Overview

Harvard is one of many citation styles. Even within the Harvard style there are many variations. This guide is the Harvard style as interpreted by DCU Library.

Should you be required to use a citation style other than Harvard please check your school’s style-sheet/guidelines and visit the Citing & Referencing page on the Library’s website for links to other styles.

In the Harvard style all sources referred to in the body of your essay (in-text) must be cited correctly using the ‘Name and Date’ format. This can be used in a variety of ways, which are listed under ‘Citing authors ’ section.

All in-text citations must have a corresponding detailed entry at the end of your essay in the reference list. Elements to include for each material type are detailed under the appropriate tab on the left.

While this guide covers how to cite a wide variety of sources, there may be a particular source that is not included. In this case please go to the library information desk for assistance.
Citing Authors

Harvard is also known as the ‘name and date’ format. This means that all citations within the body of your text will include the author’s surname followed by the year that the work was published.

These guidelines for authorship apply to almost any source that you use whether that’s a book, video, Web page etc. There is slight variation in this for certain sources, notably multi-media materials. Always check the specific source you wish to cite for details.

There are many ways in which the name and date can be inserted into the text depending on the structure of your sentence. Here are three common ways of citing in-text. All approaches are equally valid depending on the circumstances:

1. When the author’s name occurs naturally as part of the sentence:
   In her report on student retention Moore (2004) indicates how important this issue is for Irish universities.

2. When the author’s name does not occur naturally as part of the sentence:
   A recent report indicated that student retention is an important issue for Irish universities (Moore 2004).

3. Where you refer to a specific section, hence the need for the page number (please refer to FAQ on the use of page numbers)
   In her report on student retention, Moore (2004, p.5) talks about “preventable underperformance” among third level students.

N.B: For the rest of the guide one format only (Author Year) is shown.
One author

**Format:** (Author Year)

**Example:** (O'Kane 2004)

Small scale enterprise in Ireland has increased hugely in recent years (O'Kane 2004).

OR

According to O'Kane (2004), small scale enterprise in Ireland has increased hugely in recent years.

Two or three authors

'First author' is the first one that is listed on the book/source. Subsequent authors are also listed in order of appearance rather than alphabetically.

**Format:** (First author, second author and third author Year)

**Example 1: Two authors**

(Cooper and Alderfer 1978, p.24)

In their work on group relations, Cooper and Alderfer (1978, p.24) give a good overview of the topic.

**Example 2: Three authors**

(Williams, Herron and McNamara 1990, p.65)

Williams, Herron and McNamara (1990, p.65) give an optimistic overview of the range and extent of initiatives in Irish Post-Primary curricula.

Four or more authors

**In-text**

Where there are four authors or more, you give only the first author's surname followed by 'et al.' and then the year. 'et al.' is an abbreviation of the Latin term 'et alia' and means 'and others'. 'First author' is the one that is listed first on the book/source.

**Format:** (First author et al. Year)

**Example:** (Colgan et al. 2008)
In their recent report Colgan et al. (2008) discuss the level of radiation passively received by the Irish public.

**Reference List**
In the reference list **ALL authors** are included, no matter how many there are. They are listed in order of appearance rather than alphabetically.

**Example:**

**Corporate author**
A corporate author is treated in exactly the same manner as any other author.

**Format:** (Corporate author's name Year)

**Example:** (FÁS 1997)
More young people signed up for vocational training courses in 1996 than in any year previously (FÁS 1997).

**No author**
Occasionally, you may have to cite a source for which you can find no author. This should not be a regular occurrence and you should always do your best to find out the author's name. It may happen in the case of a reference book. In this case you use the title instead of the author.

There is a valid case to be made for newspaper articles with no author pre-1960’s as it was the norm at the time. This does not reflect on their quality. See additional entry under newspapers.

**Format:** (Title Year)

**Example:** (Blackwell’s Dictionary of Nursing 1994)
The patient displayed obvious signs of apoclesis as per the definition given in Blackwell's Dictionary of Nursing (1994).

**Editor instead of author**
When referring to a work with editor/s, it is normally the case that each chapter/contribution is attributed to individual author/s. Therefore, it is the author of the chapter that you will be citing in-text. However, in the full reference you will need to refer to the editor/s as well as the chapter author/s.

If you want to cite the whole of an edited book (i.e. you are speaking very generally about the over arching theme of the book), you would simply replace author with editor in the in-text citation and put (ed.) or (eds.) after the editor/s name/s in the full reference.

See entry under **Source Types/Books & Monographs/Chapter/Paper in edited book** for details.

**Multiple works cited together**

**In-text:**

Sometimes you might want to talk about a particular idea that many people have discussed in their individual works. In that case, you would cite multiple publications in reverse chronological order (the most recent one first). If any of the publications are published in the same year then they should be listed alphabetically by author.

**Example:**

While humanitarian aid is far from a new concept, it is argued in the literature that its development over the past decade has been so diverse that there is a case for it having several distinct strands (Fernando and Hillhorst 2006; Richardson 2006; Petras 2003; McGinnis 2000).

**Reference list:**


Multiple works by the same author in the same year
Use lower case letters (a, b, c etc.) after year of publication for both in-text citation and the corresponding full reference.

In-text:
In terms of the development of Ireland’s digital economy Grimes (2003a) believes that there has been little investment in the regionalization of certain activities. Grimes (2003b) also suggests that the lack of high speed internet access in rural areas has been a negative factor.

Reference list:


Two or more authors with the same surname and published in the same year
If you have read the work of two different authors who happen to have the same surname, you need to distinguish one from the other.

