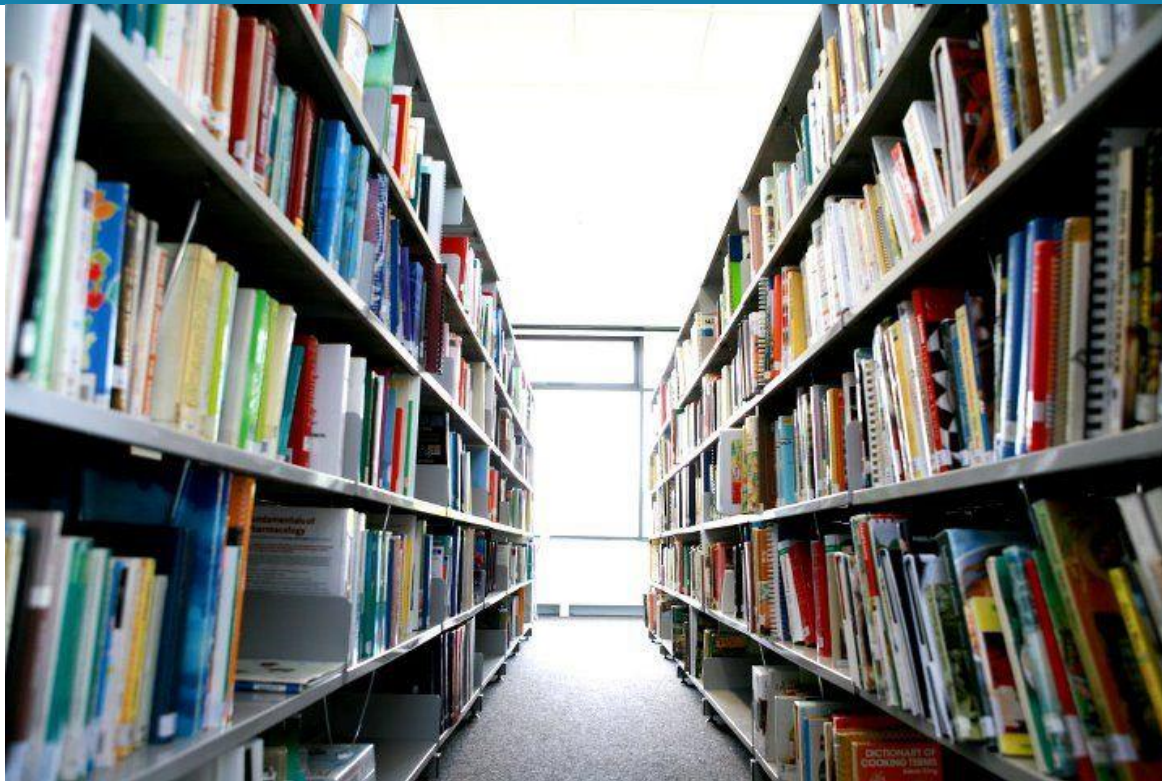


St. Angela's College, Sligo

Academic Writing & Referencing Guidelines



St. Angela's College, Sligo
Coláiste San Aingeal, Sligeach

The McKeown Library
Academic Writing Centre
September 2022

CONTENTS

GENERAL LAYOUT OF ASSIGNMENTS	6
SAMPLE TITLE PAGE DETAILS AND LAYOUT.....	7
LENGTH OF ASSIGNMENTS / WORD COUNT	9
ASSIGNMENT PLANNING OUTLINE.....	10
PLAGIARISM: ST. ANGELA’S COLLEGE PROCEDURE FOR DEALING WITH PLAGIARISM	11
PLAGIARISM PROCEDURE:.....	13
REFERENCING GUIDELINES: THE HARVARD REFERENCING SYSTEM	15
REFERENCING MANAGEMENT SOFTWARE.....	16
IN-TEXT CITATIONS	16
REFERENCE LIST.....	16
FORMAT FOR REFERENCES	17
IN-TEXT CITATION.....	17
REFERENCE LIST.....	17
ARRANGEMENT OF THE REFERENCE LIST	18
SAMPLE REFERENCE LIST	19
APPENDICES:.....	20
USING DIRECT QUOTES.....	20
SHORT QUOTES (UP TO TWO OR THREE LINES).....	20
LONG QUOTES OF 4 OR MORE LINES OF TEXT	21
PARAPHRASING & SUMMARISING	22
USING MULTIPLE SOURCES IN A SINGLE CITATION.	23
IN-TEXT CITATION	23

SECONDARY SOURCES	24
REFERENCING JOURNAL ARTICLES / SYSTEMATIC REVIEWS	25
JOURNAL ARTICLES BY ONE AUTHOR	25
JOURNAL ARTICLES BY TWO AUTHORS	25
JOURNAL ARTICLES BY THREE OR MORE AUTHORS	26
ELECTRONIC JOURNAL ARTICLE WITH DOI	26
ELECTRONIC ARTICLE WITH URL.....	26
WHOLE JOURNAL ISSUE (SPECIAL EDITION ONLY).....	27
SYSTEMATIC REVIEWS.....	27
REFERENCING BOOKS	28
BOOKS BY ONE AUTHOR	28
BOOKS BY TWO AUTHORS	28
BOOKS BY THREE OR MORE AUTHORS	29
BOOK WITH AN EDITOR	29
CHAPTERS / SECTIONS OF EDITED BOOKS	29
BOOK WITH AUTHOR AND EDITORS	29
EBOOKS	30
THE BIBLE	30
THE QUR'AN.....	30
GOVERNMENT PUBLICATIONS / POLICIES	32
REFERENCING GOVERNMENT ACTS / STATUTORY INSTRUMENTS	32
POLICIES	32
GOVERNMENT REPORTS.....	33
OFFICIAL GUIDANCE NOTE / CIRCULAR	33

GOVERNMENT REPORTS OUTSIDE OF IRELAND	33
EUROPEAN UNION PUBLICATIONS	34
EU DIRECTIVE.....	34
PROFESSIONAL STANDARDS	35
PUBLISHED REPORTS / WORKING PAPERS / BRIEFING PAPERS	35
WEBPAGES AND SOCIAL MEDIA.....	36
WEBPAGES WITH INDIVIDUAL AUTHORS	36
WEBPAGES WITH ORGANISATIONS AS AUTHORS	36
WEBPAGES WITH NO DATES	36
FACEBOOK.....	37
TWITTER	37
BLOGS	37
NEWSPAPERS AND MAGAZINES.....	38
ELECTRONIC OR PRINT NEWSPAPER ARTICLE WITH AN AUTHOR.....	38
ELECTRONIC OR PRINT NEWSPAPER ARTICLE NO AUTHOR	38
ELECTRONIC OR PRINT ARTICLE IN A MAGAZINE	38
MEDIA.....	39
DVD /CD	39
ONLINE VIDEO SHARING	39
PRINTS / SLIDES	39
PHOTOGRAPHS FROM THE INTERNET.....	40
IMAGES WITH NO CREATOR	40
MEDICAL IMAGES (DATABASES)	40
TELEVISION	40

