

University of Limerick

CITE IT RIGHT

A Guide to Referencing in UL

using the

Harvard Referencing Style

**University of Limerick Library
A Guide to Referencing in UL**



Cite it Right: A Guide to Referencing in UL Using the Harvard Referencing Style

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Contents

Section 1 Referencing: An Introduction	3
1.1 What is referencing?	
1.2 Why is referencing essential?	
1.3 What are referencing styles?	
Section 2 Citing Within the Text of a Paper	4
2.1 Citing...at a glance	
2.2 What is citing?	
2.3 Quoting and paraphrasing	
2.4 Citing page numbers	
Section 3 The Reference List at the End of a Paper	6
3.1 The reference list...at a glance	
3.2 Basic rules	
3.3 Punctuation and capitals	
3.4 Essential elements of every reference	
3.5 Checklist of elements to include in each reference	
3.6 Where to find the elements of a reference	
Section 4 How to Reference	9
4.1 Article in a journal – print or pdf	
4.2 Article in an e-Journal – web only	
4.3 Book	
4.4 Book – chapter or contribution	
4.5 Book – edited	
4.6 Book on the web - eBook	
4.7 Book review	
4.8 Conference paper – published	
4.9 Conference paper – unpublished	
4.10 Course material – print	
4.11 Course material – on the web (VLE)	
4.12 Electronic conference / bulletin board	
4.13 Email	
4.14 Film / DVD / Video	
4.15 Image – illustration / table / figure	
4.16 Image – map	
4.17 Image – on the web	
4.18 Legislation – act	
4.19 Legislation – statutory instrument	
4.20 Legislation – EU directive	
4.21 Mailing List	
4.22 Microfilm / Microfiche / CD ROM	
4.23 Newspaper – print	
4.24 Newspaper – on the web	

- 4.25 Patent
- 4.26 Personal correspondence
- 4.27 Press release
- 4.28 Radio / Television – interview or contribution
- 4.29 Radio / Television – programme
- 4.30 Reference works - encyclopedias, dictionaries, directories
- 4.31 Standard
- 4.32 Thesis
- 4.33 Translation
- 4.34 Web page

Section 5 Citing and Referencing Authors17

- 5.1 One author
- 5.2 Two authors
- 5.3 Three or more authors
- 5.4 No author
- 5.5 Author with a title (Sir, Dr., Prof.)
- 5.6 First of two works by an author in the same year
- 5.7 Second of two works by an author in the same year
- 5.8 Source quoted in another source
- 5.9 Contribution (article or chapter) in an edited book
- 5.10 Referring to two different sources at the same time
- 5.11 Organisational or institutional author
- 5.12 Subordinate or division of a parent body
- 5.13 Author is a government department
- 5.14 Basic rules

Section 6 Referencing Software.....19

- 6.1 What is referencing software?
- 6.2 Why use it?
- 6.3 Referencing software available at UL

Section 7 Test Yourself20

- 7.1 When to reference – quiz
- 7.2 Answers to quiz
- 7.3 Spot the difference
- 7.4 Answers to spot the difference

Sources Consulted for this Guide24

Index25

Section 1 Referencing: An Introduction

1.1 What is Referencing?

Referencing is the acknowledgement of books, articles, websites and any other material used in the writing of a paper, essay, project or thesis.

There are two essential elements of referencing...

Citing...referring to sources within text

Reference list...the detailed list of references which have been cited within the text

1.2 Why is Referencing Essential?

A well referenced paper...

Allows the reader to locate the sources used

Ensures that plagiarism is avoided

What is Plagiarism?

Using others' ideas and/or words without clearly acknowledging the source of the information

Plagiarism is considered a major disciplinary offence in the University of Limerick. Check out the UL Student Handbook for more information on the university's policy in relation to plagiarism at www.ul.ie/student-services/student-handbook.htm

1.3 What are Referencing Styles?

There are many different styles of referencing

Different universities and publishers have developed their own individual styles

Commonly used styles include Harvard, APA, MLA, Oxford, Chicago, Vancouver

This guide is based on the Harvard referencing style

NB: University of Limerick recommends the Harvard referencing style, but some departments within the university use other styles. Check with your department in UL or with your publisher, before deciding which style to use

Section 2 Citing Within the Text of a Paper

2.1 Citing . . . at a Glance

Extract from a Sample Paper: Discuss the sociological factors contributing to the rise in obesity in the 21st century.

One factor that has contributed to rising levels of obesity in the western world is a gradual change in eating habits. In pre-war Britain, for example, poverty levels were higher, food was scarce, and habits such as snacking between meals would not have been commonplace (Buckroyd 1996, pp.421-2). Critser argues that in the United States the rise in obesity grew from a “boundary-free culture of American food consumption” (2003, p.31), where growth in consumerism and personal wealth coincided with changing family eating habits to create the epidemic of obesity. “Society as a whole has not adapted well to the constant availability and abundance of food” (Jeffery and French 1998, p.279).

Numerous studies involving large numbers of children and adolescents have proven a definite link between high rates of fast food consumption and risk of obesity (Bowman et al. 2004; Caroli 2004a). Studies conducted by Jeffery and French (1998) and Caroli (2004b) on adult obesity reveal a greater correlation between television viewing, fast food consumption and weight gain in women than in men.