In-text: Include the first initial after a comma
Example 1: different first initial (Walsh, P. 2010) and (Walsh, F. 2010)
In the rare event that the first initials are also the same, use lower case letters (a, b, c etc.) after year of publication.
Example 2: same first initial (Grimes 2003a) and (Grimes 2003b)
In terms of the development of Ireland’s digital economy Grimes (2003a) believes that there has been little investment in the regionalization of certain activities. Grimes (2003b) also suggests that the lack of high speed internet access in rural areas has been a negative factor.

Reference list:

Example 1: different first initial


Example 2: same first initial List them in the order you cited them. So the one with 'a' after the year goes first and so on.


Source Types
Books & Monographs

Book
In-text
Format: (Author Year)
Example: O’Kane (2004) is considered to be a 'must read' for anyone starting a business in Ireland.

Reference list
Format:
Author’s surname, initial/s Year of publication. Title in italics. Edition, if not the first, followed by ed. Place of publication: Publisher.
Example:

Chapter/Paper in edited book
When referring to a work with editor/s, it is normally the case that each chapter/contribution is attributed to individual author/s. Therefore, it is the author of the chapter/paper that you will be citing in-text. However, in the full reference you will need to include author/title details for the chapter/paper as well as editor/title details for the entire work

In-text
Format: (Chapter author Year)
Example: (Turley 2004)

Reference List:
You must include page numbers.
Format:
Chapter/paper author’s surname, initial/s. Year of publication. Title of chapter/paper followed by in: Book editor’s surname, initial/s. followed by (ed.) or (eds.) Book title
in *italics*. Edition, if not the first, followed by ed. Place of publication: Publisher, pp. followed by page numbers.

**Example:**


**Introduction/Preface/Foreword etc.**

Books often have sections which come before the main body of the text and can either be contributed by someone other than the author or be written by the author/s themselves. These usually take the form of introduction/preface/foreword.

**In-text**

If the preface/foreword is written by the author themselves, you simply follow the usual guidelines for books. You should include 'preface/foreword' as appropriate to distinguish the section. If the section is written by a third party, you should make this clear by including details of the contributor and the main author.

**Example 1: Written by the main author.** (Matthews 1993, Preface, viii)

**Example 2: Written by a third party.** (Roam 2013, in Walter and Gioglio 2014, Foreword, ix)

**Reference List:**


Book series

In-text

Format: (Author Year)

Example 1: (Grix and Watkins 2010)
Example 2: (Marsen 2007)
Example 3: (Patzelt and Brenner 2008)

Reference List

Format:
Author's surname, initial/s. Year of publication. *Title in italics*. Edition, if not the first, followed by ed. Followed by series title, followed by volume number, if relevant. Place of publication: Publisher.

Example 1:

Example 2:

Example 3:

Reprinted book

Sometimes the book you are using is a reprint of an original work. It is the same edition, but has simply been reprinted later by a different publisher. This is often the case with classic books. The publication details are usually found on the reverse of the title page of a book. If you are in any doubt as to which date to use for a reprinted book, please go to the Information Desk for assistance.

In-text:

Format: (Author Year of original publication)
Example: (Goffman 1963)

Reference List
Format:
First author’s surname, initial/s., subsequent author’s surnames, initial/s and last author’s surname, initial/s. Year of original publication. Title in italics. Edition, if not the first, followed by ed. Reprint, Place of publication of the reprint: Publisher of the reprint, Year of reprinting.

Example:

Book Review
In-text
Format: (Reviewer Year)

Example 1: (Lowry 2012)
Example 2: (Coffey 2012)

Reference List
Format:
Reviewer’s surname, initial/s. Year of publication of the review. Review title (where there is one). Review of title of work reviewed in italics, by author’s first name and surname. Follow instructions for publication details of the source in which the review appears.

Example 1:

Example 2:
Coffey, E. 2012. €684,000 now seems a fair price for a sensational debut. Review of This is how it ends, by Kathleen MacMahon. Irish Independent: Weekend Review, 28 April, p.21.
Translation

You need only the original author's name in the in-text citation, but both the original author and the translator's name are required in the full citation in your reference list.

In-text

Format: (Original Author Year)
Example: (Wolf 1989)

Reference List

Format:
Author’s surname, initial/s. Year of publication. *Title in italics*, translated by translator’s surname, initial/s. Place of publication: Publisher.

E-book

E-books come in more than one format.

In-text

Format: (Author Year)
Example 1: (Jalote 2008)
Example 2: where there are page numbers available: (Jalote 2008, p.10)
Example 3: where there are no page numbers use chapter and paragraph details instead: (Jalote 2008, ch.4, para.7)

Reference List - PDF/ Page Image version of print

Online versions of print books that are in PDF format have the same pagination, layout and publication details as the print equivalent. Therefore you cite them as though they were print. There is no need to include the source of the e-book. This
covers the majority of e-books that you will find via the library catalogue or databases.

When citing an e-book in PDF format, use the instructions for print books, i.e. Book, Book Chapter as appropriate.

**Format:**
First author’s surname, initial/s., subsequent author’s surnames, initial/s and last author’s surname, initial/s. Year of publication. *Title in italics*. Edition, if not the first, followed by ed. Place of publication: Publisher.

**Example:**

Occasionally you may find an e-book in PDF format for which you cannot find the publication details, so you do not know whether it is available in print format. In that case follow the instructions for HTML/ plain text e-books.

**Reference List - HTML/ Plain text**
E-Books in HTML/ Plain text format must include these additional details - source, [Online] and [Accessed date]. If the source is a library database include the name of the database, otherwise give the URL.

