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.
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)

Full reference
Format: Author surname, Initial. (year of
publication) Title: subtitle. Place of
publication: Publisher name.
e.g.
psychology: putting theory into practice.
Located in an alphabetical list at the end of
the text

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.
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.


### 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.


### E-book
Author surname, First initial. (Year of publication of print version) **Title: subtitle.** [online]. Available from: Publisher <URL> [date accessed].


### 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.


### 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].


### DVD / Video
**Title.** (Year of release) Originator (usually the Director’s name written forename surname). Place of production, Organisation [Medium: format].


### 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.

# ITB Library Guides
## Using the Harvard System of Referencing

<table>
<thead>
<tr>
<th><strong>Image from online source</strong></th>
<th><strong>Photograph or slide</strong></th>
<th><strong>Legislation</strong></th>
<th><strong>Map</strong></th>
<th><strong>Newspaper</strong></th>
<th><strong>Reference book (with an author)</strong></th>
<th><strong>Reference book (with no author)</strong></th>
<th><strong>Thesis</strong></th>
<th><strong>Webpage</strong></th>
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<td>Photographer surname, First initial. (Year of Publication) <strong>Title.</strong> [Medium]. Place of publication: Publisher (if available)</td>
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<td><strong>Ordnance Survey</strong> (Year of pub.) <strong>Title of the map</strong>, Sheet number. Scale of map, (Series).</td>
<td>Author name, First initial. (Year of publication) <strong>Title of article.</strong> <strong>Title of newspaper.</strong> Date of publication, Page numbers of article.</td>
<td>Author surname, First initial (Year of publication) <strong>Title of article</strong> In <strong>Title of reference book</strong>, volume number, edition number. Place of publication, Publisher.</td>
<td><strong>Title of reference book.</strong> (Year of publication) Volume number, edition number. Place of publication, Publisher.</td>
<td>Author surname, First initial. (Year of publication) <strong>Title: subtitle.</strong> Type of dissertation, Awarding institution.</td>
<td>Site owner (Year last updated) <strong>Title of webpage</strong> [online] Edition if available. Place of publication, publisher if available. Available from &lt;URL&gt; [accessed date accessed].</td>
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