Referencing & Citing
Harvard Style

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Contents

Introduction

Referencing is an essential part of your work. Academic work is not limited to your own views and opinions, but is developed by thinking about ideas put forward by others. Any books, journal articles, websites, newspaper articles, or other sources you use when writing your essay, project, or thesis must be acknowledged by providing references to them.

What is Referencing?

Referencing is a system used in the academic community to indicate where ideas, theories, quotes, facts and other evidence and information used to support your assignments, can be found. A reference/citation is an entry, whether in-text or a footnote, which gives precise details of the original source of the information used.

Why Reference?

References and citations are crucial to academic work because they are the means by which authors acknowledge and identify the sources of their ideas and information. Whenever you directly copy the words of another author (quoting) or put their ideas into your own words (paraphrasing), you must acknowledge that you have done so.

Referencing is important for a number of reasons:

1. To avoid Plagiarism: Any type of plagiarism is unacceptable. Plagiarism is the act of copying another's work and representing it as your own. It is a serious academic offence and can result in your work being failed.

   ATU uses a leading academic plagiarism detector to avoid plagiarism and ensure academic integrity in students' work.

2. To demonstrate that you have read a range of sources
3. To acknowledge the sources that you have used as the basis of your research
4. To enable readers to independently consult the same materials that you have used
5. As proof that your work has a substantial factual basis

The Basics of Referencing

The fundamentals of referencing are:

1. **Citing:** refers to sources you use & quote within the text
2. **Reference list:** the detailed list of sources that have been cited.
3. **Bibliography**: a list of all references consulted in preparing the document, whether directly cited or not.

Collecting and Organising References

It is not always easy to retrieve sources after you have written your text. For this reason, it is best to keep a detailed record of everything that you use.

There are many types of Bibliographic software and free citation generators on the Web to help you to manage your reference collection. Reference managers such as EndNote Online, Zotero, MS Word Referencing tool, Mendeley and MyBib.com will all help you with this task. ATU Library provides training and user support for EndNote Online, MS Word Referencing and Zotero, should you need it. Library guides on some of these tools are available on the Library website at the following links:

Clarivate | EndNote	https://atlantictu.libguides.com/endnote
Zotero	https://atlantictu.libguides.com/ld.php?content_id=35386838
Word	https://atlantictu.libguides.com/mswordreferencing
MyBib	https://atlantictu.libguides.com/ld.php?content_id=35382368

Which Referencing Style Should I Use?

There are many different referencing styles, including: MLA, Chicago, APA and Harvard. Different subjects or disciplines may use different referencing styles. Check with your supervisor or department for advice on which referencing style to use.

This guide describes **Harvard** (an author-date style). It is the most commonly used style in ATU. It is based on the Harvard Referencing Style as outlined in Cite them Right (see https://www.citethemrightonline.com/). Please note that you will need to use your network log-in to access the full online resource.

As there is no agreed standard for referencing all resources, please remember to be consistent to one version of whatever style you choose.

Harvard Style

In the Harvard style, you put the name of the author, the year the information was published (and sometimes the page numbers) in brackets after the quotation or paraphrase in the text of your assignment. At the end of your assignment, you make a reference list of your sources.

Thus, there are two parts to citing references:

1. **In-text citations.** As you are writing your text you will refer to ideas or information you have collected during your research. Each citation is indicated by including the author and the date of the publication (in brackets).

> 'Every two days we create as much data as we did from the beginning of time until 2003' (Marr, 2017, p. 1).

2. **Reference list.** This is placed at the end of your text. It gives the full details of the works you have referred to or cited.

> Marr, B. (2017) *Data strategy: How to profit from a world of big data, analytics and the Internet of things*. New York: Kogan Page.

Advantages of Using Harvard

1. It ensures that the author's name and year of publication appear within the text (and page numbers, if quoting)
2. The alphabetical order makes the reference list easy to consult; only one entry is necessary for each reference in the text

In-text Citations

Generally, using the Harvard style requires the name of the author(s) and the year of publication plus page numbers, if quoting. Page numbers are preceded with 'p.' for a single page (e.g. p. 5) and 'pp.' for a range of pages (e.g. pp. 5-10).

- **Include the author/s name in the sentence**: If the name appears naturally in the body of your sentence, just add the date and/or page number(s) in brackets after the name where it occurs.

> Smith and Lynch (2021, p. 142) argue that '…'

- **Omit the author/s name from the sentence**: If the author's name does not appear naturally within the sentence, include the name, year and/or page(s) you are referring to in brackets at the end of the sentence.

> People in Ireland leave work later compared to the norm in other EU countries (Age Action Ireland, 2012).

- **Multiple authors**: if there are 3 or fewer authors, all their names must be cited in the text (Smith, Barrett and O'Connell, 2021). For 4 or more authors, write the first author's name followed by '*et al.*':

> Flynn *et al.* (2020) stated that …

- **Author has published more than one cited document in the same year:** these are distinguished by adding lower case letters (a,b,c, etc.) after the year and within the brackets:

> Joyce (2019a) discussed … and Joyce (2019b), in further research on this, came to the conclusion that …

- **Author unknown**: If the author's name is unknown, you should give the title of the source, in italics.

