.

**Leabharliosta:** Ó Cadhain, Máirtín, *Cré na Cille*. 3<sup>ú</sup> eagrán. Baile Átha Cliath: Sáirséal Ó Marcaigh Tta, 2007.

NB: Má luaitear níos mó ná dáta cóipchearta amháin, roghnaigh an ceann is déanaí [Turabian, 17.1.6]

### **Volume in a multivolume work [Turabian 17.1.4]**

**Footnote:** John P. Meier, *Mentor, Message, and Miracles*, vol. 2 of *A Marginal Jew: Rethinking the Historical Jesus* (New York: Doubleday, 1994), 31.

**Subsequent Reference:** Meier, 33.

**Bibliography:** Meier, John P. *Mentor, Message, and Miracles*. Vol. 2 of *A Marginal Jew: Rethinking the Historical Jesus*. New York: Doubleday, 1994.

### **Chapter in an edited collection [Turabian 17.1.8]**

**Footnote:** Garrett Fitzgerald, “Marriage in Ireland Today” in *New Century, New Society: Christian Perspectives*, ed. Dermot A. Lane (Dublin: Columba Press, 1999), 79.

**Subsequent Reference:** Fitzgerald, 80.

**Bibliography:** Fitzgerald, Garrett. “Marriage in Ireland Today.” In *New Century, New Society: Christian Perspectives*, edited by Dermot A. Lane, 73-92. Dublin: Columba Press, 1999.

### **Caibidil i gCnuasach Eagraithe [Turabian 17.1.8]**

**Fonóta:** Ailbhe Ní Ghearrbhuigh, “Gabriel Rosenstock” in *Filíocht Chomhaimseartha na Gaeilge*, eagar. Ríona Ní Fhrighil (Baile Átha Cliath: Cois Life Teoranta, 2010), 95.

**Tagairt a leanas:** Ní Ghearrbhuigh, 98.

**Leabharliosta:** Ní Ghearrbhuigh, Ailbhe. “Gabriel Rosenstock.” In *Filíocht Chomhaimseartha na Gaeilge*, in eagar ag Ríona Ní Fhrighil, 94-120. Baile Átha Cliath: Cois Life Teoranta, 2010

### **An article in a journal [Turabian 16.1/ Turabian 17.2]**

**Footnote:** F. C. White, “Love and the Individual in Plato’s *Phaedrus*,” *The Classical Quarterly* 40, no.2 (1990): 397.

**Subsequent Reference:** White, 401 OR White, “Love and the Individual,” 401.

**Bibliography:** White, F. C. “Love and the Individual in Plato’s *Phaedrus*.” *The Classical Quarterly* 40, no.2 (1990): 396-406.

### **A journal article online [Turabian 16.1./ 17.2.7]**

**Footnote:** J. Lyle Story, “The dynamic, relational, and loving purpose of God,” *American Theological Inquiry* 3, no.1 (January 2010): 101, <http://web.ebscohost.com/ehost/pdfviewer/pdfviewer?sid=5091756b-731e-4717-b034-7c65842d9b01%40sessionmgr14&vid=5&hid=17> (accessed 11 July, 2011).

**Subsequent Reference:** Story, 113.

**Bibliography:** Story, J. Lyle. “The dynamic, relational, and loving purpose of God.” *American Theological Inquiry* 3, no.1 (January 2010): 99-126.  
<http://web.ebscohost.com/ehost/pdfviewer/pdfviewer?sid=5091756b-731e-4717-b034-7c65842d9b01%40sessionmgr14&vid=5&hid=17> (accessed 11 July, 2011).

### **Alt in Iris [Turabian 16.1/ Turabian 17.2]**

**Fonóta:** Caitríona Ní Chléirchín, “Solas agus Scáileanna i Saothar Mháirtín Uí Dhireáin,” *Comhar Imleabhar* 70, Uimhir 4 (2010): 14.

