

**DCU Library**  
**Guide to Harvard style of citing & referencing**

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## Important notes:

1. This guide covers how to cite a wide variety of sources, however, if there is a particular source that is not included, please go to the library information desk for assistance. The main body of the guide covers the guidelines for citing specific sources. Other relevant information is contained at the end in the Frequently Asked Questions section.
2. Harvard is one of many citation styles. While it is the one most commonly used in DCU, you should still verify with your lecturer which style you are required to use. Even within the Harvard style there are many variations. This guide is the Harvard style as adapted for DCU. Should you be required to use a citation style other than Harvard check your school's style-sheet/guidelines and visit the [Citing & Referencing page](#) on the Library's website for links to other styles.
3. All sources referred to in the body of your essay (in-text) must be cited correctly using the Harvard 'Name and Date' format. This can be used in a variety of ways, see below:

***Where the author's name occurs naturally in the text:***

In her report on student retention Moore (2004) indicates how important this issue is for Irish universities.

***Where the author's name does not occur naturally in the text:***

A recent report indicated that student retention is an important issue for Irish universities (Moore 2004).

***Where you refer to a specific section, hence the need for the page number (please refer to FAQ on the use of page numbers at the end of the guide)***

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 **only one format, (Author Year)**, is shown. However, you may use any of them depending on the structure of your sentence.

4. All in-text citations must have a corresponding detailed entry at the end of your essay in the reference list. These detailed citations must be listed in alphabetical order by author's surname. Where you have used more than one work by the same author, the works for that author must be listed in chronological order in the reference list.

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## Citing Authors

<b>General Note</b>	Authorship is treated in the same way for almost all sources of material. There can be slight variations for certain sources, notably multi-media materials. Always check the specific source you wish to cite for details
<b>One author</b>	<p><b>Format:</b> (Author Year)</p> <p><b>Example:</b> (O'Kane 2004)</p> <p>Small scale enterprise in Ireland has increased hugely in recent years (O'Kane 2004).</p> <p>OR</p> <p>According to O'Kane (2004), small scale enterprise in Ireland has increased hugely in recent years.</p>
<b>Two or three authors</b>	<p>'First author' is the first one that is listed on the book/ source. Subsequent authors are also listed <b>in order of appearance</b> rather than alphabetically.</p> <p><b>Format:</b> (First author, second author and third author Year)</p> <p><b>Example 1: Two authors</b> (Cooper and Alderfer 1978)</p> <p>In their work on group relations,Cooper and Alderfer (1978) give a good overview of the topic.</p> <p><b>Example 2: Three authors</b> (Williams, Herron and McNamara 1990)</p> <p>Williams, Herron and McNamara (1990) give an optimistic overview of the range and extent of initiatives in Irish Post-Primary curricula.</p>

<p><b>Four or more authors</b></p>	<p><b>In-text</b>  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'.</p> <p>'First author' is the one that is listed first on the book/ source.</p> <p><b>Format:</b>  (First author et al. Year)</p> <p><b>Example:</b>  (Colgan et al. 2008)</p> <p>In their recent report Colgan et al. (2008) discuss the level of radiation passively received by the Irish public.</p> <p><b>Reference List</b>  In the reference list <b>ALL authors</b> are included, no matter how many there are. They are listed in order of appearance rather than alphabetically.</p> <p><b>Example:</b>  Colgan, P.A., Organo, C., Hone, C. and Fenton, D. 2008. <i>Radiation doses received by the Irish population</i>. Dublin: Radiological Protection Institute of Ireland.</p>
<p><b>Corporate author</b></p>	<p>A corporate author is treated in exactly the same manner as any other author.</p> <p><b>Format:</b>  (Corporate author's name Year)</p> <p><b>Example:</b>  (FÁS 1997)</p> <p>More young people signed up for vocational training courses in 1996 than in any year previously (FÁS 1997).</p>

<p><b>No author</b></p>	<p>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.</p> <p><b>Format:</b> (Title Year)</p> <p><b>Example:</b> (Blackwell's Dictionary of Nursing 1994)</p> <p>The patient displayed obvious signs of apoclesis as per the definition given in Blackwell's Dictionary of Nursing (1994).</p>
<p><b>Editor instead of author</b></p>	<p>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.</p> <p>In the rare event that you may want to cite the <b>whole</b> of an edited 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.</p> <p>See entry for <b>Chaper/ Paper in edited book</b> for details.</p>

