

CITE
IT RIGHT

GUIDE TO
HARVARD
REFERENCING
STYLE

THIRD EDITION

CITE
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UNIVERSITY OF
LIMERICK'S
REFERENCING
SERIES

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REFERENCING:AN
INTRO-
DUCTION

1

Referencing acknowledges the books, articles, websites, and any other material used in the writing of a paper, essay or thesis.

1.1 Essential Elements of Referencing

- **Citing:** referring to sources you quote within your document. This brief citation refers the reader to the exact place in your reference list or bibliography where you will provide the extended details of the source
- **Reference list:** the detailed list of sources that have been cited within the text. Every reference must have enough information for the reader to find the source again
- **Bibliography:** a list of all references consulted in preparing the document, whether cited or not

This is an example of in-text citing (citations are in bold for demonstration only):

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.

This is how the entries would look in your reference list:

Macdonald, G. (1997) 'Innovation diffusion and health education in schools', in Sidell, M., Jones, L., Katz, J. and Peberdy, A., eds., *Debates and dilemmas in promoting health*, London: Open University, 55-83.

Spurlock, M. (2004) *Supersize me: a film of epic proportions* [film], Beverly Hills: Roadside Attractions.

1.2 Plagiarism

Passing off another scholar's work as your own is plagiarism and is considered a major disciplinary offence. Read more about plagiarism in Chapter 6 and Appendix 3 of the UL Student Handbook <http://www.ul.ie/studentacademicadmin/>.

Turnitin.com is used at the University of Limerick to check for instances of plagiarism in students' work. Check with your department with any questions about the use of Turnitin.

1.3 Harvard (Name-Date) referencing style

Many departments in the University of Limerick recommend a style based on the Harvard (Name-Date) referencing style. There are variations and interpretations within the Harvard referencing style. This guide gives you a version of Harvard based on ISO 690:2010 and BS 5605:1990 approved by UL, hereafter called Harvard UL. However, you should check which style or variation your department recommends (see section 1.4). Whatever referencing style you choose to follow you must ensure:

- Consistent application of the rules of whatever variation you are following
- Acknowledgement of all sources
- Sufficient bibliographic detail to enable your reader to locate the item to which you are referring

1.4 Referencing styles by discipline or subject

In the University of Limerick some departments recommend a style more appropriate to their discipline:

Department of History – recommends the use of the **Irish Historical Society** (IHS). See the *Rules for Contributors* on <http://irishhistoricalstudies.ie/>.

Department of Law – recommends the use of **Oxford Standard for Citation of Legal Authorities** (OSCOLA). See <http://www.legalcitation.ie/> for more information.

Other referencing styles include:

- APA Style Guide (*American Psychological Association*)
- ASME Citation Style (*American Society of Mechanical Engineers*)
- Chicago Manual of Style (CMS)/Turabian
- IEEE (*Institute of Electrical & Electronic Engineers*)
- MLA Style Guide (*Modern Language Association*)
- Turabian Citation Style/Chicago Manual of Style
- Vancouver

If submitting a paper to a publisher, you should check with them to see if there is a particular style that they would like you to use.

The Glucksman Library's referencing webpage provides more information on the different referencing styles, bibliographic management software and quizzes at www.ul.ie/~library/referencing. This guide is also available there electronically in HTML and PDF. There is also suggested further reading at the back of this book.

You can continue to direct referencing queries or comments to the information desk, your faculty librarian or via **Ask Us – Tell Us** on the library website: www.ul.ie/library.

HOW TO CITE

2

You must cite the sources you use in your work within the text of your paper. This brief citation refers the reader to the exact place in your reference list or bibliography where you will provide the extended details of the source.

2.1 Rules for in-text citing

Author(s) name: Use surname only.

Use both authors' surnames linked by 'and' for 2 authors. Use first author's surname and *et al* for 3 or more authors. If citing multiple sources at same time, list in chronological order. (See examples in section 2.2).

Year: Give full four digits for year.

Pages/Point: Abbreviate to p. for single page and pp. for page range. Give full numbers for page range.

You will see all of the following variations when page numbers are cited. All are valid.

- Quote from a single page: (Critser 2003, p.31)
- Quote from multiple pages: (Critser 2003, pp.31–32)
- Quote generally: (Critser 2003)
- Structure your sentence to include the in-text citation: Critser said in 2003 (p.31)
- No page numbers: Count your paragraphs and refer if possible to the paragraph number and/or section heading: (Critser 2003, para. 11) or (Critser 2003, Introduction, para. 2)

You should cite album tracks or times, video frames or times, or other specific points on a larger piece of work in the same way: (Ryan 2012, track 23). Time should be in the 24 hour clock in the format hh:mm:ss. Use the time to an appropriate granularity i.e. the seconds value may not be needed or available: (McCarthy 2011, 01:22).

In some disciplines page numbers are required, for example, only for long works and not for articles. The Harvard UL style recommends giving page numbers if you are quoting directly. However if you are paraphrasing it is not essential to give page numbers.

2.2 Citing authors in-text

Author	Citing within text	Reference List
2.2.1		
One author	(Buckroyd 1996)	Buckroyd, J. (1996) <i>Eating your heart out: understanding and overcoming eating disorders</i> , 2nd ed., London: Vermilion.
2.2.2		
Two authors	(Beardsworth and Keil 1997)	Beardsworth, I. and Keil, T. (1997) <i>Sociology on the menu: an invitation to the study of food and society</i> , London: Routledge.
2.2.3		
Three or more authors	(Cohen et al 2000)	Cohen, L., Manion, L. and Morrison, K. (2000) <i>Research methods in education</i> , London: Routledge.
2.2.4		
No author	(Black's Medical Dictionary 1992)	Black's medical dictionary (1992), 37th ed., London: A & C Black.
Cite the title as the author		
2.2.5		
Author with a title... Dr., Professor, Sir....	(Archer 1991)	Archer, J. (1991) <i>As the crow flies</i> , London: Hodder and Stoughton.
Do not include author titles in a reference		
2.2.6		
First of two works by an author in one year	(Caroli 2005a)	Caroli, M. (2005a) 'Childhood obesity and the role of television', <i>Journal of Obesity</i> , 28(5), 53-55.
2.2.7		
Second of two works by an author in one year	(Caroli 2005b)	Caroli, M. (2005b) 'Role of television in adult obesity levels', <i>International Journal of Obesity and Related Metabolic Disorders</i> , 23(12), 1303-1306.

