

CITE
IT RIGHT

GUIDE TO
HARVARD
REFERENCING
STYLE

SECOND EDITION

CITE
IT RIGHT

UNIVERSITY OF
LIMERICK'S
REFERENCING
SERIES

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REFERENCING: AN
INTRO-
DUCTION

1

Referencing acknowledges the books, articles, websites, and any other material used in the writing of a paper, essay or thesis.

A well-referenced paper identifies and acknowledges material used to build your arguments. It allows the reader to locate the sources used and it ensures that plagiarism is avoided.

1.1 Elements of referencing

The essential elements of referencing are:

- **Citing:** referring to sources you quote within your document
- **Reference list:** the detailed list of sources that have been cited within the text.
- **Bibliography:** a list of all references consulted in preparing the document, whether cited or not.

1.2 Plagiarism

Plagiarism is the use of another's ideas and/or words without a clear acknowledgment of the source of the information. Passing off another scholar's work as your own is plagiarism and is considered a major disciplinary offence. Read more about plagiarism, particularly the paper by Dr. Sarah Moore, in Appendix 5 of the UL Student Handbook <http://www.ul.ie/studentacademicadmin/>

Turnitin.com is used at the University of Limerick to check for instances of plagiarism in students' work. Check with your department with any questions about the use of Turnitin.

1.3 University of Limerick academic regulations

The University of Limerick recommends the Harvard (Name-Date) referencing style. The Academic Regulations allow for some discretion and departments recommend the style more appropriate to their discipline. Check your department's recommendations.

There are variations and interpretations within the Harvard (Name-Date) referencing style. This guide gives you a version of Harvard based on BS1629:1989/BS5605:1990 approved by UL. If you wish to use a variation on this style please check your department's recommendations and be consistent in your application of the style.

The Glucksman Library's referencing webpage provides comprehensive guidelines on referencing www.ul.ie/~library/referencing

1.4 Referencing styles by discipline or subject

Academic disciplines use various referencing styles. This guide is based on the Harvard referencing style, most commonly used in the Sciences and the Social Sciences. Other referencing styles include:

- APA Style Guide (*American Psychological Association*)
- ASME Citation Style (*American Society of Mechanical Engineers*)
- BiBTeX
- Chicago Manual of Style (CMS)/Turabian
- IEEE (*Institute of Electrical & Electronic Engineers*)
- IHS (*Irish Historical Studies*)
- MLA Style Guide (*Modern Language Association of America*)
- Oxford or OSCOLA (*Oxford Standard for Citation of Legal Authorities*)
- Turabian Citation Style/Chicago Manual of Style
- Vancouver

HOW TO CITE

2

You must cite the sources you use in your work within the text of your paper. This brief citation refers the reader to the exact place in your reference list or bibliography where you will provide the extended details of the source.

Check with your department or consult your course handbook for departmental preferences.

This is an example of in-text citing:

The early 21st century has seen the development of a global epidemic of obesity, as emphasised by a growing body of articles, popular books, and most recently the movie *Supersize Me* (Spurlock 2004). To prevent obesity, habits need to be changed and dietary education as part of the school curriculum is key (MacDonald 1997, p.78). It is clear that to decrease obesity levels in populations, significant sociological changes will need to take place.

This is how the entries would look in your reference list:

Macdonald, G. (1997) 'Innovation diffusion and health education in schools', in Sidell, M., Jones, L., Katz, J. and Peberdy, A., eds., *Debates and Dilemmas in Promoting Health*, London: Open University, 55-83.

Spurlock, M. (2004) *Supersize Me: A Film of Epic Proportions* [film], Beverly Hills: Roadside Attractions.

2.1 Elements of citing

In the Harvard style your in-text citation will include:

- author's name
- year of publication
- page number where relevant

2.2 Rules for in-text citing

There may be variations to this agreed UL standard, check with your department.

Author(s) name: Use surname only

Use both authors' surnames linked by 'and' for 2 authors

Use first author's surname and *et al* for 3 or more authors

See examples of citing authors in-text on pages 13-14

Year: Give full four digits for year

Pages: Abbreviate to p. for single page and pp. for page range.

Give full numbers for page range.

In some disciplines page numbers are required, for example, only for long works and not for articles.

The Harvard/Name-date style recommends giving page numbers if you are quoting directly. However if you are paraphrasing it is not essential to give page numbers.

2.3 Citing page numbers

You will see all of the following variations when page numbers are cited. All are valid.

- Quote from a single page: (Critser 2003, p.31)
- Quote from multiple pages: (Critser 2003, pp.31-32)
- Quote generally: (Critser 2003)
- Structure your sentence to include the in-text citation: Critser said in 2003 (p.31)
- No page numbers: Count your paragraphs and refer if possible to the paragraph number and/or section heading: (Critser 2003, para. 11) OR (Critser 2003, Introduction, para. 2)

2.4 Citing authors in-text

Author	Citing within text	Reference List
2.4.1		
One author	(Buckroyd 1996)	Buckroyd, J. (1996) <i>Eating Your Heart Out: Understanding and Overcoming Eating Disorders</i> , 2nd ed., London: Vermilion.
2.4.2		
Two authors	(Beardsworth and Keil 1997)	Beardsworth, I. and Keil, T. (1997) <i>Sociology on the Menu: An Invitation to the Study of Food and Society</i> , London: Routledge.
2.4.3		
Three or more authors	(Cohen et al 2000)	Cohen, L., Manion, L. and Morrison, K. (2000) <i>Research Methods in Education</i> , London: Routledge.
2.4.4		
No author	(Black's Medical Dictionary 1992)	Black's Medical Dictionary (1992), 37th ed., London: A & C Black.
Cite the title as the author		
2.4.5		
Author with a title... Dr., Professor, Sir....	(Archer 1991)	Archer, J. (1991) <i>As the Crow Flies</i> , London: Hodder and Stoughton.
Do not include author titles in a reference		
2.4.6		
First of two works by an author in one year	(Caroli 2005a)	Caroli, M. (2005a) 'Childhood obesity and the role of television', <i>Journal of Obesity</i> , 28(5), 53-55.
2.4.7		
Second of two works by an author in one year	(Caroli 2005b)	Caroli, M. (2005b) 'Role of television in adult obesity levels', <i>International Journal of Obesity and Related Metabolic Disorders</i> , 23(12), 1303-1306.

