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Harvard Referencing Guide

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INTRODUCTION

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WHY REFERENCE?

Referencing is the practice of formally acknowledging other people's work in your own academic writing and research. Whenever you use another person's idea, theory, or argument, you must provide an accompanying citation and reference. It provides the link between what you write, and the evidence on which your writing is based on. When done correctly, referencing will:

- Lend credibility to your analysis and arguments.
- Establish the academic quality of your work.
- Allow the reader to quickly and easily locate what sources you have used.
- Exhibit the depth and breadth of your own reading and understanding of a particular topic.
- Distinguish between your own work and that of others.
- Help to avoid **plagiarism** – a serious academic offence.

WHAT IS PLAGIARISM?

Plagiarism is the unacknowledged use of somebody else's work. A citation for an original source must be given when you are referring in your writing to someone else's arguments, theories, models, etc. Whether citing a source directly, by quoting from it, or indirectly, by paraphrasing, summarising, describing, or referring to it in some other way, a citation must be given. Plagiarism, whether unintentional or not, is a serious academic offence.

WHEN TO REFERENCE?

Anytime you use another person's theories, arguments or ideas, you must provide a citation and reference. You must reference **all the sources** you have used as part of your academic work. This applies to all manner of academic work, be it essays, presentations, reports, etc. Any and all information that you quote, summarise, or

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paraphrase must be referenced accordingly. It is good practice to systematically record all information on what sources you have used during the research process, otherwise, it can be difficult to locate these sources at a later time.

BASIC POINTS OF THE HARVARD STYLE

The Harvard style is an author/date system of citation. It consists of an in-text citation, which gives brief details of the source you are quoting from, inserted in the main text of your writing. A reference is the full publication details of the work cited, compiled in the reference list. In addition to referring to this guide, it is very important that you consult your course lecturer if you are in any doubt about citing a particular source, and with regard to the organisation and presentation of your manuscript. If you are in any doubt about whether or not you should cite a source - cite it!

HOW TO CITE

Citations should include the following details:

- Author(s) or editor(s) surname
- Year of publication
- Page number(s) - p. or pp. for multiple pages

> **Example**
>
> One seminal study (Chomsky, 1998, p. 64) argues that ...

INCORPORATING CITATIONS

The manner in which you include in-text citations can vary depending on your writing style. It is good practice to alter the way in which you include citations so as to ensure a smooth and logical flow in your academic writing. This can be achieved in two distinct ways:

Author Prominent

Give prominence to the author by using the author's surname as part of your sentence with the rest of the source details in parentheses:

> Hollensen (2018, p. 132) explains that "corporate social responsibility must be rooted deep in the company's resource base".

Information Prominent

Give prominence to the information, with all of the source's details in parentheses at the end of the citation:

> It has been argued that "corporate social responsibility must be rooted deep in the company's resource base" (Hollensen, 2018, p. 132).

DIRECT QUOTATIONS

Quotations of no more than two lines can be included in the main body of your text, in quotation marks and cited appropriately:

> Zinn (2003, p. 115) notes that, "some of the earliest industrial strikes took place in these textile mills in the 1830's"…

> "We adopt the simplifying assumption that the performance systems are fixed and invariant: they do not undergo state changes, as the cognitive system certainly does" (Chomsky, 1998, p. 64).

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Quotations longer than three lines must be entered as a separate paragraph, without quotation marks, and indented from the main body of the text:

Chomsky observes that:

> On these general assumptions, variation of languages is restricted to a finite space of opinions, perhaps to properties of the lexicon for the most part; LAD yields a unique language given reasonable data, hence is a "discovery procedure", though in a sense unrelated to earlier usage.
>
> (Chomsky, 1998, p. 64).

CITING MULTIPLE AUTHORS

When a source has multiple authors, cite in the order they are listed on the title page of the work:

"The pressures of stockholders, directors, and bankers to focus on the bottom line are powerful (Herman and Chomsky, 1988, p. 5)"

Frey, Fisher and Everlove (2009, p. 37) stress the importance of face-to-face interaction in group work...

If a source has four or more authors, cite the first author followed by *et al.*

"Video games now employ dense and complex narratives (Carr *et al.*, 2006, p. 11)..."

