Guide to citing and referencing

Treoir le haghaidh lua agus tagartha

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INTRODUCTION

This is a guide to the Harvard citation style. It explains the components of citation entries, as well as providing examples of cited books, journals and electronic media amongst many other potential sources.

Our aim is to provide an easy to follow format that will cover most queries about the Harvard style.

**Citation Styles**

There are many different citation styles, which have been developed for particular subject areas. For example the MLA style for Humanities, or APA for Psychology.

Therefore, you should always check with your School or lecturer about what type of citation style is required. Many Schools will provide their own guide.

**Finally and most importantly:**

Remember that the source you use in an essay or thesis needs to be referenced. It demonstrates that you are not claiming work that is not your own, but also that your research is built on strong academic foundations. Any type of plagiarism is unacceptable.
BOOKS

GENERAL RULES:

1. AUTHORS

- Single author: Surname first, initials of forename(s) e.g. Mulligan, J.
- Two authors: use above form with & between them e.g. Mulligan, J. & Flanagan, E.
- Three authors: cite all with comma after the first and & after the second e.g. Mulligan, J., Flanagan, E. & Kelly, H.
- More than three: cite the first only followed by et al. e.g. Mulligan, J. et al.
- If the book is compiled by an editor insert (ed.) or (eds.) after the name e.g. Mulligan, J. (ed.)
- Publications produced by e.g. society; professional body; company: use the organisation or company as a corporate author e.g. Coopers & Lybrand
- A government publication should begin with the country: e.g. Ireland. Department of Health and Children

2. SECONDARY REFERENCING

Secondary references are when an author refers to another author’s work and the primary source is not available. You should cite the primary source and the source you have read. Both works should appear in the reference list.

EXAMPLE:

In text:

3. CITING A DIRECT QUOTATION

If a direct quote from a book (or article, etc.) is used you must:

- Use single quotation marks (double quotation marks are usually used for quoting direct speech) and
- State the page number

**EXAMPLE:**

**In text:**

Simons et al (2001, p4) state that, to date, the discipline of nursing ‘has no central focus, only loose and largely unverified domains of knowledge’.

4. PLACES OF PUBLICATION

If there is more than one place of publication listed e.g. London, New York, Philadelphia, etc. use the first place named.
BOOKS

Parts of a citation for a book

1. SINGLE AUTHOR

CITATION ORDER:
- Author / editor
- Year of publication (in round brackets)
- Title (in italics)
- Edition (only include the edition number if it is not the first edition)
- Place of publication: Publisher
- Series and volume number (where relevant).

EXAMPLE:
In text:
Muncie (1999, p. 32) describes...

Reference List:

2. EDITION OTHER THAN FIRST

EXAMPLE:
In text:
According to Silverman (2005, p.196) applying quality criteria...

Reference list:
3. REPRINT EDITION

CITATION ORDER:

- Author/Editor
- Year of publication (in round brackets)
- Title (*italics*)
- Edition (only include the edition number if it is not the first edition)
- Place of publication: Publisher
- Series and Volume number (where relevant).

For reprints of older books, the original year of publication is given as well as the full publication details of the reprint.

**EXAMPLE:**

In text:

In his historical work on Galway, Hardiman (1820) stated...

Reference list:


For more recently published originals, give the original publication information and the reprint information.

**EXAMPLE:**

In text:

In his book on the subject Bolza (1973)...

Reference list:

4. CHAPTER / SECTION OF AN EDITED BOOK

CITATION ORDER:

• Author of the chapter/section (surname followed by initials)
• Year of publication (in round brackets)
• Title of chapter/section (in quotation marks)
• ‘in’ followed by author / editor of book
• Title of book (in italics)
• Place of publication: Publisher
• Page reference.

EXAMPLE:

In text:

Moore (1994, p.115) presents......

Reference list:

5. POEM WITHIN AN ANTHOLOGY

CITATION ORDER:

• Author of the poem (surname followed by initials)
• Year of publication (in round brackets)
• Title of poem (in quotation marks)
• ‘in’ followed by author/editor/compiler of book
• Title of book (in italics)
• Place of publication: Publisher
• Page reference.

EXAMPLE:

In text:

“Don’t forget to say your prayers in Manhattan.” (Dunne, 1993)

Reference list:

JOURNAL ARTICLES

PARTS OF CITATION FOR A JOURNAL

CITATION ORDER:

- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title of article (in quotation marks)
- Title of journal (in italics)
- Issue information (volume, part number, month or season)
- Page reference.

EXAMPLE:

In text:
The results (Rideout & Morgan, 2007) …..

Reference list:
NEWSPAPER ARTICLES

1. WHERE THE AUTHOR OF A NEWSPAPER ARTICLE IS IDENTIFIED, USE THE FOLLOWING CITATION ORDER:
   - Author
   - Year of publication (in round brackets)
   - Title of article (in quotation marks)
   - Title of newspaper (in italics)
   - Day and month
   - Page reference.