> (*Microplastics found in testicles*, 2024).

If the work is a journal or newspaper article, use the name of the journal or newspaper (e.g. The Irish Times).

If it is a website, look for the name of an organisation that produced the source (e.g. Failte Ireland) or, failing that, the name of the host site (e.g. Business World, 2010).

- **Source directly quoted in another source:** You may wish to refer to a work that you haven't actually read, but which has been summarised in somebody else's work. This is known as 'secondary referencing'. If feasible, try to get access to the original source of what you want to refer to as you are depending on the author who cited the reference to have understood it accurately and not taken it out of context.

> Phillips (2000, cited in Pellat, 2007, p. 602) estimates that at any one time a third of the adult population is complaining of insomnia.

> N.B. In the list of references at the end of your work, only include the reference where you read about the original work. You cannot include details about the original study as you have not read it.

Quoting & Paraphrasing

You should quote or paraphrase correctly to avoid plagiarism.

Quote:

To quote is to directly use another's words and to acknowledge the source. For quotations of one or two lines, you must put the quotation in single or double quotation marks (be consistent with which you choose). After the quotation, add the author's surname, the date of publication and the page number(s) of the quote.

> 'Digital technologies are now seen as an integral part of maintaining education's relevance to the fast-changing economic world' (Selwyn, 2017, p. 23).

If a quotation is longer than 40 words, no quotation marks are used, and the quotation is indented instead:

> Life has become increasingly documentable with social photography. However, Jurgenson (2019, p. 13) explains that:
>
> > to treat social photography solely in the terms of its aesthetic quality is analogous to judging all written language on its poetic merits. Yes, there is room for poetry and its analysis just as there is room for art within photographic inquiry, but it should only be part of the analysis and certainly not its dominant aspect.

If you are omitting some text from the middle of the original quotation, use 3 dots (ellipsis) […] to indicate this:

> Simms (2009, p. 42) states that 'in contrast to the annals, … genealogies were one of the first classes of text to be recorded in Irish'.

Paraphrase:

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

> Assessing the evidence or arguments put out, identifying any flaws in the study's design, and determining the degree to which you agree with the writers' positions, opinions, or conclusions are the basic goals of critical reading (Specht, 2019).

Summarise:

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

> Peixoto *et al.* (2024) examine two novel approaches to enhance customer service and meet cost-efficiency targets in their study of online retail delivery.

Reference List and/or Bibliography

The terms 'reference list' and 'bibliography' are sometimes used simultaneously, but there are differences between the two.

A *reference list* is a detailed list of all references cited within the text of the essay/thesis. The reference list must include complete bibliographical information in alphabetical order.

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. The bibliography must also include complete bibliographical information in alphabetical order.

Sample Reference List

The following shows a random assortment of examples of references in differing reference types:

Fáilte Ireland (2024) *Explore the discovery points along the Wild Atlantic Way*. Available at: https://www.discoverireland.ie/wild-atlantic-way/incredible-places-to-experience-the-wild-atlantic-way (Accessed: 23 April 2024).
    Website

Ferguson, C. J. (2024) 'Longitudinal associations between social media use and mental health outcomes in sample of Irish youth: a brief report', *Communication Reports,* 37(1), pp. 75-86. Available at: https://doi.org/10.1080/08934215.2023.2298948.
    Journal article

Lyons, R. (2014) 'The spread of rents in Ireland, over time and space', in L. Sirr (ed.) *Renting in Ireland: the social, voluntary and private sectors*. Dublin: Institute of Public Administration.
    Book chapter

McGuire, P. (2024) ''Too many of us are stressed and losing sleep': Students explain why school needs to change', *The Irish Times*, 23 April. Available at: https://www.irishtimes.com/ireland/education/2024/04/23/too-many-of-us-are-stressed-and-losing-sleep-students-on-how-school-needs-to-change/ (Accessed: 23 April 2024).
    Newspaper article

Mintel (2022) *Supermarket Retailing - Brand vs Own-label - Ireland - 2022*. Available at: https://clients.mintel.com/ (Accessed: 17 January 2023).
    Report

O'Neill, T. (2014) *The Irish hand: scribes and their manuscripts from the earliest times*. Cork: Cork University Press.
    Book

Entry in Reference List:

Book:

- **Author/Editor** (Surname, initials)
- **(Year of publication)**
- *Title* (in italics).
- **Edition** (other than first edition).
- Place of publication: Publisher.

> Clohessy, T. (2019) *Blockchain: the business perspective*. Galway: NovoRay Publishers.

