Dundalk Institute of Technology Library

Guide to Harvard Referencing

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Last updated: 12th October 2015

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1 INTRODUCTION

1.1 Why is referencing important?

Referencing is the acknowledgement of any material used in the writing of your work. It is used to:

- let the reader find the source material you have used
- show the research you have carried out to place your work in context and reach your conclusions
- back up your arguments
- avoid plagiarism, cheating or copying

Plagiarism is the use of another's work without a clear acknowledgement of the source of the information. Another's work refers not just to his/her words; it also includes ideas, images, charts, data, music, and so on. Plagiarism may be accidental or deliberate, and is considered a serious disciplinary offence in Dundalk Institute of Technology (DkIT).

1.1.1 Common knowledge

You do not need to acknowledge a source for information that is common knowledge. Common knowledge is information that either the general public or the average reader in your subject area would know. If you are unsure if something is common knowledge you should include a reference for it.

1.2 What is the Harvard style of referencing?

A number of different referencing styles exist. DkIT uses the Harvard style of referencing, which is outlined in this guide. Your lecturer might want you to use a different style of referencing; you should check this with him/her before beginning your work.

The Harvard style of referencing consists of two elements:

1. Citation
   - An indication, in the main text of your work, that you have used someone else's work.
   - This usually takes the form (Author Year). Example: (Drury 2013).
   - Where the author's name(s) occurs naturally in the text, the year follows in brackets. Example: Drury (2013) outlines the key steps required.

2. Reference list
   - The detailed list of sources cited in your work, in other words the sources from which you have obtained your information.
   - The reference list appears at the end of your work.
   - It is arranged alphabetically by author's surname.

1.2.1 Bibliography and webography

A reference list contains only sources cited in the main text of your work. In general, you are only required to produce a reference list, but you may be asked to provide a bibliography instead of or in addition to the reference list. A bibliography is list of all sources and background material consulted, whether or not you have cited the source in your text. It is in the same format as the reference list. A separate webography can also be included at the end of the bibliography if you have used information from websites.

2. QUOTING, PARAPHRASING AND SUMMARISING

2.1 Short direct quotations

A direct quotation of less than two lines long should:

- be inserted directly into the text without putting it on to a new line
- commence and end with quotation marks
- include the citation at the end

2.2 Long direct quotations

A direct quotation consists of the actual words used by the author. A direct quotation of more than two lines long should:

- commence on a new line
- be indented from the main text at both left and right margins
- be typed in smaller font size to the main text of the work
- be typed in single-line spacing
- not have quotation marks
- include the citation at the end

2.3 Changing a direct quotation

Where you make changes to a direct quotation you must follow the rules below:

- where you leave out words, phrases, or paragraphs from a quotation, whether from the beginning, middle or end, you must show this with ellipsis points (i.e. three spaced dots). There should be a space before each dot unless the first dot is a full stop, and a space after the last if a word follows, e.g. Ward (2014, p.17) believes this “shows diligence . . . and quality”.
- where you want to insert your own words, or different words, into a quotation, you must put them in [square] brackets
- where there is an error, e.g. a spelling mistake or wrong date, in the original quotation, type [sic] at the point where the error occurs.
- if you underline, **embolden** or *italicise* any part of the quotation for emphasis, you must state that the emphasis is your own, e.g. (O’Connor 2012, p.45, author’s italics).
- if any part of the original is underlined, or in **bold**, or in *italics* you must state that is how it is in the original, e.g., (Smyth 2014, p.44, italics in original)

2.4 Paraphrasing and summarising

You may wish to paraphrase or summarise a piece rather than quoting directly.

- Paraphrasing is when you put someone else’s work into your own words
- Summarising is when you give an outline of the main points of a passage, chapter or book
- Do not change the original meaning
- You must still acknowledge the original author as the idea is not your own

Author's original text

Brand loyalty exists when consumers have a preference for the products of established companies. A company can create brand loyalty by continuously advertising its brand-name products and company name, patent protection of its products, product innovation achieved through company research and development programs, an emphasis on high quality products, and exceptional after-sales service.

Reference: Jones, G. and Hill, C. (2013). *Theory of strategic management: with cases*. 10th ed. Mason: South-Western.

Paraphrasing example

Jones and Hill (2013) explain that brand loyalty means a customer’s preference for products from well-known companies. They outline ways in which a company can create brand loyalty, including repeated advertising of the product and company brand-name, taking out a patent on the product, research driven innovation, and a high standard of after-sales service.

Summarising example

Jones and Hill (2013) outline the various ways by which a company can create brand loyalty through advertising, patent protection, innovation, quality, and after-sales services.

3. GENERAL GUIDELINES

The following guidelines apply to all material types. See Section 4 for details on how to reference specific material types.

3.1 Citing page numbers	Include page numbers in the citation when you refer to a specific section in the source. Exclude page numbers when you refer to a larger section or to an entire work. Add a comma after the year and use p. for a single page and pp. for a page range. Example citation (Byrne 2014, p.56) (Byrne 2014, pp.17-19)
3.2 One author	(Author Year) Example citation (Drury 2013) Example reference Drury, C. (2013). *Management accounting for business*. 5th ed. Andover: Cengage Learning.
3.3 Two authors	List the authors as they appear on the source material, not alphabetically. (First author and second author) Example citation (Aldridge and O'Dwyer 2013) Example reference Aldridge, P. and O'Dwyer, L. (2013). *Practical emergency and critical care veterinary nursing*. Chichester: Wiley-Blackwell.

