ITB Library Guides
Using the Harvard System of Referencing

What is referencing?

During their time in college students are required to write a variety of assignments and projects. These usually contain facts and opinions that have been gathered by reading books, journals, online resources etc. Writers must include, in their work, the source of any information that they read elsewhere because

- It gives credit to the original author of the information
- It allows readers to follow up on the sources of information in the text
- It allows lecturers to ensure the accuracy of the sources in the text

What is plagiarism?

Plagiarism is the attempt of one author to pass the work of another author off as their own. All work submitted for an academic qualification must be referenced, fully and accurately. Plagiarism is considered a serious offence whether it is deliberate or inadvertent.   The ITB policy on plagiarism in assignments and examinations is available on the Intranet.

Quoting and paraphrasing

Quotations are pieces of text taken directly from the work of another author. The words that are taken from another source should be placed in inverted commas. For instance, *the issues surrounding false confessions are "conceptually similar" to those of plea-bargaining (Bekerian 2005).* Paraphrasing involves writers taking information that they have read and reorganising it into their own words. This accounts for the vast majority of information that is included in college assignments and projects. This information must also be recognised and referenced. For instance, *the underlining factors of plea bargaining and false confessions often stem from the same root (Bekerian 2005).*

Harvard System of Referencing

There are several referencing systems i.e. formats in which to write your references. The Harvard System of Referencing is widely used in IT Blanchardstown; however you should check with your lecturer which system they require.

Note! Punctuation plays an important part in the accuracy of your citation. It is important to use brackets, bold, commas etc exactly as indicated in the reference formats below.

The Harvard System of Referencing is based on two main elements

- A short citation in the text of the assignment/project
- A full reference in the list of sources at the end of the assignment/project

Writing a reference

The information you need for your reference depends on the format of the source of your information. For instance, you need different information for print resources and online resources.

References for online resources include the date you read the article because the online content can change from day to day. Journals include volume numbers and issue numbers, although books do not. Therefore, you must write your reference according to the format of the information source.

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Citation

Format: (author surname year of publication)
e.g. (Bekerian 2005)

Located in the body of the text immediately next to quotation or paraphrase

Citation leads you to full reference in alphabetical list (as below)

Psychological issues in the court room
by Jane Smith

Psychological issues arise at the pre-trial, trial and post-trial phases of the judicial process (Hughes, 1998). It is vital that staff are properly informed of the rights of the defendant throughout the process. Recent studies indicate that false confessions are more prevalent among prior offenders (Bekerian 2005).

Full reference

Format: Author surname, Initial. (year of publication) **Title: subtitle**. Place of publication: Publisher name.

e.g.

Bekerian, D.A. and Levey, A.B. (2005) **Applied psychology: putting theory into practice**. Oxford, England: Oxford University Press.

Located in an alphabetical list at the end of the text

Anderson, G. (1981) **Criminal minds**. New York: Harvard University Press

Bekerian, D.A. and Levey, A.B. (2005) **Applied psychology: putting theory into practice**. Oxford, England: Oxford University Press

Carroll, S. (2001) **The criminal justice system in Ireland**. 4th ed. Dublin, Ireland: HarperCollins

Hughes, T. et al. (1998) **Hearing the voice of the prisoner**. London, England: Macmillan

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Formats

Article in a print journal	
Author surname, First initial. (Year of publication) Title of article. **Title of journal.** Volume number (issue number), page numbers.	O'Malley, M. (2006) An introduction to development education. **Irish journal of secondary education**. 91 (3), pp. 41-46.

Article in an online journal	
Author surname, First initial. (Year of publication) Title of article. **Title of journal** [online], date of publication, volume number (issue number), available from: <URL> [date accessed].	Cauchois, M. (2002) Dryland horticulture in Maupiti: an ethnoarchaeological study. **Journal of archaeology for Asia and the Pacific** [online], 12 December 2002, 41 (2), available from: <http://www.arch.com/123.htm> [accessed 24 February 2006].