Author	Citing within text	Reference List
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2.2.8

Contribution (article or chapter) in an edited book	(MacDonald 1997)	Macdonald, G. (1997) 'Innovation diffusion and health education in schools', in Sidell, M., Jones, L., Katz, J. and Peberdy, A., eds., <i>Debates and dilemmas in promoting health</i> , London: Open University, 55-83.
---	------------------	--

Cite the author of the article or chapter in the text and give full details on the article, the book and its editors in your reference list

2.2.9

Source quoted in another source	Smith 1990 (cited in Buckroyd 1996) or (Smith, cited in Buckroyd 1996)	Buckroyd, J. (1996) <i>Eating your heart out: understanding and overcoming eating disorders</i> , 2nd ed., London: Vermilion.
---------------------------------	--	---

You should always try to find the primary source however, if you read an article which refers to a different article, only cite the article you have read

2.2.10

Organisational or institutional author	(Health Promotion Unit 1997)	Health Promotion Unit (1997) <i>A national survey of involvement in sport and physical activity</i> , Dublin: Health Promotion Unit.
--	------------------------------	--

2.2.11

Subordinate or division of a parent body	(OECD, Manpower and Social Affairs Committee 1986)	OECD, Manpower and Social Affairs Committee (1986) <i>Measures to assist workers displaced by structural change</i> , Paris: OECD.
--	--	--

2.2.12

Author is a government department	(Ireland, Department of Health and Children 2005)	Ireland, Department of Health and Children (2005) <i>Statement of strategy 2005-2007</i> , Dublin: Department of Health and Children.
-----------------------------------	---	---

Give the parent body first where the author is an organisation which is a subordinate or division of a parent body

2.2.13

Referring to two different sources at the same time	(Health Promotion Unit 1997; Critser 2003)	Critser, G. (2003) <i>Fat land</i> , London: Allan Lane. Health Promotion Unit (1997) <i>A national survey of involvement in sport and physical activity</i> , Dublin: Health Promotion Unit.
---	--	--

List sources in chronological order first and alphabetically thereafter for citations sharing the same year

2.3 When and how to quote

You must quote or paraphrase correctly to avoid plagiarism.

- To **quote** is to directly use another's words and to acknowledge the source:

The rise in obesity grew from a “boundary-free culture of American food consumption” (Critser 2003, p.31), ...

- To **paraphrase** is to express the author's work in your own words and to acknowledge the source:

Increasing obesity levels in the United States grew from a food consumption culture that was boundary-free (Critser 2003), ...

- To **summarise** is to describe broadly the findings of a study without directly quoting from it:

In a popular study, Critser (2003) argues that our culture is now without boundaries...

- To **plagiarise** is to present another's work as your own and not acknowledge the source:

In the United States the rise in obesity grew from a boundary-free culture of American food consumption.

- **Common knowledge** refers to a statement so well known that there is no need to reference it:

As Albert Einstein said, “Science is 1% inspiration and 99% perspiration”...

Rule for 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.

Rule for 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)

This is how the entry for Critser would look in your reference list:

Critser, G. (2003) *Fat land*, London: Allan Lane.

REFERENCE
LIST &
BIBLIOGRAPHY

3

The terms ‘reference list’ and ‘bibliography’ are sometimes used interchangeably. Be aware that there are differences between the two.

The **reference list** is a detailed list of all references cited within the text of a paper.

A **bibliography** is also a detailed list of references and background reading, but these references may or may not have been cited within the text.

Every reference must have enough information for the reader to find the source again. 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 capitalisation.

3.1 Rules for referencing:

- References should be in alphabetical order by author surname
- References must not be numbered
- The layout, punctuation and capitalisation of all references must be consistent:
 - Capitalise article and chapter titles in sentence style
 - Capitalise all personal names and places
 - Capitalise book and journal title
 - Put the main source title in italics
- For non-traditional material references should include details of format and/or medium after the main source title: [online], [speech]...

Use hanging indents to visually differentiate between references. In a hanging indent all but the first line of each reference is indented from the left margin.

Beardsworth, I. and Keil, T. (1997) *Sociology on the menu: an invitation to the study of food and society*, London: Routledge.

3.2 Referencing electronic sources

- References should include a stable web address
- References should have an “accessed” date in the format 02 Jan 2013
- References that are likely to be altered or destroyed should include a time in the format hh:mm:ss

Harvard UL recommends the use of permanent, stable identifiers such as DOIs (Digital Object Identifiers). This is because URLs can change or “break” but a DOI will always redirect to the original source. Not all electronic material has a DOI so you should use the URL that best leads back to your source and not to a results page or other dynamic webpage. This might mean referencing material back to the holding database (see 4.1.2.1). To check a link, open the URL in a new browser window and see if it directs to the correct page.

DOIs are usually given as alphanumerical strings such as 10.1109/ICGSE.2006.261229. To find the corresponding source you can either prefix the string with <http://dx.doi.org/> or put the string into an Internet search engine. When using a DOI in a reference you can use:

available: <http://dx.doi.org/10.1109/ICGSE.2006.261229>

or

available: doi: [10.1109/ICGSE.2006.261229](https://doi.org/10.1109/ICGSE.2006.261229)

A-Z

OF SAMPLE REFERENCES

4

The following examples follow the agreed Harvard UL style. These examples are intended as a guide and should be adapted for your own reference list or bibliography. If the item type that you want to reference does not appear in this chapter, you should use the rules from chapter 3, and examples of similar items, to create a reference in a manner consistent with Harvard UL.

4.1 Articles

4.1.1 JOURNAL ARTICLE – PRINT

Author(s) name, initial(s). (year of publication) ‘Title of article’, Title of Journal, Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], page number(s).

Lynch, D., Henihan, A.M., Kwapinski, W., Zhang, L. & Leahy, J.J. (2013) ‘Ash agglomeration and deposition during combustion of poultry litter in a bubbling fluidized-bed combustor’, *Energy & Fuels*, 27(8), 4684-4694.

... (Lynch et al 2013) ...

4.1.2 JOURNAL ARTICLE – ELECTRONIC

4.1.2.1 From an Electronic Journal

Author(s) name, initial(s). (year of publication) ‘Title of article’, Title of Journal [online], Volume(Issue number) [or] date/month of publication [in the absence of volume and issue], page number(s), available: web address [accessed date].

McCaffrey, C. (2013) ‘LibQUAL in Ireland: performance assessment and service improvement in Irish universities libraries’, *The Journal of Academic Librarianship* [online], 39(4), available: doi: 10.1016/j.acalib.2012.11.036 [accessed 15 Sep 2013].

... (McCaffrey 2013) ...

References to web-only articles must include the web address to allow the article to be accessed again. It is recommended that a DOI (Digital Object Identifier) is used if available, as it is a permanent identifier provided by publishers to allow direct, long term access to the article. Where there is no DOI, a stable URL should be used.

4.1.2.2 From a Library Database

Author(s) name, initial(s). (year of publication) ‘Title of article’, Title of Journal [online], Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], page number(s), available: name of database [accessed date].

Edi, M. and Langeheine, R. (1999) ‘The measurement of consistency and occasion specificity with latent class models: a new model and its application to the measurement of effect’, *Psychological Methods* [online], 4, 100-116, available: PsycArticles [accessed 27 July 2005].

