# THE MAYNOOTH UNIVERSITY

# GUIDE TO

# THE HARVARD REFERENCING SYSTEM

**Second Edition**

Maynooth University
National University of Ireland Maynooth

HEA | HIGHER EDUCATION AUTHORITY
AN tÚDARÁS um ARD-OIDEACHAS

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## PREFACE and ACKNOWLEDGEMENTS

This referencing handbook is intended for use by staff and students of Maynooth University.

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- Ancient Classics
- Applied Social Studies
- Business
- Celtic Studies
- Centre for Teaching and Learning
- Design Innovation
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- Electronic Engineering
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- Modern Languages, Literatures and Cultures
- Writing Centre

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## GENERAL DISCLAIMER

This handbook is intended to enable staff and students to reference material using the Harvard System. While we have made every effort to ensure the information contained within it is accurate, we do not claim that this is a definitive guide.

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# 1. INTRODUCTION

This referencing handbook is intended to be used as a guide for writing in-text citations and for compiling a Reference List or Bibliography using the Maynooth University (MU) Harvard Referencing style.

With the MU Harvard Referencing style, footnotes and endnotes are rarely, if ever used. Instead, the author's surname and year of publication are cited directly in the text. Full details of each in-text citation are provided in the Reference List or Bibliography. Latin phrases such as *ibid* are not recommended.

This is an overall guide to the MU Harvard Referencing style. However, students should always check with their own department or faculty for specific requirements in relation to individual subjects. When referencing, what is paramount is consistency.

## 1.1 Plagiarism

Plagiarism is the passing off of the ideas or writings of others as your own. It is a form of intellectual theft which is treated very seriously by the University and is heavily penalised in assignment grading. Kitchin and Fuller (2005: 32-35) provide a clear overview of the type of violations that incur sanctions. It is essential to correctly acknowledge all material obtained from other sources.

Full details on Maynooth University's policy on plagiarism can be found at: http://www.maynoothuniversity.ie/sites/default/files/assets/document/NUIMaynoothPolicyonPlagiarism.pdf (accessed 06 November 2014).

There are a number of different referencing methods ands styles. This guide is concerned with the Harvard style, used by many academic departments in Maynooth University. When submitting articles to journals for publication, authors should ensure they follow the guidance provided by the editor regarding grammar, punctuation and style.

When submitting assignments electronically, many departments use a plagiarism detection software package called Turnitin.

## 1.2 Turnitin

Turnitin is the software system used by Maynooth University to help students manage the online submission of assignments and coursework. Further details on Turnitin and how it can assist students and staff to avoid potential instances of plagiarism in their work can be found on the Maynooth University Centre for Teaching and Learning website at: https://www.maynoothuniversity.ie/centre-teaching-and-learning/technology-enhanced-learning/turnitin (accessed 06 November 2014).

## 1.3 Definitions

**Citation** refers to the practice of acknowledging, in the body of your text, the work of other authors.

**A Reference List** contains the complete details of all the sources cited in the body of your text. All entries must be listed in alphabetical order.

**A Bibliography** contains the complete details of all the sources cited in the body of your text PLUS the complete details of any other sources you may have accessed while creating your work. All entries must be listed in alphabetical order.

### 1.4 General Guidelines for Citations, Reference Lists and Bibliographies

- In the MU Harvard Referencing style, items should always be arranged alphabetically.
- You should not break down the material according to type of resource (books, journals, electronic journals, etc.), unless you have been specifically instructed to do so. Therefore, unless instructed, **all** resources should be listed in the Reference List or Bibliography in strict alphabetical order.
- Each resource or item used should be listed in the Reference List or Bibliography **only once**. However, a resource should be cited in-text **each time** you use information from it.
- If using a number of references by the same author, the convention is to put the references in order by year, starting with the earliest first.
- If using a number of references by the same author and the same year, you should use letters (a, b, c, d) after the year in your in-text citations, and also in your Reference List or Bibliography, in order to distinguish them for the reader.
- If there is no author, the resource or item should be listed under the first significant word in the Reference List or Bibliography, i.e. **not** under 'The' or 'A'.
- Figures and Tables should be numbered according to the chapter in which they appear. For example, Figure 4.1 is the first figure in Chapter Four and Table 6.2 is the second table in Chapter Six.
- A List of Figures and/or a List of Tables should appear separately, *after* the Table of Contents in a thesis, report or assignment.
- Use both authors' surnames linked by "and" when citing them directly, but linked by "&" when citing indirectly. (For examples see sections **2.5** and **2.6**)
- Do not include authors' titles e.g. Prof, Dr.
- When citing year of publication use full digits, for example, 2001.
- Please note the importance of following the correct punctuation guidelines as outlined.
- URLs should not be included in in-text citations. URLs should be included in the Reference List or Bibliography citation, with the URL address underlined.

### 1.5 References with missing details

If no date can be established for your reference, use n.d.
If approximate year can be established, use c.
If no author is identifiable use Anon.
If place of publication is not specified, use s.l. (Latin: sine loco)
If name of publisher is not included, use s.n. (Latin: sine nomine).

## 1.6 Word Count

The usual convention is that a Reference List or Bibliography does not form part of the overall word count, nor do appendices or the Table of Contents. Generally, everything in the actual text itself, including, for example, quotations and in-text citations, forms part of the word count. However, students are advised to confirm this with their individual departments.

There are referencing software packages available, for example, EndNote Web, which can be accessed via the Maynooth University Library website.

# 2. CITATION IN THE TEXT

Reference to sources within the text must be cited, in addition to the final Reference List or Bibliography. This can be done in a number of ways depending on the nature of the sentence and paragraph being written. The MU Harvard Referencing style does not use footnotes; rather citations are inserted in the text with the full reference details appearing in the final Reference List or Bibliography.