E-book:

An e-book retrieved from an academic database that does not have a DOI (Digital Object Identifier) is referenced as though it were the print version, as above. (A DOI is a unique alphanumeric string that identifies content and provides a persistent link to its location on the internet. DOIs can be found in database records and the reference lists of published works). Books with a URL or a DOI can be referenced like this:

- **Author/editor** (Surname, initials)
- **(Year of publication)**
- *Title of book* (in italics).
- Available at: URL (Accessed date) or DOI

> Baker, M.J. and Saren, M. (eds.) (2010) *Marketing theory: a student text.* London: Sage Publications. Available at: https://sk.sagepub.com/books/marketing-theory (Accessed: 15 April 2021).

> Dawson, P. (2020) *Defending assessment security in a digital world: preventing e-cheating and supporting academic integrity in higher education*. London: Routledge. Available at: https://doi.org/10.4324/9780429324178

Book Chapter:

- **Author of chapter/section** (Surname, initials)
- **(Year of publication)**
- **'Title of chapter/section'. Edition** (if a subsequent edition).
- **'In:' followed by author/editor of book**
- *Title of book* (in italics).
- Place of publication: Publisher,
- Page reference.

> Galligan, Y. and Buckley, F. (2017) 'Women in politics', in J. Coakley and M. Gallagher (eds.) *Politics in the Republic of Ireland*. 6th edn. London: Routledge, pp. 216-239.

Journal Article (Print):

- Author(s) (Surname, initials)
- (Year of publication)
- 'Title of article',
- *Title of journal* (in italics, first letter of each word should be capitalised, except for words such as and, of, the)
- Issue information (volume, issue, pages)

Walsh, T. (2018) 'Re-animating the past: an Irish animation history', *Nordic Irish Studies*, 17(2), pp. 133-150.

Journal Article (from the Web):

- Author(s) (Surname, Initials)
- (Year of publication)
- 'Title of article',
- *Title of journal* (in italics, first letter of each word should be capitalised, except for words such as and, of, the)
- Issue information (date, volume, issue no., pages)
- Available at: URL (Date accessed).

Mullins, L. and Hodgins, M. (2019) '"The day is long you know?" Older people's voices on their homecare experiences in Ireland', *Journal of Social Care*, 2(1), pp. 1-21. Available at: https://arrow.tudublin.ie/jsoc/vol2/iss1/2 (Accessed: 18 December 2023).

Journal Article (Database) with DOI:

There is no need for an 'Accessed date' when using a DOI, since the link is permanent.

Whelan, E., Golden, W. and Tarafdar, M. (2022) 'How technostress and self-control of social networking sites affect academic achievement and wellbeing', *Internet Research,* 32(7), pp. 280-306. Available at: https://doi.org/10.1108/INTR-06-2021-0394

Pre-Publication Journal Articles:

- Author(s) (Surname, Initials)
- (Year of publication)
- 'Title of article',
- *Title of journal* (in italics, first letter of each word should be capitalised, except for words such as and, of, the)
- Issue information (date, volume, issue no., pages) (if this is stated).
- [Version]
- Available at: DOI or URL (Date accessed)

Owen, J., Cross, S., Mergia, V. and Fisher, P. (2022) 'Stress, resilience and coping in psychological wellbeing practitioner trainees: a mixed methods study', *Cognitive Behaviour Therapist*, 15, article number e38 [peer-reviewed accepted version]. Available at: https://doi.org/10.1017/S1754470X22000356

Journal Articles that use Article Numbers:

- Author(s) (Surname, Initials)
- (Year)
- 'Title of article',
- *Journal Title*,
- Volume,
- article number: article number [no pagination]
- Available at: DOI

Frias, J., Joyce, H., Brozzetti, L., Pagter, E., Švonja, M., Kavangh, F. and Nash, R. (2024) 'Spatial monitoring of microplastics in environmental matrices from Galway Bay, Ireland', *Marine Pollution Bulletin*, 200, article number 116153. Available at: https://doi.org/10.1016/j.marpolbul.2024.116153

Systematic Review

- Author(s) (Surname, Initials)
- (Year)
- 'Title of article',
- *Database name* (in italics)
- Issue number,
- Article number.
- Available at: DOI or URL (Date accessed)

Elfghi, M., Dunne, D., Jones, J., Gibson, I., Flaherty, G., McEvoy, J.W., Sultan, S., Jordan, F. and Tawfick, W. (2024) 'Mobile health technologies to improve walking distance in people with intermittent claudication', *Cochrane Database of Systematic Reviews* (2), article number CD014717. Available at: https://doi.org/10.1002/14651858.CD014717.pub2.

Webpage:

- **Author** (Surname, Initials or Organisation name)
- (Year)
- *Title of webpage* *(in italics).*
- Available at: URL (Accessed date).

Health Service Executive (2021) *Psoriasis*. Available at: https://www2.hse.ie/conditions/psoriasis/psoriasis-symptoms-and-diagnosis.html (Accessed: 19 April 2021).

