

The link between what you write, and the evidence on which it is based, is provided by referencing

Each, and every, time you use somebody else's work or ideas in your own work, you are expected to reference. **There are no exceptions.**

This includes all information on the internet.

Your Department may issue you with guidelines on how they want you to reference within your chosen area of study. If they do, then follow these guidelines carefully.

You should always aim to reference **reliable sources**. If a written or online source does not have a list of references, then think carefully before using it in your work.

Remember we live in an age of **"fake news"**, so try to locate academic sources that substantiate the original material.

Always reference the version of the information source that you have actually used. When searching online be aware that the PDF's you find may not be the information source. The PDF may be the means of delivering information to you online.

You must find out if you are looking at a book chapter, journal article or report then cite appropriately and accordingly ¹

Secondary Referencing:

In secondary referencing you are referring to a source that is quoted or mentioned in the work you are reading. Use the words quoted or cited depending on whether the author of the secondary source is taking a direct quote or paraphrasing from the primary source.

(i) primary source#1(Author) cited in secondary source#2

(ii) primary source#1(Author) quoted in Secondary source#2

The Chicago style discourages the use of secondary sources. The original source should be cited where possible

¹ Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (England: Red Globe, 2019), 1-2.

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Secondary Referencing (ctd.):

In the body of your text a superscript number is used after the point in which you are quoting or paraphrasing.

It is important that wherever possible you cite and reference the primary source of your information. You should try and read the primary work.

In your footnote at the end of your document you must show full bibliographic details for the secondary source and say 'cited in' or 'quoted in'. i.e primary source (Author First name Surname) cited in secondary source (give full bibliographic details for the secondary source according to footnote rules i.e Author first name/initial Surname etc.).

The bibliographic details must be in accordance with the rules set out for footnotes for each particular source eg. Book, journal article, Ebook.

In the bibliography the secondary source is referenced and must appear in accordance with bibliography rules

Common Knowledge

Common knowledge is defined as facts, dates, events and information expected to be known by somebody studying or working in a particular field or area of study.

Typically, there is no need to reference common knowledge e.g. Dublin is the capital city of Ireland.

However, if you are a student only just beginning your study in a certain area and are unaware of what is known as common knowledge then you need to ask yourself 2 questions:

1. "Before I started my course, did I know this information?"
2. "Did this idea or information come from my own head?"

If you answer NO to one, or both, of these questions, then the information is not common knowledge and you should cite and reference the sources.

If you are in doubt if something is common knowledge or not, then always cite and reference it.²

² Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (London: Red Globe, 2019), 3.

Footnotes or Endnotes

- Check if footnotes or endnotes are required. All notes end with a full stop.
- Use commas to separate elements of the reference in the footnote.
- In the footnote editors are referred as ed. (i.e Author and Editor of a source).

Author Names

In the footnotes:

Author names should be: **First name** followed by **Surname**.

In the bibliography:

Author names should be: **Surname** followed by **First name**.

In the footnotes, if there are four or more authors, give the name of the first author followed by '**et al**'.

In the bibliography list all authors.

In the bibliography, if there are more than ten authors, list up to seven followed by '**et al**'.

- The **first author name** of a particular reference in the bibliography is given as **Surname** followed by **First name**.
- The **remaining authors names** for the same particular reference (as above) are written as **First name** followed by **Surname**.³

Titles

The titles of **books, journals and websites** should be *italicised*.

Titles of **articles, chapters, web pages within a website and unpublished material** such as masters are placed within double quotation marks.

³ Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (London: Red Globe, 2019), 137.

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Bibliography

Sources are listed in alphabetical order according to the first author's surname.

- The **first author name** for a particular reference in the bibliography is given as **Surname** followed by **First name**.
- The **remaining authors names** for the same particular reference (as above) are written as **First name** followed by **Surname**.

For sources without an author, list them alphabetically by title.

- In the bibliography references end with a full stop
- Use commas and full stops to separate the elements of the reference in the bibliography.
- For editors, the phrase 'edited by' is used.⁴ (i.e. Author and Editor of a source).

Dates

For journals and newspapers or serials date should be written as month, day, year

Place of publication: publisher, year

In the footnotes place of publication: publisher, year is in round brackets but not in the bibliography.