Book

Author surname, First initial. (Year of publication) **Title: subtitle**. Place of publication: Publisher.	Bekerian, D.A. & Levey, A.B. (2005) **Applied psychology: putting theory into practice**. Oxford, England: Oxford University Press

Chapter in a book (in an edited book)

Surname of author of chapter, First initial. (Year of publication), Title of chapter In Author of book, First initial. **Title of book**. Place of publication: Publisher, Page number.	Collins, S. (2006) Building a website for your business In Henderson, P. **E-commerce in Ireland**. Dublin, Ireland: Phoenix Press, p. 426.

E-book

Author surname, First initial. (Year of publication of print version) **Title: subtitle**. [online]. Available from: Publisher <URL> [date accessed].	Bekerian, D.A. & Levey, A.B. (2005) **Applied psychology: putting theory into practice** [online]. Available from: Safari Books Online <http://www.safaribooks.com> [Accessed 24 February 2007].

Conference proceedings

Name of conference, (Year). Location of conference, (Year of publication if different from year of conference). Title of presentation, Author surname, First intial., Place of publication, Publisher.	15th Vegetable Growers of Leinster Conference, (2004). Kildare, **Aquaculture: a growing market**, Johnson, R. and O'Brien, W. Dublin, Dublin City University Press.

Electronic Conference / Bulletin Board

Author surname, First initial. (Year of publication) Title of message, **title of electronic conference or bulletin board** [online], date of message, <URL>, [date accessed].	Trimble, J. (2008) The new version of Microsoft Office: a help or a hindrance, **Irish Microsoft Users** [online], 14 June 2008, <http://www.imu.ie/conference/proceedings >, [accessed 27 August 2008].

DVD / Video

Title. (Year of release) Originator (usually the Director's name written forename surname). Place of production, Organisation [Medium: format].	**The field**. (1990) Directed by Jim Sheridan. Dublin, Granada. [Feature film: DVD]

Image, illustration or table from a book

Author surname, First initial. (Year of publication) **Title: subtitle**. Place of publication: Publisher, Page number of illustration, illus.	Morrissey, T. (2000) **Life in nineteenth century Wexford**. Dublin: Macmillan, p. 645, illus.

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Image from online source	
Title of image. (Year of publication) [online image] available from: <URL>, [date accessed].	**Children swimming.** (2004) [online image] available from: <http://www.irishtimes.com/summer/girls_swimming.jpeg>, [accessed 5 December 2004].

Photograph or slide	
Photographer surname, First initial. (Year of Publication) **Title.** [Medium]. Place of publication: Publisher (if available)	Lockwood, P. (2007) **Snow Geese.** [Photograph]. Sunderland: Centre for Visual Effects.

Legislation	
Country of Act. **Title of Act**, s. number of section. Place of publication, Publisher.	Ireland. **Protection of the Child Act 2002**, s. 52. Dublin, Stationery Office.

Map	
Ordnance Survey (Year of pub.) **Title of the map**, Sheet number. Scale of map, (Series).	Ordnance Survey (1999) **Munster by road**, 21 1:50000, (Discovery series).

Newspaper	
Author name, First initial. (Year of publication) Title of article. **Title of newspaper**. Date of publication, Page numbers of article.	Myers, S. (2002) The impact of the smoking ban on alcohol sales in Irish supermarkets. **Irish Times**. 30 November 2002, pp. 7-8.

Reference book (with an author)	
Author surname, First initial (Year of publication) Title of article In **Title of reference book**, volume number, edition number. Place of publication, Publisher.	Thompson, J. (2006) Japanese Gardens In **The International Encyclopaedia of Horticulture**, vol. 4, 3rd ed. Amsterdam: Gill and Macmillan.

Reference book (with no author)	
Title of reference book. (Year of publication) Volume number, edition number. Place of publication, Publisher.	**French-English dictionary for college students**. (2005) Vol. 3, 2nd ed. London: Prentice Hall.

Thesis	
Author surname, First initial. (Year of publication) **Title: subtitle**. Type of dissertation, Awarding institution.	Jones, G. (2003) **Recycling in Dublin 15: the barriers to implementing legislation**. Ph.D. thesis. University City Dublin.

Webpage	
Site owner (Year last updated) **Title of web page** [online] Edition if available. Place of publication, publisher if available. Available from <URL> [accessed date accessed].	Institute of Electrical Engineers (2009) **Energy standards in public buildings** [online] available from http://www.iee.com/standards/doc2345.html [accessed 14 Mar 2009].