Tourism Ireland (no date) *Emerging Markets*. Available at: https://www.tourismireland.com/Marketing/Emerging-Markets (Accessed: 19 April 2021).

Newspaper Article (print):

- **Author** (Surname, Initials) (if name of writer not given, start with the name of the Newspaper, in italics)
- (Year of publication)
- 'Title of article' (you can include this in inverted commas),
- *Title of newspaper* *(in italics),*
- Date of publication (day and month)
- Section and Page reference.

Corrigan, S. (2023) 'Finding refuge in music', *Connacht Tribune*, 15 December, p. 18.

Newspaper Article (online):

- **Author** (Surname, Initials) (if name of writer not given, start with the name of the Newspaper, in italics)
- (Year of publication)
- 'Title of article' (you can include this in inverted commas).
- *Title of newspaper* *(in italics).*
- Date of publication (day and month)
- Available at: URL (Accessed date).

O'Connell, S. (2023) 'Why switching lanes can be the fastest route to career success', *The Irish Times*, 15 December. Available at: https://www.irishtimes.com/special-reports/2023/12/15/why-switching-lanes-can-be-the-fastest-route-to-career-success/ (Accessed: 18 December 2023).

Dictionary or Encyclopaedia entry:

- Author (Surname, initials)
- (Year of publication)
- 'Title of entry',
- 'in' followed by author/editor of book, (in direct order, if available)
- *Title of book* (in italics).
- Place of publication: Publisher.
- Page number.

Chapple, M. (2014) 'Capacitive reactance', in *Dictionary of physics*. London: Routledge, p. 27.

Thesis:

- Author (Surname, Initials)
- (Year of submission)
- *Title of thesis* (in italics).
- Degree statement.
- Degree awarding body
- Available at: DOI or URL (accessed date) (if viewed online).

Shiel, J. (2023) *To design and build a self-balancing hexapod controlled by Bluetooth*. Unpublished B.Eng. Dissertation. Atlantic Technological University.

Kavanagh, E. (2022) *The Irish war of independence (1919–1921) in County Galway: local histories, memories & post-conflict heritage initiatives*. Ph.D. thesis. Atlantic Technological University. Available at: https://research.thea.ie/handle/20.500.12065/4374 (Accessed: 20 December 2023).

Lecture Notes (Print):

- Lecturer (Surname, Initials)
- (Year of distribution)
- 'Title of item'.
- *Module code: Name of academic module* (in italics).
- Institution. Unpublished.

Murphy, C. (2023) 'Lines and Lamina'. *2079: Applied Graphics*. Atlantic Technological University. Unpublished.

Lecture Notes or PowerPoint slides (Online): Virtual Learning Environments

- Lecturer (Surname, Initials)
- (Year of publication)
- 'Title of item'.
- *Module code: Module title* (in italics). Institution.
- Available at: URL of VLE (Accessed: date).

> Byrne, S. (2024) 'Sources of law'. *3123: Early Childhood Law*. Atlantic Technological University. Available at: https://vlegalwaymayo.atu.ie (Accessed: 9 January 2024).

Recorded Lectures: Virtual Learning Environments

- Lecturer (Surname, Initials)
- (Year)
- 'Title of lecture'
- [Medium] (Recorded lecture).
- *Module code: Module title* (in italics).
- Institution.
- Day/month.
- Available at: URL of VLE (Accessed: date).

> Moynihan, L. (2023) 'Analysing the marketing environment' [Recorded lecture*]. 2485: Introduction to Marketing*. Atlantic Technological University. 6 November. Available at: https://vlegalwaymayo.atu.ie (Accessed: 9 January 2024).

Dataset:

- Author (Surname, Initials)
- (Year)
- 'Title of data'
- [Type of work] (i.e. dataset)
- Available at: URL (Accessed date).

> Department of Housing, Local Government and Heritage (2021) 'Homelessness report February 2021' [Dataset]. Available at: https://data.gov.ie/dataset/homelessness-report-february-2021 (Accessed: 21 April 2021).

Government publication:

- Name of Government or Institution
- (Year of publication)
- *Title* (in italics)
- Reference number (if available)
- Place of publication: Publisher OR
- If online: Available at: URL (Accessed date).

Department of Transport (2024) *National cycle network*. Available at: https://www.gov.ie/en/publication/34846-national-cycle-network/ (Accessed: 10 January 2024).

Illustrations, figures, diagrams, logos and tables

Begin by citing the source in which the graphic, figure, diagram, or table appeared. Give the page number and any caption number that will help identify the illustration in your in-text citation, using the terminology from the book or article (for example, illus. / fig./ diagram/ logo/ table). The reference list item will cover the entirety of the article or book.

Davis (2017, p. 78, fig. 5) illustrates apple scab fungus as olive green patches on the leaves and fruit.

Fujikawa *et al.* (2021, p. 348, table 1) reveal a link between shifting schools between Grades 6 and 7 and earlier frequent bullying in primary school, as well as frequent bullying in Grade 7.

