CITATION

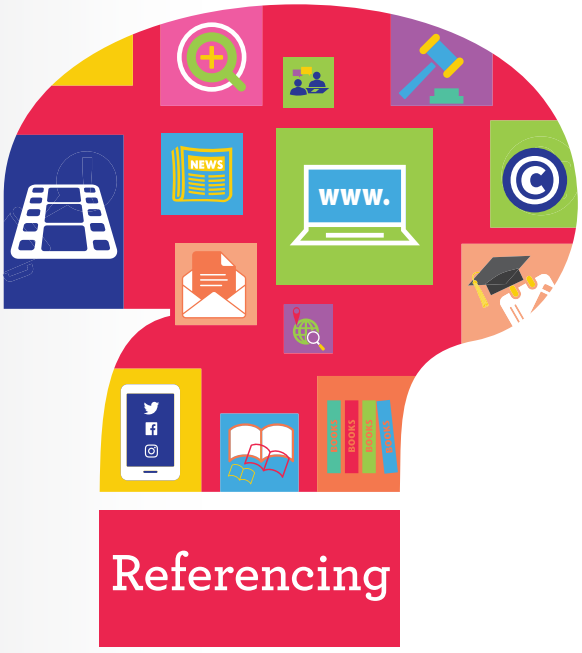
PLAGIARISM

REFERENCE LIST

BIBLIOGRAPHY

Referencing Handbook

for the Further Education and Training (FET) Sector



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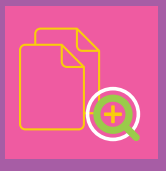

HARVARD STYLE

FURTHER EDUCATION SUPPORT SERVICE
Seirbhís Tacaíochta don Bhreisoideachas

etbi
Education and Training Boards Ireland
Boird Oideachais agus Oiliúna Éireann

Development of this resource

Through regular contact with teaching personnel as well as from the experience of external authenticators, it became apparent that referencing was a challenge for many Further Education and Training (FET) learners. The Further Education Support Service (FESS) developed and delivered a workshop for teaching personnel on Developing Learners Academic Writing Skills and from that came a request for the development, production and publication of writing and referencing handbooks to support the sector. A request was issued through the Education and Training Boards of Ireland (ETBI) Quality Assurance (QA) Forum for interested Education and Training Boards (ETBs) to nominate personnel who would work on such resources.

The development of this referencing handbook has been led by the Further Education Support Service (FESS). The working group included:

- *Mary Sheehy - FESS*
- *Christine Wray - FESS*
- *Treasa Brannick O'Cillin - City of Dublin ETB*
- *Fiona Fay - Dublin and Dun Laoghaire ETB*
- *Máire Lynch - Limerick and Clare ETB*
- *June Neylon - Cavan and Monaghan ETB*
- *Tina O Donnell - Donegal ETB*
- *Carol O Donovan - Tipperary ETB*
- *Alan O Gorman - Waterford and Wexford ETB*
- *Carol Quinlan - Cork ETB*
- *Siobhan Magner – ETBI*

All relevant FESS materials were made available to the process. The ETBs involved were generous in making their referencing-related materials available for consultation and also the handbook was consulted on locally within the ETBs prior to being finalised.

The support of the University of Lincoln must be acknowledged as they gave permission to use the content and format of their Harvard Referencing Handbook. The working group agreed that the format and layout were very clear and would be beneficial to FET learners.

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List of commonly used terms

Assessor – the person who makes assessment decisions on your assessment work.

Bibliography – the entire list of sources of information and data that were used in the development of your written assessment work, including sources sources that you read/engaged with, but did not cite in the work.

Citation - a reference to the source of information used in your research/written assessment work.

Cite – to refer to a source of information.

Paraphrase – saying the same thing that another author or source says but using different words.

Quotation marks – These are used to indicate the beginning and end of a “quoted phrase” or “quoted passage” from a particular source.

Quotation – where the actual words, text or speech of another person/author is used.

Reader – the person who will be reading and assessing your written assessment work. These could include the tutor/teacher/trainer, external authenticator, appeals examiner and other key personnel involved in the quality assured assessment process.

Reference – mentioning or alluding to something such as the source of a piece of information.

Reference list – a list of all the sources that you have referred to within the main body of your written assessment work that have been compiled in alphabetical order at the back of your written assessment work.

Secondary reference – when you paraphrase or quote from a source mentioned in another text without going back to the original text that the source was quoted from, this is called a secondary reference.

Source – the place from where the information originates.

Summarise – including the main points from a source in a brief statement.

Text – refers to the content of a book or other written, printed or electronically available work.

Written assessment work - written assessment work includes assignments, projects, essays, collection of work, presentations, etc. that a learner is submitting for assessment purposes.

A challenge for learners is knowing how to reference sources of information

Introduction

This handbook has been developed as a support for learners in the Further Education and Training (FET) Sector. By enrolling on a programme that leads to certification and is funded by the Department of Education and Skills (DES), learners join an academic community which expects and requires them to act honestly regarding the work they submit for assessment purposes. One area that has been identified as a challenge for learners is knowing how to reference sources of information appropriately. The first part of the handbook provides guidance and tips on the importance of referencing and how to do it. The second part of the handbook presents a comprehensive list of information sources with examples of how to cite and reference each source.

While this referencing handbook was developed primarily for learners undertaking programmes at Levels 5 and 6 on the National Framework of Qualifications (NFQ), it may also be a useful resource for learners undertaking programmes at Levels 3 and 4. Developing good referencing skills may provide a good foundation for learners progressing to other further or higher education and training programmes.

Referencing is critical as it is about acknowledging sources and thus demonstrates academic integrity which is fundamental to all areas of teaching and learning (CQ University, 2017; Deakin, 2017). Academic integrity can be achieved through:

- good academic writing
- avoiding plagiarism
- referencing and citing sources of information correctly

The Harvard referencing system

There are several referencing systems. The Harvard referencing system is one of the most commonly used. In reality, it is not a single system but comes in slight variations from different educational institutions. Therefore, it is important to follow accurately the referencing style recommended to you. This is often called the 'house style' for referencing. Whatever the house referencing style is, it is important to be consistent in how you apply it. If you are unsure, please discuss the matter and seek clarification from the teaching staff or programme co-ordinator.

Once you get used to using a particular referencing system or house style, it will be easier for you to adapt to a different one if you progress on to further or higher education or training.

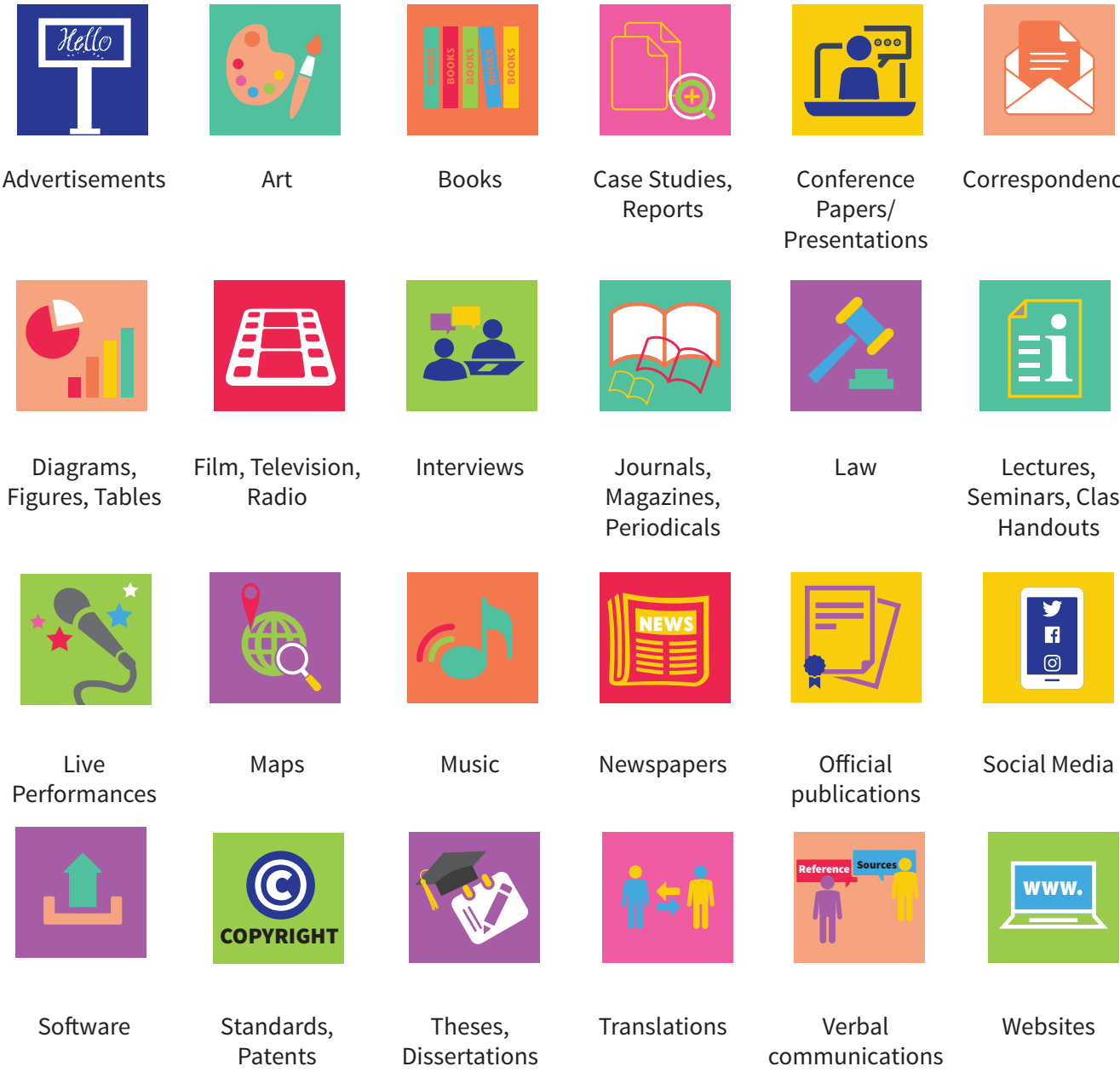
This handbook will show you clearly how to reference all the possible sources that you may need to reference, using the Harvard system. Throughout this handbook you will see examples of it in use.

What is referencing?

Referencing is a standard method of acknowledging the sources of information you have consulted in preparing your written assessment work

Written assessment work includes assignments, projects, essays, collection of work, presentations, etc.

Regardless of the type of written assessment work you are doing, you must acknowledge and reference all of the sources of your information. Anything you use as information, for example, facts, figures, graphs, ideas, images, music, photographs, research, statistics, suggestions, theories, thoughts or words that you read, viewed or heard must be acknowledged and referenced. The following are the categories of sources included in this handbook:



Advertisements | Art | Books | Case Studies, Reports | Conference Papers/ Presentations | Correspondence

Diagrams, Figures, Tables | Film, Television, Radio | Interviews | Journals, Magazines, Periodicals | Law | Lectures, Seminars, Class Handouts

Live Performances | Maps | Music | Newspapers | Official publications | Social Media

Software | Standards, Patents | Theses, Dissertations | Translations | Verbal communications | Websites

Figure 1: What can you reference? (Adapted from University of Lincoln, pp. 1-2)

You must provide detailed information about each source you refer to.

You need to do two things to reference your sources properly.

1. Mention your information sources every time you refer to someone else's work. This is called making a citation.

2. Provide a list at the end of your piece of written assessment work that includes all of the sources you have used. This list is a reference list or bibliography, depending on what you are asked to provide.

The key difference between a **citation** and a **reference list** is that a citation mentions the source of the information *in* the text of the written assessment work, whereas, a reference list is a list of sources of information that you used and it is included at the end of the work.

Referencing properly will help to show what you have read, that you have done some research and where the ideas you discuss come from (University College Dublin, 2018; Monaghan Institute, 2017; University of Limerick, 2016; City of Dublin ETB, n.d. Monaghan Institute, n.d.; Quinlan, n.d.; Trinity College Dublin, n.d.). It will show that you know who the important thinkers, writers and information sources are in your field of study. It will also allow your reader go to your sources and read them for themselves.

Why reference?

All your arguments are clearly supported by evidence

Follow academic writing standards/ conventions

The research that you have read and/or undertaken is convincing

The reader can find the sources you used

The assessor can see how widely you have read

Shows a good knowledge of the subject matter

The assessment work will reflect expected good academic values and practice

Guards against plagiarism

The assessment work that you submitted is credible

What needs to be referenced?

You need to reference ***all of the sources of information*** that you use (Cavan Institute, 2017; Cork ETB, 2017; Limerick College of Further Education, 2017; Halpin & Callaghan, 2015; University of Lincoln, 2013; City of Dublin ETB, n.d. Monaghan Institute, n.d.; Quinlan, n.d.; Trinity College Dublin, n.d.;). This can include art, facts, figures, graphs, ideas, images, music, photographs, research, statistics, suggestions, theories, thoughts, words, etc. (See ***Figure 1: What you can reference?***). You need to identify and acknowledge the source by including the author's surname and date of the publication when you refer to them within your written assessment work. Here are some examples from Monaghan Institute (n.d.) of how you can do this:

Some critics believe modern TV society suffers from a tendency to oversimplify issues (Brown, 2001).

or

According to Brown (2001) there is a tendency in modern TV society to oversimplify issues.

or

Brown (2001) points out that there is a tendency in modern TV society to oversimplify issues.

Then you must provide full details of that source in a list at the end. This is how it would look in the reference list:

Brown, H.D. (2001) *Teaching by Principles: An Interactive Approach to Language Pedagogy*. New York: Longman.

If you have previously written something yourself which you now wish to refer to in your assessment work, you need to reference this. If you don't, this may be identified as self-plagiarism. For example, if you previously developed a leaflet on Healthy Eating Habits for Pre-Schoolers and you now wish to use some information from that leaflet in your current assessment, you will need to reference this leaflet in the same way as you would reference other sources.

What does not need to be referenced?

You won't need to reference '**common knowledge**'. Common knowledge refers to information that is widely or generally known in society or in your area of study. This includes:

- Known time and date information. For example: there are twelve months in a year (GMIT, 2017)
- Known historical facts. For example: Julius Caesar was a Roman (GMIT, 2017)
- Geographical pieces of information easily verified by a non-specialised map. For example, Dublin is in Ireland (GMIT, 2017)
- General information that most people know about the environment in which they live
- Information shared by a cultural or national group, such as the names of famous heroes or events in the nation's history that are remembered and celebrated (MIT, 2018)
- Knowledge shared by members of a certain field such as science

However, what may be common knowledge in one culture, nation, academic discipline or peer group may not be common knowledge in another (MIT, 2018).

Here are some examples of common knowledge in Ireland that you do not need to reference in your writing:

- The boiling point of water is 100° Celsius.
- Barack Obama was the first African-American President of the United States of America.
- Dublin is the capital city of Ireland.
- Christmas is celebrated on 25th December in Ireland.

TIP: **A good rule of thumb is to reference anything that you did not know previously.**

What is plagiarism?

Plagiarism is when you use a source of information without acknowledging it (Cavan Institute, 2017; GMIT, 2017; Monaghan Institute, 2017; University of Limerick, 2016; Ní Mhórdha & Hobbs, 2014; University of Lincoln, 2013; Fitzmaurice & O Farrell, n.d.; Trinity College Dublin, n.d.).

This work can include art, facts, figures, graphs, ideas, images, music, photographs, statistics, theories, words, and so on (see Figure 1: What you can reference).

Plagiarism may be accidental or deliberate. You may fall into the trap of plagiarism by not knowing how or when to cite and reference properly.

Why is plagiarism taken so seriously?

Plagiarism is a type of stealing, known as 'intellectual theft'. All educational institutions take plagiarism seriously. They generally have systems in place for identifying and investigating it and there may be consequences for the learner. There are software packages available that can detect plagiarism, such as Turnitin and Urkund.

It is important to know what kinds of actions are examples of plagiarism. Then you will know what to avoid.

The following table gives examples of what constitutes plagiarism.

- Handing in written assessment work that has not been completed by you as your own work.
- Submitting another learner's work as your own, with or without their knowledge.
- Buying/acquiring an assignment from the internet or another source and handing it in as your own work.
- Using part of an assignment that you previously submitted and putting it in a new assignment without saying where it came from (self-plagiarism).
- Copying sections word-for-word from published work in books, journals, the internet or other sources without using quotation marks and saying where they came from.
- Paraphrasing or summarising another person's idea or work but not saying whose it is or where you got it.
- Changing some of the words but keeping the structure of the sentence and not saying whose it is or where you got it from.
- Using graphics, audio and/or visual materials and not saying who created them or where you got them from.

Table 1: Examples of plagiarism

How can you avoid plagiarism?

As a learner you will have to undertake some research in order to be able to write your assessment work. You will find that it is almost impossible to come up with completely new ideas. Many of the ideas, arguments and other facts and figures that you will use in your written work will be based on other people's work.

TIP: **In order to avoid plagiarism, you must give credit by saying whose idea or work it was and where you got it from.**

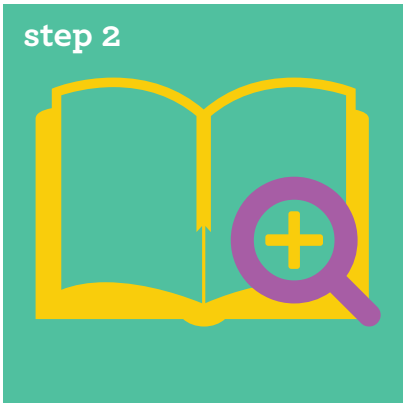
There are many types of sources (see **Figure 1: What you can reference)** and there is a particular way of referencing any source that you use. The most important point to remember is that you *must* reference your sources (Cavan Institute, 2017; Limerick College of Further Education, 2017; Monaghan Institute, 2017; Cork ETB, n.d.; City of Dublin ETB, n.d; Quinlan, n.d.). Referencing is a really important academic skill that you can learn and which you may continue to need in the future.