3.4 Three or more authors	The first author is as listed on the source material, not alphabetical order. Include the first author only followed by 'et al.' in the citation but name all authors in the reference list. (First author et al. Year) Example citation (Torrington et al. 2014) Example reference Torrington, D., Hall, L., Taylor, S. and Atkinson, C. (2014). *Human resource management*. 9th ed. Harlow: Pearson.
3.5 Works with no author	Where you cannot establish the author(s) of a work, include the title within the brackets in place of the author's surname. (Title Year) Example citation (Collins English dictionary 2012)
3.6 Source cited within another source	It is recommended that you only cite and reference sources that you have seen yourself. For sources that you have not actually seen but which are referred to in another work you must cite both the author of the idea you are using and the source in which you found it. In your reference list only give details of the source that you have actually seen. Example citation (Simon 1957 cited in Jones and Hill 2013, p.28) Example reference Jones, G. and Hill, C. (2013). *Theory of strategic management: with cases*. 10th ed. Mason: South-Western.

3.7 Multiple sources cited together	When citing a topic that has been discussed in multiple publications, list in order of most recent publication date first. Separate each with a semi-colon. Where there are two or more publications in the same year, list these alphabetically. Each source is given a separate entry in the reference list. Example citation (Aspinall 2014; Orpet and Welsh 2011; Girling 2003)
3.8 Multiple authors with the same surname and the same year	Include the first initial of each author after a comma. (Author surname, Initial. Year) Example citations (O'Brien, D. 2012) (O'Brien, P. 2012)
3.9 Multiple publications by the same author in different years	List in order of publication in the reference list, from oldest to newest.
3.10 Multiple publications by the same author in the same year	Use lowercase letters after the year in both citation and reference list. Example citations (Smith 2012a) (Smith 2012b) Example references Smith, A. (2012a). *Power and persuasion*. Abingdon: Routledge. Smith, A. (2012b). The media's portrayal of power in the 1900s. *European journal of modern history*, 41 (2), pp. 201-211.

3.11 Works with no date or uncertain date	If you do not know the date of the publication, use ‘n.d.’ (not dated) in place of the year in both citation and reference list. If you only know the approximate date of the publication, add ‘c.’ (circa) before the year in both citation and reference list. If you only know the probable date of the publication, add ‘?’ after the year in both citation and reference list. If you only know the decade of publication, add ‘-‘ in place of the exact year in the decade in both citation and reference list. Example citations (O’Connell n.d.) (Murphy c.2012) (Holmes and Brook 2007?) (Kelly 199-)
3.12 Printed works with no place of publication	If you do not know the place of publication, use ‘s.l.’ (sine loco) instead of the place of publication in the reference list.
3.13 Printed works with more than one place of publication	If there is more than one place of publication only reference the first place of publication listed.
3.14 US States in the place of publication	US states should be abbreviated to their two letter code, e.g. NJ, CA.
3.15 Double-barrelled surnames	Cite and reference using the first part of the surname Example citation (Jenkins-Brown 2012)
3.16 Author with a title (Dr., Professor, Sir)	Do not include titles in the citation or reference list.

3.17 Capital letters	Use sentence case, i.e. use capital letters for the first letter of each title and for proper nouns.
3.18 Repeating a citation These are not part of the Harvard System of Referencing but are commonly used with all systems.	*ibid.* (an abbreviation of the Latin term 'ibidem' meaning 'in the same place') is used as a ditto instead of repeating the previous reference. *op.cit.* (an abbreviation of the Latin term 'opera citato' meaning 'in the work cited') is used after an author's name to mean the same work as last cited for this author.
3.19 Citing interviews/surveys carried out by yourself	Interviews and surveys that you have conducted yourself cannot be cited in the traditional manner, as they cannot be traced by the reader. The same applies to personal communication such as emails. Instead, you can transcribe the content and include it as an appendix at the very end of your work, after the reference list, and refer to the appendix when required. Permission should be sought before using these sources. An appendix is usually given a capital letter e.g. Appendix A, Appendix B. Example See Appendix A for the survey questions used. Anthony O'Donnell, IT Director, confirmed this in his interview (Appendix B).

4. REFERENCING AND CITING GUIDELINES

4.1 Books and E-Books

Material Type	In-text Citation	Reference
4.1.1 Book	(Author Year) Examples (Dooley 2012) (Aldridge and O'Dwyer 2013)	Author(s) surname(s), Initial(s). (Year of publication). *Title of book: subtitle if any*. Edition followed by ed. (if not the first edition) Place of publication: Publisher. Examples Dooley, D. (2012). *Nursing ethics: Irish cases and concerns*. 2nd ed. Dublin: Gill & Macmillan. Aldridge, P. and O'Dwyer, L. (2013). *Practical emergency and critical care veterinary nursing*. Chichester: Wiley-Blackwell.
4.1.2 Edited book Use when referring to the entire book.	(Editor Year) Example (Theaker 2012)	Editor(s) surname(s), Initial(s)., followed by ed. or eds. (Year of publication). *Title of book: subtitle if any*. Edition followed by ed. (if not the first edition) Place of publication: Publisher. Example Theaker, A., ed. (2012). *The public relations handbook*. Abingdon: Routledge.

