

# 1st Cite @NCI

*Bibliographies & referencing made easy!*

APA and Harvard Referencing Styles



Mary Buckley, Librarian

*4th edition edited by NCI Library Staff*



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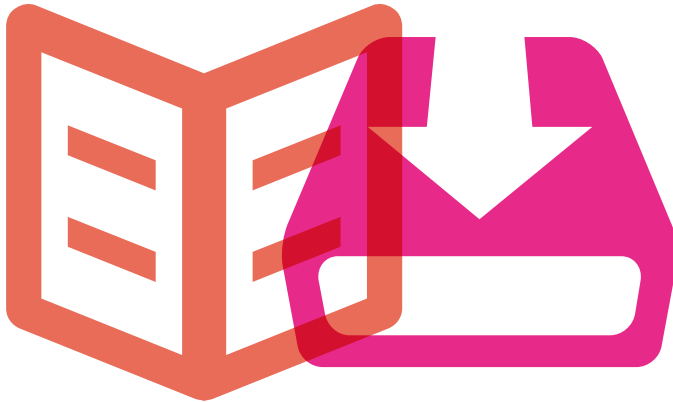
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## **Introduction & Foreword to 4th Edition, 2015**

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The production of the latest edition of the Norma Smurfit Library Referencing guide will see the expansion of the guide and the inclusion of the 2 referencing styles which are currently used in the National College of Ireland.

These are: APA referencing style, used by students studying Psychology, and Harvard referencing style used for everything else.... If in doubt ask your lecturer...



**APA:** The American Psychological Association (APA) Style is most commonly used to cite sources within the social sciences. At NCI the APA referencing style is used by students studying Psychology. You will find APA referencing on pages 38–49 (pink headings).

**Harvard Referencing:** This style grew in popularity in the USA from the 1950s/60s, especially in the physical and natural sciences, and most recently the social sciences. Over several decades it has become the most common system internationally and is frequently the standard house style for academic journals. This is the most widely used referencing style in NCI. You will find Harvard referencing on pages 10–35 (dark red headings).

When writing and submitting assignments in the National College of Ireland, you will be expected to support your arguments by providing evidence from other published works – this is known as referencing. These references can come from sources such as academic journals, textbooks, newspaper articles, websites etc.

By properly referencing your assignments, you are rightfully giving credit to the words and ideas of others that you have used; you are also clearly demonstrating the breadth and depth of your own reading and research. By following a particular referencing style, it also allows those who read and grade your work, to easily identify and locate the references you have provided. Lastly, correctly referencing your assignments will help you to avoid plagiarism.

This guide provides you with examples of how to correctly cite references within the text of your assignments and how to compile an accurate list of references or bibliography.

**Disclaimer.** Whilst every possible effort has been made to accurately and consistently reflect the Harvard and APA styles in the examples below, small errors may occur. This guide is regularly revised and any errors which are identified will be rectified in future editions



## Academic Honesty, Plagiarism & Collusion

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### What is Academic Honesty?

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### What is Plagiarism?

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### What is Collusion?

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### Examples of Plagiarism

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### Plagiarism and Collusion in Group Work

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### Why is Plagiarism so serious?

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### What is Academic Honesty?

Academic honesty means the use of one's own thoughts and materials in the writing of papers, taking of tests, and other classroom related activities. Students are expected to give full credit for the use of other people's words or ideas. Intentional or unintentional use of another's words or ideas without acknowledgement constitutes plagiarism.

### What is Plagiarism?

Plagiarism is the act of representing as one's own original work the creative works of another, without appropriate acknowledgment of the author or source. (Creative works may include published and unpublished written documents, interpretations, computer software, designs, music, sounds, images, photographs, and ideas or ideological frameworks gained through working with another person or in a group. These works may be in print and/or electronic media).

### What is Collusion?

Collusion is the presentation by a student of an assignment as his or her own which is in fact the result in whole or in part of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct. Both the student presenting the assignment and the student(s) willingly supplying unauthorised material (colluders) are considered participants in the act of academic misconduct.



## Examples of Plagiarism

The following are examples of plagiarism where appropriate acknowledgement or referencing of the author or source has not taken place:

- Copying directly (or allowing to be copied) paragraphs, sentences, a single sentence or significant parts of a sentence. An end reference without quotation marks around the copied text may also constitute plagiarism.
- Copying ideas, concepts, research results, statistical tables, computer programs, designs, images, sounds or text or any combination of these.
- Paraphrasing of another's work too closely, with only minor changes.
- Relying on a specific idea or interpretation that is not one's own without identifying whose idea or interpretation it is.
- Cutting or pasting statements from multiple sources or piecing together work of others and representing them as original work.
- Presenting as independent, work done in collaboration with other people (e.g. another student or a tutor).
- Cheating in an exam, either by copying from other students or by using unauthorised notes or aids.
- Submitting, as one's own, all or part of another student's original work.
- Preparing an original and correctly referenced assignment and submitting part or all of the assignment twice for separate subjects or marks.

## Plagiarism and Collusion in Group Work

Plagiarism and collusion in group work are forms of academic misconduct and can occur when one or more students:

- Copies (or allows to be copied) from other members of a group while working in the group.
- Copies the original work, in whole or in part, of an individual who is not a member of the group, with or without the knowledge of other members of the group, and contributes the plagiarised work to a group assignment.
- Contributes less, little, or nothing to a group assignment and then claims an equal share of the work or marks.
- Discusses with other members of the group how to approach a common assessment item that requires individual submissions and relies on the same or very similar approach in the submitted assessment, without any acknowledgement of collaboration with colleagues and without the permission of the assessor.

## Why is Plagiarism so Serious?

As outlined above, plagiarism is taking and presenting the thoughts, writings etc., of other people as your own. In not crediting the source, a person is guilty of intellectual fraud. It is unacceptable at all times and completely unacceptable at the National College of Ireland.

If a student is found to have deliberately plagiarised the work of another – including copying the work of other students – the penalties are severe.

Sometimes a student might accidentally plagiarise. This is usually the result of a lack of academic writing skills, inexperience, sloppy note taking or a combination of these. It is important that you learn and follow the practice established for citation of written works for your subject, projects, theses and essays.







## Harvard Referencing

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One of the main referencing styles used in National College of Ireland is the Harvard System. When writing a piece of work you will need to refer in your text to material written or produced by others – this procedure is called citing or quoting references.

Consistency and accuracy are important to enable readers to identify and locate the material to which you have referred. The same set of rules should be followed every time you cite a reference.

Why Harvard? Over several decades it has become the most common system internationally and is frequently the standard house style for academic journals. The Harvard style has advantages of flexibility, simplicity, clarity and ease of use both for author and reader. This style records the author and publication year in the text and then provides the full bibliographic details in the list of references at the end. There is no third place to look such as footnotes and chapter references which are features of other styles.

**Please note.** Although Harvard is the standard referencing style used by National College of Ireland staff and students, other referencing styles, such as APA, may be used by your course. Please consult with your lecturer to confirm which style to use.



## Things to consider when writing, quoting and paraphrasing:

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### Where to reference:

References need to be cited in two different places.

Firstly, at the point at which a source is referred to in the text of your work: this is known as citing in the text. Here, you only provide brief details of the source (the author surname, year of publication and a page number if quoting).

Secondly, in the list of references at the end of your work: this is the bibliography. Here you give the full details of the source you mentioned in the main text of your assignment.

### In the bibliography:

- All references should be listed alphabetically by the primary author's surname or family name (regardless of the order you referred to them in your text); if the author is a company or organization, this is also listed alphabetically with the other sources.
- List all sources that you have used in any way in your assignment/report.
- See the sample Harvard bibliography at the end of this guide.

### Quoting, paraphrasing and summarising:

There are three main ways of incorporating other writers' work into your own writing and they differ according to the closeness of your own writing to the original words of the author – you can either quote, paraphrase or summarise; in all cases, you need to include a reference to credit the original source of the information.

### Quoting:

When quoting a source, you will use quotation marks and the exact wording of the original text and include the page number (where available).

**NB:** An assignment full of direct quotations will not be marked as highly as one in which the writer has paraphrased the ideas into different words and created an individual point of view from those ideas.