On the other hand, there is some criticism in the literature regarding the labelling of fatness as a disease and slimness as equal to beauty or social normality (Beardsworth and Keil 1997, p.176).

Basing our identities on medical theories confirms that we are in some way diseased, or rather an aberration from acceptable body norms, instead of being part of a wide spectrum of body parts. (Cooper 1998 pp.77-8)

In Ireland, approximately 39% of adults are overweight, and 18% are obese (Obesity Task Force Report 2005 cited in Donnellan 2005, p.1). Furthermore, obesity is associated with over 2,500 deaths annually, and as rates of obesity increase, so do rates of mortality (Health Promotion Unit 2003).

The early 21st century has seen the development of a global epidemic of obesity, as emphasised by a growing body of articles, popular books, and most recently the movie *Supersize Me* (Spurlock 2004). To prevent obesity, habits need to be changed and dietary education as part of the school curriculum is key (MacDonald 1997, p.78). It is clear that to decrease obesity levels in populations, significant sociological changes will need to take place.

Citing is emphasised in green. In reality, citing should be in the same font and colour as the rest of the text.

See section 3.1 for the reference list of the above paper

See section 5 for guidelines on citing and referencing different types of authors

2.2 What is Citing?

Citing...referring to sources (books, articles, websites, etc.) within the text of a paper
Give the **author's name**, the **year of publication**, and **page number** if necessary

(Smith 2005, p.10)

Within the text of a paper it is not necessary to say whether you have referred to a book, article, website, movie, etc. Give full information about the item in the reference list at the end of the paper.

2.3 Quoting & Paraphrasing

Short Quotations

Put short quotations (around twenty words or less) in inverted commas within the text.

Society has developed a “boundary-free culture” (Critser 2003, p.31) which has affected our food consumption...

Long Quotations

Long quotations should be indented in a separate paragraph, in a smaller font. Cite the author and date in the same font and in brackets at the right margin of the page, under the quotation.

Nowhere did this new boundary-free culture of American food consumption thrive better than in the traditional American family, which by the '80s was undergoing rapid change.

(Critser 2003, p.31)

Paraphrasing or Summarising

Paraphrasing is referring to a source without directly quoting from it. Here are 3 ways you might cite the same source, depending on how you have referred to it in your sentence.

It has been suggested that our culture is now without boundaries (Critser 2003, p.31) and...

OR

In a popular study, Critser (2003, p.31) argues that our culture is now without boundaries...

OR

In 2003, Critser (p.31) suggested that our culture has become boundary-less...

2.4 Citing Page Numbers

Include page numbers if you refer to specific sections in a source **(Critser 2003, p.31)**
(Critser 2003, pp.31-2)

Exclude page numbers if you refer to an entire work **(Critser 2003)**

You cannot include page numbers if you refer to an article on the web or a web page, since these have no page numbers

Section 3 *The Reference List at the End of a Paper*

3.1 The Reference List . . . At a Glance

Sample Reference List

Beardsworth, I. and Keil, T. (1997) *Sociology on the Menu: an Invitation to the Study of Food and Society*, London: Routledge.

Bowman, S.A., Gortmaker, S.L., Ebbeling, C.B., Pereira, M.A. and Ludwig, D.S. (2004) 'Effects of fast-food consumption on energy intake and diet quality among children in a national household survey', *Pediatrics*, 113(1), 112-118.

Buckroyd, J. (1996) *Eating Your Heart Out: Understanding and Overcoming Eating Disorders*, 2nd ed., London: Vermilion.

Caroli, M. (2004a) 'Childhood obesity and the role of television', *Journal of Obesity*, 28(5), 43-44.

Caroli, M. (2004b) 'Role of television in adult obesity levels', *International Journal of Obesity and Related Metabolic Disorders*, 23(12), 1303-1306.

Cooper, C. (1998) *Fat and Proud: the Politics of Size*, London: The Women's Press.

Critser, G. (2003) *Fat Land*, London: Allan Lane.

Donnellan, E. (2005) 'Obesity task force warns of 'epidemic'', *The Irish Times*, 17 May, 1.

Health Promotion Unit (2003) *Obesity* [online], available: <http://www.healthpromotion.ie/topics/obesity/> [accessed 16 May 2005].

Jeffery, R.W. and French, S.A. (1998) 'Epidemic obesity in the United States: are fast foods and television viewing contributing?', *American Journal of Public Health* [online], 88(2), 277-281, available: <http://search.epnet.com/login.aspx?direct=true&db=nhh&an=450468> [accessed 24 Jul 2005].

Macdonald, G. (1997) 'Innovation diffusion and health education in schools', in Sidell, M., Jones, L., Katz, J. and Peberdy, A. (eds.) *Debates and Dilemmas in Promoting Health*, London: Open University, 55-83.

Spurlock, M. (2004) *Supersize Me: a Film of Epic Proportions* [film], Beverly Hills: Roadside Attractions.

