

What is Referencing and why should I reference?

Referencing is an acknowledgement of the sources that you have read and that you have used to support your own theories and arguments during the course of your written work. All works that you have used during your research must be referenced in your assignment including quotations, theories, imagery, websites, statistics, diagrams and data.

- Referencing shows your supervisor/lecturer the scope of reading and research that you have carried out.
- Referencing allows your supervisor/lecturer to access material that you have read or cited
- Referencing gives credit to the original author
- Referencing allow you to strengthen key arguments throughout your research with quotations etc. by particular specialists in the same field.
- Referencing will allow you to demonstrate your own academic integrity and honesty.

Why use the Harvard Referencing Style?

The **Harvard citation style** is one of many referencing styles available however it is the preferred referencing style for many academic departments within the Munster Technological University. The Harvard style of referencing is widely used in all of the following disciplines, Health Sciences, Chemistry & Biochemistry, Biology, Linguistics, Social Studies, Arts & Humanities, Environmental Studies, Business Studies and Economics. Please check with your department to determine precisely what type of referencing style you should use.

How to reference using Harvard

Harvard is an **in-text referencing style** and students need to reference within the main body of the text **and** create a reference list or Bibliography at the end of the document.

Generally, a reference list contains only those sources you actually referred to in your assignment. Whereas a bibliography is a list of all of the resources that you consulted during the course of your research. These lists are placed in alphabetical order at the very end of your assignment. Your lecturer will indicate whether they require the use of a reference list, bibliography or both.

There are a number of ways to include the writings of others into your own report.

- **Direct Quote:** A phrase where the wording is important. The words or quotation must be clearly displayed using quotation marks for short quotations only ("). Long quotations should be displayed as a separate paragraph and be indented from the main text. The page numbers must be given when the direct quotes come from a text.

Example: *'As students progress through higher education they are expected, increasingly to become more critical of ideas and theories and their application in models and practices'* (Neville, 2010, p.8).

- **Paraphrasing:** This is where the authors' words are rewritten but the meaning is the same.

Example: Third level students are expected to become more critical of ideas and theories in their application throughout college (Neville, 2010).

- **Summarising:** The authors' words are rewritten in shorter form but the meaning is still the same or the essential elements are portrayed.

Example: Neville suggests that college students are expected to become more proficient in the critical evaluation of ideas and theories and their application during the course of their studies (Neville, 2010).

How to cite Gen AI using the Harvard referencing style

Check with your lecturer or department to see if you are allowed to use AI in your assignments. Follow their advice and guidelines at all times. Understand how you are to acknowledge the use of AI in your assignments.

If your lecturer or Department requires it, Citing Gen AI in your assignment using the prompt that you used.:

Example 1: ChatGPT (Open AI, 2025) response to the prompt “What colours when added together make the colour pink” are the colours’ red and white.

Example 2: ChatGPT response to the prompt ‘What is an important part of economic activity in rural Ireland’ In rural Ireland tourism ... (Open AI, 2025).

*Please see table below for reference list entry for GenAI resources.

Citing a GenAI generated image:

When citing an AI generated image in your assignment, always provide details to acknowledge the source of the image. Include full details in the reference list.



Fig. 1. Image created using Canva software from the prompt “create an image of a dragon at the foot of a mountain”.

*Please see table below for reference list entry for GenAI generated images.

How to compose your References in the Harvard Referencing Style:

Harvard Referencing Sequence	Author?	Date?	The Title of the work?	How can the work be found?	Examples:
Physical Resources					
Book & Ebook with one Author	Author	Year of Publication	Title of the Book in Italics	Edition and Name of Publisher Series Volume	Mankiw, N.G. (1998) <i>Principles of economics</i> . Dryden Press.
Book & Ebook with more than one Author	Authors	Year of Publication	Title of the Book in Italics	Edition and Name of Publisher Series Volume	Tiernan, S., Morley, M.J. and Foley, E. (2006) <i>Modern management: theory and practice for Irish students</i> . 3rd edn. Gill and Macmillan.
Book Chapter	Author(s) of chapter	Year of Publication	'Chapter Title' (No Italics) precedes Book title (In Italics) in Author of book	Edition and Name of Publisher, Page numbers.	Laffan, B. (1999) 'The European union and Ireland', in N. Collins <i>Political issues in Ireland today</i> . 2nd edn. Manchester University Press, pp. 89-105.
Journal Article	Author(s)	Year of Publication	'Title of the Article',	Name of Journal [in Italics], Volume and (Issue Number) of Journal, followed by page number	Amato, M. and Rurali, R. (2016) 'Surface physics of semiconducting nanowires', <i>Progress in Surface Science</i> , 91(1), pp. 1-28.
Official Publication/ Government Publication	Responsible Agency	Year of Publication	Title of Report or Document in Italics.	Number followed by Publisher	Environmental Protection Agency (2002) <i>Climate change indicators for Ireland</i> . Environmental Protection Agency.
Conference Proceeding	Author/ Editor	Year of Publication	Title of conference: Subtitle [in italics].	Conference location, date of conference. publisher	British Hydromechanics Research Association (1976) <i>Proceedings of the second national symposium on the aerodynamics and ventilation of vehicle tunnels</i> . Cambridge, 23-25 March. British Hydromechanics Research Association.
Conference Paper	Author(s)	Year of Publication	'Title of paper', <i>title of conference: subtitle. [in italics]</i>	Location, date of conference. Publisher, Page numbers	Taylor, F.J.R. (1991) 'The species problem and its impact on harmful phytoplankton studies', <i>Proceedings of the 5th international conference on toxic marine phytoplankton</i> . Newport R.I. (USA), 28 October – 1 November. University of Rhode Island, pp. 81-86.
Online Resources					
E-Book (if different in form to print)	Author(s) or Editor	Year of Publication	<i>Title of book [in italics]</i> .	Available at DOI or URL (Date of Access).	MacGillivray, C. (2005) <i>3D for the web: Interactive 3D animation using 3ds max, flash and director</i> . Available at: http://www.ebookcentral.com (Accessed: 16 April 2016).
Webpage	Author(s) or Agency	Year of Publication	Title [in italics]	Available at: URL (Date of Access).	Health and Safety Authority (2016) <i>Workplace Transport</i> . Available at: http://www.hsa.ie/eng/Vehicles_at_Work/Workplace_Transport_Safety/ [Accessed: 24 May 2016].
Journal Article from Online Database or other online source	Author(s)	Year of Publication	'Title of article',	<i>Title of Journal [in Italics]</i> Journal Volume (Journal Issue), page numbers, Available at: DOI or URL (Accessed: date).	Amato, M. and Rurali, R. (2016) 'Surface physics of semiconducting nanowires', <i>Progress in Surface Science</i> , 91(1), pp. 1-28. Available at: http://sciedir.ect.com.mtu.idm.olc.org/science?ob (Accessed: 16 April 2016).
Social Networking Sites	Author	Year of Publication	'Title or description of Post' [platform] Day/month of post	Available at: URL (Accessed: Date).	MTU Libraries (2023) 'Exam tips' [Facebook] 18 May. Available at: https://www.facebook.com/MTUlibraries (Accessed: 28 May 2023).

AN INTRODUCTION TO HARVARD REFERENCING FOR STUDENTS / MTU LIBRARY SUPPORT SERVICES – Updated September 2025

<u>Generative AI</u> <u>(Creating a Text Reference)</u>	Author (Credit the company that created the AI tool)	Year of interaction with Gen AI resource.	Medium of communication receiver of communication i.e. Include your own name here followed by date of interaction.	Content can only be viewed by you	OpenAI (2023) ChatGPT response to Joe Bloggs, 3 March.
<u>Generative AI</u> <u>(Creating a Text Reference with a shareable url)</u>	Author (Credit the company that created the AI tool)	Year of interaction with Gen AI resource.	AI-generated [medium] by... with prompt '....', Date.	Available at: Doi or Url (Accessed: Day Month Year).	OpenAI (2024) AI-generated text by ChatGPT with prompt 'What are the key human factors in designing a hearing aid'. 5 April. Available at: https://chat.openai.com/share/qr2645/dfgt31279-cvnj7619 (Accessed: 24 April 2024).
<u>Generative AI</u> <u>(Creating an Image Reference)</u>	Author (Credit the company that created the AI tool)	Year of interaction with Gen AI resource.	AI-generated [medium] by... with prompt '....', Date.	Available at: Doi or Url (Accessed: Day Month Year).	Canva (2025) AI- generated image by Canva with prompt 'Create an image of a dragon at the foot of a mountain', 3 April. Available at: 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 (Accessed: 10 April 2025).

Further information on Harvard Referencing can be found in the following book which is available from the MTU Library. "Cite them right: the essential referencing guide" by Richard Pears and Graham Shields (2025)