4.1.3 Chapter in edited book Use when referring to a single chapter in an edited book.	(Chapter author Year) Example (Sassen 2010)	Chapter author(s) surname(s), Initial(s). (Year of publication). Title of chapter. In: Book editor(s) surname(s), Initial(s)., followed by ed. or eds. *Title of book: subtitle if any*. Edition followed by ed. (if not the first edition) Place of publication: Publisher, page number(s) of chapter. Example Sassen, S. (2010). The global city. In: Giddens, A. and Sutton, P., eds. *Sociology: introductory readings*. 3rd ed. Cambridge: Polity, pp.88-91.
4.1.4 Book series	(Author Year) Example (Rose 2012)	Author's surname, Initial/s. (Year of publication). *Title of book: subtitle if any*. Edition followed by ed. (if not the first edition) Series title, volume number (if any). Place of publication: Publisher. Example Rose, J. (2012). *The mature student's guide to writing.* 3rd ed. Palgrave study skills. Basingstoke: Palgrave Macmillan.
4.1.5 Reprinted book	(Author Year of original publication) Example (Du Maurier 1938)	Author(s) surname(s), Initial(s). (Year of original publication). *Title of book*. Edition followed by ed. (if not the first edition) Reprint, place of publication of the reprint: Publisher of the reprint, year of reprinting. Example Du Maurier, D. (1938). *Rebecca.* Reprint, London: Virago, 2010.

4.1.6 Book review	(Reviewer Year) Example (Oram 2014)	Reviewer's surname, Initial(s). (Year of publication of the review). Review title (where there is one). Review of *title of work reviewed* by author's first name and surname. Follow referencing guidelines for the material type in which the review appears. Example from a print journal Oram, H. (2014). Review of *Brian Boru and the Battle of Clontarf* by Seán Duffy. *Books Ireland*, 355, pp.15-16.
4.1.7 Translation	(Original author Year) Example (Petterson 2006)	Author(s) surname(s), Initial(s). (Year of publication). *Title of work*. Translated from the language of the original by translator's first name and surname. Place of publication: Publisher. Example Petterson, P. (2006). *Out stealing horses*. Translated from Norwegian by Anne Born. London: Vintage.
4.1.8 Play Note: For a live performance see section 4.9	(Author Year) (Shakespeare 1994) You may also cite the Act.Scene: line Example (Shakespeare 1994, 1.1: 90)	Author(s) surname(s), Initial(s). (Year of publication). *Title of play: subtitle if any*. Edition followed by ed. (if not the first edition) Place of publication: Publisher. Shakespeare, W. (1994). *King Lear*. London: Penguin.

4.1.9 Reference work with no author (e.g. dictionary)	(Title Year) Example (Collins Italian dictionary 2010)	*Title of work.* (Year of publication). Edition followed by ed. (if not the first edition) Place of publication: Publisher. Example *Collins Italian dictionary.* (2010). 2nd ed. Glasgow: HarperCollins.
4.1.10 Exhibition catalogue It is usual to capitalise the names of art movements.	(Author Year) Examples (Irish Museum of Modern Art 2006) (Haskell 1984)	Author (where there is no author, use the gallery or museum). (Year). *Title of exhibition*. Place of exhibition, Gallery. Examples Irish Museum of Modern Art. (2006). *Irish Art of the Seventies*. Dublin, Irish Museum of Modern Art. Haskell, B. (1984). *Blam! The explosion of Pop, Minimalism and Performance 1958-64*. New York, Whitney Museum of American Art.
4.1.11 E-Book: Website or library database	(Author Year) Example from website (Browne 2011)	Author(s) surname(s), Initial(s). (Year of publication). *Title of E-Book: subtitle if any* [online]. Edition followed by ed. (if not the first edition) Place of publication (if any): Publisher. Available from: library database name, or URL if accessed online from somewhere other than a library database [accessed date]. Example from a website Browne, K. (2011). *An introduction to sociology* [online]. Cambridge: Polity. Available from: https://books.google.ie/books?isbn=0745650082 [accessed 22 July 2015].

	Example from library database (Aldgate 2006)	Example from a library database Aldgate, J. (2006). *The developing world of the child* [online]. London: Jessica Kingsley Publishers. Available from: EBSCOhost eBook Collection [accessed 20 July 2015].
4.1.12 E-Book: E-Reader (e.g. Kindle)	(Author Year) Example (Byrne 2012) Note: As no page numbers are given you may use chapter and paragraph numbers in the in-text citation, if required. Example: (Byrne 2012, ch. 5, para. 4).	Author(s) surname(s), Initial(s). (Year of publication). *Title of e-book: subtitle if any* [E-Reader name]. Edition followed by ed. (if not the first edition) Place of publication (if any): Publisher. Example Byrne, D. (2012). *How music works* [Kindle]. Edinburgh: Canongate.
4.1.13 Audiobook	(Author Year) Example (McEwan 2002)	Author(s) surname(s), Initial(s). (Year of publication). *Title of audiobook: subtitle if any* [audiobook]. Edition followed by ed. (if not the first edition) Place of publication (if any): Publisher. Example McEwan, I. (2002). *Atonement* [audiobook]. New York: HarperCollins.