*The above references are cited within text in section 2.1
See section 5 for guidelines on citing and referencing different types of authors*

3.2 The Reference List – Basic Rules

Reference List...a detailed list of all sources which were cited within the text of a paper

1. The reference list is located at the end of a paper, article, thesis, etc.
2. References should be in alphabetical order by author surname
3. The main title of each source should be in *italics*
You may underline or use bold instead of italics, but you must choose one method of emphasis and stick to it consistently
4. The layout of all references must be consistent

A bibliography is a list of sources and background reading, which may or may not have been cited within the text. A reference list is more commonly used than a bibliography.

3.3 Punctuation & Capitals

Every reference in a reference list must use consistent punctuation and capitalisation

Punctuation

Commas, full stops, colons, brackets must be used in the same place in each reference

Do capitalise...

All personal names and places: authors, publishers, place of publication
Any title in *italics*: main titles of books, journals, web pages, etc.

Do not capitalise...

Titles in inverted commas: article titles, chapter titles
Articles and prepositions: a, an, of, in, the, etc.

Test Yourself - Spot the Difference

Use the exercise in section 7.3 to see if you can identify 10 inconsistencies in a poorly referenced reference list.

3.4 Essential Elements of Every Reference

Every reference must have enough information for the reader to find the source again
For example...

A **book reference** must have an author, year, title, place of publication, publisher, and edition (if it is not the first edition)

A **journal article reference** never has place of publication or publisher, but must include journal volume, issue and page numbers

3.5 Checklist of Elements to Include in Each Reference

	Author	Year	Title of article or chapter	Title of publication	Volume & issue	Place of publication	Publisher	Edition	Page number(s)	Web address	Date accessed
Book	●	●		●		●	●	●			
Book chapter	●	●	●	●		●	●	●	●		
Journal article (print or pdf)	●	●	●	●	●				●		
Journal article (web only)	●	●	●	●	●					●	●
Web site	●	●		●						●	●

(Adapted from Pears and Shields 2004, p.2)

3.6 Where to Find the Elements of a Reference

Book	Look on the cover, spine and the reverse of the title page
Article	Look on the cover and table of contents of the journal issue
Website	Look on the top and bottom of the page, the logos and the web address

The most common mistake in the reference list is leaving out an essential element, e.g. the year or the publisher.

The second most common mistake in the reference list is inconsistency in punctuation and capitals.

Section 4 How to Reference a . . .

4.1 Article in a Journal – Print or PDF

Florin, J. (2003) 'A social capital model of high-growth ventures', *Academy of Management Journal*, 46(3), 374-384.

Author(s) name, initial(s). (year of publication) 'Title of article', *Title of Journal*, Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], page number(s).

Guideline

A journal article available on the web in PDF format can be referenced as if you had read it in the original print journal. A journal article available on the web in any other format (HTML or as a web page) must be referenced as an article in an e-Journal.

4.2 Article in an e-Journal – Web Only

Silversides, A. (2000) 'Fighting for fairness for the strangers at the gate', *Canadian Medical Association Journal* [online], 162(1), 176-80, available: <http://search.epnet.com/login.aspx?direct=true&db=beh&an=2697832> [accessed 27 Jul 2005].

Author(s) name, initial(s). (year of publication) 'Title of article', *Title of Journal* [online], Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], page number(s), available: web address [accessed date].

Guideline

References to web-only articles must include a full link which will allow the article to be accessed again, and must include the date that the article was accessed.

4.3 Book

Hall, S.J. (2003) *Basic Biomechanics*, 4th ed., Boston: McGraw Hill.

Author(s) name, initial(s). (year of publication) *Title of Book or Report: Subtitle* [if any], ed. [if not first edition], Place of Publication: Publisher.

Guideline

Do not state in the reference that a book is a first edition. Any other edition (2nd, 3rd, 4th, etc.) must be specified as above. Edition information is usually given on the reverse of the title page of a book.

A reprint implies the book has not been edited but simply that new copies have been produced. Do not include reprint information in a book reference. The year of publication is the year of the edition, not the year of the reprint.

4.4 Book – Chapter or Contribution

Gratton, L. (1994) 'Empowering leaders: are they being developed?' in Mabey, C. and Iles, P., eds., *Managing Learning*, London: Routledge, 87-104.

Author(s) name, initial(s). (year of publication) 'Title of chapter/contribution', in Editor(s) or Compiler(s) of the book containing the contribution, ed.(s) [or comp.(s)], *Title of Book: Subtitle* [if any], ed. [if not first edition], Place of Publication: Publisher, page number(s).

Guideline

Cite the author(s) of the chapter in the text of your paper, not the author(s) of the book.

4.5 Book – Edited

Cohen, L., Manion, L. and Morrison, K., eds. (2000) *Research Methods in Education*, London: Routledge.

Editor(s) name, initial(s)., ed(s). (year of publication) *Title of Book: Subtitle* [if any], ed. [if not first edition], Place of Publication: Publisher.

4.6 Book on the Web – eBook

Beck, K. (1999) *Extreme Programming Explained*, Safari Tech Books [online], available at: <http://proquest.safaribooksonline.com/0201616416/pref01> [accessed 10 Oct 2005].