### 2.1 Author's name cited directly in the text

When referring to an author's work in the text, their name is followed by the year of publication in brackets and forms part of the sentence.

*Example*: Ryan (2004) stresses the importance of referencing correctly when writing for academia.

### 2.2 Author's name not cited directly in the text

If an author's name is not cited directly in the text (as in **2.1** above) the author's surname and year of publication is placed at the relevant point in the sentence, or at the end of the sentence in brackets.

*Example*: When writing for academia it is essential that the publications being referred to are cited correctly (Ryan, 2004).

### 2.3 More than one author's name cited at the same point

If more than one author is being referred to, each one should be cited within the text.

*Example*: Smith (2001) and Murphy (2006) both refer to good citation practice as being essential when writing for academic purposes.

### 2.4 More than one author not cited directly at the same point

If more than one author is being cited, the authors' names should be listed in order of publication and separated by a semi-colon.

*Example*: Many authors (Ryan, 2004; Smith, 2006; Jones, 2007) have written about the importance of correct referencing procedures when writing for academia.

### 2.5 Two authors for the same work – cited directly

Both authors should be cited in the text.

*Example*: White and Green (1999) refer to the excessively long waiting lists …

**2.6 Two authors for the same work – not cited directly**
Where two authors are not cited directly in the text, both authors' surnames and year of publication are placed at the relevant point in the sentence, or at the end of the sentence in brackets.

*Example*: Research undertaken in Ireland (White & Green, 1999) has highlighted that …

**2.7 More than two authors for the same work – cited directly**
Where there are more than two authors for the same work, only the first author's surname should be used, followed by et al. meaning 'and others'. This is then followed by the year of publication in brackets.

*Example*: Barry et al. (2002) maintain that young people in Ireland today …

**2.8 More than two authors for the same work – not cited directly**
Only the first author's surname followed by et al. meaning 'and others' and the year of publication are included in the text.

*Example*: A survey conducted among primary school children in Ireland found that many did not eat breakfast before coming to school (Jackson et al., 2000).

**2.9 More than one author with the same surname in the same year**
Authors must be differentiated and identified in the text by using their initials.

*Example*: Research carried out on levels of obesity among teenagers in Ireland (O'Connor, P., 2003) found levels to be increasing. This was corroborated by O'Connor, R. (2003) in further research on this topic.

**2.10 An author referring to a similar point in multiple publications**
Only list the author's surname once, followed by the years in chronological order, each separated by a comma.

*Example*: Newman (2000, 2002, 2003) maintains that the planning system in Ireland …

**2.11 An author with more than one publication in the same year**
Each work should be differentiated by adding a lower case letter after the year of each item.

*Example*: Initial research by Parker (2001a) found evidence of corruption, but a follow up survey also conducted by Parker (2001b) casts doubt on those earlier findings.

**2.12 Author of a book Foreword/Introduction/Preface**
When citing a foreword, introduction or preface that has been written by someone other than the author of the book itself, cite the name of the section author.

*Example*: In the preface to the book, Jones (1995) outlines …

### 2.13 No author on a publication

Where it is not possible to establish the author or authors of a work, include the title of the work in lieu of the author's surname, followed by the year of publication.

*Example*: A report published recently (*Teenage eating habits in Ireland*, 2013) …

### 2.14 Ancient Texts

If possible, refer to a particular line, chapter or book of the work rather than using page numbers from a modern version. At times, it may be necessary to give approximate line numbers. This can happen when not all lines of the ancient text have been rendered exactly with a line from a modern translation of the work.

#### 2.14.1 Poetic or Dramatic texts - Ancient Texts

Such texts include poems and plays and can be divided into books or scenes. They are always divided into individual lines.

*Example*: Virgil, *Aeneid*, 3.466

#### 2.14.2 Prose texts – Ancient Texts

These include historical works, essays, speeches and letters. They are divided into books and chapters and sometimes, sections.

*Example*: Referring to the killing of Brutus and Cassius' disarming of the Republic (Tacitus, *Annals*, 1.2) …

Where only one work by an author survives, no title is required.

*Example*: Observing the ethnicity of the peoples from ancient Illyricum, the geographer Strabo (4.6.10) …

#### 2.14.3 The Bible and other sacred texts

Page numbers are not included when citing religious texts. Specific details of chapters and/or verses should be included in your citation.

*Example*: "Thus the heavens and the earth were finished …" (The Bible, Genesis. 2:1).

***Note**: for other sacred texts such as* The Quran *or* The Tipitaka, *it is very important that the text being cited is clearly located for the reader, and that the appropriate numbering system is used. Convention also dictates that the titles of religious texts are* ***not*** *italicised.*

### 2.14.4 A book in The Bible

Provide the title of the chapter or book in brackets in place of the author, give the chapter number (in the case of The Bible), add a colon and provide the verse number.

*Example:* Asahal was the brother of Joab and was one of the mighty men of the armies (1 Chronicles 11:26).

### 2.15 Corporate authors

A work by a recognised organisation such as Aer Lingus, The Road Safety Authority or The Department of Education but which has no individual author listed, should be cited under the name of the body that commissioned it. The full name should be given in the first citation. Thereafter, it is acceptable to use the standard abbreviation.

*Example*: A report on road traffic deaths in Ireland (Road Safety Authority, 2009) …
An earlier report (RSA, 2007) highlighted …

### 2.16 Citing a website

Unless the author's name is obvious on the website, cite the name of the person or organisation responsible for the website and the date of the most recent update. If the most recent update is not available, use the date the website was created.

*Example:* Unicef is making every effort to supply clean drinking water to thousands of children affected by the floods and has instigated a vaccination programme in relief centres (Forde, 2010).