4.2 Journals and magazines

Material Type	In-text Citation	Reference List
4.2.1 Journal/magazine article: Print	(Author Year) Example of journal article (Rucki and Rice 2012) Example of magazine article (Campbell 2014)	Author(s) surname(s), Initial(s). (Year of publication). Title of article. *Title of journal*, volume number(issue/number, or date/month of publication if volume and issue are absent), page number(s). Example of journal article Rucki, J.D. and Rice, T. (2012). The individual in musical ethnography. *Ethnomusicology*, 56(2), pp.299-327. Example of magazine article Campbell, P. (2014). Thinking smarter. *Checkout,* 40(4), p.31.
4.2.2 Journal/magazine article: Website or library database	(Author Year) Example from website (Spruit 2014)	Author(s) surname(s), Initial(s). (Year of publication). Title of article. *Title of journal* [online], volume number(issue/number, or date/month of publication if volume and issue are absent), page numbers (if any). Available from: library database name, or URL if accessed online from somewhere other than a library database [accessed date]. Example of journal article from website Spruit, M. (2014). Pulmonary rehabilitation. *European respiratory review* [online], 23(131). Available from: http://err.ersjournals.com/content/23/131/55.full.pdf+html [accessed 14 May 2015].

	Example from library database (Gard Marshall 2014)	Example of journal article from library database Gard Marshall, J. (2014). Linking research to practice: the rise of evidence-based health sciences librarianship. *Journal of the Medical Library Association* [online], 102(1), pp.14-21. Available from: Academic Search Complete [accessed 7 May 2015].
	Example from website (Diep 2014)	Example of magazine article from website Diep, F. (2014). Hunting for the genetic secret to a rare disease. *Popular Science* [online], 21 April 2014. Available from: http://www.popsci.com/article/science/hunting-genetic-secret-rare-disease [accessed 27 June 2015].

4.3 Correspondence and communication

A traditional citation is not required for personal communication (such as emails or interviews), as they cannot be sourced by the reader. Instead, you should clearly explain within your text where the information came from, e.g. “As stated in an email from John Smith on 14th August 2014, the new strategic plan will be made available in the coming weeks”. Alternatively, you may wish to include a transcription of the personal communication in an appendix. In both cases you should first seek permission from the author of the communication.

Material Type	In-text Citation	Reference
4.3.1 Letter to a newspaper	(Author Year) (Finn 2015)	Author(s) surname(s), Initial(s). (Year of publication). Title of letter [letter]. *Title of newspaper*: *supplement/section if any*, date, page number(s). Finn, T. (2015). Rugby and concussion [letter]. *The Irish Times*, 9 October 2015, p.21.
4.3.2 Letter in historical archive	(Author Year) Example (Brown 1969)	Author(s) surname(s), Initial(s). *Subject matter*. Letter to recipient’s name, year. Held in Collection (if available), reference number (if available), Institution, City. Example Brown, J.E. *A reading for American students*. Letter to Austin Clarke, 1969. Held in Austin Clarke Papers, MS 38,652/1, National Library of Ireland, Dublin.

4.4 Course material

Course material refers to lecture notes, worksheets, etc. Copies of other material types (e.g. from a book or journal) should be referenced as per the guidelines for the material type in question.

Material Type	In-text Citation	Reference
4.4.1 Course material: Print	(Author Year) Example (Murphy 2014)	Author(s) surname(s), Initial(s). (Year of publication). Title of course material [unpublished], *Module code: Module title*. Institution, School or Department. Example Murphy, J. (2014). What is marketing? [unpublished], *MRKT B8011: Marketing*. Dundalk Institute of Technology, Department of Business Studies.
4.4.2 Course material: Online	(Author Year) Example (Johnson 2014)	Author(s) surname(s), Initial(s). (Year of publication). Title of course material [online], *Module code: Module title*. Institution, School or Department. Available from: URL [accessed date]. Example Johnson, R. (2014). Introduction to change management [online], *MGMT H1013: Change Management*. Dundalk Institute of Technology, Department of Business Studies. Available from: http://moodle.dkit.ie/course/view.php?id=001 [accessed 24 June 2015].

4.5 Internet

Material Type	In-text Citation	Reference
4.5.1 Webpage Material on the Web often falls into one of the material types already covered in this guide. Information published on the Web is not necessarily a webpage. In such cases, follow the instructions for the material type in question (e.g. research report, e-book).	(Author/Owner Year) Example (Dundalk Institute of Technology 2015)	Author/Owner of webpage. (Year created or last updated). *Title of webpage* [online]. Available from: URL [accessed date]. Example Dundalk Institute of Technology. (2015). *Graduate research* [online]. Available from: http://www.dkit.ie/research/graduate-research [accessed 24 February 2015].
4.5.2 Online video (e.g. YouTube)	(Contributor Year) Example (University of Wolverhampton 2013)	Screen name of contributor. (Year). *Title of video* [video online]. Available from: URL [accessed date]. Example University of Wolverhampton (2013). *Short guide to Harvard Referencing* [video online]. Available from: http://youtu.be/RdG91lhDseA [accessed 9 June 2015].
4.5.3 Mailing list/ Discussion Forum/ Blog/ Twitter/ Facebook	(Author Year)	Author(s) surname(s), Initial(s). (Year item posted). Title or description of post. *Title of Mailing list/ Discussion forum/ Blog/ Twitter/ Facebook* [online], day and month posted. Available from: URL [accessed date].