Author(s) name, initial(s). (year of publication) *Title of eBook*, Name of eBook supplier [online], available: web address [accessed date].

4.7 Book Review

Patil, S. (2005) *The Project Management Toolkit* by Tom Kendrick, reviewed in *Cost Engineering*, 47(4), 25.

Reviewer's name, initial(s). (year of publication of review) *Title of Book Being Reviewed* by Author of book spelled out in full, reviewed in *Title of Journal/Newspaper* containing the review, Volume (Issue number), page number(s).

Guideline

Cite the author of the review within the text of your paper, not the author of the original book.

4.8 Conference Paper – Published

Kaunitz, J. (1985) 'Database backup and recovery in transaction driven information systems', in Katashev, S. P. and Katashev, S., eds., *Supercomputing Systems: Proceedings of the First International Conference*, St Petersburg, Florida, 16-20 Dec, 1985, Washington, D.C.: IEEE Computer Society Press, 265-272.

Author(s) name, initial(s). (year of publication) 'Title of contribution/paper', in Name(s) of Editor(s) or Chair(s) of the Conference, ed.(s) [or chair(s)] *Title of Conference Proceedings*, Place and date of conference, Place of Publication: Publisher, page numbers.

4.9 Conference Paper – Unpublished

Nixon, W. (2004) 'DAEDELUS: developing an agenda for institutional e-print archives', paper presented at *Digital Library Directions: Current Initiatives*, LIR Annual Seminar, Trinity College Dublin, 26 Mar 2004.

Author(s) name, initial(s). (year of publication) 'Title of contribution/paper', paper presented at *Title of Conference*, Conference Location, conference date.

4.10 Course Material – Print

Ni Bheachain, C. (2001) 'Guide to referencing', *CM4203: Communication*, University of Limerick: Department of Management and Marketing.

Author(s) name, initial(s). (year of publication) 'Title of course material', *Module code: Module Title*, Place of Publication: Department.

4.11 Course Material – on the Web (VLE: WebCT, Sakai, Blackboard)

Jones, T. (2004) 'Dissertation preparation materials', *AR4321: Research Methods for MA Archaeology* [online], available: <http://elearning.ul.ie> [accessed 28 Nov 2004].

Author(s)/Tutor(s) name, initial(s). (year of publication) 'Title of course material', *Module code: Module Title* [online], available: web address [accessed date].

4.12 Electronic Conference / Bulletin Board

Trastoy, T. S. (2003) 'The so-called "Flywheel of Saqqara"', *Egyptologists Electronic Forum Bulletin Board* [online], 22 Aug, available: <http://www.geocities.com/TimesSquare/Alley/4482/SaqqaraFlywheel.html> [accessed 16 Oct 2003].

Author(s) name, initial(s). (year of publication) 'Title of message', *Title of Electronic Conference/Bulletin Board* [online], date of message, available: web address [accessed date].

4.13 Email

Bill, C. (2001) *Re: Review of Guidelines*, email to David Phelan (david.phelan@ul.ie), 8 Nov [accessed 9 Nov 2002].

Author of email name, initial(s). (year of publication) *Title of Email*, email to Recipient's first name or initial Recipient's surname (recipient's email address), date email sent [accessed date].

4.14 Film / DVD / Video

Spurlock, M. (2004) *Supersize Me: a Film of Epic Proportions* [film], Beverly Hills: Roadside Attractions.

Director name, initial(s). (year of distribution) *Title of Film* [format], Place of Distribution: Distribution Company.

Guideline

Give the publication medium in square brackets after the title, e.g. [film], [DVD], [video].

4.15 Image – Illustration / Table / Figure

Hall, S.J. (2003) *Basic Biomechanics*, 4th ed., Boston: McGraw Hill, p.241, *illus.*

Author(s) name, initial(s). (year of publication) *Title of the Book which contains the image*, ed. [if not first edition], Place of Publication: Publisher, page, *illus.*

Guideline

Give the image description at the end of the reference, e.g. *illus.*, *fig.*, *table*.

4.16 Image – Map

Ordnance Survey (2001) *Clare, Limerick, Tipperary*, sheet 65, 1:50,000, Dublin: Ordnance Survey, (Discovery Series).

Author/Compiler/Producer name (year of publication) *Title of Map*, sheet number, scale, Place of Publication: Publisher, (Series).

4.17 Image – on the Web

Coca Cola (2004) *Financial Highlights* [online image], available: <http://www2.coca-cola.com/investors/annualandotherreports/2004/highlights.shtml> [accessed 24 Aug 2005].

Owner of website (year of publication) *Title of Image* [online image], available: web address [accessed date].

Law and Legislation

Referencing legal materials is complex and the accepted guidelines are often at variance with normal Harvard style rules. Law students in UL should consult the Law Department for guidelines on referencing legal materials. Below are guidelines for non-law students wishing to refer to basic legislation.

4.18 Legislation – Act

Copyright and Related Rights Act 2000, s.19.

Title of Act including year, s. [if a section has been referred to].

Guideline

The year is included in italics, as part of the main title.

4.19 Legislation – Statutory Instrument

Copyright and Related Rights (Register of Copyright Licensing Bodies) Regulations 2002, S.I. No.46.

