Guidelines for Referencing – Horticulture

Harvard Referencing Style

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The Harvard Referencing Style

The Harvard Referencing Style involves two simple tasks.

1. Referring to other authors in the body of your text.
2. Compiling a list of reference sources at the end of your text (thesis, assignment etc.)

Punctuation is very important. Full stops, commas and parentheses are all part of a correct citation and reference.

In-text citations

In your paper, every time you summarise, paraphrase or quote from a source you need to provide an in-text citation.

- Referring to other authors in the body of your text.
- Example:
  - 175 commercial growers are set to benefit from a new capital grant scheme introduced by the government (O’Brien, 2013).

There are two main types of citations:

- Direct citations (integral)
- Indirect citations (non-integral)

Direct citations

Direct (integral) citation involves using the authors name in the structure of your text:

- According to Peterken (2001), ........
- Peterken (2001) states that ......
- and studies by Peterken (2001) have shown that ....

Direct citations are sometimes used to direct attention to the identity of the author. For example, where an authoritative author is cited, this often will show that you have read and understood the principle writings on the subject.

Example:

- Shigo (1991) explains compartmentalisation as ...
Indirect citations

With indirect (non-integral) citation referencing the author’s name appears outside the structure of your text (in parenthesis):

- Increased awareness of the dangers of a high fat diet has led to a rise in the sale of fresh vegetables in the local supermarkets (Chen, 1997).

Indirect citations are often used because it helps maintain the flow of the writing as the reader is used to reading around parenthetical information.

Citations

The citation also directs the reader to the reference at the end of the paper that will tell them more about the study or idea being addressed.

Quotations

Short quotes

A short quote (fewer than 30 words) should be written with single quotation marks at the beginning and the end of the quote. This should be included in your text without indenting.

Example:

‘For best production, tomato plants should be pruned to a single stem by removing all lateral shoots, commonly referred to as side shoots’ (Beyene, 2003).

or

Beyene (2003) states that ‘for best production, tomato plants should be pruned to a single stem by removing all lateral shoots, commonly referred to as side shoots’.

Block quotes

Block quotes are longer quotes (more than about 30 words) set off from the body of the paper by indenting.
Example

Beyene (2003) describes the importance of tomato plant training.

Allowing all side shoots to grow and bear fruit would increase the total number of fruits. Such fruits would be small and poor in quality. It is better to have one stem that bears fruit, as this will produce larger, more uniform and higher quality fruit.

Full reference:

• Compiling a list of reference sources at the end of your text (thesis, assignment etc.)

Example:


Reference Formats

ITC = In text citation

REF = Full reference

Book with one author [RW reference type: Book, Whole]


Example:


ITC:

• Many different species ...... (Beard, 2002).
• According to Beard (2002), many ....
**Book with two authors** [RW reference type: Book, Whole]


**Example:**


**ITC:**

- The function of the .... (Preece and Read, 2005)
- Preece and Read (2005) describe the function....

**Book with three authors** [RW reference type: Book, Whole]


**Example:**


**ITC:**

- According to Sempik, Aldridge and Becker (2003) the...
- Others have documented that .... (Sempik, Aldridge and Becker, 2003)

**Book with more than three authors** [RW reference type: Book, Whole]

Example:


ITC:

- Hartmann et al. (2002) describe the process
- The process involves ...... (Hartmann et al., 2002)

**Book with a corporate author** [RW reference type: Book, Whole]

REF: Name of corporate author. Year. Title. Place of publication: Publisher. Pages

Example:


ITC:

- Name of corporate author (year)
- (Name of corporate author, year)

Example:

- Figures from the Department of Agriculture (2000) show that....
- Figures from other sources (Department of Agriculture, 2000) show....

**Additional information:**

In some cases, corporate authors can be shortened to an acronym, if this has been explained. For example: The Department of Agriculture, Food and the Marine can be abbreviated to (DAFM, 2013).

**Book with an editor** [RW reference type: Book, Edited]

REF: Editor(s) Surname, Initials. (Ed.). (Year) Title. Place of publication: Publisher. Pages.

ITC:

- Editor’s surname (Year)
- (Editor’s surname, Year)

Example:

- This was examined in Maher (1991)
- Other have examined this claim (Maher, 1991)

Chapter in an edited book [RW reference type: Book, Section]

REF: Author(s) Surname, Initials. Year. ‘Chapter Title’. In: Editor(s) Surname, Initials. Ed(s). Book Title. Place of publication: Publisher. Pages

Example:


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

- Padel (2004) found that.....
- Previous research suggested.... (Padel, 2004)

Print journal article with one author [RW reference type: Journal Article]


Example:

ITC:

- Author’s surname (Year)
- (Author’s surname, Year)

Example:

- According to Peterken (2001), ..... 
- It has been argued that .... (Peterken, 2001).

Print journal with two/three authors [RW reference type: Journal Article]


Example:


ITC:

- Dingerkus and Montgomery (1997) found that....
- Other findings have shown ... (Dingerkus and Montgomery, 1997).

Print journal with more than three authors [RW reference type: Journal Article]


Example

ITC:

- Author’s surname et al. (Year)
- (Author’s surname et al., Year)

Example

- Cohen et al. (1999) state that....
- It has been suggested (Cohen et al., 1999)

**E-journal article** [RW reference type: Journal, Electronic]

**REF:** Author(s) surname, Initials. Year. Article title. Journal Title [Internet]. Volume: Issue: Page Numbers. Available from: URL [Accessed day month year].