	Example from mailing list (Buechner 2013) Example from blog (Ward 2014) Example from Twitter (O'Driscoll 2014) Example from Facebook (DkIT Library 2014)	Example from mailing list Buechner, D. (2013). Book announcement. *CELTIC-L* [online], 28 May. Available from: https://listserv.heanet.ie/cgi-bin/wa?A1=ind1305&L=CELTIC-L [accessed 17 December 2014]. Example from blog Ward, J. (2014). The Information Age and the myth of anthropomorphism. *DkIT Library Blog* [online], 11 February. Available from: http://dkit-library.blogspot.ie/2014/02/the-information-age-and-myth-of.html [accessed 7 June, 2015]. Example from Twitter O'Driscoll, B. (2014). Freedom of Dublin City. *Twitter* [online], 23 March. Available from: https://twitter.com/BrianODriscoll/status/447858070107217920 [accessed 24 March 2015]. Example from Facebook DkIT Library. (2014). Donations to the Library. *Facebook* [online], 22 May. Available from: https://www.facebook.com/dkitlib [accessed 22 May 2014].
4.5.4 Wiki	(Name of wiki Year) Example (Wikipedia 2014)	Name of wiki or author(s) surname(s), Initial(s). (Year last updated). *Subject of page*. Available from: URL [accessed date]. Example Wikipedia. (2014). *Renewable energy*. Available from: http://en.wikipedia.org/wiki/Renewable_energy [accessed 25 July 2015].

4.5.5 Institutional Repository An institutional repository contains various materials, such as journal articles, book chapters, conference papers, and theses.	(Author Year) Examples (Brady 2002) (Maguire 2012)	Follow the instructions for the relevant material type in print. Not all information may be available but include as many details as you can. At the end of each reference state: [Online institutional repository]. Available from: URL [accessed date]. Examples Brady, C. (2002). Earlier prehistoric settlement in the Boyne Valley. *Archaeology Ireland*. 16(3), pp.8-12. [Online institutional repository]. Available from: http://eprints.dkit.ie/306/ [accessed 17 June 2015] Maguire, M. (2012). The Church of Ireland parochial associations: a social and cultural analysis. In: *Confraternities and sodalities in Ireland: charity, devotion and sociability*. Columba Press, Dublin, pp.97-110. [Online institutional repository]. Available from: http://eprints.dkit.ie/249/ [accessed 6 August 2015].
4.5.6 SlideShare	(Contributor Year) Example (Aditi Technologies 2014) Note: If you are referring to a particular slide you can indicate this in your citation. (Aditi Technologies 2014, sl. 8)	Screen name of contributor. (Year created or last updated). *Title of presentation* [SlideShare]. Available from: URL [accessed date]. Example Aditi Technologies. (2014). *7 trends reshaping your retail experience* [slideshare]. Available from: http://www.slideshare.net/AditiTechnologies/7-trends-reshaping-your-retail-experience [accessed 26 August 2015].

4.5.7 Mobile application	(Author/Company Year) Example (TED Conferences 2015)	Author/Company. (Year of release). *Title of mobile application* [mobile application]. Version number. Available from: app store name [accessed date]. Example TED Conferences. (2015). *TED* [mobile application]. Version 2.4.5. Available from: iTunes [accessed 15 April 2015].
4.5.8 Video conferences, Webinars, Webcasts, lectures and seminars		No traditional citation required when you are referring to a live public communication. You do however need to clearly explain in your text where you sourced the information. For examples, see the section on Correspondence and Communication. Recorded webinars can be referenced as an online video.

4.6 Images

You do not need to include a traditional citation if you are using an image for decorative purposes only. Instead indicate the source of the image beneath it, e.g. Source: www.dkit.ie

Material Type	In-text Citation	Reference
4.6.1 Image, Figure, Illustration, Photo or Table: Print	(Author Year, details of image) Example (Begg and Ward 2012, p.228, Figure 1)	Follow the guidelines for the relevant material type, e.g. book or journal article. Example Begg, D. and Ward, D. (2012). *Economics for business*. 4th ed. New York: McGraw-Hill.
4.6.2 Image, Figure, Illustration, Photo or Table: Print: Web	(Owner year) Example (Dundalk Institute of Technology 2012)	Owner of website/image. (Year of publication). *Title of image* [image online]. Available from**:** URL [accessed date]. Example Dundalk Institute of Technology. (2012). *Whitaker Theatre* [image online]. Available from: https://www.dkit.ie/about [accessed 5 July 2014].
4.6.3 Map	(Creator Year) Example (Ordnance Survey Ireland 2010)	Creator/Compiler/Producer name(s). (Year of publication). *Title of map*. Sheet number (series if any), scale. Place of Publication: Publisher. Example Ordnance Survey Ireland. (2010). *Part of Dublin, Louth & Meath*. Sheet 43 (Discovery Series), 1:50,000. Dublin: Ordnance Survey Ireland.