CITING MULTIPLE SOURCES

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When citing more than one author, their names should be listed by order of publication and separated by a semi-colon:

> Several studies (Jones, 2013; Smith 2014; Tanner and Berkowitz 2016; Adams *et al.*, 2017) have demonstrated that...

CITING SOURCES PUBLISHED IN THE SAME YEAR BY THE SAME AUTHOR

When citing a number of works by the same author that have been published in the same year, chronologically allocate lower-case letters in alphabetical order after the publication date. Each corresponding citation with therefore have a,b,c,d..etc:

> Burns (2015a, p.17) notes that whilst several studies have shown that participation in focus groups has a direct correlation in instances of "groupthink", the overwhelming response rate to focus groups shows their usefulness (Burns, 2015b, p.4).

CITING A CORPORATE AUTHOR

Cite the name, or initials, of the corporate body. It is okay to use abbreviations for corporate bodies with long names, however, be consistent in using the abbreviation throughout your writing.

> One report showed that statistics regarding... (Road Safety Authority, 2009, p. 65).

Corporate author names may be abbreviated after you have cited the source once and clarified the acronym. Always be clear and avoid any ambiguity with the abbreviations that you use:

> The Road Safety Authority (RSA)(2009, p. 65) noted that statistics regarding...

CITING A TABLE/DIAGRAM/FIGURE

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You must provide an in-text citation for any table, image, figure, diagram or graph that you use in the same way that you would a book or a journal article. Always label these sources clearly and number them appropriately e.g. Figure 1 or Fig. 1, etc. Place the caption **directly under** the image:
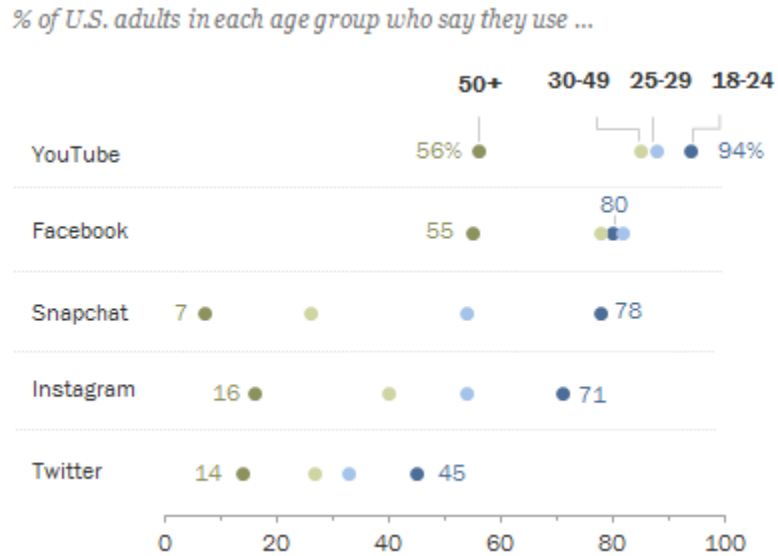
Figure 1: % of age groups who use social media (Anderson, 2017)

Followed by an in-text citation:

Figure 1 (Anderson, 2017) demonstrates that adults aged from 50 years or over...

The corresponding information in the reference list is then as follows:

Anderson, M. (2017) *Social Media Use in 2018*. Available at: http://www.pewinternet.org/2018/03/01/social-media-use-in-2018/ (Accessed: 20 November 2018).

Every citation in your work must have a corresponding reference, complied in the reference list. This list is arranged alphabetically by author's surname. **<u>Wherever applicable, use title case as opposed to sentence case.</u>**

BOOK

ONE AUTHOR

Format: Author Surname, Initial(s). (Year of publication) *Title of book*. Edition (if not first edition). Place of publication: Publisher.

Example: Jones, S. (2011) *Criminology*. 4th edition. Oxford: Oxford University Press.

TWO/THREE AUTHORS

Format: Author Surname, Initial(s)., Second Author Surname, Initial(s). and Third Author Surname, Initial(s). (Year of publication) *Title of book*. Edition (if not first edition). Place of publication: Publisher.

Example: Bocij, P., Greasley, A. and Hickie, S. (2015) *Business Information Systems: Technology, Development and Management*. 5th edition. Harlow: Pearson.