### Paraphrasing:

When paraphrasing a source, you will substantially change the words & the grammar of the original text but still retain the original meaning. The author's idea should remain the same but the detail will be in your own words.

- The author's name can be included in the sentence, e.g. Walsh (1999) argues that early intervention is important.  
OR
- The author's name may not be included in the sentence, e.g. Early intervention is important (Walsh, 1999).

### Summarising:

When summarising, you will put the main idea(s) of the original text into your own words, including only the main point(s).

## Harvard Referencing

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>Book: Single author</b>	Reidy (2015) suggests that it may be difficult to fill some vacancies as the role may be thought to be low paid or considered to be difficult.	"Some vacancies are difficult to fill due to the nature of the job itself. It may be perceived to be unpleasant, dangerous, badly paid or too stressful" (Reidy, 2015, p. 46).	Reidy, L. (2015) <i>Make that grade: human resource management</i> . 4th ed. Dublin: Gill and Macmillan.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year of publication)</li> <li>3. <i>Title of book – in italics.</i></li> <li>4. Edition – only include if not the first.</li> <li>5. Place of publication:</li> <li>6. Publisher.</li> </ol>
<b>Book: Two authors</b>	Collaboration technology is important for improving business performance (Laudon and Laudon, 2013).	"Among business and academic communities there is a general belief that the more a business firm is "collaborative", the more successful it will be" (Laudon and Laudon, 2013, p. 79).	Laudon, K.C. and Laudon, J.P. (2013) <i>Essentials of management information systems</i> . 10 <sup>th</sup> ed. Harlow, Pearson.	<ol style="list-style-type: none"> <li>1. Author surname, Initial.</li> <li>2. and</li> <li>3. Author surname, Initial(s).</li> <li>4. (Year of publication)</li> <li>5. <i>Title of book – in italics.</i></li> <li>6. Edition – only include if not the first.</li> <li>7. Place of publication:</li> <li>8. Publisher.</li> </ol>



Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>Book : Three or more authors</b>	According to Ferrell, Thorne and Ferrell (2010) government backed mortgage companies helped to lead the charge towards the housing meltdown in the United States.	“Fannie Mae and Freddie Mac will go down in history as major players in the mortgage crisis” (Ferrell, Thorne and Ferrell, 2010, p. 87). <b>NB if you refer to the authors again, then do the following: (Ferrell et al., 2010)</b>	Ferrell, O.C., Thorne, D.M. and Ferrell, L. (2010) <i>Social responsibility and business</i> . 4th international ed. London: South Western, Cengage Learning.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. Author surname, Initial(s).</li> <li>3. and</li> <li>4. Author surname, Initial(s).</li> <li>5. (Year of publication)</li> <li>6. <i>Title of book – in italics.</i></li> <li>7. Edition – only include if not the first.</li> <li>8. Place of publication:</li> <li>9. Publisher.</li> </ol>
<b>Book : Corporate author</b>	Projects happen in a context wider than the project alone (Project Management Institute, 2013).	“Projects and project management take place in an environment that is broader than that of the project itself” (Project Management Institute, 2013, p. 19).	Project Management Institute (2013) <i>A guide to the project management body of knowledge: (PMBOK guide)</i> . 5th ed. Newton Square, PA: Project Management Institute, Inc.	<ol style="list-style-type: none"> <li>1. Company/Corporate name</li> <li>2. (Year of publication)</li> <li>3. <i>Title of book – in italics</i></li> <li>4. Edition – only include if not the first.</li> <li>5. Place of publication:</li> <li>6. Publisher.</li> </ol>

## Harvard Referencing

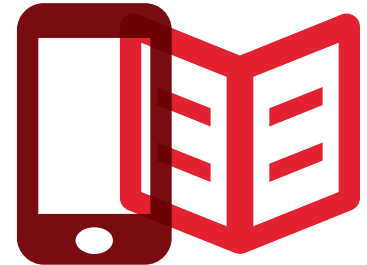
Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>Book: Editors</b>	Lechner and Boli (2012) suggest there is a need for governments to be members of global organizations, as some issues can only be tackled globally.	Use the “chapter of an edited book” option below to quote the specific author of a chapter.	Lechner, F. J. and Boli, J. (eds.) (2012) <i>The Globalization Reader</i> . 4th ed. Malden, M.A.: Wiley.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. and</li> <li>3. Author surname, Initial(s).</li> <li>4. (eds.)</li> <li>5. (Year of publication)</li> <li>6. <i>Title of book – in italics.</i></li> <li>7. Edition – only include if not the first.</li> <li>8. Place of publication:</li> <li>9. Publisher.</li> </ol>
<b>Chapter of an edited book, single author</b>	Quirke (2006) believes that the needs of older people have been overlooked in mental health legislation.	“There has been no attention given to the impact of the mental health legal framework on elderly mental patients” (Quirke, 2006, p. 269).	Quirke, E. (2006) ‘Older people in Irish mental health law’. in O’Dell, E. (ed.) <i>Older people in modern Ireland: essays on law and policy</i> . Dublin: First Law, pp. 268–292.	<ol style="list-style-type: none"> <li>1. Author of the chapter Surname, Initial(s).</li> <li>2. (Year of publication)</li> <li>3. Title of chapter – in single quotes.</li> <li>4. in</li> <li>5. Editor of the book Surname, Initial(s).</li> <li>6. (ed.)</li> <li>7. <i>Title of book – in italics.</i></li> <li>8. Edition – only include if not the first.</li> <li>9. Place of publication:</li> <li>10. Publisher,</li> <li>11. pp. pages of chapter.</li> </ol>

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<p><b>Chapter of an edited book, two authors</b></p>	<p>Harmon and Newman (2008) note the low uptake of science subjects at 2nd level in the 1990s caused concern that Ireland would be unable to meet future labour market requirements.</p>	<p>“The decline in the number of students pursuing scientific subjects at second level in the 1990s sparked concern about the ability of the Irish labour force to meet its future skills needs” (Harmon and Newman, 2008, p. 325).</p>	<p>Harmon, C and Newman, C (2008) ‘Education: market failure and government interventions’, in O’Hagan, J. and Newman, C. (eds.) <i>The economy of Ireland: national and sectoral policy issues</i>. 10th ed. Dublin: Gill and Macmillan, pp. 316–338.</p>	<ol style="list-style-type: none"> <li>1. Author of the chapter Surname, Initial(s).</li> <li>2. and</li> <li>3. Author of the chapter Surname, Initial(s).</li> <li>4. (Year of publication)</li> <li>5. Title of chapter - in single quotes.</li> <li>6. in</li> <li>7. Editor of the book Surname, Initial(s).</li> <li>8. and</li> <li>9. Editor of the book Surname, Initial(s).</li> <li>10. (eds.)</li> <li>11. <i>Title of book – in italics.</i></li> <li>12. Edition – only include if not the first.</li> <li>13. Place of publication:</li> <li>14. Publisher,</li> <li>15. pp. pages of chapter.</li> </ol>

## Harvard Referencing

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>E-Book: Single author</b>	Financial management has become a more important function recently (Dyson, 2010).	“The financial management function associated with management accounting generally is again one that has become much more significant in recent years” (Dyson, 2010, p. 277).	Dyson, J. R. (2010) <i>Accounting for non-accounting students</i> . 8th ed. Dawsonera [Online] Available at: <a href="https://ezproxy.ncirl.ie:2157/abstract/9780273723011">https://ezproxy.ncirl.ie:2157/abstract/9780273723011</a> [Accessed 13 July 2015].	<ol style="list-style-type: none"> <li>1. Author surname, Initial.</li> <li>2. (Year of publication)</li> <li>3. <i>Title of book – in italics</i>.</li> <li>4. Edition – only include if not the first.</li> <li>5. <i>Host (publisher) – in italics</i></li> <li>6. [Online]</li> <li>7. Available at:</li> <li>8. URL</li> <li>9. [Date accessed].</li> </ol>

*For an e-Book with 2 or more authors, follow the layout in the book examples to add extra authors to your bibliography or in-text reference.*





Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>Journal article: Single author</b>	Kouchaki (2015) puts forward the thesis that the possession of a professional qualification is not a barrier to unethical behaviour.	“Contrary to conventional wisdom, the present findings raise a cautionary flag for those – in particular professionals themselves, professional associations and schools, and the employing organizations – who believe that the mere fact of being a professional prevents people from engaging in unprofessional behavior” (Kouchaki, 2015, p. 382).	Kouchaki, M. (2015) ‘Professionalism and moral behavior’. <i>Business and Society</i> , 54(3): pp. 376-385.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year of publication)</li> <li>3. Title of article in single quotes.</li> <li>4. <i>Name of journal/magazine – in italics.</i></li> <li>5. Volume <b>and</b> (issue) number:</li> <li>6. pp. Page numbers.</li> </ol>
<b>Journal article: Two authors</b>	It has been pointed out that ensuring that correct resources are available is as important as the makeup of teams (Furr and Dyer, 2014).	“Providing the right resources starts with the makeup of the teams themselves, which may need members with exceptionally varied backgrounds” (Furr and Dyer, 2014, p. 88).	Furr, N. and Dyer, J. H. (2014) ‘Leading your team into the unknown’. <i>Harvard Business Review</i> , 92(12): pp. 80-88.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. and</li> <li>3. Author surname, Initial(s).</li> <li>4. (Year of publication)</li> <li>5. Title of article in single quotes.</li> <li>6. <i>Name of journal/magazine – in italics.</i></li> <li>7. Volume <b>and</b> (issue) number:</li> <li>8. pp. Page numbers.</li> </ol>

## Harvard Referencing

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>Journal article: Three or more authors</b>	The Platform Inspire board decided that the there was great potential for economic success in the creative industry (Van Oortmerssen, Van Woerkum and Aarts, 2015).	“The members of the Platform Inspire board shared the view that the potential for innovation and economic success of the creative industry in their country was far from being fully exploited” (Van Oortmerssen, Van Woerkum and Aarts, 2015, p. 505).	Van Oortmerssen, L. A., Van Woerkum, C. M. J. and Aarts, N. (2015) ‘When interaction flows: an exploration of collective creative processes on a collaborative governance board’. <i>Group &amp; Organization Management</i> , 40(4): pp. 500-528.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s),</li> <li>2. Author surname, Initial(s)</li> <li>3. and</li> <li>4. Author surname, Initial(s).</li> <li>5. (Year of publication)</li> <li>6. Title of article in single quotes.</li> <li>7. <i>Name of journal/magazine – in italics,</i></li> <li>8. Volume <b>and</b> (issue) number:</li> <li>9. pp. Page numbers.</li> </ol>
<p><i>N.B. If you refer to the authors again, then do the following: (Van Oortmerssen et al., 2015)</i></p>				
<b>E:journal single author</b>	Steed (2013) gives information on the use of the mind map with advice on other content and quizzes.	“The mind map saves automatically and students can return later and add additional content, building a map of their learning over the course” (Steed, 2013, p.8).	Steed, A. (2013) ‘Technology in the Classroom’. <i>Teaching Business &amp; Economics</i> , 17(3): pp. 7-9, <i>Proquest Business Collection</i> [Online] Available at: <a href="http://ezproxy.ncirl.ie:2103/buscoll/docview/1470800070/fulltext/18975F9665B94A4FPQ/?accountid=103381">http://ezproxy.ncirl.ie:2103/buscoll/docview/1470800070/fulltext/18975F9665B94A4FPQ/?accountid=103381</a> [Accessed 8 July 2015].	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year of publication)</li> <li>3. Title of article in single quotes.</li> <li>4. <i>Name of journal/magazine – in italics</i></li> <li>5. Volume and (issue) number:</li> <li>6. pp. Page numbers,</li> <li>7. <i>Database – in italics</i></li> <li>8. [Online]</li> <li>9. Available at:</li> <li>10. URL</li> <li>11. [Date accessed].</li> </ol>

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>E journal two or more authors</b>	Interventions to the group process in terms of conflict and information sharing should be monitored over time (Moye and Langfred, 2004).	"At a minimum, the effects of the information sharing intervention on group process, especially conflict, should be monitored as the group interacts over time" (Moye and Langfred, 2004, p.403).	Moye, N. A. and Langfred, C. W. (2004) 'Information sharing and group conflict: going beyond decision making to understand the effects of information sharing on group performance'. <i>International Journal of Conflict Management</i> , 15(4): pp. 381-410, <i>Emerald</i> [Online] Available at: <a href="http://ezproxy.ncirl.ie:3037/doi/abs/10.1108/eb022919">http://ezproxy.ncirl.ie:3037/doi/abs/10.1108/eb022919</a> [Accessed 1 August 2015].	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. and</li> <li>3. Author surname, Initial(s).</li> <li>4. (Year of publication)</li> <li>5. Title of article in single quotes.</li> <li>6. <i>Name of journal/magazine – in italics</i></li> <li>7. Volume <b>and</b> (issue) number:</li> <li>8. pp. Page numbers,</li> <li>9. <i>Database – in italics</i></li> <li>12. [Online]</li> <li>10. Available at:</li> <li>11. URL</li> <li>12. [Date accessed].</li> </ol>



## Harvard Referencing

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>Newspaper – print</b>	Some commentators have argued that the best way to create a better taxation system is to increase the base rate of 20%, and to reduce the top rate (Keenan, 2012).	“There is only one way to create a saner taxation system, and that is to increase the 20pc rate significantly-say to 25pc-for incomes above €25,000 or so, and begin a process of bringing the top rate threshold closer to €50,000” (Keenan, 2012, p. 4).	Keenan, B. (2012) ‘We are hamstrung by idiotic tax election pledge on tax rates’, <i>Irish Independent, Business This Week</i> , 8 November, p. 4.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year of publication)</li> <li>3. Title of article in single quotes,</li> <li>4. <i>Name of newspaper and section if relevant – in italics,</i></li> <li>5. Day and month of publication,</li> <li>6. p. Page number.</li> </ol>
<b>Newspaper – online</b>	Some writers have claimed that we need to drastically cut fossil fuel emissions to stave off disaster (Gibbons, 2012).	“The global slave trade went, in a matter of years, from pillar of the world economy to morally repulsive. To have a future, humanity’s relationships with fossil energy may very soon have to undergo a similar transformation” (Gibbons, 2012).	Gibbons, J. (2012) ‘Steady as she goes: global climatic denial guarantees chaotic future for all’, <i>Irish Times</i> , 30 November [Online] Available at: <a href="http://www.irishtimes.com/newspaper/opinion/2012/1130/1224327301680.html">http://www.irishtimes.com/newspaper/opinion/2012/1130/1224327301680.html</a> [Accessed 30 November 2012].	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year of publication)</li> <li>3. Title of article in single quotes,</li> <li>4. <i>Name of newspaper – in italics,</i></li> <li>5. Day and month of publication,</li> <li>6. [Online]</li> <li>7. Available at:</li> <li>8. URL</li> <li>9. [Date accessed].</li> </ol>

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>Case Study</b>	Ibarra and Sackley (2011) point out that Beers' main direction was to restore confidence internally and externally.	"To restore confidence both internally and externally, Beers maintained the agency needed a clear direction" (Ibarra and Sackley, 2011, p. 6).	Ibarra, H. and Sackley, N. (2011) <i>Charlotte Beers at Ogilvy and Mather Worldwide (A)</i> , case, Boston, MA.: Harvard Business School Publishing.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. And</li> <li>3. Author surname, Initial(s).</li> <li>4. (Year of publication)</li> <li>5. <i>Title – in italics</i>,</li> <li>6. case,</li> <li>7. Place of publication:</li> <li>8. Publisher.</li> </ol>
<b>Case Study Online</b>	Isaacs (2015) outlines that to make the brand stand out, communications models had to be updated and new marketing models adopted.	"To give the brand a chance of standing out, we knew we had to overhaul our complete communications model – to move away from generic imagery and a focus on traditional media, towards something that would keep Wall's ice cream top of mind all summer long" (Isaacs, 2015).	Isaacs, R. (2015) <i>Goodbye serious: how social sells Wall's Ice Cream</i> , case, [Online] Available at: <a href="http://www.warc.com/Content/ContentViewer.aspx?MasterContentRef=64fcc122-cad4-4db5-b011-c9fb9beddd4a&amp;q=2015&amp;CID=A104362&amp;PU_B=WARC-PRIZE-SOCIAL">http://www.warc.com/Content/ContentViewer.aspx?MasterContentRef=64fcc122-cad4-4db5-b011-c9fb9beddd4a&amp;q=2015&amp;CID=A104362&amp;PU_B=WARC-PRIZE-SOCIAL</a> [Accessed 14 July 2015].	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year of publication)</li> <li>3. <i>Title – in italics</i>,</li> <li>4. case,</li> <li>5. [Online]</li> <li>6. Available at:</li> <li>7. URL</li> <li>8. [Date accessed].</li> </ol>