**Tagairt a Leanas:** Ní Chléirchín, 15.

**Leabharliosta:** Ní Chléirchín, Caitríona “Solas agus Scáileanna i Saothar Mháirtín Uí Dhireáin,” *Comhar Imleabhar* 70, Uimhir 4 (2010): 13-17.

### **Newspaper article [Turabian 17.4]**

**Footnote:** Mark Shapiro, “New Power for ‘Old Europe,’” *The Nation*, December 27, 2004.

**Subsequent Reference:** Shapiro, “New Power for ‘Old Europe.’”

**Bibliography:** Schapiro, Mark. “New Power for ‘Old Europe.’” *The Nation*, December 27, 2004.

### **Websites [Turabian 17.7.1]**

**Footnote:** Evanston Public Library Board of Trustees, “Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach,” Evanston Public Library, <http://www.epl.org/library/strategic-plan-00.html> (accessed June 1, 2005).

**Subsequent Reference:** “Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach.”

**Bibliography:** Evanston Public Library Board of Trustees. “Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach.” Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html> (accessed June 1, 2005).

### **Lecture Notes [Turabian 17.6.2]**

**Footnote:** Diane Corkery, “The Conceptual Dimension of Religion: Parables” (lecture, St. Patrick’s College, 4 October 2011).

**Subsequent Reference:** Corkery, “The Conceptual Dimension of Religion: Parables.”

**Bibliography:** Corkery, Diane. “The Conceptual Dimension of Religion: Parables.” Lecture, St. Patrick’s College, 4 October 2011.

### **Shortened footnotes [Turabian, 16.4.1/16.4.2]**

The standard formats demonstrated above include the use of a “shortened note” [see “subsequent reference”]. A shortened footnote should provide sufficient information in order that a reader can find the full citation in the bibliography or previous footnote. For further explanations and examples, consult Turabian 16.4.1/16.4.2.

Many writers use ‘ibid.’ (‘in the same place’) to shorten a citation to a work that has been cited in the previous footnote. Example:

<sup>1</sup> Roger Schmidt, *Exploring Religion*, 2nd ed. (Belmont CA: Wadsworth Publishing Company, 1988), 96.

<sup>2</sup> Ibid., 99. [this is a reference to Schmidt’s book, above.]

### **Citing the Bible [Turabian 17.5.2]**

There is no need to insert a footnote each time you *quote* the Bible. However, once you have quoted the Bible in your research paper you must reference it in brackets after the quotation ends in the main body of the text. For example: “Therefore you have no excuse, whoever you are, when you judge others; for in passing judgement on another you condemn yourself, because you, the judge, are doing the very same things” (Rom. 2:1). If you want to refer to a number of biblical chapters or verses (to justify or clarify a point that you are making), you can include a footnote with the specific scriptural references [Turabian 17.5.2].

There is no need to include a page number when citing a biblical pericope or verse. The standard format should include either the traditional or shorter abbreviated form of the biblical book, the chapter number, a colon and the verse number(s). For information on traditional and abbreviated forms of the biblical books, see Turabian 24.6. Examples:

<sup>1</sup> Exod. 3:14.

<sup>2</sup> 1 Cor. 9:5, 10:12-19; 1 Thess. 2:9; Gal. 3:6; 4:4-8.

## Tagairt d’Fhoclóir

Ní mór tagairt a dhéanamh sa leabharliosta de na foclóirí a mbaintear úsáid astu. Ní gá fonóta a scríobh gach uile uair a chuardaíonn tú focal san fhoclóir, áfach, ach amháin más tagairt dhíreach atá ann. Ba chóir na treoracha thuas a leanúint i gcás na dtagairtí sin.

### Citing the Internet [Turabian, 17.7.1]

The internet is a vast source of information but not all of this is reliable. Therefore, it is recommended that students only use the internet as a source of research if they are certain of the academic reliability of a particular website. Students should consult the reading lists given to them by lecturers when deciding on what internet sites (if any) to refer to as part of their research. For information on how to cite online sources, consult Turabian, 17.7.1.

## Guidelines for the Harvard Referencing Style

When submitting an assignment to the **Business or Education Department** students are required to use the **Harvard Referencing** style.

