CITATIONS AND REFERENCES IN YOUR SOCIOLOGY ASSIGNMENTS

Careful referencing is an essential requirement in the written work you submit to the Sociology Department/Centre for the study of Politics referred to as 'the department' in this document. If you follow these guidelines carefully, you will avoid plagiarism, and it may help you to achieve higher marks in your assignments.

In all of your written assignments, you **<u>must</u>** reference a source if you:

- Quote from it directly.
- Paraphrase anything in it.
- Refer to the source itself.
- Quote or refer to any data or information contained in it.
- Quote or refer to any argument or theory outlined in it.

In addition, **your reference list must contain <u>only</u> sources you have read yourself and cited in your assignment.** Do not "pad" your reference list with sources that you have not used in your assignment as it constitutes misrepresentation of the sources you have read or used in your writing.

There are many different styles of referencing used in academic writing, so **one of the keys to good referencing is consistency.** You must use the same referencing style throughout any piece of work you do for the next 3 years so you should aim to memorize the referencing style (also called citation style) and become comfortable with the practice of referencing as soon as possible.

The department has selected the **<u>Harvard referencing style</u> and you are required to use this referencing style consistently in all of the written work you submit to the department.**

To reference in Harvard style, you need to include two things in your work:

- Citations **within the text** of your essay or written assignment.
- An alphabetically-ordered list of references (sometime called a Bibliography) to match those citations **at the end** of your assignment.

The following pages contain guidelines on how these should be formatted, as well as some examples.

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IN-TEXT CITATIONS

In their simplest form, citations indicate the author(s) of the source (which is usually a person or persons, but may be an organisation if the individual authors are unknown) and the year the source was published, if known.

Sources with One Author

If a source has one author, whose name is mentioned in the text of your assignment and you are paraphrasing their argument, the sentence containing the citation would look like this:

> Murphy (2008) argues that *Work Activation* describes a policy objective of moving people of working age from a social welfare payment into paid employment.

The citation takes the form of the **year of publication enclosed in brackets**, appearing **immediately after the author's name**.

If the author's name does not appear within the text itself, then the citation appears at the end of the sentence or paragraph and the author's name is included within the brackets. In this case, the sentence would look like this:

> Little attention has been paid to the reactions of the political right in Latin America (Cannon 2016).

The author's name appears first in the citation, and is **separated from the year of publication by a single space—no commas, colons or other punctuation**. If you write a whole paragraph or a passage within a paragraph that all refers to the same source, then one citation at the end of the paragraph or passage is sufficient; you do not need to place a citation at the end of each sentence.

Tip: Many of the sources you will use in your assignments are written works, such as academic journal articles or books. These days, however, a source with one "author" might not be a written work at all. The current Harvard style specification allows for referencing of various sources published on the internet, such as podcasts, for example (and many universities and research organisations, not to mention broadcasters and news outlets, do publish audio-visual material online). In these instances, you are citing a speaker rather than an author, but the format remains the same.

When to Include Page Numbers in the Citation

If you are **quoting directly or citing a specific argument, passage or piece of data from a printed source (such as an article or book), in-text citations will also indicate the page number(s) on which the material being referred to appears.**

Citations that include page numbers look like the following:

> Conway (2016, p. 405) argues that "…the religious priest workforce has declined in Chile, has been relatively stable in Ireland until the 2000s, and is growing in Poland."

Or:

> The religious priest workforce has declined in Chile, has been relatively stable in Ireland until the 2000s, and is growing in Poland (Conway, 2016, p. 405).

Again, note that the citation is **enclosed in brackets**. If the author's name does not appear in the text and is included in the citation at the end of a sentence or paragraph, then **the author's name appears first** in the citation, and is separated from the year the source was published by **a comma and a single space**. Regardless of whether the author's name is included in the citation, the year of publication (2016 in this case) is followed by the page number (405) indicated by p.. They are **divided by a comma and single space. You always close the bracket before the full stop. Full stops <u>always</u> go outside the brackets.**

It is possible that the passage or section that you are citing will cover **more than one page** in the source you are referencing. In that case, the citation should be indicated with a pp (this stands for multiple pages) and should contain the first and last page numbers of the range being cited. These citations look like this:

> (2016, pp. 405-406).

Or:

> (Conway 2016, pp. 405-406).

Sources with More Than One Author

Of course, the sources you use may have more than one author. When citing a source with **two authors**, use both authors' last names. For example:

> Byrne and Smyth (2010, p.1) found that young people with higher levels of educational qualifications are more likely to access high quality employment and receive higher pay levels in the immediate period after leaving school, and these advantages persist into adult life.