- Author (Surname, Initials)
- (Year of publication)
- Publication information for book or article.

Davis, Z. (2017) *Introduction to fungi.* New Delhi: Astral International Pvt.

Fujikawa, S., Mundy, L.K., Canterford, L., Moreno-Betancur, M. and Patton, G.C. (2021) 'Bullying across late childhood and early adolescence: a prospective cohort of students assessed annually from Grades 3 to 8', *Academic Pediatrics*, 21(2), pp. 344-351. Available at: https://doi.org/10.1016/j.acap.2020.10.011

Image, illustration, photo or table (Online):

- Photographer (Surname, Initials)
- (Year of publication)
- *Title of image, photograph, photograph collection, figure, illustration or table* (in italics)
- Available at: URL (accessed date).

Stefuca, A. (2023) *Classiebawn castle in Sligo, Ireland*. Available at: https://www.pexels.com/photo/classiebawn-castle-in-sligo-ireland-17646609/ (Accessed: 15 January 2024).

Wray, G. (2021) *Boyeeghter Bay of Donegal*. Available at: https://www.flickr.com/photos/garethwrayphotography/51182354838 (Accessed: 15 January 2024).

Boyle, A. (1942) *The frail student* [Oil on canvas]. Available at: http://onlinecollection.nationalgallery.ie/objects/22660/the-frail-student?ctx=20741175-103b-42fa-8dfc-6ee6e3080b53&idx=17 (Accessed: 15 January 2024).

Exhibition Catalogue:

- Author of catalogue (Surname, Initials)
- (Year)
- *Title of exhibition* (in italics)
- Location and date of exhibition
- [Exhibition catalogue].
- Place of publication: Publisher (if available).

Rooney, B. (2015) *Uniform: a collaboration with Jackie Nickerson* Exhibition held at the National Gallery of Ireland, Dublin 2015-2016 [Exhibition catalogue].

Company Report:

- Name of organisation
- (Year of publication)
- *Title of report*. (in italics)
- Place of Publication: Publisher or URL and Access date

Gaelic Athletic Association (2023) *Annual Report 2023*. Available at: https://www.gaa.ie/news/gaa-report-healthy-financial-year/ (Accessed: 15 January 2024).

Standard:

- Name of authorising organisation
- (Year of publication)
- *Number and title of standard* (in italics).
- Place of publication: Publisher.
- **OR** Available at: URL (accessed date) (if accessed online).

International Organization for Standardization (2022) *I.S. EN ISO/IEC 27002:2022: Information security, cybersecurity and privacy protection - Information security controls*. Available at: https://eu.i2.saiglobal.com (Accessed: 15 January 2024).

Statute / Act:

- *Title of Act including year and number* (in italics)
- Available at: URL (Accessed date).

Health Insurance (Amendment) Act 2023, No. 36. Available at: https://www.irishstatutebook.ie/eli/2023/act/36/enacted/en/pdf (Accessed: 15 January 2024).

Law Report (Case):

- 'Name of parties involved in case' (in single quotation marks)
- (Year)
- Court and case number.
- *Database or website* (in italics)
- Available at: URL (Accessed: date).

'Hogan v McLoughlin' (2023) The High Court, case 704. *The Courts Service of Ireland*. Available at: https://www.courts.ie/acc/alfresco/1808c3c6-f2d2-4037-b7d1-80e712c4a641/2023_IEHC_704.pdf (Accessed: 16 January 2024).

EU Directive:

- 'Legislation type' (in single quotation marks)
- 'Number and title' (in single quotation marks)
- (Year)
- *Official Journal issue* (in italics)
- Issue
- Page numbers.

'Council Directive 2021/514/EU on administrative co-operation in field of taxation' (2021) *Official Journal* L104, pp. 1-26.

Conference Paper:

- Author
- (Year of publication)
- 'Title of the paper',
- *Title of conference* (in Italics),
- Location and date of conference.
- Place of publication: Publisher,
- Page numbers.
- Available at: URL (accessed date) or DOI (if accessed online).

Deacon, L. and Ní Fhloinn, E. (2023) 'Online synchronous maths support attendance post-Covid', *Ninth Conference on Research in Mathematics Education in Ireland MEI 9*, Dublin (Ireland), 13-14 October. Dublin: Dublin City University, pp. 124-131. Available at: https://doi.org/10.5281/ZENODO.10062556

Conference Paper (in a journal):

Author of paper (Year of publication) 'Title of paper' (from the Conference title, location, date, if included), *Title of journal,* Issue information, Page references. Available at: URL (accessed date) or DOI (if accessed online).

Wolf, R.R. and Wolf, A.B. (2023) 'Using AI to evaluate a competency-based online writing course in Nursing' (from the OLC Innovate Conference, Nashville, TN, 4-6 April 2023), *Online Learning*, 27(3), pp. 41-69. Available at: https://doi.org/10.24059/olj.v27i3.3974

Film:

- Title of film (in italics)
- (Year of distribution)
- Directed by ...
- [Feature film].
- Place of distribution: Distribution company.