Title of Statutory Instrument including year, S.I. Number.

4.20 Legislation – EU Directive

Council Directive (EC) 2001/29/EC of 22 May 2001 on the Harmonisation of Certain Aspects of Copyright and Related Rights in the Information Society.

Institutional origin (e.g. Council Directive (EC)) Year/Legislation number/ Institution "of" followed by the date it was passed "on" followed by the title.

Guideline

The entire reference is in italics.

4.21 Mailing List

Moore, T. (2002) 'Sharing good practice', Forum for Access Studies [online], 3 May, available: accessforum@jiscmail.ac.uk [accessed 4 May 2002].

Author(s) name, initial(s). (year of publication) 'Title of message', Title of Mailing List [online], date of message, available: email address [accessed date].

4.22 Microfilm / Microfiche / CD ROM

Simons, P. (1999) 'Science: changing channels', *The Guardian* [microfilm], 30 Dec, 17.

Author(s) name, initial(s). (year of publication) 'Title of article', *Title of Source* [format], date, page number(s).

Guideline

Give the publication medium in square brackets after the source title, e.g. [CD ROM], [microfilm], [microfiche].

4.23 Newspaper – Print

Fisk, R. (1993) 'Destinies collide on the Nile', *Independent on Sunday*, 29 Mar, 18-19.

Author(s) name, initial(s). (year of publication) 'Title of article', *Title of Newspaper*, date, page number(s).

4.24 Newspaper – on the Web

Caulkin, S. (2003) 'Ethics and profits do mix', *The Observer* [online], 20 Apr, available: <http://observer.guardian.co.uk/business/story/0,6903,939885,00.html> [accessed 16 Oct 2003].

Author(s) name, initial(s). (year of publication) 'Title of article', *Title of Newspaper* [online], date, available: web address [accessed date].

4.25 Patent

Sano, Y., SRI Sports Limited (2005) *Golf Club Head and Method of Manufacturing the Same*, U.S. Pat. 6,929,566.

Inventor name, initial(s)., Assignee (year of publication) *Title of Patent*, Patent number.

4.26 Personal Correspondence

...the point was made (L. Ryan, personal communication, 4 Feb 2002)

Guideline

Because interviews, personal correspondence and lectures are not considered to be recoverable data they are not included in the reference list. They can, however, be cited in your text.

4.27 Press Release

Food Safety Authority (2005) *Food Safety Authority Advises on Illegal Food Colourant* [press release], 5 May, available: http://www.fsai.ie/news/press/pr_05/pr20050505.asp [accessed 8 Oct 2005].

Author of press release (year of publication) *Title of Press Release* [format], date, available: web address [accessed date].

4.28 Radio / Television – Interview or Contribution

Ahern, B. (1999) *Interview on: Morning Ireland* [radio], RTE Radio 1, 14 Feb, 08.30 hrs.

Contributor name, initial(s). (year of transmission) *Interview on: Title of Programme* [format], Name of Channel, Date of transmission, time of transmission.

4.29 Radio / Television – Programme

Primetime (2005) RTE 1, 31 Mar, 21.30 hrs.

Programme Title (year of transmission) Name of Channel, Date of transmission, time of transmission.

4.30 Reference Work – Encyclopedias, Dictionaries, Directories

Black's Medical Dictionary (1992), 37th ed., London: A & C Black.

Title of Work (year of publication), edition, Place of Publication: Publisher.

4.31 Standard

BS 1629: Recommendation for References to Published Materials (1989), London: British Standards Institute.

Number of standard: Title of Standard (year of publication), Place of Publication: Publisher.

4.32 Thesis

Callaghan, B. (1994) *Voices from the Margins: Postmodernism and Latin American Fiction*, unpublished thesis (M.A.), University College Cork.

Author(s) name, initial(s). (year of publication) *Title of Thesis*, unpublished thesis (M.A., Phd, etc.), Institution to which the thesis was submitted.

4.33 Translation

Smith, J. (1998) *The Finer Points of Russian Grammar*, translated by Richard Jones, Moscow: University of Moscow.

Author(s) name, initial(s). (year of publication) *Title of Book*, translated by translator's name spelled out in full, Place of Publication: Publisher.

Guideline

Cite the author of the original source in the text of your paper, not the translator.

4.34 Web Page

University of Limerick, Graduate Studies Office (2005) *Research Induction Series* [online], available: http://www.graduatestudies.ul.ie/research_induction/ [accessed 3 Aug 2005].

Owner of web page (year created or last updated) *Title of Web Page* [online], available: web address [accessed date].

Guideline

The 'author' of a web page refers to the organisational author, not the individual who may have designed or created the site. Use the site's logo and banner to identify the organisational author.