Or:

> Young people with higher levels of educational qualifications are more likely to access high quality employment and receive higher pay levels in the immediate period after leaving school, and these advantages persist into adult life (Byrne and Smyth, 2010, p.1).

If a source has **three authors**, use all three authors' last names the first time you cite it in your assignment. If you cite the same source later in the assignment, use the lead author's last name, followed by the term "et al." (an abbreviation for *et alia*, which means "and others"). For example, the first time a source like this is cited, it would look like this:

> "Between June 1983 and August 1986, the percentage of the population who said that they had heard or read about AIDS increased from 77% to 99%" (Singer, Rogers and Corcoran 1987, p. 581).

If the same source is cited again later in the assignment, it would look like the following:

> Singer et al. (1987, p. 581) argue that, "between June 1983 and August 1986, the percentage of the population who said that they had heard or read about AIDS increased from 77% to 99%."

When using a source that has **more than three authors**, use only the lead author's last name followed by "et al." (just as it is in the last example, directly above) for all citations, including the first one. You will list the names of all the authors in the reference that appears in the list at the end of your assignment.

Tip: If you are citing an argument or remark made during a discussion in a podcast, for example, there should only be one "author". Even though more than one person may have been involved in the discussion, the person who actually made the comment or argument you are quoting or referring to is the only person who should be cited.

Using the Name of an Organisation Instead of the Author

When the individual author of a source is unknown, use the name of the organisation that has published the source. For example:

> Media reports suggest that the cost of food and electrical appliances is likely to rise for households in Britain, following the vote to leave the European Union (BBC 2016).

Tip: This situation often arises when referring to written information that has been published online. The example above is one such case—it refers to a short written news report on the BBC website, in which no journalist's by-line is provided. However, there are also other types of written information for which the actual author(s) are unknown, making it necessary to cite an organisation instead (you may want to quote a statistic about some aspect of the population published on the website of an organisation like the Central Statistics Office or Eurostat, for instance).

For example:

> 85% of Irish households have access to the internet (Central Statistics Office 2015).

Or:

> The gender pay gap in Ireland grew in the years leading up to the economic crash (Eurostat 2016).

Using a Newer Version of a Work that was Originally Published Earlier

You may find yourself citing a book that has been reproduced from a work that was published much earlier. In sociology, this is often the case when referring to the work of classical theorists and 20th century sociologists. In this instance, place the earliest publication date in square brackets before the date of publication for the edition that you are citing. There should be a single space between the closing square bracket and the later date of publication. For example:

> In his *Sociology of Religion*, Weber ([1922] 1965, p.124) observed that, while the non-intellectual followers of a mass religion would adhere to a doctrine of salvation and the belief in a saviour, a form of esotericism or "aristocratic class ethic" would develop to meet the needs of the intellectually trained groups within the religion.

Using Multiple Sources Published in the Same Year by the Same Author

If you cite two or more different sources that have the same author and were published in the same year, use lowercase letters (a, b, c, etc.) immediately after the year of publication in their respective citations to differentiate them. For example:

> Coulter (2019a) contends that…

Then, later, citing a comment made in a different work that was published in the same year:

> Coulter (2019b, p. 20) also highlights…

These letters must also appear in the reference list at the end of your assignment (in the same way, immediately after the year of publication, with no space between them).

When the Date of Publication is Unknown

In cases where the date of publication is unknown, use the abbreviation "N.d." (uppercase "N", lowercase "d") to indicate that there is no date available, or the term "forthcoming" to indicate that the source is due to be published, but remains unpublished at the time you are writing your assignment. For example:

> Benson (N.d.) suggests that…

Or:

> A study by Fagan (forthcoming) illustrates that…

Tip: Although an internet source, such as a web page, may not show the date it was published on, this is not always the case. **A webpage often does include a note to show when it was last updated at the bottom of the page**. Watch out for this, and use it to provide the year of publication in your citation if it is there.

THE REFERENCE LIST

As already noted, there are various sources that you may find yourself using and referencing in your academic work, such as academic journal articles, books, newspaper articles and content published on the internet (though not, of course, Wikipedia!). On the following pages are some examples of references in Harvard style. The references must be listed alphabetically at the end of your assignment. **Each aspect of the references is important. Be sure to examine the examples carefully, noting the order that details appear in and the use of punctuation.**

Broadly, the conventions of the Harvard Referencing format are:

- A reference begins with the surname of the author followed by a comma and the first letter of the first name followed by a full stop, followed by the year of publication in brackets with no full stop. The Title is placed next in italics (for books) and in single quotation marks (') for journal articles, followed by a full stop outside of the '. Next is place of publication followed by a colon (:) space and the name of the publisher full stop and the doi (digital object identifier) if that applies.