Material type	In-text	Reference List
<b>Book</b>		
<b>Whole Book</b>	Author Year)	Author's/editor's surname, initial/s Year of publication. <i>Title in italics</i> . Edition, if not the first, followed by ed. Place of publication: Publisher.
	(O'Kane 2004)	O'Kane, B. 2004. <i>Starting a business in Ireland: a comprehensive guide and directory</i> . 5 <sup>th</sup> ed. Cork: Oak Tree Press.
<hr/>		
<b>Book Series</b>	(Author Year)	Author's/editor's surname, initial/s Year of publication. <i>Title in italics</i> . Edition, if not the first, followed by ed. Followed by series title, followed by volume number, if relevant. Place of publication: Publisher.
	(Grix and Watkins 2010)	Grix, J and Watkins, G. 2010. <i>Information skills: finding and using the right resources</i> . Palgrave study skills. Basingstoke: Palgrave Macmillan.
	(Patzelt and Brenner 2008)	Patzelt, H and Brenner, T. (eds.) 2008. <i>Handbook of bioentrepreneurship</i> . International handbook series on entrepreneurship, Volume 4. New York: Springer.
<hr/>		
<b>Reprinted Book</b>	(Author Year of original publication)	First author's surname, initial/s., subsequent author's surnames, initial/s and last author's surname, initial/s. Year of original publication. <i>Title in italics</i> . Edition, if not the first, followed by ed. Reprint, Place of publication of the reprint: Publisher of the reprint, Year of reprinting.
	(Goffman 1963)	Goffman, E. 1963. <i>Stigma: notes on the management of spoiled identity</i> . Reprint, Harmondsworth: Penguin, 1990.
<p><i>Note: 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.</i></p>		

**Chapter/ contribution/  
paper in edited book**

(Chapter author Year)	Chapter author's surname, initial/s. Year of publication. Title of chapter followed by <i>IN</i> : Book editor's surname, initial/s. followed by (ed.) or (eds.) <i>Book title in italics</i> . Edition, if not the first, followed by ed. Place of publication: Publisher, pp. followed by page numbers.
(Turley 2004)	Turley, S. 2004. Research and public practice accounting <i>IN</i> : Humphrey, C. and Lee, B. (eds.) <i>The real life guide to accounting research: a behind the scenes view of using qualitative research methods</i> . London: Elsevier, pp.449-464.
(Gardent and Kohlhase 1996)	Gardent, C. and Kohlhase, M. 1996. Higher-order coloured and natural language semantics. <i>IN</i> : <i>34th Annual Meeting of the Association for Computational Linguistics: proceedings of the conference 24-27 June 1996, University of California, Santa Cruz, California</i> . San Francisco, CA: Morgan Kaufman Publishers, pp.1-9.

***Note:** 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.*

*In the rare event that you may want to cite the **whole** of an edited 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.*

***Note:** A conference paper in a book of conference proceedings is cited in the same way as chapter/ contribution in a book except that the conference title replaces the book title. Conference titles usually include the date and place of the conference. Conference proceedings may or may not have editor/s. Include page numbers in the full citation in the reference list.*

Material type	In-text	Reference List
<b>Book</b>		
<b>Translation</b>	(Author Year)	Author's surname, initial/s. Year of publication. <i>Title in italics</i> , translated by translator's surname, initial/s. Place of publication: Publisher.
	(Wolf 1989)	Wolf, C. 1989. <i>Accident: a day's news</i> , translated by Schwarzbauer, H. and Takvorian, R. London: Virago.
<b>E-Book: PDF/ Page image version of print</b>	(Author/editor Year)	Author's/editor's surname, initial/s. Year of publication. <i>Title in italics</i> . Edition, if not the first, followed by ed. Place of publication: Publisher.
	(Glassman and Hadad 2009)	Glassman, W.E. and Hadad, M. 2009. <i>Approaches to psychology</i> . 5 <sup>th</sup> ed. Maidenhead, Berks: Open University Press.
<p><i>Note: Use for citing online versions of print books that are in PDF format, as they will have the same pagination, layout and publication details as the print. This covers the majority of e-books that you will find via the library catalogue or databases. Occasionally you may find an e-book in PDF format for which you cannot find the publication details. In that case follow the instructions below for HTML/ plain text.</i></p>		
<b>E-Book: HTML/ plain text</b>	(Author/editor Year)	Author's/editor's surname, initial/s. Year of publication. <i>Title in italics</i> [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].
	(Findlay and Gilchrist 2003)	Findlay, J.M. and Gilchrist, I.D. 2003. <i>Active vision: the psychology of looking and seeing</i> [Online]. Available from: Oxford Scholarship Online [Accessed 18 June 2010].
	(Tiberghien, Jossem and Barojas 1997)	Tiberghien, A., Jossem, E.L. and Barojas, J. (eds.) 1997. <i>Connecting research in physics education with teacher education</i> [Online]. International Commission on Physics Education. Available from: <a href="http://www.physics.ohio-state.edu/~jossem/ICPE/TOC.html">http://www.physics.ohio-state.edu/~jossem/ICPE/TOC.html</a> [Accessed 1 May 2010].
<p><i>Note: If the source is a library database include the name of the database, otherwise give the URL You must also include [Online] and [Accessed date].</i></p>		