4.7 Legislation

Material Type	In-text Citation	Reference
4.7.1 Act/Statutory Instrument	(Title of Act/Statutory Instrument including year) Example in print (Copyright and Related Rights Act 2000) Example from website (Social Welfare Act 2012)	*Title of the Act/Statutory Instrument including year.* Act/Statutory Instrument number(s)/section number (if present). Place of Publication: Publisher (or [Online]. Available from: URL [accessed date]). Example in print *Copyright and Related Rights Act 2000*. No.28/2000. Dublin: Stationery Office. Example from website *Social Welfare Act 2012*. No. 43/2012. [Online]. Available from: http://www.irishstatutebook.ie/2012/en/act/pub/0043/index.html [accessed 21 January 2015].
4.7.2 EU Directive	(Legislation number and year of Directive) Example (Directive 95/46/EC 1995)	*Title of Directive*. (Note: the title includes the institutional origin, year, legislation number, the date it was passed and title). Example *Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data*.

4.7.3 Government Report	(Author Year) Example in print (Commission to Inquire into Child Abuse 2009) Example from website (State Examinations Commission 2013)	Author and year of publication. *Title of publication*. Volume number/series title and number where applicable. Place of publication: Publisher (or if online: [Online]. Available from: URL [accessed date]). Example in print Commission to Inquire into Child Abuse 2009. *Report of the Commission to Inquire into Child Abuse*. Dublin: Stationery Office. Example from website State Examinations Commission 2013. *Leaving Certificate sits 2013 by county and gender*. [Online]. Available from: https://www.examinations.ie/statistics/statistics_2013/LC_Sits_by_County_and_Gender_2013.pdf [accessed 28 August 2014].

4.8 Newspapers and media

Material Type	In-text Citation	Reference
4.8.1 Newspaper article: Print Note: If there is no author use the title of the newspaper instead.	(Author Year) Example with author (Holland 2014) Example with no author (The Irish Times 1956) Example from supplement (Cottrell 2014)	Author(s) surname(s), Initial(s). (Year of publication). Title of article. *Title of newspaper*: *supplement/section if any*, date, page number(s). Example with author Holland, K. (2014). Housing bodies welcome initiative. *The Irish Times*, 21 May 2014, p.7. Example with no author The Irish Times. (1956). Big welcome for Ronnie Delany. *The Irish Times*, 20 December 1956, p.7. Example from supplement Cottrell, S. (2014). Recovery is quick once right help is provided. *Irish Independent: Health & Living*, 19 May 2014, p.11.
4.8.2 Newspaper article: Online	(Author Year)	Author(s) surname(s), Initial(s). (Year of publication). Title of article. *Title of newspaper: supplement/section if any* [online], date. Available from**:** URL [accessed date].

	Example (Gleeson 2014)	Example Gleeson, C. (2014). Tesco to no longer stock sweets at checkouts. *The Irish Times* [online], 22 May 2014. Available from: http://www.irishtimes.com/news/health/tesco-to-no-longer-stock-sweets-at-checkouts-1.1804314 [accessed 14 August 2014].
4.8.3 Radio / television programme	(Programme Title Year) Example (Prime Time 2012)	*Programme title*. (Year). Station/channel [medium], date of transmission, time of transmission. Example *Prime Time*. (2012). RTÉ 1 [television], 20 November 2012, 21:35.
4.8.4 Radio / television interview or contribution	(Interviewee/Contributor Year) Example (McHale 2014)	Interviewee(s)/contributer(s) surname(s), Initial(s). (Year). Interview on: *Title of programme*. Station/channel [medium], date of transmission, time of interview/contribution. Example McHale, J. (2014). Interview on: *Morning Ireland*. RTÉ Radio 1 [radio], 15 May 2014, 07:45.
4.8.5 Radio / television advertisement	(Company Year) Example (IKEA 2013)	Company. (Year advertisement produced). *Description/title of advertisement* (duration). Station/channel [television/radio advertisement], screened/aired date. Example IKEA. (2013). *Time for change* (1 min). RTÉ 1 [television advertisement], 21 April 2013.

4.8.6 Archived radio/television programme/podcast	(Station/Originator Year) Example (RTE Radio 1 2014)	Station or originator(s) surname(s), Initials(s). (Year). *Programme title: Episode title if any* [podcast], date of transmission. Available from: URL [accessed date]. Example RTE Radio 1. (2014). *Documentary on One: Live where you learn* [podcast], 30 May 2014. Available from: http://www.rte.ie/podcasts/2014/pc/pod-v-24051440m57sdocononelivewhereyoulearn-pid0-2457984_audio.mp3 [accessed 10 June 2015].
4.8.7 Film / DVD / Video Note: It is usual to use italics when referring to a film title in the text of your assignment.	(Director Year) Example (Nolan 2010)	Director(s) surname(s), Initial(s). (Year of distribution). *Title of film* [format]. Place of distribution: Distribution company. Example Nolan, C. (2010). *Inception* [DVD]. London: Warner Bros. Pictures.
4.8.8 Microfilm / Microfiche / CD ROM	(Author Year) Example (Boland 1988)	Author(s) surname(s), Initial(s). (Year of publication). Title of the article, *Title of the source* [format], volume number or date, page number(s). Example Boland, C. (1988). EC draws up new acid rain rules, *Irish Times* [microfilm], 17 June 1988, p.6.
4.8.9 Press release	(Author Year)	Organisation name or author(s) surname(s), Initials(s). (Year of publication). *Title* [online], date. Available: URL [accessed date].