Author	Citing within text	Reference List
2.4.8		
Contribution (article or chapter) in an edited book	(MacDonald 1997)	Macdonald, G. (1997) 'Innovation diffusion and health education in schools', in Sidell, M., Jones, L., Katz, J. and Peberdy, A. (eds.) <i>Debates and Dilemmas in Promoting Health</i> , London: Open University, 55-83.
Cite the author of the article or chapter in the text and give full details on the article, the book and its editors in your reference list		
2.4.9		
Source quoted in another source	Smith 1990 (cited in Buckroyd 1996) or (Smith, cited in Buckroyd 1996)	Buckroyd, J. (1996) <i>Eating Your Heart Out: Understanding and Overcoming Eating Disorders</i> , 2nd ed., London: Vermilion.
If you read an article which refers to a different article, only cite the article you have read		
2.4.10		
Organisational or institutional author	(Health Promotion Unit 1997)	Health Promotion Unit (1997) <i>A National Survey of Involvement in Sport and Physical Activity</i> , Dublin: Health Promotion Unit.
2.4.11		
Subordinate or division of a parent body	(OECD, Manpower and Social Affairs Committee 1986)	OECD, Manpower and Social Affairs Committee (1986) <i>Measures to Assist Workers Displaced by Structural Change</i> , Paris: OECD.
Give the parent body first where the author is an organisation which is a subordinate or division of a parent body,		
2.4.12		
Author is a government department	(Ireland, Department of Health and Children 2005)	Ireland, Department of Health and Children (2005) <i>Statement of Strategy 2005-2007</i> , Dublin: Department of Health and Children.
2.4.13		
Referring to two different sources at the same time	(Cooper 1998; Critser 2003)	Cooper, C. (1998) <i>Fat and Proud: The Politics of Size</i> , London: The Women's Press. Critser, G. (2003) <i>Fat Land</i> , London: Allan Lane.

2.5 QUOTING AND PARAPHRASING

You must quote or paraphrase correctly to avoid plagiarism.

- To **quote** is to directly use another's words and to acknowledge the source:
The rise in obesity grew from a "boundary-free culture of American food consumption" (Critser 2003, p.31), ...
- To **paraphrase** is to express the author's work in your own words and to acknowledge the source:
Increasing obesity levels in the United States grew from a food consumption culture that was boundary-free (Critser 2003), ...
- To **summarise** is to describe broadly the findings of a study without directly quoting from it:
In a popular study, Critser (2003) argues that our culture is now without boundaries...
- To **plagiarise** is to present another's work as your own and not acknowledge the source:
In the United States the rise in obesity grew from a boundary-free culture of American food consumption.

Rule for short quotations:

Put short quotations (around twenty words or less) in inverted commas within the text:

Society has developed a "boundary-free culture" (Critser 2003, p.31), which has affected our food consumption.

Rule for long quotations:

Long quotations should be indented in a separate paragraph, in a smaller font. Cite the author and date in the same font and in brackets at the right margin of the page, under the quotation:

Nowhere did this new boundary-free culture of American food consumption thrive better than in the traditional American family, which by the '80s was undergoing rapid change.

(Critser 2003, p.31)

This is how the entry for Critser would look in your reference list:

Critser, G. (2003) *Fat Land*, London: Allan Lane.

REFERENCE
LIST &
BIBLIOGRAPHY

3

The terms ‘reference list’ and ‘bibliography’ are sometimes used interchangeably. Be aware that there are differences between the two.

The **reference list** is a detailed list of all references cited within the text of a paper. The reference list must include comprehensive bibliographical information.

A **bibliography** is also a detailed list of references and background reading, but these references may or may not have been cited within the text. The bibliography must include comprehensive bibliographical information.

3.1 Elements of a reference list:

- The reference list is located at the end of a paper, article or thesis.
- Every reference must have enough information for the reader to find the source again.

A book reference must have an author, year, title, place of publication, publisher, and edition (if it is not the first edition).

A journal article reference never has place of publication or publisher, but must include journal volume, issue and page numbers

The most common mistake in the reference list is leaving out an essential element, e.g. the year or the publisher. The second most common mistake in the reference list is inconsistency in punctuation and capitals.

Elements to include in each reference

	Author	Year	Title of article or publication	Title of publication	Volume & issue	Place of publication	Publisher	Edition	Page number(s)	Web address	Date accessed
Book	●	●		●		●	●	●			
Book chapter	●	●	●	●		●	●	●	●		
Journal article (print or pdf)	●	●	●	●	●				●		
Journal article (on the web)	●	●	●	●	●					●	●
Website	●	●		●						●	●

(Adapted from Pears and Shields 2004, p.2)

3.2 **Where to find the elements of a reference**

- Book** Look on the cover, spine and the reverse of the title page
- Article** Look on the cover and table of contents of the journal issue
- Website** Look on the top and bottom of the page, the logos and the web address

3.3 **Rules:**

- References should be in alphabetical order by author surname.
- References must not be numbered.
- The layout, punctuation and capitalisation of all references must be consistent:
 - Capitalise article and chapter titles in sentence style.
 - Capitalise all personal names and places.
 - Capitalise book and journal title.
 - Put book and journal title in italics.

Use hanging indents to visually differentiate between references. In a hanging indent all but the first line of each reference is indented from the left margin. Use the Format → Paragraph dialog box in Microsoft Word to add hanging indents.

Beardsworth, I. and Keil, T. (1997) *Sociology on the Menu: an Invitation to the Study of Food and Society*, London: Routledge.

3.4 Sample paper with in-text citations and reference list

Discuss the sociological factors contributing to the rise in obesity in the 21st century.

One factor that has contributed to rising levels of obesity in the western world is a gradual change in eating habits. In pre-war Britain, for example, poverty levels were higher, food was scarce, and habits such as snacking between meals would not have been commonplace (Buckroyd 1996, pp.421-3). Critser argues that in the United States the rise in obesity grew from a “boundary-free culture of American food consumption” (2003, pp.31), where growth in consumerism and personal wealth coincided with changing family eating habits to create the epidemic of obesity. “Society as a whole has not adapted well to the constant availability and abundance of food” (Jeffery and French 1998, p.279).

Numerous studies involving large numbers of children and adolescents have proven a definite link between high rates of fast food consumption and risk of obesity (Bowman et al 2004; Caroli 2004a). Studies conducted by Jeffery and French (1998) and Caroli (2004b) on adult obesity reveal a greater correlation between television viewing, fast food consumption and weight gain in women than in men.

On the other hand, there is some criticism in the literature regarding the labelling of fatness as a *disease* and slimness as equal to beauty or social normality (Beardsworth and Keil 1997, p.176).