Referencing is the acknowledgement of books, articles, websites, and any other material used in the writing of paper, essay, project, etc. There are three essential elements of Harvard referencing:

- Citing – referring to sources within text
- Reference List – the detailed list of references which have been cited within the text
- Bibliography – a list of all references consulted in preparing the document, whether cited or not.

Well referenced work allows the reader to locate the sources needed and ensures that plagiarism is avoided.

## Strategies to Avoid Plagiarism

Students can use the following three strategies in their writing to avoid plagiarism:

## 1. Quotations

Quotations are the exact words of an author, copied directly from a source, word for word. Quotations must be enclosed in quotation marks and cited.

*Use quotations when:*

- You want to add the power of an author's words to support your argument
- You want to disagree with an author's argument
- You want to highlight particularly eloquent or powerful phrases or passages
- You are comparing and contrasting specific points of view
- You plan to discuss the implications of the quoted material
- You want to note the important research that precedes your own

## 2. Paraphrasing

Paraphrasing means rephrasing the words of an author, by putting his/her thoughts in your own words. When you paraphrase, you rework the source's ideas, words, phrases, and sentence structures with your own.

*Use Paraphrasing when:*

- You wish to avoid overusing quotations
- You want to use your own voice to present information
- To clarify difficult material by using simpler language
- To use another writer's idea but not his or her exact words
- To create a consistent tone ... for your writing as a whole

*How to Paraphrase:*

- The passage must be almost entirely in your own words. You must use new synonyms and new phrases. Only technical terms should be repeated
- Any exact words that are retained should have quotation marks around them
- The sentence structure should be yours, not the same as in the source yet you will use approximately the same number of words as the original source
- Do not add your own ideas, interpretations, explanations, or assessments as representative of the original concept

## 3. Summarising

Summarising involves putting the main idea(s) of one or several writers into your own words. When summarising you should include only the main point(s). Summaries are significantly shorter than the original and take a broad overview of the source material. Again, it is necessary to attribute summarized ideas to their original sources

*Use Summarising when:*

- You want to establish background or offer an overview of a topic
- You want to describe knowledge (from several sources) about a topic
- You want to determine the main ideas of a single source

## Using Quotation Marks

Quotations are regularly used in academic writing; depending on the quotation you are including in your document, there are certain rules that must be followed.

**Quotation marks:** Use a set of quotation marks to enclose each direct quotation included in your writing.

**Direct quotations:** Use a capital letter in the first word if the direct quotation is a whole sentence.

Mr. and Mrs. Allen, owners of a 300-acre farm, said, "We refuse to use that pesticide because it might pollute the nearby wells."

**Direct quotations:** Do not use a capital letter in the first word of a direct quotation, if it is only part of a sentence.

Mr. and Mrs. Allen stated that they "refuse to use that pesticide "because of possible water pollution."

**Interrupted quotations:** If the quotation is interrupted and then continues in your sentence, do not capitalize the second part of the quotation.

"He likes to talk about football," she said, "especially when the Super Bowl is coming up."

**Indirect quotations:** Indirect quotations are not exact words but rather rephrasing or summaries of another person's words. Do not use quotation marks for indirect quotations

According to their statement to the local papers, the Allens refuse to use pesticide because of potential water pollution.

**Quotation within a quotation:** Use single quotation marks for a quotation enclosed inside another quotation

The agricultural reporter for the newspaper explained, "When I talked to the Allens last week, they said, 'We refuse to use that pesticide.'"

**Omitted words in a quotation:** If you leave words out of a quotation, use an ellipsis mark [...] to indicate the omitted words

The welfare agency representative said, "We are unable to help every family . . . because we don't have the funds to do so."

**Inserting own words into quotations:** If you need to insert something within a quotation, use a pair of brackets to enclose the addition

The welfare agency representative explained that they are "unable to help every family that [they would] like to help."

**Long quotations:** Block Quotation

A quotation that extends more than four typed lines on a page should be indented one inch from the left margin and one inch from the right margin. Put the block quotation in single-line spacing and do not use quotation marks for it.