Material type	In-text	Reference List
<b>Journal article</b>		
<b>Print OR PDF/ page image version of print</b>	(Author Year)	Author's surname, initial/s. Year of publication. Article title. <i>Journal title in italics</i> , Volume(issue), p. or pp. followed by page number/s.
	(Comino and Henry 2001)	Comino, E. and Henry, R. 2001. Changing approaches to asthma management in Australia: effects on asthma morbidity. <i>Drugs</i> , 61(9), pp.1289-1300.
<p><i>Note: 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 library databases. Occasionally journals have months 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.</i></p>		
<b>HTML/ plain text</b>	(Author Year)	Author's surname, initial/s. Year of publication. Article title. <i>Journal title in italics</i> [Online], Volume(issue), p. or pp. followed by page number/s (if available). Available from: library database name or URL (if accessed online from somewhere other than a library database) [Accessed date].
	(Pestronk 2010)	Pestronk, R. 2010. Prevention defense: service providers must pitch in to help cash-strapped local health departments. <i>Modern Healthcare</i> [Online], 40(23), p.17. Available from: CINAHL [Accessed 25 June 2010].
	(De Gagne 2009)	De Gagne, J.C. 2009. Online teaching experience: a qualitative meta-synthesis. <i>Journal of Online Learning and Teaching</i> [Online], 5(4). Available from: <a href="http://jolt.merlot.org/vol5no4/degagne_1209.htm">http://jolt.merlot.org/vol5no4/degagne_1209.htm</a> [Accessed 24 February 2010].
<p><i>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]. Online journals without a print equivalent generally have the word 'Online' as part of the title. They may present articles in PDF format as well as HTML. As they are only accessible online, you still need the URL even for the PDF format.</i></p>		

Material type	In-text	Reference List
<b>Newspaper article</b>		
<b>Print OR PDF/Digital image/ microfilm version of print</b>	(Author Year)	Author's surname, initial/s. Year of publication. Article title. <i>Newspaper title in italics</i> , Day/month, p. or pp. followed by page number/s.
	(Staunton 2009)	Staunton, D. 2009. Obama names Robinson for top civilian honour. <i>The Irish Times</i> , 31 July, p.3.
<p><i>Note: 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.</i></p>		
<b>HTML/ plain text</b>	(Author Year)	Author's surname, initial/s. Year of publication. Article title. <i>Newspaper title in italics</i> [Online], Section of newspaper if applicable, 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].
	(Staunton 2009)	Staunton, D. 2009. Obama names Robinson for top civilian honour. <i>The Irish Times</i> [Online], Ireland, 31 July, p.3. Available from: NexisUK [Accessed 17 June 2010].
	(Staunton 2009)	Staunton, D. 2009. Obama names Robinson for top civilian honour. <i>The Irish Times</i> [Online], Ireland, 31 July. Available from: <a href="http://www.irishtimes.com/newspaper/ireland/2009/0731/1224251764723.html">http://www.irishtimes.com/newspaper/ireland/2009/0731/1224251764723.html</a> [Accessed 17 June 2010].
<p><i>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].</i></p>		