***Note**: Never include the web address (URL) in the in-text citation. Full website addresses appear only in the Reference List or Bibliography. The example above has been adapted from Unicef's website but only the name of the contributor is used in the text.*

### 2.17 No date/copyright

If the date of publication is unknown, the abbreviation n.d. is used in place of the year to denote this.

*Example*: Murray (n.d.) states that …
**OR**
Previous research on this topic (Murray, n.d.) demonstrated how …

If only the copyright year is in the book, rather than the year of publication, the year should be preceded with a 'c'.

*Example*: Lewis (c2005) maintains that further research is required.

**2.18 Chapter author in published work**
Reference to work by an author of a chapter in a book edited by another person should be cited within the text using the author's name, *not* the editor's name. Details of the book chapter and the editor of the entire work will both appear in the final Reference List or Bibliography.

*Example*: Ray (2010) examines the participation of children in some of the poorest parts of the world.

***Note:*** *Ray's (2010) essay is one of thirty-one essays by different authors included in a book edited by two individuals.*

**2.19 Citing page numbers**
Direct quotations or paraphrasing of specific sections of a source should also include page numbers in order to direct the reader to the exact location of the citation.

*Example*: "The origin of this work can be found in …" (Peters, 2003: 141).

**2.20 Secondary sources/second hand references (the source cited has not been seen)**
Although always advisable to track down the original reference, there may be incidences where one has to reference work that has not been seen but which has been referred to in another work.

*Example*: Research carried out in America by Gilmore (2002, cited in Ford, 2008) found that …
**OR**
In research conducted in Arizona (Mason, 1967, cited in Howard, 1988) it was found that 25% of those surveyed …

***Note****: in a final Reference List, only works that have been cited in-text should be listed, whereas in a Bibliography, details of all sources should be included.*

**2.21 Newspaper article – no author listed**
The title of the newspaper, followed by the year of publication, is inserted into the text.

*Example*: Anti-social behaviour orders were issued against four individuals (*Meath Chronicle,* 2008).

***Note****: the name of the newspaper is italicised.*

**2.22 Newspaper article – author known**
It is the name of the author, not the newspaper title, which is inserted into the text.

*Example*: The rioting which followed the football match was brief, but violent (Ward, 2010).

**2.23 Private sources**
This includes letters, emails, memos, internal documents, theses and working papers not available to the general public. All material consulted for a paper or assignment must be acknowledged in the text in the normal fashion.

*Example*: Clooney (2007) argues that air travel should be free for all.

**2.24 Conference proceedings**
Conference proceedings are published after the conference itself. However, the date in brackets after the author's name refers to the date the paper was delivered.

*Example*: Pitt (2009) delivered an inspiring paper that focused on the concept of age regression. (For further details see section **3.11**)

**2.25 Acts of the Oireachtas/Acts of Parliament**
*Example*: The Inland Fisheries Act (2010) deals with …

If necessary, Acts in different countries can be distinguished by naming the countries in square brackets.

*Example*: Banking Act (2009) [United Kingdom] states …

**2.26 Government Policy Document**
As per Section **2.13** 'no author on a publication'.

*Example*: Recent Government housing policy (*Delivering Homes, Sustaining Communities: Statement on Housing Policy*, 2007) …

**2.27 European Union**
*Example*: 2006/66/EC (Battery Directive) relates to …

**2.28 European institution publication**
*Example:* Legislation relating to this issue (European Court of Auditors, 2014) was drafted …

**2.29 International organisation publication**
*Example:* A publication by the World Health Organisation (2005) …

**2.30 Images (includes tables, maps, charts, diagrams, photographs, etc.)**
The source of all images reproduced (in full or in part) in the body of your text must be acknowledged in the text with author and year as required for quotations. Full details then appear in the Reference List or Bibliography.

*Example:* In an aerial map of the area (Google Earth, 2012), two derelict cottages are visible in the left foreground.

Photographs should be labelled Plate and the source should also always be acknowledged, underneath the image, with the full reference given in the Reference List or Bibliography.

**Plate 1:** Player in Féile final, 2010
**Source:** Ní Mhórdha, F. (2010)

**2.31 Images (includes tables, maps, charts, diagrams, photographs, etc.) adapted from a secondary source**

If the information contained within is not one's own, the source must be acknowledged in the text with author and year as for quotations. For example, if you have created or adapted a table/chart from secondary data, this must be acknowledged.

| **Country or Area** | **Life Expectancy (at birth)** | **GDP (per capita) US$** |
|---|---|---|
| Andorra | 82 | 33546 |
| Austria | 80 | 35560 |
| Belgium | 79 | 34713 |
| Botswana | 52 | 13089 |

**Table 1.2**: Life expectancy and GDP per capita in selected countries
**Source**: UN data (2010) [online].

***Note**: Full details of the source should be inserted into the Reference List or Bibliography, with the URL underlined.*

**2.32 Computer Program**

The in-text citation for a computer program is simply the surname of program owner (or company) followed by the year.

*Example:* Carson (2012) …

***Note**: Convention dictates that it is the American spelling of 'program' that is used.*

**2.33 Mobile Applications**

The in-text citation for a mobile application is simply the company (or surname of the app developer) followed by the year.

*Example:* Apple (2013) …

# 3. REFERENCING

## 3.1 Books

### 3.1.1 One Author

Surname(s), Initial(s). (Year of publication) *Title of Book: subtitle* (if any). Series (if any), Volume number (if any), Edition (only if not the first edition). Place of publication: Publisher.

*Example*: Breznitz, D. (2005) *Innovation and the state: political choice, and strategies for growth in Israel, Taiwan and Ireland.* New Haven, CT: Yale University Press.

### 3.1.2 More than One Author

*Example*: Redman, R., White, C. and Black, W. (2008) *Computer Analysis Techniques*. 2nd ed. Princeton, NJ: Princeton University Press.

