St Conleth's Community College

Guide for PLC students to referencing for academic assignments using the Harvard System
2015 revised

What is referencing?

- Referencing is an acknowledgment of another person's intellectual work.

- The act of using and *not* referencing another person's work is called ***plagiarism,*** an offence carrying heavy penalties when producing academic assignments. (see note below)

Why is referencing necessary?

- Referencing makes it possible for the reader/tutor

    - to locate your sources independently, whether out of interest or the need to verify your information.

    - By referring to the work of others you are indicating that you have

        - read widely,

        - that you have relied on **quality** sources& that you are aware of the body of knowledge that already exists on your topic.

When should you reference?

- You need to provide a reference whenever you quote, paraphrase (terms explained next section) or summarise someone else's opinions, theories or data. You must also reference any graphical information you use such as tables, photographs or diagrams. Some of the sources you will need to learn how to reference include:

- Books or chapters in books

- Journal or newspaper articles

- Video or television excerpts

- Personal communications such as interviews, emails or letters

- Electronic sources such as web pages, journal articles from online databases, or even software.

- Government publications

- Images

- Class notes

Plagiarism occurs where the ideas and writings of another person/websites are passed off as your own. This includes copying section of text without acknowledging where this knowledge has come from. If you do not acknowledge (reference) where information came from you could be accused of plagiarism, cheating or copying. This is considered a major offence in St Conleth's Community College (please refer to the code of conduct which you have signed and submitted to the college)

Harvard System of Referencing

Harvard referencingconsists of two elements. You will need to include both of these in your academic work.
These two elements are
1.In-text citations (in body of essay / project)
2.The reference list (at end of essay /project) .
 Both of these elements together are known as referencing (Anglia Ruskin University, 2012)

1.In-text citations (in body of essay / project)

Each time you refer to someone else's work in your assignment, you need to include the author's name and the date of their work within your text at the point where you discuss their ideas. This is called **citing** the author's work.
e.g. the following sentence could be used in your essay where you refer to ideas detailed in a book by Lori Garrett.....
It has been suggested that classical music can help to create a calm study environment in which students can focus on their work (Garrett, 2011)

What is a quotation?

A quotation is when you re use the exact **words** used by an author of a book / journal/ website in your
        essay/ project.

Rule for short quotations:

Put short quotations (around twenty words or less) in inverted
commas within the body of your essay / project followed by (in brackets) author surname, year of publication, page where quote was found:
ExampleSociety has developed a "boundary-free culture" (Critser 2003, p.31)
which has affected our food consumption.

Rule for long quotations:

Long quotations (more than two lines long) should be indented in a separate paragraph, in a
smaller font. Cite the authors surname and date of publication in the same font followed by page number where quote was found in brackets place this detail at the right margin of the page, under the quotation:
Example

> 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)

What is Paraphrasing?

When you paraphrase you put someone else's work in **your words** rather than quoting the actual words. Where you do this you must be careful not the change the meaning. Even though you use your own words you must still acknowledge where you got the idea.

Example

Authors original words /text:

"Biological time is not only scientifically important, but it also greatly affects the productively and health of a

nation" (Rajaratnam 2001,p.12)

Paraphrasing example

Rajaratnam (2001) argues that while the notion of biological time is of scientific importance, it is also socially and economically important to a nation.

FOR EXAMPLES OF ALL RESOURCES AND HOW THEY CAN BE CITED IN BODY OF PROJECT/ASSIGNMENT AND A REFERENCE LIST PLEASE SEE SECTION ENTITLED REFERENCING AT A GLANCE

2.The reference list (at end of project /essay)

Full bibliographic details for each work you have used, or **cited,** are given in the **reference list** at end of your assignment.
The reference list contains details of all the things you have cited in your piece of work arranged **alphabetically by the author's surname**.

What is the difference between a reference list and a bibliography?

While the terms reference list and bibliography are often used interchangeably there are difference between the two. A reference list details in alphabetical order by the authors name all the works and data sources you have **cited** in you written work.

A bibliography list, again in alphabetical order by author names all the works and data you have **used or accessed** to create your written work and you may or may not have cited in your text. (Institute of Technology Carlow, 2010)

Where to find the elements of a Reference to use in a reference list

Book	Look on the title page (not the cover) and the reverse of the title page
Journal 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

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Questions and Answers

What if I cannot find a date of publication for a source?

If you do not know the date of the publication use "nd " in place of the year which means **not dated.**For example in body of essay/ project (Moore, nd)

I can't find the author for a piece of work ..how should I write the reference ?

In this case use the title of the book as the author. For example in the body of essay (A concise dictionary of business, 2015) and in the reference list .A concise dictionary of business. (1990). Oxford: Oxford University press.

There are three authors for this book how do I reference it .

Use the surname of the first author followed by et al. For example in body of assignment   (Healy et al., 2014) and in the reference list

Healy,M., Moore N., Wall N., (2014) *Childcare and Education .* Dublin: Blackhall Publishing.

There are authors for every chapter in this text book so which author do I use?

Here you cite the author of the specific chapter you have used and give the full details of the book and its authors in the reference example

Do I have to reference images?

Images must always be acknowledged even if they are free "clip art" images. Example: Owner of website. (year of publication). Title of image. [online],available:web address [date accessed]

I found a source quoted in book / article how do I reference this? (secondary source|)

If you have not read it do not cite it! However if an article/book was referred to in an article/book you read then cite the article you have read. In the body of an essay use the following (Wennekers and Jackson, 2009 cited in Flanagan , 2008) and in the reference list

Flanagan, T.(2008) *New venture creation in Ireland.* Dublin: Oak Tree press.

How do I reference an interview?

Interviewer's name, Initial. (year of communication) interview with name of interviewee   (fore/name last name), full date of interview (date month and year).

Reference List

Anglia Ruskin University Library (2012) Guide to Harvard system of Referencing, basic concepts available:http://www.libweb.anglia.ac.uk[accessed 27th of May 2012]

Dundalk Institute of Technology.*Credit where Credit is due.*The Library ,DkIT.

University of Limerick. (2005) *Cite it Right: a guide to referencing in UL using the Harvardreferencing style* .Library and information services, University of Limerick