Material type	In-text	Reference List
<b>Internet</b>		
<b>Webpage</b>	(Author Year)	Author Year the page was last updated. <i>Title of page in italics</i> [Online]. Available from: URL [Accessed date].
	(World Health Organization 2009)	World Health Organization 2009. <i>Recommended use of antivirals</i> [Online]. Available from: <a href="http://www.who.int/csr/disease/swineflu/notes/h1n1_use_antivirals_20090820/en/index.html">http://www.who.int/csr/disease/swineflu/notes/h1n1_use_antivirals_20090820/en/index.html</a> [Accessed 10 September 2009].
<p><i>Note: A Webpage title 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 website authors then use this as the author. If author is not available, begin your citation with the webpage title.</i></p>		
<b>Website</b>	(www.scoilnet.ie)	When citing a website rather than a specific page/ document then it is enough to cite the URL within the text. A full citation in the reference list is not required. e.g. Scoilnet (www.scoilnet.ie) is a comprehensive resource for primary school teachers in Ireland.
<b>Blog/ Discussion Forum/ Mailing List</b>	(Author Year)	Author's surname, initial/s. Year of blog post/message. Title of blog post/ Subject of message. <i>Title of blog/ discussion forum/ mailing list in italics</i> [Online], Day/month posted. Available from: URL/ mailing list email address [Accessed date].
	(Sansby 2010)	Sansby, E. 2010. Collections of books for children. <i>LIS-LINK</i> [Online], 29 January. Available from: <a href="mailto:lis-link@jiscmail.ac.uk">lis-link@jiscmail.ac.uk</a> [Accessed 2 February 2010].
	(Dculibrary 2010)	Dculibrary 2010. Search multiple databases in one go! <i>DCU Library Blog</i> [Online], 16 February. Available from: <a href="http://dculibrary.wordpress.com">http://dculibrary.wordpress.com</a> [Accessed 3 March 2010].
<p><i>Note: The author refers to the author of the specific post. Blogs of organisations can have different authors for each blog post.</i></p>		

Material type	In-text	Reference List
<b>Government and Legal Publications</b>		
<p><i>Note: The following guidelines are for citing government and legal publications for non-law students only. Law students should refer to the school's own guidelines.</i></p>		
<b>Report</b>	(Author Year)	Author Year of publication. <i>Title of publication in italics.</i> Volume number/ series title and number where applicable. Place of publication: publisher or [Online]. Available from: URL [Accessed date].
	(Commission on Nursing 1998)	Commission on Nursing 1998. <i>Report of the Commission on Nursing: a blueprint for the future.</i> Dublin: Stationery Office.
	(Committee on Climate Change 2009)	Committee on Climate Change 2009. <i>Meeting carbon budget - the need for a step change: progress report to Parliament.</i> London: The Stationery Office.
<p><i>Note: It can be difficult to determine the author/s and publishers of government reports. 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. Sometimes a report is commonly known by the name of the chairperson, however, the chairperson is <u>not</u> officially listed as the author. Most Irish government publications have Dublin: Stationery Office as the place of publication and publisher. Most government reports are available online in PDF format. Cite these as though they are print. Otherwise give the URL and include [Online] and [Accessed date].</i></p>		
<b>Green Paper/ White Paper</b>	(Author Year)	Author Year of publication. <i>Title in italics.</i> Place of publication: Publisher.
	(Department of Social and Family Affairs 2007)	Department of Social and Family Affairs 2007. <i>Green paper on pensions.</i> Dublin: Stationery Office.

Material type	In-text	Reference List
<b>Government and Legal Publications</b>		
<b>Act/ Statutory Instrument</b>	(Title of Act/S.I. including year)	<i>Title of the Act/S.I. in italics.</i> Act/S.I. number, s. followed by section number if applicable. Place of publication: publisher or [Online]. Available from: URL. [Accessed date].
	(Inland fisheries Act 2010)	<i>Inland Fisheries Act 2010.</i> Act number 10 of 2010, s.57. Dublin: Stationery Office.
	(Academies Act 2010)	<i>Academies Act 2010.</i> Chapter 32. London: Stationery Office.
	(Wildlife Act 1976 (Temporary suspension of Open Season) Order 2010)	<i>Wildlife Act 1976 (Temporary suspension of Open Season) Order 2010.</i> S.I. No. 2 of 2010 [Online]. Available from: <a href="http://www.irishstatutebook.ie/2010/en/si/0002.html">http://www.irishstatutebook.ie/2010/en/si/0002.html</a> [Accessed 30 July 2010].
<p><i>Note: The title of the Act/S.I. replaces the author in the in-text citation. 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.</i></p>		