   **EXAMPLE:**
   **In text:**
   Rose (2007) describes a new technique…
   **Reference List:**

2. WHERE NO AUTHOR IS GIVEN USE THE FOLLOWING CITATION ORDER:
   - Title of publication (in italics)
   - Year of publication (in round brackets)
   - Title of article (in quotation marks)
   - Day and month
   - Page reference.

   **EXAMPLE:**
   **In text:**
   The article (*The Guardian*, 2007) reported
   **Reference list:**
ELECTRONIC INFORMATION

1. ELECTRONIC BOOKS (E-BOOKS)

CITATION ORDER:

• Author
• Year of publication of book (round brackets)
• Title of book *(italics)*
• Name of e-book supplier
• [Online]
• Available at: URL
• (Accessed: date).

EXAMPLE:

In text:

The volatile software development environment (Highsmith, 2002)…

Reference list:


2. INTERNET PAGES

1. Organisation or personal Internet sites

CITATION ORDER:

• Author
• Year site published / last updated (in round brackets)
• Title of Internet site *(italics)*
• Available at: URL
• (Accessed: date).
ELECTRONIC INFORMATION

EXAMPLE:

In text:
Kelly (2007) indexes…….

Reference list:

2. Web page where no author can be identified, use the Web page’s title:
Web page with no obvious date of publication / revision, use (no date):

EXAMPLE:

In text:
*Flora of the Burren* (no date) studies…..

Reference list:

3. BLOGS

CITATION ORDER:
- Author of message
- Year that the site was published / last updated (in round brackets)
- Title of message (in quotation marks)
- Title of Internet site *(in italics)*
- Day / month of posted message
- Available at: URL
- (Accessed: date).

EXAMPLE:

In text:
According to one commentator (Bernstein, 2007) ....

Reference list:
4. ARTICLES IN ELECTRONIC JOURNALS

CITATION ORDER:

- Author
- Year of publication (in round brackets)
- Title of article (in quotation marks)
- Title of journal \textit{(in italics)}
- Volume, issue, page numbers
- Name of collection \textit{(in italics)}
- [Online]
- Available at: URL of collection
- (Accessed: date).

EXAMPLE:

In text:
This accurate appreciation by Jackson (1998)....

Reference list:

5. ARTICLES IN INTERNET JOURNALS

Some journals are published on the Internet, with no print equivalent.

CITATION ORDER:

- Author
- Year of publication (in round brackets)
- Title of article (in quotation marks)
- Title of journal \textit{(in italics)}
- Volume, issue
- [Online]
- Available at: URL
- (Accessed: date).
ELECTRONIC INFORMATION

EXAMPLE:

In text:
The learning area described by Lynch & Perrett (2007) ....

Reference list:

6. ARTICLES FROM INTERNET NEWSPAPERS

CITATION ORDER:

- Author
- Year of publication (in round brackets)
- Title of article (in quotation marks)
- Title of newspaper (*italics*)
- Day and month
- [Online]
- Available at: URL
- (Accessed: date).

EXAMPLE:

In text:
Government and business (Flynn, 2006) ....

Reference list:
7. EXTRACT FROM INTERNET DATABASE

**CITATION ORDER:**
- Author
- Year of publication (in round brackets)
- Title of extract (in quotation marks)
- Name of database (*italics*)
- [Online]
- Available at: URL
- (Accessed: date).

**EXAMPLE:**

**In text:**
The latest trends (Euromonitor, 2007)

**Reference list:**

COMMUNICATIONS

1. PUBLIC COMMUNICATIONS

Public communications such as lectures, seminars, announcements, video conferences

**CITATION ORDER:**

- Author / Speaker
- Year
- Title of communications (*italics*)
- [Medium]
- Day / Month.

**EXAMPLE:**

**In text:**
The lecture (Crosbie, 2006) included ....

**Reference list:**

2. PERSONAL COMMUNICATIONS

Personal communications by conversation, letter, email, telephone, text or fax can be cited using:

**CITATION ORDER:**

- Sender/Speaker/Author
- Year of communication
- Receiver of communication
- Day/Month of communication.

**EXAMPLE:**

**In text:**
It was stated by Burke (2006) ...

**Reference list:**
VIRTUAL LEARNING ENVIRONMENTS E.G. BLACKBOARD

1. TUTOR’S NOTES

CITATION ORDER:

• Author or tutor
• Year of publication (in round brackets)
• Title of item (in quotation marks)
• Name of academic module \textit{(in italics)}
• \textit{[Online]}
• Available at: URL of VLE
• (Accessed: date).