Where software packages are available that can assist with the detection of plagiarism, you can use these to detect if you have inadvertently plagiarised.

How to reference: a three-step process

In this section, you will be guided, firstly, on sourcing good quality information and secondly, in recording the necessary details. This will allow you to be able to create citations in the text and to include sources in the reference list or bibliography. This section of the handbook will show you how to reference using a three-step process.

Source relevant material and **Record** the relevant details while researching to make sure you have all the information you need to create citations and the reference list or bibiliography.



Making an in-text citation every time you use or refer to another work within your own written assessment work.

Building your list of references as you go along (in alphabetical order)

Figure 2: How to reference: A three-step process

STEP 1 | Source and record

Source relevant material and **record** the relevant details while researching to make sure you have all the information you need to create citations and the reference list.

In this section, the handbook will guide you, first of all, in sourcing good quality information and secondly, in recording the necessary details so that you will be able to create citations in the text and produce a reference list or bibliography at the end.

Why is the source of the information important?

There is so much information available – in books, in the media, and especially on the internet. However, not all information is reliable, and for academic writing you need to be confident that your sources are credible and that the information is of a high quality. As the writer, you will want to support your arguments and statements with accurate figures, and relevant, up-to-date information and ideas, all from reputable sources. Learning how to evaluate information sources is a key skill for writing your assessments (Dublin Institute of Technology, 2018; Dundalk Institute of Technology, 2016).

TIP: **Before you use a source, ask yourself whether it meets the assessment task set by your teaching staff.**

How do you evaluate information sources?

It is important to evaluate your information sources and to be able to judge

- Is this information reliable?
- Is this a fact, a theory, an opinion or suggestion?
- Is this information up-to-date?
- Are the ideas backed up by research and are they widely accepted and authoritative?
- Is this information just a popular notion that may be unsubstantiated?

It can be particularly difficult to establish the authenticity of electronic sources of information (Fitzmaurice & O Farrell, n.d.), such as the webpages, podcasts, blogs, etc.

One helpful tool to evaluate sources is called the **CRAAP Test** (see following page). You can ask yourself these five sets of questions to enable you to establish how credible and reliable each source of information is before you use them in your assessment work.

STEP 1 | Source and record

Currency | The timeliness of the information

When was the information published or posted? Has it been updated or revised? If so, when was the last update or revision? How current are the references (if any)? How current are the web links? Have any expired? Do you need up-to-date sources for your assessment or will an older source be acceptable?

Relevance | The importance of the information for your needs

Does the topic relate to your assessment? Does the information answer any of your questions? Is it at an appropriate level for your assignment - not too basic and not too advanced? How does it compare to other sources you looked at? Is it scholarly, academic, well-presented or just an opinion? Would you cite it in your assignment?

Authority | The source of the information

Is an author given? Who is the author, publisher or source? Is the web page signed? Is the author qualified to write on this subject? Are they affiliated to a research institute or university? Are they cited by others? Does the URL give information about the source, for example, .ie, .org, .edu, .com

Accuracy | The reliability, truthfulness and correctness of the content

Is the information supported by evidence? Is the web information error -free? Does the web information contain any spelling or grammar or other noticeable errors? Does the tone of the language seem unbiased and free of emotion?

Purpose | The reason the information exists

What's the purpose of the information? Is it trying to teach, inform, sell, entertain or persuade? Do the writers make their intentions clear? Is there any political, cultural, religious or personal bias or propaganda? Does the point of view seem impartial and objective? Is there any advertising on the page or webpage?

(Adapted from Dublin Institute of Technology, 2017; Meriam Library, California State University, 2010)

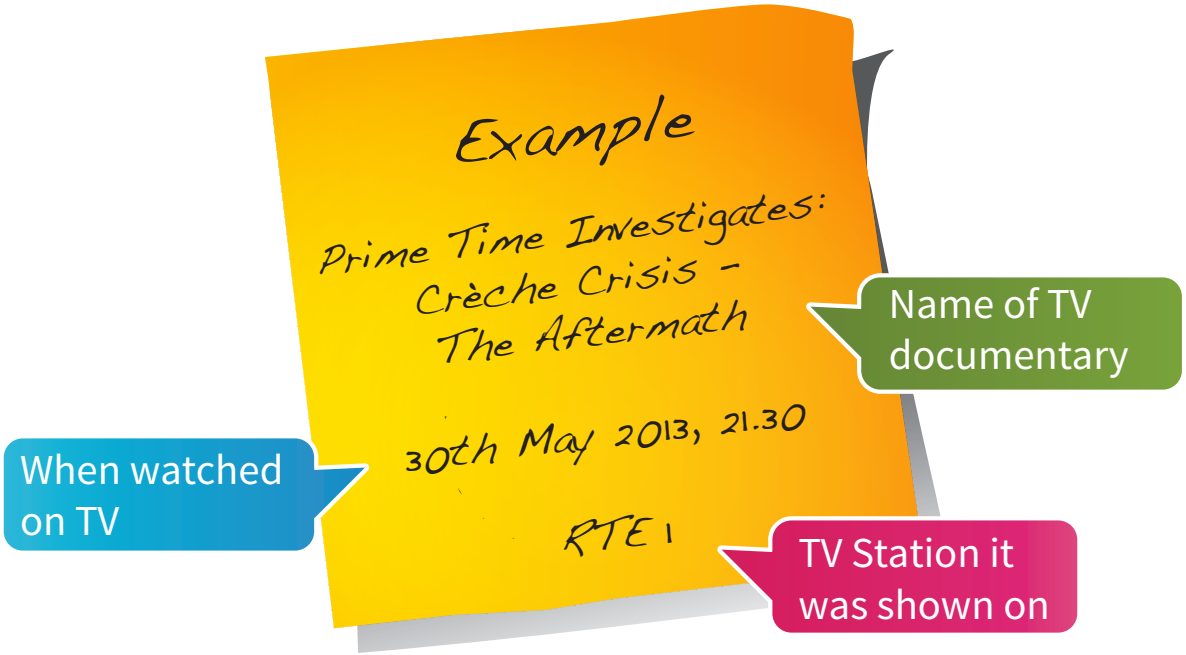
Figure 3: CRAAP test
(tool to evaluate information sources)

STEP 1 | Source and record

Recording your sources

It is important to keep a record of where you found the information that you are considering using in your written assessment work. In the end you may not use all the notes that you keep, but '*you are better off looking at it than looking for it*' when it comes to typing in the details in your citation or your reference list. It saves time in the long run to make notes as you go. You certainly don't want to rely on remembering where you read or saw something that you want to put in your written assessment work. Nor do you want to spend a lot of time looking through sources trying to find where you got your information in the first place. **If you can't find the source, you can't use it**. This could mean that you have to re-write part of your assessment work.

TIP: **As you are making notes, write the name of the author, the source and page number (if it is a book or article) by hand or in your word-processed document.**



STEP 1 | Source and record

To help with referencing, you could use a referencing software tool such as Refme, Bibme or Easybib or you may use the References feature in Microsoft Word. This will require you to enter sufficient details of who said/wrote it, the name of the book/article/ website/programme, the date of publication/ viewing/broadcast and where you accessed it.

As you go about researching and writing your assessment, you can build the reference list or bibliography at the bottom of the word document and tidy it up later.

TIP: **You may wish to use referencing software tools or the referencing feature in Microsoft Word.**

TIP: **As you go about researching and writing your assessment work, you can build the reference list at the bottom of the word document and tidy it up later.**

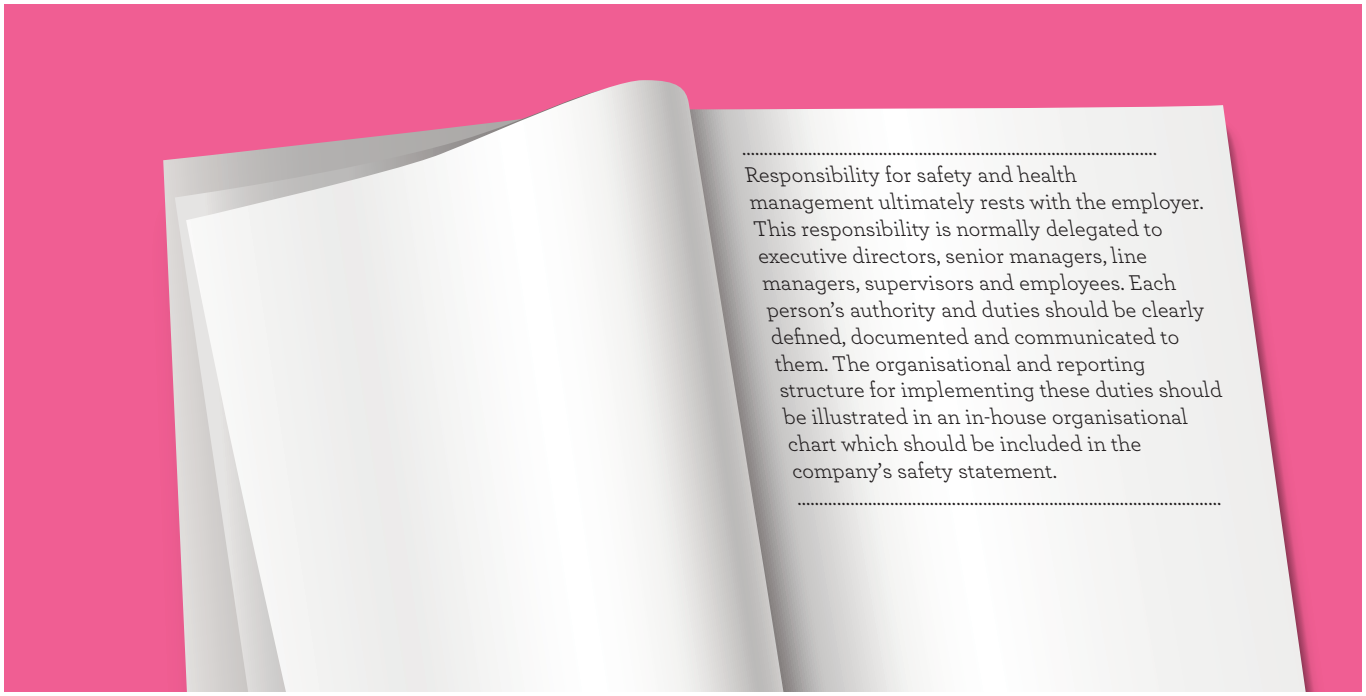
STEP 2 | # Making an in-text citation

Make a citation every time you use or refer to another work within your own written assessment work.

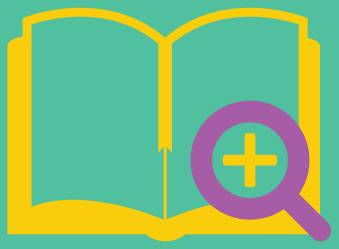
What is citation or in-text citation?

Citing, citation and in-text citation are all terms used for referring to another source of information in the body of your written assessment work in order to support a point or argument that you are trying to make. You might refer by quoting, paraphrasing or summarising. Whichever way you choose to refer to this other source of information, you make your citation by including brief details of the source: author's surname, the date of publication and for quotes, the page number(s). Every time you refer to this source in your assessment, you must cite it. There are different ways of citing which will depend on whether you are paraphrasing, summarising or quoting the source.

Most of the examples that follow are based on this extract taken from a book by Nifast called *Safety and Health at Work: QQI Level 5.*



(Nifast, 2015 p.3)



STEP 2 | Making an in-text citation

Citing when paraphrasing

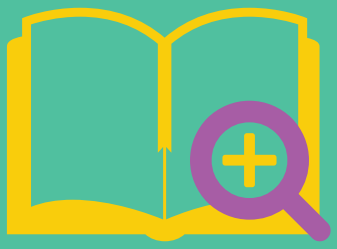
Paraphrasing is when you take an author's information, idea or suggestion and **put it into your own words**. You are still copying someone's work so you must reference it. You do not need to use quotation marks when you paraphrase, but you must clearly show the reader the original source of your information. You must be very careful to indicate which part of your writing is a paraphrase of the original source so that the reader is clear on the source used. These are examples of paraphrasing parts of the extract:

> Employers are ultimately responsible for health and safety in the workplace (Nifast, 2015)
>
> or
>
> According to Nifast (2015) responsibility for health and safety is often delegated to key employees within the organisation.
>
> or
>
> Nifast (2015) found that most of the participants in their research rated the use of a variety of teaching strategies and making an effort to enhance their teaching as being very important.

Citing when summarising

Summarising is providing **a brief statement of the main points** of a piece of work. This is a way of referring to someone else's information, idea or suggestion without using direct quotations. You must not change the original meaning and you still need to cite and reference the source. This is an example of summarising what is said in the extract:

> While health and safety is primarily the responsibility of the employer, it is often delegated to personnel in roles of authority and responsibility (Nifast, 2015). They also say that it is essential that each person's responsibility is clearly defined and included in the safety statement. (Nifast, 2015).



STEP 2 | Making an in-text citation

Citing when quoting

Quoting is when you take **the exact words that someone else used** and insert them into your own writing. You need to use quotation marks (“ ”) to indicate the quotation, and you must include the page number of the source where there is one. The reason for using quotes is to strengthen the point you are making. Note, however, that it is good practice to limit the use of quotations and you should only use a large chunk of text if you have a good reason for it. There are two ways of quoting depending on whether you use a short quote or a longer quote.

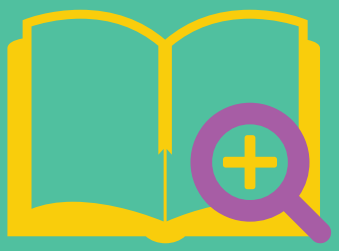
Short quotations

Short quotations are generally one word to two/three lines of text (Dublin Institute of Technology, 2017). In addition to the author’s name and the year of publication, you need to include the page number(s) so that readers can easily look up the source if they wish to check it or do further reading. Here is an example of citing with a short quotation:

> Employers are ultimately responsible for health and safety but they frequently delegate this responsibility to “executive directors, senior managers, line managers, supervisors and employees” (Nifast, 2015, p.3).

Longer quotes

Longer direct quotations are generally two/three lines of text or more. You need to make a longer quotation stand out by indenting it and making it single-line spaced. You will still need to use quotation marks (“ ”) and include the author’s name, the year of publication, and the page number(s). Here is an example of a longer quote within a text:



STEP 2 | Making an in-text citation

While employers are primarily responsible for health and safety, they frequently delegate responsibility to

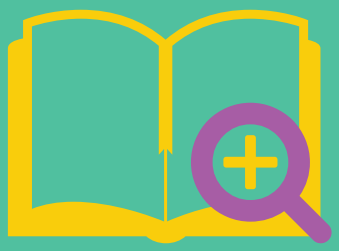
> "...executive directors, senior managers, line managers, supervisors andemployees. Each person's authority and duties should be clearly defined, documented and communicated to them. The organisational and reporting structure for implementing these duties should be illustrated in an in-house organisational chart which should be included in the company's safety statement."
>
> (Nifast, 2015, p.3)

It is important that each individual in an organisation takes their health and safety responsibilities seriously in order to ensure their own safety and the safety of others.

Referring to work that was cited in another source you have read

When you refer to something that was cited in one of your sources but you didn't read or see the original, this is called a **secondary reference**. This is common where a text book cites the work of the major thinkers in the field and you want to cite the text book but not the original publication. The original publication is called the **primary source**. It could also be the case that the **original source** is not available and so you have to rely on a secondary reference. You should cite both the primary source *and* the source you have read. Both works should appear in the reference list. Here is an example of how you would cite a secondary reference within your writing:

According to Gleeson (2012), as cited by Devine et al. (2013), the patterns emerging reflect those from other research.



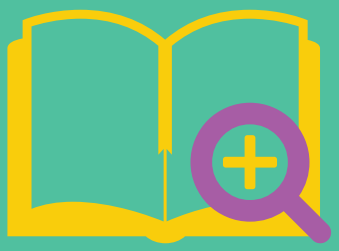
STEP 2 | Making an in-text citation

Best practice suggests that you try to locate the original reference and use secondary references only if you find it difficult to access the original work. This is because in a secondary reference you are seeing the original author's work from someone else's perspective.

Things to remember about in-text citation

Table 2: Things to remember about in-text citation

One author	Use author's surname and date of publication, in round brackets. For example: (Bell, 2010). When quoting directly, use author's surname, date of publication, and page number(s), placing the letter p. before the number. For example: (Bell, 2010, p. 74).
Two authors	Use both author's surnames (in the order that they appear on the source) and date of publication, in round brackets. For example: (Punch and Oancea, 2014). When quoting directly, use author's surnames, date of publication and page number(s), placing the letter p. before the number. For example: (Punch and Oancea, 2014, p.34).
Three or more authors	Use the surname of the first author followed by *et al.* (which means *and others*) and date of publication, in round brackets. For example: (Briggs et al., 2012). When quoting directly, use the surname of the first author followed by *et* al., date of publication and page number(s), placing the letter p. before the number. For example: (Briggs et al., 2012, p. 96).
Author with many publications in the same year	When using a number of references from the same author in the same year, distinguish between them in the in-text citation by using a, b, c, etc. For example: Brookfield (2013a) and Brookfield (2013b). References should match the appropriate reference in the reference list.
Author is an organisation	Information sources are sometimes produced by an organisation, institution or company rather than an individual. In this case, use the organisation, institution or company name, followed by the date and if quoting directly, the page number. For example: (Apple, 2017) or (Apple, 2017, p. 21).