Basing our identities on medical theories confirms that we are in some way diseased, or rather an aberration from acceptable body norms, instead of being part of a wide spectrum of body parts.
(Cooper 1998, pp. 77-78)

In Ireland, approximately 39% of adults are overweight, and 18% are obese (Obesity Task Force Report 2005 cited in Donnellan 2005, p.1). Furthermore obesity is associated with over 2,500 deaths annually, and as rates of obesity increase, so do rates of mortality (Health Promotion Unit 2003).

The early 21st century has seen the development of a global epidemic of obesity, as emphasised by a growing body of articles, popular books, and most recently the movie *Supersize Me* (Spurlock 2004). To prevent obesity, habits need to be changed and dietary education as part of the school curriculum is key (MacDonald 1997, p.78). It is clear that to decrease obesity levels in populations, significant sociological changes will need to take place.

NB The in-text citations above have been highlighted for demonstration purposes.
In-text citations should not be highlighted as a rule.

Reference list (for sample paper on previous page)

- Beardsworth, I. and Keil, T. (1997) *Sociology on the Menu: An Invitation to the Study of Food and Society*, London: Routledge.
- Bowman, S.A., Gortmaker, S.L., Ebbeling, C.B., Pereira, M.A. and Ludwig, D.S. (2004) 'Effects of fast-food consumption on energy intake and diet quality among children in a national household survey', *Pediatrics*, 113(1), 112-118.
- Buckroyd, J. (1996) *Eating Your Heart Out: Understanding and Overcoming Eating Disorders*, 2nd ed., London: Vermilion.
- Caroli, M. (2004a) 'Childhood obesity and the role of television', *Journal of Obesity*, 28(5), 43-44.
- Caroli, M. (2004b) 'Role of television in adult obesity levels', *International Journal of Obesity and Related Metabolic Disorders*, 23(12), 1303-1306.
- Cooper, C. (1998) *Fat and Proud: The Politics of Size*, London: The Women's Press.
- Critser, G. (2003) *Fat Land*, London: Allan Lane.
- Donnellan, E. (2005) 'Obesity task force warns of epidemic', *The Irish Times*, 17 May, 1.
- Health Promotion Unit (2003) *Obesity* [online], available: <http://www.healthpromotion.ie/topics/obesity/> [accessed 16 May 2005].
- Jeffery, R.W. and French, S.A. (1998) 'Epidemic obesity in the United States: are fast foods and television viewing contributing?', *American Journal of Public Health* [online], 88(2), 277-281, available: <http://search.epnet.com/login.aspx?direct=true&db=nhh&an=450468> [accessed 24 Jul 2005].
- Macdonald, G. (1997) 'Innovation diffusion and health education in schools', in Sidell, M., Jones, L., Katz, J. and Peberdy, A. (eds.) *Debates and Dilemmas in Promoting Health*, London: Open University, 55-83.
- Spurlock, M. (2004) *Supersize Me: A Film of Epic Proportions* [film], Beverly Hills: Roadside Attractions.

A-Z

OF SAMPLE REFERENCES

4

The following examples follow the agreed UL Harvard style. These examples are intended as a guide and should be adapted for your own reference list or bibliography.

Whatever referencing style or variation you choose to follow you must ensure:

- Consistent application of the rules of whatever variation you are following.
- Acknowledgement of all sources.
- Sufficient bibliographic detail to enable your reader to locate the item to which you are referring.

4.1 Articles

4.1.1 JOURNAL ARTICLE

Author(s) name, initial(s). (year of publication) 'Title of article', Title of Journal, Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], page number(s).

Grenfell, M. C., Ellery, W. N., Garden, S. E., Dini, J. and Van Der Valk, A. G. (2007) 'The language of intervention: a review of concepts and terminology in wetland ecosystem repair', *Water SA*, 33(1), 43-50.

... (Grenfell et al 2007) ...

See Glossary for more information on citing Electronic Journals

4.1.2 ARTICLE – ON THE WEB

Author(s) name, initial(s). (year of publication) 'Title of article', Title of Journal, Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], available: web address [accessed date].

Sadler-Smith, E. (2003) 'Psychology and the music of Michael Tippett - a song of innocence and experience', *The Psychologist*, 18(10), available: [http://www.bps.org.uk/media-centre/press-releases/releases\\$/the-psychologist\\$/tipp.cfm](http://www.bps.org.uk/media-centre/press-releases/releases$/the-psychologist$/tipp.cfm) [accessed 16 Aug 2007].

...(Sadler-Smith 2003) ...

References to web-only articles must include a full link which will allow the article to be accessed again, and must include the date that the article was accessed for the assignment. Where available give the 'permanent link' as the URL.

4.1.3 ARTICLE – ON THE WEB – ACCESSED FROM A DATABASE

Author(s) name, initial(s). (year of publication) ‘Title of article’, Title of Journal, Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], page number(s) [if applicable], available: name of database [accessed date].

Edi, M. and Langeheine, R. (1999) ‘The measurement of consistency and occasion specificity with latent class models: a new model and its application to the measurement of affect’, *Psychological Methods*, 4, 100-116, available: PSYCARTICLES database [accessed 27 July 2005].

...(Edi and Langeheine 1999) ...

Generally reference as 4.1.1 or 4.1.2 - see Glossary. Use the example above only if the article can be retrieved from a particular database exclusively.

4.1.4 MAGAZINE – ELECTRONIC VERSION

Author(s) name, initial(s). (year of publication) ‘Title of article’, Title of Magazine, available: web address [accessed date].

Koepfel, D. (2007) ‘China’s iClone’, *Popular Science*, available: <http://www.popsci.com/popsci/technology/e7e48a137b144110vgnvcm1000004eebcddrdrd.html> [accessed 16 Aug 2007].

... (Koepfel 2007) ...

If what appears to be a journal has a date but no volume or issue, then reference as a magazine – see below.

4.1.5 MAGAZINE – PRINT VERSION

Author(s) name, initial(s). (year of publication) ‘Title of article’, Title of Magazine, Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], page number(s).

Hewett, I. (2004) ‘GK Chesterton 1874-1936: Writers on music’, *BBC Music Magazine*, 1 Jul, 46.

... (Hewett 2004) ...

4.1.6 NEWSPAPER – PRINT

Author(s) name, initial(s). (year of publication) ‘Title of article’, Section [if relevant], Title of Newspaper, date, page number(s).

Fisk, R. (1993) ‘Destinies collide on the Nile’, *Independent on Sunday*, 29 Mar, 18-19.

... (Fisk 1993) ...

4.1.7 NEWSPAPER – ON THE WEB

Author(s) name, initial(s). (year of publication) 'Title of article', Title of Newspaper, date, available: web address [accessed date].

