

Quick guide to Harvard style of referencing

The following pages will show you the correct way to cite information both in-text and in your reference list for some of the most commonly used sources. This is intended as a quick guide to the basics and as clarification of some specific points only.

You should use this guide in the first instance and only refer to the full length guide (*Citing & Referencing: a guide for students*) if you need help with citing sources not mentioned in this guide. The full length guide is available to download from the library website or to borrow.

The Basics:

1. All sources referred to in the body of your essay (in-text) must be cited correctly using the 'Name and Date' format, for example (Smith 2005) or According to Smith (2005).
2. All in-text citations must have a corresponding detailed entry at the end of your essay in the reference list. These detailed citations must be listed in alphabetical order by author's surname.
3. Harvard is one of many citation styles. Although it is the one most commonly used in DCU you should verify with your lecturer which citation style you are required to use. For information on styles other than Harvard visit the Library's website and check your school's style-sheet/guidelines.

Material type	In-text	Reference List
Book: One author	(O’Kane 2004)	O’Kane, B. 2004. <i>Starting a business in Ireland: a comprehensive guide and directory</i> . 5 th ed. Cork: Oak Tree Press.
Book: Two authors	(Shalloway and Trott 2001)	Shalloway, A. and Trott, J. 2001. <i>Design patterns explained: a new perspective on object-oriented design</i> . 3rd ed. London: Addison Wesley.
Book: Three authors	(Scott, Matthews and Corbally 2003)	Scott, P.A., Matthews, A. and Corbally, M. 2003. <i>Nurses’ and midwives’ understanding and experiences of empowerment in Ireland: final report September 2003</i> . Dublin: Department of Health and Children & Dublin City University, School of Nursing.
Book: More than three authors	(Colgan et al. 2008)	Colgan, P.A., Organo, C., Hone, C. and Fenton, D. 2008. <i>Radiation doses received by the Irish population</i> . Dublin: Radiological Protection Institute of Ireland.
	<i>Note: In-text citation includes first author only followed by et al. Reference List includes all authors in the order they appear on the title page of the book.</i>	
Book: Corporate author/s	(FAS 1997)	FAS 1997. <i>Analysing your product line</i> . Dublin: FAS.
	<i>Note: Use organisation name as author.</i>	
Book: Edited	(Horgan et al. 2007)	Horgan, J., O’Connor, B. and Sheehan, H. (eds.) 2007. <i>Mapping Irish media: critical explorations</i> . Dublin: University College Dublin Press.
	<i>Note: For editor/s use the same approach as for author/s but include (ed.) or (eds.) after the name/s in the reference list.</i>	

Material type	In-text	Reference List
Book: Chapter/ contribution	(Hallstedt and Schneider 2009)	Hallstedt, B. and Schneider, J.M. 2009. Thermochemical simulation of phase formation <i>IN</i> : Hirt, G. and Kopp, R. (eds.) <i>Thixoforming: semi-solid metal processing</i> . Weinheim: Wiley-VCH.
Conference Paper in published conference proceedings	(Gardent and Kohlhasse 1996)	Gardent, C. and Kohlhasse, M. 1996. Higher-order coloured and natural language semantics. <i>IN: 34th Annual Meeting of the Association for Computational Linguistics: proceedings of the conference: 24-27 June 1996, University of California, Santa Cruz, California</i> . San Francisco, CA: Morgan Kaufman Publishers.
	<i>Note: Same as chapter/ contribution in a book except that the conference title replaces the book title. Conference titles usually include the date and place of the conference. Conference proceedings may or may not have editor/s.</i>	
E-Book	(Glassman and Hadad 2009)	Glassman, W.E. and Hadad, M. 2009. <i>Approaches to psychology</i> . 5 th ed. Open University Press. Available from: Dawsonera ebooks. [Accessed 31 July 2009].
Journal article: Print or PDF	(Comino and Henry 2001)	Comino, E. and Henry, R. 2001. Changing approaches to asthma management in Australia: effects on asthma morbidity. <i>Drugs</i> . 61(9), pp1289-1300.
	<i>Note: This applies to articles from print journals and is also acceptable to use for citing online versions of print journals that are in PDF format. This covers the majority of articles in databases. In-text citation follows same format as books regarding number of authors.</i>	
Journal article: Online only/ HTML format	(Lea 2009)	Lea, D.H. 2009. Basic Genetics and Genomics: A Primer for Nurses. <i>Online Journal of Issues in Nursing</i> . [Online] 14(2) Available from: Academic Search Premier http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=43182194&site=ehost-live [Accessed 31 July 2009].
	<i>Note: You need to add information about the date accessed, the source/database (where applicable) and the URL.</i>	

Material type	In-text	Reference List
Newspaper Article: print/ PDF/Digital image/ microfilm	(Staunton 2009) <i>Note: This applies to articles from print newspapers and is also acceptable to use for citing online versions of print newspapers that are in PDF/ digital image/ microfilm format.</i>	Staunton, D. 2009. Obama names Robinson for top civilian honour. <i>The Irish Times</i> . July 31, p3.
Newspaper Article: electronic HTML format	(Staunton 2009) <i>Note: This is an example of an article in HTML format from an online version of a print newspaper or online only newspaper.</i>	Staunton, D. 2009. Obama names Robinson for top civilian honour. <i>The Irish Times</i> [Online]. Ireland. 31 July 2009. Available from: http://www.irishtimes.com/newspaper/ireland/2009/0731/1224251764723.html [Accessed 31 July 2009].
	(Staunton 2009) <i>Note: This is an example of an article in HTML format from a database.</i>	Staunton, D. 2009. Obama names Robinson for top civilian honour. <i>The Irish Times</i> [Online]. Ireland p3. 31 July 2009. Available from: NexisUK http://www.lexisnexis.com/uk/nexis/results/docview/docview.do?docLinkInd=true&risb=21_T7211785920&format=GNBFI&sort=BOOLEAN&startDocNo=1&resultsUrlKey=29_T7211785923&isb=22_T7211785922&treeMax=true&treeWidth=0&csi=142626&docNo=2 [Accessed 31 July 2009].
Webpage	(World Health Organization 2009)	World Health Organization 2009. <i>Recommended use of antivirals</i> . [Online]. Available from: http://www.who.int/csr/disease/swineflu/notes/h1n1_use_antivirals_20090820/en/index.html [Accessed 10 September 2009].
	<i>Note: Not all web pages have an obvious title but you should include it where available.</i>	