STEP 2 | Making an in-text citation

Quoting	Only quote large sections of text when absolutely necessary. It is more appropriate to use the ideas, thoughts and suggestions from your chosen sources to support the key points or arguments being made. Where sections of text are quoted directly, these should be followed by a discussion of the content of the quoted text and its relevance to your writing and the points being made therein.
Quote over two pages	Where a quote spans two pages, both page numbers should be listed. For example: (Bell, 2010, p.74-75).
Longer quotes	Where longer direct quotes (more than 2/3 lines) are used, these should be indented and single-line spaced, in addition to using quotation marks, the author's surname/institution name, date and page number. See page 16 of this handbook for an example.
Citing within text	If you include the surname of the author within your text, you only have to include the date of publication in round brackets and the page number if quoting directly. For example: According to Winston (2007).... or According to Winston (2007, p. 67), the "key elements"...
Same information from different sources	If you find similar information from two or more sources and you wish to include both to support the point that you are making, you can combine them together in a single in-text citation, separated by a semicolon, for example, (Walsh, 2013; Knowles, 2008) with the most recent source first.
Year of publication	When including the year of publication, the full four digits should be used, for example, (Bell, 2010).

(Adapted from University of Limerick, 2016; University of Lincoln, 2013; Fitzmaurice & O Farrell, n.d.; National University of Ireland Galway, n.d.; Trinity College Dublin, n.d.)

STEP 3 | Building your list of references

Build your list of references as you go along.

Build your list of references as you go along. Every source that you cite in your written assessment work needs to be listed in the reference list and bibliography, if you have been asked to complete both. You need to list each reference fully, in the correct format and in alphabetical order.

What is a reference list?

A reference list is a list of all the items that you cited *within* your written assessment work when you quoted, paraphrased or summarised other work. The reference list must include sufficient information for the reader to locate the source if they wish to read it or check it themselves. For every reference you must include key information such as the author(s), year of publication, title of the source and publisher. As there is a wide variety of sources (see **Figure 1: What you can reference?**), the specific details you need to provide will vary depending on whether the publication is a book, report, article, music, TV programme, painting, internet source, etc. You include the reference list at the end of your document.

What is a bibliography?

A bibliography is similar to a reference list in look and in format but it will include *all* of the sources that you have read or consulted in order to produce your written assessment work. Though you might have used these sources during your research in preparation for your written assessment work, you may not have made explicit reference to them in the actual written assessment. If you are required to include a bibliography, you include it at the end of your document *after* the reference list.

STEP 3 | Building your list of references

Generally, you will be informed if you have to produce a bibliography in addition to your reference list. In most cases, a reference list is sufficient. The principles for formatting and arranging the reference list and bibliography are the same.

There are software packages available to help assemble the reference list or bibliography, as well as the referencing function in MS Word. The table below sets out the main rules for compiling your reference list or bibliography.

Difference between a Reference List and a Bibliography

A reference list only includes sources that have been cited within your written assessment work, whereas a bibliography contains the sources that are listed in the reference list as well as any additional sources of information that you used for your research but did not cite.

Things to remember

There are a number of main rules that apply when compiling a reference list or bibliography. The correct format for each source that you have used should be followed as per the guide in the second part of this handbook. When compiling your reference list or bibliography, consider the following:

Table 3: Things to remember about compiling a reference list or bibliography

The correct format for the source used should be followed as per this guide.
Use the author's surname, followed by the initial of their first name(s). For example: Punch, K. and Oancea, A.
The names of the authors of sources used. For example: a book or article, should appear in the same order as they appear on source, for example, Punch, K. and Oancea, A.
If no author is identifiable use Anon. For example: Anon. (1989) *Oxford English Dictionary*, 2nd edition. Oxford: Clarendon Press

STEP 3 | Building your list of references

When including the year of publication, the full four digits should be used. For example: (Bell, 2010)

When using a number of references by the same author, put them in order by the earliest year of publication first. For example:

Brookfield, S. (1995) *Becoming a critically reflective teacher*. San Francisco, CA: Jossey-Bass.

Brookfield, S. (2005) *The power of critical theory for adult learning and teaching*. Open University Press.

Brookfield, S. (2012) *Teaching for critical thinking tools and techniques to help students question their assumptions*. San Francisco, CA: Jossey-Bass.

When using a number of references from the same author in the same year, you can distinguish between them in the in-text citation using a, b, c, etc. and in the reference list these should match the references provided. For example:

Brookfield, S. (2013a) Scholarly personal narratives as a new direction for the scholarship of teaching and learning. *Teaching Theology & Religion*, 16, 2, pp. 127-128.

Brookfield, S. (2013b) Teaching for critical thinking, *International Journal of Adult Vocational Education & Technology*. 4, 1, p. 1.

If no date of publication is available, use n.d. to indicate no date. Quality and Qualifications Ireland (QQI) (n.d.) *FET Award Standards*. Available from http://www.qqi.ie/Articles/Pages/FET-Awards-Standards.aspx [accessed 15 February 2018].

Italicise book and journal titles. An easy way to remember this is that the thing you hold in your hand is italicised, therefore the book and not the chapter is italicised and the journal and not the article within it is italicised.

Devine, D., Fahie, D., and McGillicuddy, D. (2013) What is 'good' teaching? Teacher beliefs and practices about their teaching, *Irish Educational Studies*, 32, 1, pp. 83-108.

When referencing articles or chapters from books, the page range should be included in the reference, for example,

Devine, D, Fahie, D, and McGillicuddy, D. (2013) 'What is "good" teaching? Teacher beliefs and practices about their teaching'. *Irish Educational Studies*, 32, 1, pp. 83-108.

For electronically accessed sources there should be a URL provided and a date on which the source was accessed as the source may not always be available at that URL. URLs should not be included in in-text citations, only in the reference list/bibliography.

Every source referenced in the document should be included in the reference list.

References should not be bulleted or numbered.

The layout, punctuation and capitalisation of all references should be consistent.

STEP 3 | Building your list of references

Reference list

Here is an example of what a reference list from a Level 5 Child Development assessment report might look like:

Barnardos. (2017) *What we do: An interactive guide*.
Available from https://www.barnardos.ie/pages/whatwedo-infographic/index.html [accessed 6 February].

Bee, H. (2000) *The developing child,* 9th edition. Needham Heights MA, Allyn and Bacon.

Donohoe, J. Gaynor, F. (2004) *Education and care in the early years,* 4th edition. Dublin: Gill & Macmillan.

French, G., Murphy, P., (2005) *Once in a lifetime: early childhood care and education for children from birth to three.* Dublin: Barnardos.

Hobart, C. Frankel, J. (2004) *Guide to child observations and assessment*. Oxford: Nelson Thornes.

ICPCC Childline. (2016) You're not on your own [advertisement]. DAA. 20 October.

Meggit, C. (2012) *Child development, an Illustrated guide,* 3rd edition: *birth to 19 years,* [DVD].
Harlow: Pearson Education Limited.

National Council for Curriculum and Assessment (NCCA). (2009) *Aistear: The early childhood curriculum framework.*
Available from https://www.ncca.ie/media/2022/aistear_the_early_childhood_curriculum_framework.pdf [accessed 10 January 2018].

Prime time investigates: crèche crisis - the aftermath. (2013) [television]. RTE 1. 30 May 2013, 21.30.

Weisner, T. (n.d.) *What is the most important influence on child development.* Available from https://www.youtube.com/watch?v=gIZ8PkLMMUo [accessed 30 December 2017].

STEP 3 | Building your list of references

Bibliography

Here is an example of what a bibliography from the same child development assessment report might look like. It is the same as the reference list but with the addition of sources that were consulted in completing the assessment, but were not cited in the written assessment work (these are highlighted below):

Barnardos. (2017) *What we do: An interactive guide*.
Available from https://www.barnardos.ie/pages/whatwedo-infographic/index.html [accessed 6 February].

Bee, H. (2000) *The developing child,* 9th edition. Needham Heights MA*:* Allyn and Bacon.

Beaver, M., Brewster, J., Jones, P., Keene, A., Naeum, S., Tallack, J. (1999) *Babies and young children, book 1: early years development,* 2nd edition. Cheltenham: Stanley Thornes.

Donohoe, J. Gaynor, F. (2004) *Education and care in the early years,* 4th Edition. Dublin: Gill & Macmillan.

Donovan, M., Dare, A. (2002) *Good practice in caring for young children with special needs,* 2nd Edition. Cheltenham: Nelson Thornes.

Flood, E. (2013) *Child development, FETAC Levels 5 and 6,* 2ndedition. Dublin: Gill and Macmillan.

French, G., Murphy, P., (2005) *Once in a lifetime: Early childhood care and education for children from birth to three,* Dublin: Barnardos.

Hayes, N., (1999) *Early childhood, an introductory text,* 2nd edition. Dublin: Gill and Macmillan.

Hobart, C. Frankel, J. (2004) *Guide to child observations and assessment*, Oxford: Nelson Thornes.

ICPCC Childline. (2016) *You're not on your own* [advertisement]. DAA. 20 October.

Matterson, E. (1989) *Play with a purpose for under sevens,* 3rd Edition. London: Penguin.

Meggit, *C. (2012) Child development, an Illustrated guide,* (3rd edition): *birth to 19 years,* [DVD] Harlow: Pearson Education Limited.

National Council for Curriculum and Assessment (NCCA). (2009) *Aistear: The early childhood curriculum framework.*
Available from https://www.ncca.ie/media/2022/aistear_the_early_childhood_curriculum_framework.pdf [accessed 10 January 2018].

Prime time investigates: crèche crisis - the aftermath. (2013) [television]. RTE 1. 30 May 2013, 21.30.

Weisner, T. (n.d.) *What is the most important influence on child development.* Available from https://www.youtube.com/watch?v=gIZ8PkLMMUo [accessed 30 December 2017].

HOW TO REFERENCE DIFFERENT SOURCES

LAW
JOURNALS/MAGAZINES/PERIODICALS
LIVE PERFORMANCES
MAPS
LECTURES
CORRESPONDENCE
SOFTWARE
ADVERTISEMENTS
SOCIAL MEDIA
VERBAL COMMUNICATIONS
ART
BOOKS
MUSIC
CONFERENCES
FILM/RADIO/TELEVISION
TABLES
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TRANSLATIONS
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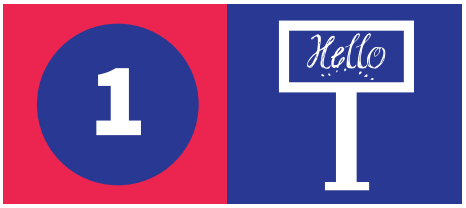

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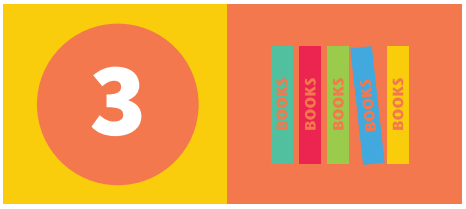

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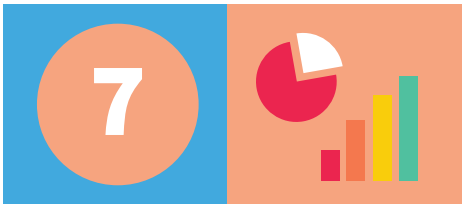

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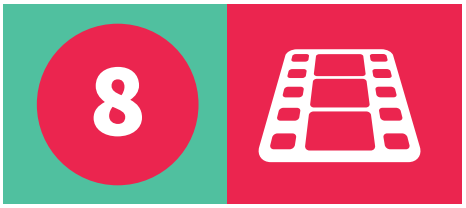

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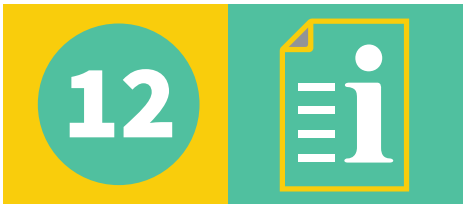

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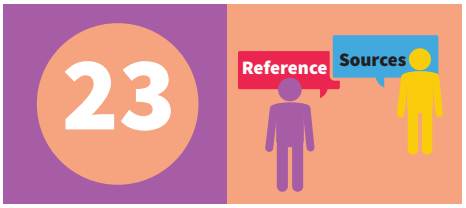

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1 ADVERTISEMENTS

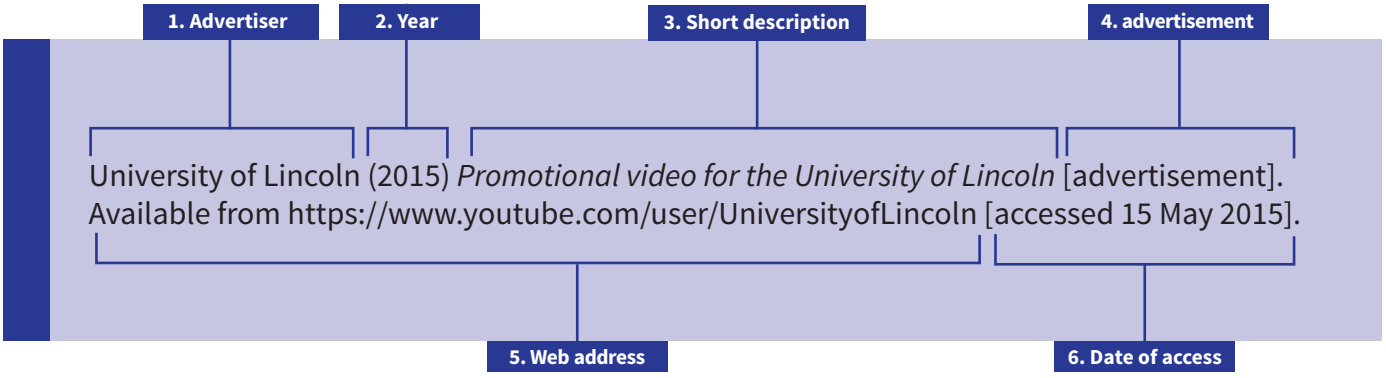
Online

In-text citation

(University of Lincoln, 2015)

Reference list

University of Lincoln (2015) *Promotional video for the University of Lincoln* [advertisement]. Available from https://www.youtube.com/user/UniversityofLincoln [accessed 15 May 2015].



Checklist:

- ☐ **Advertiser**
- ☐ **Year of publication in round brackets**
- ☐ **A short description of the advertisement in italics**
- ☐ **In square brackets put advertisement, followed by a full stop**
- ☐ **Put Available from, followed by the web address**

Print

In-text citation

(Friends of the Honey Bee, 2015)

Reference list

Friends of the Honey Bee (2015) Bee a hero: bee-come a friend and help get Britain buzzing again [advertisement]. *The Big Issue*, 4-10 May (1152) p.32.

Checklist:

- ☐ **Advertiser**
- ☐ **Year of publication in round brackets**
- ☐ **Headline of the advertisement (or a short description if more appropriate)**
- ☐ **In square brackets put advertisement, followed by a full stop**
- ☐ **Title of the publication where you found the advert, in italics, followed by a comma**
- ☐ **Day and month of publication (if given)**
- ☐ **Volume number, followed by a comma (only if there is no part/issue/month/season)**
- ☐ **If there is a part/issue/month/season, put this in round brackets**
- ☐ **Page number(s): p. followed the page number and a full stop**

Broadcast

In-text citation

(British Red Cross, 2015)

Reference list

British Red Cross (2015) *Appeal for donations* [advertisement]. ITV, 14 May, 14:30.

Checklist:

- ☐ **Advertiser**
- ☐ **Year of publication in round brackets**
- ☐ **In square brackets put advertisement, followed by a full stop**
- ☐ **Broadcast channel where you saw/heard the advertisement, followed by a comma**
- ☐ **Day and month of broadcast, followed by a comma**
- ☐ **Time of broadcast (if relevant) using the 24 hour clock, followed by a full stop**

2 ART

Art

In-text citation

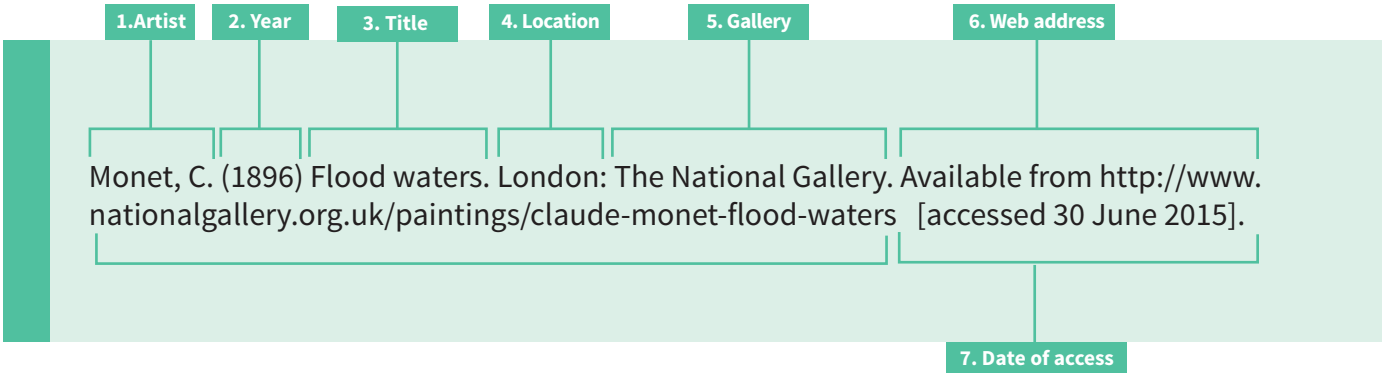
(Monet, 1896)

Reference list if seen in a gallery/collection/museum

Monet, C. (1896) *Flood waters* [oil on canvas]. London: The National Gallery.