Caulkin, S. (2003) 'Ethics and profits do mix', *The Observer*, 20 Apr, available: <http://observer.guardian.co.uk/business/story/0,6903,939885,00.html> [accessed 16 Oct 2003].

... (Caulkin 2003) ...

4.2 Books

4.2.1 BIBLE & SACRED BOOKS

References to the Bible and to the Sacred Books of other religious traditions are not usually included in the bibliography. References to these Books should include book (abbreviated), chapter and verse – never a page number. Traditionally a colon is used between chapter and verse:

Examples from the Bible:

Heb. 13:8.

Ruth 3:1-18.

2 Kings 11:12.

... (Heb. 13:8) ...

4.2.2 BOOK WITH ONE AUTHOR

Author(s) name, initial(s). (year of publication) Title of Book or Report: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.

Hall, S. J. (2003) *Basic Biomechanics*, 5th ed., Boston: McGraw Hill.

... (Hall 2003) ...

Do not state in the reference that a book is a first edition. Any other edition (2nd, 3rd, 4th, etc.) must be specified as above. Edition information is usually given on the reverse of the title page of a book.

A reprint implies that the book has not been edited but simply that new copies have been produced. Do not include reprint information in a book reference. The year of publication is the year of the edition, not the year of the reprint.

4.2.3 BOOK WITH MORE THAN ONE AUTHOR

Author(s) name(s), initial(s). (year of publication) Title of Book: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.

Abegg, M. J., Flint, P. and Ulrich, E. (1999) *The Dead Sea Scrolls Bible: the oldest known Bible*, San Francisco: Harper.

... (Abegg et al 1999) ...

Where there are three or more authors, use et al in the citation, but list all authors in the reading list/bibliography. Check with your department for departmental preferences re listing authors in both in-text citations and reading lists/bibliographies.

4.2.4 BOOK – CHAPTER OR CONTRIBUTION

Author(s) name, initial(s). (year of publication) ‘Title of chapter/ contribution’, in Editor(s) or Compiler(s) of the book containing the contribution, ed.(s) [or comp.(s)], Title of Book: Subtitle [if any], ed. [if not first], Place of Publication: Publisher, page number(s).

Gratton, L. and Pearson, J. (1994) ‘Empowering leaders: are they being developed?’ in Mabey, C. and Iles, P., eds., *Managing Learning*, London: Routledge, 87-105.

... (Gratton and Pearson 1995) ...

Cite the author(s) of the chapter in the text of your paper, not the editor(s) of the book.

4.2.5 BOOK – COMPILED

Compiler(s) name(s), initial(s)., comp(s). (year of publication) Title of Book: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.

Liebowitz, J. and Wilcox, L.C., comps. (1997) *Knowledge Management and its Integrative Elements*, Boca Raton: CRC Press.

Some publications are edited or compiled rather than written by the person whose name appears on the title page. The function of the editor(s) or compiler(s) should be indicated after his/her name, e.g. ed., comp., in the reference list/bibliography. In the text, refer to the author(s) of the chapter or book section.

4.2.6 BOOK – EDITED

Editor(s) name, initial(s), ed(s). (year of publication) Title of Book: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.

Cohen, L., Manion, L. and Morrison, K., eds. (2000) *Research Methods in Education*, London: Routledge.

Some publications are edited or compiled rather than written by the person whose name appears on the title page. The function of the editor(s) or compiler(s) should be indicated after his/her name, e.g. ed., comp., in the reference list/bibliography. In the text, refer to the author(s) of the chapter or book section.

4.2.7 BOOK ON THE WEB – EBOOK

Author(s) name, initial(s). (year of publication) Title of eBook, Name of eBook supplier [online], available: web address [accessed date].

Beck, K. (1999) *Extreme Programming Explained*, Safari Tech Books [online], available: <http://proquest.safaribooksonline.com/0201616516/pref01> [accessed 10 Oct 2005].

... (Beck 1999)...

4.2.8 BOOK REVIEW

Reviewer's name, initial(s). (year of publication of review) Title of Book Being Reviewed by Author(s) of book, reviewed in Title of Journal/ Newspaper containing the review, volume(issue), page.

Patil, S. (2005) *The Project Management Toolkit* by Kendrick, T., reviewed in *Engineering*, 57(5), 25.

... (Patil 2005) ...

Cite the author of the review within the text of your paper, not the author of the original book.

4.2.9 BOOK WITH NO TITLE – WORKING TITLE

Author(s) name(s), initial(s). (year of publication, forthcoming)
Title of Book or Report (Working Title), ed. [if not 1st edition], Place of Publication: Publisher.

Stetter, S. and Nathanson, R., eds. (2007, forthcoming) *A Region under Stress: EU-Israeli Relations and Wider Middle East Politics (Working Title)*, Tel Aviv and Berlin: Fredrich-Ebert-Stiftung.

... (Stetter and Nathanson 2007, forthcoming) ...

A book may be referred to by its working title before it is published.

4.2.10 BOOK WITH NO AUTHOR E.G. REFERENCE WORKS

Title of Work (year of publication) ed. [if not first edition], Place of Publication: Publisher.

Black's Medical Dictionary (1992) 37th ed., London: A & C Black.

... (Black's Medical Dictionary 1992) ...

4.3 Correspondence

4.3.1 EMAIL OR MEMO

As a personal email or electronic memo is not a public source of information it is considered to be irrecoverable, therefore you cannot list it in your bibliography. However, you can refer to its contents in the body of your text by citing the details.

... in an email to the author (Aug 2004) Phelan clarified the point ...

4.3.2 INTERVIEW

As a personal interview is not a public source, it is not considered to be “recoverable data”, therefore you cannot list it in your bibliography. However, you can refer to the interview in the body of your text by citing the details.

... In an interview (Breen Apr 2005) the findings of the report were discussed and Breen agreed ...

If the interview is transcribed in an Appendix, refer the reader to that appendix.

4.3.3 LETTER – INCLUDING HISTORICAL ARCHIVES

Author (year) ‘Subject matter’, letter to Recipient’s Name, year, held in Collection, Institution, City.

Lloyd George, D. (1920) ‘Invitation to attend Parliament on 10 Feb 1920’, letter to Eamon DeValera, 2 Feb, held in Norton Collection, Glucksman Library, University of Limerick, Limerick.

... (Lloyd George 1920) ...

4.4 COURSE MATERIAL

Check with the individual lecturer whether or not you are permitted to cite these as sources. It is more academically sound to return to the sources referenced by your lecturer rather than to the lecture itself.