## Harvard Referencing

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>World Wide Web page:</b>	According to a survey discussed by Business & Finance (2015), many flexible workers are willing to do more hours per week.	“42% of flexible workers are willing to work extra hours each week, which is worth a potential €827m to the Irish economy each year” (Business & Finance, 2015).	Business & Finance (2015) <i>Flexible working worth €2.5bn to Irish economy</i> [Online] Available at: <a href="http://businessandfinance.com/news/flexible-working-worth-e2-5bn-to-irish-economy/">http://businessandfinance.com/news/flexible-working-worth-e2-5bn-to-irish-economy/</a> [Accessed 8 September 2015].	<ol style="list-style-type: none"> <li>1. Author of website</li> <li>2. (Year of publication)</li> <li>3. <i>Title of web page – in italics.</i></li> <li>4. [Online]</li> <li>5. Available at:</li> <li>6. URL</li> <li>7. [Date accessed].</li> </ol>
<p>N.B. Use the above example if you are quoting directly from or referring to a web page. Use the example below if you are quoting from or referring to a document (e.g. pdf file) you have accessed from a web page.</p>				
<b>Document on a world wide web page:</b>	In order to reduce exposure to risk, a key government goal is to reduce the national debt over time (Dept. of Finance, 2015).	“This risk exposure to adverse global events is why a key Government priority is to reduce the national debt to levels that are more sustainable over the medium to long term” (Dept. of Finance, 2015, p. 16).	Dept. of Finance (2015) <i>Comprehensive expenditure report 2015-2017</i> [Online] Available at: <a href="http://www.google.ie/url?sa=t&amp;rct=j&amp;q=&amp;esrc=s&amp;frm=1&amp;source=web&amp;cd=1&amp;ved=0CCAQFjAA&amp;url=http%3A%2F%2Fper.gov.ie%2Fwp-content%2Fuploads%2F2FComprehensive-Expenditure-Report-2015-2017.pdf&amp;ei=6x6dVf2pOaPY7Aa_8qGoBg&amp;usq=AFQjCNGrqiGf9W5LjdLRyexmAYV4kVA&amp;bvm=bv.96952980.d.ZGU">http://www.google.ie/url?sa=t&amp;rct=j&amp;q=&amp;esrc=s&amp;frm=1&amp;source=web&amp;cd=1&amp;ved=0CCAQFjAA&amp;url=http%3A%2F%2Fper.gov.ie%2Fwp-content%2Fuploads%2F2FComprehensive-Expenditure-Report-2015-2017.pdf&amp;ei=6x6dVf2pOaPY7Aa_8qGoBg&amp;usq=AFQjCNGrqiGf9W5LjdLRyexmAYV4kVA&amp;bvm=bv.96952980.d.ZGU</a> [Accessed 8 July 2015].	<ol style="list-style-type: none"> <li>1. Author/Owner of webpage</li> <li>2. (Year of publication)</li> <li>3. <i>Title of document – in italics</i></li> <li>4. [Online]</li> <li>5. Available at:</li> <li>6. URL</li> <li>7. [Date accessed].</li> </ol>
<p>N.B. See further notes on world wide web pages on page 30.</p>				

Source	Paraphrase/ summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>Blog (including Tumblr)</b>	Krugman (2015) comments on the ignorance of influential players in Europe considering debt relief and devaluation as an option for Greece.	"I continue to be amazed by how many people regard debt relief and devaluation as wild-eyed radical ideas; of course, it matters most that so many influential people in Europe share this ignorance" (Krugman, 2015).	Krugman, P. (2015) 'Milton Friedman, Irving, and Greece', <i>Paul Krugman Blog</i> , 7 July. Available at: <a href="http://krugman.blogs.nytimes.com/2015/07/07/milton-friedman-irving-fisher-and-greece/">http://krugman.blogs.nytimes.com/2015/07/07/milton-friedman-irving-fisher-and-greece/</a> [Accessed 8 July 2015].	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year of publication)</li> <li>3. Title of article/message in single quotes,</li> <li>4. <i>Name of blog</i> – in italics,</li> <li>5. Date &amp; month of posted message.</li> <li>6. Available at:</li> <li>7. URL</li> <li>8. [Date accessed].</li> </ol>
<b>Online Audio-visual material (Audio Visual podcast, YouTube, etc.)</b>	Norton (2006) starts out by bribing his cat with food to teach it to turn on the switch.	"In the beginning any approach to the switch results in a click and is followed by food" (Norton, 2006).	Norton, R. (2006) <i>How to train a cat to operate a light switch</i> [Online] Available at: <a href="https://www.youtube.com/watch?v=lkMOd9PVuKg">https://www.youtube.com/watch?v=lkMOd9PVuKg</a> [Accessed 8 July 2015].	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year of publication)</li> <li>3. <i>Title</i> – in italics</li> <li>4. [Online]</li> <li>5. Available at:</li> <li>6. URL</li> <li>7. [Date accessed].</li> </ol>



## Harvard Referencing

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>Video, DVD or Film</b>	The workforce in the Los Angeles garment industry is predominantly populated by non-English speaking women, and further suggests that many may be illegal immigrants (No Sweat, 2006).	Kimi Lee describes the make-up of the labour force in some detail, commenting that, “the workforce here in the Garment industry is predominantly women, mostly Latinas and some Asian workers, and most are non-English speaking, and most of the workers aren’t documented” (No Sweat, 2006).	<i>No Sweat</i> (2006) Directed by Amie Williams [Film] Culver City, CA.: Bal-Maiden Films.	<ol style="list-style-type: none"> <li>1. <i>Title – in italics</i></li> <li>2. (Year of distribution)</li> <li>3. Directed by – director’s name,</li> <li>4. [Film]</li> <li>5. Place of distribution:</li> <li>6. Distribution company.</li> </ol>
<b>TV or Radio Broadcast. On-air Presentation</b>	Thousands of elderly people have entered the care home system in Ireland (Home Truths, 2005).	“There are currently 26,000 older people living in public and private nursing homes” (Home Truths, 2005).	<i>Home Truths</i> (2005) <i>Prime Time Investigates</i> . RTE1 30 May, 2005, 21.30.	<ol style="list-style-type: none"> <li>1. <i>Title of episode – in italics</i></li> <li>2. (Year of broadcast)</li> <li>3. <i>Title of programme – in italics.</i></li> <li>4. TV channel</li> <li>5. Date of transmission,</li> <li>6. Time of broadcast.</li> </ol>





Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>CD-ROM</b>	Generally employee complaints can be dealt with informally by a line manager, but companies must be careful that grievances are processed correctly (IBEC, 2009).	"..grievances can be handled by the ..supervisor without recourse to a formal procedure. However, there are legal implications around the grievance handling process and the absence of a grievance facility" (IBEC, 2009).	IBEC (2009) <i>Human resources management guide</i> . Dublin: IBEC [CD-ROM].	<ol style="list-style-type: none"> <li>1. Author</li> <li>2. (Year of publication)</li> <li>3. <i>Title – in italics.</i></li> <li>4. Place of publication:</li> <li>5. Publisher</li> <li>6. Format [CD-ROM]</li> </ol>
<b>Computer software / programs – corporate author</b>	Techsmith Corporation (2008)	Direct citation not relevant here.	Techsmith Corporation (2008) <i>Camtasia Studio</i> (Version 3) [Computer programme] Available at: <a href="http://www.techsmith.com/download/trials.asp">http://www.techsmith.com/download/trials.asp</a> [Accessed 21 June 2010].	<ol style="list-style-type: none"> <li>1. Author (if given)</li> <li>2. (Year– if given)</li> <li>3. <i>Title of program – in italics</i></li> <li>4. (Version)</li> <li>5. [Computer programme]</li> <li>6. Available at:</li> <li>7. URL</li> <li>8. [Date accessed].</li> </ol>
<b>Computer software / programs – named author</b>	Meyers (2010)	Direct citation not relevant here.	Meyers, M. (2010) <i>A+ Certification passport practice exam</i> (4th ed.) [Computer software].	<ol style="list-style-type: none"> <li>1. Author (if given)</li> <li>2. (Year – if given)</li> <li>3. <i>Title of software – in italics</i></li> <li>4. (Version)</li> <li>5. [Computer software].</li> </ol>

## Harvard Referencing

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>Diagram, chart, graph in a book</b>	Figure 2.19 illustrates the increase in the amount of solar power installed in the US between 2000 and 2008 (Levine et al, 2010, p. 78).	N/A	Levine, D. M., Berenson, M. L., Krehbiel, T. C. and Stephan, D. (2010) <i>Statistics for managers using Microsoft Excel</i> . 6th ed. Upper Saddle River, N.J.: Pearson.	<ol style="list-style-type: none"> <li>1. Author surname(s), Initial(s).</li> <li>2. (Year of publication)</li> <li>3. <i>Title of book – in italics.</i></li> <li>4. Edition – only include if not the first</li> <li>5. Place of publication:</li> <li>6. Publisher.</li> </ol>
<b>Online diagram, chart, image or graph</b>	According to CSO figures the number of births, deaths and marriages in Ireland during 2010 was lower than 2009 (CSO, 2014).	N/A	Central Statistics Office (2011) <i>Number of births, deaths and marriages</i> [Online] Available at: <a href="http://www.cso.ie/multiquicktables/quickTables.aspx?id=vsa02_vsa09_vsa18">http://www.cso.ie/multiquicktables/quickTables.aspx?id=vsa02_vsa09_vsa18</a> [Accessed 8 May 2015].	<ol style="list-style-type: none"> <li>1. Author/owner of webpage</li> <li>2. (Year of publication)</li> <li>3. <i>Title of webpage – in italics</i></li> <li>4. [Online]</li> <li>5. Available at:</li> <li>6. URL</li> <li>7. [Date accessed].</li> </ol>

*N.B. If you copy and paste the entire diagram/chart/image/graph, make sure that you give the exact location/title and put the in-text citation just below the diagram, chart, image or graph.*



Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<p><b>Legislative sources</b></p> <p><i>[note: NCI now also uses OSCOLA for legal sources – 1 page guide available in the library]</i></p>	<p>The Social Welfare Act (Government of Ireland, 2010) included an amendment whereby benefits may be reduced when a claimant refuses to take part in re-skilling.</p>	<p>The benefit of a jobseeker may be reduced who has, “when requested to do so by an officer of the Minister, without good cause refused to participate or to agree to participate in a course of training which is considered appropriate by the officer having regard to the training needs of the person and his or her personal circumstances” (Government of Ireland, 2010, p.15).</p>	<p>Government of Ireland (2010) <i>Social Welfare Act</i>. Dublin: Stationary Office (section 7(1)).</p>	<ol style="list-style-type: none"> <li>1. Author (if applicable)</li> <li>2. (Year of publication)</li> <li>3. <i>Title – in italics.</i></li> <li>4. Place of publication:</li> <li>5. Publisher</li> <li>6. (Section of legislation where passage is to be found).</li> </ol>

N.B. Consult OSCOLA referencing guide if appropriate.



## Harvard Referencing

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>Published proceedings: conferences, seminars and meetings</b>	Once a data warehouse is constructed in conjunction with existing database systems, it requires constant maintenance (Chen, Rahayu and Taniar, 2010).	"A data warehouse is built as a layer on top of existing operational database systems. Once built, it has to regularly be updated (refreshed)" (Chen, Rahayu and Taniar, 2010, p.1150).	Chen, L., Rahayu, W. and Taniar, D. (2010) 'Towards near real-time data warehousing', <i>2010 24th IEEE international conference on advanced information networking and applications (AINA)</i> . Perth, Australia, 20-23 April 2010, pp. 1150-1157.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s),</li> <li>2. Author surname, Initial(s). and</li> <li>3. Author surname, Initial(s).</li> <li>4. (Year of publication)</li> <li>5. Title of paper in single quotes,</li> <li>6. <i>Title of publication – in italics.</i></li> <li>7. Location of conference,</li> <li>8. Date of conference,</li> <li>9. pp. Page numbers.</li> </ol>
<b>Unpublished material: Theses, working papers, reports, briefing papers etc.</b>	The voluntary sector has a different set of priorities and approaches to the private sector regarding the role of the manager (Connolly, 2003).	"The role of the manager differs in the voluntary sector as the underlying ethos differs from the private sector" (Connolly, 2003, p. 289).	Connolly, P. (2003) <i>Values and the voluntary sector: a study of the role of values in the management of Irish voluntary organizations</i> . Unpublished PhD thesis. Dublin: National College of Ireland.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year of publication)</li> <li>3. <i>Title of thesis or report – in italics.</i></li> <li>4. Identifier: unpublished BSc/MSc/PhD thesis.</li> <li>5. Place of publication:</li> <li>6. Institute of publication of thesis or report.</li> </ol>



Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>Published material: Theses, working papers, reports, briefing papers etc.</b>	Kelly (2014) outlines some of the difficulties combining human resource management theory with real-time project management.	Kelly (2014, p.iii) outlines that his “research has drawn attention to the difficulties experienced in the PMO setting in the enactment of HRM policy that is more suited to the organisation’s routine processes”.	Kelly, D. (2014) <i>Human resource management in the PMO</i> . Msc in Project and Programme Management thesis. Limerick: University of Limerick [Online] Available at: <a href="http://ulir.ul.ie/handle/10344/4419">http://ulir.ul.ie/handle/10344/4419</a> [Accessed 15 October 2015].	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year of publication)</li> <li>3. <i>Title of thesis or report – in italics.</i></li> <li>4. Identifier: published BSc/MSc/PhD thesis.</li> <li>5. Place of publication:</li> <li>6. Institute of publication of thesis or report</li> <li>7. [Online]</li> <li>8. Available at:</li> <li>9. URL</li> <li>10. [Date accessed].</li> </ol>

N.B. *It is generally not recommended to reference theses – it is much better practice to find the sources they have used and reference those sources directly.*



## Harvard Referencing

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Bibliography example	Components for bibliography
<b>Letter</b>	In his correspondence to the plenipotentiaries in London, De Valera impressed upon them that the feeling in Dublin was that the new state should not be beholden to the monarch of Britain, and that if further hostilities were the outcome, the Irish should ready themselves (De Valera, 1921).	"We are all here at one that there can be no question of our asking the Irish people to enter an arrangement which would make them subject to the crown, or demand from them allegiance to the British King. If war is the alternative, we can only face it, and I think the sooner the other side is made to realise that the better" (De Valera, 1921).	De Valera, E. (1921) 'Memo to A.G. from President', letter to Arthur Griffith, 25 October, held in National Archives of Ireland, Dublin.	<ol style="list-style-type: none"><li>1. Author surname, Initial(s).</li><li>2. (Year)</li><li>3. Title in single quotes,</li><li>4. Description,</li><li>5. Date of correspondence,</li><li>6. Location of document.</li></ol>

Source	Notes:
<b>Encyclopaedias and dictionaries</b>	<p>Treat encyclopedias and dictionaries the same as a book. So if there are authors (i.e. the book is not edited) then follow the format for a book with one or several authors.</p> <p>If the work is edited, then follow the format for a chapter in an edited book.</p>
<b>No known author</b>	<p>Sometimes there is no formal information about the author. This may occur because the author is not known, or the publisher is considered the author, or the organization is the author.</p> <p>Author is not known (different possibilities):</p> <p>Leave the author out and put the title of the book or article first, then the date, e.g.  <i>A Campus Conspiracy</i> (2006). Please note that in the bibliography the abbreviation 'Anon.' for anonymous is used. See example bibliography below.</p> <p>The publisher is considered the author; e.g.  (Microsoft, 1995). Please note that in the bibliography you should treat this as a corporate author.</p> <p>The organisation is considered the author; e.g.  (CSIRO, 1990). Please note that in the bibliography you should treat this as a corporate author.</p>



## Further Notes

### World Wide Web (WWW) pages

In-text citation of references obtained from the World Wide Web follows the general author-date convention. However, authorship of websites or webpages may be unclear, as may be the date of publication.