Reference list if seen online

Monet, C. (1896) *Flood waters.* London: The National Gallery. Available from http://www.nationalgallery.org.uk/paintings/claude-monet-flood-waters [accessed 30 June 2015].



Checklist:

- **Artist (surname, initials)**
- **Year of composition in round brackets. If the exact date is not known use c. for circa e.g. (c.1986)**
  - Title of composition in italics, or a description if more appropiate
  - In square brackets provide details of the format, followed by a full stop
  - Location, followed by a colon
  - Gallery/collection/museum, followed by a full stop
- **If you viewed the art online**
  - Title of composition in italics, or a description if more appropiate, followed by a full stop
  - Location, followed by a colon
  - Gallery/collection/museum, followed by a full stop
  - Put available from, followed by the web address
  - In square brackets put accessed and the date you accessed the art, followed by a full stop

Art in books

In-text citation

(Rodchenko, 1936, p.107)

Reference list

Rodchenko, A. (1936) Ready for work and defence. In: W.A. Ewing (ed.) (2000) *The century of the body: 100 photoworks 1900-2000*. London: Thames & Hudson. p. 107.

Checklist:

- **Artist (surname, initials)**
- **Year of composition in round brackets; if no date is given, put n.d. in round brackets**
- **Title of the composition**
- **In, followed by a colon**
- **Editor(s)' initials followed by their surname(s)**
- **In round brackets put ed. (or eds. if more than one editor)**
- **Year of publication in round brackets**
- **Title (and subtitle if applicable) of the book in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition**
- **Edition (only if not the first edition) followed by a full stop**
- **Place of publication, followed by a colon**
- **Publisher, followed by a comma**
- **Page number/range: p. followed by the page number and a full stop**
- **If accessed online**
  - Put Available from, followed by the web address
  - In square brackets put accessed and the date you accessed the book, followed by a full stop

3 BOOKS

Book with a single author

In-text citation

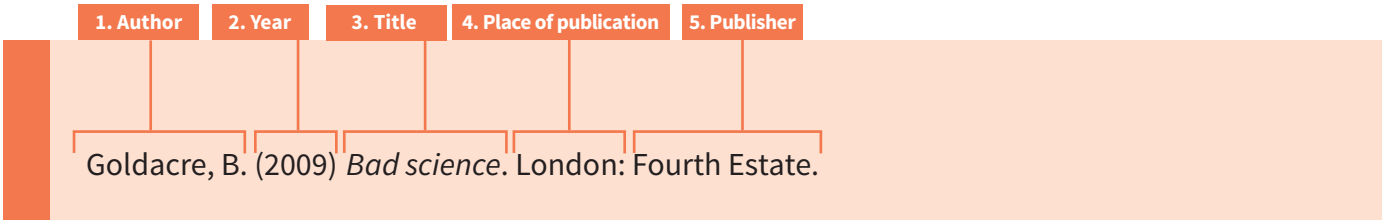
(Goldacre, 2009) for the whole book

(Goldacre, 2009, p. 83) when quoting from to a single page

(Goldacre, 2009, pp. 83-84) when quotation runs over two pages

Reference list

Goldacre, B. (2009) *Bad science.* London: Fourth Estate.



Book with two authors

In-text citation

(Atrill and McLaney, 2015) for the whole book

(Atrill and McLaney, 2015, p. 30) when quoting from a single page

(Atrill and McLaney, 2013, pp. 226-266) when quote runs over two pages

Reference list

Atrill, P. and McLaney, E. (2015) *Management accounting for decision makers,* 8th edition. Harlow: Pearson Education.

Book with three or more authors

In-text citation

(Alberts et al., 2014) for the whole book

(Alberts et al., 2014, p. 171) when quoting from a single page

(Alberts et al., 2014, pp. 181-182) when quote runs over two pages

Reference list

Alberts, B., Bray, D., Hopkin, K., Johnson, A., Lewis, J., Raff, M., Roberts, K. and Walter, P. (2014) *Essential cell biology*, 4th edition. New York, USA: Garland Science.

Checklist:

- ☐ **Author(s) (surname(s), initial(s))**
- ☐ **Year of publication in round brackets**
- ☐ **Title (and subtitle if applicable) in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition**
- ☐ **Edition (only if not the first edition) followed by a full stop**
- ☐ **Place of publication, followed by a colon**
- ☐ **Publisher, followed by a full stop**

Book without a named author

If a book has no author, for example an encyclopedia or a guide book, use the title instead.

In-text citation

(*A-Z Nottingham: Ilkeston, Long Eaton, West Bridgford,* (2004) for the whole book

(*A-Z Nottingham: Ilkeston, Long Eaton, West Bridgford,* (2004, p. 44) when quoting from a single page

(*A-Z Nottingham: Ilkeston, Long Eaton, West Bridgford,* (2004, pp.44-45) when quote runs over two pages

Reference list

(*A-Z. Nottingham: Ilkeston, Long Eaton, West Bridgford*, 5th edition. (2004) Sevenoaks: Geographers' A-Z Map Company.

Checklist:

- ☐ **Title (and subtitle if applicable) in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition**
- ☐ **Edition (only if not the first edition) followed by a full stop**
- ☐ **Year of publication in round brackets**
- ☐ **Place of publication, followed by a colon**
- ☐ **Publisher, followed by a full stop**

3 BOOKS [CONTINUED]

Edited book

In-text citation

(Ewing, 2000) for the whole book

(Ewing, 2000, p. 13) when quoting from a specific page

(Ewing, 2000, pp. 18-19) when quote runs over two pages

Reference list

Ewing, W.A. (ed.) (2000) *The century of the body: 100 photoworks 1900-2000*. London: Thames & Hudson.

Checklist:

- ☐ **Editor (surname, initials)**
- ☐ **In round brackets put ed. (or eds. if more than one editor)**
- ☐ **Year of publication in round brackets**
- ☐ **Title (and subtitle if applicable) of book in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition**
- ☐ **Edition (only if not the first edition) followed by a full stop**
- ☐ **Place of publication, followed by a colon**
- ☐ **Publisher, followed by a full stop**

Chapter in an edited book

In-text citation

(Hannum and Wang, 2012) for the whole chapter

(Hannum and Wang, 2012, p. 158) when quoting from a specific page

(Hannum and Wang, 2012, pp. 158-159)when quote runs over two pages

Reference list

Hannum, E. and Wang, M. (2012) China: a case study in rapid poverty reduction. In: G.H. Hall and H.A. Patrinos (eds.) *Indigenous peoples, poverty and development.* New York, USA: Cambridge University Press, pp. 149-204.

1. Chapter authors | 2. Year | 3. Title of chapter | 4. Editors

Hannum, E. and Wang, M. (2012) China: a case study in rapid poverty reduction. In: G.H. Hall and H.A. Patrinos (eds.) *Indigenous peoples, poverty and development*. New York, USA: Cambridge University Press, pp. 149-204.

7. Publisher | 8. Page range | 5. Title of book | 6. Place of publication

Checklist:

- [ ] **Chapter author (surname, initials)**
- [ ] **Year of publication in round brackets**
- [ ] **Title of chapter, followed by a full stop**
- [ ] **In, followed by a colon**
- [ ] **Editor(s) name(s), using initial(s) first, then surname(s)**
- [ ] **In round brackets put ed. (or eds. if more than one editor)**
- [ ] **Title (and subtitle if applicable) of book in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition**
- [ ] **Edition (only if not the first edition) followed by a full stop**
- [ ] **Place of publication, followed by a colon**
- [ ] **Publisher, followed by a comma**
- [ ] **Page or page range: p. or pp. followed by the number(s) and a full stop**

Introduction to a book

Use this when citing from an introduction, foreword, afterword or preface.

In-text citation

(Byatt, 1983)

Reference list

Byatt, A.S. (1983) Introduction. In: E. Bowen *The house in Paris.* Harmondsworth: Penguin.

3 BOOKS [CONTINUED]

Checklist:

- [ ] **Introduction author (surname, initials)**
- [ ] **Year of publication in round brackets**
- [ ] **Introduction/Foreword/Afterword/Preface, followed by a full stop**
- [ ] **In, followed by a colon**
- [ ] **Author(s) name(s), using initial(s) first, then surname(s)**
- [ ] **Title (and subtitle if applicable) of book in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition**
- [ ] **Edition (only if not the first edition) followed by a full stop**
- [ ] **Place of publication, followed by a colon**
- [ ] **Publisher, followed by a full stop**

Booklet

In-text citation

(Tate Modern, 2013)

Reference list

Tate Modern (2013) *The EY exhibition - Paul Klee: making visible.* London: Tate Modern.

Checklist:

- [ ] **Author (surname, initials)**
- [ ] **Year of publication in round brackets**
- [ ] **Title (and subtitle if applicable) in italics, followed by a full stop**
- [ ] **Place of publication (if known) followed by a colon**
- [ ] **Publisher (if known) followed by a full stop**

Ebook published to the web with page numbers

In-text citation

(Ubelaker, 2013) for the whole book

(Ubelaker, 2013, p. 226) when quoting from a specific page

(Ubelaker, 2013, pp. 158-159) when quote runs over two pages

Reference list

Ubelaker, D.H. (ed.) (2013) *Forensic science: current issues, future directions* [ebook]. Chichester: John Wiley & Sons. Available from https://www-dawsonera-com.proxy.library.lincoln.ac.uk/abstract/9781118373873 [accessed 14 May 2015].

Checklist:

- [ ] **Author/editor (surname, initials)**
- [ ] **If the book has an editor, put ed. in round brackets (or eds. if more than one editor)**
- [ ] **Year of publication in round brackets**
- [ ] **Title (and subtitle if applicable) of book in italics**
- [ ] **In square brackets put ebook, followed by a full stop if it is the first edition or a comma if it is a subsequent edition**
- [ ] **Edition (only if not the first edition) followed by a full stop**
- [ ] **Place of publication, followed by a colon**
- [ ] **Publisher, followed by a full stop**
- [ ] **Put Available from, followed by the web address**
- [ ] **In square brackets put accessed and the date you accessed the ebook, followed by a full stop**

3 BOOKS [CONTINUED]

Ebook viewed electronically and without page numbers

Ebooks on hand-held readers may not have page numbers but give the percentage/chapter number/section instead.

In-text citation

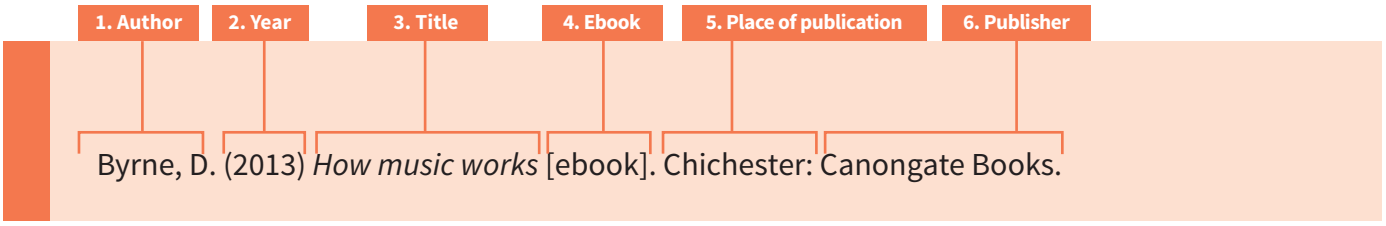
(Byrne, 2013) for the whole book

(Byrne, 2013, 48%) when quoting from a specific page

(Byrne, 2013, 51-52%) when quote runs over two pages

Reference list

Byrne, D. (2013) *How music works* [ebook]. Chichester: Canongate Books.



Checklist:

- ☐ **Author/editor (surname, initials)**
- ☐ **If the book has an editor, put ed. in round brackets (or eds. if more than one editor)**
- ☐ **Year of publication in round brackets**
- ☐ **Title (and subtitle if applicable) in italics**
- ☐ **In square brackets put ebook, followed by a full stop if it is the first edition or a comma if it is a subsequent edition**
- ☐ **Edition (only if not the first edition) followed by a full stop**
- ☐ **Place of publication (if known), followed by a colon**
- ☐ **Publisher, followed by a full stop**

Sacred texts

Your in-text citation should include the name of the book, chapter and verse (or equivalent).

In-text citation

(*Holy Bible,* Revelation, 1.8)

Reference list

Holy Bible [authorised King James version]. London: Collins Bible.

Checklist:

- ☐ **Title in italics**
- ☐ **In square brackets put the version (if applicable), followed by a full stop**
- ☐ **Place of publication, followed by a colon**
- ☐ **Publisher, followed by a full stop**

Classical or ancient text - translated

In-text citation

(Virgil, *The Aeneid)* for the whole text

(Virgil, *The Aeneid*, 6. when referring to a single book

(Virgil, *The Aeneid*, 6. p. 268) when quoting from a single line in a single book

(Virgil, *The Aeneid*, 6. pp. 268-269) when quote runs over two pages

Reference list

Virgil, *The Aeneid* (1990). Translated by D. West. London: Penguin.

Checklist:

- ☐ **Author**
- ☐ **Title (and subtitle if applicable) of book in italics**
- ☐ **Year of publication of translation in round brackets, followed by a full stop**
- ☐ **Translated by followed by the translator(s) name(s), using initial(s) first, then surname(s) followed by a full stop**
- ☐ **Place of publication, followed by a colon**
- ☐ **Publisher, followed by a full stop**

4 CASE STUDIES AND REPORTS

Case study

In-text citation

(Lee et al., 2007) for the whole case study

(Lee et al., 2007, p. 10) when quoting from a specific page

(Lee et al., 2007, pp. 10-11) when quote runs over two pages

Reference list

Lee, H.L., Duda, S., LaShawn, J., Mackwani, Z., Munoz, R. and Volk, D. (2007) *Starbucks Corporation building a sustainable supply chain.* Harvard, USA: Harvard Business Publishing.

Checklist:

- ☐ **Author (surname, initials) or company**
- ☐ **If the case study has an editor, put ed. in round brackets (or eds. if more than one editor)**
- ☐ **Year of publication in round brackets**
- ☐ **Title (and subtitle if applicable) in italics, followed by a full stop**
- ☐ **Place of publication, followed by a colon**
- ☐ **Publisher, followed by a full stop**
- ☐ **If accessed online**
  - ☐ Put Available from, followed by the web address
  - ☐ In square brackets put accessed and the date you accessed the case study, followed by a full stop

Report

In-text citation

(Mintel, 2015)

Reference list

Mintel (2015) *Online grocery retailing – UK*. Mintel. Available from http://academic.mintel.com/ display/733739/ [accessed 23 April 2015].

Checklist:

- **Author (surname, initials)**
- **Year of publication in round brackets**
- **Title (and subtitle if applicable) in italics, followed by a full stop**
- **Place of publication (if known) followed by a colon**
- **Publisher (if known) followed by a full stop**
- **If accessed online**
  - Put Available from, followed by the web address
  - In square brackets put accessed and the date you accessed the report, followed by a full stop

5 CONFERENCES

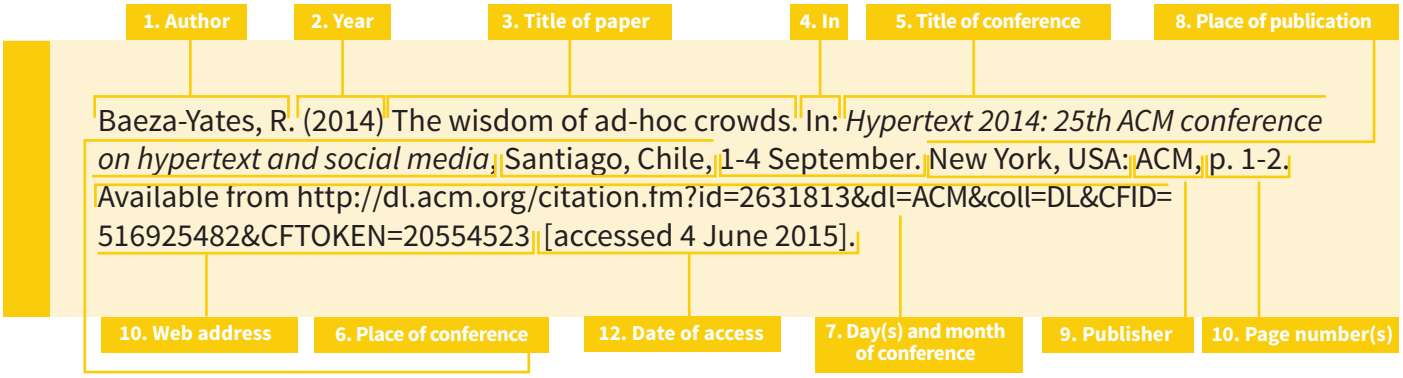
Conference paper

In-text citation

(Baeza-Yates, 2014)

Reference list

Baeza-Yates, R. (2014) The wisdom of ad-hoc crowds. In: *Hypertext 2014: 25th ACM conference on hypertext and social media,* Santiago, Chile, 1-4 September. New York, USA: ACM, p. 1-2. Available from http://dl.acm.org/citation.cfm?id=2631813&dl=ACM&coll=DL&CFID=516925 482&CFTOKEN=20554523 [accessed 4 June 2015].