RADIO (FM)	41
ONLINE RADIO	41
PODCASTS	41
STREAMING SERVICES	42
UNPUBLISHED MATERIAL	43
DOCTORAL THESIS.....	43
MA THESIS.....	43
UNPUBLISHED CONFERENCE / POSTER PRESENTATION	44
CONFIDENTIAL INFORMATION.....	44
PERSONAL COMMUNICATION	44
RECOMMENDED READING	45
RECOMMENDED ONLINE RESOURCES:	46
PLANNING TOOLS FOR ACADEMIC WRITING	46
REFERENCING MANAGEMENT SOFTWARE	47
GRAMMAR	48
NOTE TAKING	48
REFERENCING LINKS	49
ACADEMIC WRITING CENTRES.....	49
THE MCKEOWN LIBRARY ACADEMIC WRITING CENTRE	50
ONLINE TUTORIALS:	50
EMAIL REVIEW:	50
POSTGRADUATE WRITING	50
ACKNOWLEDGMENTS.....	51

GENERAL LAYOUT OF ASSIGNMENTS

- A4 size paper should be used. The Font approved for use is *Times New Roman 12*.
- Work should be preceded by a title page, which should include:

Module title assignment/essay title (centred on the page),

Name of the writer,

Date of submission,

Name of the course,

Name of lecturer

Word count

SAMPLE TITLE PAGE DETAILS AND LAYOUT

Course Title:

IS 108: Politics of Modernity: Writing in English from 1922 to the present

Essay Title:

“Is every modern nation like the Tower / Half-dead at the top?”

(WB Yeats quoted in Fallon “Yeats’s Tower at Ballylee” 41)

Consider the theme of decline in the works of two authors on the course.

Name: Ian Kennedy

Date of Submission: Sunday, February 22, 2015

Name of Course: MA (Irish Studies)

Lecturer: Siobhán Purcell

Word Count: 3193

- If required, a copy of the coursework brief issued by the lecturer should be presented at the beginning of the work.
- Declaration of work should be signed and included before the contents page.
- Pages should be numbered, preferably at the bottom centre.
- Assignments should be stapled together at the top left-hand corner only (unless otherwise specified by module leader/module guidelines).
- A minimum of **2.5cm margin** should be allowed on the left-hand side of each page and at top and bottom of the text.
- All text should follow the **Justify formatting** which can be chosen in the paragraph settings in Word.
- Scripts should use one side only of each A4 sheet.
- **Typing should be double spaced.**

LENGTH OF ASSIGNMENTS / WORD COUNT

- The assignment should not exceed the word count outlined in the assessment criteria and should be submitted within all agreed parameters.
- This includes **all in-text citations** and the abstract
- It does not include tables, figures, reference list or appendices
- The course board has agreed to make allowance for a margin of 10% below or above the stated word count without penalty.

ASSIGNMENT PLANNING OUTLINE

Word Count	Assignment Title:	
	Introduction	Introduce the question What will you argue?
	Argument 1	Remember Evidence Useful Words that help signpost your argument: Firstly, Secondly, In one's opinion, According to... Some authors argue that... It is arguable... Therefore... Moreover... For this reason... <ul style="list-style-type: none"> • Specify your reasons • Use evidence / examples from the literature to support your reasons. • Ask questions to get the reader thinking.
	Argument 2	
	Argument 3	
	Conclusion	Sum up the main Argument <ul style="list-style-type: none"> • What have you learnt? • Specify your recommendations

PLAGIARISM: ST. ANGELA'S COLLEGE PROCEDURE FOR DEALING WITH PLAGIARISM

Plagiarism means presenting the words of another writer as if they were your own. It refers to stealing, without acknowledgement, from any other writer, including fellow students. The submission of plagiarised materials for assessment purposes is fraudulent and all suspected cases will be investigated and dealt with appropriately by St Angela's College.

It also refers to ***Self-plagiarism***, or auto-plagiarism, where a student re-uses work previously submitted on the same course, on another course within the College or other Institution.

This procedure is also applicable to practical coursework.

The submission of plagiarised materials for assessment purposes or for publication or for public presentation is fraudulent and all suspected cases will be investigated and dealt with by the College following the procedures outlined.

All work submitted by students for assessment purposes is accepted on the understanding that it is their own work and written in their own words except where explicitly referenced using the accepted norms and formats of the appropriate academic discipline.

Whilst some cases of plagiarism can arise through poor academic practice with no deliberate intent to cheat, this still constitutes a breach of academic practice and requires appropriate investigation and action.

Regulations, guidelines and procedures regarding plagiarism are made widely available and a statement is included in course handbooks, websites, department notice boards, in appropriate handouts to students. Plagiarism can arise through

ignorance and therefore it is important to ensure that students understand what is meant by the term and the seriousness of the offence.

Students are required to sign a short declaration that work submitted by them for assessment purposes is their own and such a statement must be attached to a submitted piece of coursework, essay or dissertation. The purpose of this statement is to reinforce the principle of statement (2) above and to remind students of the requirements for the submission of a formally marked assessment.

SUBMITTED COURSEWORK THAT DOES NOT HAVE A FRONT DECLARATION SHEET WILL NOT BE CORRECTED.

Cases in which students knowingly permit others to copy their work shall also be subject to the procedures outlined here and considered an offence.

All examiners, Heads of Department / Programme Directors within the College are responsible for responding to suspected and reported cases of plagiarism.

The College Registrar will act as advisor to academic staff on matters relating to suspected incidents of plagiarism.

PLAGIARISM PROCEDURE:

1. The examiner who suspects that a submitted piece of student work may be plagiarised should notify the Module Leader who in turn notifies the Programme Director / Head of Department. The examiner can also seek the advice of the College Registrar prior to notifying the module leader. A short report including a copy of the suspected example and any evidence for plagiarism should be forwarded to the Module Leader by the examiner.
2. The examiner shall conduct an initial investigation of the alleged plagiarism, to determine if there is a case to be made.
3. If the examiner decides that the case is one of plagiarism, he/she will make an initial assessment of the case using the penalty grid (step 1).
4. If the points, according to the penalty grid, are in the lower two bands (up to 379) the examiner may conduct an informal interview with the student to discuss the suspected case. If the examiner is satisfied that the case exists, an appropriate penalty will be selected from the grid.
5. If the points, according to the penalty grid, are more than 524, the advisor should refer the case to the discipline committee, in accordance with the Student Code of Conduct.
6. In all other cases (points in the bands 380-524), the student will be invited to attend an interview with the lecturer / Module Leader / Course Co-Ordinator and the College Registrar.
7. In consideration of possible major cases, the student will be notified by the College Registrar in writing, of the suspected offence, provided with a copy of the marked-up piece of work and invited to attend an interview with the examiner and College Registrar.