**Format:**
Author’s/editor’s surname, initial/s. Year of publication. *Title in italics* [Online]. Edition, if not the first, followed by ed. Publisher: place of publication (if available). Available from: library database name or URL if accessed online from somewhere other than a library database [Accessed date].

**Example 1: From a library database**

**Example 2: From the Web**

**E-book accessed via an e-reader**
If you accessed an e-book via an e-reader, you must indicate this in the full reference. As there will be no page numbers, you should use chapter and paragraph numbers in their place in the in-text citation as appropriate.

**Format:**
Author’s surname, initial/s. Year of publication. *Title in italics* [E-reader name].
Edition, if not the first, followed by ed. Publisher: place of publication (if available).

**Example:**
London: Springer.

**Report**
Reports can be produced by public or private organisations or by governments. If the report is print or online equivalent (PDF), cite and reference it as though print. If you are unsure whether an online report in PDF has a print equivalent, then cite it as you would a Web page. In these cases, even though they are in PDF format, give the URL and include [Online] and [Accessed date].

**Government Reports:**
With government reports, it can be difficult to determine the author/s and publishers. Authors can be departments, ministerial offices, individuals or organisations who have been commissioned to write the report. The most important thing to remember is that the item should be traceable.
Government reports can be commonly known by the name of the chairperson. However, the chairperson is not officially listed as the author. For example *Report of the Commission to Inquire into Child Abuse* is more commonly known as *The Ryan Report*, because Sean Ryan was the chairperson. In this case the author would actually be *Commission to Inquire into Child Abuse*.

Most Irish government publications have Dublin: Stationery Office as the place of publication and publisher. Most government reports are available online in PDF format, so you would cite these as though they are print.

**In-text**

**Format:** (Author Year)

**Example 1:** (IBM 2011)

**Example 2:** (Committee on Climate Change 2009)

**Example 3:** (State Examinations Commission 2009)

**Reference List**

**Format:**

Author Year of publication. Title of publication in italics. Volume number/ series title and number where applicable. Place of publication: Publisher or [Online]. Available from: URL [Accessed date].

**Example 1:**


**Example 2:**


**Example 3:**


**Conference Proceedings**

A conference paper in a book of conference proceedings is cited in the same way as a chapter in a book except that the conference paper title replaces the chapter title and the conference title replaces the book title. Conference titles usually include the date and place of the conference. They may or may not have editor/s.

Increasingly, conference proceedings are published online rather than in print format. In this case, you need to include [Online], URL and date accessed (see examples).

**In-text**

**Format:** (Paper author Year)

**Example 1:** printed book of proceedings (Gardent and Kohlhase 1996)

**Example 2:** online proceedings (Bobis 2009)

**Reference List**

**Format:** printed book of proceedings

Paper author’s surname, initial/s. Year of publication. Title of paper followed by *IN:* Editor’s surname, initial/s. followed by (ed.) or (eds.) *Conference title in italics.* Place of publication: Publisher, pp. followed by page numbers.

**Example:**


**Format:** Online proceedings

Paper author’s surname, initial/s. Year of publication. Title of paper followed by *IN:* Editor’s surname, initial/s. followed by (ed.) or (eds.) *Conference title in italics*
Citing & Referencing
[Online], pp. followed by page numbers (if available). Available from: URL [Accessed date].

Example:

Working Paper

In-text
Format: (Author Year)
Example: (O'Connell 2009)

Reference List
Format:
Author’s surname, initial/s. Year of publication. Title of the paper. Working paper series title in italics, No. followed by working paper number. Place of publication: Publisher (if applicable).
Example:

Sacred Texts
When citing from a religious text, such as the Bible or the Qur’an, the guideline is to include an in-text citation but not a full citation in the reference list. Authorship is often unclear and is therefore not required. Use the title instead of an author. The citation does not include the page number, since this may differ between different
pr. intings. The most important thing to remember is that you clearly identify the location of the text that you are citing using the appropriate naming/numbering system.

**In-text**

**Format:** (Name of religious text, name of 'Book' (where appropriate) Chapter/Surah: Verse)

**Example 1:** Bible "And people waited for Zacharias, and marvelled that he lingered so long in the temple" (The Bible, Luke 1:21).

**Example 2:** The Qur'an "Verily He loveth not the arrogant" (The Qur’an 16:23).

**Journals**

**Journal Article**

Journal articles come in more than one format. In-text citation is the same for both formats. There are differences in how you set out the full references for PDF/page image format and HTML/plain text format.

Occasionally journals have months/seasons rather than issue numbers or only issue numbers/months but no volumes. In those cases use as much information as you can find and also include the page numbers.

**In-text**

**Format:** (Author Year)

**Example:** (Comino and Henry 2001)

**Reference List - Print/PDF/page image**

This applies to articles from print journals and should also be used for citing online versions of print journals that are in PDF format as they will have the same pagination and layout as the print. This covers the majority of articles in the library databases.
Format:
Author's surname, initial/s. Year of publication. Article title. Journal title in italics, Volume/Season/Month(issue/part number), p.or pp. followed by page number/s.

Example 1:

Example 2:

Reference List - HTML/ plain text

Format:
Author's surname, initial/s. Year of publication. Article title. Journal title in italics [Online],Volume/Season/Month(issue/part number), p. or pp. followed by page number/s (if available). Available from: library database name or URL/DOI (if accessed online from somewhere other than a library database) [Accessed date].