### 3.1.3 Edited Books

Surname(s), Initial(s). ed(s). (Year of publication) *Title of Book*. Series (if any), Volume number (if any), Edition (only if not the first edition). Place of publication: Publisher.

*Example*: McNamara, R., Hobbs, A. and Moran, R., eds. (2000) *Social Exclusion in Ireland*. Focus on Social Health Series, Vol. 8, London: Pluto Press.

### 3.1.4 Chapters of Edited Books

Chapter Author(s) Surname(s), Initial(s). (Year of Chapter) Title of chapter followed by In: Book editor(s) Surname(s) and Initial(s). with ed. Or eds. After the last name. (Year of publication) *Title of Book*. Place of publication: Publisher. Chapter number **or** page numbers.

*Example*: Neill, S. (1989) Feminism In: Streep, M., ed. (1989) *A neoliberal perspective on dingo behaviour*. Oxford: Oxford University Press. Ch. 4.
**OR**
Neill, S. (1989) Feminism In: Streep, M., ed. (1989) *A neoliberal perspective on dingo behaviour*. Oxford: Oxford University Press. 130-145.

### 3.1.5 Multiple works by the same author, published in the same year

In this situation the publications should be differentiated by adding a lower case letter after the year of publication.

*Example*: Brown, B. (2001a) *Women and the Irish Language.* London: Routledge.
Brown, B. (2001b) *Men and the Irish Language.* London: Routledge.

### 3.1.6 Translated Books

The reference for translated books should contain the name of the translator.

*Example*: Sorgo, P. (2000) *The Essential Homer*. Translated by S. Portogrin. Indianapolis: Hackett Publishing Company.

***Note**: The translator's name is not written surname first.*

### 3.1.7 Exhibition Catalogue

Surname(s), Initial(s). (If not author, state gallery) (Year of Publication) *Title of exhibition.* City, Gallery.

*Example*: National Gallery of Ireland (2009) *The Impressionist Era.* Dublin, National Gallery of Ireland.

### 3.1.8 Thesis

Surname, Initial(s). (Year) *Full Title of Thesis.* Unpublished Level, Place of University (if not included in the name of university): Name of University.

*Example*: Ledger, H. (2004) *Global change and Mountain Regions.* Unpublished Ph.D. thesis, University of Wyoming.

### 3.1.9 Books with no author

*Title of Book.* (Year of publication) Place of publication: Publisher.

*Example*: *Beginners Guide to Physical Geography.* (2005) Maynooth: Maynooth University Press.

### 3.1.10 Dictionary

Dictionary publisher (Year) *Full title of dictionary.* Place of publication*:* Publisher.

*Example:* Chambers (2012) *Chambers paperback dictionary.* London: Chambers Harpers Publishers Ltd.

### 3.1.11 Books with an introduction, foreword or preface

Surname(s), Initial(s). (Year) *Title of book*. Additional details of the edition. Place of publication: Publisher.

*Example:* Jones, M. (2002) *Adventures of a galactic explorer*. With an introduction by D. Adams. London: Penguin.

### 3.1.12 Introduction/foreword/preface to a book

If referring to the introduction, foreword or preface of a book written by somebody other than the author(s) of the book itself, you must cite this separately.

Author of the introduction/foreword/preface Surname(s), Initial(s). (Year of publication) Title of the introduction In: Author of main text Initial(s). Surname(s), *Title of main text*. Place of publication: Publisher.

*Example:* Adams, D. (2002) Introduction In: M. Jones, *Adventures of a galactic explorer*. London: Penguin.

***Note:*** *The author of the book itself is not written surname first.*

**3.1.13 Information on the cover/backcover of a book** (where the author is known) Surname(s), Initial(s). (Year) Cover location In: Author of book Initial(s). Surname(s), *Title of book*. Place of publication: Publisher.

*Example*: Smyth, U. (2001) Backcover In: K. Cassidy, *The moons of Saturn*. New York: Orion Press.

## 3.2 e-books

**3.2.1 e-Book available through the University Library (**accessed via a password protected database from the Maynooth University Library.

Surname(s), Initial(s). (Year) *Title of book* [e-book]. Place of publication: Publisher. Available at: Maynooth University Library URL address (accessed date).

*Example:* Talisse, R. & Aiken, S. (2008) *Pragmatism: a guide for the perplexed* [e-book]. London: Continuum International Publishing. Available at: Maynooth University Library website http://site.ebrary.com.nuim.ie/lib/nuim/docDetail.action?docID=10427042 (accessed 07 November 2014).

**3.2.2 Open access e-book freely available over the internet** (e.g. via Google books) Surname(s), Initial(s). (Year) *Title of book* [e-book]. Place of publication (if known): Publisher. Available at: e-book source **and** URL address of the e-book (accessed date).

*Example:* Clark, J. and Simpson, S. (2007) *The forgotten landscape* [e-book]. Durham: DPublishers. Available at: Google Books http://booksgoogle.com (accessed 11 January 2009).

### 3.2.3 e-book from specific e-readers or other devices such as Kindle

Surname(s), Initial(s). (Year) *Title of book* [e-book type]. Place of publication (if available): Publisher. Available at: e-book source **and** URL address for e-book (accessed date).

*Example:* Potterton, B. (2012) *A life in the Lake District* [Kindle]. Zoom Media. Available at: Amazon.co.uk http://www.amazon.co.uk (accessed 10 May 2014).

### 3.2.4 e-book from a database

Surname(s), Initial(s). (Year) *Title* [online]. Place of publication: Publisher. Available at: database name **and** URL address (accessed date).

*Example*: Mauro, R. (2015) *Traffic and random processes: an introduction* [online]. Switzerland: Springer International Publishing. Available at: SpringerLink http://link.springer.com.nuim.ie/book/10.1007/978-3-319-09324-6 (accessed 16 November 2014).