... (Edi and Langeheine 1999) ...

Generally reference an electronic journal as 4.1.1 or 4.1.2.1. Use the above example only if the article can be retrieved from a particular database exclusively.

4.1.3 MAGAZINE – PRINT

Author(s) name, initial(s). (year of publication) ‘Title of article’, Title of Magazine, Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], page number(s).

Doody, O. and Danaher, T. (2012) ‘Developing support for intellectual disability practice – Nursing Network in Intellectual Disabilities Ireland (NNIDI)’, *Frontline Magazine*, 88, 36-37.

... (Doody and Danaher 2012) ...

4.1.4 MAGAZINE – ELECTRONIC

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

Koepfel, D. (2007) ‘China’s iClone’, *Popular Science* [online], available: http://www.popsci.com/popsci/technology/e7e48a137b14411ovgn_vcm1000004eecbccdrd.html [accessed 16 Aug 2007].

... (Koepfel 2007) ...

4.1.5 NEWSPAPER – PRINT

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

Sheridan, A. (2013) ‘UL opens its huge picture archive’, *Limerick Leader*, 27 Jul, 11.

... (Sheridan 2013) ...

4.1.6 NEWSPAPER – ELECTRONIC

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

Kinsella, S. (2013) ‘Why the head must rule the heart on state policy’, *Irish Times* [online], 22 Oct, available: <http://www.independent.ie/opinion/columnists/stephen-kinsella/why-the-head-must-rule-the-heart-on-state-policy-29678738.html> [accessed 24 Oct 2013].

... (Kinsella 2013) ...

4.2 Books

4.2.1 SACRED BOOKS

References to Sacred Books of religious traditions are not usually included in the bibliography. References to these Books should include book (abbreviated), chapter and verse – never a page number. Traditionally a colon is used between chapter and verse.

Examples from The Bible:

... (Heb. 13:8) ...

... (2 Kings 11:12) ...

Example from The Torah:

... (Leviticus 19:18) ...

Example from The Qur’an (or Koran):

... (Qur’an 2:214) ...

4.2.2 BOOK WITH ONE AUTHOR

Author(s) name, initial(s). (year of publication) Title of Book or Report: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.

Devereux, E.A. (2013). *Understanding the media*, 3rd ed., Los Angeles: SAGE.

... (Devereux 2013) ...

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 that 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.

4.2.3 BOOK WITH MORE THAN ONE AUTHOR

Author(s) name, initial(s). (year of publication) Title of Book: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.

Wallace, J., McMahon, G., Gunnigle, P. and O'Sullivan, M. (2013)
Industrial relations in Ireland, 4th ed., Dublin: Gill & Macmillan.

... (Wallace et al 2013) ...

Where there are three or more authors, use *et al.* in the citation, but list all authors in the reference list/bibliography. Check with your department for departmental preferences re. listing authors in both in-text citations and reference lists/bibliographies. The convention is to italicise *et al.*

4.2.4 BOOK – CHAPTER OR CONTRIBUTION

Author(s) name, initial(s). (year of publication) ‘Title of chapter/ contribution’, in Editor(s) or Compiler(s) name, initial(s). of book containing the contribution, ed(s). [or comp(s).], Title of Book: Subtitle [if any], ed. [if not first], Place of Publication: Publisher, page number(s).

O'Connor, Pat (2010) ‘Gender and organisational culture at senior management level: limits and possibilities for change’ in Harford, J. and Rush, C., eds., *Have women made a difference? Women in Irish universities 1850-2010*, Oxford: Peter Lang, 139-162.

... (O'Connor 2010) ...

Cite the author(s) of the chapter in the text of your paper, not the editor(s) of the book.

4.2.5 BOOK – COMPILED

Compiler(s) name, initial(s), comp(s). (year of publication) Title of Book: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.

O'Dwyer, M., comp. (2003) *Entrepreneurship*, Harlow: Pearson Custom Publishing.

... (O'Dwyer 2003) ...

Some publications are edited or compiled rather than written by the person whose name appears on the title page. The function of the editor(s) or compiler(s) should be indicated after his/her name, e.g. ed., comp., in the reference list/bibliography. In the text, refer to the author(s) of the chapter or book section.

4.2.6 BOOK – EDITED

Editor(s) name, initial(s). ed(s). (year of publication) Title of Book: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.

Chambers, A., Conacher, J.E. and Littlemore, J.M. eds. (2004) *ICT & language learning: integrating pedagogy and practice*, Birmingham: University of Birmingham Press.

... (Chambers et al 2004) ...

Some publications are edited or compiled rather than written by the person whose name appears on the title page. The function of the editor(s) or compiler(s) should be indicated after his/her name, e.g. ed., comp., in the reference list/bibliography. In the text, refer to the author(s) of the chapter or book section.

4.2.7 EBOOKS

Where an ebook looks like a printed book, you can reference it as a normal book. However some ebooks do not have pagination, are only available online or only on ebook readers and these are referenced to reflect these differences.

Author(s) name, initial(s). (year of publication) Title of Book: Subtitle [if any] [online], ed. [if not 1st edition], Name of eBook supplier, available: web address [accessed date].

Moore, S. & Murphy, M. (2005). *How to be a student: 100 great ideas and practical habits for students everywhere* [online], DawsonEra, available: <http://www.dawsonera.com.proxy.lib.ul.ie/depp/reader/protected/external/AbstractView/S9780335226528> [accessed 10 Sep 2013].

... (Moore and Murphy 2005) ...

4.2.8 EBOOK: CHAPTER OR CONTRIBUTION

Author(s) name, initial(s). (year of publication) ‘Title of chapter/ contribution’, in Editor(s) or Compiler(s) name, initial(s). of book containing the contribution, ed(s). [or comp(s).], Title of Book: Subtitle [if any] [online], ed. [if not 1st edition], Name of eBook supplier, page number(s) [or other location information] available: web address [accessed date].

White, H. (2002) ‘The westernization of world history’ in Rusen, J., ed., *Western historical thinking: an intercultural debate* [online], ACLS Humanities E-Book, 111-118, available: <http://hdl.handle.net.proxy.lib.ul.ie/2027/heb.04917.0001.001> [accessed 14 May 2009].

... (White 2002, p. 112) ...

4.2.9 EBOOK ACCESSED VIA AN E-READER

If you accessed an ebook via an ebook reader, you must indicate this in the full reference. As there will be no page numbers, you should use chapter and paragraph numbers in their place in the in-text citation as appropriate.

Author(s) name, initial(s). (year of publication) Title of Book: Subtitle [if any] [ebook reader name], ed. [if not 1st edition], Place of Publication: Publisher.

McCourt, F. (2005) *Teacher man: a memoir* [Kindle], London: Scribner.

... (McCourt 2005, ch.1, para. 3) ...

