



DCU Library

*Citing and Referencing
A Guide for Students
(2nd edition)*

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Which Reference Style should I use?

Within DCU, different schools have different preferences. **It is important that you check with your School (lecturer, supervisor) and use the specified style.**

Introduction to the Harvard System

The purpose of this guide is to familiarise you to the **Harvard System** which is one of the most commonly used citing and referencing styles (in DCU).

What is Citing and Referencing?

It is essential to support your academic work (essays, reports, dissertation or thesis) with references to the research material you consult, i.e. books, journals, websites etc. By clearly identifying the sources used, the reader should be able to find the source and examine it if necessary. You must acknowledge the source of your information in two ways:

in the text of your work--include the author and date of the publication referred to, or cited.

in a reference list at the end of your text--give full details of the works you have referred to, or cited.

It is very important to be consistent and accurate, applying the same set of rules throughout your work.

Plagiarism

"Plagiarism is a major offence in the University. It is the act of taking and using another persons' thoughts or work as your own. It includes inadequate referencing, reproducing the work (even with small changes) of another taken from books, journals, articles, TV programmes, the Internet, lectures and so on. It also includes copying another person's work, with or without his/her consent" (DCU Registry 2008). By citing and referencing correctly, you avoid plagiarism.

Language Explained:

CITING means formally acknowledging, within your text, the resources from which you have obtained information.

REFERENCE is the detailed description of the item from which you have obtained your information. References must be cited in two different places--within the text and in a list at the end of your work.

BIBLIOGRAPHY is the list of all sources you have consulted including those not explicitly cited in your text.

Harvard System

Introduction:

The Harvard system is very flexible and straightforward. It is often referred to as the '**Name and Date**' system. Footnotes or chapter references are not used. The reader should be able to locate the item you have cited by referring to the alphabetical list of references at the end of the text. There are variations within the Harvard system (e.g. title in *italics* vs title underlined) therefore, it is essential to be consistent and precise.

Harvard System: Citing within the text

When to cite sources within the text:

Cite sources within the text to inform your reader that the information in the sentence was derived from the work of another author(s)

Cite sources for all quotations

Cite sources when you paraphrase or summarise facts or ideas

Cite sources that add relevant information to the topic or argument of your work

Cite sources for materials not normally considered as "texts" e.g. films, web pages, diagrams etc.

How to cite within the text:

When citing sources within the text, use the author's surname, followed by the year of publication.

If the author's name occurs naturally in the sentence, the year is given in parentheses.
Gleitman (1995) argued that...

If the author's name does not occur naturally in the sentence, both name and year are given in parentheses.

A recent study (Gleitman 1995) indicated that...

A recent study indicated that...(Gleitman 1995).

Citing joint or multiple authors within text

Give the surnames of all authors and the date.

Gore, Murray and Richardson (1992) argued that...

In a recent study (Bacharach and Lawler 2000)...

A recent study indicated that...(Bacharach and Lawler 2000).

Citing four or more authors

Give the surname of the first author, followed by 'et al' and the date.

Protess et al. (1992) designed the current...

Citing multiple publications by same author in same year

If more than one item by a specific author is cited, they should be listed chronologically (Jones 1997, 1998, 2000).

When an author has more than one publication in the same year, a lower case letter is added to the date.

(Hill 1986a, 1986b).

Citing multiple publications by different authors

Authors' names appear in chronological order

(Murray 1992, Adams 1994, Halpin 1996, Breen 2002).

Citing a source with no author

Use title (or part thereof) and date

(Web professionals 2004)

Citing an author who has contributed a chapter in a book

Follow author/date format.

Citing a corporate or organisation as author

Bord Fáilte (1998) indicated that...

In a recent study (Bord Fáilte 1998) indicated that...

A recent study indicated that...(Bord Fáilte 1998).

Citing a Government Publication

Citing procedure is the same as in above examples

(Universities Act 1997).

Citing quotations

When quoting directly, ensure that quotation marks are used and the relevant page number(s) given. A short quotation of **about 20 words or less** may be included as follows:

"For some types of research it is imperative..." (Carruthers 1992 p32).