	Example (Dundalk Institute of Technology 2014)	Example Dundalk Institute of Technology. (2014). *American groups performing at DkIT* [online], 13 March 2014. Available: https://www.dkit.ie/music/american-groups-performing-dkit [accessed 21 March 2015].
4.8.10 Speech: Live	(Speaker Year) Example (Phelan 2013)	Speaker(s) surname(s), Initial(s). (Year). *Title of speech (or description where no title is available)* [speech], date, place. Phelan, L. (2013). *Address to Marketing Institute Breakfast* [speech], 6th March 2013, Mansion House, Dublin.
4.8.11 Speech: Recorded / transcript online	(Speaker Year) Example (Kennedy 1961)	Speaker(s) surname(s), Initial(s). (Year). *Title of speech (or description where no title is available)* [speech], date, place. Available from: URL [accessed date]. Example Kennedy, J.F. (1961). *Inaugural address* [speech], 20 January 1961, Washington D.C. Available from: http://www.youtube.com/watch?v=BLmiOEk59n8 [accessed 10 June 2014].

4.9 Musical works and live performances

Note: It is usual to use italics when referring to a musical work in the text of your assignment.

Material Type	In-text Citation	Reference
4.9.1 Recordings: Album	(Artist Year) Example (Arcade Fire 2007)	Artist(s) name(s), Initial(s). (Year). *Album Title* [medium], Label. Example Arcade Fire. (2007). *Neon bible* [CD], Merge.
4.9.2 Recordings: Track from album	(Artist Year) Example (Winehouse 2006)	Artist(s) name(s), Initial(s). (Year). *Track title*, Track number of Album Title [medium], Label. Example Winehouse, A. (2006). *Love is a losing game*, Track 6 of Back to black [MP3], Island.
4.9.3 Sheet Music	(Composer Year) Example (Mahler 2000)	Composer(s) surname(s), Initial(s). (Year of publication). *Title of work: subtitle if any* (where appropriate, editor(s) followed by ed. or eds. or any other arranger(s), for example scored by or arranged by first name and surname). Place of publication: Publisher. Example Mahler, G. (2000). *Symphony no. 9*. Mineola: Dover Publications.

4.9.4 Live performance: Concert Note: If the performance as viewed on DVD or online, use the guidelines for DVD or Internet	(Composer/Performer Year) Example (Liszt 2015)	Composer(s) surname(s), Initials(s) / Performer. (Year of performance). *Title of work, if any*. Performed by performer. Conducted by conductor (where appropriate) [Venue, place. Date]. Example Liszt, F. (2015). *Hungarian Rhapsody No. 2.* Performed by the RTÉ National Symphony Orchestra. Conducted by Gavin Maloney [National Concert Hall, Dublin. 7 July 2015].
4.9.5 Live performance: Play Note: If the performance as viewed on DVD or online, use the guidelines for DVD or Internet	(Author Year) Example (Friel 2013)	Author(s) surname(s), Initials(s). (Year of performance). *Title of work*. Performed by company (where appropriate). Directed by director [Venue, place. Date]. Example, Friel, B. (2013). *Translations*. Directed by Adrian Dunbar [Gaiety Theatre, Dublin. 26 March 2013].

4.10 Conference papers, reports and policies

Material Type	In-text Citation	Reference
4.10.1 Conference paper: published in printed proceedings	(Author Year) Example (Pahl and Mani 2014)	Author(s) surname(s), Initial(s). (Year of publication). Title of conference paper. In: Editor(s) surname(s), Initial(s)., followed by ed., or eds., (if any) *Title of conference followed by date, place*. Place of publication: Publisher, page number(s). Example Pahl, C. and Mani, N. (2014). Managing quality constraints in technology-managed learning content processes. In: *EdMedia'2014 World Conference on Educational Media and Technology June 23-26, Tampere*. Chesapeake: AACE, pp.153-161.
4.10.2 Conference paper: published in proceedings on website or library database	(Author Year) Example (Ahmad 2014)	Author(s) surname(s), Initial(s). (Year of presentation). Title of conference paper. In: Editor(s) surname(s), initial(s)., followed by ed. or eds. (if any) *Title of conference followed by date, place* [online], page number(s) (if any). Available from: library database name or URL if accessed online from somewhere other than a library database [accessed date]. Example Ahmad, F. (2014). Computer science & engineering curricula and ethical development. In: *2014 International Conference on Teaching and Learning in Computing and Engineering 11-13 April, Kuching* [online], pp.220-225. Available from: IEEE Xplore [accessed 25 July 2014].

4.10.3 Unpublished conference paper	(Author Year) Example (Davies 2010)	Author(s) surname(s), Initial(s). (Year of conference). Title of paper, unpublished paper presented at: *Title of conference*. Location of conference, conference date. Example Davies, C. (2010). Upgrading our information skills training: new technologies and new relationships, unpublished paper presented at: *LILAC 2010*. Limerick Strand Hotel, 29 March.
4.10.4 Research Report	(Author Year) Example (Forfás 2014)	Author(s) surname(s), Initial(s). (Year of publication). *Title of report: subtitle if any*. Research report number if any. Place of publication if known: Publisher. Example Forfás. (2014). *Review of business mentoring services in Ireland*. Dublin: Forfás.
4.10.5 Annual report	(Company Year) Example (Diageo 2013)	Company. (Year of publication). *Title of report* [online]. Available from: URL [accessed date]. Example Diageo. (2013). *Annual report 2013* [online]. Available from: http://www.diageo.com/en-ie/newsmedia/Pages/resource.aspx [accessed 10 May 2015].