Section 5 Citing & Referencing Authors

Authors at a Glance

	Citing Within Text	Reference List
5.1 One author	(Buckroyd 1996)	Buckroyd, J. (1996) <i>Eating Your Heart Out: Understanding and Overcoming Eating Disorders</i> , 2nd ed., London: Vermilion.
5.2 Two authors	(Beardsworth and Keil 1997)	Beardsworth, I. and Keil, T. (1997) <i>Sociology on the Menu: an Invitation to the Study of Food and Society</i> , London: Routledge.
5.3 Three or more authors Guideline: Use first author with <i>et al.</i> in italics	(Cohen <i>et al.</i> 2000)	Cohen, L., Manion, L. and Morrison, K. (2000) <i>Research Methods in Education</i> , London: Routledge.
5.4 No author Guideline: Cite the title as the author	(Black's Medical Dictionary 1992)	<i>Black's Medical Dictionary</i> (1992), 37th ed., London: A & C Black.
5.5 First of two works by an author in the same year	(Caroli 2004a)	Caroli, M. (2004a) 'Childhood obesity and the role of television', <i>Journal of Obesity</i> , 28(5), 43-44.
5.6 Second of two works by an author in the same year	(Caroli 2004b)	Caroli, M. (2004b) 'Role of television in adult obesity levels', <i>International Journal of Obesity and Related Metabolic Disorders</i> , 23(12), 1303-1306.
5.7 Author with a title (Sir, Dr., Professor) Guideline: Do not include author titles in a reference	(Archer 1991)	Archer, J. (1991) <i>As the Crow Flies</i> , London: Hodder and Stoughton.
5.8 Source quoted in another source Guideline: Do not cite a work that you have not read. If you read an article which refers to a different article, cite the article you have read	(Smith 1990 cited in Buckroyd 1996)	Buckroyd, J. (1996) <i>Eating Your Heart Out: Understanding and Overcoming Eating Disorders</i> , 2nd ed., London: Vermilion.
5.9 Contribution (article or chapter) in an edited book Guideline: Cite the author of the article or chapter in the text and give full details of the book and its editors in your reference list	MacDonald (1997)	MacDonald, G. (1997) 'Innovation diffusion and health education in schools', in Sidell, M., Jones, L., Katz, J. and Perberdy, A. (eds.) <i>Debates and Dilemmas in Promoting Health</i> , London: Open University, 55-83.
5.10 Referring to two or more different sources at the same time	(Cooper 1998; Critser 2003)	Cooper, C. (1998) <i>Fat and Proud: the Politics of Size</i> , London: The Women's Press. Critser, G. (2003) <i>Fat Land</i> , London: Allan Lane.

Authors at a Glance (cont.)

	Citing Within Text	Reference List
5.11 Organisational, corporate or institutional author	(Health Promotion Unit 1997)	Health Promotion Unit (1997) <i>A National Survey of Involvement in Sport and Physical Activity</i> , Dublin: Health Promotion Unit.
5.12 Subordinate or division of a parent body Guideline: 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.	(OECD, Manpower and Social Affairs Committee 1986)	OECD, Manpower and Social Affairs Committee (1986) <i>Measures to Assist Workers Displaced by Structural Change</i> , Paris: OECD.
5.13 Author is a government department Guideline: The country of the government department should be given in the reference first.	(Ireland, Department of Health and Children 2005)	Ireland, Department of Health and Children (2005) <i>Statement of Strategy 2005-2007</i> , Dublin: Department of Health and Children.

5.14 Authors – Basic Rules

1. Give surname **only** when citing within text. Give surname **and** initials in the reference list
2. Since you may not know the full first name of every author you refer to, it is more consistent to give initials rather than Christian names in the reference list
3. Do not include titles such as Sir, Dr., Prof., PhD, in your references
4. Reference double-barrelled names under the first part of the surname, *Ryan-Kennedy, J.* and reference names like *Van der Veer* or *Van Dyke* under *Van*
5. When referencing a work by more than one author, give the names in the order they appear on the work, and not in alphabetical order

Section 6 Referencing Software

6.1 What is Referencing Software?

Referencing software is computer software that stores and organises references electronically

It helps with the creation of correct citations and a correctly formatted reference list

Referencing software is also known as *bibliographic management software*

6.2 Why use it?

To store, file and relocate references

References can be cited within your text simply by clicking on the stored reference

A complete reference list can be easily and automatically generated

6.3 What Referencing Software is Available at UL?

There are two types of referencing software available in UL: *RefWorks* and *Endnote*

RefWorks

RefWorks is easy to use and is particularly useful for undergraduates and taught postgraduates

It is available on computers with internet access, at www.refworks.com

When first using RefWorks you must register online for a username and password

Endnote

Endnote provides more advanced features than RefWorks and is particularly useful for research postgraduates and staff

It is available to download on any faculty or postgraduate computer on campus

To download Endnote go to Start > Programs > Install software > Endnote

Section 7 *Test Yourself*

7.1 When to Reference – Quiz

1. You wish to refer to a book in your assignment, but you have returned the book to the library and you cannot remember who published the book. Should you refer to the book and give as much of the reference as you can remember?
Yes No
2. You find a great opinion in an article, which you use in your assignment. You change the words around and rephrase the argument. Do you need to reference the article?
Yes No
3. You include what you think is common knowledge in your assignment, for example you state that World War II dates from 1939-1945. Do you need to reference this?
Yes No
4. You find a free website that gives lots of information on your topic which you include in your assignment. Do you need to reference the website?
Yes No
5. You find an image on the web that will make your assignment look great. Do you need to reference the image?
Yes No
6. You find a useful article that is written in a language other than English. You translate the relevant sections yourself and then include them in your assignment. Do you need to reference the article?
Yes No
7. You include a direct quotation from your lecturer's notes in your assignment. Do you need to reference your lecturer?
Yes No

7.2 When to Reference – Quiz Answers

1. No

Incorrect references or accidental errors in your references may mislead the reader. See section 3.4 for the essential elements of a reference of which you need to make a note.