4.2.10 AUDIOBOOK

Author(s) name, initial(s). (year of publication of audiobook) Title of audiobook [audiobook], Narrator(s) name, initial(s). if necessary, Name of Audiobook supplier, available: web address [accessed date].

Joyce, J. (2005) *Dubliners* [audiobook], McCourt, M., Simply Audiobooks, available: <http://www.simplyaudiobooks.com/audio-books/Dubliners/10277/> [accessed 1 Sep 2013].

... (Joyce 2005) ...

Cite the author of the book within the text of your paper, not the narrator.

4.2.11 BOOK REVIEW

Reviewer(s) name, initial(s). (year of publication of review) Title of Book Being Reviewed by Author(s) name, initial(s). of book, reviewed in Title of publication containing the review, volume(issue), page(s) [where available].

Patil, S. (2005) *The project management toolkit* by Kendrick, T., reviewed in *Engineering*, 57(5), 25.

... (Patil 2005) ...

Cite the author of the review within the text of your paper, not the author of the original book.

4.2.12 BOOK WITH NO TITLE – WORKING TITLE

Author(s) name, initial(s). (year of publication, forthcoming) Title of Book or Report (Working Title), ed. [if not 1st edition], Place of Publication: Publisher.

Walser, R., Lerner, B. and Searls, D. (2013, forthcoming) *A schoolboy's diary and other stories* (Working Title), New York: New York Review of Books.

... (Walser et al 2013, forthcoming) ...

A book may be referred to by its working title before it is published.

4.2.13 BOOK WITH NO AUTHOR E.G. REFERENCE WORKS

Title of Work (year of publication) ed. [if not first edition], Place of Publication: Publisher.

Black's Medical Dictionary (2006) 41st ed., Oxford: Scarecrow.

... (Black's Medical Dictionary 2006) ...

4.3 Correspondence

4.3.1 EMAIL OR MEMO

As a personal email or electronic memo is not a public source of information it is not considered recoverable data, therefore you should not list it in your bibliography. However, you can refer to its contents in the body of your text by citing the details.

... in an email to the author (Aug 2004) Gorman clarified the point ...

4.3.2 PERSONAL INTERVIEW

As a personal interview is not a public source of information it is not considered recoverable data, therefore you should not list it in your bibliography. However, you can refer to its contents in the body of your text by citing the details.

... In an interview (Apr 2005) the findings of the report were discussed and Breen agreed ...

If the interview is transcribed in an Appendix, refer the reader to that appendix.

4.3.3 LETTER – INCLUDING HISTORICAL ARCHIVES

Author(s) name, initial(s). (year) 'Subject matter', letter to Recipient's Name, date, held in Collection, Institution, City, Accession/Collection/Item Number [if available].

Lloyd George, D. (1920) 'Invitation to attend Parliament on 10 Feb 1920', letter to Eamon DeValera, 2 Feb, held in Norton Collection, Glucksman Library, University of Limerick, Limerick.

... (Lloyd George 1920) ...

4.3.4 SMS TEXT MESSAGE

As a personal SMS message is not a public source of information it is not considered recoverable data, therefore you should not list it in your bibliography. However, you can refer to its contents in the body of your text by citing the details.

... in an SMS (Jul 2009) O'Connor stated ...

4.3.5 INSTANT MESSAGING (IM)

As correspondence via instant messaging is not a public source of information it is not considered recoverable data, therefore you should not list it in your bibliography. However, you can refer to its contents in the body of your text by citing the details.

... Frawley discussed the key challenges of the project via instant messaging (Mar 2010) ...

If the correspondence is transcribed in an Appendix, refer the reader to that appendix.

4.4 COURSE MATERIAL

Check with the individual lecturer whether or not you are permitted to cite these as sources. It is more academically sound to return to the sources referenced by your lecturer rather than to the lecture itself.

4.4.1 COURSE MATERIAL – PRINT

Such as study guides and books of readings

**Author(s) or Tutor(s) name, initial(s). (year) ‘Title of item’,
Module Code: Module Title, Institution, unpublished.**

Ní Bheacháin, C. (2001) ‘Guide to referencing’, CM5203:
Communications, University of Limerick, unpublished.

... (Ní Bheacháin 2001) ...

4.4.2 COURSE MATERIAL – ELECTRONIC

Learning Management System or Virtual Learning Environment such as Sulis, Moodle, WebCT, Blackboard ...

**Author(s) or Tutor(s) name, initial(s). (year) ‘Title of item’, Module Code:
Module Title [online], available: web address [accessed date].**

Jones, T. (2005) ‘Week 7: dissertation preparation materials’, AH4113:
Concepts, Sources and Methods in Archaeology [online], available: <https://sulis.ul.ie/osp-portal> [accessed 16 Nov 2006].

... (Jones 2005) ...

4.4.3 LECTURE NOTES

**Author(s) or Tutor(s) name, initial(s). (year) ‘Title of lecture’, Module
Code: Module Title, date, Institution, unpublished.**

Gordon, S. (2007) ‘Data analysis in practice’, MA4222: Data Analysis,
7 Feb, University of Limerick, unpublished.

... (Gordon 2007) ...

4.4.4 PUBLIC FOLDER

**Author(s) or Tutor(s) name, initial(s). (year) ‘Title of item’,
Module Code: Module Title [online], available: location of folder
[accessed date].**

Bucholz, M. (2006) ‘Stan Allen field conditions’, AR4031: History and Theory 1 [online], available: University of Limerick public folders [accessed 3 Aug 2007].

... (Bucholz 2006) ...

4.5 Data

4.5.1 PUBLISHED DATASET – PRINT

**Author(s) name, initial(s). (year of publication) ‘Title of dataset’ in
Editor(s) or Compiler(s) name, initial(s). of book containing table
ed(s). [or comp(s).], Title of book, ed. [if not first], Place of publication:
Publisher, Number [if available], page number(s).**

Denzel, M. A. (2010) ‘Hamburg exchange rates on London, Amsterdam, Paris and Copenhagen’ in Denzel, M.A., *Handbook of World Exchange Rates, 1590-1914*, Farnham: Ashgate, 4.1.1, 207-212.

... (Denzel 2010) ...

4.5.2 PUBLISHED DATASET – ELECTRONIC

**Author(s) name, initial(s). (year of publication). Title of dataset
[format &/ medium], Number [if available], available: web address
[accessed date].**

Central Statistics Office. (2012) *Girls names registered in Ireland by name, year and statistic* [online database], VSA11, available: <http://www.cso.ie/px/pxeirestat/Statire/SelectVarVal/Define.asp?maintable=VSA11&PLanguage=0> [accessed 12 Aug 2013].

... (Central Statistics Office 2012) ...

4.5.3 UNPUBLISHED DATA

**Author(s) name, initial(s). (year of creation) [Description of study
topic], unpublished.**

Doyle, M. (2013). [Survey of colleague responses to introduction of flexitime], unpublished.