Checklist:

- **Author (surname, initials)**
- **Year of conference in round brackets**
- **Title (and subtitle if applicable) followed by a full stop**
- **In, followed by a colon**
- **If editor(s) are given,**
- **If editor(s) are given, put name(s), using initial(s) first, then surname(s)**
- **In round brackets put ed. (if it has more than one editor, use eds.)**
- **Title of the conference in italics, followed by a comma**
- **Place of conference, followed by a comma**
- **Day(s) and month of conference, followed by a full stop**
- **Place of publication, followed by a colon**
- **Publisher, followed by a comma**
- **Page number(s): p. or pp. followed by the page number(s) and a full stop**
- **If accessed online**
  - Put Available from, followed by the web address
  - In square brackets put accessed and the date you accessed the report, followed by a full stop

Conference poster

In-text citation

(Phung et al., 2013)

Reference list

Phung, V., Booth, A., Coster, J., Turner, J., Wilson, R. and Siriwardena, A.N. (2013) Prehospital outcomes for ambulance service care: systematic review. In: *Making an impact: what is new in emergency prehospital care research?*, 27 February, Cardiff. Available from http://eprints.lincoln. ac.uk/7805/1/999EMSPhOEBSR2poster.pdf [accessed 27 June 2015].

Conference presentation

In-text citation

(Jackson, 2015)

Reference list

Jackson, A. (2015) Towards a macroscope for UK web history. In: *10th International Digital Curation Conference,* 9-12 February, London. Available from http://www.dcc.ac.uk/sites/default/files/documents/IDCC15/Presentations%20Day%201/BOFs/IDCC15-Macroscope-Demo.pdf [accessed 28 June 2015].

Checklist:

- **Author (surname, initials)**
- **Year of conference in round brackets**
- **Title of the poster or presentation, followed by a full stop**
- **In, followed by a colon**
- **Title (and subtitle if applicable) of the conference in italics, followed by a comma**
- **Day and month of conference, followed by a comma**
- **Location of conference, followed by a full stop**
- **If accessed online**
  - Put Available from, followed by the web address
  - In square brackets put accessed and the date you accessed the presentation, followed by a full stop

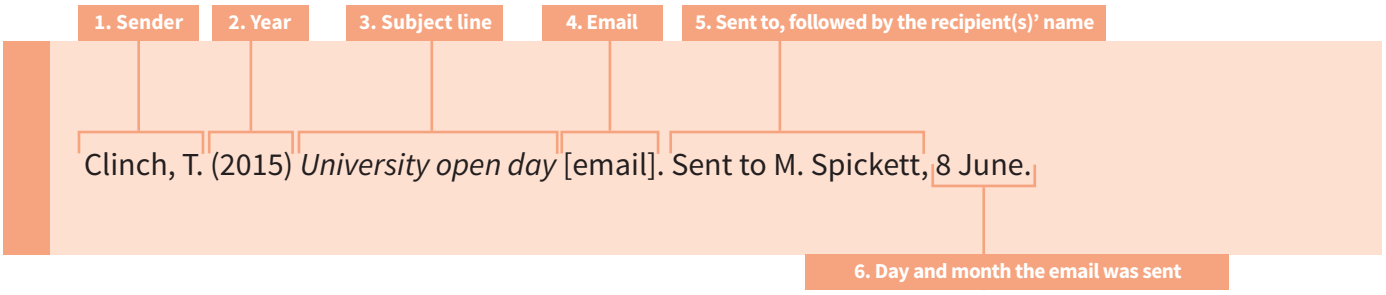
6 CORRESPONDENCE

Email

You should get permission from the sender before referring to personal emails in your academic work.

In-text citation
(Clinch, 2015)

Reference list
Clinch, T. (2015) *University open day* [email]. Sent to M. Spickett, 8 June.



Checklist:

- ☐ **Sender (surname, initials)**
- ☐ **Year the email was sent in round brackets**
- ☐ **Subject line or short description, if more appropriate, in italics**
- ☐ **In square brackets put email, followed by a full stop**
- ☐ **Sent to, the recipient(s)' initials, followed by their surname(s)**
- ☐ **Day and month the email was sent, followed by a full stop**

Letter

You should get permission from the sender before referring to unpublished, personal letters in your academic work.

In-text citation

(Snowley, 2015)

Reference list

Snowley, I. (2015) *The library lives* [letter]. Sent to Times Higher Education, 18 June. London: Times Higher Education. Available from https://www.timeshighereducation.co.uk/the-library-lives [accessed 6 July 2015].

Checklist:

- ☐ **Sender (surname, initials)**
- ☐ **Year the letter was sent in round brackets**
- ☐ **Short description in italics**
- ☐ **In square brackets put letter, followed by a full stop**
- ☐ **Sent to, followed by the organisation or personal recipient**
- ☐ **Day and month the letter was sent, followed by a full stop**
- ☐ **If the letter is in a collection put location of collection, followed by a colon**
- ☐ **Name of the collection (if applicable) or publisher, followed by a full stop**
- ☐ **If accessed online**
  - ☐ Put Available from, followed by the web address
  - ☐ In square brackets put accessed and the date you accessed the letter, followed by a full stop

7 DIAGRAMS, FIGURES, IMAGES AND TABLES

Diagrams, figures, images and tables

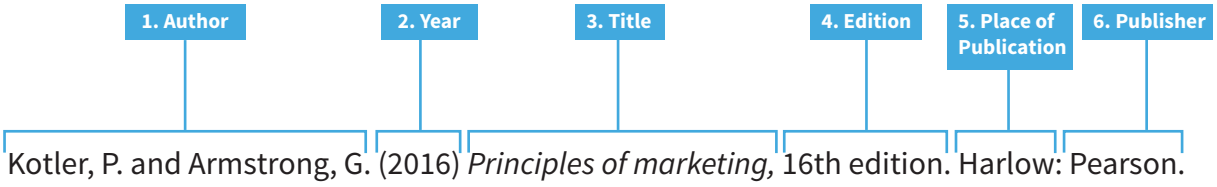
If you reproduce any diagrams, figures, images or tables you should provide a short description.

Short description

Consumer and business marketing channels (Kotler and Armstrong, 2016, p. 379).

Reference list

Kotler, P. and Armstrong, G. (2016) Principles of marketing, 16th edition. Harlow: Pearson.



Checklist:

- ☐ **Author (surname, initials)**
- ☐ **Year of publication in round brackets**
- ☐ **Title (and subtitle if applicable) of book in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition**
- ☐ **Edition (only if not the first edition) followed by a full stop**
- ☐ **Place of publication, followed by a colon**
- ☐ **Publisher, followed by a full stop**
- ☐ **If accessed online**
  - ☐ Put Available from, followed by the web address
  - ☐ In square brackets put accessed and the date you accessed the diagram, followed by a full stop

8 FILM, RADIO AND TELEVISION

Film

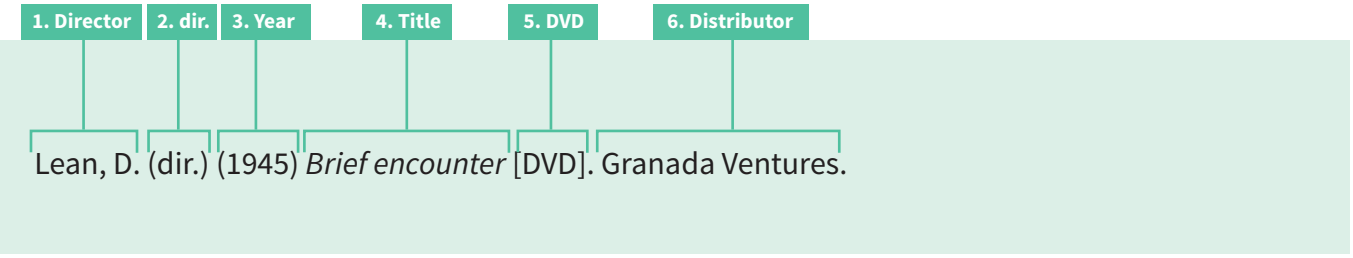
The example below refers to a film viewed on DVD format, indicated by writing DVD inside square brackets. As necessary, change the information in the square brackets to the format on which you viewed the film (for example: downloaded or viewed at the cinema).

In-text citation

(Lean, 1945)

Reference list

Lean, D. (dir.) (1945) Brief encounter [DVD]. Granada Ventures.



Checklist:

- [ ] **Director (surname, initials)**
- [ ] **Put dir. (abbreviation for director) in round brackets. If there is more than one director, put dirs.**
- [ ] **Year of release in round brackets**
- [ ] **Title (and subtitle if applicable) in italics**
- [ ] **In square brackets put DVD/film/download/etc, followed by a full stop**
- [ ] **Location of distributor (if known), followed by a colon**
- [ ] **Distributor (if known), followed by a full stop**
- [ ] **If accessed online**
  - [ ] Put Available from, followed by the web address
  - [ ] In square brackets put accessed and the date you accessed the film, followed by a full stop

Radio or television programme

In-text citation

(David Attenborough meets President Obama, 2015)

Reference list

David Attenborough meets President Obama (2015) [television]. BBC One. 28 June 2015, 22:30.

8 FILM, RADIO AND TELEVISION [CONTINUED]

Checklist:

- [ ] **Title of the programme in italics**
- [ ] **Year of original broadcast in round brackets**
- [ ] **In square brackets put radio/television, followed by a full stop**
- [ ] **Broadcast channel, followed by a full stop**
- [ ] **Day, month and year of transmission, followed by a comma**
- [ ] **Time of transmission (if relevant), using the 24-hour clock, followed by a full stop**

Radio or television series

This includes live radio and television series as well as DVD boxsets, downloads or online viewing. For example: Netflix.

In-text citation

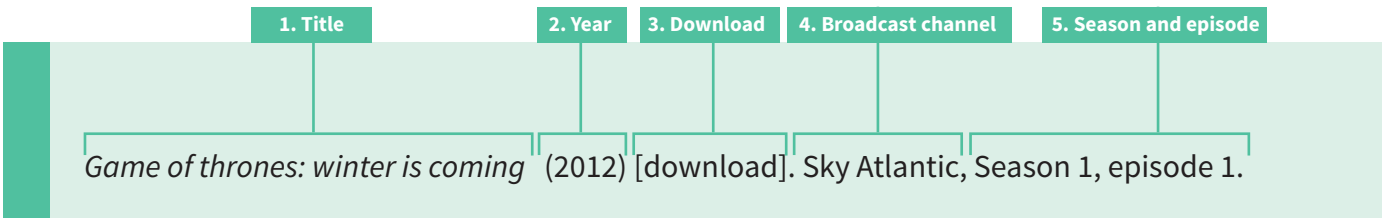
(Game of thrones, 2012) for a whole series
(Game of thrones: winter is coming, 2012) when referring to a specific episode

Reference list for a whole series

Game of thrones (2012) [download]. Sky Atlantic, Season 1.

Reference list for a whole series

Game of thrones: winter is coming (2012) [download]. Sky Atlantic, Season 1, episode 1.



Checklist:

- [ ] **Title of the programme (and episode title if applicable) in italics**
- [ ] **Year of first broadcast/publication date in round brackets**
- [ ] **In square brackets put radio/television/DVD/download/etc, followed by a full stop**
- [ ] **Broadcast channel (if available) followed by a comma**
- [ ] **Season/series/episode followed by the number (if applicable) followed by a full stop**
- [ ] **If accessed online**
  - [ ] Put Available from, followed by the web address
  - [ ] In square brackets put accessed and the date you downloaded the series, followed by a full stop

Recorded programme in an online archive

In-text citation
(Women's World Cup quarter-final: England v Canada, 2015)

Reference list

Women's World Cup quarter-final: England v Canada (2015) [television]. BBC One. 27 June, 00:05. Available from http://bobnational.net/record/302674 [accessed 30 June 2015].

Checklist:

- [ ] **Title of the programme (and episode title if applicable) in italics**
- [ ] **Year of first broadcast in round brackets**
- [ ] **In square brackets put radio/television, followed by a full stop**
- [ ] **Season/series/episode followed by the number (if applicable) followed by a full stop**
- [ ] **Broadcast channel, followed by a full stop**
- [ ] **Day and month of transmission, followed by a comma**
- [ ] **Time of transmission (if relevant) using the 24 hour clock, followed by a full stop**
- [ ] **Put Available from, followed by the web address**
- [ ] **In square brackets put accessed and the date you accessed the programme, followed by a full stop**

9 INTERVIEWS

Interview on radio or television

This example focuses on the person being interviewed. If you want to reference the television programme, follow the checklist for a radio/television programme.

In-text citation
(Sturgeon, 2015)

Reference list

Sturgeon, N. (2015) Interviewed by E. Davies. *The leader interviews.* BBC One, 27 April.

Checklist:

- ☐ **Interviewee (surname, initials)**
- ☐ **Year of interview in round brackets**
- ☐ **Interviewed by, followed by the interviewer's initials, their surname, followed by a full stop**
- ☐ **Programme name in italics, followed by a full stop**
- ☐ **Broadcast channel, followed by a comma**
- ☐ **Day and month of the interview, followed by a full stop**
- ☐ **If accessed online**
  - ☐ Put Available from, followed by the web address
  - ☐ In square brackets put accessed and the date you accessed the interview, followed by a full stop

Personal interview

You should get permission from the interviewee/interviewer before referring to a personal interview in your academic work.

In-text citation
(Clinch, 2015)

Reference list

Clinch, M. (2015) *The art of referencing*. Interviewed by T. Spickett, 4 June.

Checklist:

- ☐ **Interviewee (surname, initials)**
- ☐ **Year of interview in round brackets**
- ☐ **Short description of the interview in italics, followed by a full stop**
- ☐ **Interviewed by, the interviewer's initials, their surname, followed by a comma**
- ☐ **Day and month of the interview, followed by a full stop**

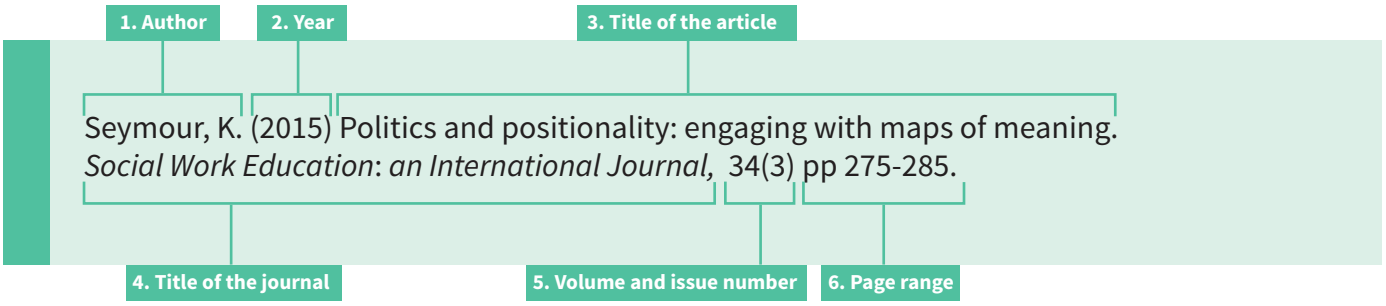
10 JOURNALS

Print journal article with a volume number

In-text citation
(Seymour, 2015) for the whole article
(Seymour, 2015, p. 275) when quoting from a single page
(Seymour, 2015, pp. 276-277) when quote runs over two pages

Reference list

Seymour, K. (2015) Politics and positionality: engaging with maps of meaning. *Social Work Education: an International Journal*, 34(3) pp. 275-285.



Print journal article without a volume number

In-text citation

(Griggs, 2014) for the whole article
(Griggs, 2014, p. 82) when quoting from a single page
(Griggs, 2014, pp. 83-84) when quote runs over two pages

Reference list

Griggs, M. (2014) Set up a scene with Cineware. *3D World*, (179) March, pp. 80-85.

Checklist:

- ☐ **Author (surname, initials)**
- ☐ **Year of publication in round brackets**
- ☐ **Title (and subtitle if applicable) of the article, followed by a full stop**
- ☐ **Title of the journal in italics, followed by a comma**
- ☐ **Volume number (if available), followed by a comma only if there is no part/issue/month/season**
- ☐ **If there is also a part/issue/month/season, put this information in round brackets**
- ☐ **Page range: pp. followed by the page numbers of the whole article, followed by a full stop**

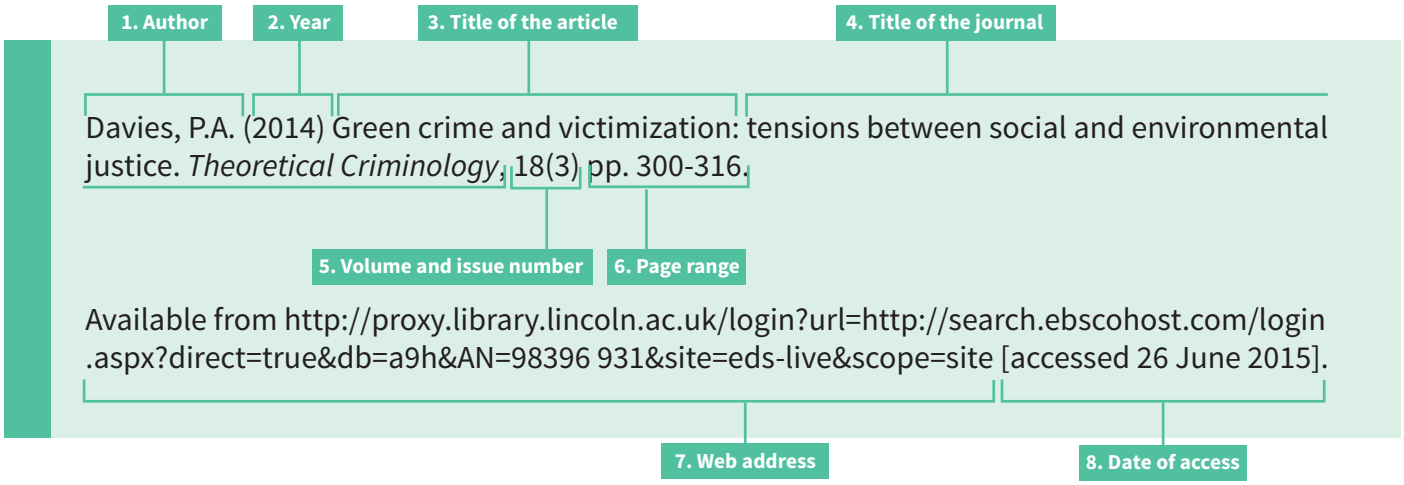
Online journal article with a single author

In-text citation

(Davies, 2014) for the whole article
(Davies, 2014, p. 300) when quoting from a single page
(Davies, 2014, pp. 300-301) when quote runs over two pages

Reference list

Davies, P.A. (2014) Green crime and victimization: tensions between social and environmental justice. Theoretical Criminology, 18(3) pp.300-316. Available from http://proxy.library.lincoln.ac.uk/ login?url=http://search .ebscohost .com/login.aspx?direct=true&db=a9h&AN=98396931&site=eds- live&scope=site [accessed 26 June 2015].



