



HARVARD REFERENCING QUICK START GUIDE

This guide uses the Harvard Referencing Style as set out in

CITE THEM RIGHT ONLINE

For a more complete guide to referencing using Harvard and other styles, refer to CITE THEM RIGHT ONLINE through the Yeats Library website as follows:

<https://library.itsligo.ie>

Choose the blue circular Cite Them Right link
(you may need to scroll down to see it)

- **You may need to enter your IT Sligo user name and password:**
- **Students:** *studentnumber@mail.itsligo.ie and IT Sligo Password*
- *(Students should try their student number alone with IT Sligo password if their email does not work)*
- **Staff:** *lastname.firstname@itsligo.ie and IT Sligo Password*

HARVARD REFERENCING SYSTEM - GUIDE

This guide will show you how to use the **HARVARD REFERENCING SYSTEM**

When you use information or ideas created by other people in your essays or assignments, you need to let readers know you have done this.

Copying something written by another person and putting it into your assignment as if it is your own work is known as **PLAGIARISM**. You are **not allowed** to do this in college.

The Harvard Referencing System is a way of showing anyone reading your assignment where each piece of other peoples' information you use came from.

The HARVARD REFERENCING SYSTEM has three parts:

- A **CITATION** in the text. Everywhere in your written assignment where you use someone else's information or ideas, you must put the last name of that person and the date the information was published in parentheses.
- A **REFERENCE LIST**. For each citation in the text, you must give the full details of the source of the information in a list at the end of your assignment.
- A **BIBLIOGRAPHY**. This lists additional sources which you have read but which you have not cited directly in the text of your assignment.

It is easier to see how the system works in the following example. *(Please note the studies referred to are not real and are for demonstration purposes only)*

SAMPLE TEXT WITH CITATIONS

A study has shown that the majority of Irish people prefer vanilla ice cream to chocolate ice cream (Bloggs, 2012). However, another study has shown that vanilla is not as popular as strawberry ice cream in the north west of Ireland (Doe, 2013).

Reference List

Bloggs, J. (2012) *Study on ice cream eating in Ireland*. Dublin: Ice Cream Study Group.

Doe, J. (2013) *North West desert choice survey*. Sligo: Eating Habits Research Body.

Bibliography

Other, A.N. (2011) *Implementing food surveys*. London: Survey Institute.

The information for each item on the reference list and bibliography usually begins with the author followed by the publication date, the title in italics, the place of publication and the publisher.

The basic system is simple. However, since you will use information from many different sources it is sometimes difficult to know how to create your citations and reference list.

For example, sometimes you will use information from books written by more than one person, or from websites created by an organisation rather than by a single person. For this reason examples are given in this brochure for books, journals, websites, newspapers and a wide variety of other sources.

You can use the punctuation and layout as given in these examples. The important thing is to use a similar layout for each reference and to give enough details to allow anyone reading your assignment to go and find the sources of your information if necessary.

You may notice some unfamiliar phrases and symbols in these and in other examples of referencing. For example:

- *et al.* – This stands for “and others” and is used in citations where there are three or more authors to avoid making a citation too long in the text of your assignment. You should list each author for the source in the reference list.

To help you with citing and referencing, the Institute has **ENDNOTE Online** software available. Ask at the Library for guides to getting started on **ENDNOTE Online**.

Short Bibliography

As you work through your assignments, you will have more questions about referencing which may not be covered in this short introductory guide. Here are some books in the Yeats Library which may be of help:

THE CHICAGO MANUAL OF STYLE. (2003) Chicago: University of Chicago Press.

CITE IT RIGHT: UNIVERSITY OF LIMERICK'S REFERENCING SERIES. (n.d.). Available:
<http://www2.ul.ie/pdf/467372218.pdf> (Accessed 07 August 2014).

GIBALDI, J. (1998) *MLA style manual and guide to scholarly publishing.* New York: Modern Languages Association of America.

PEARS, R. and SHIELDS, G. (2013) *Cite them right.* London: Palgrave Macmillan. 9th edn.

(also available online via the library website – see first page of this guide)

SHARE, P. (2003) *The IT Sligo Social Studies writing guide.* Sligo: All Singing - All Dancing Publications.

There are also many links to guides on the internet, often prepared by libraries. Try search terms such as “Harvard Referencing” or in a search engine such as Google.

In the table that follows below, an example is given for each type of information source, followed by the parts you need to include in the citation, reference list and bibliography.