**Example:**


ITC:

- Gibbons et al. (2008) suggest ..... 
- It is suggested that .... (Gibbons et al., 2008)

**Printed newspaper article** [RW reference type: Newspaper Article]

**REF:** Author(s) Surname, Initials. Year. Article title. Newspaper title. Date, Page Numbers.

**Example:**

Referencing Guidelines for Horticulture: Department of Engineering
The Institute of Technology Blanchardstown

ITC:

- O’Dea (2006) reports...
- Others report …. (O’Dea, 2006)

Online newspaper article [RW reference type: Newspaper Article]


Example:


ITC:

- O’Brien (2013) reports....
- 175 commercial growers are set to benefit from a new capital grant scheme introduced by the government (O’Brien, 2013).

Page on a website [RW reference type: Web page]

REF: Webpage Author(s) Surname, Initials. Year. Page Title. Available at: URL [Accessed Day Month Year].

Example:


ITC:

- Scott (2013) describes how organic matter levels directly affect soil biology.
- The soils biology is directly affected by the organic matter levels (Scott, 2013).
Website [RW reference type: Web Page]

REF: Website Author(s) Surname, Initials. Year published/Last updated. Title of Internet Site. Available at: Internet address [Accessed Day Month Year].


Conferences [RW reference type: Conference Proceedings]

REF: Author(s) Surname, Initials. Year. Title of Paper, Title of Conference: Subtitle. Location and date of conference. Place of Publication: Publisher. Pages numbers.

Example:


Theses [RW reference type: Dissertation/Thesis or Dissertation/Thesis (Unpublished)]


Example


ITC:

• Beyene (2003) disagrees with this...
• Others have argued (Beyene, 2003)...

**Standard:** [RW reference type: Generic]

**REF:** Number of Standard. Title of Standard. Year of Publication. Place of Publication: Publisher.

**Example**


**ITC:**

- BS 3936-4 (2007) specifies ....
- Another method ... (BS 3936-4, 2007).

**Blog:** [RW reference type: Web Page]

**REF:** Author(s) Surname, Initials. Year site published/Last updated. ‘Title of message’, Title of Internet Site. Day Month of posted message. Available at: internet address [Accessed Day Month Year].

**Example:**


**ITC:**

- Donegan (2013)
- (Donegan, 2013)

**Email communication** [RW reference type: Personal Communication]

**REF:** Sender Surname, Initials. Year of message. Medium of communication Receiver of communication, Day Month of communication.
Example:

Murphy, J. 2010. Email to Pat Prendergast, 24th February.

ITC:

- Murphy (2010) stated in an email response....
- In an email response .... (Murphy, 2010)

Note: Emails are not normally recoverable data. In most reference guides, emails are not included in the reference section. However, for the case of your final year project please include the email in your reference section as above.

Interviews [RW reference type: Personal Communication]

REF: Surname, Initials of person interviewed. Year of interview. ‘Title of the interview (if any)’. Interview by/with Interviewer’s First name Last name, Title of publication. Medium in which the interview appeared (journal, radio, video etc), Publication details.

Example:


ITC:

- Robinson (2001)
- (Robinson, 2001)

EU publication [RW reference type: Book, Whole]

REF: Name of EU Institution. Year. Title. Place of Publication: Publisher. Pages.

Example:

ITC:

- (European Commission, 2013)
- The European Commission (2013) reports ......

RefWorks-COS provides tools, data and support for every phase of research, from vetting the first hypothesis to obtaining funding and getting published.

Paraphrasing

Paraphrasing involves writers taking information that they have read (or listened to) and reorganising it into their own words. This accounts for the vast majority of information that is included in college assignments and projects.

When paraphrasing, take notes of the original material. Then come back to the notes to make your draft. Paraphrase the material and make sure to cite the source of the material. If you don’t cite the original author then your text is deemed to be plagiarised.

Often the hardest aspect of paraphrasing is trying to limit the number of times you use a verb to convey your point. For example, many students will over rely on ‘states’, ‘found’ and ‘reports’. Be especially conscious of this when writing your literature review.

Below are some expressions that you could use when referring to someone’s work.

Agreeing with what the author says:

- A study by Beyene (2003) shows that ...
- As Beyene (2003) has stated ...
- In a study of tomatoes Beyene (2003) found....

If you want to remain impartial:

- Beyene (2003) reports that....
- The opinion of Beyene (2003) is that
- Research by Beyene (2003) suggests that
• Beyene (2003) observed that ......
• It is the view of Beyene (2003)....
• Beyene (2003) concludes ...
• Beyene (2003) argues that ...

Disagreeing with the author:

• Beyene (2003) states erroneously that...
• Beyene (2003) feels ...
• Beyene (2003) claims ...

Collating a Reference List

• The reference list should contain all the works cited in the paper and no works that are not cited.
• A work is listed only once in the reference list, regardless of how many times it is cited in text.
• Works should be listed in alphabetical order by surname of author or name of organisation.
• Full bibliographic details, that is, the key elements of a work, should be provided.

Example:

Reference List:


Murphy, J. 2010. Email to Pat Prendergast, 24 February.