## Referencing Style

There are some basic components of the Harvard Referencing Method. In this method of referencing you must do two things:

**Step 1** - Identify the author and date of publication of the source of your information, within the text of your assignment

**Step 2** - At the end of your assignment you must make an alphabetised list of all the sources you referred to in the assignment, giving full details of that information source

## How to Cite

You must cite the sources you use in your work within the text of your paper. This brief citation refers the reader to the place in your reference list or bibliography where you will provide the extended details of the source. In the Harvard style *in-text citing* will include:

- Author's name
- Year of publication
- Page number where relevant

## In-Text Citation Rules

There are certain rules you must follow for in-text citing:

- **Author(s) name:**
  - Use surname only
    - [e.g. (Buckroyd 1996)]
  - Use both authors' names linked by an 'and' for 2 authors
    - [e.g. (Buckroyd and Keil 1997)]
  - Use first author's surname and '*et al*' for three or more authors
    - [e.g. (Buckroyd *et al* 2000)]

- **Year:**
  - Give the full four digits for year
    - [e.g. (1981) **not** ('81)]
  - Add a, b, c etc. to works from the same author published in the same year
    - [e.g. (Archer 2005a)]
    - [e.g. (Archer 2005b)]
  
- **Page Numbers:**
  - Abbreviate to p. for single page and pp. for page range
    - [e.g. (Buckroyd 1996, p.32)]
    - [e.g. (Buckroyd 1996, pp.78-92)]
  - Give full number for page range
    - [e.g. (pp. 365-370) **not** (pp.365-70)]
  - Where there are no page numbers in the reference material, count paragraphs and refer if possible to the paragraph number from the top of the relevant page and/ or section heading
    - [e.g. (Allen 1977, introduction, para. 2)]
  - The Harvard style recommends giving page numbers if you are quoting directly. However, if you are paraphrasing or summarising it is not essential to give page numbers.
  
- **Other Rules:**
  - To refer to two authors at once, separate using a semi colon
    - [e.g. (Allen 1977; Black 1986)]

- To cite a source quoted in another source, follow either of the following examples:
  - [e.g. Smith 1990 (cited in Black 1996)] or
  - [e.g. (Smith, cited in Black 1996)]
  
- To cite material from an organisation or institution
  - [e.g. (Health Promotion Unit 1997)]

## **Sample Reference Formats**

The following sample references follow the Harvard referencing style and can be used in a reference list or bibliography.

### **Article**

#### **Journal Article – Print:**

Author's surname, initial(s). (Year of publication) 'Article title'. *Journal Title*, Volume(Issue Number), [or] date/month publication [in the absence of volume and issue number], page number(s) p. or pp.

Example:

Grant, A. (2011) 'Workers to the rescue: Workers' International Relief in Ireland, 1925'. *History Ireland*, 19(1), pp. 38-41.

#### **Journal Article – Electronic:**

Author's surname, initial(s). (Year of publication) 'Article title'. *Journal title* [Online], Volume(issue), page numbers p. or pp. Available from: library database or URL [Accessed: the date].

Example:

Kinger, W. (2011) 'In Search of the "Best" Retirement Strategy'. *Journal of Financial Service Professionals* [Online], 65(1) pp. 62-73. Available from: <http://web.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=4&hid=11&sid=3b45d9ff-f301-41cd-bcf2-9539c35d9911%40sessionmgr14> [Accessed 15 Feb. 2011].

**Article from Print Newspaper:**

Author's surname, initial(s). (Year of publication) 'Article title'. *Newspaper Title*, Section [if relevant], date, page number(s).

Example:

O'Brien, C. (2011) 'Irish Trade Surplus cut by 10% in December'. *The Irish Times*, 24 February, p. 21.

**Article from Newspaper on the Web:**

Author's surname, initial(s). (Year of publication) 'Title of article'. *Title of newspaper* [Online], Section [if relevant], date, page numbers p. or pp., if given. Available from: library database or URL [Accessed: the date].