- The name of the author (if there is only one) or the lead author (if there are more than one) is inverted, i.e. the surname appears first, followed by the first initial and then a full stop, and they are separated by a comma and a space.

- All author's names must be listed. The term "et al." is not to be used in the reference list (there is one exception to this rule, which applies to works that were authored by a committee—in this case, list the name of the person who chaired the committee, inverted, followed by "et al.").

- When there is more than one author, the authors' names are separated from each other by a comma and a space. The word "and" should also appear before the last author's name, along with the comma and space.

- The year of publication is placed in brackets.

- The first word in the titles of articles, journals, books, etc. should be capitalised. All other words should not be capitalized even though they might be capitalised in the publication itself.

- In journal references, the title of the journal is followed by the volume number (and issue number, in brackets) in which the article was published, with no space between them followed by the page number written as p. (or pp. if it spans more than 1 page).

Academic Journal Articles with One Author

The format for the reference of an academic journal article in Harvard style is as follows:

Author's last name, Author's first initial. (Year_of_publication) 'Title of Article', *Title of Journal* Volume_number(Issue_number), pp. xx (page_numbers).
doi: 10.1177/0309816818818084. (if there is one)

For example:

Cox, L. (2019) 'Pedagogy from and for social movements: a conversation between theory and practice', *Capitalism Nature Socialism*, 30(1), pp. 70-88.
DOI: 10.1080/10455752.2017.1360373

Note that the title of the article is not in *italics*, but enclosed in inverted single quotation marks, with the comma at the end of the article title outside of the quotation mark. The title of the journal appears in *italics* followed by a comma and then the volume (issue), page numbers.

Here is another example:

Cullen, P. (2021) 'Trade union mobilization and female-dominated care work in Ireland: feminised and/or feminist?'. *Politique européenne*, 74(2), pp. 136-163. Doi:
https://doi.org/10.3917/poeu.074.0136

Academic Journal Articles with More Than One Author

Here is an example:

Flaherty, E., Sturm, T., and Farries, E. (2022) 'The conspiracy of Covid-19 and 5G: spatial analysis fallacies in the age of data democratization'. *Social Science and Medicine,* 293, pp.1-10.

This example also illustrates that there may not always be an issue number to accompany the volume number when referencing an academic journal. In this case, the journal is an annual one, so there is just a volume number (293), as only one issue is published each year.

Two more examples:

Calado, A., Capucha, L. M. A., Gray, J., & Wódz, K. M. (2022) 'Fighting poverty in times of crisis in Europe. Is resilience a hidden resource for social policy?'. *Comparative Sociology*, 21(4), pp. 447-472.

Rooney C. and Gray J. (2020) 'Changing family dynamics and in-work benefits'. *Social Policy and Society*, 19(2), pp. 185-205.

Again, observe that the references are ordered alphabetically by the lead author's surname.

Journal Article Abstracts

If what you have cited is contained in the abstract of an article (the paragraph which appears at the very beginning of an article and summarises its contents), rather than in the text of the

article itself, include the word "Abstract" and a full stop between the article title and the journal title in the reference:

For example:

Moriarty, E., Wickham, J., Daly, S., and Bobek, A. (2015) 'Graduate emigration from Ireland: Navigating new pathways in familiar places." Abstract. *Irish Journal of Sociology,* 23(2), pp. 71-92.

Books

The title of a book, like the title of a journal, appears in *italics*. When referencing books, the city or town where the book was published and the name of the publisher are included at the end of the reference in the format, City: Publisher. For North American cities which may not be well-known, include the abbreviation for the state in which the city is located. In these cases, the format is City, State: Publisher (e.g. Cambridge, MA: MIT Press. or New Haven, CT: Yale University Press., etc.).

Here are some examples:

Kerr, A. (2017) *Global games: Production, circulation and policy in the networked era*. New York: Routledge.

King-O'Riain, R. C. (2006) *Pure Beauty: Judging race in Japanese American beauty pageants*. Minneapolis, MN: University of Minnesota Press.

Different Editions of Books

You may be using an edition published later than the first edition of a book. This information appears after the title of the book, with numerals (e.g. 2nd, 3rd, 4th, etc.) used instead of "second", "third", "fourth", etc., the word "edition" abbreviated to "ed.", and the word "revised" abbreviated to "rev." in the case of a revised edition.

For example:

Said, E.W. (1997) *Covering Islam: How the media and the experts determine how we see the rest of the world*. Rev. ed. London: Vintage.