8. The student will have the right to be accompanied and assisted, at the interview by another person. This may, for example, be a friend, parent or guardian; a fellow student or other friend; a representative from the Students' Union; or a legal representative, if so desired.
9. At the interview, the student will be given a clear explanation of what has been alleged, shown a copy of his/her work, given the opportunity to justify the work and be invited to admit or deny responsibility.
10. Following the interview, if the examiner and College Registrar are satisfied that the case exists, an appropriate penalty will be selected from the grid.
11. After a penalty has been decided, the examiner and the College Registrar will perform a fairness check to consider the impact of the penalty on the student's overall performance. If the impact is incommensurate with the offence, the examiner and the College Registrar may choose to adjust the penalty.
12. The plagiarism advisor will write a report, recording the decision and any penalty, which should be lodged centrally. This report is confidential and will not reflect upon the student's record. It will be used to determine if a second or subsequent offence has occurred, and for statistical information only.
13. In all cases, the College Registrar will notify the student, writing, within seven working days, of the decision of the plagiarism investigation.
14. The decision of the examiner and College Registrar will be ratified at exam board and students will be invited to resubmit their work, as appropriate, following receipt of official examination results from the examinations office.
15. In keeping with the College's code, the student shall be entitled to appeal a decision made with regard to a major case to the Discipline Committee.

16. Academic staff can seek the advice of the College Registrar for support in applying this procedure

Please see the full ***Code of Practice Dealing with Plagiarism policy*** on the *College Forms and Policies* section of Moodle.

REFERENCING GUIDELINES: THE HARVARD REFERENCING SYSTEM

Proper referencing management ensures that students can avoid plagiarism.

- St Angela's College uses an adapted version of the **Harvard Referencing System** that is based on Pears and Shields, *Cite Them Right, the essential referencing guide* (see the recommended reading section of this resource).
- The Harvard system is a simple method of quoting references in which names and dates are given in the body of the text and alphabetically listed at the end of the essay/assignment/project.
- When using the Harvard Referencing System **do not** use footnotes, numbered reference lists, or include references for *Wikipedia* as this is not an academic source.

Referencing has three functions:

1. To acknowledge an intellectual debt to another author where you have drawn from his / her published, unpublished work or ideas, either explicitly or implicitly;
 2. To support specific facts or claims which you make in your text;
 3. To enable the reader to find sources to which you have referred easily and quickly.
- The ability to reference correctly in an essay or other types of academic assignment is an essential skill to acquire.
 - All sources must be referenced. Failure to do so is known as plagiarism and is considered a serious academic offence.

- Students have to be aware that property rights (i.e. copyright) also relate to the material they cite from journals, reports and books.

REFERENCING MANAGEMENT SOFTWARE

- Students must manage their references when undertaking assignments/dissertation writing.
- Management of references is an essential skill that students need to use throughout the writing process.
- There are several referencing management software tools available, including [Mendeley](#), [Zotero](#) and [Endnote](#).
- Students are encouraged to use these tools in association with these guidelines.

IN-TEXT CITATIONS

This system utilises a shortened (Author's surname, year of publication) in-text citation within the text with complete detail included in the reference list for example:

(McCormack, 1960)

If you refer directly to an author in the text, then the year of publication is included in brackets after the name for example.

According to McCormack (1960)

All in-text citations are included in the word count

REFERENCE LIST

- Students must include a section at the end of the work, **before appendices**, entitled 'References'.
- This list will contain all the works referred to in the main body of the text in **alphabetical order of author's surnames**. References should not be numbered.
- Please pay particular attention to the punctuation and layout of your reference list as it is vitally important to be consistent throughout.

FORMAT FOR REFERENCES

- Punctuation should be conventional and consistent throughout.
- Author/Editor surname precedes his/her initials in the reference list for example
McCormack, E.
- The title of books, journals and theses are in *italics*, but not the title of papers within a journal or book.
- Place of publication precedes the name of the publisher.
- Where there are three or more authors, use '*et al.*' (in italics) in the in-text citation, but in the reference list name all authors. followed by the year of publication in brackets.
- When citing page numbers please use the designation p. for single pages and pp. for a range of pages. Ensure that you insert the full numbers when citing page ranges.
- Where work is unpublished, it should be clearly stated.
- If several works by the same author are included, they should be in date order.
- If the same author has written several items in the same year, they will need to be differentiated further to avoid confusion. Do this by adding a, b, c, etcetera to the date, both in the text and in the reference list.

IN-TEXT CITATION	REFERENCE LIST
Department of Education and Science (2000a) (Department of Education and Science, 2000a)	Department of Education and Science (2000a) <i>Learning support guidelines</i> . Dublin: The Stationery Office.
Department of Education and Science (2000b) (Department of Education and Science, 2000b)	Department of Education and Science (2000b) <i>Report on the national evaluation of the leaving certificate applied</i> . Dublin: The Stationery Office.

ARRANGEMENT OF THE REFERENCE LIST

- Items are arranged in alphabetical order of author.
- Sources only appear once in the reference list.
- All references should be included in a single list.
- You should not separate books from journals or any other type of material.
- If there is more than one reference by the same author, these will be arranged chronologically, with the earlier publication date first.
- Each reference should be formatted in single line spacing with one clear line space between individual references.
- The second and subsequent lines of each reference should be indented one space.

SAMPLE REFERENCE LIST

- Ainscow, M. (1997) 'Towards inclusive schooling.' *British Journal of Special Education*. 24 (1), pp. 3-6.
- Breen, R. and Whelan, T.R. (1996) *Social mobility and social class in Ireland*. London: Gill and Macmillan.
- Brown, A., Jones, S.W. & Rowan, H. (2017) 'Baby-Led Weaning: The Evidence to Date.' *Current Nutrition Reports*, 6, pp. 148–156 <https://doi.org/10.1007/s13668-017-0201-2>
- Davies, R. and Preston, M. (2002) 'An Evaluation of the Impact of Continuing Professional Development on Personal and Professional Lives,' *Journal of In-service Education*, 28 (2), pp. 231-254.
- Ewen, D., Nelson, R., Schurter, N. and Gunderson, E. (2005) *Applied Physics* (8th Edition). London: Prentice-Hall.
- Jones, C., Hacker, D., Meaden, A., Cormac, I., Irving, C.B., Xia, J., Zhao, S., Shi, C. and Chen, J. (2018) 'Cognitive behavioural therapy plus standard care versus standard care plus other psychosocial treatments for people with schizophrenia,' *Cochrane Database of Systematic Reviews*, 11, CD008712. Available at: <https://www.cochranelibrary.com/cdsr/doi/10.1002/14651858.CD008712.pub3/epdf/full>. (Accessed: 6 January 2020).
- Shanahan, M. (Ed.) (2017) *Does Religious Education Matter?*. Routledge: London.
- Sangita, S. (2015) *Nutrition at a Glance*. London: Blackwell Wiley.

APPENDICES:

- Appendices, if any, should come after the references.
- The appendix contains any material that is relevant to the study but which is too long, detailed or in some form that would interrupt the flow of the text.
- If you use a questionnaire, interview schedule or particular test, then you should include a copy of it in the appendix.
- Also include detailed case studies, excerpts from historical documents, testimonies, letters and extensive tables and charts.