... (Doyle 2013) ...

4.6 Electronic communication

4.6.1 BLOG (WEBLOG)

Author(s) name, initial(s). (year of posting) ‘Title of blog post’, **Blog Title [online]**, date of posted entry, available: web address [accessed date].

Bradley, D. (2007) ‘Could World of Warcraft fight disease?’, *Sciencebase Science Blog* [online], 24 Aug, available: <http://www.sciencebase.com/science-blog/category/health> [accessed 28 Aug 2007].

... (Bradley 2007) ...

4.6.2 DISCUSSION BOARD / FORUM

Author(s) name, initial(s). (year of posting) ‘Title of message’, **Title of Discussion Board or Forum [online]**, date of posted message, available: web address [accessed date].

Trastoy, T. S. (2003) ‘The so-called “Flywheel of Saqqara”’, *Egyptologists Electronic Forum Bulletin Board* [online], 2 Jul, available: <http://www.geocities.com/TimesSquare/Alley/5582/SaqqaraFlywheel.html> [accessed 16 Oct 2003].

... (Trastoy 2003) ...

4.6.3 FACEBOOK

Author(s) name, initial(s). (year of posting) **Title of Facebook page [Facebook]**, date and time of posted message, available: web address [accessed date].

National Library of Ireland (2013) *National Library of Ireland* [Facebook], 26 Jun 17:21, available: <https://www.facebook.com/photo.php?fbid=10152984315900038&set=a.10150212612735038.462865.240989225037&type=1> [accessed 27 Jun 2013].

... (National Library of Ireland 2013) ...

4.6.4 MAILING LIST

Author(s) name, initial(s). (year of posting) ‘Title of message’, **Title of Mailing List [online]**, date of posted message, available: email address [accessed date].

Caffrey, M. (2013) ‘OA week’, *RESUPIE* [online], 20 Sep, available: resupie@listserv.heanet.ie [accessed 26 Oct 2013].

... (Caffrey 2013) ...

4.6.5 SOCIAL MEDIA & NETWORKING SITES (GENERAL)

Author(s) name, initial(s). (year of posting) Title of page [Title of website], date and time of posted message, available: web address [accessed date].

Ferguson, K. (2013) *Google apps for education* [Google Hangouts], 24 Jun 09:36, available: <https://plus.google.com/109703227269407940605/posts/htq8XJpvF4s> [accessed 28 Jun 2013].

... (Ferguson 2013) ...

4.6.6 TWITTER

Author(s) name, initial(s). (@username) (year of posting) Text of tweet in its entirety [Twitter], date and time of tweet, available: web address [accessed date].

Secker, J. (@jsecker) (2013) *Communication is vital to being cited. Can't just assume if you write an article then people will read it. Be proactive!* [Twitter], 29 May 15:31, available: <https://twitter.com/jsecker/status/339750857430163456> [accessed 21 Jun 2013].

... (Secker 2013) ...

4.6.7 WEB DOCUMENT WITH AN AUTHOR

Author(s) name, initial(s). (year of publication) Title of document [online], Title of publication or webpage, available: web address [accessed date].

O'Connell, C. (2013) *Ecologist works biodiversity data hub to protect Ireland's flora and fauna* [online], SiliconRepublic, available: <http://www.siliconrepublic.com/innovation/item/33152-wit2013/> [accessed 25 Jun 2013].

... (O'Connell 2013) ...

4.6.8 WEB DOCUMENT WITH NO AUTHOR AND NO DATE

Title of document (n.d.) Author(s) of website [online], available: web address [accessed date].

Ireland's plants (n.d.) Ireland.com [online], available: <http://www.ireland.com/about-ireland/discover-ireland/irelands-plants> [accessed 25 Jun 2013].

... (Ireland's plants n.d.) ...

The 'author' of a website refers to the organisational author, not to the individual who may have designed or created the site. Use the site's logo and banner to identify the organisational author.

4.6.9 WEBPAGE OF AN ORGANISATION OR COMPANY

Author(s) of website (year of publication) Title of webpage [online], available: web address [accessed date].

Ireland, Department of Public Department of Public Expenditure and Reform (2013) *Re-use of public sector information* [online], available: <http://per.gov.ie/re-use-of-public-sector-information/> [accessed 16 Jun 2013].

... (Ireland, Department of Public Expenditure and Reform 2013) ...

The 'author' of a webpage refers to the organisational author, not to the individual who may have designed or created the site. Use the site's logo and banner to identify the organisational author.

4.6.10 WIKI

Name of wiki (year of publication) Title of page [wiki], available: web address [accessed date and time].

Wikipedia (2007) *Global warming* [wiki], available: http://en.wikipedia.org/wiki/Global_warming [accessed 16 Aug 2007, 14:32].

... (Wikipedia 2007) ...

4.7 Images

4.7.1 IMAGE - PUBLISHED IN PRINT

Including figures, illustrations, photos, graphs, diagrams, tables etc. In this case reference the source of the image, for example a table in a book. Adapt the example according to the type of source. Give the image description, i.e. image, illus., fig., table, photo.

Author(s) name, initial(s). (year of publication) Title of the Book which contains the image [type of image], Place of Publication: Publisher, page.

Note, M. (2011) *Managing image collections: a practical guide* [table], Oxford: Cahndos, 48.

... (Note 2011) ...

4.7.2 IMAGE – ELECTRONIC

Author or Owner of website (year of publication) Title of Image [image online], available: web address [accessed date].

Coca-Cola (2013) *Coca Cola bottles* [image online], available: <http://www.coca-cola.ie/125/coca-cola-bottles-history.html> [accessed 08 Jul 2013].

... (Coca-Cola 2013) ...

4.7.3 MAP – PRINT

Author(s) or Compiler(s) or Producer(s) name, initial(s). of map (year of publication) Title of map [map], sheet number, scale, Place of Publication: Publisher (Series).

Ordnance Survey (2001) *Clare, Limerick, Tipperary* [map], sheet 65, 1:50,000, Dublin: Ordnance Survey (Discovery Series).

... (Ordnance Survey 2001) ...

4.7.4 MAP – ELECTRONIC

Author(s) or Compiler(s) or Producer(s) name, initial(s). of map (year of publication) Title of map [map online], scale, available: web address [accessed date].

Ordnance Survey (2013) *Limerick* [map online], 1:25,000, available: <http://maps.osi.ie/publicviewer/#V1,558481,656919,4,10> [accessed 08 Jul 2013].

... (Ordnance Survey 2013) ...

If referencing Google Maps, use the “Link” icon to get the correct URL.

Google Maps (2013) *University of Limerick* [map online], available: <https://maps.google.ie/maps?q=university+of+limerick&hl=en&sl=52.671682,-8.553258&ssp=0.014131,0.042272&hq=university+of+limerick&t=m&z=14> [accessed 08 Jul 2013].