URLs, DOIs and databases

- The URL is given in full where possible use the DOI.
- If you have used a database for your source such as Ebsco use the name of the database and leave out the URL.
- Include an access date if the source does not have a publication date or an updated/revision date.⁵

⁴ Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (London: Red Globe, 2019), 137-39.

⁵ Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (London: Red Globe, 2019), 138.

Page Numbers

- Use page numbers for references to information paraphrased or quotes taken from the original source.
- Give the specific page number of information you have used in a source after the publication details in the footnote.
- In an edited book in the bibliography give the span of pages or whole chapter or section you have used before the publication details.

Short citation

Give full details in the footnote or endnote the first time you cite a source. Same entries after this can be abbreviated to authors surname and first few lines of the title followed by page numbers where appropriate.⁶

Chicago favours short citations instead of the use of Ibid. With short citations page numbers must be repeated even if it is the same as the previous cited location.

Quotations:

Quotations should be relevant and should demonstrate your understanding of the material you have read.

Quotations are counted as part of your final word count.

Quotations should be enclosed in double quotation marks⁷

Long quotations should have their own separate paragraph and be indented from the main text. Note quotation marks are not necessary.

- Always quote in the language which appears in the source that you are reading.⁸
- If you omit part of the quotation indicate this by using three dots ... this is called an ellipsis.
- If you insert your own, or different words, into a quotation, then put them in square brackets [].
- When pointing out an error in the quotation use the word sic in square brackets next to the error [sic]

⁶ Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (London: Red Globe, 2019), 138.

⁷ University of Chicago, *The Chicago Manual of Style*, 17th ed. (Chicago: Chicago University Press, 2017), 721.

⁸ Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (London: Red Globe, 2019), 13.

Quotations (ctd.):

In quotations, put the words you want to emphasise in italics, and state in brackets you have added emphasis.⁹

(my emphasis)

If the original text uses italics, then state this. (italics
in the original)

If you are paraphrasing ideas from a specific page or pages, then you should include page numbers in your footnote.¹⁰

For: Bibliography

Theses and Dissertations

Author. "Title of Thesis." Degree level, University, year

Delaney, Angela. "Fragments of the Body in Stone." Masters thesis, Crawford College of Art and Design, 2006.

Conference Papers

Author. "Title of Paper." Paper presented at Name of conference, location and date, Publication details and URL (if online).

Gablik, Suzi. "Artful Ecologies: Art, Nature and Environment Conference 2006: How can Artists Create Work that is Both Ecologically Responsible and Valid as Art." Paper presented at Art, Nature and Environment Conference 2006, , Falmouth, England, 2006, Falmouth, University College Falmouth, 2006.

⁹ Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (London: Red Globe, 2019), 15.

¹⁰ Pears and Shields, *Cite Them Right*, 15.

Official Publications

Name of country. Name of Committee or Department. *Title [in italics]*. Volume details and command number (if available). Place of publication: Publisher, year Accessed date and URL (if online)

Ireland. Arts Council. *Aosdana*. Dublin: Arts Council, 1993.

Social Media: Facebook

Author. "Title of post." Facebook, Date of post, URL.

MTULibraries. "Happy Earth Day." Facebook, April 22, 2020. <https://www.facebook.com/MTULibraries/695847>.

X

Author or Organisation (Screen name). "Text of post." Social media service, Date and time. URL.

MTULibraries (@MTULibrary). "Munster Technological University Libraries providing academic support to MTU staff." X, April 22, 2020, 10.30 a.m., <https://twitter.com/MTULibrary/362514>.

Gen AI Text

If your lecturer requires a Bibliography use the link that's available from the AI resource that you are using (If available).

Publisher./ "Prompt." / Author, / Date. / URL.

OpenAI. Response to "How do colours influence a work of art." ChatGPT, February 21, 2023.

<https://chat.openai.com/share/qr2645/dfgt31279-cvni7619>.

- The AI tool ChatGpt is the author
- The date the output was created is the date
- OpenAI is the publisher as it is the company that created ChatGPT
- The publicly available (Shared link) URL where the tool can be found is location

Gen AI Images:

Images are not usually included in a Bibliography but if your lecturer requires it use the following format.

Publisher. / "Prompt." /Author,/ Date./ URL.