USING DIRECT QUOTES

- Use quotes sparingly and only when they are relevant to your argument.
- Excessive use of quotes impacts directly on your writing and may affect the understanding and clarity of your overall argument.
- All quotes (long or short) are included in your word count.
- Do not italicize quotes.

SHORT QUOTES (UP TO TWO OR THREE LINES)

Westwood (2003) believes that “The main priority in teaching children with intellectual disability is to make the curriculum reality-based” (p. 25).

NOTE:

- Short quotes **MUST** be presented in quotation marks.
- Short quotations should always be integrated into overall sentences and not just inserted into the text.
- The exact page number **MUST** be inserted at the end of the quotation marks and before the full stop.

LONG QUOTES OF 4 OR MORE LINES OF TEXT

Shortly before his death in January 1939, William Butler Yeats poetically instructed his estate that he wished to be buried in Drumcliffe, Co. Sligo where his great-grandfather had been rector;

Under bare Ben Bulbin's head
In Drumcliff churchyard, Yeats is laid.
An ancestor was rector there
Long years ago, a church stands near,
By the road an ancient cross.
No marble, no conventional phrase;
On limestone quarried near the spot
By his command these words are cut:
Cast a cold eye
On life, on death.
Horseman, pass by!

(Yeats, 2000, pp. 124–125)

NOTE:

- Long quotes are set off from the main text and indented to distinguish them visually from the main text.
- Long quotes do not require quotation marks.
- The in-text citation is included at the end of the quote.

PARAPHRASING & SUMMARISING

- A direct quote is where the words are taken directly from the work of another. You do not always have to put quotes into your work.
- If you do not wish to use a quote, then you can paraphrase the work of another to support an argument you are putting forward. In this case, you will have read that person's work and understood what they are saying.
- In your assignment/coursework, you will be formulating your own position/argument using their references – this is not rephrasing the work of another.
- A summary is a brief statement of the main points of an article, webpage, chapter or book. A summary is different from a paraphrase as it focuses the main topics or headings and omits much of the detail.
- See the **Quoting, Paraphrasing and Summarizing** and other writing resources which are available on the [McKeown Library Academic Writing Moodle Page](#)

USING MULTIPLE SOURCES IN A SINGLE CITATION.

If you want to use several sources to support the same statement, the author(s) and year of each source should be listed in date order, separated by semi-colons.

IN-TEXT CITATION

The importance of communication with children has frequently been emphasised (Maker, 1990; Green, 1993; Hoey, 1997; Most, 2000).

NOTE:

- The authors in the example are all different sources.
- Note the punctuation between each reference.
- Note also they are placed chronologically not alphabetically.
- An examiner would assume that a student has read all five journal articles. It is not always necessary to include this number, perhaps except when a strongly supported statement is being put forward.
- It is not an opportunity to write down many references to show how much you have read, that will be evident to the examiner in the quality of your written work.

SECONDARY SOURCES

In-Text Citation	Reference List
<p>For in-text citations, both the original source and the secondary source may be cited using the phrase cited in or quoted in depending on whether the original is paraphrased or quoted directly.</p>	<p>Only the source where you found the reference must be presented.</p>
<p>As stated by Griffiths (1999 cited in Casey, 2003), OR Griffiths (1999 cited in Casey 2003) believed that all professionals must....</p>	<p>Casey, N. (2003) The specialist educator. <i>Promoting Health</i>. 4 (31), pp.18-19.</p>
<p>NOTE:</p> <ul style="list-style-type: none"> • You must strive to obtain and read the original source (the primary source) • At times, you may not always be able to consult the original work but may read about it in someone else's work. In this case, you are using a secondary source. • All secondary sources MUST be acknowledged and included in the reference list. When you are using a secondary source only that source appears in the reference list. • Only the title of the journal of the reference source is in italics. 	

REFERENCING JOURNAL ARTICLES / SYSTEMATIC REVIEWS

A full reference for a journal article/paper should include the following information:

Author surname,	Initial.	(Year)	Title of Article,	Name of Journal,	Volume (issue),	page numbers if utilised	DOI or Available at URL (date accessed)
-----------------	----------	--------	-------------------	------------------	-----------------	--------------------------	---

In-text citation	Reference list
JOURNAL ARTICLES BY ONE AUTHOR	
Citation Order: Author. (Year) 'Article Title' Journal Title, Volume (issue number /month or season), Page Numbers. Available At: URL (Accessed: date).	
According to Ainscow (1997) (Ainscow, 1997).	Ainscow, M. (1997) 'Towards inclusive schooling,' <i>British Journal of Special Education</i> , 24 (1), pp. 3-6.
JOURNAL ARTICLES BY TWO AUTHORS	
Citation Order: <i>As above except both authors are named in the In-Text Citation</i>	
Davies and Preston (2002) argue or According to Davies and Preston (2002) or (Davies and Preston, 2002)	Davies, R. and Preston, M. (2002) 'An evaluation of the impact of continuing professional developmen on personal and professional lives,' <i>Journal of In-service Education</i> , 28 (2), pp. 231-254.

JOURNAL ARTICLES BY THREE OR MORE AUTHORS	
<p>Citation Order:</p> <p>As above except all authors are named in the full reference</p> <p>In-Text Citation only the first author is named followed by the designation <i>et al.</i> which is italicised</p>	
<p>According to Hastings <i>et al.</i> (1996)</p> <p>Or</p> <p>(Hastings <i>et al.</i>, 1996)</p>	<p>Hastings, R., Hewes, A., Lock, S. and Witting, A. (1996) 'Do special educational needs courses have any impact on student teachers' perceptions of children with severe learning difficulties?', <i>British Journal of Special Education</i>, 23 (3), pp. 139- 144.</p>
ELECTRONIC JOURNAL ARTICLE WITH DOI	
<p>Citation Order:</p> <p>As above except the DOI number is included after the page numbers.</p>	
<p>According to Brown <i>et al.</i> (2017)</p> <p>or</p> <p>(Brown <i>et al.</i>, 2017)</p>	<p>Brown, A., Jones, S.W. & Rowan, H. (2017) 'Baby-Led Weaning: The Evidence to Date,' <i>Current Nutrition Reports</i>, 6, pp. 148–156.</p> <p>DOI: 10.1007/s13668-017-0201-2.</p>
ELECTRONIC ARTICLE WITH URL	
<p>Citation Order:</p> <p>As Above except that the URL is included after the page numbers.</p>	
<p>According to Hastings <i>et al.</i> (2014)</p> <p>(Hastings <i>et al.</i>, 2014)</p>	<p>Hastings, R., Hewes, A., Lock, S. and Witting, A. (1996) 'Do special educational needs courses have any impact on student teachers' perceptions of children with severe learning difficulties?', <i>British Journal of Special Education</i>, 23 (3), pp. 139- 144. Available at: https://onlinelibrary-wiley-com.libgate.library.nuigalway.ie/doi/abs/10.1111/j.1467-8578.1996.tb00965.x (Accessed: 24 June 2020).</p>