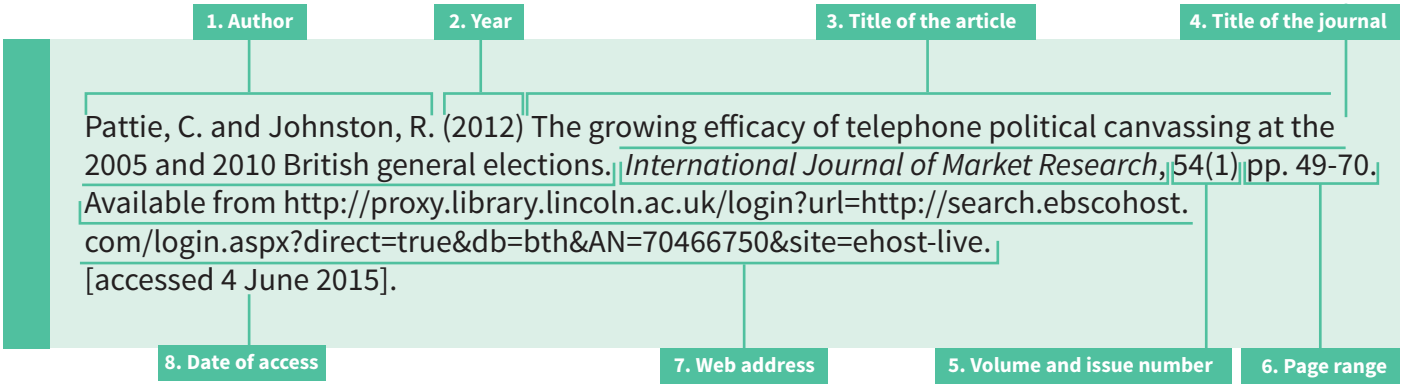
10 JOURNALS [CONTINUED]

Online journal article with two authors

In-text citation
(Pattie and Johnston, 2012) for the whole article
(Pattie and Johnston, 2012, p. 55) when quoting from a single page
(Pattie and Johnston, 2012, pp. 55-56 when quote runs over two pages

Reference list

Pattie, C. and Johnston, R. (2012) The growing efficacy of telephone political canvassing at the 2005 and 2010 British general elections. *International Journal of Market Research*, 54(1) pp. 49-70. Available from http://proxy.library.lincoln.ac.uk/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=70466750&site=ehost-live [accessed 4 June 2015].



Online journal article with three or more authors

In-text citation
(Toomey et al., 2015) for the whole article
(Toomey et al., 2015, p. 303) when quoting from a single page
(Toomey et al., 2015, pp. 303-304) when quote runs over two pages

Reference list

Toomey, R., Panizzon, M.S., Kremen, W.S., Franz, C.E. and Lyons, M.J. (2015) A twin-study of genetic contributions to morningness-eveningness and depression. *Chronobiology International*, 32(3) pp.303-309. Available from http://proxy.library.lincoln.ac.uk/login?url=http://search.ebscohost. com/login.aspx?direct=true&db=psyh&AN=2015-13377-001&site=eds-live&scope=site [accessed 26 June 2015].

Checklist:

- ☐ **Author(s) (surname(s), initial(s))**
- ☐ **Year of publication in round brackets**
- ☐ **Title (and subtitle if applicable) of the article, followed by a full stop**
- ☐ **Title of the journal in italics, followed by a comma**
- ☐ **Volume number, followed by a comma only if there is no part/issue/month/season**
- ☐ **If there is a part/issue/month/season, put this in round brackets**
- ☐ **Page range: pp. followed by the page range of the whole article, followed by a full stop**
- ☐ **Put Available from, followed by the web address**
- ☐ **In square brackets put accessed and the date you accessed the journal article, followed by a full stop**

11 LAW

Cases (Law Reports)

You should include the party names, year and information about where the case has been heard in your reference list; this information will be at the top of the law report/transcript.

In-text citation

(Kavanagh v Governor of Mountjoy Prison, 2012) for the whole case
(Kavanagh v Governor of Mountjoy Prison, 2012, para 5) when quoting from a specific paragraph
(Kavanagh v Governor of Mountjoy Prison, pp. 81-82) when quote runs over two pages

Reference list

Giggs v News Group Newspapers Ltd [2012] EWHC 431 (QB).

Checklist:

- ☐ **Party names (separated by a v) in italics**
- ☐ **Year the case was heard (in round or square brackets – follow the style given in the Law Report)**
- ☐ **Volume number of Report (if applicable)**
- ☐ **Abbreviation of Law Report series or court where the case was heard for example, I.R., I.R.L.M.**
- ☐ **Page number/case number**

Unreported Cases

Unreported cases are judicial decisions that have not been published in any Law Report series or cases observed in court.

In-text citation
(Edginton v Sekhon, 2015)

Reference list

Edginton v Sekhon (2015) [unreported] Court of Appeal (Civil Division), 23 June.

Checklist:

- ☐ **Party names (separated by a v) in italics**
- ☐ **Year the case was heard in round brackets**
- ☐ **In square brackets put unreported**
- ☐ **The court where the case was heard, followed by a comma**
- ☐ **Day and month the case was heard followed by a full stop**

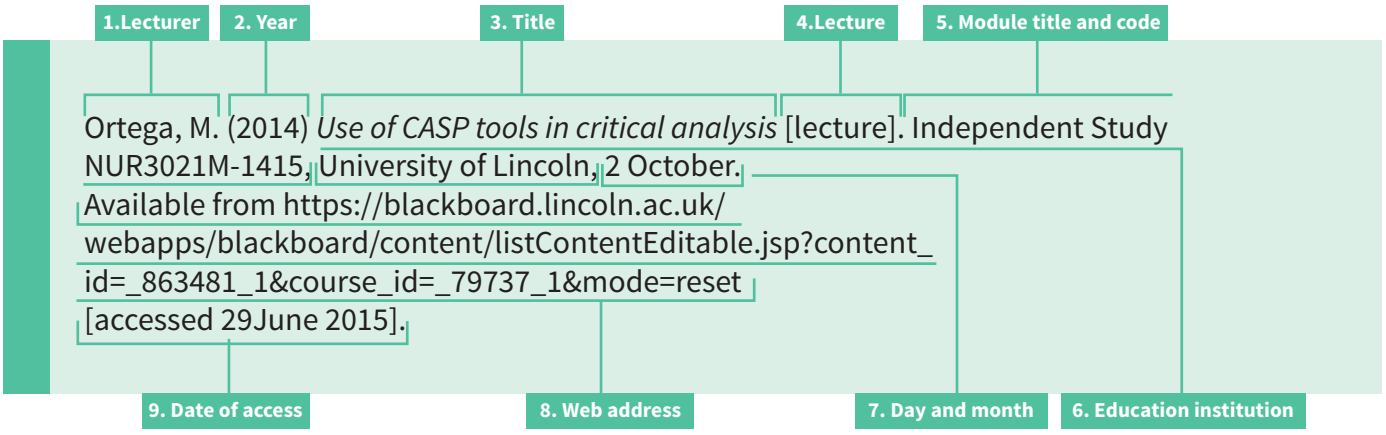
12 LECTURES, SEMINARS AND CLASS HANDOUTS

Lectures, seminars and class handouts

In-text citation
(Ortega, 2014)

Reference list

Ortega, M. (2014) *Use of CASP tools in critical analysis* [lecture]. Independent Study NUR3021M-1415, University of Lincoln, 2 October. Available from https://blackboard.lincoln. ac.uk/webapps/blackboard/content/listContent Editable.jsp?content_id=_863481_1&course_ id=_79737_1&mode=reset [accessed 29 June 2015].



Checklist:

- ☐ **Lecturer/teacher/tutor/instructor (surname, initials)**
- ☐ **Year the lecture/seminar/class handout was presented in round brackets**
- ☐ **Title or short description of the lecture/seminar/class handout in italics**
- ☐ **In square brackets put lecture/seminar/class handout, as appropriate, followed by a full stop**
- ☐ **Module title and code, followed by a comma**
- ☐ **Education institution, followed by a comma**
- ☐ **Day and month of lecture/seminar/class handout (if known), followed by a full stop**
- ☐ **If accessed online**
  - ☐ Put Available from, followed by web address
  - ☐ In square brackets put accessed and the date you accessed the lecture/seminar, followed by a full stop

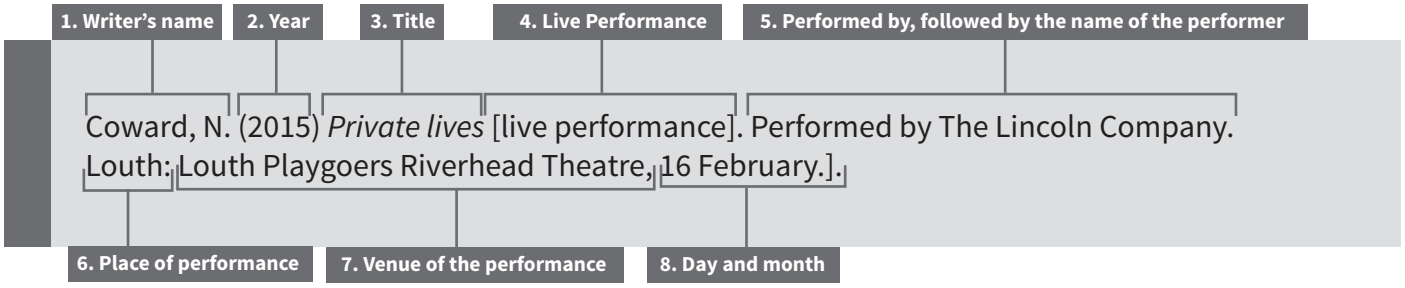
13 LIVE PERFORMANCE

Live performance

In-text citation
(Coward, 2015)

Reference list

Coward, N. (2015) *Private lives* [live performance]. Performed by The Lincoln Company. Louth: Louth Playgoers Riverhead Theatre, 16 February.



Checklist:

- ☐ **Artist/composer/choreographer/writer(s)' name. If the performer uses a stage name, give the name in full e.g. Florence and The Machine or Jess Glynne.**
  Otherwise, use the standard format e.g. Wagner, R.
- ☐ **Year of performance in round brackets**
- ☐ **Title of the performance, or short description, if more appropriate, in italics**
- ☐ **In square brackets put live performance, followed by a full stop**
- ☐ **For dance and dramatic performances, put Performed by, followed by the name of the performer, followed by a full stop**
- ☐ **Place of performance followed by a colon**
- ☐ **Venue of the performance followed by a comma**
- ☐ **Day and month of the performance, followed by a full stop**

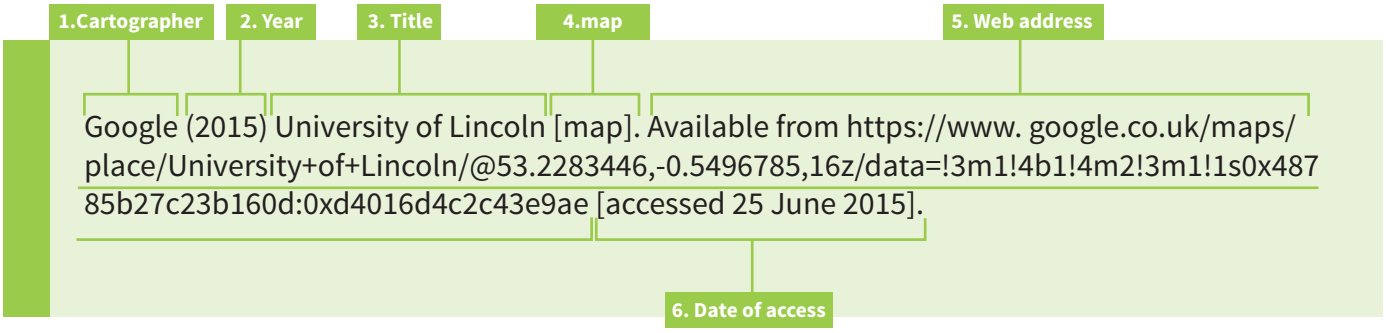
14 MAPS (ONLINE)

Maps(online)

In-text citation
(Google, 2015)

Reference list

Google (2015) University of Lincoln [map]. Available from https://www.google.co.uk/maps/place/University+of+Lincoln/@53.2283446,-0.5496785,16zdata=!3m1!4b1!4m2!3m1!1s0x48785b27c23b160d:0xd4016d4c2c43e9ae [accessed 25 June 2015].



Checklist:

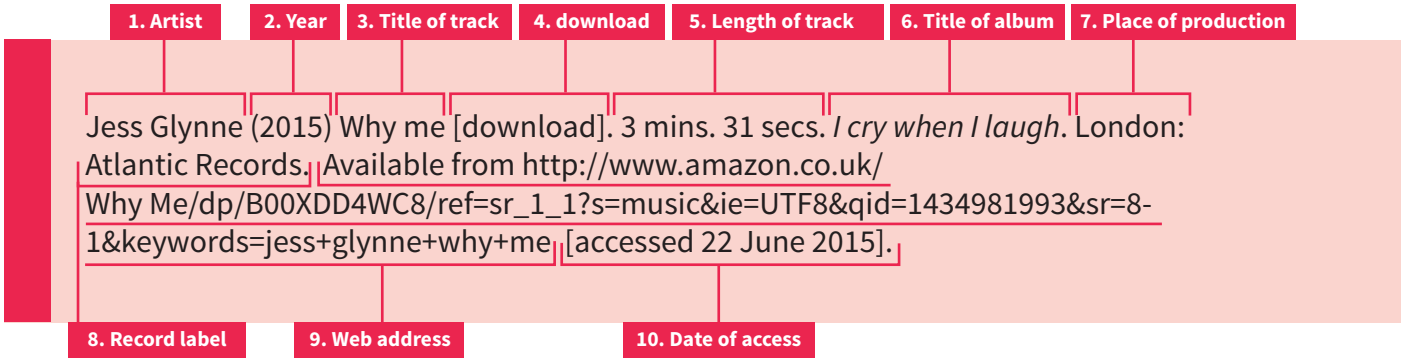
- **Cartographer (corporate or personal)**
- **Year of publication in round brackets**
- **Title of map in italics**
- **In square brackets put map, followed by a full stop**
- **If it is a print map**
  - Series (if applicable) followed by a comma
  - Sheet number (if applicable) followed by a comma
  - Scale, followed by a full stop
  - Place of publication, followed by a colon
  - Publisher, followed by a full stop
- **If accessed online**
- **Put Available from, followed by the web address**
- **In square brackets put accessed and the date you accessed the map, followed by a full stop**

15 MUSIC

Contemporary track

In-text citation
(Jess Glynne, 2015)

Reference list
Jess Glynne (2015) Why me [download]. 3 mins. 31 secs. *I cry when I laugh*. London: Atlantic Records. Available from http://www.amazon.co.uk/Why-Me/dp/B00XDD4WC8/ref=sr_1_1?s=music&ie=UTF8&qid=1434981993&sr=8-1&keywords=jess+glynne+why+me [accessed 22 June 2015].



Checklist:

- **Artist(s)' stage name**
- **Year of release in round brackets**
- **Title of track (in italics only if it is not from an album)**
- **In square brackets put CD/download, followed by a full stop**
- **Length of track in minutes and seconds (if available) followed by a full stop**
- **Title of album (if applicable) in italics, followed by a full stop**
- **Place of production (if known), followed by a colon**
- **Record label, followed by a full stop**
- **If accessed online**
  - Put Available from, followed by the web address
  - In square brackets put accessed and the date you accessed the music track, followed by a full stop

15 MUSIC [CONTINUED]

Contemporary album

In-text citation
(Florence and The Machine, 2015)

Reference list

Florence and The Machine (2015) *How big, how blue, how beautiful* [download]. London: Island Records. Available from https://itun.es/gb/q-CF5 [accessed 25 June 2015].

Checklist:

- **Artist(s)' stage name**
- **Year of release in round brackets**
- **Title of album in italics**
- **In square brackets put CD/ download, followed by a full stop**
- **Place of production (if known), followed by a colon**
- **Record label, followed by a full stop**
- **If accessed online**
  - Put Available from, followed by the web address
  - In square brackets put accessed and the date you accessed the album, followed by a full stop

Classical track

In-text citation
(Mozart, 1989)

Reference list

Mozart, W.A. (1989) Benedictus [CD]. 5 mins. 14 secs. *Requiem*. Deutsche Grammophon.