No author(s) identified:

Use the name of the **publisher of the website** and date. e.g.  
“...surveys commissioned recently suggest significant shifts in landholders’ perceptions about the effects of land clearing (DSE, 2003)...”

Neither author nor publisher identified:

Use the **title of the relevant webpage** (or website) and date.  
e.g.  
“...there is increasing resistance to logging in many forest areas, as demonstrated in recent surveys (*A ray of hope in the struggle for Wombat Forest*, 2003)...”

Neither author, publisher nor title identified:

It is debatable whether it has any value as a reference and it is strongly recommended not to use such a source. However, if it is essential that you use it, cite the **URL** and **date**. e.g.  
“...recent surveys show significant changes in attitude towards the removal of forest cover (<http://www.forestfriend.org>, n.d.)...”

No obvious publishing date for the website:

If **no date** can be identified, use “**n.d.**” to indicate “no date”. e.g.  
“...an independent survey has confirmed significant changes in attitudes towards logging (Have the Ents revolted in the Otway Ranges?, n.d.) ...”

- In all cases, **date** refers to the date the webpage was published (not the date of downloading).

- The date on which you **accessed** the information would be given in the bibliography.

### Same author

- Same author: **different years**  
Arrange in chronological order.
- Same author: **same years**  
If there is more than one reference by an author in the same year, these are generally labeled in order of publication using a lower-case alphabetical suffix. The same suffix is used to distinguish that reference in the bibliography at the end of the assignment.

e.g.

“...Brown (1992a; 1992b) stated that...”

### Same name – different authors

You may need to cite references from two authors who have the same surname and, possibly, the same initial(s). An easy way to avoid confusion is to use their given and family names for the in-text citation.

e.g.

“...low-quality rice straw is usually fed to buffalo (James Brogan, 1983), while Jane Brogan (1983) observed occasional supplementation of the straw with wilted cassava leaf ...”



### Authors referring to other authors

It is best practice not to use sources found within other sources: always try to use the primary resource material, if possible. However if it is necessary, then this is how you do it.

When citing an author who was cited in another author's work, provide both authors' names.

e.g.

"...Duck eggs are an extremely popular food in Southeast Asia (Branson, cited in Sugiyanto, 1997)..."

OR

"...Branson (cited in Sugiyanto, 1997) highlighted the popularity of duck eggs in many parts of Southeast Asia..."

In this example, only Sugiyanto would be named in the bibliography because you did not go directly to Branson, the primary source.

### Non-standard Sources

#### 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. If you do include the email, provide a copy of it in an appendix, and refer the reader to that appendix, e.g. 'in an email to the author (Aug 2008, see appendix one) Buckley clarified the point....'

#### 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, if you have a transcription of the interview you can refer to its

contents in the body of your text by citing the details. If you do include the transcript, provide a copy of it in an appendix, and refer the reader to that appendix, e.g. 'in an interview (Barry, Nov 2008, see appendix two) the findings of the report were discussed and Mr. Barry agreed.'

### Non-recoverable data

There are some categories of data that are not considered to be public sources of information and exceedingly difficult for a third party to recover. This is either because they are ephemeral in nature, or the reader may be denied access to them. These sources should not be listed in a bibliography, and not referred to in-text. These sources include:

Discussion boards / forums.

Mailing lists.

Any verbal communication that has not been transcribed.

### An acronym or abbreviation

An acronym or abbreviation can be used for a source to which you refer frequently. Give the name of the source in full on the first occasion it appears in the text, and then cite the abbreviation thereafter both in your text and as part of an in-text citation.

e.g.

"The National Economic and Social Forum (NESF) is a government-appointed social partnership body that provides advice on economic and social policies, especially those that seek to achieve greater equality and social inclusion in our society. It is the largest and most representative of the partnership bodies" (NESF, 2009).



## Abbreviations

Abbreviations commonly used in citations are listed below.

Punctuation styles can vary. Very common abbreviations are often written without a full-stop; some publishers require that abbreviations which derive from Latin words be *italicised*. If in doubt, simply punctuate all abbreviations with a full-stop and do not italicise any of them.

Abbrev.	Meaning
art.	article
app.	appendix
c.	about, approximately (from Latin <i>circa</i> )
<i>cf.</i>	compare (from Latin <i>confer</i> )
ch.	chapter
col., cols.	column(s)
div.	division
d.o.i.	digital object identifier
ed., eds.	editor(s)
edn.	edition
<i>et al.</i>	and others (from Latin <i>et alii</i> )
fig., figs.	figure(s)
fn., fnn.	footnote(s)
ill., ills.	illustrations(s)

Abbrev.	Meaning
l., ll.	line(s)
MS., MSS.	manuscript(s)
n., nn.	notes
n.d.	no date
n.p.	no place
p, pp	page(s)
para., paras.	paragraph(s)
pl.	plate (photograph)
pt., pts.	part(s)
rev.	revised
ser.	series
suppl.	supplement
vol., vols.	volume(s)

## Sample bibliography: Harvard

Anon (2006) *A Campus Conspiracy*. Exeter: Impress Books.

Business & Finance (2015) *Flexible working worth €2.5bn to Irish economy* [Online] Available at: <http://businessandfinance.com/news/flexible-working-worth-e2-5bn-to-irish-economy/> [Accessed 8 September 2015].

Central Statistics Office (2011) *Number of births, deaths and marriages* [Online] Available at: [http://www.cso.ie/multiquicktables/quickTables.aspx?id=vsa02\\_vsa09\\_vsa18](http://www.cso.ie/multiquicktables/quickTables.aspx?id=vsa02_vsa09_vsa18) [Accessed 8 May 2015].

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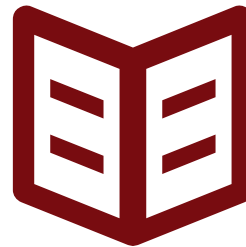
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The American Psychological Association (APA) style is most commonly used to cite sources within the social sciences. According to the APA guidelines ([apastyle.org](http://apastyle.org)), your essay should be typed, double-spaced on A4 with 1" margins on all sides; APA also recommends using size 12 Times New Roman font. APA style is used for certain courses in the National College of Ireland such as psychology. The APA style has two main components. It requires the student to employ in-text citation, so you can reference your assignments, projects and theses as you go along. APA also requires the student to complete a reference list that is appended to the back of your work and features full publishing information for the sources cited in-text.

The other referencing style used in NCI is Harvard. It is advisable to check with your lecturer what style of referencing is required for your course.