WHOLE JOURNAL ISSUE (SPECIAL EDITION ONLY)	
<p>Citation Order: Issue Editor (if given) (Year of Publication) 'Title of Issue' <i>Title of Journal</i>, Volume Number (Issue/ part number / Month / Season) Available at: URL (Accessed: date).</p>	
<p>(van de Pas 2020) According to van de Pas (2020)...</p>	<p>van de Pas, R. (2020) <i>Globalization Paradox and the Coronavirus Pandemic</i>, Clingendael Institute, Available at: http://www.jstor.org/stable/resrep24671 (Accessed: 16 June 2020).</p>
SYSTEMATIC REVIEWS	
<p>Citation Order: Author (year) 'Title and any subtitle', <i>Database name</i>, Issue Number Article Number (CD) Available at: URL (Accessed: date)</p>	
<p>(Jones <i>et al.</i>, 2018) According to Jones <i>et al.</i> (2018)</p>	<p>Jones, C., Hacker, D., Meaden, A., Cormac, I., Irving, C.B., Xia, J., Zhao, S., Shi, C. and Chen, J. (2018) 'Cognitive behavioural therapy plus standard care versus standard care plus other psychosocial treatments for people with schizophrenia,' <i>Cochrane Database of Systematic Reviews</i>, 11, CD008712. Available at: https://www.cochranelibrary.com/cdsr/doi/10.1002/14651858.CD008712.pub3/epdf/full. (Accessed: 6 January 2020).</p>
<p>NOTE:</p> <ul style="list-style-type: none"> • The author's surname and year of publication are all that is included in the In-Text Citation. • Note the opening and closing of brackets and the punctuation. • Be consistent with the punctuation of the reference list throughout. • The list of authors is generally given somewhere on the first page of the article. • List them as they occur in the article. 	

REFERENCING BOOKS

The reference list should include the following information about a book(s):

Author(s),	Initial(s).	(Year)	<i>Title</i> (Edition).	Place of publication:	Publisher.
------------	-------------	--------	----------------------------	--------------------------	------------

- You need only mention the Edition if you are using any other edition than the first.
- Please note that a reprinting or a new impression is not a new edition.

In-Text Citation	Reference List
BOOKS BY ONE AUTHOR	
Citation Order: <i>Author / Editor (Year) Title. Place of Publication: Publisher Series and Volume Number (if relevant).</i>	
(Sangita, 2015) According to Sangita (2015)	Sangita, S. (2015) <i>Nutrition at a Glance</i> . London: Blackwell Wiley.
BOOKS BY TWO AUTHORS	
Citation Order: <i>As above except both authors are mentioned in the In-text citation and reference list.</i>	
(Breen and Whelan, 1996) OR According to Breen and Whelan (1996)	Breen, R. and Whelan, T.R. (1996) <i>Social mobility and social class in Ireland</i> . London: Gill and Macmillan.

BOOKS BY THREE OR MORE AUTHORS	
Citation order: As above except that only the first author is named in the In-Text Citation followed by the designation <i>et al.</i> All authors are named in the reference list	
According to Ewen <i>et al.</i> (2005) (Ewen <i>et al.</i> , 2005)	Ewen, D., Nelson, R., Schurter, N. and Gunderson, E. (2005) <i>Applied Physics</i> (8th Edition). London: Prentice-Hall.
BOOK WITH AN EDITOR	
Citation order: As above except that the designation (ed.) is placed after the author's initial and before the year of publication.	
(Shanahan, 2017) According to Shanahan (2017)	Shanahan, M. (ed.) (2017) <i>Does Religious Education Matter?</i> , London: Routledge
CHAPTERS / SECTIONS OF EDITED BOOKS	
Citation order: Author of the Chapter / Section (Year) 'Chapter / Section Title.' in book author/editor name, Place of Publication: Publisher, Page Reference.	
Nickols and Collier (2015) (Nickols and Collier, 2015)	Nickols, S.Y. and Collier, B.J., (2015) 'Knowledge, mission, practice: The enduring legacy of home economics.' In Nickols, S.Y. and Kay, G. (ed.) <i>Remaking home economics: Resourcefulness and innovation in changing times</i> . Athens and London: University of Georgia Press, pp. 11-35.
BOOK WITH AUTHOR AND EDITORS	
Citation order: Author's name. (year) <i>Book Title</i> . Edited by editors name(s). Place of Publication: Publisher	
(Foucault, 1984)	Foucault, M. (1984) <i>The Foucault Reader</i> . Edited by Rabinow, P. New York: Penguin Books.

EBOOKS	
Citation Order: Author/editor (Year) <i>Title</i> . Available at: URL (Accessed: date) Reference as a printed book only when the book contains publication and page details and looks like the printed version	
(Lonergan, 2019) According to Lonergan (2019)	Lonergan, P. (2019) <i>Irish Drama and Theatre Since 1950</i> (Critical Companions) Available at: https://www.amazon.co.uk/Irish-Drama-Theatre-CriticalCompanions/dp/1474262651/ref=sr_1_1?dchild=1&keywords=Lonergan+Patrick&qid=1593008045&sr=8-1 (Accessed: 24 June 2020)
THE BIBLE	
Citation order: Book of the Bible Chapter: verse, Holy Bible (not in Italics), Version	
(Matthew 5:3-12)	Matthew 5:3-12, Holy Bible, New Jerusalem Bible
THE QUR'AN	
Citation Order: Qur'an (not in Italics) Chapter: verse (Year) Translated by name of translator. Place of Publication: Publisher.	
(Qur'an 20:26)	Qur'an 20:26 (2001) Translated by M.A. M. Daryabadi. Nairobi: Islamic Foundation.
NOTE: <ul style="list-style-type: none"> • The information you require for book referencing is found on the first page/s of the book. • A copyright sign indicates the year of publication. E.G. ©2009. • A note indicating that a book is a reprint or updated Edition will be indicated in the first pages also. • On occasions, publishers have branches in various cities. It is only necessary to give one city as the place of publication. 	

- The punctuation differs slightly with books. An example is useful to highlight the differences:
Murray, J. (2010). *Doing the right thing* (2nd Edition). New York: Manor Publications.
- Look again carefully at the example.
- You should note the punctuation in the surname and initials are the same as in the journals.
- The title of the book is in italics.
- The place of publication always comes before the publisher.
- A colon: is used after the place of publication.
- A full stop is put at the end of the publisher's name.
- **Second and subsequent lines of the reference should be indented.**
- In general, cite the eBook just as you would the printed book, but also include the database or website where the book was viewed.
- If some of the publication details are not available, use the available information to construct the reference. This may include location details (loc: common in Kindle), chapter / page/ paragraph, or %. In this case, the citation order would be as follows:
 - Author /editor
 - Year of publication (in round brackets)
 - Title of book (in Italics)
 - DOI or Available at: URL (Accessed: date)

GOVERNMENT PUBLICATIONS / POLICIES

Government publications follow the same basic guidelines that apply to books. Always use the information given on the title page of the document. Other details are often found on the front or back cover.