Information Source		In-Text Citation	Reference List and Bibliography
Book 1 author	Example	(Bryman, 2012)	Bryman, A. (2012) <i>Social research methods</i> . Oxford: Oxford University Press.
	Parts you should include	(Author, Year)	Author (Year) <i>Title</i> . Place Published: Publisher.
Book 2 -3 authors	Example	(Curwin and Slater, 2008)	Curwin, J. and Slater, R. (2008) <i>Quantitative methods for business decisions</i> . London: Thomson.
	Parts you should include	(Author and Author, Year)	Author and Author (Year) <i>Title</i> . Place Published: Publisher.
Book 4 or more authors	Example	(Birnbaum <i>et al.</i> , 2017)	Birnbaum, S., Ferrarini, T., Nelson, K. and Palme, J. (2017) <i>The generational welfare contract: justice, institutions and outcomes</i> . Cheltenham: Edward Elgar Publishing.
	Parts you should include	(Author <i>et al.</i> , Year)	Author, Author, Author and Author (Year) <i>Title</i> . Place Published: Publisher.
Book Corporate author	Example	(Pavee Point, 1995)	Pavee Point (1995) <i>Traveller inclusion in the mainstream labour force: new strategies for new choices</i> . Dublin: Pavee Point.
	Parts you should include	(Organisation, Year)	Organisation (Year) <i>Title</i> . Place Published: Publisher.
Book Edited	Example	(Newell, 1976)	Newell, R.C. (ed.) (1976) <i>Adaptation to environment: essays on the physiology of marine animals</i> . London: Butterworths.
	Parts you should include	(Editor, Year)	Editor, (ed.) (Year) <i>Title</i> . Place Published: Publisher.
Book Chapter	Example	(Bell, 2005)	Bell, M. (2005) 'Walking in the same direction? The contribution of the European Social Charter and the European Union to combatting discrimination', in De Búrca, G. & De Witte, B. (eds.) <i>Social rights in Europe</i> . Oxford: Oxford University Press.
	Parts you should include	(Chapter author, Year)	Chapter Author (Year) Chapter title, in Book Editor(s) (eds.) <i>Book title</i> . Place Published: Publisher.
E-book	Example	(Stone, 2011)	Stone, R. (2011) <i>Long-term care for the elderly</i> . Washington, D.C.: Urban Institute Press. Available at: http://www.ebrary.com/corp/ (Accessed: 31 July 2013).
	Parts you should include	(Author, Year)	Author (Year) <i>Title</i> . Place Published: Publisher. Available at: URL (Accessed: Date)
Journal Article Print 1 author	Example	(Landers, 2012)	Landers, J. (2012) 'Modeling program improves efficiency of construction progress monitoring', <i>Civil Engineering</i> , 82(11), pp. 42 - 43,
	Parts you should include	(Author of article, Year)	Author of article (Year) Article title. <i>Journal title</i> , Volume number (Issue number), pp. pages
Journal Article Print 2 -3 Authors	Example	(Erol-Kantarci and Mouftah, 2013)	Erol-Kantarci, M. and Mouftah, H.T. (2013) 'Smart grid forensic science: applications, challenges and open issues', <i>IEEE Communications Magazine</i> , 51(1), pp. 68 - 74,
	Parts you should include	(Author and Author of article, Year)	Author and Author of Article (Year) Article title. <i>Journal title</i> , Volume number (Issue number), pp. pages

Information Source		In-Text Citation	Reference List
Journal Article Print 4 or more authors	Example	(Wilson <i>et al.</i> , 2009)	Wilson, R.M.S., Pierce, A., Allison, M., Hoogendoorn, M., Kral, B. and Watty, K. (2009) 'Accountancy and academic/professional inter-dependency (or mutual exclusivity?)', <i>Accounting in Europe</i> , 6(2), pp. 149-166,
	Parts you should include	(Author <i>et al.</i> of article, Year)	Author, Author, Author, Author, Author and Author of Article (Year) Article title. <i>Journal title</i> , Volume number (Issue number), pp. pages
Journal Article Online	Example	(Kumar, 2011)	Kumar, A. (2011) 'Mental health services in rural India: challenges and prospects', <i>Health</i> , 3(12), pp. 757 - 761. doi: 10.4236/health.2011.312126
	Parts you should include	(Author of article, Year)	Author of article. (Year) Article title. <i>Journal title</i> , Volume number (Issue number), pp. pages. doi OR Available at: URL (Accessed: Date)
Conference Proceedings	Example	(Gatherings past and present, 2013)	Gatherings past and present (2017) <i>Gatherings: past and present: proceedings from the 2013 Archaeology of Gatherings International Conference</i> , IT, Sligo, Ireland, 2013. Banbury, Oxford: BAR Publishing.
	Parts you should include	(Short conference title, Year)	Short Conference Title (Year Published) <i>Full conference title</i> . Conference location, Date conference was held. Place Published: Publisher.
Conference Paper	Example	(Nugent, 2013)	Nugent, L. (2013) 'Gatherings of faith: pilgrimage in medieval Ireland', <i>Gatherings: past and present: proceedings from the 2013 archaeology of gatherings international conference</i> , IT, Sligo, Ireland, 2013. Banbury, Oxford: BAR Publishing, pp. 20 - 30.
	Parts you should include	(Author of paper, Year)	Author of paper (Year) Paper title. <i>Full conference title</i> . Conference location, Date conference was held. Place Published: Publisher.
Newspaper Article Online	Example	(Grimes, 2013)	Grimes, D.R. (2013) Better grasp of science would be a social boon. <i>The Irish Times</i> , 10 July.
	Parts you should include	(Author of article, Year)	Author of article (Year) Article title. <i>Newspaper title</i> , Date of newspaper issue.
Government Publication	Example	(Ireland. Department of Health and Social Welfare, 1984)	Ireland. Department of Health and Social Welfare (1984) <i>Towards a full life: green paper on services for disabled people</i> . Dublin: Stationary Office.
	Parts you should include	(Country. Department, Year)	Country. Department (Year) <i>Title</i> . Place Published: Publisher.
Law Report/Judgement	Example	(Maguire v. Shannon Regional Fisheries Board, 1994)	Maguire v. Shannon Regional Fisheries Board [1994] I.R.L.M. 2, p. 253.
	Parts you should include	(Side v Side, Year)	<i>Side v Side</i> (Year) Volume Report Series Beginning page number.
Statute or Act	Example	(<i>Sustainable Energy Act</i> , 2002)	<i>Sustainable Energy Act, 2002</i> (No. 28) Dublin: Stationery Office.
	Parts you should include	(Title of Act, Year)	<i>Title of act</i> , Year (Number) Place Published: Publisher.

