 Harvard Referencing –

**Referencing within the text**

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| Reference | Example |
| **Book with 1 author** | It must be noted that learning can be fun, even an adventure (Cottrell, 2013)**OR**Cottrell (2013) noted that learning can be an adventure, even fun. |
| **Book with 2 authors** | SIPTU College is the only trade union college in Ireland (Croke and Devine, 1997) |
| **Book with more than 2 authors**The first author shown on the publication is used and this is followed by *et al.* Note that *et al* is in italics. **ALL** the authors names are shown in the bibliography. | Wallace *et al* (2013) explore the meaning of industrial relations… |
| **2 publications by the same author in the same year**Each reference is distinguished by using a and b. | Tony Dobbins reports on a High Court challenge (Dobbins, 2007a)Union recognition is back on the social partnership agenda (Dobbins, 2007b) |
| **Direct Quotation**If short use quotation marks. If longer than 2 lines: Indent from left hand side; single line spacing; no quotation marks; in the reference include page number where quotation can be found. | Consider the following:“Historical factors are of particular relevance in developing an understanding of industrial relations in Ireland today” (Wallace *et al*, p.4). |
| **Citations**Where an author, such as Roche, refers to another author, such as Murphy, the reference is shown as | Roche (1997) cites Murphy…… |
| **Short Quote of a few words**Quote is contained within the sentence; quotation marks are required; in the reference include the page number where quotation used can be found; reference can go at the end or in the sentence. | According to Devine (2009, p.795) politics had moved to the right and “tens of thousands who marched voted against themselves at the next election”. |

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**Bibliography**

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| Reference | Example |
| **Book**Author’s Surname, Initials (year of publication) *Name of publication in italics, lower case,* Place of Publication: Publisher. | Crouch, C. (1982) *Trade unions: the logic of collective action* London: Fontana. |
| **Book with two authors** | Gunnigle, P. and Roche, W.K. (1995) *New challenges to Irish industrial relations,* Dublin: Oak Tree Press |
| **An author’s chapter in a book**The book and not the chapter is italicised; (ed.) or (eds.) in brackets refers to the editor(s) of a collection of essays by different authors. | Hillery, B. (1995) ‘The institutions of industrial relations’, in T.V. Murphy and W.K. Roche (eds.) *Irish industrial relations in practice,* Dublin: Oak Tree Press |
| **Journal article**Author’s Surname, Initials (year of publication) ‘Name of Article in Single Quotes’, *Name of journal in italics,* Volume or Series number in Arabic numerals 1,2,3: Start of article page number – end page number. | D’Art, D. and Turner, T. (2006) ‘Union organising, union recognition and employer opposition: case studies of the Irish experience’, *Irish Journal of Management,* 26 (2), pp.165-84 |
| **Reports/Government Publications**Name of organisation, (date of publication) *Name of the Document in Italics,* Place of Publication: Publishers | Irish Congress of Trade Unions (1989) *Trade unions and change: shaping the future,* Dublin: Irish Congress of Trade Unions |
| **Speeches/Public Addresses**Speakers Surname, Initials (date of speech): *Title of Speech in Italics,* Venue: Organisers of the Speech | Attley, W. (1986): *Address to the national college of industrial relations,* Dublin: National College of Industrial Relations |
| **Material Sourced on the Internet**Author’s Surname, Initials, Year, Title of Article, Organisation/Association, website address/URL [date you accessed website] | Irish Congress of Trade Unions (2013a) *Dublin May Day Demonstration*http://www.ictu.ie/ccn/events1/2013/05/01/[11th January 2014] |
| **Newspaper Article***Where author is known:*Author’s Surname, Initials (date): Title of article. *Title of newspaper:* Page reference, Month and day.  | O’Connor, J. (2017): A new and more brutal phase of capitalism. *Liberty:* 10,February/March 2017 Managers’ top-ups breech FEMPI rules, 2016, *Liberty:* 3, July 2016. |
| **Legal Case**Plaintiff V Defendant (Year of Case) Legal Publication/Report | Meskell V CIE (1973) IR 121 |
| **Electronic Book (e-Book)**Author’s Surname, Initial. (Year) *Title of book*, [Online]Available at: URL [Accessed Day Month Year] |  Delic, Z. (ed.) (2012) *Globalization and responsibility.* [Online] Available at: <https://www.intechopen.com/books/how-to-link/globalization-and-responsibility> [10 August 2017]  |