In-Text Citation	Reference list
REFERENCING GOVERNMENT ACTS / STATUTORY INSTRUMENTS	
<p>Citation order:</p> <p><i>Title of Act / Statutory Instrument including Year, No., S.</i> [if a section has been referred to], (Country) City: Publisher, Available at: (Accessed: Date)</p> <p>NOTE: The year is included in italics as part of the main title.</p> <p>If you are referencing acts from multiple countries (Jurisdictions) include the country (jurisdiction) in round brackets after the title of the Act</p>	
(<i>The Education Act, 1998</i>).	<p><i>The Education Act 1998. (Ireland)</i> No. 51/1998. S.3 Dublin: The Stationery Office, Available at: http://www.irishstatutebook.ie/eli/1998/act/51/section/2/enacted/en/html#sec2 (Accessed: 24 June 2020)</p>
POLICIES	
<p>Citation Order:</p> <p>Name of Government Department (Year) <i>Title</i>. Place of Publication: Publisher (Series if applicable) Available at: URL (Accessed: date)</p>	
(Teaching Council, 2016)	<p>The Teaching Council, (2016) Code of Professional Conduct for Teachers Updated 2nd Edition, Dublin: The Teaching Council. Available at: https://www.teachingcouncil.ie/en/Publications/Fitness-to-Teach/Code-of-Professional-Conduct-for-Teachers1.pdf (Accessed: 24 June 2020).</p>

GOVERNMENT REPORTS	
Citation Order: Department name (year) <i>Title</i> , Place of Publication: Publisher. Available at: URL (Accessed: date).	
(Ireland, Department of Health 2019)	Department of Health (2019) <i>Sláintecare Action Plan 2019</i> . Dublin: Department of Health. Available at: https://assets.gov.ie/22606/4e13c790cf31463491c2e878212e3c29.pdf . (Accessed: 6 January 2020).
OFFICIAL GUIDANCE NOTE / CIRCULAR	
Citation Order: Organisation (Year of Publication) <i>Title of Guidance Note / Circular</i> , Number and Version, Place of Publication: Publisher. Available at: URL (Accessed: date).	
(Ireland, Department of Education and Skills 2020)	Department of Education and Skills (2020) <i>Calculated Grades Aides 2020</i> , CN 0039/2020, Dublin: Department of Education and Skills. Available at: https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0039_2020.pdf (Accessed: 24 June 2020).
GOVERNMENT REPORTS OUTSIDE OF IRELAND	
Citation Order: Government of country, Government Department, (Year) <i>Title</i> , Place of Publication: Publisher.	
(World Health Organisation, 2019) According to the World Health	World Health Organization (2019) <i>Minimum Requirements for Infection Prevention and Control Programmes</i> . Geneva: World Health Organisation Press. Available at: https://www.who.int/infection-prevention/publications/MinReq-Manual_PRINT.pdf?ua=1 . (Accessed: 6 January 2020).

Organisation (WHO, 2019)	
EUROPEAN UNION PUBLICATIONS	
Citation Order: Name of EU Institution (Year) <i>Title</i> . Place of Publication: Publisher. Available at: URL (Accessed: date).	
(European Commission, 2007)	European Commission (2007) <i>Regions for Economic Change: Regional Policy Responses to Demographic Challenges</i> . Luxembourg: Office for Official Publications of the European Communities.
EU DIRECTIVE	
Citation order: <i>Institutional origin (EC) Year/Legislation number / Institution “of” followed by the dated it was passed “on” followed by the title, Available at: URL (Accessed: date).</i>	
Council Directive 2003/9/EC deals with	Council Directive 2003/9/EC of 27 January 2003 laying down minimum standards for the reception of asylum seekers. Available at: https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32003L0009 (Accessed: 24 June 2020).

PROFESSIONAL STANDARDS	
Citation Order: Organisation name (Year) Number and Title of Standard, Place of Publication: Publisher, Available at: URL (Accessed: date)	
(Nursing and Midwifery Board of Ireland, 2014) According to the NMBI (2014)	Nursing and Midwifery Board of Ireland (2014) <i>Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives</i> . Dublin: Nursing and Midwifery Board of Ireland. Available at: https://www.nmbi.ie/Standards-Guidance/Code (Accessed: 24 June 2020).
PUBLISHED REPORTS / WORKING PAPERS / BRIEFING PAPERS	
Citation order: Author / Organisation (Year of Publication), Title of Report, working paper/ briefing paper, Place of Publication: Publisher. Available at: URL (Accessed: date).	
(Hawkes and Plahe, 2010)	Hawkes, S., & Plahe, J. K. (2010). <i>The WTO's Agreement on Agriculture and the right to food in developing countries</i> . [Clayton, Vic.], Monash University, Business and Economics. Available at: https://elearning.stangelas.nuigalway.ie/pluginfile.php/101953/mod_resource/content/1/Hawkes%20and%20Plahe%20on%20WTO.pdf (Accessed: 2 November 2020).

WEBPAGES AND SOCIAL MEDIA

In-Text Citation	Reference list
WEBPAGES WITH INDIVIDUAL AUTHORS	
Citation Order: <i>Author Name. (Year of publication / last update) webpage title, Available at: URL (Accessed: date)</i>	
(Barker and Buchanan Barker, 2007).	Barker, P. and Buchanan Barker, P. (2007) The Tidal Model: Mental health, reclamation and recovery. Available at: http://www.tidal-model.com/recovery.html (Accessed: 18 June 2020)
WEBPAGES WITH ORGANISATIONS AS AUTHORS	
Citation order: <i>Website title (year) Available at: URL (Accessed: date)</i>	
(Scientific Advisory Committee on Nutrition, 2018)	Scientific Advisory Committee on Nutrition (2018) <i>Feeding in the First Year of Life</i> . Available at: https://www.gov.uk/government/publications/feedingin-the-first-year-of-life-sacn-report (Accessed: 23 September 2019).
WEBPAGES WITH NO DATES	
Citation order: <i>Author (No Date) Title Available at: URL (Accessed: date).</i>	
(Gardiner and Kearns, no date)	Gardiner, M. and Kearns, H. (No date) <i>Welcome to Thinkwell</i> Available at: https://www.ithinkwell.com.au/ (Accessed: 18 June 2020).

FACEBOOK	
CITATION ORDER:	
AUTHOR / TITLE (YEAR OF PUBLICATION / LAST UPDATE, TITLE OF PAGE, [FACEBOOK] DAY/ Month of posted message Available at: URL (Accessed: Date).	
(St Angela's College, Sligo, 2020)	<i>St Angela's College, Sligo</i> , (2020), [Facebook] 18 June. Available at: https://www.facebook.com/StAngelasCollegeSligo/ (Accessed: 18 June 2020).
TWITTER	
Citation Order:	
Author, (year tweet posted) Full text of tweet, [Twitter] Day / Month tweet posted. Available at: URL (Accessed: date).	
(Sky News, 2020)	Sky News [@SkyNews](2020) Boris Johnson announces easing of some lockdown restrictions from July 4. [Twitter] 23 June. Available at: https://twitter.com/i/events/1275381603036880896 (Accessed: 24 June 2020).
BLOGS	
Citation order:	
Author message, (year that the site was published / last updated) 'Title of Message' Website Title, Day / Month. Available at: URL (Accessed: date).	
(Bernstein, 2007)	Bernstein (2007) 'A dog's story', <i>Bioethics Discussion Blog</i> , 30 June. Available at: http://bioethicdiscussion.blogspot.com/2007/06/medical-challenges-jumping-to.html (Accessed: 6 July 2007).
NOTE: <ul style="list-style-type: none"> Internet sites should always be evaluated first to identify that they meet the required standards within the field. Webpages do not always have page numbers. To assist your reader, number the paragraphs on the webpage and include the number of the paragraph that you may be using as a paraphrase or quote in the in-text citation. Take another look at the punctuation – there are some differences. Try not to break an Internet address (URL) between lines. 	