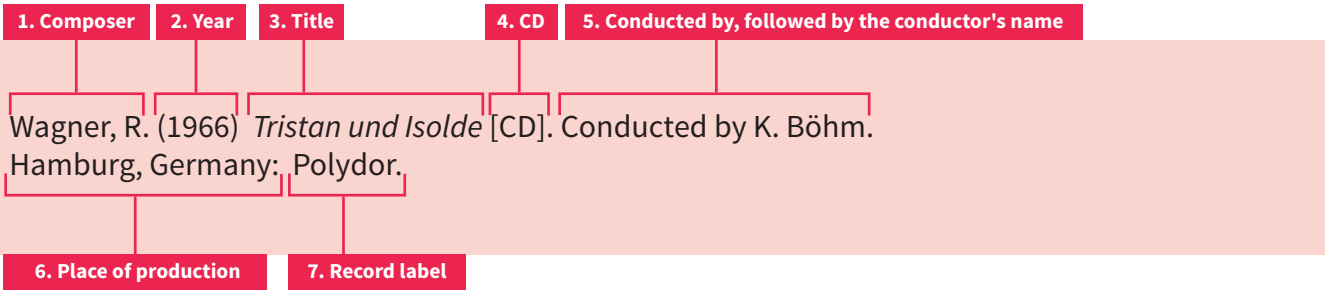
Checklist:

- **Composer (surname, initials)**
- **Year of release in round brackets**
- **Title of track**
- **In square brackets put CD/ download, followed by a full stop**
- **Length of track in minutes and seconds (if available) followed by a full stop**
- **Title of album (if applicable) in italics, followed by a full stop**
- **If the performer is significant put Performed by, followed by the performer(s)' name (first initial, a full stop and their surname) followed by a full stop**
- **Place of production (if known), followed by a colon**
- **Record label, followed by a full stop**
- **If accessed online**
  - Put Available from, followed by the web address
  - In square brackets put accessed and the date you accessed the music track, followed by a full stop

Classical album

In-text citation
(Wagner, 1966)

Reference list
Wagner, R. (1966) *Tristan und Isolde* [CD]. Conducted by K. Böhm. Hamburg, Germany: Polydor



Checklist:

- **Composer (surname, initials)**
- **Year of release in round brackets**
- **Title of album in italics**
- **In square brackets put CD/download, followed by a full stop**
- **If the performer/composer is significant put Performed/Conducted by, followed by the performer/conductor's name (first initial, a full stop and their surname) followed by a full stop**
- **Place of production (if known), followed by a colon**
- **Record label, followed by a full stop**
- **If accessed online**
  - Put Available from, followed by the web address
  - In square brackets put accessed and the date you accessed the album, followed by a full stop

15 MUSIC [CONTINUED]

Score

In-text citation
(Berlin, 1994)

Reference list

Berlin, I. (1994) There's no business like show business [score]. In: *The Irving Berlin anthology.* Milwaukee, USA: The Irving Berlin Music Company, 236-241.

Checklist:

- ☐ **Composer (surname, initials)**
- ☐ **Year of publication in round brackets**
- ☐ **Title (and subtitle if applicable) of score (in italics only if it is a single score)**
- ☐ **In square brackets put score followed by a full stop**
- ☐ **If part of a collection, put In, followed by a colon**
- ☐ **Title of the collection in italics, followed by a full stop**
- ☐ **Place of publication (if available)**
- ☐ **Publisher, followed by a comma**
- ☐ **Page range (if available): p. or pp. followed by page number(s), followed by a full stop**

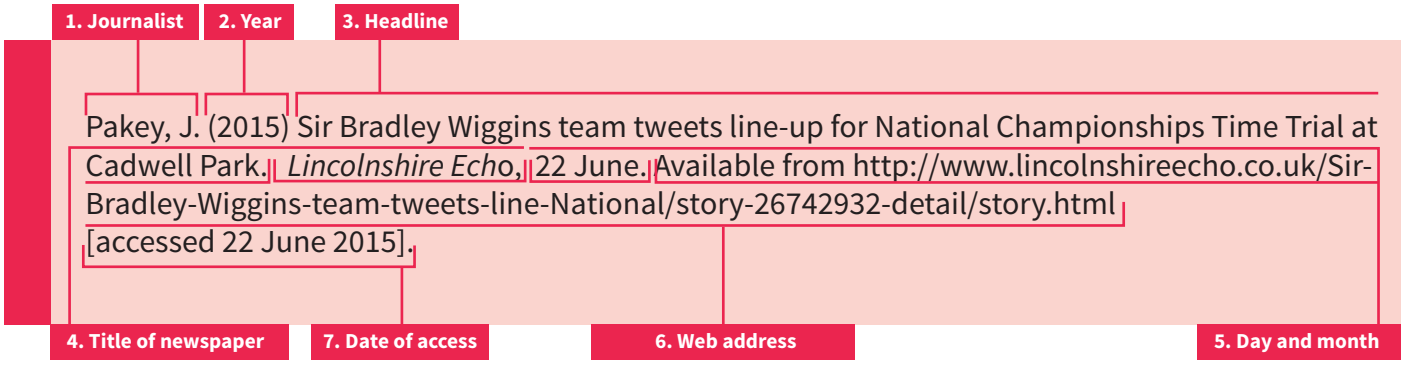
16 NEWSPAPERS

Online

In-text citation
(Pakey, 2015)

Reference list

Pakey, J. (2015) Sir Bradley Wiggins team tweets line-up for National Championships Time Trial at Cadwell Park. *Lincolnshire Echo*, 22 June. Available from http://www.lincolnshireecho.co.uk/ Sir-Bradley-Wiggins-team-tweets-line-National/story-26742932-detail/story.html [accessed 22 June 2015].



Checklist:

- [ ] **Journalist (surname, initials)**
- [ ] **Year of publication in round brackets**
- [ ] **Headline of the article, followed by a full stop**
- [ ] **Title of the newspaper in italics, followed by a comma**
- [ ] **Day and month of publication, followed by a full stop**
- [ ] **Put Available from, followed by the web address**
- [ ] **In square brackets put accessed and the date you accessed the article, followed by a full stop**

16 NEWSPAPERS [CONTINUED]

Print

In-text citation
(Ratcliffe, 2015) for the whole article
(Ratcliffe, 2015, p. 6) when quoting from a specific page
(Ratcliffe, 2015, 6-7) when quote runs over two pages

Reference list

Ratcliffe, R. (2015) p. 39 people taken to hospital after chemical leak in holiday park pool. *The Guardian*, 22 June, P. 6.

Checklist:

- ☐ **Journalist (surname, initials)**
- ☐ **Year of publication in round brackets**
- ☐ **Headline of the article, followed by a full stop**
- ☐ **Title of the newspaper in italics, followed by a comma**
- ☐ **Day and month of publication, followed by a comma**
- ☐ **Page number (or page range): p. or pp. followed by the page number(s)/range of the article, followed by a full stop**

17 OFFICIAL PUBLICATIONS

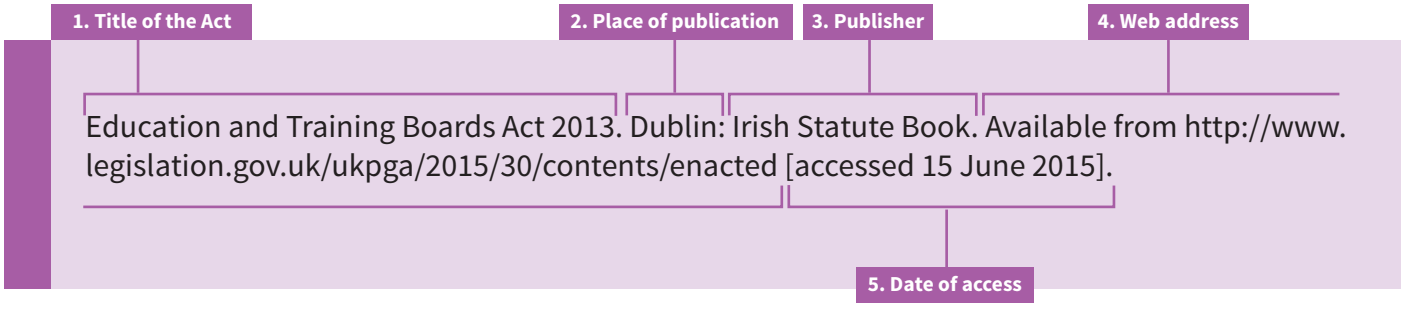
Acts of the Oireachtas

In-text citations for Acts of the Oireachtas are slightly different from other publications because the year is part of the title of the Act and therefore should be in italics.

In-text citation
(Education and Training Boards Act 2013) for the whole Act
(Education and Training Boards Act 2013, s.3) when referring to/quoting from a specific section
(Education and Training Boards Act 2013, s.3(3a) when referring to/quoting from a specific subsection

Reference list

Education and Training Boards Act 2013. Dublin: Irish Statute Book. Available from http://www.irishstatutebook.ie/eli/2013/act/11/enacted/en/print [accessed 13 February 2018].



Statutory Instrument (SI)

Statutory Instruments, also known as SIs, are a form of legislation which allow Acts of the Oireachtas to be altered without a new Act having to be passed.

In-text citations for SIs are slightly different from other publications because the year is part of the title of the SI and therefore should be in italics.

In-text citation
(European Union (Payment Services) Regulations 2018)

Reference list

European Union (Payment Services) Regulations 2018, SI. 6/2018. Dublin: Irish Statute Book. Available from http://www.irishstatutebook.ie/eli/2018/si/6/made/en/print [accessed 14 February 2018].

17 OFFICIAL PUBLICATIONS [CONTINUED]

Checklist:

- **Title of the SI, including the year, in italics, followed by a comma**
- **SI, followed by the number, a forward slash, then the year of publication followed by a full stop**
- **Place of publication, followed by a colon**
- **Publisher, followed by a full stop**
- **If accessed online**
  - Put Available from, followed by the web address
  - In square brackets put accessed and the date you accessed the SI, followed by a full stop

EU decisions, directives and regulations

In-text citation

(Council of the European Communities, 1992) for the whole text
(Council of the European Communities, 1992, p. 4) when quoting from a specific page
(Council of the European Communities, 1992, pp. 4-5) when quote runs over two pages

Reference list

Council of the European Communities (1992) Council Regulation (EEC) No. 2081/92 of 14 July 1992 on the protection of geographical indications and designations of origin for agricultural products and foodstuffs. Official Journal, L208, pp. 1-8. Available from http://eur-lex.europa.eu/legal- content/EN/TXT/HTML/?uri=CELEX:31992R2081&from=EN [accessed 26 June 2015].

Checklist:

- **Author**
- **Year of publication in round brackets**
- **Full title including the type of document (e.g. Commission Decision, Council Regulation), followed by a full stop**
- **¨ by a comma**
- **¨ a comma**
- **Page range: pp. followed by page range of whole document, followed by a full stop**
- **Document reference (if available) in round brackets, followed by a full stop**
- **If accessed online**
  - Put Available from, followed by the web address
  - In square brackets put accessed and the date you accessed it, followed by a full stop

Treaties

In-text citation
(United Nations, 1998)

Reference list

United Nations (1998) *Kyoto protocol to the United Nations framework convention on climate change.* Available from http://unfccc.int/resource/docs/convkp/kpeng.pdf [accessed 17 June 2015].

Checklist:

- ☐ **Treaty author**
- ☐ **Year of publication in round brackets**
- ☐ **Full title in italics, followed by a full stop**
- ☐ **Unique identifiers, such as a document number (if available) in round brackets**
- ☐ **The day and month the treaty was signed (if available) followed by a full stop**
- ☐ **If accessed online**
  - ☐ Put Available from, followed by the web address
  - ☐ In square brackets put accessed and the date you accessed the treaty, followed by a full stop

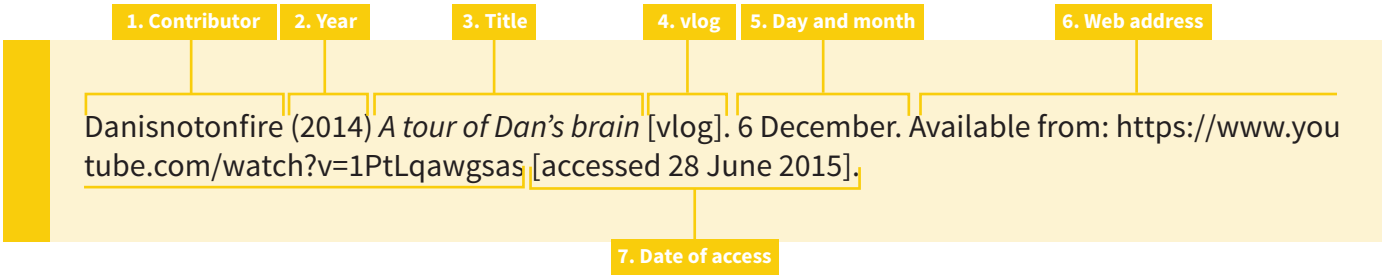
18 SOCIAL MEDIA

Blog and vlog

In-text citation
(Danisnotonfire, 2014)

Reference list

Danisnotonfire (2014) *A tour of Dan's brain* [vlog]. 6 December. Available from: https://www. youtube.com/watch?v=1PtLqawgsas [accessed 28 June 2015].



Checklist:

- ☐ **Contributor(s)**
- ☐ **Year of publication in round brackets**
- ☐ **Title or short description of the blog entry in italics**
- ☐ **In square brackets put blog/vlog, followed by a full stop**
- ☐ **Day and month of entry, followed by a full stop**
- ☐ **Put Available from, followed by the web address**
- ☐ **In square brackets put accessed and the date you accessed the blog entry, followed by a full stop**

Facebook

In-text citation
(United Nations, 2015)

Reference list

United Nations (2015) *In portraits: participants at annual meeting of indigenous persons at UN headquarters in New York* [Facebook]. 10 May. Available from https://www.facebook.com/ unitednations [accessed 12 May 2015].

Checklist:

- **Contributor(s)**
- **Year of post in round brackets**
- **Short description of post in italics**
- **In square brackets put Facebook, followed by a full stop**
- **Day and month of post, followed by a full stop**
- **Put Available from, followed by the web address**
- **In square brackets put accessed and the date you accessed the Facebook post, followed by a full stop**

Image sharing website

There are many image sharing websites available. For example, Instagram, Flickr, etc.

In-text citation
(Lincoln School of Fine and Performing Arts, 2015)

Reference list

Lincoln School of Fine and Performing Arts (2015) *Can we high five?* [image]. Available from https://www.flickr.com/photos/61839232@N02/17424110232/ [accessed 29 June 2015].

18 SOCIAL MEDIA [CONTINUED]

Checklist:

- [ ] **Contributor(s)**
- [ ] **Year the image was taken or uploaded in round brackets**
- [ ] **Give a short description of the image in italics**
- [ ] **In square brackets put image, followed by a full stop**
- [ ] **Put Available from, followed by the web address**
- [ ] **In square brackets put accessed and the date you accessed the image, followed by a full stop**

Podcast, vidcast and vodcast

The example below is a podcast. As necessary, change the information in square brackets to the format you are citing.

In-text citation
(BBC Radio 4, 2015)

Reference list

BBC Radio 4 (2015) *The California gold rush* [podcast]. 2 April. Available fromhttp://www.bbc.co.uk/podcasts/series/iot/all [accessed 27 April 2015].

Checklist:

- [ ] **Contributor(s)**
- [ ] **Year of broadcast in round brackets**
- [ ] **Title in italics**
- [ ] **In square brackets put podcast/vidcast/vodcast, followed by a full stop**
- [ ] **Day and month of release, followed by a full stop**
- [ ] **Put Available from, followed by the web address**
- [ ] **In square brackets put accessed and the date you accessed the podcast/vidcast/ vodcast, followed by a full stop**

Twitter

In-text citation
(Lush Cosmetics, 2015)

Reference list

Lush Cosmetics (2015) *Avoid products containing plastic microbeads* [Twitter]. 17June. Available from https://twitter.com/lushcosmetics [accessed 29 June 2015].

Checklist:

- ☐ **Contributor(s)**
- ☐ **Year of tweet in round brackets**
- ☐ **Short description of tweet in italics**
- ☐ **In square brackets put Twitter, followed by a full stop**
- ☐ **Day and month of tweet, followed by a full stop**
- ☐ **Put Available from, followed by the web address**
- ☐ **In square brackets put accessed and the date you accessed the tweet, followed by a full stop**

18 SOCIAL MEDIA [CONTINUED]

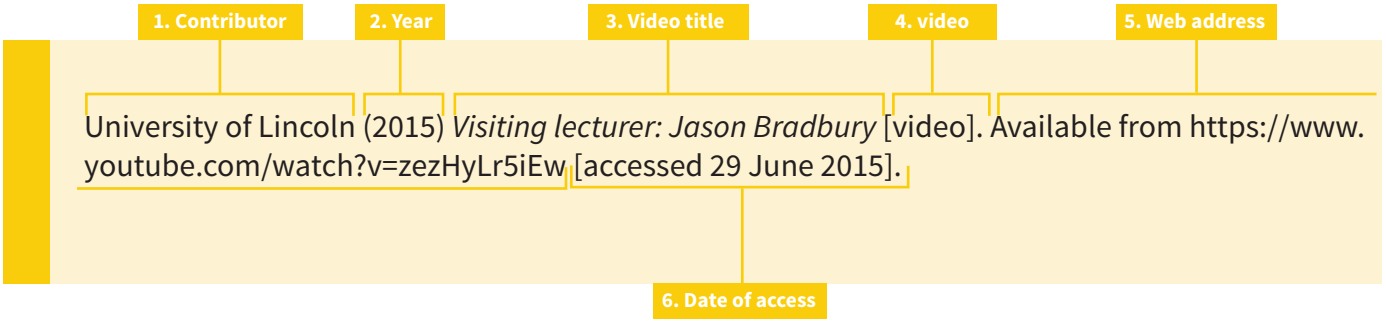
Video sharing website

There are many video sharing websites and platforms such as Youtube.