A longer quotation should be set apart from the main text so that it is easily identified. This may be achieved by indenting the quotation from the left and right margin, **without quotation marks** and with single spacing as follows:

Research is an inquiry process that has clearly defined parameters and has as its aim the discovery or creation of knowledge (Gorman 1999 p22).

Citing secondary sources

Secondary sources should only be used when primary sources are not available.

A study by Maguire (1971 cited in Hudson and Costello 1991) on economic crime indicated that...

(Because you have not read the work of Maguire, only the work of Hudson and Costello is required in the reference list).

Citing diagrams/illustrations

Diagrams should be labeled (usually abbreviated Fig.1, 2 etc.) and given a title.

When using a diagram from a source other than your own, follow author/date format.

Fig. 1 Schematic diagram of the cell used for in-situ laser activation (Jones 2005).

(A full entry will be required in the reference list).

Citing an author from a website

Follow author/date format. Procedure is same as citing print sources.

Whitehead (2005) questioned how we can improve...

Citing an article from a website

Follow author/date format. Procedure is same as citing print sources.

In a recent article (Clancy 2001) argued that....

Citing an e-book

Follow author/date format. Procedure is same as citing print sources.

Kyle (1999) further developed the idea....

Citing a journal/e-journal

Follow author/date format. Procedure is same as citing print sources.

It was later confirmed that...(Hart 1999).

Citing a website

Give full name of the organisation's website.

(Department of Health & Children 2005).

(Entries will be required in the **reference /bibliography** giving full URL etc).

Harvard System: Creating your Reference List

In the Harvard system, the citations and reference list are inseparably linked. References must be cited in two different places, within the text (citations) and in a list at the end of the work.

The **Reference list** contains details only of those works cited in the text. References to books, journals, internet, electronic or multimedia resources should be arranged **alphabetically**, by author's name, followed by the date and **chronologically**, where more than one work by that author is cited. Details should be taken from the title page of a publication (not the front cover). Where sources have been consulted but not cited in the text, the list is then called a **bibliography**.

Reference to Print Material

Reference to books should include:

Author(s) surname, initials.

Year of publication.

Title (italicised).

Edition (if not first).

Place of publication:

Publisher.

Single author

Horgan, J. 2000. *Noel Brown: passionate outsider*. Dublin: Gill & MacMillan.

Two authors

Shalloway, A. and Trott, J. 2001. *Design patterns explained: A new perspective on object-oriented design*. 3rd ed. London: Addison Wesley.

Multiple authors

Names should be cited in the order they appear on the title page.

Carter, R., Goddard, A., Reah, D., Sanger, K. and Bowring, M. 1997. *Working with texts*. London: Routledge.

No Author

When a book has no author, use the title (or part thereof) and date.

Concise Oxford Dictionary 1992. London: Oxford University Press.

Corporate or organisation author

Name of corporate body.

Year of publication.

Title of publication (italicised) .

Place of publication:

Publisher.

Report number (if relevant).

Bord Fáilte 1998. *Direct marketing and the internet*. Dublin: Bord Fáilte.

Editor

Bowker, L. and Kenny, D. (eds.) 1999. *Bibliography of translation studies*. Manchester: St. Jerome.

Chapter/article in a book

Many books contain contributions by different authors. Give details of the contributing author(s), followed by the title of the chapter/article, followed by publication details.

Surname, initials (of contributing author(s)).

Year of publication.

Title of chapter/article followed by the word *IN: (italicised)*.

Author or editor of publication, (surname, initials) followed by (ed.)

Title of book (in italics).

Edition (if not first).

Place of publication:

Publisher.

Ang, I. 1985. The battle between television and its audiences *IN: Drummond, P. and Patterson, R. (eds.) Television in transition*. London: British Film Institute.

Reference to Print Journals

Reference to journal articles should include:

Author(s) surname, initials.

Year of publication.

Title of article.

Title of journal (italicised).

Volume number

Issue number (in brackets),

Page numbers.

Single author

Emslie, C. 2005. Women, men and coronary heart disease: a review of the qualitative literature. *Journal of Advanced Nursing*. 51 (4), pp382-395.

Two authors

Manville, B. and Ober, J. 2003. Beyond Empowerment: Building a Company of Citizens. *Harvard Business Review*. 81 (1), p48.