***Note:*** *e-books **must** be referenced according to where you accessed and read them. To include a quotation from an e-book that has no page numbers, you should use the section heading or chapter heading to assist the reader locate the quotation.*

## 3.3 Articles

### 3.3.1 Journal Article

Surname(s), Initial(s). (Year of publication) Title of Article. *Full Title of Journal*, Volume number (issue/part number), page numbers.

*Example*: Mills, E.S. (1967) An aggregative model of resource allocation in a metropolitan area. *American Economic Review*, 57(2), 197-210.

***Note****: If volume and issue number are absent, include date/month of publication.*

### 3.3.2 Journal articles from an electronic source

Surname(s), Initial(s). (Year of publication) Title of article. *Full title of journal* [medium]. Volume number (issue/part number), page numbers if available. Available at: URL (accessed date).

*Example*: Forrest, P. (2003) Unemployment patterns in rural Ireland. *Rural Studies* [online]. 35(4), 41-53. Available at: http://libweb.maynooth.ie./library/ejournals/314 (accessed 1 July 2004).

### 3.3.3 Newspaper Article – print

Surname(s), Initial(s). (Year of publication) Title of article. *Title of Newspaper*, date, page number.

*Example*: Day-Lewis, D. (1998) Mining in California. *Irish Times*, 15 May 1998, 4.

***Note:*** *"The" is omitted in newspaper titles if it is at the beginning of the title.*

### 3.3.4 Newspaper Article – web

Surname(s), Initial(s). (Year of publication) Title of article. *Title of Newspaper* [online] date. Available at: URL (accessed date).

*Example*: Day-Lewis, D. (1998) Mining in California. *Irish Times* [online] 15 May 1998. Available at:
http://www.irishtimes.com/newspaper/features/2010/0824/122234577440467.html
(accessed 12 August 2010).

### 3.3.5 Newsletter

Surname(s), Initial(s). (Year of publication) Title of article. *Title of Newsletter,* Publisher, Issue number, date, page number.

*Example*: Winslet, K. (1994) The impact of rising sea levels on the tourist industry. *Newsletter of the Department of Fisheries,* Belfast Publishing, Issue 3 (Winter), 15-43.

## 3.4 Unpublished Works

If you find yourself unable to provide all the necessary details, adhere to the guidelines as closely as is possible.

### 3.4.1 Pending publication

*Example*: Cameron, J. (in press) *Exploring new dimensions of Space*. London: Blue House Press.

### 3.4.2 In-house publications

*Example*: Department of Geography (2010) *First Year Handbook*. Maynooth: Maynooth University Press.

### 3.5 Ancient and Sacred Texts

#### 3.5.1 Ancient Texts

Referencing ancient texts can be challenging for a number of reasons including occasional inconsistencies among referenced titles and also differences between an original and a translated version of a work. Furthermore, some ancient texts simply do not exist in modern form. However, what is most important is that the reader is able to locate the passage being referred to, no matter what edition is being read.

In the Reference List or Bibliography, details of the author, title, place and date of publication must be provided. If the work has been translated, details of the translator should be included in addition to the title of the modern publication. The publication date should be the modern, rather than the ancient, date the work was published.

Surname(s), Initial(s). if known, *Title*. Translated by Initial(s). Surname(s) (Year) Location: Publisher.

*Example*: Homer, *The Odyssey*. Translated by R. Fagles (2006) London: Penguin.

Referencing a modern book written by an author *about* an ancient text is as per Section **3.1.**

#### 3.5.2 The Bible (or other sacred texts)

Editor surname(s) Initial(s). ed. (Year) *Title of the Bible*. Edition if appropriate. Place of publication: Publisher.

*Example:* Howard, H. ed. (1998) *The Holy Bible: The King James Version*. 2nd ed. Chicago: Chicago Press.

## 3.6 Communication

Permission should always be sought before these sources are quoted. It is important to note the medium of communication. If the information you are referencing was obtained by personal communication such as a telephone call or interview, this should be cited in the text and not included in your Reference List or Bibliography.

#### 3.6.1 Interview

*Example:* Parkinson, M. (1999) Interview with Prof. Mark Boyle, 15 December 1999 [Cassette recording].

#### 3.6.2 Letter

*Example:* Sarandon, S. (2004) *A discussion on the gambling industry in Atlantic City* [Letter] (Personal communication, 12 April 2004).

### 3.6.3 Letters – historical archives

Surname(s), Initial(s). *Subject matter*. Letter to recipient's name, date. Held in name of collection, city.

*Example*: Pearse, P. *The Easter Rising*. Letter to his Mother, 1 May 1916. Held in National Library of Ireland, Dublin.

## 3.7 Electronic Communication

### 3.7.1 email

Sender(s) Surname(s), Initial(s). Sender's email address (Year) *Subject title* [medium] Recipient's name (email address). Date sent (accessed date).

*Example*: Jackson, P. p.jackson@hotmail.com (2001) *Re: Information on course structure* [email] Message to K. Kong (K.Kong@nzealand.ac.nz). Sent 12 July 2001 (accessed 13 July 2001).

***Note**: Permission should always be sought before personal email addresses are quoted.*

### 3.7.2 Fax

Surname(s), Initial(s). (Year) Position, role or status of author. *Title or subject of fax*. Type of communication and identity of recipient, day and month [personal communication].

*Example:* Sampras, P. (1996) Senior coach. *How to coach tennis*. Fax to the author, 10 July 1996 [personal communication].

### 3.7.3 Website

Authorship or Source (Year created or last updated) *Title of web document or web page* [medium]. Available at: URL (accessed date).