FOUR OR MORE AUTHORS

Format: Author Surname, Initial(s). *et al.* (Year of publication) *Title of book*. Edition (if not first edition). Place of publication: Publisher.

Example: Allen, J. *et al.* (2011) Festival and Special Event Management. Queensland: Wiley.

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EDITED BOOK

Format: Editor Surname, Initial(s). (ed.) (Year of publication) *Title*. Edition (if not first edition). Place of publication: Publisher.

Example: Beckman, K. (ed.) (2014) *Animating Film Theory*. Durham: Duke University Press.

CHAPTER IN A BOOK

Format: Chapter Author Surname, Initial(s). (Year of publication) 'Chapter title'. In Editor Surname, Initial(s). (ed.) *Title of book*. Edition (if not first edition). Place of publication: Publisher, page run of chapter.

Example: Fawcett, L. (2011) 'Why Peace Journalism Isn't News'. In Berkowitz, D.A. (ed.) *Cultural Meanings of News: A Text Reader*. California: Sage, pp. 245-257.

JOURNAL ARTICLE

ONLINE - WITH DOI

Format: Author(s) Surname, Initial(s). (Year of publication) 'Title of Article'. *Title of Journal*, volume number (issue number), page number(s). DOI

Example: Kenyon, A.T. and Majoribanks, T. (2008) 'The Future of "Responsible Journalism"'. *Journalism Practice*, 2(3), pp. 372-385. DOI: 10.1080/17512780802281107

ONLINE - WITH NO DOI

Format: Author(s) Surname, Initial(s). (Year of publication) 'Title of Article'. *Title of Journal* [Online], volume number (issue number), page number(s).

Example: Park, S.K. (2014) 'Targeted Social Transparency as Global Corporate Strategy'. *Northwestern Journal of International Law & Business* [Online], 35(1), pp. 87-137.

PRINT

Format: Author(s) Surname, Initial(s). (Year of publication) 'Title of Article'. *Title of Journal*, volume number (issue number), page number(s).

Example: Jacoby, W.G. (1994) 'Public Attitudes Toward Government Spending'. *American Journal of Political Science*, 38(2), pp. 336-361.

ONLINE RESOURCE

WEBSITE - INDIVIDUAL AUTHOR

Format: Author Surname, Initial(s). (Year of publication) *Title of Website*. Available at: URL (Accessed: day month year).

Example: Monbiot, G. (2018) *Contrary to Reason*. Available at: http://www.monbiot.com/2018/03/09/contrary-to-reason/ (Accessed: 15 April 2018).

WEBSITE - CORPORATE AUTHOR

Format: Name of Corporate Author. (Year of publication) *Title of Website*. Available at: URL (Accessed: day month year).

Example: Health Service Executive (2017) *Generic Medicines*. Available at: https://www.hse.ie/eng/health/hl/generics/ (Accessed: 4 November 2017).

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BLOG

Format: Author Surname, Initial(s). (Year of publication) 'Title of Blog Entry'. *Title of Blog*, date of post. Available at: URL (Accessed: day month year).

Example: Webb, A. (2018) 'Is There a Good Video Editor for Android?' *Spiderworking*, 19 June. Available at: https://spiderworking.com/blog/2018/07/19/video-editor-android/ (Accessed: 4 November 2017).

TWITTER

Format: Author Surname, Initial(s). (Year of post) [*Twitter*] Day month, time of Tweet. Available at: URL (Accessed: day month year).

Example: Klein, N. (2018) [*Twitter*] 15 November, 16:12. Available at: https://twitter.com/NaomiAKlein/status/1063102414452863480 (Accessed: 15 November 2018).

REPORT

Format: Author(s) surname, Initial(s) (Year of publication) *Title of Report*. Available at: URL (Accessed: day month year).

Example: Healy, S. *et al.* (2018) *Social Justice Matters: 2018 Guide to a Fairer Irish Society*. Available at: https://www.socialjustice.ie/sites/default/files/attach/publication/5239/socialjusticematters.pdf (Accessed: 11 June 2018).