Multiple authors

Yum, J.C., Kember, D. and Siaw, I. 2005. Coping mechanisms of part-time students. *International Journal of Lifelong Education*. 24 (4), pp303-317.

Journal article with no author

Anorexia Nervosa 1969. *British Medical Journal*. 1 (2), pp529-530.

Reference to Government Publications

Reports

Department of Health and Children 1994. *Shaping a healthier future: a strategy for effective healthcare in the 1990s*. Dublin: Stationery Office.

Acts

Universities Act 1997. Acts of the Oireachtas. Dublin: Stationery Office.

Bills

Prevention of Corruption (Amendment) Bill 1999. Houses of the Oireachtas. Dublin: Stationery Office.

Reference to Conference Papers

Conference papers are similar to a contribution in a book but should include information about the conference.

Surname of contributing author(s)/editor(s), initials.

Year of publication.

Title of contribution/chapter followed by the word *IN*: (*italicised*).

Title of conference proceedings (italicised)

Date.

Place of publication:

Publisher.

Wilson, K. 1996. The challenge of multimedia. *IN: Pira International Conference Proceedings Multimedia Forum*, October 1995. London: Pira Publications.

Reference to Theses

Author's surname, initials.
Year of publication.
Title of thesis (italicised).
Designation (and type).
Name of institution to which submitted.

McGuinness, D. 1999. *Media consumption and Dublin working class cultural identity.*
PhD Thesis. Dublin City University.

Reference to Patents

Name of inventor(s).
Date of patent.
Name of assignee,
Title of patent (italicised).
Patent number.

Kelly, P. and O'Kennedy, B. 1998. Teagasc Agricultural Food Development Authority,
Process for the manufacture of milk proteins. IE19970000105 19970221.

Reference to Newspapers

Ahern, B. 2001. Fiánna Fáil's programme for government. *Irish Times.*
April 27, p7.

Reference to Internet and Electronic Resources

Website

Department of Health and Children. [Online]. Available from:
<http://www.dohc.ie> [Accessed 18 May 2007].

Web article

Author(s) surname, initials.
Year of publication.
Title of article
Type of medium [Online].
Available from: < URL >
[Access Date].

Clancy, P. 2001. College entry in focus: a fourth national survey of access to higher education [Online]. Available from:
<<http://www.heai.ie/index.cfm/page/publications/category/143/section/details/id/387>>
[Accessed 17 May 2007].

Web journal article

Author(s) surname, initials.
Year of publication.
Title of article.
Title of Journal (italicised)
Type of medium [Online].
Vol. (issue), number of pages.
Available from: <URL >
[Access Date].

Hart, W. B. 1999. The intercultural sojourn as the hero's journey. *The Edge: The E-Journal of Intercultural Relations* [Online]. 2 (1), 3 pages. Available from:
<<http://www.interculturalrelations.com/v2i1Winter1999/w99hart.htm>> [Accessed 18 May 2007].

Web newspaper

Mitchell, S. 2002. Beamish gets €600,000 facelift. *Sunday Business Post* [Online]. Media & Marketing section. 17 November 2002. Available from: <<http://thepost.ie/>>
[Accessed 9 August 2007].

Reference to DCU E-Resources

E-Journal from full text database (pdf)

Author(s) surname, initials.
Year of publication.
Title of article.
Title of Journal (italicised)
Type of medium [Online].
Vol. (issue), page number(s).
Available from:
<URL>
[Access Date].

Tosco, M. 2004. The case of a laissez-faire language policy. *Language & Communication* [Online]. 24 (2), pp165-181. Available from:
< <http://www.library.dcu.ie/Eresources/databases-az.htm> > [Accessed 9 August 2007].

E-journal from full text database (no pagination/ html)

Author(s) surname, initials.
Year of publication.
Title of article.
Title of Journal (italicised)
Type of medium [Online].
Vol. (issue), number of pages.
Available from:
<URL>
[Access Date].

Blue, L. 2005. Going the distance. *Time* [Online]. 166 (1), 2 pages. Available from:
< <http://www.library.dcu.ie/Eresources/databases-az.htm> > [Accessed 9 August 2007].

Newspapers from DCU E-Resources

Hemphill, C. 2002. Admissions anxiety. *New York Times* [Online]. Section 4, p11. 17 November 2002. Available from:
<<http://www.library.dcu.ie/Eresources/databases-az.htm>> [Accessed 18 May 2007].