Information Source		In-Text Citation	Reference List
Webpage Corporate Author	Example	(Alone, No date)	Alone (No date) <i>Alone: supporting, befriending and providing homes for older people in need</i> . Available at: http://www.alone.ie (Accessed: 29 July 2013).
	Parts you should include	(Organisation, Year)	Organisation (Year) <i>Title of website</i> . Available: URL (Accessed Date)
Blog	Example	(Moriarty, 2014)	Moriarty, C. (2014) 'A 12th century dog collar from Waterford city'. <i>Irisharchaeology.ie</i> , 23 August. Available at: www.irisharchaeology.ie (Accessed: 12 November 2018).
	Parts you should include	(Author, Year)	Author (Year) <i>Title of page</i> . <i>Title of Social Networking Site</i> . Day/month of posting. Available: URL (Accessed Date)
Film on DVD/Video	Example	(<i>Arthur Millar's Death of a Salesman</i> , 1985)	<i>Arthur Millar's Death of a Salesman</i> (1985) Directed by Schondorff, V. [DVD]. U.S.A.: H.M. Television Company.
	Parts you should include	(<i>Film title</i> , Year)	<i>Film Title</i> (Year) Directed by Director [FORMAT]. Place of Distribution: Distribution Company.
Image, Photo, Illustration Print	Example	(Brogan, 2013)	Brogan, C. (2013) 'Multivallate hillfort, Rathgall, Co. Wicklow', <i>Archaeology Ireland</i> , 27(1), p. 25, illus.
	Parts you should include	(Creator, Year)	Creator (Year) <i>Title of image</i> . [Format] <i>Book/Journal where image appears</i> , Volume number (Issue number), p. page
Image, Photo, Illustration Online	Example	(Discover Sligo, 2013)	Discover Sligo (2013) <i>Mullaghmore harbour</i> [Online image]. Available at: http://www.discoversligo.com (Accessed: 01 August 2013).
	Parts you should include	(Organisation, Year)	Organisation (Year) <i>Title of image</i> [Format]. Available: URL (Accessed Date)
Map	Example	(Ordnance Survey of Ireland, 2004)	Ordnance Survey of Ireland (2004) <i>Sligo, Leitrim, Roscommon</i> . Sheet 25, 1:50000. Dublin: Ordnance Survey (Discovery Series).
	Parts you should include	(Organisation, Year)	Organisation (Year) <i>Map title</i> . Sheet number, Scale. Place Published: Publisher. (Series)
Standard	Example	(British Standards Institution, 1990)	British Standards Institution (1990) <i>BS 5605:1990: Recommendations for citing and referencing published material</i> . London: British Standards Institution.
	Parts you should include	(Organisation, Year)	Organisation (Year) <i>Standard number and title</i> . Place Published: Publisher.
Thesis	Example	(Bartlett, 1994)	Bartlett, J.J. (1994) <i>An investigation of the use of cell culture techniques in ecotoxicity testing</i> . PhD, Institute of Technology, Sligo.
	Parts you should include	(Author of thesis, Year)	Author of thesis (Year) <i>Title of thesis</i> . Degree, Institution.
Lecture Notes	Example	(Smith, 2014)	Smith, J. (2014) <i>Introduction to environmental science</i> [Lecture to BSc (Hons) in Environmental Science], IT, Sligo. Unpublished.
	Parts you should include	(Author/Speaker, Year)	Author/Speaker (Year) <i>Title of lecture</i> (Lecture details), Day Month, Name of Institution, unpublished.