MARKET RESEARCH REPORT – ONLINE DATABASE

Format: Author/Corporate Author name (Year of Publication) 'Section of Report', *Title of Report*.

Example: Mintel (2017) 'Market Size and Forecast', *Beauty & Personal Care – Ireland – February 2017*.

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NEWSPAPER ARTICLE - PRINT

Format: Author Surname, Initial(s). (Year of publication) 'Title of Article', *Title of Newspaper*, day and month, page number(s).

Example: Bray, A. (2016) 'Arts Exhibition Highlights Legacy of Women of the Rising'. *Irish Independent*, 15 December, p.24.

NEWSPAPER ARTICLE - ONLINE

Format: Author Surname, Initial(s). (Year of publication) 'Title of Article', *Title of Newspaper*, day and month, page number(s). Available at: URL (Accessed: day month year).

Example: Chadwick, P. (2018) 'Don't Let Data Protection Undermine Journalism'. *The Guardian*, 10 June. Available at: https://www.theguardian.com/commentisfree/2018/jun/10/data-protection-press-freedom (Accessed: 11 June 2018, 15:30).

MAGAZINE ARTICLE

Format: Author Surname, Initial(s). (Year of publication) 'Title of Article'. *Title of Magazine* (Issue Information), page number(s)... If online - Available at: URL (Accessed: day month year).

Example: Marcks, I. (2018) 'Life of the Mind'. *American Cinematographer* (July 2018), pp. 46-59.

INTERVIEW

Format: Interviewee Surname, Initial(s). (Year of interview) 'Title of Interview' (if applicable). Interview with Interviewee. Interviewed by Interviewer's name for

Title of Newspaper, day month, time. Available at: URL (Accessed: day month year).

Example: Franzen, J. (2018) 'Birdwatching with Jonathan Franzen'. Interview with Jonathan Franzen. Interviewed by Oliver Milman for *The Guardian*, 14 November, 19:37. Available at: https://www.theguardian.com/environment/2018/nov/14/jonathan-franzen-climate-change-isnt-the-only-danger-to-birds (Accessed: 15 November 2018).

MEDIA

FILM

Format: *Title of Film*. (Year of production) Directed by Director Name [Film]. Place of distribution: Distribution Company.

Example: *Spotlight*. (2016) Directed by Tom McCarthy [Film]. United States: Open Road Films.

YOUTUBE

Format: Author or Corporate Author/Creator Name (Year of publication) *Title of Video* [Video]. Available at: URL (Accessed: day month year).

Example: Tedx Talks (2013) *The Costs of Inequality: Joseph Stiglitz at TEDxColumbiaSIPA* [Video]. Available at: https://youtu.be/GYHT4sJsCdo (Accessed: 15 November 2011).

IMAGE/PHOTOGRAPH

Format: Photographer/Creator Surname, Initial(s). (Year of publication) *Title of Image/Photograph* [Photograph/Image]. Available at: URL (Accessed: day month year).

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Example: Widener, J. (1989) *Tank Man* [Photograph]. Available at: https://100photos.time.com/photos/jeff-widener-tank-man (Accessed: 10 June 2018).

FLICKR/TUMBLR/PINTEREST

Format: Photographer/Creator Surname, Initial(s). (Year of Publication) *Title of Image/Photograph* [Photograph/Image]. Available at: URL (Accessed: day month year).

Example: Amabile, C. (2013) *Autumn Sunset* [Photograph]. Available at: https://flic.kr/p/hKJ6fW (Accessed: 20 November 2018).

RADIO PROGRAMME

Format: *Title of Programme*. (Year of transmission) Name of Channel, date of transmission (day month).

Example: *The Last Word* (2016) Today FM, 20 May.

RADIO PROGRAMME - ONLINE

Format: *Title of Programme*. (Year of transmission) Name of Channel, date of transmission (day month). Available at: URL (Accessed: day month year).

Example: *The Ray D'Arcy Show* (2018) RTE Radio 1, 6 June. Available at: https://www.rte.ie/radio1/ray/programmes/2018/0710/977747-ray-darcy-tuesday-10-july-2018/ (Accessed: 31 July 2018).

TV PROGRAMME

Format: *Title of Programme* (Year of broadcast) Name of Channel, broadcast date (day month, time).