EXAMPLE:

In text:

Advanced statistical methods (Avalos, 2007)

Reference list:

VIRTUAL LEARNING ENVIRONMENTS E.G. BLACKBOARD

2. JOURNAL ARTICLE (IN VLE)

CITATION ORDER:

- Author
- Year of publication (in round brackets)
- Title of article (in quotation marks)
- Title of journal (in italics)
- Volume, issue, page numbers
- Name of academic module (in italics)
- [Online]
- Available at: URL of VLE
- (Accessed: date).

EXAMPLE:

In text:

Grimes (2002) stated……

Reference list:

LEGAL AND OFFICIAL MATERIALS

Legal sources can be complicated to cite and rules often vary across jurisdictions. Below we give examples in the Harvard Style of some of the most common legal and official sources that you will have to reference.

*Note: The School of Law provides a guide to established citation formats and Law students are advised to use the School’s required format.*

1. LAW REPORTS

**CITATION ORDER:**
- Case (*in italics*)
- [Date]
- Volume number
- Abbreviations for title of report series
- First page number of case.

**EXAMPLE:**

*In-text citations:*

In *Haughey v Moriarty* [1999] 3 I.R. 1, it was held that……..

*Note:* The first time you cite a case, you cite it in full with the party names and law report citation. Thereafter, unless it would not be clear to which case you are referring, you can generally refer to the case subsequently by the party names (i.e. Haughey v Moriarty).

*Reference list:*


[Date in square brackets as per convention indicating that year is critical in locating case]
2. STATUTES

CITATION ORDER:

• Title of Act including year (*in italics*)
• Year of publication (*in italics*)
• Number of Act ((if available) (*in round brackets*) (*in italics*))
• Part (*if applicable in italics*)
• Section (*if applicable in italics*)

EXAMPLE:

In text:

The Science and Technology Act 1987 outlines…

Reference list:

*Science and Technology Act 1987. (No. 30).*

3. STATUTORY INSTRUMENT

CITATION ORDER:

• Name/Title (*in italics*)
• S.I. no. with year.

EXAMPLE:

In text:

The Local Government (Planning and Development) Regulations 1990

Reference list:

*Local Government (Planning and Development) Regulations 1990 (S.I. No 25 of 1990).*
4. DÁIL DEBATES

CITATION ORDER:
- Speaker (if required)
- Dáil Debates (in *italics*)
- Vol. No. (in *italics*)
- Column No(s) (in *italics*)
- Date of Speech (in *italics*).

EXAMPLE:
In text:
Charlie McCreevey (1995) stated in the Dáil that…

Reference list:

5. EU DIRECTIVE

CITATION ORDER: (*all in italics*)
- Institutional origin (e.g. Council Directive (EC))
- Legislation number
- Date
- Title.

EXAMPLE:
In text:

Reference list:
LEGAL AND OFFICIAL MATERIALS

6. GOVERNMENT PUBLICATIONS

CITATION ORDER:
• Ireland
• Name of Government Department
• Year of publication
• Title \textit{(in italics)}
• Place of publication: Publisher.

EXAMPLE:

\textbf{In text:}
In its Statement (2003) the Department of Health and Children outlines the...

\textbf{Reference list:}
Dublin: Stationary Office.

7. EUROPEAN UNION PUBLICATIONS

CITATION ORDER:
• Name of EU Institution
• Year of publication (in round brackets)
• Title \textit{(in italics)}
• Place of publication: Publisher.

EXAMPLE:

\textbf{In text:}
A European Commission report (2007) concludes that...

\textbf{Reference list:}
REFERENCE MATERIAL

Often reference material (dictionaries, encyclopaedias, bibliographies) does not have an obvious author or editor so it is sufficient to cite the reference work by its title.

**CITATION ORDER:**
- Title *(in italics)*
- Year of publication (in round brackets)
- Place of publication: Publisher.

**EXAMPLE:**

In text:

This concept is defined clearly *(Collins English dictionary, 2003)* …

Reference list:


To cite a specific article within a reference work where the author is identified

**EXAMPLES:**

In text:

Morgan (2004) …

Reference list:


When citing the complete set of a reference work

**EXAMPLE:**

In text:

When searching the index *(Filby & Meyer, 1981)*...

Reference list:


(If volumes or serial indexes are numbered this should be included in the citation.)
REPORTS

CITATION ORDER:

• Author or organisation
• Year of publication (in round brackets)
• Title of report (in italics)
• Place of publication: Publisher
• Report code and number (in round brackets), if applicable.

EXAMPLE: (AUTHOR)

In text:
This influential report (Culliton, 1992) holds that ….

Reference list:

EXAMPLE: (ORGANISATION AS AUTHOR)

In text:
In one recent report (Small Business Forum, 2006)…..

Reference list:
CONFERENCES

1. FULL CONFERENCE PROCEEDINGS

CITATION ORDER:

• Author/editor
• Year of publication (in round brackets)
• Title of conference: Subtitle (in italics)
• Location and date of conference
• Place of publication: Publisher.