NEWSPAPERS AND MAGAZINES

In-Text Citation	Reference
ELECTRONIC OR PRINT NEWSPAPER ARTICLE WITH AN AUTHOR	
Citation order: Author / byline (Year of publication) 'Title of article,' <i>Title of Newspaper (Edition)</i> , Day / month, page number, Available at: URL (Accessed: date). at the end of the citation	
(O'Toole, 2020)	O'Toole, F. (2020), 'We can't help giving meaning to this absurd virus,' <i>Irish Times</i> , 31 March, p.14, Available at: https://search-proquest-com.libgate.library.nuigalway.ie/europeannews/docview/2384426085/81C949AADF0D46F2PQ/15?accountid=12899 (Accessed: 22 June 2020).
ELECTRONIC OR PRINT NEWSPAPER ARTICLE NO AUTHOR	
Citation order: <i>Title of Newspaper</i> , (Year of Publication) 'Title of Article', Day/Month, page reference, Available at: URL (Accessed: Date). at the end of the citation.	
(<i>Irish Independent</i> , 2020, 14)	<i>Irish Independent</i> (2020) 'On the Double', 23 June, p.14, Available at: https://search-proquest-com.libgate.library.nuigalway.ie/docview/2415715803/64200E61A4044956PQ/47?accountid=12899 (Accessed: 23 June 2020).
ELECTRONIC OR PRINT ARTICLE IN A MAGAZINE	
Citation order: Author, (year of publication) 'Article title', volume number (part number / month / season), page reference (if available) Available at: URL (Accessed: date).	
(Kucharski, 2020, 26-39)	Kucharski A., (2020), 'Containing a Pandemic, Step by Step, 246 (3287, June), pp.36-39, Available at: https://www.rbdigital.com/reader.php#/reader/readsvg/468854/36 (Accessed: 23 June 2020).
NOTE: Italicise titles of newspapers and magazines: <i>Irish Independent</i> / <i>New Scientist</i>	

MEDIA

In-Text Citation	Reference
DVD /CD	
Citation Order: <i>Title of Publication</i> (Year of publication) [CD-ROM] or [DVD] Producer (where identifiable) Available Publisher / distributor	
(<i>Home Economics</i> , 2010)	<i>Home economics.</i> (2010). [DVD] COOL, J. Harriman, NY: New Day Films.
ONLINE VIDEO SHARING	
Citation order: Name of Person / organization posting video (Year video posted), <i>Title</i> , Date uploaded (if available). Available at: URL (Accessed:date).	
(Silva, 2013)	Silva M. L. (2013) <i>What is Academic Writing?</i> 31 May. Available at: https://www.youtube.com/watch?v=YBKUjEh9bfQ&list=PLxTrsK3k9t1Xhmw2ET-spboQu8ilLl41t&index=2&t=0s (Accessed: 24 June 2020).
PRINTS / SLIDES	
Citation order: Photographer (year) <i>Title of Photograph</i> [Photograph]. Place of Publication: Publisher (if available)	
(Rembrandt, 1647)	Rembrandt van Rijn (1647) <i>Landscape with the Rest on the Flight into Egypt</i> [Photograph]. Dublin: National Gallery of Ireland

PHOTOGRAPHS FROM THE INTERNET	
Citation Order: Photographer (year) <i>Title of Photograph</i> , Available at: URL (Accessed: date)	
(Leibovitz, 2007)	Leibovitz, A. (2007) <i>Queen Elizabeth II, The White Drawing Room, Buckingham Palace, London</i> , Available at: http://www.artnet.com/artists/annie-leibovitz/queen-elizabeth-ii-the-white-drawing-room-whEFpe1xxG4XLslSTrvRZw2 (Accessed: 23 June).
IMAGES WITH NO CREATOR	
Citation Order: <i>Title</i> (Year) Available at: URL (Accessed: date)	
(McKeown Library, 2020)	<i>The McKeown Library</i> (2020) Available at: http://www.stangelas.nuigalway.ie/departments/details.php?dept=Library/About&&info=About (Accessed:23 June 2020).
MEDICAL IMAGES (DATABASES)	
Citation order: <i>Image Title</i> (Year) [Medium], Available at: URL (Accessed: date)	
(MRI Brain Scan, 2020)	<i>MRI Brain Scan</i> (2020) [MRI Scan], Available at: https://www.medicalimages.com/stock-photo-mri-brain-scan-image8598140.html (Accessed: 23 June)
TELEVISION	
Citation order: <i>Title of Programme</i> , (Year of Transmission), Channel, Day/Month, time of transmission.	
(<i>Panorama: Baby blues</i> , 1995)	<i>Panorama: Baby blues</i> (1995) BBC One Television 17 July, 21:30

RADIO (FM)	
Citation order: Title of Programme, Year of Transmission, Transmission Channel, Day / Month, time of transmission	
(Mooney Goes Wild, 2020)	Mooney Goes Wild (2020) RTE Radio 1, 15 June, 22.00.
ONLINE RADIO	
Citation order: Title of Programme, (Year of Original Transmission) Transmission Channel, Date and Time of original Transmission (if available), Available at: URL (Accessed: date).	
(The Pat Kenny Show, 2020)	The Pat Kenny Show, (2020) Newstalk, 18 June, 09.00. Available at: https://podcasts.google.com/?feed=aHR0cDovL3d3dy5uZXdzdGFsay5pZS9jb250ZW50LzAwMS9wb2RjYXN0RmVIZHMvMjcXLnhtbA&ved=0CAUQrrcFahcKEwi4u-v--rzoAhUAAAAAHQAAAAAQCCQ (Accessed: 18 June 2020).
PODCASTS	
Citation Order: Author / Presenter (Year that the site was published / last updated) Podcast Title [Podcast]. Day / month of posted podcast. Available at: URL (Accessed: date).	
Botsio (2013)	Botsio E. (2013) <i>Witness History: I Have a Dream</i> [Podcast]. 28 August. Available at: https://www.bbc.co.uk/programmes/p01fhvrb (Accessed: 24 June 2020).

STREAMING SERVICES

Citation order:

Artist Name (individual, band, orchestra etc.) Year of release (in round brackets) Title of song / track title (in single quotation marks).
Title of album / podcast (in italics). Available at: Name of streaming service (Accessed: date)

Kenny (2022)

Kenny P. (2022) 'GPs closed for new business and the Omicron effect being keenly felt' *The Pat Kenny Show*. Available at: Itunes (Accessed: 12th January 2022).