## APA Referencing

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Reference list format	Components for reference list
<b>Book: Single author</b>	Santrock (2011) suggests that young adults realise that thinking cannot just be conceptual, but rather has to be more pragmatic (p. 433).	Young adults come to realise “that thinking can’t just be abstract but rather has to be realistic and pragmatic” (Santrock, 2011, p. 433).	Santrock, J. W. (2011). <i>Lifespan development</i> . (13th ed.). New York: McGraw-Hill.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year of publication).</li> <li>3. <i>Title of book – in italics</i>.</li> <li>4. (Edition – only include if not the first).</li> <li>5. Place of publication:</li> <li>6. Publisher.</li> </ol>
<b>Book: Two authors</b>	Boyd and Bee (2012) outline that human development is the study of a whole range of changes that occur as they get older (p.2).	“The field of human development is the scientific study of age-related changes in behavior, thinking, emotion, and personality” (Boyd & Bee, 2012, p.2).	Boyd, D. L. & Bee, H. L. (2012). <i>Lifespan development</i> . (6th ed.). London: Pearson Education.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. &amp;</li> <li>3. Author surname, Initial(s).</li> <li>4. (Year of publication).</li> <li>5. <i>Title of book – in italics</i>.</li> <li>6. (Edition – only include if not the first).</li> <li>7. Place of publication:</li> <li>8. Publisher.</li> </ol>





Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Reference list format	Components for reference list
<b>Book: Three authors and more</b>	According to Shaughnessy, Zechmeister and Zechmeister (2012), all researchers and scientists have their part to play in maintaining the integrity of research (p.58).	“Maintaining the integrity of the scientific process is a shared responsibility of individual scientists and the community of scientists” (Shaughnessy, Zechmeister & Zechmeister, 2012, p.58).	Shaughnessy, J. J., Zechmeister, E. B. & Zechmeister, J. S. (2012). <i>Research methods in psychology</i> . (9th ed.). London: McGraw Hill.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. Author surname, Initial(s).</li> <li>3. &amp;</li> <li>4. Author surname, Initial(s).</li> <li>5. (Year of publication).</li> <li>6. <i>Title of book – in italics</i>.</li> <li>7. (Edition – only include if not the first).</li> <li>8. Place of publication:</li> <li>9. Publisher.</li> </ol>
<p><i>N.B. The APA style dictates that up to six authors are listed by name in an in-text citation. If there are seven or more authors, use the first author and et al. for the in-text citation. All author names should still be listed in your reference list.</i></p>				
<b>Book: Corporate author</b>	An important part of academic writing is to give your research context and credit the relevant sources (American Psychological Association, 2009, p.169).	“A critical part of the writing process is helping readers place your contribution in context by citing the researchers who influenced you” (American Psychological Association, 2009, p.169).	American Psychological Association. (2009). <i>Publication manual of the American Psychological Association</i> . (6th rev. ed.). Washington DC: American Psychological Association.	<ol style="list-style-type: none"> <li>10. Company/corporate name.</li> <li>11. (Year of publication).</li> <li>12. <i>Title of book – in italics</i>.</li> <li>13. (Edition – only include if not the first).</li> <li>14. Place of publication:</li> <li>15. Publisher.</li> </ol>

## APA Referencing

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Reference list format	Components for reference list
<b>Print journal article: Single author</b>	Developmental stability can be thought of as the capacity to continue development while resisting external and genetic factors that could disrupt it (Kowner, 2001, p. 447).	Kowner (2001) defines developmental stability as “the ability of the organism to resist or buffer the disruption of development by environmental and genetic stresses” (p. 447).	Kowner, R. (2001). Psychological perspective on human developmental stability and fluctuating asymmetry: sources, applications and implications. <i>British Journal of Psychology</i> , 92 (3), 447-469.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year of publication).</li> <li>3. Article title.</li> <li>4. <i>Journal title – in italics</i>,</li> <li>5. <i>Volume number – in italics</i></li> <li>6. (Issue number),</li> <li>7. Page number(s).</li> </ol>
<b>Electronic journal article: Single author</b>	It has been suggested (Goswami, 2001, p. 270) that nursery rhymes are of developmental significance in English speaking children.	Goswami (2001) has indicated that the popularity of nursery rhymes “among English-speaking children suggests that it may have developmental importance” (p. 270).	Goswami, G. (2001). Cognitive development: No stages please- we're British. [Electronic version] <i>British Journal of Psychology</i> , 92 (1), 257-277.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year of publication).</li> <li>3. Article title.</li> <li>4. [Electronic version]</li> <li>5. <i>Journal title – in italics</i>,</li> <li>6. <i>Volume number – in italics</i></li> <li>7. (Issue number),</li> <li>8. Page number(s).</li> </ol>
<b>N.B.</b>	<i>When digital object identifiers (DOIs) are available, include them in the reference information – typically the doi will appear on the first page of the document. Place the DOI at the end of the reference, e.g. Author, A. (Year). Title of article. Journal title, volume number, (issue number), page numbers. doi:xxxxxxxxxxxxxx</i>			

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Reference list format	Components for reference list
<b>Newspaper – print</b>	According to Edward Wilson, we can learn a lot about how we humans behave by studying insects (McConnell, 2014, p.12).	McConnell (2014) states that Edward Wilson in his book <i>The Social Conquest of Earth</i> “shows that we can learn a lot about human behavior and society by studying insects” (p.12).	McConnell, D. (2014, April 19). What are we and where are we going? <i>The Social Conquest of Earth. The Irish Times, Weekend</i> , pp.12.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year of publication, month and day).</li> <li>3. Article title.</li> <li>4. <i>Newspaper title and supplement (if applicable) – in italics</i>,</li> <li>5. pp. page number.</li> </ol>
<b>Newspaper – online</b>	According to Edward Wilson, we can learn a lot about how we humans behave by studying insects (McConnell, 2014).	McConnell (2014) states that Edward Wilson in his book <i>The Social Conquest of Earth</i> “shows that we can learn a lot about human behavior and society by studying insects”.	McConnell, D. (2014, April 19). What are we and where are we going? <i>The Social Conquest of Earth. The Irish Times</i> . Retrieved from: <a href="http://www.irishtimes.com/culture/books/what-are-we-and-where-are-we-going-1.1763996">http://www.irishtimes.com/culture/books/what-are-we-and-where-are-we-going-1.1763996</a>	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year of publication, month and day).</li> <li>3. Article title.</li> <li>4. <i>Newspaper title – in italics</i>.</li> <li>5. Retrieved from: URL</li> </ol>



## APA Referencing

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Reference list format	Components for reference list
<b>World Wide Web page</b>	Dewey (2007) asserts that all emotions are produced by the brain.	It has been stated (Dewey, 2007) that evidence from different branches of psychology “points to the conclusion that all our psychological processes, including all the subtleties of our thoughts, emotions, consciousness and social relations, are produced by the brain”.	Dewey, R. (2007). Psychology and Science. <i>Psychology: An Introduction</i> . Retrieved October 9, 2014, from <a href="http://www.intropsych.com/ch01_psychology_and_science/tofc_for_ch01_psychology_and_science.html">http://www.intropsych.com/ch01_psychology_and_science/tofc_for_ch01_psychology_and_science.html</a>	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Date published if available; n.d. –no date— if not)</li> <li>3. Title of article.</li> <li>4. <i>Title of website – in italics.</i></li> <li>5. Retrieved date,</li> <li>6. from URL</li> </ol>
<b>E-Book</b>	Hogg and Vaughan (2011) define cognition as the mental processes that bridge the gap between the world and people's reactions (p. 42).	Cognition is defined as “the mental activities that mediate between the world out there and what people subsequently do” (Hogg & Vaughan, 2011, p. 42).	Hogg, M.A. & Vaughan, G.M. (2011). <i>Social Psychology</i> . Retrieved from <a href="https://ezproxy.ncirl.ie:2157/abstract/9780273726012">https://ezproxy.ncirl.ie:2157/abstract/9780273726012</a>	<ol style="list-style-type: none"> <li>1. Author surname(s), Initial(s).</li> <li>2. (Year of publication).</li> <li>3. <i>Title – in italics.</i></li> <li>4. Retrieved from URL or DOI</li> </ol>



Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Reference list format	Components for reference list
<b>Blog (including Tumblr)</b>	In another post it is stated that a benefit of E-ZPass is that it can be beneficial to babies (Freakonomics, 2010).	Freakonomics (2010) showed that “among its many perks, there’s now evidence that E-ZPass may help save babies”.	Freakonomics. (2010, October 29). E-ZPass is a life-saver (literally) [Web log post]. Retrieved from <a href="http://freakonomics.blogs.nytimes.com/2010/10/29/e-zpass-is-a-life-saver-literally/">http://freakonomics.blogs.nytimes.com/2010/10/29/e-zpass-is-a-life-saver-literally/</a>	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s), or Author screen name as it appears on the blog.</li> <li>2. (Year, Month Date of post).</li> <li>3. Title of specific post</li> <li>4. [Web log post].</li> <li>5. Retrieved from URL of specific post</li> </ol>
<b>Facebook/ Twitter</b>	In a post, direction is given regarding how to successfully use the APA Style (APA Style, 2011).	APA Style (2011) asked “How do you spell success in APA Style?”	APA Style. (2011, March 10). How do you spell success in APA Style? Easy! Consult Merriam-Webster’s Collegiate Dictionary or APA’s Dictionary of Psychology. Read more over at the APA Style Blog [Facebook status update]. Retrieved from <a href="https://www.facebook.com/APAStyle/posts/206877529328877">https://www.facebook.com/APAStyle/posts/206877529328877</a>	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s), or Author screen name as it appears on the post.</li> <li>2. (Year, Month Date of post).</li> <li>3. Title of specific post</li> <li>4. [Tweet] or [Facebook status update].</li> <li>5. Retrieved from URL of specific post</li> </ol>