*The Banshees of Inisherin (*2022) Directed by M. McDonagh [Feature film]. Century City, CA: Searchlight Pictures.

Riverdance: The Animated Adventure (2021) Directed by D. Rosenbaum. Available at: Netflix (Accessed: 17 January 2024).

Online Video:

- Name of person/organisation posting video
- (Year video posted)
- *Title of film or programme* (in italics).
- Date uploaded (if available).
- Available at: DOI or name of streaming service/app or URL (Accessed: date).

Atlantic Technological University (2024) *Exploring nature's pharmacy: ATU's cutting-edge research in marine microbiology*. 13 March. Available at: https://www.youtube.com/watch?v=flQfcsxOqTI (Accessed: 29 April 2024).

TV Programme:

- *Title of programme* (in italics)
- (Year of transmission)
- Transmission channel,
- Date of transmission (day/month), time of transmission.

Becoming Irish (2020) RTÉ One Television, 11 March, 19.00.

Episode of a TV Series:

- 'Title of episode' (in single quotation marks, if known; if not, use series title)
- (Year of transmission)
- *Title of programme or series* (in italics),
- Series and episode numbers.
- Transmission channel.
- Date of transmission (day/month), time of transmission.

'Sligeach, Eire' (2024) *Téacs Taistil*, series 2, episode 6. TG4. 03 April, 21.30.

Radio Programme (heard online):

- *Title of programme* (in italics)
- Year of transmission
- Name of channel,
- Day and month of original transmission.
- Available at: URL (Accessed date).

Parkinsons Awareness Week (2024) RTE Radio 1, 6 April. Available at: https://www.rte.ie/radio/radio1/clips/22380955/ (Accessed: 8 April 2024).

Podcast:

- Author/Presenter
- Year that the site was published/last updated
- *Title of podcast* (in italics)
- [Podcast]
- Day/Month of posted message
- Available at: URL (Accessed: date)

Ó Móráin, C. (2024) *That Great Business Show: No slacking in the classroom: episode 183: Emily Brick, Adrian Reynolds and Ian Hobbs* [Podcast]. 14 March. Available at: https://feeds.acast.com/public/shows/5f6db0ab2dc2346e2dd1a808 (Accessed: 8 April 2024).

Generative AI:

Generative AI tools are pieces of software that generate information automatically based on questions or suggestions entered by the user. They include ChatGPT, Google Gemini, and Microsoft Copilot, among others.

As GenAI is a rapidly changing field, this advice will be updated as AI continues to develop.

When citing AI-generated content in Harvard ATU style, the author of the AI tool should be credited, using both an in-text citation and a reference list entry. If you have a shareable URL, please mention it in the reference list. In the absence of a shareable URL, add the chat session with the AI tool as an appendix and refer readers to it when mentioning the AI-generated content.

Example with shareable URL generated by the AI Tool:

Shareable URLs are created by some AI technologies, such ChatGPT and Gemini, so that other readers may view the content of their chat sessions. It is important to remember that these URLs are not the URL from the browser window used to generate the response but a 'sharable URL' from the platform.

In-Text Citation example using the structure: (Name of AI Creator & Tool, Year response was generated):

> Plagiarism is using someone else's ideas, words, or creations without proper attribution, whether intentional or not (DeepSeek-R1, 2025).

Full Reference example using the structure:

- Name of AI Creator & Tool
- (Year of Communication)
- GenAI Tool response to
- Receiver of communication,
- Day Month of communication.
- [Medium i.e. Large Language Model].
- Available at: URL (Accessed: date).

> DeepSeek-R1 (2025) DeepSeek response to Helen Flatley, 20 February [Large language model]. Available at: https://hix.ai/share/cm7d6q7se03t3v9mmx5dup41p (Accessed: 20 February 2025).

Example with unshareable URL generated by the AI Tool:

If the final output of the AI is only available to you (using ChatGPT in a chat, for instance), then treat it as a private correspondence and include a description of the AI-generated content in your in-text citation. Check with your lecturer if you must attach a copy of this as an appendix to your work.

In-Text Citation example using the structure: (Name of AI Creator & Tool, Year response was generated):

> When asked by the author, ChatGPT responded to the prompt "What is plagiarism?", as plagiarism being the act of using someone else's work, ideas, or intellectual property without giving them proper credit, and presenting it as your own (OpenAI ChatGPT, 2025). A copy of this response is in Appendix 1.

Full Reference example using the structure:

- Name of AI Creator & Tool
- (Year of communication)
- GenAI Tool response to
- Receiver of communication,
- Day Month of communication
- [Medium i.e. Large Language Model].

> OpenAI ChatGPT (2025) ChatGPT response to Helen Flatley, 20 February [Large language model].

Digital Art

Generative AI content may be cited as an electronic version of an original work of art or article if it is made available online.