*Example*: Department of Health and Children (2010) *Freedom of Information* [online]. Available at: http://www.dohc.ie/foi/ (accessed 1 May 2010).

### 3.7.4 Blog

Surname(s), Initial(s). (Year of publication). Subject of post, *Blog title* [online]. Date of posting. Available at: URL (accessed date).

*Example*: Kitchin, R. (2010) The data and evidence deficit in Ireland, *Ireland after NAMA* [online]. Available at: http://irelandafternama.wordpress.com/ (accessed 3 September 2010).

## 3.8 Course Material

As not all lecturers/tutors will be happy for you to cite directly from lectures, it is recommended that you check with them before doing so.

### 3.8.1 Course Material – printed

Surname(s), Initial(s). (Year of publication) Title of course material, *Module code: Module title*, College, Department, unpublished.

*Example*: Andrews, J. (2001) Exploring the Austrian Landscape, *GY402: European studies*, National University of Ireland Maynooth, Department of Geography, unpublished.

### 3.8.2 Lecture Notes

Surname(s), Initial(s). (Year) Lecture title, *Module Code: Title of module*. Date of lecture, teaching institution.

*Example:* Fermat, K. (2014) Multiple Regression Techniques, *GY8970: Quantitative Research Methods.* 17 April 2014, Maynooth University.

### 3.8.3 Lecture Handouts

Surname(s), Initial(s). (Year) Lecture title, Lecture notes distributed in *Module Code: Title of module.* Date, teaching institution.

*Example:* Fermat, K. (2014) Multiple Regression Techniques, Lecture notes distributed in *GY897: Quantitative Research Methods*. 17 April 2014, Maynooth University.

### 3.8.4 Module materials accessed in Virtual Learning Environments, for example Moodle

Surname(s), Initial(s). of lecturer(s). (Year) Title [Format accessed through the VLE, e.g. Moodle, Blackboard]. *Module Code: Title of module*. Teaching institution (accessed date).

*Example:* Fermat, K. (2014) Multiple Regression Techniques [PowerPoint presentation accessed through Moodle]. *GY8970: Quantitative Research Methods*. Maynooth University (accessed 17 April 2014).

## 3.9 Images

### 3.9.1 Image – printed (including diagrams, figures, photographs, tables, illustrations, etc.)

Surname(s), Initial(s). (Year of publication) *Title of book which contains the image*. Place of publication: Publisher, page, illus.

*Exampl*e: Crowe, R. (1978) *Arresting Images*. London: Hotel Press, 999, illus.

### 3.9.2 Image – on the web

Surname(s), Initial(s). (Year of publication) *Title of image* [online type of image]. Available at: URL (accessed date).

*Example*: Gibson, M. (2010) *Recording Devices* [online photograph]. Available at: http://www.dnr.gov.bp/Broadcasting/Audio+Media+Services+Directive (accessed 10 October 2010).

### 3.9.3 Ordnance Survey Map

Map maker (Year of issue) *Title of map.* Map series. Sheet number, scale. Place of publication: Publisher.

*Example*: Ordnance Survey (2009) *Kildare County*. 25 inch series. Sheet number 10, 1:2500. Dublin: Ordnance Survey Ireland.

### 3.9.4 Google Earth Map

Google Earth version (if applicable) (Year data released) *Image details - location, co-ordinates, elevation*. Data set (if applicable) [online]. Available at: URL address (accessed date).

*Example:* Google Earth 7.0 (2012) *Derelict Cottages 54°39'15.14"N, 0°25'05.15"W, elevation 55M*. 3D Buildings data layer [online]. Available at: http://www.google.com/earth/index.html (accessed 28 December 2012).

## 3.10 Legislation and Legal Documents

***Note:*** *The Department of Law at Maynooth University does not advocate using Harvard as a referencing method. Instead it advises Law students to use the OSCOLA Ireland standard (based on the UK Oxford Standard for the Citation of Legal Authorities).*

*The guides to references below are therefore intended for non-Law students and staff who may have occasion to reference a legal document in their work.*

### 3.10.1 Act

Government Country of Act, *Title of Act* (the year is included in the title), S. (if a section has been referred to), Place of publication: Publisher.

*Example*: Government of Ireland, *Statute Law Provision Act 2009*, S.1, Dublin: Dublin Stationery Office.

### 3.10.2 EU Directive

*Title of Directive.*

*Example*: *Directive 2001/29/EC, (sometimes known as the Information Society Directive), of the European Parliament and of the Council of 22 May 2001 on the harmonisation of certain aspects of copyright and related rights in the information society.*

***Note**: The title here includes the institutional origin, year, legislation number, the date it was passed and its alternative title (if any).*

### 3.10.3 Dáil Debate

Speaker (if required) *Dáil Debates Volume No., Column Nos., Date of Speech.*

*Exampl**e**:* John Gormley *Dáil Debates 352, Cols. 2173-8, 1 June 2006.*

### 3.10.4 Government Policy Document

Name of government department in full (Year) *Title of policy.* Location: Name of publisher (if name of publishing department not known).

*Example*: Department of the Environment, Heritage and Local government (2007) *Delivering Homes, Sustaining Communities: Statement on Housing Policy*. Dublin: Department of the Environment, Heritage and Local Government.

***Note**: It can be difficult to trace citation rules for official government publications. Above are <u>suggestions</u> on how to complete such citations. The most important thing is to include as much detail as possible and to be consistent. For journals, be guided by submission rules and/or editor's guidelines; when preparing theses, follow department and supervisor guidelines.*

### 3.10.5 Patents

Inventor(s) Surname(s), Initial(s). (Year) *Title of publication*. Series designation.

*Example:* Gordon, C.J. (2000) *Non sugar chocolate*. British Patent BG 709251.