Example: *Channel 4 News* (2016) Channel 4, 23 November, 19:00.

TV EPISODE

Format: 'Title of Episode' (Year of broadcast) *Title of Programme*, series number, episode number. Name of channel, broadcast date (day month).

Example: 'Port in a Storm' (2003) *The Wire*, series 2, episode 12. HBO, 24 August.

TV EPISODE – DVD/BLU RAY

Format: 'Title of Episode' (Year of distribution) *Title of Programme: Series Number* [DVD/Blue Ray]. Place of distribution: Distribution Company.

Example: 'Pine Barrens' (2002) *The Sopranos: Season Three* [DVD]. New York, NY: HBO Home Video.

COMIC/GRAPHIC NOVEL

Format: Creator(s) Surname, Initial(s). (Writer/Artist/Inker) (Year of publication) *Title*. Place of publication: Publisher.

Example: Moore, A. (Writer) and Campbell, E. (Artist) (2004) *From Hell*. Georgia: Top Shelf.

PODCAST

Format: 'Title of Podcast Episode' (Year of production) *Title of Podcast* [Podcast], broadcast date (day month). Available at: URL (Accessed: day month year).

Example: 'Infective Hereditary' (2018) *Radiolab* [Podcast], 21 September. Available at: https://www.wnycstudios.org/story/infective-heredity (Accessed: 15 November 2018).

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EXHIBITION CATALOGUE

Format: Creator/author(s) Surname, Initial(s). (Year of publication) *Title* [Exhibition Catalogue]. Location and date of exhibition. Place of publication: Publisher.

Example: Bolton, A., and Cope N.A. (2016) *Manus x Machina: Fashion in an Age of Technology* [Exhibition Catalogue]. Exhibition held at the Metropolitan Museum of Art, 5 May-14 August, 2016. New York: The Metropolitan Museum of Art.

PAINTING/DRAWING

Format: Artist Surname, Initial(s). (Year of Production) *Title of Work* [Medium of Work]. Institution/Museum Name. OR if seen online – Available at: URL (Accessed: day month year).

Example: Goya, F. (1814) *The 3rd of May 1808 in Madrid or "The Executions"* [Oil on Canvas]. Museo Del Prado, Madrid. Available at: https://www.museodelprado.es/en/the-collection/art-work/the-3rd-of-may-1808-in-madrid-or-the-executions/5e177409-2993-4240-97fb-847a02c6496c (Accessed: 20 November 2018).

DATASET

Format: Author Surname, Initial(s)/Corporate Author (Date of Publication) 'Title of Dataset', *Name of Publisher/Repository*. DOI or Available at: URL (Accessed date: day month year).

Example: Haustein, S., Costas, R. and Larivière, V. (2015) 'Characterizing Social Media Metrics of Scholarly Papers: The Effect of Document Properties and Collaboration Patterns', *Figshare* [Dataset]. DOI: https://doi.org/10.6084/m9.figshare.1298151.v1

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PARLIAMENTARY/LEGAL MATERIAL

Format: Government of Country. *Title*. Place of publication: Publisher.

Example: Government of Ireland. *Water Services Act 2017*. Available at: https://www.oireachtas.ie/en/bills/bill/2017/111/

STATUTORY INSTRUMENT

Format: Government of Country. *Name/title including year*. (SI year and number). Available at: URL.

Example: Government of Ireland. *European Union (Payment Services) Regulations 2018*. (SI 2018/6). Available at: http://www.irishstatutebook.ie/eli/2018/si/6/made/en/print

REFERENCING MANAGEMENT SOFTWARE

Consider using reference management software such as Zotero or Mendeley to help with your referencing process. Contact the library if you need help getting started. There is a dedicated citation style for the college available for download on Moodle.

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Allen, J. *et al.* (2011) Festival and Special Event Management. Queensland: Wiley.

Beckman, K. (ed.) (2014) *Animating Film Theory*. Durham: Duke University Press.

Bocij, P., Greasley, A. and Hickie, S. (2015) *Business Information Systems: Technology, Development and Management*. 5th edition. Harlow: Pearson.

Bray, A. (2016) 'Arts Exhibition Highlights Legacy of Women of the Rising'. *Irish Independent*, 15 December, p.24.