In-Text Citation

> AI is capable of generating artwork such as the illustration of a cosy library below (OpenAI DALL-E, 2025).

Reference

- Name of AI Creator & Tool
- (Year)

- *Title of work* (in italics)
- [Medium ie. Digital art].
- Available at: URL (Accessed: date).

> OpenAI DALL-E (2025) *AI generated cozy library in a cartoon style* [Digital art]. Available at: https://chatgpt.com/share/67b6f6eb-8998-800c-bad1-c99bcee8de59 (Accessed: 20 February 2025).

Blog:

- Author of message
- (Year the site was last updated)
- 'Title of blog post' (in single quotation marks),
- *Title of website* (in italics),
- Day/Month of posted message.
- Available at: URL (Accessed: date)

> Quinn, E. (2024) 'Donegal travel guide', *Wilderness Ireland*, 16 February. Available at: https://www.wildernessireland.com/blog/donegal-travel-guide/ (Accessed: 8 April 2024).

Music (Streaming Service):

- Artist name (individual, band, orchestra, etc.)
- (Year of release)
- 'Title of song/track title' (if required),
- *Title of album* (if required, in italics).
- Available at: Name of streaming service
- (Accessed: date).

> The Killers (2004) 'Mr. Brightside', *Hot Fuss*. Available at: Spotify (Accessed: 27 April 2021).

Map:

Ordnance Survey of Ireland was Ireland's official mapping agency. The OSI's mapping activity covered almost two centuries, beginning with the 6" (inch) maps sheets produced from 1837 - 1842. Since March 2023, Ordnance Survey Ireland (OSI) has amalgamated with the Property Registration Authority (PRA), and the Valuation Office (VO) to become a new state agency called Tailte Éireann (TE).

- Corporate author and publisher
- (Year of publication)
- *Title* (in italics),
- Sheet number, scale.
- Place of publication: Publisher.
- (Series).
- If online: Available at: URL (accessed date).

Ordnance Survey of Ireland (1998) *Covering part of County Clare, Galway, Offaly and Tipperary*, sheet 53, 1:50,000. Dublin: Ordnance Survey of Ireland. (Discovery Series).

Tailte Éireann (no date) *Achill Island*. Available at: https://webapps.geohive.ie/mapviewer/ (Accessed: 15 April 2024).

Google (2024) *ATU Connemara*. Available at: https://maps.google.com (Accessed: 15 April 2024).

Social Media:

- Author of post
- (Year Posted)
- 'Title of post'
- [Name of platform]
- Day/Month posted.
- Available at: URL (Accessed: date).

Connacht/City Tribune (2023) 'Galway is seventh-worst city in Europe for car traffic congestion' (X] 27 January. Available at: https://x.com/CTribune/status/1618860442457362432 (Accessed: 15 April 2024).

Webwise Ireland (2024) 'Interest in media literacy is on the rise as a result of the fight against disinformation' [Facebook] 2 April. Available at: https://www.facebook.com/Webwise (Accessed: 16 April 2024).

Wild Atlantic Way (2024) 'Maghery, Donegal' [Instagram]. 15 April. Available at: https://www.instagram.com/discoverireland.ie/reel/C5yXF03sNkV/ (Accessed: 16 April 2024).

Exam Revision (2022) 'Are you smarter than a Junior Certificate student?' [TikTok] 7 November. Available at: https://www.tiktok.com/@examrevision.ie/video/7163365981325184261 (Accessed: 16 April 2024).

Wikis:

- 'Title of article' (in single quotation marks)
- (Year that the entry was published/last updated)
- *Title of wiki site* (in italics).
- Available at: URL (accessed date).

'Edible seaweed' (2024) *Wikipedia*. Available at: https://en.wikipedia.org/wiki/Edible_seaweed (Accessed: 16 April 2024).

Standard Operating Procedure

- Name of organisation
- (Year of publication)
- *Title of report* (include full date of document and official number, if given).
- Place of Publication: Publisher.
- or URL and Access date.

Health Service Executive (2023) *Authorisation scheme: Standard operating procedures (Home support services)* (V.2, October). Dublin: Health Service Executive.

Fant, K. (2023) *Standard operating procedure for thyroperoxidase activity assay with Amplex Ultrared (AUR-TPO), version 2.0, applied in Part 2 of the EURL ECVAM thyroid validation study* (JRC133079). Ispra: European Commission. Available at: https://jeodpp.jrc.ec.europa.eu/ftp/jrc-opendata/EURL-ECVAM/datasets/ThyroidMethods/2a/Method%202a_SOP_Assay_Part%202_JRC133079.pdf (Accessed: 13 May 2024).

Online Course or Massive Open Online Course (MOOC)

- Producer
- (Year of publication)
- *Title of course* (in italics).
- [MOOC]
- Available at: URL (Accessed: date).