Canva. Response to "Create an image of a dragon at the foot of a mountain." Canva, April 3, 2025.

https://www.canva.com/design/DAGjku-FvDk/grfRqHeTQDd-LOPZIC8dyA/view?utm_content=DAGjku-FvDk&utm_campaign=designshare&utm_medium=link2&utm_source=uniquelinks&utlId=h05a7828611

- In the bibliography use the publicly available (Shared link) URL.

For: **Footnote/Endnote**

Theses and Dissertations

Author, "Title of Thesis" (Degree level, University, year), Page reference.

1. Angela Delaney, "Fragments of the Body in Stone" (Masters thesis, Crawford College of Art and Design, 2006), 76.
-

Conference Proceedings

Author, "Title of Paper" Paper presented at Name of conference, location and date, Publication details or URL (if online).

2. Suzi Gablik, "Artful Ecologies: Art, Nature and Environment Conference 2006: How can Artists Create Work that is both Ecologically Responsible and Valid as Art," (Paper presented at Art, Nature and Environment Conference 2006, Falmouth, England, 2006, Falmouth, University College Falmouth, 2006).

Official Publications

Name of country, Name of Committee or Department, *Title [in italics]*, Volume details and command number (if available) (Place of publication: Publisher, year) Accessed date and URL (if online).

3. Ireland, Arts Council, *Aosdana*, (Dublin: Arts Council, 1993).

Social Media: Facebook

Author, "Title of post," Facebook, Date of post, URL.

4. Munster Technological University Library, "Happy Earth Day," Facebook, April 22, 2020, <https://www.facebook.com/MTULibraries/695847>.

X

Author or Organisation (Screen name), "Text of post," Social media service, Date and time., URL.

5. MTULibraries (@MTULibrary), "Munster Technological University Libraries providing academic support to MTU staff," X, April 22, 2020, 10.30 a.m., <https://twitter.com/MTULibrary/362514>.
-

Gen AI Text:

Include the prompt in the note if not included in the assignment

Citation of AI text in a note:

No. / (Author),/ Publisher,/ Date,/ URL.

12. text generated by ChatGPT, OpenAI, March 21, 2023, <https://chat.openai.com/share/qr2645/dfgt31279-cvni7619>.

No. / prompt,/ (Author), /Publisher, /Date, / URL.

12. Response to “How do colours influence a work of art,” ChatGPT, OpenAI, February 21, 2023, <https://chat.openai.com/share/qr2645/dfgt31279-cvni7619>.

AI generated image

Cite the tools usage in the text of the assignment or in the notes.

Notes:

No. / Author / “Title”,/ [Image], / Year / URL.

13. Canva, “Dragon at the foot of the mountain, “ [Image], 2025, https://www.canva.com/design/DAGjku-FvDk/qrfRqHeTQDd-LOPZIC8dyA/view?utm_content=DAGjku-FvDk&utm_campaign=designshare&utm_medium=link2&utm_source=uniquelinks&utm_id=h05a7828611



Fig 1. An AI generated image of a dragon at the foot of a mountain.¹³

Notes

1. Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (London: Red Globe, 2019), 1-2.
2. Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (London: Red Globe, 2019), 3.
3. Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (London: Red Globe, 2019), 137.
4. Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (London: Red Globe, 2019), 137-39.
5. Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (London: Red Globe, 2019), 138.
6. Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (London: Red Globe, 2019), 138.
7. University of Chicago, *The Chicago Manual of Style*, 17th ed. (Chicago: University of Chicago Press, 2017), 721.
8. Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (London: Red Globe, 2019), 13.
9. Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (London: Red Globe, 2019), 15.
10. Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 11th ed. (London: Red Globe, 2019), 15.

Bibliography

Menlo School Library. "Chicago Style Guide." Accessed March 01, 2024. <https://library.menloschool.org/chicago>

Pears, Richard and Graham Shields. *Cite Them Right: The Essential Referencing Guide*. 11th ed. London: Red Globe, 2019.

Pears, Richard and Graham Shields. *Cite Them Right: The Essential Referencing Guide*. 12th ed. London: Bloomsbury, 2022.

University of Chicago. *The Chicago Manual of Style*. 17th ed. Chicago: University of Chicago Press, 2017.