4.4.1 COURSE MATERIAL – PRINT

Author(s) name, initial(s). (year) ‘Title of item’, Module code: Module title, Institution, unpublished.

Ni Bheachain, C. (2001) ‘Guide to referencing’, CM5203: Communications, University of Limerick, unpublished.

... (Ni Bheachain 2001) ...

4.4.2 COURSE MATERIAL – ELECTRONIC

Learning Management System or Virtual Learning Environment such as WebCT, Sulis, Blackboard

Author(s)/Tutor(s) name, initial(s). (year) ‘Title of item’, Module Code: Module Title [online], available: web address [accessed date].

Jones, T. (2005) ‘Week 7: dissertation preparation materials’, AH4113: Concepts, Sources and Methods in Archaeology [online], available: <https://sulis.ul.ie/osp-portal> [accessed 16 Nov 2006].

... (Jones 2005) ...

4.4.3 LECTURE NOTES

Author(s)/Tutor(s) name, initial(s) (year) ‘Title of lecture’, Module Code: Module Title, date, Institution, unpublished.

Gordon, S. (2007) ‘Data Analysis in Practice’, MA4222: Data Analysis, 7 Feb, University of Limerick, unpublished.

... (Gordon 2007)...

4.4.4 PUBLIC FOLDER

Author(s)/Tutor(s) name, initial(s). (year) ‘Title of item’, *Module Code: Module Title* [online], available: location of folder [accessed date].

Bucholz, M. (2006) ‘Stan Allen Field Conditions’, AR4031: *History and Theory 1* [online], available: University of Limerick public folders [accessed 3 Aug 2007].

... (Bucholz 2006) ...

4.5 Electronic communication

4.5.1 BLOG (WEBLOG)

Author(s) name, initial(s). (year of publication) ‘Subject of message’, *Blog Title* [online], date of posting, available: web address [accessed date].

Bradley, D. (2007) ‘Could World of Warcraft Fight Disease?’ *Sciencebase Science Blog* [online], 24 Aug, available: <http://www.sciencebase.com/science-blog/category/health> [accessed 28 Aug 2007].

... (Bradley 2007)...

4.5.2 DISCUSSION BOARD / FORUM

Author(s) name, initial(s). (year of publication) ‘Title of message’, *Title of Discussion Board or Forum* [online], date of message, available: web address [accessed date].

Trastoy, T. S. (2003) ‘The so-called “Flywheel of Saqqara”’, *Egyptologists Electronic Forum Bulletin Board* [online], 2 Jul, available: <http://www.geocities.com/TimesSquare/Alley/5582/SaqqaraFlywheel.html> [accessed 16 Oct 2003].

... (Trastoy 2003) ...

4.5.3 MAILING LIST

Author(s) name, initial(s). (year of publication) ‘Title of message’, *Title of Mailing List* [online], date of message, available: email address [accessed date].

Moore, T. (2002) ‘Sharing good practice’, *Forum for Access Studies* [online], 1 May, available: accessforum@jiscmail.ac.uk [accessed 5 May 2002].

... (Moore 2002) ...

4.5.4 WEBPAGE

Owner of webpage (year of publication) Title [online], available: web address [accessed date].

National Development Programme (2007) 'EU Funding', *Overview* [online], available: http://www.ndp.ie/docs/EU_Funding/21.htm [accessed 16 Jun 2007].

... (National Development Programme 2007) ...

The 'author' of a webpage refers to the organisational author, not to the individual who may have designed or created the site. Use the site's logo and banner to identify the organisational author.

4.5.5 WIKI

Wiki - a piece of software that allows users to freely create and edit web content.

Name of wiki or Author(s) name, initial(s). (year of publication) 'Subject of page', available: web address [accessed date and time].

Wikipedia (2007) 'Global Warming', available: http://en.wikipedia.org/wiki/Global_warming [accessed 16 Aug 2007, 14h32].

... (Wikipedia 2007) ...

See Glossary for more information on citing Wikipedia

4.6 Images

4.6.1 IMAGE, FIGURE, ILLUSTRATION, PHOTO OR TABLE

Author(s) name, initial(s). (year of publication) 'Title of image, figure, illustration or table', Title of the Book which contains the image, ed.[if not 1st edition], Place of Publication: Publisher, page, illus.

University of Limerick (1999) 'Postgraduate student at work in the Telecommunications laboratory', *University of Limerick: a Celebration*, Limerick: University of Limerick, 105, illus.

... (University of Limerick 2003) ...

Adapt the example above for whichever source in which your image has been sourced. Give the image description at the end of the reference, i.e. image, illus., fig., table, photo.

4.6.2 IMAGE – ON THE WEB

Owner of website (year of publication) Title of Image [image online], available: web address [accessed date].

Coca Cola (2007) *New Coke logo* [image online], available: http://www.thecoca-colacompany.com/presscenter/img/imagebrands/downloads/lg_new_coke_logo.jpg [accessed 16 Aug 2007].

... (Coca Cola 2007)...

4.6.3 MAP

Author/Compiler/Producer name (year of publication) Title of map, sheet number, scale, Place of Publication: Publisher (Series).

Ordnance Survey (2001) *Clare, Limerick, Tipperary*, sheet 65, 1:50,000, Dublin: Ordnance Survey (Discovery Series).

... (Ordnance Survey 2001)...

4.6.4 PAINTING

Artist (date) Title, medium, dimensions, where it can be found, city: gallery or collection name (if applicable), accession number used by the gallery to catalogue the painting.

Cezanne, P. (c.1874) *Auvers: Village Panorama*, oil on canvas, 65cmx81cm, Mr and Mrs Lewis L Coburn Collection, Chicago: Art Institute of Chicago, 1933.422.

... (Cezanne 1874)...

When referring to an **image of an artwork** in a book, online or in some other format, rather than to the original work, refer in your bibliography to the source you consulted which contains the image. Refer to the original artwork in italics in your text, followed by the citation to the source of the image, with a page number reference if possible.

... (*Auvers: Village Panorama* in Smith 2007, p.18) ...

4.6.5 PAINTING – ON THE WEB

Artist (date) Title [online], available: web address [accessed date].

Hennessy, K. (n.d.) *Red Flowers* [online], available: http://www.irelandfineart.com/kate_hennessy/kh_03.html [accessed 30 Aug 2007].

... (Hennessy n.d.) ...

4.7 Law and official publications

Referencing legal materials is complex. There are several specific citation styles. Law students in UL should consult the Law Department or see ‘Other Styles’ on the referencing webpage – www.ul.ie/~library/referencing.

Below are guidelines for non-law students wishing to refer to legal and official publications using Harvard.