Share, P., Corcoran, M.P., and Conway, B. (2012) *A sociology of Ireland*. 4th ed. Dublin: Gill & Macmillan.

Books Translated from Another Language

If you are using a book that has been translated from another language, include "Translated by", followed by the name of the translator (not inverted) between the title of the book and the

town or city where the translated work—the version you are referencing—was published. There should be a full stop at the end of the translator's name.

For example:

Piketty, T. (2014) *Capital in the twenty-first century*. Translated by Arthur Goldhammer. Cambridge, MA: The Belknap Press of Harvard University Press.

Newer Versions of Books Originally Published Earlier (Republished Works)

In the case of a republished work, place the year of original publication in square brackets, just as is the case for in-text citations. In addition, the word "Reprint", followed by a comma and a space precedes the city or town where the republished work—the version you are referencing—was published.

Mills, C. W. [1959] (2000) *The Sociological imagination*. Reprint, New York: Oxford University Press.

Weber, M. [1922] 1965 *The Sociology of religion*. Translated by Ephraim Fischoff. London: Methuen & Co. Ltd.

Chapters in Edited Volumes or Books

When referencing a chapter published in an edited volume of collected works, the reference looks a little more like it does for a journal article, with the chapter title enclosed in inverted commas like an article title. However, the page numbers of the chapter (preceded by the abbreviation "Pp.") appear immediately after the chapter title, rather than at the end of the reference. The title of the book is in *italics*, like the title of a journal, but it is followed by a comma and the inscription "edited by" and the name(s)—not inverted—of the editor(s). The reference ends, just like other book references, with the city or town where the book was published and the name of the publisher.

Here are some examples:

Gallagher, P., Rhatigan. F, and Ó Riain, S. (2021) 'A turbulent commitment: economic relations between Ireland and the European Union between the crash and Brexit'. in Holmes, M. and Simpson, K. (eds). *Ireland and the European Union*. Manchester: Manchester University Press, pp. 268-292.

McGarry, K., Ryan, P., Berry, A. and Guarani, B. (2021) 'Sex worker management of their health and well-being in the context of criminalisation' In: Lynch, O., Windle, J. and Ahmed, Y (eds). *Nothing about us without us: Giving voice to diversity in Criminological Research*. Bristol: Policy Press, pp. 62-74.

Slater, E. (2009) 'The hidden landscape aesthetic of the Quiet Man' in Crosson, S and Stoneman, R (eds). *The Quiet Man ...and Beyond*. Dublin: Liffey Press, pp. 123-234.

Newspaper Articles

References for newspaper articles look similar to references for journal articles, with the article title enclosed in inverted commas and the newspaper title in *italics*. The title of the newspaper is followed by a comma and the date on which it was published, which should appear as the name of the month followed by the day (e.g. January 31, August 15, etc.). This, in turn, is also followed by a comma and then the page number(s) on which the article appears. If the newspaper is paginated consecutively from front to back, only the page number is required. However, if there are separate sections in the newspaper, each with their own set of page numbers, then the section letter (e.g. "A" for the first section) should also be included.

For example:

> Holland, K. (2016) 'Decision to Alter Policy on Housing Criticised', *The Irish Times*, 8 September, p. A5.

In many newspapers, articles may begin on one page and conclude on another. If you are referencing an article like this, both pages on which the article appears should be included, preceded by the abbreviation "pp." and divided by a comma and a space.

For example:

> Brennan, M. (2016) "ASTI Bans Teachers from Preparing Junior Cert Students for Irish." *The Sunday Business Post*, September 11, pp. A1, A2.

Online Articles

Of course, you may obtain articles from the internet, as well as from printed sources. Here is what a reference for the online version of the article from *The Irish Times*, used in the example above, looks like:

> Holland, K. (2016) 'Housing Policy Change Criticised by Campaigners', *The Irish Times*, 19 September. Available at: http://www.irishtimes.com/news/social-affairs/housing-policy-change-criticised-by-campaigners-1.2796111 [Accessed 20 September 2016].

The date of publication provided should be the date on which the web page was last updated (in this case, it is the same date as that on which the print version was published). The date and name of the month is followed by a comma. This is followed by the URL (web page address) you visited to view the article on the internet. Finally, you need to tell the last date that you accessed the web page and place this in square brackets followed by a full stop.

Another example:

> Coughlan, S. (2016) 'Did Grammar Schools Help Social Mobility?', *BBC News*, 8 September, Available at: http://www.bbc.com/news/education-37311018 [Accessed 19 September 2016].

Online Sources with No Individual Authors

As mentioned earlier, it is often the case that no author's by-line is provided in articles published online. In these cases, the organisation that published the article must be used in place of the author, and only the year of publication (not the full date) is provided in the reference.