Channel 4 News (2016) Channel 4, 23 November, 19:00.

Cook-Cottone, C. (2015a) *Mindfulness and Yoga for Self-Regulation: A Primer for Mental Health Professionals*. New York: Springer.

Cook-Cottone, C. (2015b) 'Incorporating Positive Body Image into the Treatment of Eating Disorders: A Model for Attunement and Mindful Self-Care'. *Body Image*, 14, pp. 158-167. DOI: 10.1016/j.bodyim.2015.03.004

Fawcett, L. (2011) 'Why Peace Journalism Isn't News', In Berkowitz, D.A. (ed.) *Cultural Meanings of News: A Text Reader*. California: Sage, pp. 245-257.

Franzen, J. (2018) 'Birdwatching with Jonathan Franzen'. Interview with Jonathan Franzen. Interviewed by Oliver Milman for *The Guardian*, 14 November, 19:37. Available at: https://www.theguardian.com/environment/2018/nov/14/jonathan-franzen-climate-change-isnt-the-only-danger-to-birds (Accessed: 15 November 2018).

Government of Ireland. *Water Services Act 2017*. Available at: https://www.oireachtas.ie/en/bills/bill/2017/111/

Goya, F. (1814) *The 3rd of May 1808 in Madrid or "The Executions"* [Oil on Canvas]. Museo Del Prado, Madrid. Available at: https://www.museodelprado.es/en/the-collection/art-work/the-3rd-of-may-1808-in-madrid-or-the-executions/5e177409-2993-4240-97fb-847a02c6496c (Accessed: 20 November 2018).

Haustein, S., Costas, R. and Larivière, V. (2015) 'Characterizing Social Media Metrics of Scholarly Papers: The Effect of Document Properties and Collaboration Patterns', *Figshare* [Dataset]. DOI: https://doi.org/10.6084/m9.figshare.1298151.v1

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'Infective Hereditary' (2018) *Radiolab* [Podcast], 21 September. Available at: https://www.wnycstudios.org/story/infective-heredity (Accessed: 15 November 2018).

Jones, S. (2011) *Criminology*. 4th edition. Oxford: Oxford University Press.

Kenyon, A.T. and Majoribanks, T. (2008) 'The Future of "Responsible Journalism"'. *Journalism Practice*, 2(3), pp. 372-385. DOI: 10.1080/17512780802281107

Klein, N. (2018) [*Twitter*] 15 November, 16:12. Available at: https://twitter.com/NaomiAKlein/status/1063102414528634880 (Accessed: 15 November 2018).

Mintel (2017) 'Market Size and Forecast', *Beauty & Personal Care – Ireland – February 2017*.

Monbiot, G. (2018) *Contrary to Reason*. Available at: http://www.monbiot.com/2018/03/09/contrary-to-reason/ (Accessed: 15 April 2018).

Moore, A. (writer) and Campbell, E. (artist) (2004) *From Hell*. Georgia: Top Shelf.

Park, S.K. (2014) 'Targeted Social Transparency as Global Corporate Strategy'. *Northwestern Journal of International Law & Business* [Online], 35(1), pp. 87-137.

'Port in a Storm' (2003) *The Wire*, series 2, episode 12. HBO, 24 August.

Spotlight (2016) Directed by Tom McCarthy [film]. United States: Open Road Films.

Tedx Talks (2013) *The Costs of Inequality: Joseph Stiglitz at TEDxColumbiaSIPA*. Available at: https://youtu.be/GYHT4sJsCd0 (Accessed: 15 November 2011).

The Ray D'Arcy Show (2018) RTE Radio 1, 6 June. Available at: https://www.rte.ie/radio1/ray/programmes/2018/0710/977747-ray-darcy-tuesday-10-july-2018/ (Accessed: 31 July 2018).

Webb, A. (2018) 'Is There a Good Video Editor for Android?', *Spiderworking*, 19 June. Available at: https://spiderworking.com/blog/2018/07/19/video-editor-android/ (Accessed: 4 November 2017).

Widener, J. (1989) *Tank Man* [Photograph]. Available at: https://100photos.time.com/photos/jeff-widener-tank-man (Accessed: 10 June 2018).