2. Yes

Taking ideas without acknowledging whose ideas they are is plagiarism, even if you do not directly quote from the source.

3. No

You do not need to reference a fact that is commonly known. Something is likely to be common knowledge if you can find the same information un-cited in at least five other sources.

4. Yes

It does not matter that the website is free, you must still reference the source. Reference a website in the same way that you would a book, an article or any other source. See section 4.34.

5. Yes

It does not matter that it is an image or that you found it freely on the web. You must reference anything that is not your own original creation.

6. Yes

It does not matter that you translated the article, you must still reference the original.

7. Yes

Even though your lecturer may not have published his/her notes, you must still reference them if you directly quote from them.

7.3 Spot the Difference

Reference List (A)

Beardsworth, I. and Keil, T. (1997) *Sociology on the Menu: an Invitation to the Study of Food and Society*, London: Routledge.

Black's Medical Dictionary (1992), 37th ed., London: A & C Black.

Bowman, S.A., Gortmaker, S.L., Ebbeling, C.B., Pereira, M.A. and Ludwig, D.S. (2004) 'Effects of fast-food consumption on energy intake and diet quality among children in a national household survey', *Pediatrics*, 113(1), 112-118.

Buckroyd, J. (1996) *Eating Your Heart Out: Understanding and Overcoming Eating Disorders*, 2nd ed., London: Vermilion.

Caroli, M. (2004a) 'Childhood obesity and the role of television', *International Journal of Obesity*, 28(5), 43-44.

Caroli, M. (2004b) 'The role of television in adult obesity levels', *International Journal of Obesity and Related Metabolic Disorders*, 23(12), 1303-1306.

Cooper, C. (1998) *Fat and Proud: the Politics of Size*, London: The Women's Press.

Donnellan, E. (2005) 'Obesity task force warns of "epidemic"', *The Irish Times*, 17 May, 1.

Health Promotion Unit (2003) *Obesity* [online], available:
<http://www.healthpromotion.ie/topics/obesity/> [accessed 16 May 2005].

Spurlock, M. (2004) *Supersize Me: a Film of Epic Proportions* [film], Beverly Hills: Roadside Attractions.

Reference List (B)

Beardsworth, I. and Keil, T. (1997) *Sociology on the Menu: an Invitation to the Study of Food and Society*, Routledge.

Black's Medical Dictionary (1992), 37th edition, London: A & C Black.

Bowman, S.A., Gortmaker, S.L., Ebbeling, C.B., Pereira, M.A. and Ludwig, D.S. (2004) 'Effects of fast-food consumption on energy intake and diet quality among children in a national household survey', *Pediatrics*, 113(1), 112-118.

Buckroyd, J. (1996) *Eating your heart out: understanding and overcoming eating disorders*, 2nd ed., London: Vermilion.

Caroli, M. (2004a) 'Childhood obesity and the role of television', *Int. J. Obesity*, 28(5), 43-44.

Caroli, M. (2004b) 'The role of television in adult obesity levels', *International Journal of Obesity and Related Metabolic Disorders*, 23,12, 1303-1306.

Cooper, C. (1998) *Fat and Proud: the Politics of Size*, The Women's Press: London.

Donnellan, Edward. (2005) 'Obesity task force warns of "epidemic"', *The Irish Times*, 17 May, 1.

Health Promotion Unit (2003) *Obesity* [online], available:
<http://www.healthpromotion.ie/topics/obesity/> [accessed 16/5/05].

Spurlock, M. (2004) *Supersize Me: a Film of Epic Proportions* [film], Beverly Hills: Roadside Attractions

How Observant Are You?

The above reference lists contain the same references. One list is correct, the other has one error in each reference.

- Can you work out which reference list is correct?
- Can you identify the errors and inconsistencies? There are 10 of them.

7.4 Spot the Difference – Answers

Reference List (A) is correctly referenced and consistently laid out

Reference List (B) is incorrectly referenced and has many inconsistencies

Reference List (B)

Answer: Place of publication is missing

Beardsworth, J. and Keil, T. (1997) *Sociology on the Menu: an Invitation to the Study of Food and Society*, London: Routledge.

Answer: Edition should be abbreviated as ed.

Black's Medical Dictionary (1992), 37th ed., London: A & C Black.

Answer: Journal title should be in italics, not underlined

Comment: Can use underline instead of italics as long as it is used consistently

Bowman, S.A., Gortmaker, S.L., Ebbeling, C.B., Pereira, M.A. and Ludwig, D.S. (2004) 'Effects of fast-food consumption on energy intake and diet quality among children in a national household survey', *Pediatrics*, 113(1), 112-118.