Example 1: From a library database

Example 2: From the Web

Example 3: Online with DOI

Note:
Where the source is a library database you must include the name of the database, otherwise give the URL. You must also include [Online] and [Accessed date]. Articles may be in PDF format as well as HTML, however, as they are accessible online only (or you are not sure whether or not they have a print equivalent), you still need the URL / DOI even for the PDF format. The DOI (Digital Object Identifier) is a permanent identifier provided by the publisher. This means that, even if the URL changes, the article can always be found as the DOI is stable and unchanging.

**Supplements**
Occasionally, journals will publish special supplements. These can be supplements to the volume or to a specific issue. You should indicate that it is a supplement in the full reference. The in-text citation does not change from the normal 'author date' format.

**Format:** Author’s surname, initial/s. Year of publication. Article title. *Journal title in italics*, Volume followed suppl. and supplement number, if applicable (or issue,, followed suppl. and supplement number, if applicable), p. or pp. followed by page number/s.

**Example 1: Supplement to a volume**

**Example 2: Supplement to an issue**

**Page numbers:**
Some supplements preface the page number with 'S'; some do not. If the supplement you are using does so, you should also do so, otherwise do not. e.g.

**In-text:** (Bourgeois 2012, p.S4)

**Reference List:**
Cochrane Review

At the beginning of every Cochrane review there are details of how it should be cited. This includes which date (of several available due to updates etc.) should be used. Use the date suggested. The following matches closely Cochrane’s suggested citation style but is tweaked to maintain consistency with the Harvard style described in this guide. You may find articles in the Cochrane Library under the heading 'other reviews’. These are 'structured abstracts’ of systematic reviews conducted outside of the Cochrane Library structure. To source the full text of these articles, use the details given for 'original article’ and then cite it as you would any journal article.

In-text

Format: (Author Year)
Example: (French et al. 2006)

Reference List

Format:
Author's surname, initial/s. Year of publication. Title of review. Cochrane Database of Systematic Reviews in italics, Year (issue).

Example:
Newspapers & Media

Newspaper Article

Newspaper articles come in more than one format. In-text citation is the same for all formats. There are differences in how you set out the full references for Print/PDF/digital image/microfilm format and HTML/plain text format.

Bylines were not introduced until the early 1960’s. Therefore articles written before that may have had no author. For information on how to cite these types of articles, see information under 'No Author' below.

In-text

Format: (Author year)

Example: (Staunton 2009)

Reference List - Print/PDF/digital image/Microfilm

This applies to articles from print newspapers and should also be used for citing online versions of print newspapers that are in PDF/digital image/microfilm format as they have the same pagination and layout as the print.

Format:

Author’s surname, initial/s. Year of publication. Article title. *Newspaper title in italics*, Day/month, p. or pp. followed by page number/s.

Example:


Reference List - HTML/plain text

Format:

Author’s surname, initial/s. Year of publication. Article title. *Newspaper title followed by: Section of newspaper if applicable all in italics [Online]*, Day/month, p. or pp. followed by page number/s, if given. Available from: library database name or URL (if accessed online from somewhere other than a library database) [Accessed date].

Example 2: From the Web

Supplement
If the article you are citing is within a newspaper supplement, you must indicate this by adding a colon after the main newspaper title, followed by the title of the supplement, e.g. *The Guardian: Education Supplement*.

Example:

No Author
The majority of newspaper articles pre-early 1960's are anonymous, as Bylines did not come in until the mid-1960's. If you are citing a newspaper article without an author, you should substitute the newspaper title for the author and then follow the instructions given for the particular format you are using - i.e. print/pdf; online etc.

Please note, if your newspaper article is not from the pre-early 1960's era and yet has no author, be cautious of the quality.

In-text: (The Banker 2009)

Reference List:
Press Release

If the press release is broadcast on radio or television (e.g. as part of a news item) then use the rules for radio/television programme.

Most press releases are issued to the press and published on the organisation's website on the same day. Therefore, you can usually cite press releases using the details available on the website.

In-text

Format: (Author Year)

Note: year refers to the year that the press release was issued

Example 1: (Department of Health and Children 2009)
Example 2: (Lodge et al. 2012)

Reference List

Format:


Example 1:

Example 2:

Radio/Television Programme

In-text

Format: (Programme Title Year of transmission)
Example: (Prime Time 2009)

Reference List
Format:
Title of programme Year of transmission. Name of Channel [Format], Day/month of transmission, time of transmission.
Example:

Radio/Television Interview
In-text
Format: (Interviewee Year)
Example: (McVerry 2009)

Reference List
Format:
Interviewee name, initial/s. Year of interview. Interview on: *Title of programme in italics*. Name of channel [Format], Date of transmission.
Example:

Archived Radio/Television Programme/Podcast
In-text
Format: (Originator Year)
Example: (RTE Radio 1 2010)

Reference List
Format:
Originator’s surname, initial/s or organisation if not a named person. Year of broadcast. *Title of programme/podcast in italics*. Number and/or title of the episode if needed [Online], Day/month of the podcast. Available from: URL [Accessed date].
Example:
Internet

Web page
A Web page is one page of a Web site. This can include anything from reports in PDF, images or plain HTML pages of text. Material found on the Web often falls into one of the categories already covered in this guide. In these cases, follow the instructions for that source type, e.g. a government report, a journal article, conference proceedings.
When it does not fall into an existing source type, follow these instructions.

In-text
Format: (Author year)
Example: (World Health Organization 2009)

Reference List
The title of the Web page is usually at the top of the screen (title bar) but may also be within the text of the page, e.g. as a header.
If the content of the page you are citing is written by someone other than the overall web site authors, then use this as the author. If author is not available, begin your citation with the web page title.