For example:

> RTÉ News. (2015) 'Social Workers Resigning at Rate of One a Week', http://www.rte.ie/news/2015/0109/671332-social-workers/ [Accessed 19 September 19 2016].

As a sociologist, you may well have occasion to quote statistics published by research bodies such as the Central Statistics Office or Eurostat. These sources are listed the same way such as:

> Central Statistics Office. (2015) 'Information Society Statistics – Households', http://cso.ie/en/releasesandpublications/er/isshh/informationsocietystatistics-households2015/ [Accessed 19 September 2019].

Podcasts

It is common for academic and research institutions, as well as news organisations and broadcasters to publish recorded material online. You may wish to cite something said by a speaker on a programme or in a lecture that has been made available as a podcast.

In the first of the following examples, the reference is for something said during an episode of *Thinking Allowed*, a sociology programme broadcast on BBC Radio. The reference begins with the name of the speaker (inverted) and the year that the programme was broadcast, if available. This is followed by the title of the episode. After this, the city or town where the broadcaster is based and the name of the broadcaster appear in the format, City: Broadcaster. Then, the name of the programme is shown in *italics*, followed by the word "Podcast", which is not in italics. The reference ends with the date you "retrieved" the podcast from the internet and the URL (web page address) you accessed it from shown in brackets, in the same fashion as references for other online sources.

Here is the example:

Standing, G. (2015), 'The 'Precariat'; Humour in Sociology', *Thinking Allowed* Podcast. Posted 20 September 2015, Available at: http://www.bbc.co.uk/programmes/b05y0p8z [Accessed on 20 September 2016].

A NOTE ON CITATION MANAGEMENT SOFTWARE

The Maynooth University Library supports the use of Endnote software to manage citations. You can learn more about that here: https://www.maynoothuniversity.ie/library/support-training/research-support/reference-management

As a Maynooth student you have access to endnote in your 'Apps Anywhere' account. Alternatively, many students use Zotero or Mendeley (other citation management software tools). A note of caution – many students are tempted to use the 'cite this for me' website which claims to organize your citations for free in the correct format, but in the case of Harvard style citation, this website is not reliable. It is also possible to use macros in MS Word to arrange your citations in Harvard style. Also, many journal articles that you find or read will have a citation shortcut on their websites. See below for an example:

If you click on CITE here it will offer you a range of citation styles that you can use. Click the drop down box you will see a menu. Click on Harvard and then export or copy your citation into your essay or document.
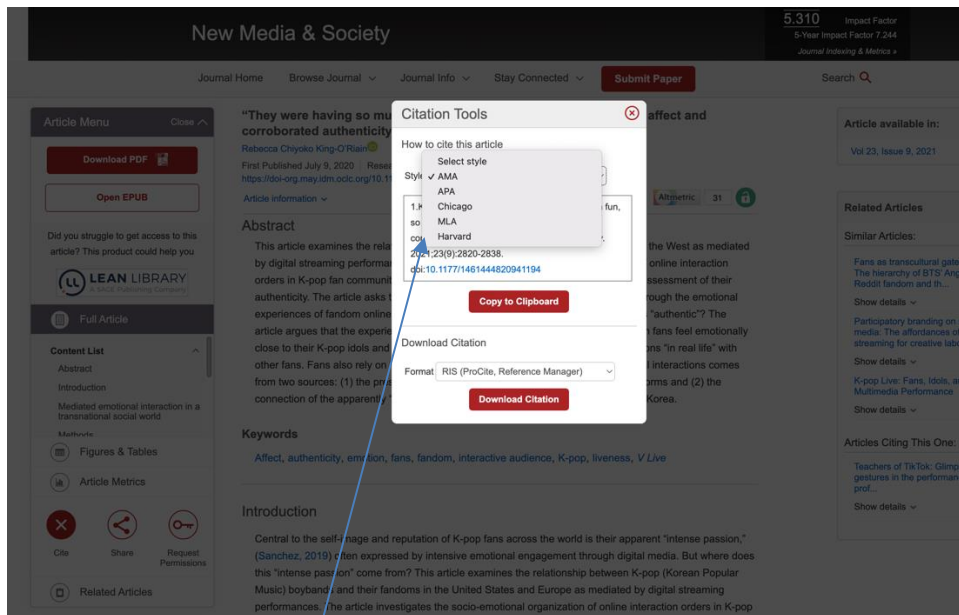
Most journal articles online have this option to help you with your citations and are reliable enough to be copied into your reference list.

Finally, always proofread both your intext citations and cross check with your list of references to make sure you have the citation in the correct format in both places.