4.7.1 ACT

Title of Act including year, No., s. [if a section has been referred to], City: Publisher.

Copyright and Related Rights Act 2000, No.28/2000, s.191, Dublin: Stationery Office.

... (Copyright and Related Rights Act 2000) ...

The year is included in italics, as part of the main title.

4.7.2 JUDGMENT

Name of case (year) Abbreviated volume title, page number.

O'Donnell -v- Dun Laoghaire Corporation (1991) I.L.R.M. 301.

...(O'Donnell-v-Dun Laoghaire Corporation 1991) ...

Check the *Cardiff Index to Legal Abbreviations* at www.legalabbrevs.cardiff.ac.uk for more information on abbreviations.

4.7.3 EU DIRECTIVE

Institutional origin (e.g. Council Directive (EC)) Year/Legislation number/ Institution “of” followed by the date it was passed “on” followed by the title, all in italics.

Council Directive (EC) 2001/29/EC of 22 May 2001 on the harmonisation of certain aspects of copyright and related rights in the information society.

... (Council Directive 2001/29/EC) ...

The entire reference is in italics and the title of the directive is not capitalised. This is not consistent with standard Harvard guidelines, but is nonetheless correct.

4.7.4 STATUTORY INSTRUMENT

Title of Statutory Instrument including year, S.I. No. of Year, City: Publisher.

Immigration Act 2004 (Visas) (No.2) Order 2006, S.I. No. 657 of 2006, Dublin: Stationery Office.

... (Immigration Act 2004 (Visas) (No.2) Order 2006) ...

4.7.5 REPORT

Author (year) Report Title, Report Number [if available], City: Publisher.

Law Reform Commission (2005) *Report on Multi-Party Litigation*, LRC 76-2005, Dublin: Law Reform Commission.

... (Law Reform Commission 2005) ...

4.7.6 UNPUBLISHED REPORT

Author (year) Report Title, Internal Report [including name of institution], unpublished.

Murphy, T. (2005) *Focus Group Feedback*, Internal BIM Marketing Report, unpublished.

... (Murphy 2005) ...

4.8 Media

4.8.1 PRESS RELEASE

Author of press release (year of publication) Title [press release], date, available: web address [accessed date].

Food Safety Authority (2005) *Food Safety Authority Advises on Illegal Food Colourant* [press release], 22 May, available: http://www.fsai.ie/news/press/pr_05/pr20050505.asp [accessed 23 May 2006].

... (Food Safety Authority 2005) ...

4.8.2 RADIO / TELEVISION – INTERVIEW OR CONTRIBUTION

Contributor name, initial(s). (year) Interview on Title of Programme [format], Name of Channel, Date of transmission, time of transmission.

Ahern, B. (1999) *Interview on Morning Ireland* [radio], RTE Radio 1, 15 Feb, 08h30.

... (Ahern 1999) ...

4.8.3 RADIO / TELEVISION – PROGRAMME

Programme Title (year) Name of Channel, Date of transmission, time of transmission.

Primetime (2005) RTE 1, 31 Mar, 21h30.

... (Primetime 2005)...

4.8.4 RADIO OR TELEVISION – ADVERTISEMENT

Company (year) ‘Description of advert’ (duration), Television/radio advertisement, channel/station, screened/aired dates.

Coca Cola (2006) ‘Santa handing bottles of Coca Cola to a girl every year at Christmas from childhood to adulthood’ (30 secs), Television advertisement, ITV3, screened 1 Dec 06 - 25 Dec 06.

... (Coca Cola 2006)...

4.8.5 SPEECH

Author name, initial(s). (year of speech) Title [or description where no title is available] of speech, speech date, Place, available: web address [accessed date].

King, M. L. (1963) *I Have a Dream*, speech 28 Aug, Washington D.C., available: <http://www.mlkonline.net/dream.html> [accessed 2 Mar 2004].

... (King 1963)

4.8.6 FILM / DVD / VIDEO

Director name, initial(s). (year of distribution) Title of Film [format], Place of Distribution: Distribution Company.

Spurlock, M. (2005) *Supersize Me: A Film of Epic Proportions* [film], Beverly Hills: Roadside Attractions.

... (Spurlock 2005) ...

Give the publication medium in square brackets after the title, e.g. [film], [DVD], [video].

4.8.7 MICROFILM / MICROFICHE / CD ROM

Author(s) name, initial(s). (year of publication) 'Title of article', Title of Source [format], volume number or date, page number(s).

Census of Ireland (1813) W.S.Mason: *Parochial Survey* [microfiche], 2, 5.

... (Census of Ireland 1813) ...

Give the publication medium in square brackets after the source title, e.g. [CD ROM], [microfilm], [microfiche].

4.8.8 PODCAST OR ARCHIVED TV PROGRAMME

Broadcaster (year) 'Programme title', Series Title [podcast], date of transmission, available: web address [accessed date].

RTE Radio 1 (2007) 'A special programme from the Met Office in Glasnevin', *Quantum Leap* [podcast], 19 Apr, available: <http://pc.rte.ie/2007/pc/pod-v-19042007-39m15s-quantum-leap.mp3> [accessed 23 July 2007].

... (RTE Radio 1 2007) ...

4.8.9 YOUTUBE VIDEO

Screen name of contributor (year) 'Video Title', Series Title [video online], available: web address [accessed date].

International Rescue Committee (2007) 'Bringing Water to Pakistan's Earthquake-ravaged Communities', *The International Rescue Committee's videos at www.theirc.org* [video online], available: http://www.youtube.com/watch?v=QRZ_wiFEAZM [accessed 16 Aug 2007].

... (International Rescue Committee 2007) ...

4.9 Musical works

4.9.1 RECORDINGS – COMMERCIAL AUDIO

Artist (year) 'Track Title', Track Number of Album Title, Label.

Ó Suilleabháin, M. (1999) 'The Wexford Carol', Track 2 of *Casadh/ Turning*, Venture.

... (Ó Suilleabháin 1999) ...

4.9.2 SHEET MUSIC

Composer (year of current publication) ‘Title of music score’ in Title of Collection [music score], City: Publisher.

Mozart, W. A. (1968) ‘Eine Kleine Nachtmusik K525’ in *Facsimile Series of Music Manuscripts: Serenades K525* [music score], New York: Dover Publications.

...(Mozart 1968) ...

4.10 Papers

4.10.1 CASE STUDY

Author(s) name, initial(s). (year) Title of Case, case, Place of Publication: Publisher.