... (Google Maps 2013) ...

4.7.5 ARTWORK – PHYSICAL

Artist(s) or Creator(s) name, initial(s). (year of creation) Title of the work, medium, dimensions, collection, city: institution/gallery name, accession number used by the gallery to catalogue the work.

Cezanne, P. (c.1874) *Auvers: Village Panorama*, oil on canvas, 65cmx81cm, Mr and Mrs Lewis L. Coburn Collection, Chicago: Art Institute of Chicago, 1933.422.

... (Cezanne c.1874) ...

When referring to an image of an artwork in a book or other source, reference the source containing the image in your reference list or bibliography. Refer to the original artwork in italics in your text, followed by the citation to the source of the image with a page number if possible.

... *Auvers: Village Panorama* (Smith 2007, p.18) ...

4.7.6 ARTWORK – ELECTRONIC

Artist(s) or Creator(s) name, initial(s). (year of creation) Title of the work [image online], available: web address [accessed date].

Barret, G. (c.1760) *View of Powerscourt Waterfall* [image online], available: <http://onlinecollection.nationalgallery.ie/view/objects/asitem/169/20/sortNumber-asc?t:state:flow=11c96abc-754b-4ce4-ae7-405caa362330> [accessed 18 Sep 2013].

... (Barret c.1760) ...

4.8 Law And Official Publications

Referencing legal materials is complex. There are several specific citation styles. The Law Department recommends the OSCOLA citation system for students of Law in UL. You can find a link to the OSCOLA guidelines at the back of this guide, from www.legalcitation.ie or under 'Other Styles' on the referencing webpage – www.ul.ie/~library/referencing.

Below are guidelines for non-law students wishing to refer to legal and official publications using Harvard UL.

4.8.1 ACT

Title of Act including year, No., s. [if a section has been referred to], City: Publisher.

Copyright and Related Rights Act 2000, No.28/2000, s.191, Dublin: Stationery Office.

... (Copyright and Related Rights Act 2000) ...

The year is included in italics, as part of the main title.

4.8.2 JUDGMENT

**Name of case (year of publication) Volume Number [if available],
Law report abbreviation, beginning page number.**

O'Donnell -v- Dun Laoghaire Corporation (1991) i.l.r.m. 301.

... (O'Donnell-v-Dun Laoghaire Corporation 1991) ...

Check the Cardiff Index to Legal Abbreviations at
www.legalabbrevs.cardiff.ac.uk for more information
on abbreviations.

4.8.3 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,
all in italics.**

*Council Directive (EC) 2001/29/EC of 22 May 2001 on the harmonisation of
certain aspects of copyright and related rights in the information society.*

... (Council Directive 2001/29/EC) ...

The entire reference is in italics and the title of the directive is
not capitalised. This is not consistent with standard Harvard
guidelines, but is nonetheless correct.

4.8.4 STATUTORY INSTRUMENT – PRINT

**Title of Statutory Instrument including year, S.I. No. of Year,
City: Publisher.**

*Immigration Act 2004 (Visas) (No.2) Order 2006, S.I. No. 657 of 2006,
Dublin: Stationery Office.*

... (Immigration Act 2004 (Visas) (No.2) Order 2006) ...

4.8.5 STATUTORY INSTRUMENT – ELECTRONIC

**Title of Statutory Instrument [online], S.I. No. of Year, Publisher,
available: web address [accessed date].**

*Land Registration (Fees) (Amendment) Order 2013 [online], S.I. No. 21
of 2013, Office of the Attorney General, available: [http://www.
irishstatutebook.ie/2013/en/si/0021.html](http://www.irishstatutebook.ie/2013/en/si/0021.html) [accessed 13 Jun 2013].*

... (Land Registration (Fees) (Amendment) Order 2013) ...

4.8.6 OFFICIAL GUIDANCE NOTE

Organisation (year of publication) Title of guidance note, Number and version, Place of Publication: Publisher.

Ireland, Department of Finance (2009) *Short listing of works contractors: suitability assessment and random selection*, GN 2.3.1.1. v 1.0., Dublin: Department of Finance.

... (Ireland, Department of Finance 2009) ...

4.9 Media

4.9.1 PRESS RELEASE

Author of press release (year of publication) Title [press release], date, available: web address [accessed date].

University of Limerick (2011) *Dalai Lama visits UL* [press release], 14 Apr, available: http://www.conference.ul.ie/cat_news.jsp?i=104&gc=13&p=102&n=221 [accessed 17 Jun 2013].

... (University of Limerick 2011) ...

4.9.2 RADIO / TELEVISION – INTERVIEW OR CONTRIBUTION

Contributor name, initial(s). (year) Interview on Title of Programme [format], Name of Channel, date of transmission, time of transmission.

Ahern, B. (1999) *Interview on Morning Ireland* [radio], RTE Radio 1, 15 Feb, 08:30.

... (Ahern 1999) ...

4.9.3 RADIO / TELEVISION – PROGRAMME

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

Primetime (2005) RTE 1, 31 Mar, 21:30.

... (Primetime 2005) ...

For television programmes accessed on disk, storage device or via streaming service, see 4.9.6.

4.9.4 RADIO OR TELEVISION – ADVERTISEMENT

Company (year) Description of advert [Television/radio advertisement], (duration), channel/station, screened/aired dates.

Coca Cola (2006) *Santa handing bottles of Coca Cola to a girl every year at Christmas from childhood to adulthood* [Television advertisement] (00:00:30), ITV3, screened 1 Dec 06 – 25 Dec 06.

... (Coca Cola 2006) ...

4.9.5 SPEECH DELIVERED LIVE

If you were there to witness the speech you do not have to provide access details however if you listened to the speech online you need to provide the web address and date accessed (see 4.9.6).

Speaker(s) name, initial(s). (year of speech) Title [or description where no title is available] of speech [speech], date, place.

King, M.L., Jnr. (1963) *I have a dream* [speech], 28 Aug, Washington D.C.

... (King 1963)

4.9.6 SPEECH ACCESSED AFTER THE EVENT

Speaker(s) name, initial(s). (year of speech) Title [or description where no title is available] of speech [speech], date, place, available: web address [accessed date].

King, M.L., Jnr. (1963) *I have a dream* [speech], 28 Aug, Washington D.C., available: <http://www.mlkonline.net/dream.html> [accessed 2 Mar 2004].

... (King 1963)

4.9.7 FILM ON DISK / STORAGE DEVICE / STREAMING

Director name, initial(s). (year of distribution) Title of Film [format], Place of Distribution: Distribution Company.

McDonagh, J. M. (2011) *The Guard* [DVD], Dublin: Element Pictures.

... (McDonagh 2011) ...

