

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 Cork Institute of Technology. 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 (""") and/or using *italics*, indented paragraphs etc. 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 compose your References in the Harvard Referencing Style:

Harvard Referencing Sequence	Who wrote or compiled the work?	When was the work published?	The Title of the work?	How can the work be found?	Examples:
Physical Resources					
<u>Book with one Author</u>	Author(s)	Year of Publication	Title of the Book in Italics	Place of publication and Name of Publisher	Mankiw, N.G. (1998) <i>Principles of economics</i> . Dryden Press, Fort Worth, TX.
<u>Book with more than one Author</u>	Authors	Year of Publication	Title of the Book in Italics	Place of publication and Name of Publisher	Tiernan, S. and Morley, M.J. and Foley, E. (2006) <i>Modern management: theory and practice for Irish students</i> . 3rd edition. Gill and Macmillan. Dublin.
<u>Book Chapter</u>	Author(s)	Year of Publication	Chapter Title (No Italics) precedes Book title (In Italics)	Place of publication and Name of Publisher	Laffan, B. (1999) The European union and Ireland. In Collins, N. <i>Political issues in Ireland today</i> . 2 nd edition. Manchester University Press, Manchester, 89-105.
<u>Journal Article</u>	Author(s)	Year of Publication	Title of the Article, followed by <i>name of Journal [in italics]</i>	Volume [in bold] and Issue Number of Journal, followed by page number	Amato, M. and Ruraji, R. (2016) Surface physics of semiconducting nanowires. <i>Progress in surface science</i> , 91(1), 1-28.
<u>Official Publication/ Government Publication</u>	Responsible Agency	Year of Publication	Title of Report or Document in Italics.	Place of Publication followed by Publisher	Environmental Protection Agency. (2002). <i>Climate change indicators for Ireland</i> . Wexford: Environmental Protection Agency
<u>Conference Proceeding</u>	Author/ Editor	Year of Publication	Title of conference: Subtitle [in italics].	Conference location, date of conference, Place of Publication and publisher	British Hydromechanics Research Association (1976) <i>Proceedings of the second national Symposium on the aerodynamics and ventilation of vehicle tunnels</i> . Cambridge, 23-25th March. Bedford: British Hydromechanics Research Association.
<u>Conference Paper</u>	Author(s)	Year of Publication	'Title of paper', <i>title of conference: subtitle. [in italics]</i>	Location, date of conference. Place of publication: Publisher, Page numbers	Wang, K. (2012) 'Research on the Cooperation between Commercial Banks and Third Party Payment', in <i>International Conference on Financial Risk and Corporate Finance Management</i> . Dongbei University of Finance and Economics, pp. 421-425.
Online Resources					
<u>E-Book</u>	Author(s) or Editor	Year of Publication	<i>Title of book [in italics]</i> .	Name of Ebook collection [in italics] [online]. Available at URL (Date of Access).	MacGillivray, C. (2005) <i>3D for the web: Interactive 3D animation using 3dx max, flash and director. Dawsonera</i> [online]. Available at: http://www.dawsonera.com (Accessed: 16 April 2016).
<u>Webpage</u>	Author(s) or Agency	Year of Publication	Title [in italics]	URL [Date of Access].	Health and Safety Authority. (2016) <i>Workplace Transport</i> . [Online] http://www.hsa.ie/eng/Vehicles_at_Work/Workplace_Transport_Safety/ [Accessed: 24 May 2016].
<u>Journal Article from Online Database or other online source</u>	Author(s)	Year of Publication	Title of article: subtitle of article	<i>Title of Journal [in Italics]</i> Volume [in bold] (Journal Issue), page numbers, <i>Name of collection [in italics]</i> [online]. Available at: URL of collection (Accessed: date).	Amato, M. and Ruraji, R. (2016) Surface physics of semiconducting nanowires. <i>Progress in surface science</i> , 91(1), 1-28. <i>Sciencedirect</i> [online]. Available at http://sciencedirect.com.cit.idm.oc.org/science?_ob (Accessed: 16 April 2016).

Further information on Harvard Referencing can be found in the following books, also available from the CIT Library.

- "Cite them right: the essential referencing guide" by Richard Pears and Graham Shields (2010)
- "The complete guide to referencing and avoiding plagiarism" by Neville, Colin (2010)