Format:
Author Year. *Title of page in italics* [Online]. Available from: URL [Accessed date].
Example:

Note: In the example above, the 'year' refers to the year the report was published. If this is not available, or not appropriate for the type of material you are citing, then look for a date the Web page was last updated and use this instead. This is often at the bottom of the page.
Blog/Discussion Forum/Mailing List/Twitter

In-text

The 'author' refers to the author of the specific blog post/message/Tweet (use username if real name not known). Blogs of organisations can have different authors for each post.

**Format:** (Author Year)

**Example 1:** Message from a mailing list (Sansby 2010)

**Example 2:** Organisational blog post (DCUlibrary 2010)

**Example 3:** Tweet (Lynn 2012)

Reference List

**Format:**

Author's surname, initial/s. Year of blog post/message/Tweet. Title of blog post/Subject of message/Full Tweet. *Title of blog/discussion forum/mailing list/Twitter in italics* [Online], Day/month posted. Available from: URL/mailing list email address [Accessed date].

**Example 1:** Message from a mailing list


**Example 2:** Organisational blog post


**Example 3:** Tweet


**NOTE:** The URL of a Tweet is available by clicking on 'Embed this Tweet' link.
Institutional Repositories (DORAS)

DCU, along with many other third level institutions, maintains a digital repository where research output of the university is hosted so that it can be accessed freely online. This includes journal articles, electronic versions of book chapters, conference/ workshop items and theses. DCU's institutional repository is called DORAS.

Items, such as theses, can be cited exactly as print as they are identical to the print version. Other items, such as journal articles, book chapters and conference items, may have different pagination and layout to the published/print version. They may not even be published anywhere apart from DORAS. In these cases you will need to include [Online], URL and the date you accessed the item.

As with any online item, if you are unsure of whether or not they have a print equivalent, it is safer to include [Online], URL and the date you accessed the item anyway.

These guidelines refer specifically to DORAS, but you may apply them to items found in other institutional repositories.

In-text

The In-text citation remains the same (Author Year) regardless of the type of material. However, if you are using page numbers in your in-text citation (e.g. for a direct quote) then use the page numbers from the DORAS version of the document as it may be different to the published version.

Format: (Author Year)

Examples: (Larson and Jones 2012)
(Caprani, O'Connor and Gurrin 2012)
(Fraser et al. 2012)
(Kane 2012)

Reference List

Format:
Follow most of the basic format for the source type, with some amendments. Omit page numbers as they are usually different to the publisher's version. See notes after each example for details of omissions/ additions.

**Example 1: journal article**

**Example 2: book chapter**

**Note**: Use publisher details when available.

**Example 3: conference/ workshop item**

**Example 4: thesis**

**Note**: You may cite theses found on DORAS as though they are print because pagination and layout are identical to the print version.

**Archived Radio/Television Programme/Podcast**

**In-text**

**Format**: (Originator Year)

**Example**: (RTE Radio 1 2010)

**Reference List**

**Format**: 
Originator’s surname, initial/s or organisation if not a named person. Year of broadcast. *Title of programme/podcast in italics.* Number and/or title of the episode if needed [Online], Day/month of the podcast. Available from: URL [Accessed date].

**Example:**

**Online Video/YouTube**

**In-text**

**Format:** (Originator Year)
The originator is the person or organisation who created or posted the video.

**Example:** (Dublin City University 2010)

**Reference List**

**Format:**
Originator’s name/username (person or organisation who created/posted the video) Year created/posted. *Title of video in italics* [Online]. Available from: URL [Accessed date].

**Example 1:** YouTube

**Example 2: Video on DCU website**
Government & Legal Publications

Oireachtas debates
Oireachtas debates up to July 2012 are available online from http://debates.oireachtas.ie/
Current debates are available from http://oireachtasdebates.oireachtas.ie/
They include Dáil and Seanad and Committee debates in full text.

In-text

Format: (Dáil/Seanad Éireann/ Oireachtas Committee Debate or Year)
Example 1: (Dáil Éireann Debate 2014)
Example 2: (Seanad Éireann Debate 2012)
Example 3. (Oireachtas Committee Debate 2010)

Reference List

Format:
Dáil/Seanad Éireann/Oireachtas Committee followed by Debate Year. Title in italics, date [Online]. Available from: URL [Accessed date].
Example 1:
Example 2:
Example 3.
EU Treaty
You can access EU Treaties online in full text.

In-text
Format: (Treaty Title Year of signing)
Example: (Treaty of Lisbon 2007)

Reference List
Format:
Full title of treaty in italics Day (Document reference), month and year the treaty was signed [Online]. Available from: URL [Accessed date].
Example:

Government Reports:
With government reports, it can be difficult to determine the author/s and publishers. Authors can be departments, ministerial offices, individuals or organisations who have been commissioned to write the report. The most important thing to remember is that the item should be traceable.
Government reports can be commonly known by the name of the chairperson. However, the chairperson is not officially listed as the author. For example Report of the Commission to Inquire into Child Abuse is more commonly known as The Ryan Report, because Sean Ryan was the chairperson. In this case the author would actually be Commission to Inquire into Child Abuse.

Most Irish government publications have Dublin: Stationery Office as the place of publication and publisher. Most government reports are available online in PDF format, so you would cite these as though they are print.
In-text Format: (Author Year)

Example 1: (IBM 2011)
Example 2: (Committee on Climate Change 2009)
Example 3: (State Examinations Commission 2009)

Reference List Format:
Author Year of publication. Title of publication in italics. Volume number/series title and number where applicable. Place of publication: Publisher or [Online]. Available from: URL [Accessed date].