E-Books from DCU E-Resources

Author(s) surname, initials.
Year of publication.
Title [Online].
Publisher.
Available from: <URL >
[Access Date].

Kyle, L. 1999. *Essential Flash 4 for web professionals* [Online]. Prentice Hall.
Available from: <http://www.library.dcu.ie/Eresources/e-books.htm>
[Accessed 18 August 2007].

Reference to Multimedia Material

References to multimedia should include:

Title (italicised),

Year. (For films the preferred date is the year of release in the country of production).

[Medium: format].

Name of Director.

Production details - place: organisation.

Film

Macbeth 1948. [Film:35mm]. Directed by Orson Welles. USA: Republic Pictures.

DVD

Schindler's List 1993. [DVD]. Directed by Stephen Spielberg. USA: Universal Studios.

Video

Beckett on Film 2001. [Video:VHS]. Ireland: Tyrone Productions for RTE.

TV Programmes

Series title.

Programme title (italicised)

Name of Production Company

Date.

Prime Time. *Ireland's juvenile justice system*. RTE Television. 26 October 2000.

Contributions: individual items within a programme should be cited as contributors.

Haughey, Charles, (1998). Interview. *IN: Six O'clock News*. RTE1. 29 February 1997.

Radio or television interview:

Brennan, M. 2002. Interview. *Morning Ireland*. RTE Radio. 23 September 2002.

Sample Bibliography

(If you referred to any books, journals, government publications, internet, electronic or multimedia references as per examples in pages 3-7, this is how they should appear in your bibliography).

Allen, J. 2005. *Citing & Referencing: a guide for students*. 2nd ed. Dublin: DCU.

Ang, I. 1985. The battle between television and its audiences. *IN: Drummond, P. and Patterson, R. (eds.) Television in transition*. London: British Film Institute.

Blue, L. 2005. Going the distance. *Time* [Online]. 166 (1), 2 pages. Available from: <<http://www.library.dcu.ie/Eresources/databases-az.htm>> [Accessed 9 August 2007].

Bord Fáilte 1998. *A business plan for Irish tourism marketing 1998-2003*. Dublin: Bord Fáilte.

Clancy, P. 2001. College entry in focus: a fourth national survey of access to higher education [Online]. Available from: <http://www.heai.ie/pub_rep/index.htm> [Accessed 5 February 2007].

Gore, C., Murray, K. and Richardson, B. 1992. *Strategic decision-making*. London: Cassell.

Griffiths, M. F. and Peerson, A. 2005. Risk factors for chronic insomnia following hospitalization. *Journal of Advanced Nursing*. 49 (3), p245.

Hart, W. B. 1999. The intercultural sojourn as the hero's journey. *The Edge: The E-Journal of Intercultural Relations* [Online]. 2 (1) p7-9. Available from: <<http://www.interculturalrelations.com/v2i1Winter1999/w99hart.htm>> [Accessed 27 July 2007].

Macbeth 1948. [Film:35mm]. Directed by Orson Welles. USA: Republic Pictures.

Manville, B. and Ober, J. 2003. Beyond Empowerment: Building a Company of Citizens. *Harvard Business Review*. 81 (1), p48.

McGuinness, D. 1999. *Media consumption and Dublin working class cultural identity*. PhD Thesis. Dublin City University.

Tosco, M. 2004. The case of a laissez-faire language policy. *Language & Communication* [Online]. 24 (2), pp165-181. Available from: <<http://www.library.dcu.ie/Eresources/databases-az.htm>> [Accessed 9 August 2007].

Universities Act 1997. Acts of the Oireachtas. Dublin: Stationery Office.

This guide briefly describes the essential features of citing and referencing. For further information please refer to the online sources listed below which were used in the compilation of this guide. Check with your School for additional details.

http://swin.edu.au/lib/guides/harvard_system.pdf

http://www.leedsmet.ac.uk/lskills/open/sfl/content/harvard/downloads/harvard_2004.pdf

<http://www.tvu.ac.uk/lrs/guides/harvard.html>

Further information on the Harvard System can be found in British Standards BS 6371 (1983); BS 1629 (1989) and BS 5605 (1990).

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