4.10.6 Policy document	(Organisation/Author Year) Example (Health Service Executive 2011)	Organisation/Author(s) surname(s), Initial(s). (Year of publication). *Title of report: subtitle if any* [online]. Revision number if any. Available from: URL [accessed date]. Example Health Service Executive. (2011). *Good faith reporting policy* [online]. Revision 5. Available from: http://www.hse.ie/eng/staff/Resources/hrppg/Good_Faith_Reporting_Policy_2011.pdf [accessed 5 June 2015].
4.10.7 Case study If the case study is from a book or journal follow the guidelines for that material type	(Author Year) Example (Syngenta 2011)	Company / author(s) surname, Initial(s). (Year of publication). *Title of case* [case study]. Place of Publication: Publisher (or [online. Available from: URL [accessed date]). Example Syngenta. (2011). *Investment appraisal in action* [case study]. Berkshire: Syngenta.

4.11 Technical / commercial / industrial

Material Type	In-text Citation	Reference
4.11.1 Patent	(Inventor Year) Example (Hunt 1849) Example (Thackeray and Aqad 2011)	Inventor(s) surname(s), Initial(s). (Year of publication). *Title of patent*. Patent number. Example Hunt, W. (1849). *Safety pin*. US 6281. Example Thackeray, J. and Aqad, E. (2011). *Photosensitive compositions*. EP 2341089.
4.11.2 Standard: Print	(Institution Year) Example (National Standards Authority of Ireland 2006)	Institution/organisation name. (Year of publication). *Standard number:year Title and subtitle if any*. Place of publication: Publisher. Example National Standards Authority of Ireland. (2006). *I.S. CLC/TR 62102:2006 Electrical safety - classification of interfaces for equipment to be connected to information and communications technology networks*. Dublin: National Standards Authority of Ireland.

4.11.3 Standard: Website or library database	(Institution Year) Example (British Standards Institution 2014)	Institution/organisation name. (Year of publication). *Standard number:year Title and subtitle if any* [online]. Available from: library database name or URL if accessed online from somewhere other than a library database [accessed date]. Example British Standards Institution. (2014). *BS ISO 17185-1:2014 Intelligent transport systems* [online]. Available from: British Standards Online [accessed 12 June 2015].

4.12 Theses and miscellaneous material

Material Type	In-text Citation	Reference
4.12.1 Thesis/dissertation	(Author Year) Example (Dalikeni 2013)	Author(s) surname(s), Initial(s). (Year of publication). *Title of thesis: subtitle if any* [unpublished]. Award type, awarding institution. Example Dalikeni, C. (2013). *Making sense of each other: lived experiences and told stories of child protection social workers and asylum-seeking families* [unpublished]. PhD thesis, Queen's University Belfast.
4.12.2 Leaflet/flyer/booklet/ newsletter/in-house publication/grey literature Some details may not be available. In this case it is acceptable to omit the parts of the reference for which the details cannot be found.	(Author Year) Example (Dundalk Institute of Technology Library 2013)	Author(s) surname(s), Initial(s). (Year of publication, if any). *Title (or a description if no title available).* Volume number (issue/number) (or date/month of publication if volume and issue are absent). Place of publication (if any): Publisher (if any). Example Dundalk Institute of Technology Library. (2013). *Library Strategic Plan*. August 2013. Dundalk.

5. Commons elements in the reference list

These pieces of information can be found in the source material.

- Book: The title page and reverse of the title page
- Journal article: On the first page of a journal article or in the table of contents of the journal issue
- Webpage: On the top and bottom of the webpage, the webpage logos and URL

	Author	Year	Article / chapter / page title	Publication title	Edition	Volume & issue	Place of publication	Publisher	Page number(s)	URL / Database	Accessed date
Book	●	●		●	●		●	●			
Book chapter	●	●	●	●	●		●	●	●		
Journal article (print)	●	●	●	●		●			●		
Journal article (online)	●	●	●	●		●			●	●	●
Webpage	●	●	●	●						●	●

6. Bibliography

Dublin City University. (2014). *DCU Library guide to Harvard style of citing & referencing* [online]. Available from: https://www101.dcu.ie/library/Citing&ReferencingGuide/player.html [accessed 15 April 2015].

Limerick Institute of Technology. (2010). *Write it right: a guide to the Harvard ['author-date'] referencing system* [online]. Available from: http://mislibsrv.lit.ie/screens/writeitright.pdf [accessed 14 May 2015].

Nolan, R. (ed). (2008). *How to reference Harvard style.* Dublin: Library and Information Services, National College of Ireland.

Pears, R. and Shields, G. (2010). *Cite them right: the essential referencing guide*. 8th ed. Houndmills: Palgrave Macmillan.

University of Limerick. (2007). *Cite it right: University of Limerick's referencing series*. 2nd ed. Limerick: Glucksman Library, University of Limerick.