Example 1:

Example 2:

Example 3:

Green Paper/White Paper
In-text Format: (Author Year)
Example: (Department of Social and Family Affairs 2007)
Reference List

**Format:** Author Year of publication. *Title in italics.* Place of publication: Publisher.

**Example:**

**Act/Statutory Instrument**
The title of the Act/S.I. replaces the author. Because the year of publication is explicit in the title of the Act/S.I., you do not need to add the year of publication separately. You should use capital letters for the key words in the title.

**In-Text**

**Format:** (Title of Act/S.I. including year)

**Example 1:** (Inland Fisheries Act 2010)
**Example 2:** (Academies Act 2010)
**Example 3:** (Wildlife Act 1976 (Temporary suspension of Open Season) Order 2010)

Reference List

**Format:**
*Title of the Act/S.I. in italics.* Act/S.I. number/s. followed by section number if applicable. Place of publication: publisher or [Online]. Available from: URL. [Accessed date].

**Example 1: Act of the Irish Parliament**

**Example 2: Act of the British Parliament**

**Example 3: Statutory Instrument**

Case
These instructions are for non-law students. Students studying law should consult the style sheet provided by the School of Law and Government, which is available from our Web site.

**In-Text**

**Format:** (Name of the case Year)

**Example:** (Crotty v. An Taoiseach 1987)

**Reference List**

The source publication for Irish cases is normally either The Irish Reports (abbreviated I.R.) or the Irish Law Reports Monthly (abbreviated I.L.R.M.) Other sources, e.g. of UK cases, could be All England Law Reports (abbreviated All E.R.). If you found the case using the Justis database, the source publication is indicated at the top left of the screen in the abbreviated form.

**Format:**

Name of the case Year. Title/ abbreviated title of source publication, p. followed by page number or [Online]. Available from: database name, if from an online database. [Accessed date].

**Example 1:** Crotty v. An Taoiseach 1987. I.R. p.713.

**Example 2:** taken from the online database 'Justis'


**Film/DVD**

**In-Text**

**Format:** (Director Year of release)

**Example:** (Abrahamson 2004)

**Reference List**

**Format:**

Director’s name, initial/s. Year of release. *Title of film in italics* [medium]. Place of publisher/distributor: Distribution company.
Example:

**Online Video/YouTube**

**In-text**

**Format:** (Originator Year)
The originator is the person or organisation who created or posted the video.

**Example:** (Dublin City University 2010)

**Reference List**

**Format:**
Originator’s name/username (person or organisation who created/posted the video)

**Example 1:** YouTube

**Example 2:** Video on DCU website

**CD ROM**

**In-Text**

**Format:** (Author Year)

**Example:** (Lewis 1997)

**Reference List**

**Format:**
Author’s name, initial/s. Year of publication. *Title of publication in italics* [CD-ROM].
Place of publication: publisher.

**Example:**
Visual Sources

Book/journal illustration, diagram, table

Whether discussing the intellectual content or reproducing an illustration, diagram or table, you must cite the source. Where you are replicating an item, add the citation exactly as you would in-text, directly below the item. The page number where the item appears should be included in the in-text citation, but not in the full reference.

In-Text

Format: Follow the usual rules of Author Year, but include a page number, because it is a specific detail, and describe what it is - e.g. fig.; table; illus. (as per author’s description) and include the figure/table number, if there is one given. If the author has not labelled the item with fig.; illus. etc., then just give the page number. The page number where the item appears should be included in the in-text citation, but not in the full reference.

Example 1: Van Couvering (2001, p.192, fig.8.4) captures this very succinctly.

Example 2: In July 2001, 54 percent of visits to the openDemocracy site originated in the UK(Curran 2003, p.231, table 14.2).

Example 3: (Swapp 2012, fig. 1.11)

Reference List

Format:

Follow instructions for the source (book/journal/Web page etc.) in which you found the figure/table.

Example 1:


Example 2:

Example 3:

Photographs, Paintings & Cartoons
Photographs, paintings and cartoons can be found in many places - exhibitions, published books of photographs, Web sites, newspapers or online collections, such as Flickr and ARTstor.

In-Text
Format: (Photographer/Artist/Cartoonist Year)
Example 1: Book of photographs (Kanfer 1987, p.41)
Example 2: Web site (Brave Lemming 2012)
Note: Use the photographers real name where possible. If there is none given then use their online username.
Example 3: Library database (Miro 1928)
Example 4: Print newspaper (Trudeau 2012)
Example 5: Online newspaper (Bell 2012)

Reference List
Format:
Photographer/Artist/Cartoonist Year. Title of photograph/painting/cartoon [Photograph] or [Painting] or [Cartoon]. Followed by the appropriate publication details for the source type, e.g. print newspaper, online etc.
Example 1: Book of photos

Example 2: Web site
Example 3: Library database

Example 4: Print newspaper
Trudeau, G. 2012. Doonesbury [Cartoon]. The Irish Times, 3 September, p.16.

Example 5: Online newspaper

Reproduced Work
To cite a visual work reproduced in a book (where the author of the book is not the creator of the visual work), refer to the work in the text and then cite the book author as you usually would. This is similar to Secondary Referencing (see FAQs).

Example:
In-Text: De Kooning's 1952 painting 'Woman and Bicycle' (Hughes 1980, p.295) is an example of ...

Reference list:

Image used for decorative purposes only
If you are using an image for the purposes of decoration only, i.e. you are not referring to its artistic or intellectual content whatsoever, then you should credit the source, but you do not need to cite and reference it in the traditional manner. Instead, put 'Source:' and give details of where you found the image, e.g. www.Flickr.com; www.who.int
Communication

Personal Communication
There is no traditional citation required when you are talking about the content of personal communication. You do however need to clearly explain within your text where the information you are writing about came from. Similarly, there is no need for an entry in the reference list as the information, being private, is considered to be non-recoverable.