***Note:** Where possible, identify the type of patent being referred to (Irish, British, European, American, etc.). This can be done by indicating the origin after the title.*

### 3.10.6 European institution publication

Name of EU institution (Year) *Title.* Place of publication: Publisher, (series if applicable).

*Example:* European Court of Auditors (2014) *2013 EU audit in brief*. Luxembourg: Publications Office of the European Union.

### 3.10.7 International organisation publication

Name of organisation or institution (Year) *Title*. Place of publication: Publisher.

*Example:* World Health Organisation (2005) *A concise guide to hospital care for children: Guidelines for the management of common illnesses with limited resources.* 2nd ed. Switzerland: World Health Organisation.

## 3.11 Papers and reports

### 3.11.1 Conference paper – published

Surname(s), Initials(s). (Year of publication) *Title of conference paper*. In: Editor, Chair or name of organisation, Full title of conference. Location, Date. Place of location: Publisher.

*Example*: Pitt, B. (2009) *The performance concept in age regression*. In: Proceedings of Gerontology in the United States of America, September 2009. New York: New York Public Press.

### 3.11.2 Conference paper – unpublished

Surname(s), Initial(s). (Year of conference) *Title of paper*. Unpublished paper presented at: Title of conference. Location of conference, Conference date.

*Example*: Hunt. H. (2006) '*Twas only a strong wind?* Unpublished paper presented at: American Annual Wind Chasers Conference. Oklahoma, 22-24 April 2006.

### 3.11.3 Entire Conference proceedings

Name of conference including number (Year) Location of conference if appropriate. (Year of publication) (if different from year of conference). *Title of published work*. Place of publication: Publisher.

*Example*: IT&T 2006: IT&T Annual Conference (2006) Carlow Institute of Technology Carlow. *Digital convergence in a knowledge society*. Cork: Tecnet.

### 3.11.4 Research Report

Surname(s), Initial(s). (Year of publication) *Title.* Research report number (if any), Place of publication: Publisher.

*Example*: Grant, H. (1999) *Street Trading in Los Angeles*. Report number 1, London: Mintel International.

## 3.12 Media

***Note**: In relation to media items that have been broadcast, it is imperative to specify if referring to an online broadcast (URL must be included) or a broadcast that has been self-recorded (the date of the original broadcast must be included).*

### 3.12.1 DVD/Video/Broadcasts

*Full title of DVD/video*. (Year of distribution) [medium]. Director (if any). Country of origin: Film studio or maker. (other relevant details such as narrator).

*Example*: *The Day after Tomorrow*. (2004) [DVD]. United States of America: 20th Century Fox Home Entertainment.

### 3.12.2 Film

*Title*. (Year of release) [medium]. Director. Country of origin: Film studio.

*Example*: *Apocalypse Now*. **(**1979) [film]. Directed by Francis Ford Coppola. United States of America: Zoetrope Studios.

***Note**: Director's name is not written surname first.*

### 3.12.3 Radio/Television programme

*Title of programme*. (Year) Name of channel, Date of transmission, Time of transmission.

*Example: Higher Ground*. (2010) RTÉ One, 25 August 2010, 8 p.m.

***Note:** Be sure to include the actual date of transmission for series that are broadcast throughout the year.*

### 3.12.4 Radio/Television interview

Interviewee surname(s), Initial(s). (Year) Interview on: *Title of programme* [format]. Name of channel, Date of transmission, Time of transmission.

*Example*: Kenny, E. (2010) Interview on: *Nine o'clock news* [television]. RTÉ One, 05 March 2010, 9 p.m.

### 3.12.5 Podcast or archived television programme

Broadcaster (Year) *Programme title*, Series Title [podcast]. Date of transmission. Available at: Programme URL (accessed date).

*Example*: RTÉ Radio 1 (2009) *Through African ears*, The curious ear [podcast]. 18 September 2009. Available at: http://www.rte.ie/radio1/doconone/the-curious-ear-doconone-through-african-ears.html (accessed 24 August 2010).

***Note:*** *Where the podcast is a video, this should be noted specifically under [format]*.

*Example:* Surname(s) of author/artist, Initial(s). (Year) *Title of programme* [format]. Date. Available at: URL address (accessed date).

Carberry, G. (2011) *A day in my life* [video podcast]. 22 August 2011. Available at: http://www.carberryg.com/2014/1106/657315 (accessed 20 October 2012).

### 3.12.6 YouTube Video/lecture

Screen name of contributor. (Year) *Title*, Series title if available [video online]. Available at: URL address (accessed date).

*Example*: David Harvey. (2008) *Spaces of global capitalism: towards an era of uneven geographical thought* [video online]. Available at: http://www.youtube.com/watch?v=tr1Cj1QzdCY (accessed 24 August 2010).

***Note****: Contributor's name is not written surname first.*

### 3.12.7 Speech

Author(s) Surname(s), Initial(s). (Year of speech) *Title* or description, not in italics, where no title is available, speech date, place. Available at: URL address (accessed date).

*Example*: Obama, B. (2009) Barack Obama's Inaugural Address, 21 January 2009, Washington. Available at: http://www.nytimes.com/2009/01/20/us/politics/20text-obama.html (accessed 24 August 2010).

### 3.12.8 Press release

Author of release, (Year of publication) *Title* [online] date. Available at: URL address (accessed date).

*Example*: National University of Ireland Maynooth, (2010) *Growing demand drives increase in points for courses at NUI Maynooth* [online] 23 August 2010. Available at: http://communications.nuim.ie/press/230810.shtml (accessed 24 August 2010).

### 3.12.9 Online Discussion forum/Mailing list

Surname(s), Initial(s). (Date of mail) *Title of discussion* [format]. Available at: URL address (accessed date).