## APA Referencing

Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Reference list format	Components for reference list
<b>YouTube</b>	The video explains why Google is not the only option available (Library, La Trobe University, 2010).	The library, La Trobe University's video (2010) outlines that "information is everywhere! It's just so easy to Google and use something that looks relevant... so why can't you just Google?"	Library, La Trobe University. (2010, February 9). <i>Why can't I just Google?</i> [Video file]. Retrieved from <a href="http://youtu.be/N39mnu1Pkgw">http://youtu.be/N39mnu1Pkgw</a>	<ol style="list-style-type: none"> <li>1. Name of person or corporation posting the video.</li> <li>2. (Year, Month Date of post).</li> <li>3. <i>Title of video – in italics.</i></li> <li>4. [Video file].</li> <li>5. Retrieved from URL</li> </ol>
<b>Case study – online</b>	Durrani (2014) explains how art therapy developed as a profession, borrowing knowledge from counseling and psychotherapy to improve art therapists' skills (p. 102).	Durrani (2014) states that "as the profession grew, it borrowed theoretical knowledge from the counseling and psychotherapy disciplines to enhance the clinical skills of art therapists" (p.102).	Durrani, H. (2014). Facilitating attachment in children with autism through art therapy: A case study. <i>Journal Of Psychotherapy Integration, 24</i> (2), 99-108. doi:10.1037/a0036974	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year).</li> <li>3. Title.</li> <li>4. <i>Journal title – in italics,</i></li> <li>5. <i>Volume number – in italics</i></li> <li>6. (Issue number),</li> <li>7. Page number(s).</li> <li>8. DOI</li> </ol>



Source	Paraphrase/summary in text (your own words)	Direct quote in text (the author's words)	Reference list format	Components for reference list
<b>Unpublished material: Theses</b>	Campbell (2015) states that teachers must inform themselves of all relevant techniques and theories to ensure effective learning among their students (p. 22).	Campbell (2015) states that “in order for effective leaning to occur, teachers must educate themselves on all the possible techniques and theories of learning” (p. 22).	Campbell, H. (2015). <i>Educational techniques: The effects of questioning on the recall of information.</i> (Unpublished BA dissertation). National College of Ireland, Dublin.	<ol style="list-style-type: none"> <li>1. Author surname, Initial(s).</li> <li>2. (Year).</li> <li>3. <i>Title of dissertation – in italics.</i></li> <li>4. (Unpublished type of dissertation).</li> <li>5. Name of institution,</li> <li>6. Location.</li> </ol>
<p><i>N.B. It is generally not recommended to reference theses – it is much better practice to find the sources they have used and reference those sources directly.</i></p>				



## Further Notes

### World Wide Web (WWW) pages

In-text citation of references obtained from the World Wide Web follows the general author-date convention. However, authorship of websites or webpages may be unclear, as may be the date of publication.

No author(s) identified:

Use the name of the **publisher of the website** and date. e.g.  
“...surveys commissioned recently suggest significant shifts in landholders’ perceptions about the effects of land clearing (DSE, 2003)...”

Neither author nor publisher identified:

Use the **title of the relevant webpage** (or website) and date.  
e.g.  
“...there is increasing resistance to logging in many forest areas, as demonstrated in recent surveys (A ray of hope in the struggle for Wombat Forest, 2003)...”

Neither author, publisher nor title identified:

It is debatable whether it has any value as a reference and it is strongly recommended not to use such a source. However, if it is essential that you use it, cite the **URL** and **date**. e.g.  
“...recent surveys show significant changes in attitude towards the removal of forest cover (<http://www.forestfriend.org>, n.d.)...”

No obvious publishing date for the website:

If **no date** can be identified, use “**n.d.**” to indicate “no date”. e.g.  
“...an independent survey has confirmed significant changes in attitudes towards logging (Have the Ents revolted in the Otway Ranges?, n.d.) ...”

- In all cases, **date** refers to the date the webpage was published (not the date of downloading).

- The date on which you **accessed** the information would be given in the bibliography.

### Same author

- Same author: **different years**  
Arrange in chronological order.
- Same author: **same years**  
If there is more than one reference by an author in the same year, these are generally labeled in order of publication using a lower-case alphabetical suffix. The same suffix is used to distinguish that reference in the List of References at the end of the assignment.

e.g.

“...Brown (1992a; 1992b) stated that...”

### Same name – different authors

You may need to cite references from two authors who have the same surname and, possibly, the same initial(s). An easy way to avoid confusion is to use their given and family names for the in-text citation.

e.g.

“...low-quality rice straw is usually fed to buffalo (James Brogan, 1983), while Jane Brogan (1983) observed occasional supplementation of the straw with wilted cassava leaf ...”



### Authors referring to other authors

It is best practice not to use sources found within other sources: always try to use the primary resource material, if possible. However if it is necessary, then this is how you do it.

When citing an author who was cited in another author's work, provide both authors' names.

e.g.

In William Perry's view (1999), "the absolutist, dualistic thinking of adolescence gives way to the reflective, relativistic thinking of adulthood" (as cited in Santrock, 2011, p.433)

In this example, only Santrock would be named in the reference list because you did not go directly to Perry, the primary source.

### Reference lists

The reference list should be in alphabetical order and begin on a new page.

The reference list should only contain sources that you have cited in-text within your assignment/thesis.

The reference list should be double spaced and the second and subsequent lines of each individual reference should be indented.

### DOIs

A digital object identifier (doi) is a unique identifier for an online/ electronic resource and should be listed in your reference where available (see electronic journal example above).



## Sample reference list: APA

American Psychological Association. (2009). *Publication manual of the American Psychological Association*. (6th rev. ed.). Washington DC: American Psychological Association.

APA Style. (2011, March 10). How do you spell success in APA Style? Easy! Consult Merriam-Webster's Collegiate Dictionary or APA's Dictionary of Psychology. Read more over at the APA Style Blog [Facebook status update]. Retrieved from <https://www.facebook.com/APAStyle/posts/206877529328877>

Boyd, D.L. & Bee, H.L. (2012). *Lifespan development*. (6th ed.). London: Pearson Education.

Campbell, H. (2015). *Educational techniques: The effects of questioning on the recall of information*. (Unpublished BA dissertation). National College of Ireland, Dublin.

Dewey, R. (2007). Psychology and Science. *Psychology: An Introduction*. Retrieved October 9, 2014, from [http://www.intropsych.com/ch01\\_psychology\\_and\\_science/](http://www.intropsych.com/ch01_psychology_and_science/)

[tofc\\_for\\_ch01\\_psychology\\_and\\_science.html](http://www.intropsych.com/ch01_psychology_and_science.html)

Durrani, H. (2014). Facilitating attachment in children with autism through art therapy: A case study. *Journal Of Psychotherapy Integration, 24*(2), 99-108. doi:10.1037/a0036974

Freakonomics. (2010, October 29). E-ZPass is a life-saver (literally) [Web log post]. Retrieved from <http://freakonomics.com/2010/10/29/e-zpass-is-a-life-saver-literally/>

Goswami, G. (2001). Cognitive development: No stages please—we're British. [Electronic version] *British Journal of Psychology, 92* (1), 257-277.

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**N.B.** – For more detailed enquiries on APA referencing, please consult the *Publication Manual of the American Psychological Association (6th edition)*, which is shelved at 808.06615 and also available as a Desk Reserve item In the Norma Smurfit Library