Give the publication medium in square brackets after the title, e.g. [film], [DVD], [video]. [blu-ray],... If you have streamed the film use the supplier name e.g. [Netflix]

4.9.8 MICROFILM / MICROFICHE / CD ROM

Author(s) name, initial(s). (year of publication) ‘Title of article’, Title of Source [format], volume number or date, page number(s).

Mason, W.S. (1813) *Parochial survey of Ireland* [microfiche], 2, 5.

... (Mason 1813) ...

Give the publication medium in square brackets after the source title, e.g. [CD ROM], [microfilm], [microfiche].

4.9.9 PODCAST

Broadcaster (year of posting) ‘Programme title’, Series Title if applicable [podcast], date of transmission, available: web address [accessed date].

RTE Radio 1 (2007) ‘A special programme from the Met Office in Glasnevin’, *Quantum leap* [podcast], 19 Apr, available: <http://pc.rte.ie/2007/pc/pod-v-19042007-39m15s-quantum-leap.mp3> [accessed 23 July 2007].

... (RTE Radio 1 2007) ...

To reference a point on an audio track use the format above and include the time at the end of the citation. Time should be in the 24 hour clock in the format hh:mm:ss. Use the time to an appropriate granularity i.e. the seconds value may not be needed or available.

... (RTE Radio 1 2007, 00:16:21) ...

4.9.10 ONLINE VIDEO

Screen name of contributor (year of posting) ‘Video Title’, Series Title [if applicable][video online], available: web address [accessed date].

International Rescue Committee (2007) ‘Bringing water to Pakistan’s earthquake-ravaged communities’ [video online], available: http://www.youtube.com/watch?v=qrz_wifeazm [accessed 16 Aug 2007].

... (International Rescue Committee 2007) ...

To reference a frame from an online video use the format above and include the time at the end of the citation. Time should be in the 24 hour clock in the format hh:mm:ss. Use the time to an appropriate granularity i.e. the seconds value may not be needed or available.

... (International Rescue Committee 2007, 00:01:40) ...

4.10 Musical works

4.10.1 RECORDINGS – COMMERCIAL AUDIO

Artist(s) name, initial(s). (year) Album Title [medium], Place of distribution: Distribution company.

Ó Súilleabháin, M. (1990) *Casadh/Turning* [CD], London: Venture Records.

... (Ó Súilleabháin 1990) ...

4.10.2 SHEET MUSIC

Composer(s) name, initial(s). (year of current publication) Title of Score [music score], Notes on version of the score, Place of publication: Publisher.

Beethoven, L. (1997) *Sonata no.1 in F major, Opus 5, No.1: for cello and piano* [music score], edited by Pierre Fournier, New York: International Music.

... (Beethoven 1997) ...

When referring to a score from a collection, place the score title in single quotes and the collection title in italics.

Composer(s) name, initial(s). (year of current publication) ‘Title of music score’, in Title of Collection [music score], Place of publication: Publisher.

Mozart, W. A. (1968) ‘Eine Kleine Nachtmusik K525’, in *Facsimile Series of Music Manuscripts: Serenades K525* [music score], New York: Dover Publications.

... (Mozart 1968) ...

4.11 Papers

4.11.1 CASE STUDY

Author(s) name, initial(s). (year) Title of Case [case], Place of Publication: Publisher.

Gould, R. M. (1994) *Revolution at Oticon A/S (B): acquiring change competence in a “Spaghetti” organisation* [case], Lausanne: International Management Development Institute.

... (Gould 1994) ...

4.11.2 CONFERENCE PAPER – PUBLISHED

Author(s) name, initial(s). (year of publication) ‘Title of the contribution/paper’, in Name(s) of Editor(s) or Chair(s) of the Conference, ed(s). [or chair(s)], Title of the Conference Proceedings, Location of conference, date of conference, Place of Publication: Publisher, page numbers.

Kaunitz, J. (1985) ‘Database backup and recovery in transaction driven information systems’, in Katashev, S. P. and Katashev, S., eds., *Supercomputing Systems: Proceedings of the First International Conference*, St Petersburg, Florida, 16-20 Dec, Washington D.C.: IEEE Computer Society Press, 265-272.

... (Kaunitz 1985) ...

4.11.3 CONFERENCE PAPER – UNPUBLISHED

Author(s) name, initial(s). (year) ‘Title of the contribution/paper’, accepted for/presented at Title of the Conference, conference date.

Lægreid, T., Sandal, P. C., Ingvaldsen, J. E. and Gulla, J. A. (2006) ‘Using business process model to retrieve information from governing documents’, presented at 9th International Conference on Business Information Systems (BIS2006), 31 May – 2 Jun.

... (Lægreid et al 2006) ...

4.11.4 CONFERENCE POSTER

Author(s) name, initial(s). (year) ‘Title of poster’ [poster], accepted for/presented at Title of the Conference, conference date.

Webb, S. and Marsh, I. (2013) ‘Perceptions of an occupational therapy service in a special educational setting: a mixed method approach’ [poster], presented at 37th Annual Conference and Exhibition of the College of Occupational Therapists, 18 – 20 Jun.

... (Webb and Marsh 2013) ...

4.11.5 PRE-PRINT

A pre-print is the version of a paper which has been submitted for publication but has not yet undergone editing or peer review.

Author(s) name, initial(s). (year) ‘Title of the paper’, submitted to/accepted for publication in Title of Journal, Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], page number(s), pre-print number and prefix.

Dragulescu, A. and Yakovenko, V. M. (2000) ‘Statistical mechanics of money’, accepted for publication in *The European Physical Journal B*, 17, 723-729, arXiv:cond-mat/001432v4.

... (Dragulescu and Yakovenko 2000) ...

4.11.6 WORKING PAPER

Author(s) name, initial(s). (year) ‘Title of the paper’, Working Paper Series Title, No. Working Paper Number.

Stinebrickner, T. R. and Stinebrickner, R. (2007) ‘The casual effect of studying on academic performance’, *NBER Working Paper*, No. 13341.

... (Stinebrickner and Stinebrickner 2007) ...

4.11.7 SLIDESHARE PRESENTATION

Author(s) name, initial(s). (year of publication) ‘Title of presentation’ [Slideshare], presented at Title of the Conference, conference date, available: web address [accessed date].

Dalton, M. (2013) ‘Diagnosing information literacy’ [Slideshare], presented at CONUL ACIL Annual Information Literacy Seminar, 11th June, available <http://www.slideshare.net/mishdalton/diagnosing-information-literacy> [accessed 13 Aug 2013].

... (Dalton 2013) ...

4.12 Reports

4.12.1 PUBLISHED REPORT – PRINT

Author(s) name, initial(s). (year of publication) Report Title, Report Number [if available], City: Publisher.

Law Reform Commission (2005) *Report on multi-party litigation*, LRC 76-2005, Dublin: Law Reform Commission.

... (Law Reform Commission 2005) ...