*Example:* Witherspoon, R. (30 June 2014) *Walking the DUI line Policing in Atlanta* [online]. Available at: http:www.jiscmail.ac.usa/Atlanta/doyouknowwhoiam (accessed 14 August 2014).

### 3.12.10 Facebook

Surname(s), Initial(s). (Year) *Title of page* [Facebook] Day/month post written. Available at: URL address (accessed date).

*Example:* Doherty, K. (2012) *Customer Feedback Group* [Facebook] 02 March 2012. Available at: www.facebook.com/doherty (accessed 04 April 2014).

### 3.12.11 Twitter

Surname(s), Initial(s). (Year) *Full text of tweet* [Twitter] Day/month tweet written. Available at: URL (accessed date).

*Example:* Burke, D. (2013) *Ireland is recovering* [Twitter] 22 May 2013. Available at: https://twitter .com/ irelandtoday/promotions (accessed 20 June 2013).

### 3.12.12 Advertisement

Company/Product (Year produced) *Description of advertisement* (duration) [Television advertisement]. Transmitting organisation/channel, (date seen).

*Example:* Budweiser Beer (1995) *Frogs saying 'Bud', 'Weis' and 'Er'* (31 secs) [Television advertisement]. RTÉ 2, (5 December 2001).

### 3.12.13 iTunes

Artist(s) (Year) *Title of recording* [Download]. Available at: URL (accessed date).

*Example:* Gaga, L. (2012) *Poker Face* [Download]. Available at: http://www.apple.com/itunes/download/?id=123456789 (accessed 12 December 2013).

### 3.12.14 News broadcast

Programme title (Year) [format] Channel. Date, time of broadcast.

*Example:* RTÉ Six One News (2013) [TV broadcast] RTÉ One. 05 September 2013, 6 p.m.

### 3.12.15 Computer Programs

Surname(s), Initial(s). (Year of release) *Program Title* (Version) [Computer program]. Available at: URL address (accessed date).

*Example:* Carson, F. (2012*) Creating and inventing* (Version 2) [Computer program]. Available at: http://www.hobbs.com/downloads/creatinventv2.asp (accessed 3 September 2012).

***Note:*** *Details of the distributor (and address) of the computer program should be provided instead of a URL address if accessing the program from a disk or another offline source. Note also the Americanised spelling of the word 'program'.*

### 3.12.16 Mobile Application

Surname(s) or Company name, Initial(s). (Year of release) *Application Title* (Version) [Mobile application]. Available at: URL address (accessed date).

*Example:* Apple (2013) *iTunesV* (Version 2.1) [Mobile application]. Available at: http://itunes.apple.com/gb/app/itunes-u/id54312?mt=6 (accessed 09 March 2014).

***Note:*** *The author or developer of a mobile application can be an individual or a company name. The date that should be used is the year the app was first released.*

## 3.13 The Arts

### 3.13.1 Live Dance Performance

Choreographer(s) Surname(s), Initial(s). (Year of performance) *Title of performance*. The dance company. Venue and place of performance (date seen).

*Example:* Jones, T. (2009) *In the Sky*. American Ballet Theatre. Sadler's Wells, London (17 March 2009).

### 3.13.2 CD

Artist(s) surname(s), Initial(s). (Year) *Title of Recording* [CD]. Label.

*Example*: Cohen, L. (1967) *Songs of Leonard Cohen* [CD]. EMI.

### 3.13.3 Track from a CD

Artist(s) Surname(s), Initial(s). (Year) *Name of CD* [CD]. Recording Studios.

*Example:* Perry, K. (2007) *The best of Katy Perry* [CD]. Instinct Records, New York.

### 3.13.4 Music Score

Musical scores are documented in a similar manner to books (see Section **3.1**) but include [Music score] after the publisher to specify the format.

### 3.13.5 Live Musical Performance

Composer(s) Surname(s), Initial(s). (Year written) *Title* [Live performance]. Name of performing artist. Date seen, location.

*Example:* Chopin, F. (1830) *Piano Concerto No 2* [Live performance]. RTÉ Concert Orchestra. 29 April 2014, National Concert Hall, Dublin.

### 3.13.6 Work of Art seen in Museum or Gallery

Artist(s) Surname(s), Initial(s). (Year of creation) *Title of work* [Medium]. Location: Name of Gallery/Museum.

*Example:* Cokrata, L. (1942) *Confusion in the Ranks* [Oil on Canvas]. Dublin, National Gallery of Ireland.

# 4. BIBLIOGRAPHY


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Bodleian Libraries (2011) *Guide to Referencing and Citations: Oxford University Department of Education* (adapted from Sheffield Hallam University, *Guide to referencing and citations*, 2010). Available at: https://weblearn.ox.ac.uk/access/content/group/cd464c28-e981-4dcc-af89-945b50a3ef48/Referencing%20and%20plagiarism/SHU_Guide_to_referencing%20NEW%20TO%20USE.pdf (accessed 08 November 2014).

Coventry University (2009) *Coventry University Harvard referencing style guide.* (Version 3.0.1). Available at: http://www.coventry.ac.uk/Documents/Harvard_Guide_v3.0.1.pdf (accessed 08 November 2014).

Institute of Technology Carlow (c. 2010) *Credit Where Credit is Due.* (s.l.: s.n.).

Kitchin, R. and Fuller, D. (2005) *The Academic's Guide to Publishing*. London: Sage Publications.

Open University (n.d.) *OU Harvard guide to citing references*. Available at: http://www.open.ac.uk/libraryservices/documents/Harvard_citation_hlp.pdf (accessed 08 November 2014).

University College Dublin (n.d.) *Harvard Referencing System: An Introductory Guide.* Series No. 27. Available at: http://www.ucd.ie/library/guides/pdf/blackrock/BICGuide27HarvardReferencing.pdf (accessed 24 August 2010).