Gould, R. M. (1994) *Revolution at Oticon A/S (B): Acquiring Change Competence in a “Spaghetti” Organization*, case, Lausanne: International Management Development Institute.

... (Gould 1994) ...

4.10.2 CONFERENCE PAPER – PUBLISHED

Author(s) name, initial(s). (year of publication) ‘Title of the contribution/paper’, in Name(s) of Editor(s) or Chair(s) of the Conference, ed. (s) [or chair(s)], Title of the Conference Proceedings, Place and date of conference, Place of Publication: Publisher, page numbers.

Kaunitz, J. (1985) ‘Database backup and recovery in transaction driven information systems’, in Katashev, S. P. and Katashev, S., eds., *Supercomputing Systems: Proceedings of the First International Conference*, St Petersburg, Florida, 16-20 Dec, Washington D.C.: IEEE Computer Society Press, 265-272.

... (Kaunitz 1985) ...

4.10.3 CONFERENCE PAPER – UNPUBLISHED

Author(s) name, initial(s). ‘Title of the contribution/paper’, accepted for Title of the Conference, conference date.

Lægreid, T., Sandal, P. C., Ingvaldsen, J. E. and Gulla, J. A. (2006) ‘Using Business Process Models to Retrieve Information from Governing Documents’, accepted for 9th *International Conference on Business Information Systems (BIS2006)*, June.

... (Lægreid et al 2006) ...

4.10.4 PRE-PRINTS

Author(s) name, initial(s). ‘Title of the paper’, accepted for publication in Title of Journal, Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], page number(s), pre-print number and prefix.

Dragulescu, A. and Yukovenko, V. M. (2000) ‘Statistical mechanics of money’, accepted for publication in *The European Physical Journal B*, 17, 723-729, arXiv:cond-mat/001432v4.

... (Dragulescu and Yukovenko 2000) ...

4.10.5 WORKING PAPERS

Author(s) name, initial(s). (year) ‘Title of the paper’, Working Paper Series Title, No. Working Paper Number.

Stinebrickner, T. R. and Stinebrickner, R. (2007) ‘The Causal Effect of Studying on Academic Performance’, *NBER Working Paper*, No. 13341.

... (Stinebrickner and Stinebrickner 2007) ...

4.11 Technical/commercial/industrial

4.11.1 PATENT

Inventor name, initial(s)., Assignee (year of publication) Title, Patent number (status, if application).

Sano, Y., Sri Sports Limited (2005) *Golf Club Head and Method of Manufacturing Same*, U.S. Pat. 6,929,566.

4.11.2 STANDARD

Number of standard: Title of Standard (year of publication) Place of Publication: Publisher.

BS 1629: *Recommendation for References to Publishers Materials* (1989)
London: British Standards Institute.

... (BS1629 1989) ...

4.12 **Theses**

4.12.1 **THESIS**

Author(s) name, initial(s). (year of publication) *Title of Thesis*, unpublished thesis (M.A., Phd, etc.), Institution to which the thesis was submitted.

Callaghan, B. (1995) *Voices from the Margins: Postmodernism and Latin American Fiction*, unpublished thesis (M.A.), University College Cork.

... (Callaghan 1995) ...

4.13 **Translations**

4.13.1 **TRANSLATION**

Author(s) name, initial(s). (year of publication) *Title of Book*, translated by translator's name, initial(s)., Place of Publication: Publisher.

Smith, J. (1998) *The Finer Points of Russian Grammar*, translated by Jones, R., Moscow: University of Moscow.

... (Smith 1998) ...

Cite the author of the original source in the text of your paper, not the translator.

BIBLIOGRAPHIC/
REFERENCING
SOFTWARE
WARE

5

These tools will store and manage your references and will work with Microsoft Word to ‘cite while you write’ and to generate your reference list or bibliography.

5.1 Bibliographic/referencing software

5.1.1 ENDNOTE

EndNote provides more advanced features than RefWorks and is particularly useful for research postgraduates and staff.

It is available to download on any faculty or postgraduate computer on campus.

To download EndNote go to Start > Programs > Install software > EndNote.

EndNote Web is useful for accessing EndNote libraries off campus. Register online at www.myendnoteweb.com for a username and password.

5.1.2 REFWORKS

RefWorks is useful for undergraduates and taught postgraduates. Register online at www.refworks.com/Refworks for a username and password.

Check the Glucksman Library’s referencing website at www.ul.ie/~library/referencing for information on RefWorks and EndNote training.

TEST
YOURSELF

6

6.1 Test

1. You wish to refer to a book in your assignment, but you've returned the book to the library and you cannot remember who published the book. Should you refer to the book and give as much of the reference as you can remember?
 Yes No
2. You find a great opinion in an article, which you use in your assignment. You change the words around and rephrase the argument. Do you need to reference the article?
 Yes No
3. You include what you think is common knowledge in your assignment, for example you state that World War II dates from 1939-1945. Do you need to reference this?
 Yes No
4. You find a free website that gives lots of information on your topic which you include in your assignment. Do you need to reference the website?
 Yes No
5. You find an image on the web that will make your assignment look great. Do you need to reference the image?
 Yes No
6. You find a useful article that is written in a language other than English. You translate the relevant sections yourself and then include them in your assignment. Do you need to reference the article?
 Yes No
7. You include a direct quotation from your lecturer's notes in your assignment. Do you need to reference your lecturer?
 Yes No

6.2 Answers

1. No

Incorrect references or accidental errors in your references may mislead the reader.

2. Yes

Taking ideas without acknowledging whose ideas they are is plagiarism, even if you do not directly quote from the source.

3. No

You don't need to reference a fact that is commonly known. Something is likely to be common knowledge if you can find the same information un-cited in at least five other sources

4. Yes

It doesn't matter that the website is free, you must still reference the source. Reference a website in the same way that you would a book, an article or any other source.

5. Yes

It does not matter that it is an image or that you found it freely on the web. You must reference anything that isn't your own original creation.

6. Yes

It does not matter that you translated the article, you must still reference the original.

7. Yes

Even though your lecturer may not have published his/her notes, you must still reference them if you directly quote from them. See Section 4.4. for advice on quoting from lectures.

6.3 Spot the difference

REFERENCE LIST (A)

Beardsworth, I. and Keil, T. (1997) *Sociology on the Menu: An Invitation to the Study of Food and Society*, London: Routledge.

Black's Medical Dictionary (1992), 37th ed., London: A & C Black.

Bowman, S.A., Gortmaker, S.L., Ebbeling, C.B., Pereira, M.A. and Ludwig, D.S. (2004) 'Effects of fast-food consumption on energy intake and diet quality among children in a national household survey', *Pediatrics*, 113(1), 112-118.