4.12.2 PUBLISHED REPORT – ELECTRONIC

Author(s) name, initial(s). (year of publication) Report Title [online], Report Number [if available] available: web address [accessed date].

Stevenson, C. and McNamara, N. (2011) *Revitalising communities: a framework for assessing social change* [online] available: <http://www.limerickregeneration.org/Revitalising%20Communities%20Report.pdf> [accessed 04 Nov 2013].

... (Stevenson and McNamara 2011) ...

4.12.3 UNPUBLISHED REPORT

Author(s) name, initial(s). (year of creation) Report Title, Internal Report [including name of institution], unpublished.

Murphy, T. (2005) *Focus group feedback*, Internal BIM Marketing Report, unpublished.

... (Murphy 2005) ...

4.12.4 ANNUAL REPORT – PRINT

Author(s) name, initial(s). (year) Report Title, Place of publication: Publisher.

Competition Authority of Ireland (1992) *Annual report*, Dublin: Stationery Office.

... (Competition Authority of Ireland 1992) ...

4.12.5 ANNUAL REPORT – ELECTRONIC

Author(s) name, initial(s). (year) Report Title [online], available: web address [accessed date].

Bord Bia (2012) *Annual report & accounts* [online], available: <http://www.bordbia.ie/aboutus/reports/Documents/Annual%20Report%202012.pdf> [accessed 29 Aug 2013].

... (Bord Bia 2012) ...

4.13 Technical/Commercial/Industrial

4.13.1 PATENT

Inventor name(s), initial(s)., Assignee if applicable (year of publication) Title, Patent number (status, if applicable).

Hinchey, M.G., Pena, J. and Sterritt, R., Administrator of the National Aeronautics and Space Administration (2011) *Systems, methods and apparatus for modelling, specifying and deploying policies in autonomous and autonomic systems using agent-oriented software engineering*, U.S. Pat. 7,992,134 B2.

... (Hinchey et al 2011) ...

When referencing a patent from an online source, include the web address and date accessed.

4.13.2 STANDARD

Authorising organisation (year of publication) Number and Title of Standard, Place of Publication: Publisher.

British Standards Institution (1989) BS 1629: *Recommendation for references to published materials*, London: British Standards Institution.

... (BS1629 1989) ...

4.14 Theses

4.14.1 THESIS – PRINT

Author(s) name, initial(s). (year) Title of Thesis, unpublished thesis (degree), Institution to which the thesis was submitted.

Callaghan, B. (1995) *Voices from the margins: postmodernism and Latin American fiction*, unpublished thesis (M.A.), University College Cork.

... (Callaghan 1995) ...

4.14.2 THESIS – ELECTRONIC

Author(s) name, initial(s). (year) Title of Thesis [online], unpublished thesis (degree), Institution to which the thesis was submitted, available: web address [accessed date].

Glancy, D. (2012) *Effects of unemployment: a qualitative analysis* [online], unpublished thesis (M.A.), University of Limerick, available: <http://hdl.handle.net/10344/3167> [accessed 08 July 2013].

... (Glancy 2012) ...

4.15 Translations

4.15.1 TRANSLATED WORK

Author(s) name, initial(s). (year of publication) Title of Book, translated by translator(s) name, initial(s)., Place of Publication: Publisher.

Smith, J. (1998) *The finer points of Russian grammar*, translated by Jones, R., Moscow: University of Moscow.

... (Smith 1998) ...

Cite the author of the original source in the text of your paper, not the translator.

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5

Bibliographic software

- 5.1** **ENDNOTE**
EndNote desktop is available on all campus PCs and there is training and support given by the Research Services & Bibliometrics Librarian. It is recommended for longer term researchers and can synchronise with EndNote Web.
Support: www.endnote.com
- 5.2** **ENDNOTE WEB**
Recommended for undergraduates and as a supplement to EndNote desktop for researchers, it facilitates remote working and resource sharing. Login from www.myendnoteweb.com. You must **register** for an account **on-campus**. Training is available from Faculty Librarians.
Support: www.endnote.com
- 5.3** **BibTeX**
Bibliographic management software used in combination with the typesetting system LaTeX. It is possible to include BibTeX-bibliographies in Word documents using third-party tools such as Bibshare.
Support: www.bibtex.org/
- 5.4** **MENDELEY**
Open source desktop and web bibliographic software. Useful for maintaining a researcher profile and networking.
Support: www.mendeley.com/
- 5.5** **ZOTERO**
Open source web bibliographic software that sits in internet browser.
Support: www.zotero.org/

Suggested Reading

HARVARD (AUTHOR-DATE) STYLE

BS 5605: *Recommendations for citing and referencing published material* (1990) London: British Standards Institute.

Dublin City University Library (2012) *DCU Library guide to Harvard style of citing & referencing* [online], available: <http://www.dcu.ie/fflibrary/LibraryGuides/Citing&ReferencingGuide/player.html> [accessed 01 Nov 2013].

ISO 690: *Information and documentation – guidelines for bibliographic references and citations to information resources* (2010) Geneva: International Organization for Standardization.

Monash University Library (2011) *Demystifying citing and referencing* [online], available: <http://www.lib.monash.edu.au/tutorials/citing/> [accessed 01 Nov 2013].

Pears, R. and Shields, G. (2013) *Cite them right: the essential referencing guide*, 9th ed., Basingstoke: Palgrave Macmillan.

Pearson, J. (2012) *Final Year Project booklet for undergraduates: guidelines, procedures and regulations* [online], available: <http://www.ul.ie/business/sites/default/files/files/FYPBooklet2011.docx> [accessed 01 Nov 2013].

Swinburn University of Technology (2013) *Harvard style guide* [online], available: http://www.swinburne.edu.au/lib/studyhelp/harvard_style.html [accessed 01 Nov 2013].

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OSCOLA Ireland from [Legalcitation.ie](http://www.legalcitation.ie) <http://www.legalcitation.ie/>.

Schweppe, J., Kennedy, R., Fahey, E. and Donnelly, L., (2011) *How to think, write and cite: key skills for Irish law students*, Dublin: Roundhall.

Irish Historical Society (IHS)

Rules for Contributors on <http://irishhistoricalstudies.ie/>.

Chicago Manual of Style/ Turabian

Chicago Manual of Style available: <http://www.chicagomanualofstyle.org/>.

Turabian, K. L. (2013) *A manual for writers of research papers, theses, and dissertations: Chicago Style for students and researchers*, 8th ed., Chicago: University of Chicago Press.

MLA / APA

American Psychological Association (2010) *Publication manual of the American Psychological Association*, Washington: American Psychological Association.

American Psychological Association <http://www.apa.org/>.

Modern Languages Association (MLA) <http://www.mla.org/>.

University of Maryland University College (2013) *Citation Resources* [online], available: <http://www.umuc.edu/library/libhow/citationresources.cfm> [accessed 04 Nov 2013].

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