If you wish, you may transcribe the content of personal communication and add it as an appendix. In this case you would then refer to the appendix number (see additional information in FAQs).

In-Text
Example 1: where you have referred to the content in your text without transcribing
As stated in an email from John Riley on 20th May, 2009, the board do not consider the matter to be within their remit.

Example 2: where you have transcribed the content of the communication and attached it as an appendix
As stated in an email from John Riley on 20th May, 2009 (Appendix iv), the board do not consider the matter to be within their remit.

Reference List
There is no need for an entry in the reference list as the information, being private, is considered to be non-recoverable.

Live Public Communication
Live public communication includes events such as video conferences, Webinars, Webcasts, lectures and seminars. There is no traditional citation required when you are talking about the content of live public communication. You do, however, need to clearly explain within your text where the information you are writing about came from.
If you wish, you may transcribe the content of live public communication and add it as an appendix. In this case you would then refer to the appendix number.

**In-Text: explained within the text**

**Example 1:** This point was evident in the comments made by Mary Smith in an ASTI video conference on 5th January, 2008.

**Example 2:** where you have transcribed the content of the communication and attached it as an appendix

This point was evident in the comments made by Mary Smith in an ASTI video conference on 5th January, 2008 (Appendix ii).

**Reference List**

There is no need for an entry in the reference list as the information, being live, is considered to be non-recoverable.
Technical Documents

Patent

In-Text

**Format:** (Inventor Year)

**Example:** (Charnock and McLeary 2006)

Reference List

**Format:**

Inventor’s surname, initial/s. Patent Assignee, if different from inventor. Year of publication. *Title of patent in italics*, patent number.

**Example:**


Standard

In-Text

**Format:** (Institution/ organisation Year)

**Example:** (National Standards Authority of Ireland 2008)

Reference List

**Format:**

Institution/ organisation name Year of publication. Number of standard: *Title of standard in italics*. Place of publication: Publisher or [Online]. Available from: URL. [Accessed date].

**Example:**

Company Information & Financial Data

This type of information does not always have all of the traditional components used for citing and referencing, most notably stable URLs or titles. So, you may have to 'invent' a descriptive title based on the information you have viewed.

In-Text
Format: (Publisher Year)

note: where the information does not have a published date (as with much of the financial data) use the year you conducted the search instead.

Examples:
(Datastream International 2013)
(FAME 2013)
(Euromonitor International 2011)

Reference List
Format:
Publisher Year. Title or if none available then create your own title based around a brief description of data/information accessed [Online]. Available from: Database name [Accessed date].

Examples:


Unpublished Material

Thesis/Dissertation

In-Text

Format: (Author Year)

Example 1: Dissertation (Reynolds 2009)
Example 2: Thesis (Kelly 2008)

Reference List

Format:

Author’s surname, initial/s. Year of submission. Title of thesis/dissertation in italics. Award type. Awarding institution.

Example 1:

Example 2:

Unpublished conference paper

Where a conference paper has been published in a book of conference proceedings, please cite and reference it as such following the guidelines under 'Books & Monographs', 'Conference Proceedings'.

In-Text

Format: (Author Year of presentation of the paper)

Example: (Gallagher and Desmond 2013)

Reference List

Format:

Example:

In-house publication/Leaflet/Grey Literature
These types of publications often have limited details available making it harder to identify all of the elements required to cite them correctly. Just include whatever details are available or that you can make an educated guess at.

In-Text
Format: (Author Year)
Example 1: Printed leaflet (DCU Library no date)
Example 2: Online version of the same leaflet (DCU Library 2009)
In the example above, there was no date available on the printed version so we left it out.

Reference List
Format:
Author’s, initial/s. Year of publication (if available). Title (or your own description if no obvious title) in italics. Volume(issue/no) (if applicable). Place of publication: Publisher (if applicable) or [Online]. Available from: URL [Accessed date].
Example 1: printed leaflet
DCU Library no date. Welcome to DCU Library!: A guide for research students. Dublin: DCU Library.
Example 2: same leaflet online
In the example above, there was no date available on the printed version so we left it out. Similarly the place of publication and publisher were not explicit on the leaflet so we took an educated guess.
Frequently Asked Questions

When and how do I use page numbers?

Format

Page numbers are indicated by p. for a single page and pp. for a range of pages, so p. 5 or pp. 5-7.

When to include page numbers

Include page numbers for:

(i) A direct quotation.
(ii) A specific idea/section of a work.
(iii) A specific detail such as a table or diagram.

In general, you will have to include page numbers in your in-text citations as you will mostly be paraphrasing a particular section of the work or using a direct quotation.

Example 1: Direct quotation

Dwyer and Tanner (2002, p.19) describe “implicit negotiation, expertise and habit” as being of central importance to household spending.

Example 2: Specific idea/section of a work

In their recent work on Asperger's syndrome, Cumine et al. (2009, p.5) discuss the lack of expression in the voices of children with the syndrome.

If you were citing the general ideas contained in the work of Cumine et al. there would be no need for a page number. However, when discussing the distinct issue of vocal expression in children with Asperger's you must include a page number so that a reader (possibly your lecturer/supervisor) can locate the part to which you refer.

Example 3: Specific detail such as a table or diagram

There was a significant increase in output between 2001 and 2002 (Brown and Thompson 2005, p.10, fig. 3.2)
NOTE: You will notice we also included 'fig. 3.2' here. See main entry on diagram/ illustration/ figure/ table etc. for more information on what to include for these source types.