EXAMPLE:

In text:
The conference (British Hydromechanics Research Association, 1976) drew attention to

Reference list:


2. CONFERENCE PAPERS

CITATION ORDER:

• Author of paper
• Year of publication (in round brackets)
• Title of paper (in quotation marks)
• Title of conference: subtitle (in italics)
• Location and date of conference
• Place of publication: Publisher
• Page references for the paper.

EXAMPLE:

In text:

Margetson (1992) states that ….
CONFERENCE

Reference list:

3. PAPERS FROM CONFERENCE PROCEEDINGS PUBLISHED ON THE INTERNET

CITATION ORDER:
• Author
• Year of publication (in round brackets)
• Title of paper (in quotation marks)
• Title of conference: subtitle (in italics)
• Location and date of conference
• Publisher
• Available at: URL
• (Accessed: date).

EXAMPLE:

In text:
The most recent paper relating to this (Donohue and Quinlan, 2006)…. 

Reference list:
THESES

CITATION ORDER:

• Author
• Year of submission (in round brackets)
• Title of thesis (*italics*)
• Degree statement
• Degree awarding body.

EXAMPLE:

In text:
In her research O’Connor (2000)…

Reference list:
ARCHIVAL MATERIAL

If the author of the manuscript is known:

**CITATION ORDER:**

- Author
- Year (in round brackets)
- Title of manuscript *(in italics)*
- Date (if available)
- Name of collection containing manuscript and reference number
- Location of manuscript in archive or repository.

**EXAMPLE:**

*In text:*

In his letter to Lynch (Maloney, 1877)…

*Reference list:*

CARTOGRAPHIC MATERIAL (ATLASES AND MAPS)

1. ATLASES

CITATION ORDER:
• Author/Editor (if given)
• Year of publication (in round brackets)
• Title \textit{(in italics)}
• Edition (only include the edition number if it is not the first edition)
• Place of publication: Publisher.

EXAMPLE:
In text:
Haywood (2001) gives the example

Reference list:

2. ORDNANCE SURVEY MAPS

CITATION ORDER:
• Ordnance Survey
• Year of publication (in round brackets)
• Title \textit{(in italics)}
• Sheet number, scale
• Place of publication: Publisher
• Series (in brackets).

EXAMPLE:
In text:
Motorways are indicated (Ordnance Survey of Ireland, 1999) …

Reference list:
STANDARDS

CITATION ORDER:

• Name of authority or organisation
• Year of publication (in round brackets)
• Number and title of standard (in italics)
• Place of publication: Publisher.

EXAMPLE:

In text:

New food hygiene standards (National Standards Authority of Ireland, 2007)…

Reference list:

PATENTS

CITATION ORDER:

• Inventor(s)
• Assignee
• Year of publication (in round brackets)
• Title (in italics)
• Patent number.

EXAMPLE:

In text:
Hobson, (1995).....

Reference list:
REVIEWS

CITATION ORDER:

• Name of reviewer (if indicated)
• Year of publication of the review (in round brackets)
• Title of the review (in single quotation marks)
• ‘Review of ….’
• Identification of the work reviewed (in italics)
• Author/director of the work being reviewed
• Publication details (in italics).

EXAMPLE:

1. Book review
In text:
   In his review Leigh (2007) stated that the book…..
Reference list:

EXAMPLE:

2. Film review
In text:
   One reviewer (Brady, 2007) said that this movie…..
Reference list:
MICROFORM (MICROFILM AND MICROFICHE)

CITATION ORDER:

- Author
- Year of publication (in round brackets)
- Title of microform (in italics)
- [Medium]
- Place of publication: Publisher.

EXAMPLE:

In text:
Correspondence from O’Donovan (1959)....

Reference list:
TELEVISION PROGRAMME

CITATION ORDER:

• Title of programme (*italics*)
• Year of publication (in round brackets)
• Name of channel
• Date of transmission (day/month).

EXAMPLE:

**In text:**

Ahern (*Prime Time*, 2007) indicated that he wanted to form a stable government.

**Reference list:**

DVD

CITATION ORDER:

• Title of film (in italics)
• Year of distribution (in round brackets)
• Director
• [DVD]
• Place of distribution
• Place of distribution: Distribution company.

EXAMPLE:

In text:

…the nature and spirit of the game (Bull Durham, 2007)

Reference list:

VIDEOCASSETTE

CITATION ORDER:

• Title of film or programme (in italics)
• Year of distribution (in round brackets)
• Director
• [Videocassette]
• Place of distribution: Distribution company.

EXAMPLE:

In text:
The two nations interact with one another (Dances with wolves, 1997)....

Reference list:

The James Hardiman Library would like to acknowledge Cite them right: the essential guide to referencing and plagiarism. “http://www.citethemright.co.uk/”