Buckroyd, J. (1996) *Eating Your Heart Out: Understanding and Overcoming Eating Disorders*, 2nd ed., London: Vermilion.

Caroli, M. (2004a) 'Childhood obesity and the role of television', *International Journal of Obesity*, 28(5), 43-44.

Caroli, M. (2004b) 'The role of television in adult obesity levels', *International Journal of Obesity and Related Metabolic Disorders*, 23(12), 1303-1306.

Cooper, C. (1998) *Fat and Proud: The Politics of Size*, London: The Women's Press.

Donnellan, E. (2005) 'Obesity task force warns of 'epidemic'', *The Irish Times*, 17 May, 1.

Health Promotion Unit (2003) 'Obesity' [online], available: <http://www.healthpromotion.ie/topics/obesity/> [accessed 16 May 2005].

Spurlock, M. (2004) *Supersize Me: A Film of Epic Proportions* [film], Beverly Hills: Roadside Attractions.

REFERENCE LIST (B)

Beardsworth, I. and Keil, T. (1997) *Sociology on the Menu: An Invitation to the Study of Food and Society*, Routledge.

Black's Medical Dictionary (1992), 37th edition, London: A & C Black.

Bowman, S.A., Gortmaker, S.L., Ebbeling, C.B., Pereira, M.A. and Ludwig, D.S. (2004) 'Effects of fast-food consumption on energy intake and diet quality among children in a national household survey', *Pediatrics*, 113(1), 112-118.

Buckroyd, J. (1996) *Eating your heart out: understanding and overcoming eating disorders*, 2nd ed., London: Vermilion.

Caroli, M. (2004a) 'Childhood obesity and the role of television', *Int. J. Obesity*, 28(5), 43-44.

Caroli, M. (2004b) 'The role of television in adult obesity levels', *International Journal of Obesity and Related Metabolic Disorders*, 23, 12, 1303-1306.

Cooper, C. (1998) *Fat and Proud: The Politics of Size*, The Women's Press: London.

Donnellan, Edward. (2005) 'Obesity task force warns of 'epidemic'', *The Irish Times*, 17 May, 1.

Health Promotion Unit (2003) 'Obesity' [online], available: <http://www.healthpromotion.ie/topics/obesity/> [accessed 16/5/05].

Spurlock, M. (2004) *Supersize Me: A Film of Epic Proportions* [film], Beverly Hills: Roadside Attractions

How observant are you?

The above reference lists contain the same references. One list is correct, the other has one error in each reference.

- Can you work out which reference list is correct?
- Can you identify the errors and inconsistencies? There are 10 of them.

Answers overleaf!

6.4 Answers

Reference List (A) is correctly referenced and consistently laid out. Reference List (B) is incorrectly referenced and has many inconsistencies. Corrections are made below.

REFERENCE LIST (B)

ANSWER: Place of publication is missing

Beardsworth, I. and Keil, T. (1997) *Sociology on the Menu: An Invitation to the Study of Food and Society*, London: Routledge.

ANSWER: Edition should be abbreviated as ed.

Black's Medical Dictionary (1992), 37th ed., London: A & C Black.

ANSWER: Journal title should be in italics, not underlined

Comment: Can use underline instead of italics as long as it is used consistently
Bowman, S.A., Gortmaker, S.L., Ebbeling, C.B., Pereira, M.A. and Ludwig, D.S. (2005) 'Effects of fast-food consumption on energy intake and diet quality among children in a national household survey' *Pediatrics*, 113(1), 112-118.

ANSWER: Title should use title capitalisation

Comment: Can use lowercase for main titles but must do so consistently
Buckroyd, J. (1996) *Eating Your Heart Out: Understanding and Overcoming Eating Disorders*, 2nd ed., London: Vermilion.

ANSWER: Journal title should not be abbreviated

Caroli, M. (2005a) 'Childhood obesity and the role of television', *International Journal of Obesity*, 28(5), 53-55.

ANSWER: Issue number should be enclosed in brackets ()

Caroli, M. (2005b) 'The role of television in adult obesity levels', *International Journal of Obesity and Related Metabolic Disorders*, 23(12), 1303-1306.

ANSWER: Place of publication and publisher are in the wrong order

Cooper, C. (1998) *Fat and Proud: The Politics of Size*, London: The Women's Press.

ANSWER: Author's first name should be an initial, not spelled out in full

Comment: Can give full first names of all authors, but must be consistent
Donnellan, E. (2005) 'Obesity task force warns of 'epidemic'', *The Irish Times*, 17 May, 1.

ANSWER: Date is in a different format to the date in the previous reference.

Health Promotion Unit (2003) *Obesity* [online], available: <http://www.healthpromotion.ie/topics/obesity/> [accessed 16 May 2005].

ANSWER: There is no fullstop at the end of this reference

Spurlock, M. (2005) *Supersize Me: A Film of Epic Proportions* [film], Beverly Hills: Roadside Attractions.

GLOSSARY

7

7.1 Electronic journals

Electronic journals – Choose the pdf version of the article. If, however, as is very rarely the case, the article is available in html only, then you should reference as an electronic source - see 4.1.1 - 4.1.3 - giving access date and details.

PDF = Portable Document Format – the original scanned and as it would appear in print. This is a read-only format and is the preferred choice when referencing.

A journal article available on the web in PDF format can be referenced in the same way as a print journal article is referenced.

HTML = Hypertext Markup Language – the main language used in the creation of web-pages. This means that the article has been typed on to the web page and may differ from a print version. A journal article available in HTML only must be referenced as an article – on the web.

7.2 Wikipedia

Wikipedia is a dynamic, constantly changing resource. Your reference to information on Wikipedia must include the date, and exact time that the resource was accessed (to allow the reader to use the Wikipedia “history” feature to look up the specific version of the article being referenced).

Wikis are useful sources when beginning a search for information on a topic as they can lead the researcher to verifiable, citable sources. Wikis are not always written by authoritative, reliable experts however and as such should not be relied upon as primary sources when preparing coursework. Popular wikis such as Wikipedia are no substitute for academic, peer-reviewed sources and you need to be careful with the content that you find on wikis. Verify that what you read on a wiki is factual before using it in your coursework. Some faculty members do not allow Wikipedia to be used as a reference and you should check with your department regarding its policy on this.

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Feedback On This Guide

To provide feedback

- Send an email to libinfo@ul.ie
- Talk to staff at the Information Desk on the ground floor of the library

Additional information on referencing in UL can be found on the Glucksman Library's referencing website at www.ul.ie/~library/referencing

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