Example:

McVeigh, T. (2011) 'Half of Pupils are being Consigned "to the scrapheap" by schools' *The Guardian* [Online], 13 March. Available from:  
<http://www.guardian.co.uk/education/2011/mar/13/schools-failing-teenagers-with-vocational-aspirations> [Accessed: 14 March 2011].

**Book**

**Book with one author:**

Author's surname, initial(s). (Year of Publication) *Title of book*, ed. [if not first edition] Place of Publication: Publisher.

Example:

Barringer, B.R. (2009) *Preparing Effective Business Plans: An Entrepreneurial Approach*. London: Pearson Education.

**Book with two or three authors:**

First author's surname, initial(s), second author's surname, initial(s) and third author's surname, initial(s). (Year of Publication) *Title of book*, ed. [if not first edition] Place of Publication: Publisher.

Example:

Muijs, D. and Reynolds, D. (2010) *Effective Teaching: Evidence and Practice*. London: Sage Publications.

**Book with more than three authors:**

First author's surname, initial(s), second author's surname, initial(s), third author's surname, initial(s) and fourth author's surname, initial(s). (Year of Publication) *Title of book*, ed. [if not first edition] Place of Publication: Publisher.

Example:

Smyth, E. Dunne, A. Darmody, M. and McCoy, S. (2007) *Gearing Up for the Exam? The Experiences of Junior Certificate Students*. Dublin: The Liffey Press.

**Note: For books with editors, use the same format as for authors but include (ed.) or (eds.) after the surname and initials.**

**Book with one editor:**

Example:

Walsh, B. (ed.) (2011) *Education Studies in Ireland: the Key Disciplines*. Dublin: Gill & Macmillan.

**Book with no author:**

*Title of the book*. (Year of Publication) ed. [if not first edition] Place of publication: Publisher.

Example:

*The Oxford Dictionary of Quotations*. (1941) London: Oxford University Press.

**Book – Chapter:**

Author's surname, initial(s). (Year of Publication) 'Title of Chapter', in Editor's surname, initial(s). (ed.(s)) *Title of book*, ed. [if not first edition] Place of Publication: Publisher, pp. page numbers.

Example:

Deffely, T. (1999) 'Attempts to Tackle Disadvantage – Blitzkrieg or Phoney War' in Ward, N and Dooney, T. (eds.) *Irish Education for the 21<sup>st</sup> Century*. Dublin: Oak Tree Press, pp. 65 – 76.

### **Book on the Web – EBook:**

Author's surname, initial(s). (Year of Publication) *Title of eBook* [Online]. ed. [if not first edition] Publisher: Place of publication (if available). Available from: library database or web address [Accessed: the date].

Example:

Von Halle, B. and Goldberg, L. (eds.) (2006) *The Business Rule Revolution: Running Business the Right Way* [Online]. Happy About: California. Available from:  
<http://books.google.com/books?hl=en&lr=&id=s7AMgjYSkJIC&oi=fnd&pg=PP1&dq=ebook&ots=LyEuOWTdLm&sig=zcYdkMrgijNWX9N7eNt92B4nkGI#v=onepage&q&f=false>  
[Accessed: 14 March 2011].

### **Case Study**

Author's surname, initial(s). (Year of Publication) *Title of case, case*, Place of Publication: Publisher.

Example:

Braga, T., Ionescu-Somers, A. and Billington, C. (2009) *Feeling the Heat: Allianz and WWF Pushing an Industry towards Climate Change Action*, case, Lausanne: International Institute for Management Development.

### **Conference Paper - Published**

Author's surname, initial(s). (Year of Publication) 'Title of the paper' in Editor's surname, initial(s) (ed.(s)) *Title of the Conference Proceedings*. Place and date of conference. Place of Publication: Publisher, page numbers.