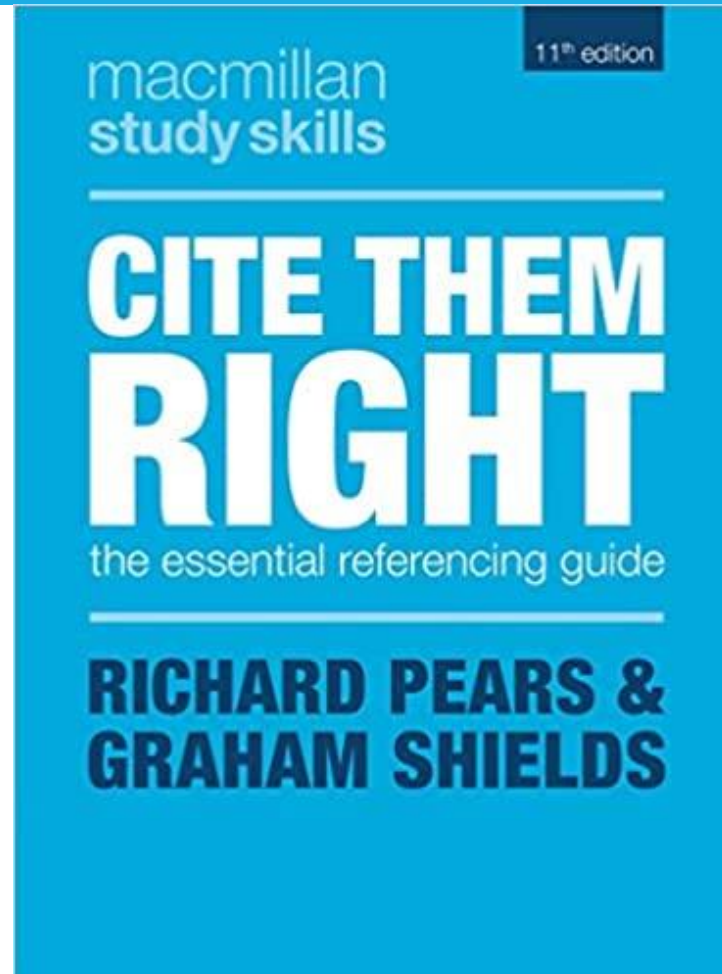
UNPUBLISHED MATERIAL

These are treated like books as far as possible, but as they are unpublished, the publishing details are replaced by the level of theses, department and educational establishment.

In-Text Citation	Reference List
DOCTORAL THESIS	
Citation Order: <i>Author (Year) Thesis Title, Degree Statement, Degree awarding body. Available at: URL (Accessed: Date)</i>	
(Cousins, 2019)	Cousins, F.C. (2019) <i>'Whoever Seeks the Law Will Be Filled with It' (Ben Sira 32 . 15): An Examination of the History of Darash and Its Influence on the Acts of the Apostles</i> , Durham Theses: Durham University. Available at Durham E-Theses Online: http://etheses.dur.ac.uk/13397/ (Accessed: 18 June 2020).
MA THESIS	
Citation order: <i>As above</i>	
(O'Connor, 2000) Or O'Connor (2000)	O'Connor, S. (2000) <i>Public opinion and the Irish civil war in Connaught, 1921-1923</i> . Unpublished MA Thesis. National University of Ireland, Galway.

UNPUBLISHED CONFERENCE / POSTER PRESENTATION	
Moore (2005) (Moore, 2005)	Moore, G. (2005) <i>Nursing and the right to be recognised</i> . Paper (or poster) presented at the Annual Psychiatric Nursing Research Conference, 15 July 2005. Sweden: Malmö.
CONFIDENTIAL INFORMATION	
Citation Order: [Anonymised Institution / agency], (Year Produced) <i>Anonymised Title</i> (use square brackets for the anonymised part Location, [Anonymised Producer], Unpublished	
(Placement Hospital, 2020)	[Placement Hospital] (2020) <i>[Placement Hospital] Covid 19 Statistics</i> . Dublin [Placement Hospital]. Unpublished.
PERSONAL COMMUNICATION	
Citation order: Sender / Speaker / author (Year of communication) Medium of Communication Receiver of Communication, day/month of communication	
(Kennedy, 2020)	Kennedy, I. (2020) Email to Leo Varadkar, 23 June 2020
NOTE: <ul style="list-style-type: none"> With personal communications the in-text citations and reference begins with the name of the sender of the communication (letters, emails, texts, Skype, Telephone calls). Ensure that you have received permission from the person that you have communicated with to quote them in your work. 	

RECOMMENDED READING



Pears, R., & Shields, G. J. (2019). *Cite Them Right: the essential referencing guide, 11th Edition*. London: Macmillan Study Skills,

RECOMMENDED ONLINE RESOURCES:

PLANNING TOOLS FOR ACADEMIC WRITING



www.ithinkwell.com.au

REFERENCING MANAGEMENT SOFTWARE



[Zotero | Your personal research assistant](#)

[Click here for an introduction to using Zotero for referencing](#)



[Click here for information about using endnote](#)

GRAMMAR



www.grammarly.com

[Click here for a youtube introduction to Grammarly](#)

NOTE TAKING



[Click here for a youtube introduction to Evernote](#)

REFERENCING LINKS	ACADEMIC WRITING CENTRES
<ul style="list-style-type: none"> • Citing and Referencing • Understanding Plagiarism • Writing against plagiarism • Cite Them Right Online • Worldcat 	<ul style="list-style-type: none"> • Irish Network for the Enhancement of Writing • European Writing Centres Association • International Writing Centres Association • NUI Galway Academic Writing Centre • The Regional Writing Centre, Limerick • Purdue Online Writing Lab

THE MCKEOWN LIBRARY ACADEMIC WRITING CENTRE

ONLINE TUTORIALS:

Students who wish to avail of online / in-person academic writing tutorials may do so via the online booking form on the Library webpage

*Join the **Academic Writers Forum** on Microsoft Teams*

EMAIL REVIEW:

Students who wish to avail of email review may do so by emailing their work directly to ikennedy@stangelas.ie a **maximum of 3 weeks** before the submission date.

POSTGRADUATE WRITING

Staff and Students undertaking post-graduate studies are welcome to avail of the Academic Writing Centre Resources, Tutorials and Workshops.

Tutorials may be booked by using the online booking form or by emailing ikennedy@stangelas.ie

*Join the **Postgraduate Research Hub** via the Academic Writing Centre on Microsoft Teams*

ACKNOWLEDGMENTS

The McKeown Library Academic Writing Centre

would like to thank the following people who have assisted in the design of these guidelines:

**Declan Courell, Nick O’Sullivan, Louise McMonagle, Lorna Curry, Breda O’Mahony, Evelyn McManus,
Eileen Kelly, Denise Healy, Francis Cousins, Ian Kennedy.**