In-text citation
(University of Lincoln, 2015)

Reference list

University of Lincoln (2015) *Visiting lecturer: Jason Bradbury* [video]. Available from https://www.youtube.com/watch?v=zezHyLr5iEw [accessed 29 June 2015].



Checklist:

- [ ] **Contributor(s)**
- [ ] **Year of upload in round brackets**
- [ ] **Video title (and subtitle if applicable) in italics**
- [ ] **In square brackets put video, followed by a full stop**
- [ ] **Put Available from, followed by the web address**
- [ ] **In square brackets put accessed and the date you accessed the video, followed by a full stop**

19 SOFTWARE

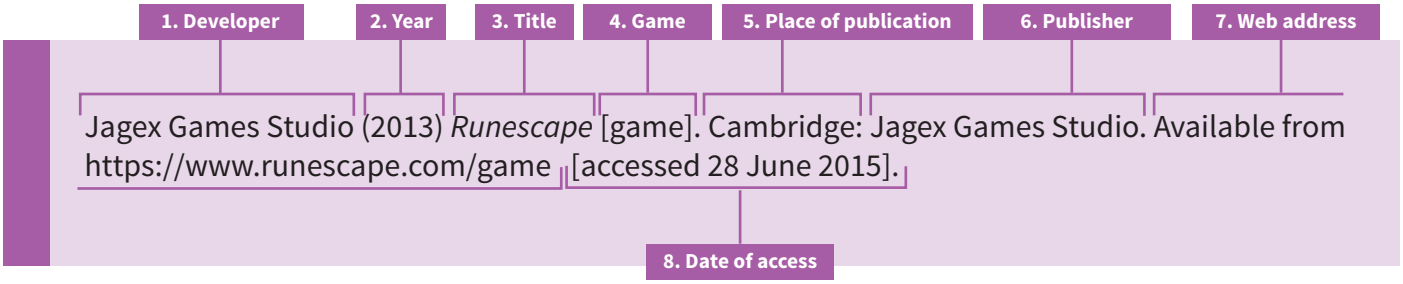
Software

The example below is for an online game. As necessary, change the information. in square brackets to the type of software that you are citing.

In-text citation
(Jagex Games Studio, 2013)

Reference list

Jagex Games Studio (2013) *Runescape* [game]. Cambridge: Jagex Games Studio. Available from https://www.runescape.com/game [accessed 28 June 2015].



Checklist:

- [ ] **Developer/designer**
- [ ] **Year of publication/update in round brackets**
- [ ] **Title (and subtitle if applicable) in italics**
- [ ] **In square brackets put app/game/software, followed by a full stop**
- [ ] **Version followed by the number (if available), followed by a full stop**
- [ ] **Place of publication (if available), followed by a colon**
- [ ] **Publisher, followed by a full stop**
- [ ] **Put Available from, followed by the web address**
- [ ] **In square brackets put accessed and the date you accessed the software, followed by a full stop**

20 STANDARDS AND PATENTS

National Standards Authority of Ireland (NSAI)

The NSAI develops and publishes standards for the quality, design, performance, safety and environmental impact of products and services.

In-text citation

(National Standards Authority of Ireland, 2017) for the whole standard
(National Standards Authority of Ireland, 2017, p. 8) when quoting from a specific page
(National Standards Authority of Ireland, 2017, pp. 8-9) when a quote runs over two pages

Reference list

National Standards Authority of Ireland (2017) *Excellence through people.* ETP 1000: 2017. Dublin: NSAI Standards. Available from https://www.nsai.ie/getattachment/Our-Services/Certification/Excellence-Through-People/ETP-1000-2017-Specification.pdf.aspx [accessed 12 March June 2018].

Checklist:

- ☐ **Corporate author (either in full or abbreviated)**
- ☐ **Year of publication in round brackets**
- ☐ **Title (and subtitle if applicable) in italics, followed by a full stop**
- ☐ **Standard number followed by a full stop**
- ☐ **Place of publication, followed by a colon**
- ☐ **Publisher, followed by a full stop**
- ☐ **If accessed online**
  - ☐ Put Available from, followed by the web address
  - ☐ In square brackets put accessed and the date you accessed the standard, followed by a full stop

COPYRIGHT

International Standard

In-text citation
(ISO and IEC, 2015) for the whole standard
(ISO and IEC, 2015, p. 11) when referring to/quoting from a specific page
(ISO and IEC, 2015, pp. 14-15) when quote runs over two pages

Reference list

ISO and IEC (2015) *Information technology: process assessment – concepts and terminology*. ISO/IEC 33001:2015. Geneva, Switzerland: ISO. Available from http://www.iso.org/iso/home/store/catalogue_tc/catalogue_detail.htm?csnumber=54175 [accessed 26 June 2015]

Checklist:

- ☐ **Corporate author (either in full or abbreviated)**
- ☐ **Year of publication in round brackets**
- ☐ **Title (and subtitle if applicable) in italics, followed by a full stop**
- ☐ **Standard number, followed by a full stop**
- ☐ **Place of publication, followed by a colon**
- ☐ **Publisher, followed by a full stop**
- ☐ **If accessed online**
  - ☐ Put Available from, followed by the web address
  - ☐ In square brackets put accessed and the date you accessed the standard, followed by a full stop

20 STANDARDS AND PATENTS [CONTINUED]

COPYRIGHT

Patent

In-text citation
(Kenny Byrnes, 2016) for the whole patent
(Kenny Byrnes, 2016, p. 3) when quoting from a specific page
(Kenny Byrnes, 2016, pp. 3-4) when quote runs over two pages

Reference list

Kenny Byrnes, F. (2016) *A bicycle lock.* IES86662. Ireland: Irish Patents Office. Available from https://eregister.patentsoffice.ie/HttpHandler/Handler.ashx?HandlerType=PDF&DocumentType=PT&DocumentId=26621107 [accessed 12 March 2018].

Checklist:

- ☐ **Inventor (surname, initials)**
- ☐ **Year of publication in round brackets**
- ☐ **Title (and subtitle if applicable) in italics, followed by a full stop**
- ☐ **Patent number (or status if an application is pending) followed by a full stop**
- ☐ **Place of publication (if available), followed by a colon**
- ☐ **Publisher (if available) followed by a full stop**
- ☐ **If accessed online**
  - ☐ Put Available from, followed by the web address
  - ☐ In square brackets put accessed and the date you accessed the patent, followed by a full stop

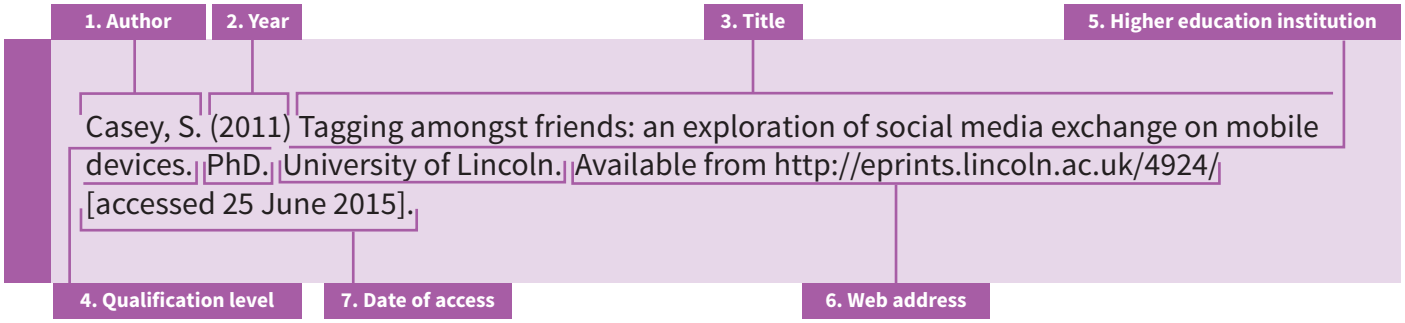
21 THESES AND DISSERTATIONS

Theses and Dissertations

In-text citation
(Casey, 2011)

Reference list

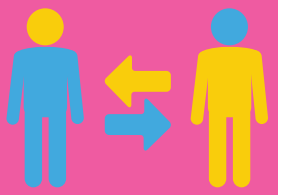
Casey, S. (2011) *Tagging amongst friends: an exploration of social media exchange on mobile devices.* PhD. University of Lincoln. Available from http://eprints.lincoln.ac.uk/4924/ [accessed 25 June 2015].



Checklist:

- ☐ **Author (surname, initials)**
- ☐ **Year of submission in round brackets**
- ☐ **Title (and subtitle if applicable) in italics followed by a full stop**
- ☐ **Qualification level, followed by a full stop**
- ☐ **Higher Education institution, followed by a full stop**
- ☐ **If accessed online**
  - ☐ Put Available from, followed by the web address
  - ☐ In square brackets put accessed and the date you accessed the dissertation/thesis, followed by a full stop

22 TRANSLATIONS



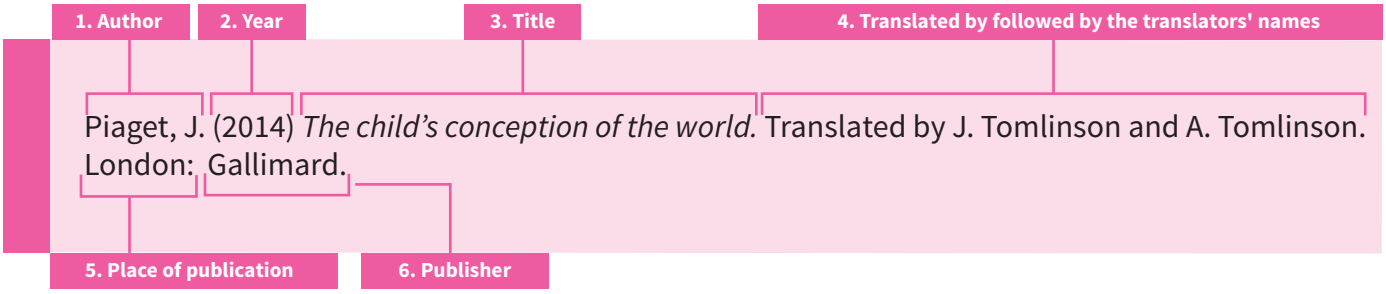
Translations

The example below is a print book that has been translated. For other types of information, please refer to the relevant section but follow the principles outlined here.

In-text citation
(Piaget, 2014) for the whole text
(Piaget, 2014, p. 201) for a specific page
(Piaget, 2014, pp. 195-197) when referring to a range of pages

Reference list

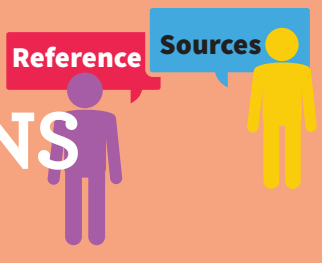
Piaget, J. (2014) *The child's conception of the world.* Translated by J. Tomlinson and A. Tomlinson. London: Gallimard.



Checklist:

- ☐ **Author (surname, initials)**
- ☐ **Year of publication in round brackets**
- ☐ **Title (and subtitle if applicable) in italics, followed by a full stop**
- ☐ **Put Translated by, followed by the translator(s) name(s), using initial(s) first, then surname(s), followed by a full stop**
- ☐ **Place of publication, followed by a colon**
- ☐ **Publisher, followed by a full stop**

23 VERBAL COMMUNICATIONS



Speech

In-text citation
(Obama, 2015)

Reference list

Obama, B. (2015) *Eulogy for Clementa Pinckney* [speech]. College of Charleston, USA, 26 June. Available from https://www.youtube.com/watch?v=RK7tYOVd0Hs [accessed 29 June 2015].

1. Speaker
2. Year
3. Title
4. Speech
5. Place where speech was delivered

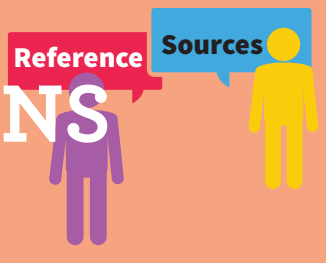
Obama, B. (2015) *Eulogy for Clementa Pinckney* [speech]. College of Charleston, USA, 26 June. Available from https://www.youtube.com/watch?v=RK7tYOVd0Hs [accessed 29 June 2015].

7. Web address
8. Date of access
6. Day and month

Checklist:

- ☐ **Speaker (surname, initials)**
- ☐ **Year of speech in round brackets**
- ☐ **Title or short description of the speech in italics**
- ☐ **In square brackets put speech, followed by a full stop**
- ☐ **Place where speech was delivered, followed by a comma**
- ☐ **Day and month of speech, followed by a full stop**
- ☐ **If accessed online**
  - ☐ Put Available from, followed by the web address
  - ☐ In square brackets put accessed and the date you accessed the speech, followed by a full stop

23 VERBAL COMMUNICATIONS [CONTINUED]



Telephone/Skype/Video/Conference call

You should get permission from the interviewee before referring to telephone conversations in your academic work.

In-text citation
(Elkin, 2015)

Reference list

Elkin, J. (2015) *Services delivered by Academic Writing Support in the Library* [telephone call]. Conversation with H. Williams, 29 June.].

Checklist:

- ☐ **Caller (surname, initials)**
- ☐ **Year the call took place in round brackets**
- ☐ **Short description of the telephone call in italics**
- ☐ **In square brackets put telephone call, followed by a full stop**
- ☐ **Conversation with, followed by the recipient's initial(s) and surname, followed by a comma**
- ☐ **Day and month that the call took place, followed by a full stop**

24 WEBSITES

Company, organisation or professional body

In-text citation
(Nursing and Midwifery Council, 2015)

Reference list

Nursing and Midwifery Council (2015) *The code for nurses and midwives.* London: Nursing and Midwifery Council. Available from http://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/revised-new-nmc-code.pdf [accessed 29 June 2015].

1. Professional body
2. Year
3. Title
4. Place of publication
5. Publisher

Nursing and Midwifery Council (2015) *The code for nurses and midwives*. London: Nursing and Midwifery Council. Available from http://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/revised-new-nmc-code.pdf [accessed 29 June 2015].

6. Web address
7. Date of access

Checklist:

- [ ] **Company, organisation or professional body**
- [ ] **Year of publication in round brackets. If no date is available, put n.d.**
- [ ] **Title (and subtitle if applicable) of the website in italics, followed by a full stop**
- [ ] **Place of publication (if known) followed by a colon**
- [ ] **Publisher (if known) followed by a full stop**
- [ ] **Put Available from, followed by the web address**
- [ ] **In square brackets put accessed and the date you accessed the website, followed by a full stop**

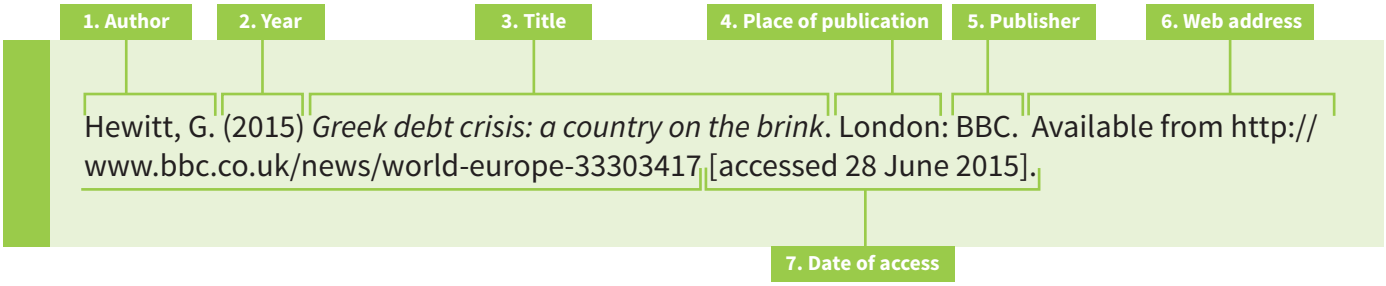
24 WEBSITES [CONTINUED]

Personal author

In-text citation
(Hewitt, 2015)

Reference list

Hewitt, G. (2015) *Greek debt crisis: a country on the brink.* London: BBC. Available from http:// www.bbc.co.uk/news/world-europe-33303417 [accessed 28 June 2015].



Checklist:

- ☐ **Author (surname, initials)**
- ☐ **Year of publication in round brackets. If no date is available, put n.d.**
- ☐ **Title (and subtitle if applicable) of the website in italics, followed by a full stop**
- ☐ **Place of publication (if known) followed by a colon**
- ☐ **Publisher (if known) followed by a full stop**
- ☐ **Put Available from, followed by the web address**
- ☐ **In square brackets put accessed and the date you accessed the website, followed by a full stop**

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Cavan Institute (2017) *Learner Handbook 2017-2018*. Cavan: CMETB publication.

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Cork ETB (2017) *Referencing Guidelines for Learners*. Cork: CETB publication.

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Deakin University (2017) *Why Reference?* Available at: https://www.deakin.edu.au/students/studying/study-support/referencing/why-reference [accessed 3 October 2018].

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NOTES

Academic Integrity

FURTHER EDUCATION SUPPORT SERVICE
Seirbhís Tacaíochta don Bhreisoideachas

etbi
Education and Training Boards Ireland
Boird Oideachais agus Oiliúna Éireann