CITE IT RIGHT

A Guide to Referencing in UL using the Harvard Referencing Style
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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/studentservices/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
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._
Sample Reference List


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

<table>
<thead>
<tr>
<th></th>
<th>Author</th>
<th>Year</th>
<th>Title of article or chapter</th>
<th>Title of publication</th>
<th>Volume &amp; issue</th>
<th>Place of publication</th>
<th>Publisher</th>
<th>Edition</th>
<th>Page number(s)</th>
<th>Web address</th>
<th>Date accessed</th>
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<td>Book</td>
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</table>

(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


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


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


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


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


Guideline
Cite the editor(s) of the book, not the editor(s) of the contribution.

4.6 Book on the Web – eBook


Guideline
Cite the author(s) of the eBook, not the author of the book.

4.7 Book Review


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


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


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


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)


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


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


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


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


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


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

### 4.17 Image – on the Web


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._

_Time 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._

_Time of Statutory Instrument including year, S.I. Number._

4.20 Legislation – EU Directive


_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


_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


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


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

4.24 Newspaper – on the Web


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

4.25 Patent


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


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


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

4.30 Reference Work – Encyclopedias, Dictionaries, Directories


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

4.31 Standard


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

4.32 Thesis


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


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


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.
## Authors at a Glance

<table>
<thead>
<tr>
<th>Citing Within Text</th>
<th>Reference List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5.8 Source quoted in another source</strong> 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</td>
<td>(Smith 1990 cited in Buckroyd 1996) Buckroyd, J. (1996) <em>Eating Your Heart Out: Understanding and Overcoming Eating Disorders</em>, 2nd ed., London: Vermilion.</td>
</tr>
</tbody>
</table>
### Authors at a Glance (cont.)

<table>
<thead>
<tr>
<th>Citing Within Text</th>
<th>Reference List</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.11 Organisational, corporate or institutional author</td>
<td>(Health Promotion Unit 1997) A National Survey of Involvement in Sport and Physical Activity, Dublin: Health Promotion Unit.</td>
</tr>
<tr>
<td>5.12 Subordinate or division of a parent body</td>
<td>(OECD, Manpower and Social Affairs Committee 1986) OECD, Manpower and Social Affairs Committee (1986) Measures to Assist Workers Displaced by Structural Change, Paris: OECD.</td>
</tr>
</tbody>
</table>

### 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.
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](http://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)**


**Reference List (B)**


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


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**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

Answer: Edition should be abbreviated as ed.

Answer: Journal title should be in italics, not underlined
Comment: Can use underline instead of italics as long as it is used consistently

Answer: Title should be in capitals
Comment: Can use lowercase for main titles but must do so consistently

Answer: Issue number should be enclosed in brackets ( )

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

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

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

Answer: There is no fullstop at the end of this reference
Sources Consulted for this Guide


FEEDBACK ON THIS GUIDE

Did you find this guide useful?  
Would you like to suggest something for inclusion?  
Would you like the library to provide guides in any other area?

All feedback on this guide is very welcome. Send an email to libinfo@ul.ie, go to the library website at www.ul.ie/~library, or talk to staff at the Information Desk on the ground floor of the library.
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