University of London (2023) *Finding your professional voice: confidence & impact* [MOOC]. Available at: https://www.coursera.org/learn/finding-your-professional-voice (Accessed: 13 May 2024).

edX (2024) *Generative AI for business leaders* [MOOC]. Available at: https://www.edx.org/learn/computer-programming/edx-generative-ai-for-business-leaders (Accessed: 14 May 2024).

General Rules (Punctuation & Format)

Different authorities give variations in punctuation and format when describing the Harvard System. Whatever punctuation and format you use, it is important to stay consistent.

Some general rules:

1. Use only the initials of the authors
2. No spaces are used between initials
3. Use sentence capitalization for the titles of books, book chapters and journal articles
4. In the titles of journals, magazines and newspapers, capital letters should be used as they appear normally
5. Use italics for the titles of books, journals, and newspapers
6. Enclose titles of book chapters and journal articles in single quotation marks
7. *Books*: page numbers are not usually needed in the reference list. If they are, include them as the final item of the reference, separated from the preceding one by a comma, and followed by a full stop
8. *Journal articles*: page numbers appear as the final item of the reference, after a comma and followed by a full stop
9. Use the abbreviations p. for a single page (e.g. p. 10) and pp. for a page range (e.g. pp. 11-12)
10. If no date can be established, use (no date) to indicate no date
11. If there is no place of publication, use (s.l.) to indicate without place
12. If there is more than one place of publication listed (*e.g. Dublin, London, New York, etc.),* use the first place named
13. If you can't find the publisher, write (s.n.) to indicate that the publisher is unknown (sine nomine)
14. Use the title where no author can be established
15. Only include the edition number if it is not the 1st edition.
16. The whole reference finishes with a full stop.

Frequently asked questions

1.   When do I use 'et al.' in citations?

When you have multiple authors for a source, you don't always have to include all the authors' names in the in-text citation. Cite them Right have indicated that if a source has **4 or more authors**, then you should name the first author mentioned followed by the words *et al.* (means 'and others') and then the year of publication.

> Example of the citation: Lally *et al.* (2024) found that …

All of the authors will be named in the Reference List.

2. Do I need to include the authors' first names in the in-text citations?

No, this is not usually done with the Harvard style. So instead of (Murray, M., 2022), you will put (Murray, 2022) as your in-text citation. The authors' initials are included in the Reference list.

The exception to this rule is if there are 2 authors in your Reference list with the same surnames. Then you indicate which is which with their initials.

3. When do I include page numbers in citations?

If you are quoting directly from a source or referring directly to a specific page in a source, then you should include the page numbers in your citation. Insert the abbreviation p. (or pp. for more than one page) before the page number(s).

> (Pears and Shields, 2019, p. 13)

4. Which author goes into the citation for a book chapter?

You should include the author of the chapter and year in the in-text citation, not the book editor(s). Both editor(s) and chapter author(s) will be included in the Reference list.

> **Citation**: (Liston and O'Connor, 2020)
>
> **Reference:** Liston, K. and O'Connor, M. (2020) 'Media sport, women and Ireland: Seeing the wood for the trees', in N. O'Boyle and M. Free (eds.) *Sport, the media and Ireland: interdisciplinary perspectives*. Cork: Cork University Press, pp. 133-149.

5. Another author is quoted or cited in the source I'm referring to. How should my citation reflect this?

In your in-text citation, you need to include information first on the additional work your source refers to, and then the source that you yourself read. However, you will only cite the details of the source you have read in your Reference List (White, 2022 in the example below).
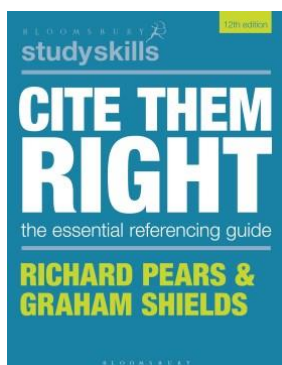
> **Citation:** (Black, 1999 cited in White, 2022, p. 20).
>
> **Reference:** White, A. (2022) *Leadership in Ireland*. Dublin: ABC Publishers.

6. Do I number each entry in the Reference list?

No, don't number references or list them in the order that they appear in your work. References appear in alphabetical order by author(s)' surnames.

Further Reading

Pears, R. and Shields, G. J. (2022) *Cite them right: the essential referencing guide*. Bloomsbury study skills. 12th edn. London: Bloomsbury Academic.

Print copy available in ATU Mayo. Previous editions available in print and in an E-book.

Cite them Right Online

http://citethemrightonline.com

This comprehensive resource is also available online and ATU have an institutional subscription to this service making it freely available to all our staff and students in all campuses.

It offers a simple process to find out how to construct a reference correctly:

- You choose a source to reference from the drop-down menu or search facility.
- The site shows you how to create the reference in the style you need.
- There are examples to copy and a 'You try' box so you can build your reference on screen.
- You can check against correct examples.
- You can then cut and paste the prepared reference straight into your work.

Contact us:

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