Example:

Roche, M. (2009) 'Questioning the Answer: Nurturing a Critical, Caring and Emancipatory Community of Practice Using Picture Books and Classroom Dialogue' in Concannon-Gibney, T., Kelly, A. and Willoughby, K. (eds.) *Literacy in the 21<sup>st</sup> Century: Perspectives, Challenges and Transformations. Proceedings of the 2009 Annual Conference of the Reading Association of Ireland*. Dublin, September 2009. Dublin: Reading Association of Ireland, pp. 50 – 62.

## Report

Author's surname, initial(s). (Year) *Report title*, Report Number [if available]. Place of publication: Publisher or [Online]. Available from: URL [Accessed: the date].

Example:

Department of Education and Skills (2010) *Better Literacy and Numeracy for Children and Young People: A Draft National Plan to Improve Literacy and Numeracy in Schools* [Online]. Available from:  
[http://www.education.ie/servlet/blobServlet/pr\\_literacy\\_numeracy\\_national\\_plan\\_2010.pdf?language=EN](http://www.education.ie/servlet/blobServlet/pr_literacy_numeracy_national_plan_2010.pdf?language=EN) [Accessed: 14 March 2011].

## Course Material

### **Lecture Notes:**

Author's/ Tutor's surname, initial(s). (Year of Publication) 'Title of lecture', *module code: module title*. Date, Institution, unpublished.

Example:

Purcell, R. (2010) 'Introduction to Entrepreneurship' *Entrepreneurship*. October 2010, St. Patrick's College, unpublished.

\* Always check with the lecturer as to whether or not you are allowed to cite their lecture notes as sources. It is better academic practice to go directly to the sources mentioned in the lecture.

## Electronic Communication

### **Page on a Website:**

Author's surname, initial(s). (Year of Publication) **Title** [Online]. Place of publication, publisher. Available from: URL [Accessed: the date].

Example:

Martínez, R. and Fernández, A. (2010) **The Social and Economic Impact of Illiteracy: Analytical Model and Pilot Study** [Online]. Santiago: OREALC/UNESCO. Available from:  
<http://unesdoc.unesco.org/images/0019/001905/190571e.pdf> [Accessed: 14 March 2011].

### **Website:**

Website name. (Year) **Website** [Online] Place of publication, publisher. Available from: URL [Accessed: the date].

Example:

National Council for Curriculum and Assessment (2011) **National Council for Curriculum and Assessment** [Online] Dublin, NCCA. Available from: <http://www.ncca.ie/> [Accessed: 3 March 2011].

## **Audio-Visual**

### **Images, figures, illustrations, photos or table:**

Author's surname, initial(s). (Year of Publication) 'Title of image, figure, illustration or table', *Title of book which contains the image*, ed. [if not 1<sup>st</sup> edition]. Place of Publication: Publisher, page, Description of image [i.e. image, illus., fig., table., photo].

Example:

Griffin, R.W. (2008) 'Kinds of Organizational Goals for a Regional Fast-Food Chain' *Management*, 9<sup>th</sup> ed. New York: Houghton Mifflin Company, p.174, fig. 7.2.

### **Image on the Web:**

Owner of website (Year of Publication) *Title of image* [image online]. Available from: URL [Accessed: the date].

Example:

Starbucks (2011) *Starbucks Brand Reveal: Beijing's Solana Store* [image online]. Available from: [http://news.starbucks.com/photo\\_display.cfm?photo\\_id=439&view=low\\_res](http://news.starbucks.com/photo_display.cfm?photo_id=439&view=low_res) [Accessed: 15 March 2011].

### **Film:**

*Title of film*. (Year of distribution) Director [DVD]. Place of distribution: Distribution company.

Example:

*Half Nelson* (2007) Ryan Fleck [DVD]. London: Axiom Films.

### **Online video/You Tube:**

Originator's name/username (whoever created/posted the video) (Year created/posted). *Title of video* [Online]. Available from: URL [Accessed: the date].

Example:

ForaTv (2009) *Do Schools Kill Creativity – Ken Robinson* [Online]. Available from:  
<http://www.youtube.com/watch?v=qFA3K0G2X1A&feature=fvwrrel> [Accessed: 15 March 2011].