Answer: Title should be in capitals

Comment: Can use lowercase for main titles but must do so consistently

Buckroyd, J. (1996) *Eating Your Heart Out: Understanding and Overcoming Eating Disorders*, 2nd ed., London: Vermilion.

Answer: Journal title should not be abbreviated

Caroli, M. (2004a) 'Childhood obesity and the role of television', *International Journal of Obesity*, 28(5), 43-44.

Answer: Issue number should be enclosed in brackets ()

Caroli, M. (2004b) 'The role of television in adult obesity levels', *International Journal of Obesity and Related Metabolic Disorders*, 23(12), 1303-1306.

Answer: Place of publication and publisher are in the wrong order

Cooper, C. (1998) *Fat and Proud: the Politics of Size*, London: The Women's Press.

Answer: Author's first name should be an initial, not spelled out in full

Comment: Can give full first names of all authors, but must be consistent

Donnellan, E. (2005) 'Obesity task force warns of 'epidemic'', *The Irish Times*, 17 May, 1.

Answer: Date is in a different format to the date in the previous reference

Health Promotion Unit (2003) *Obesity* [online], available:

<http://www.healthpromotion.ie/topics/obesity/> [accessed 16 May 2005].

Answer: There is no fullstop at the end of this reference

Spurlock, M. (2004) *Supersize Me: a Film of Epic Proportions* [film], Beverly Hills: Roadside Attractions.

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Bournemouth University (2004) *Citing References* [online], available:
http://www.bournemouth.ac.uk/academic_services/documents/Library/Citing_References.pdf
[accessed 11 Oct 2005].

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Dhann, S. (2001) *Referencing: the Harvard System* [online], available:
http://www.ex.ac.uk/dll/studyskills/harvard_referencing.htm [accessed 10 Oct 2005].

Li, X. and Crane, N. (1996) *Electronic Styles: a Handbook for Citing Electronic Information*, 2nd ed., New Jersey: Information Today.

Monash University Library (2005) *Citing and Referencing* [online], available:
<http://www.lib.monash.edu.au/tutorials/citing/> [accessed 11 Oct 2005].

Pears, R. and Shields, G. (2004) *Cite Them Right: Referencing Made Easy*, Newcastle: Northumbria University.

Turabian, K. L. (1987) *A Manual for Writers of Term Papers, Theses, and Dissertations*, 5th ed., Chicago: University of Chicago Press.

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Index

Act	4.18	Letter	4.26
Article in a journal – print or pdf	4.1	Mailing List	4.21
Article in an e-Journal – web only	4.2	Map	4.16
Author with a title (Sir, Dr., Prof.)	5.7	Microfiche	4.22
Authors	5.1-5.14	Microfilm	4.22
Book	4.3	Movie	4.14
Book – chapter or contribution	4.4, 5.9	Multimedia	4.14
Book – edited	4.5	Newspaper	4.23-4.24
Book on the web – eBook	4.6	Newspaper on the web	4.24
Book review	4.7	No author	5.4
Bulletin board	4.12	One author	5.1
Capitalisation	3.3	Organisational author	5.11
CD ROM	4.22	Page numbers	2.4
Chapter	4.4, 5.9	Paraphrasing	2.3
Checklist of elements to include in a reference	3.5	Patent	4.25
Citing	2.1-2.4	PDF	4.1
Citing at a glance	2.1	Personal correspondence	4.26
Citing definition	2.2	Plagiarism	1.2
Conference paper – published	4.8	Press release	4.27
Conference paper – unpublished	4.9	Programme	4.28-4.29
Contribution (article or chapter) in an edited book	4.4, 5.9	Punctuation	3.3
Consistency	3.2-3.3	Quiz	7.1
Corporate author	5.11	Quiz answers	7.2
Course material – on the web (VLE)	4.11	Quoting	2.3
Course material – print	4.10	Radio	4.28-4.29
Dictionary	4.30	Reference list	3.1-3.6
Directory	4.30	Reference list at a glance	3.1
DVD	4.14	Reference list basic rules	3.2
eBook	4.6	Reference works	4.30
Edited book	4.5	Referencing definition	1.1
Editions	4.3	Referencing importance	1.2
e-Journal	4.2	Referencing software	6.3
Electronic conference	4.12	Referencing styles	1.3
Elements of a reference	3.4	Referring to two different sources at the same time	5.10
Email	4.13	RefWorks	6.3
Encyclopedia	4.30	Source quoted in another source	5.8
Endnote	6.3	Reprints	4.3
EU directive	4.20	Spot the difference	7.3
Figure	4.15	Standard	4.31
Film	4.14	Statutory instrument	4.19
Government department author	5.13	Subordinate or division of a parent body	5.12
Harvard referencing style	1.3	Table	4.15
How to reference a	4.1-4.34	Television	4.28-4.29
Illustration	4.15	Thesis	4.32
Image on the web	4.17	Three or more authors	5.3
Images	4.15-4.17	Translation	4.33
Institutional author	5.11	Two authors	5.2
Interview	4.28	Video	4.14
Law	4.18-4.20	VLE	4.11
Legislation	4.18-4.20	Web page	4.34
		Where to find elements of a reference	3.6



Notes



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