Exceptions:

Whole work:
Occasionally you may wish to refer in general to the ideas of a whole work, in which case you do not need to include page numbers.

No page numbers:
Sometimes there will be no page numbers (for example in the case of an e-book via an e-reader or an online journal in HTML format), in this case you may use chapter and/or paragraph numbers. The format for this is (Jones et al. 2007, ch.3, para. 2)

To summarise, if what you are referring to is specific enough that a reader would need a page number to find it, then you should include one.

Reference list:
You should include page numbers in the full citation in your reference list for the following only:
(i) Journal article.

What if I can't find a date of publication?
Occasionally, the source you are using may not have an obvious date of publication. In this case you would use 'no date' in place of the date. If your source has no date, you should be certain that there is a valid reason why and that it does not imply any lack of quality. A valid reason for having no date of publication could be that the item is an unpublished, in-house document. If you find you are resorting to 'no date' frequently without a valid reason, you should question the quality of your sources.
Format:
(DCU Library no date)

Reference list:
DCU Library no date. Welcome to DCU Library!: A guide for research students. Dublin: DCU Library.

When do I use capital letters?
Capitalise the first letter of each key word of the title of journal/ newspaper/ database. In all other cases (e.g. article titles; book titles) capitalise the first letter of the first word and any proper nouns only.

Journal title:

Newspaper title:

Book title:

Journal article title:
How do I cite a direct quotation?

Short quotation:
A short quotation of a sentence or less should be put in quotation marks and embedded into your own text.

**Format:**
(Author Year, page number)

**Example:**
Dwyer and Tanner (2002, p.19) describe “implicit negotiation, expertise and habit” as being of central importance to household spending.

**Longer quotation:**
Longer quotations do not require quotation marks but should be in a separate paragraph indented on both sides and single spaced. The in-text citation is included directly after the quotation.

**Format:**
(Author Year, page number)

**Example:**
The IREL (Irish Research Electronic Library) initiative which funds many of these online resources is funded by the HEA (Higher Education Authority) and has ensured the development of a world-class information infrastructure to support research in Ireland. (Bloggs 2007, p.22)
How do I cite a work that I did not read but which is cited in a work that I did read?

This is known as 'secondary referencing'. Sometimes you will want to cite a work that you have not read but which is cited in a work that you have read. In this case it is recommended that you do your utmost to locate and read the original work in full so that you can then cite it in the normal manner. However, sometimes you may not be able to do that, for example in the case of an old, out of print work. In such a case you must then use 'secondary referencing' instead. This ensures that you are making it clear that you did not read the original work.

**Format:**

(Name (of author you have not read the full work of) Year 'cited in' Name (of author you have read) Year, page nos.)

**Example:**

Plagiarism is described very succinctly by Carroll (2002 cited in Perry 2010, p.97) as “passing off someone else’s work, whether intentionally or unintentionally, as your own for your own benefit”.

In this example, you read Perry's work in which he cited Carroll. You could not find Carroll's work in order to read it so you had to use secondary citing in order to use the ideas of Carroll without plagiarising Perry.
NOTE: When you make use of secondary referencing like this, you should include a full citation in your reference list for only the work that you actually read. In this case that would be Perry's work.

Another example of when you might use secondary referencing is where an artistic work, such as a poem or painting, has been reproduced in a book and you wish to refer to the poem/painting.

Example:

In-Text:
De Kooning's 1952 painting 'Woman and Bicycle' (Hughes 1980, p.295) is an example of ... 

Reference list:

How do I cite something I accessed via Loop/Moodle?
Whatever material type you accessed via the institutional VLE, Moodle, should be cited as that material type. Moodle (or any other VLE) is simply the platform used to host the material. So, if you accessed a journal article via Moodle, then go to the instructions for citing journal articles.

How do I organise my reference list?
Your reference list should be organised alphabetically by author. If there is more than one work by the same author they should be listed chronologically.

If there are multiple works by the same author in the same year use lower case letters (a, b, c etc.) after the year of publication and list them in the order that they were cited in the text.
What is ibid. and op. cit. and when do I need to use them?
It is not essential, but you may choose to use ibid. or op. cit. instead of using the same citation repeatedly.
Ibid. is used instead of repeating the previous citation.
Op. cit. is used after the author's name to refer to the same work by that author as cited previously in your text, but not immediately before.

Op. cit. should only be used within a very short space as you cannot expect a reader to go searching back through many pages to find the original citation.

How do I cite interviews I've done myself?
Some items you refer to in your text are not traditionally published, e.g. where you have conducted interviews for your research (or personal communication, emails, surveys etc.). In these cases, because the content is not recoverable you would not cite it in the usual sense. You can, however, transcribe the content and include it as an appendix. You would then refer to the relevant appendix in the text, including page numbers where necessary.

Example 1:
Please see results of survey (Appendix 4).

Example 2:
John Smith states this clearly in his interview (Appendix 2, p.1)

You do not require a full reference for appendices.

What if the book/journal I am citing has a title and a subtitle?
If the item you are referencing has both a main title and a subtitle you would include a colon after the main title and then include the subtitle.

Example 1- Book title:

Example 2 - Journal article title:

**Example 3 - Journal title:**

**Do I need to cite a picture I use for decorative purposes only?**

If you are using an image for the purposes of decoration only, i.e. you are not referring to its artistic or intellectual content whatsoever, then you should credit the source, but you do not need to cite and reference it in the traditional manner. Instead, put 'Source:' and give details of where you found the image, e.g. www.Flickr.com; www.who.int