Material type	In-text	Reference List
<b>Government and Legal Publications</b>		
<b>Case</b>	(Name of the case Year)	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].
	(Crotty v. An Taoiseach 1987)	Crotty v. An Taoiseach 1987. I.R. p.713.
	(Crotty v. An Taoiseach 1987)	Crotty v. An Taoiseach 1987. I.R. [Online]. Available from: Justis. [Accessed 30 July 2010].
<p><i>Note: 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.</i></p>		

Material type	In-text	Reference List
<b>Audio-visual</b>		
<b>Radio/Television Programme</b>	(Programme title Year)	<i>Title of programme</i> Year of transmission. Name of Channel [Format], Day/month of transmission, time of transmission.
	(Prime Time 2009)	<i>Prime Time</i> 2009. RTE1 [Television]. 21 January, 21:25.
<b>Radio/ Television Interview</b>	(Interviewee Year)	Interviewee name, initial/s. Year of interview. <i>Interview on: Title of programme in italics</i> . Name of channel [Format], Date of transmission.
	(McVerry 2009)	McVerry, P. 2009. Interview on: <i>Breakfast</i> . Newstalk [Radio], 26 January.
<b>Archived Radio/ Television Programme/ Podcast</b>	(Originator Year)	Originator's surname, initial/s or organisation if not a named person. Year of broadcast. <i>Title of programme/podcast in italics</i> . Number and/or title of the episode if needed [Online], Day/month of the podcast. Available from: URL [Accessed date].
	(RTE Radio 1 2010)	RTE Radio 1 2010. <i>Documentary on One</i> . The Brady Bunch [Online], 28 January. Available from: <a href="http://www.rte.ie/radio1/podcast/podcast_documentaryonone.xml">http://www.rte.ie/radio1/podcast/podcast_documentaryonone.xml</a> [Accessed 3 February 2010].
<b>Film/ DVD/Video</b>	(Director Year)	Director's name, initial/s. Year of distribution. <i>Title of film in italics</i> [Format]. Place of distribution: Distribution company.
	(Abrahamson 2004)	Abrahamson, L. 2004. <i>Adam and Paul</i> [DVD]. London: Metrodome.

Material type	In-text	Reference List
<b>Audio-Visual</b>		
<b>Online Video/ You Tube</b>	(Originator Year)	Originator's name/username (person or organisation who created/posted the video) Year created/posted. <i>Title of video in italics</i> [Online]. Available from: URL [Accessed date].
	(GaStateULibrary 2009)	GaStateULibrary 2009. <i>Boolean operators</i> [Online]. Available from: <a href="http://www.youtube.com/watch?v=7tm-sDKCnO4&amp;feature=related">http://www.youtube.com/watch?v=7tm-sDKCnO4&amp;feature=related</a> [Accessed 8 July 2010].
	(Dublin City University 2010)	Dublin City University 2010. <i>Introducing the faculty of science and health</i> [Online]. Available from: <a href="http://www.dcu.ie/prospective/videos.shtml">http://www.dcu.ie/prospective/videos.shtml</a> [Accessed 12 June 2010].

Material type	In-text	Reference List
<b>Communication</b>		
<b>Personal Communication</b>	<p>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, e.g. <i>As stated in an email from John Riley on 20<sup>th</sup> May, 2009, the board do not consider the matter to be within their remit.</i></p> <p>Similarly, there is no need for an entry in the reference list as the information, being private, is considered to be non-recoverable.</p>	
<b>Live Public Communication: Videoconference/ Webinar/ Webcast/ lecture/ seminar</b>	<p>There is no traditional citation required when you are talking about the content of live communication. You do however need to clearly explain within your text where the information you are writing about came from, e.g. <i>This point was evident in the comments made by Mary Smith in an ASTI videoconference on 5<sup>th</sup> January, 2008.</i></p> <p>Similarly, there is no need for an entry in the reference list as the information, being live, is considered to be non-recoverable.</p>	
<b>Press Release</b>	<p>(Author Year)</p> <p>(Department of Health and Children 2009)</p>	<p>Author's surname, initial/s. Year of publication. <i>Title in italics</i> [Press Release], Day/month. Available: URL [Accessed date].</p> <p>Department of Health and Children 2009. <i>Teenagers indentify what helps and what hurts their mental health</i> [Press Release], 15 June. Available: <a href="http://dohc.ie/press/release/2009/20090616b.html">http://dohc.ie/press/release/2009/20090616b.html</a> [Accessed 22 January 2010].</p>
<p><i>Note: If the press release is broadcast on radio or television then use the rules for radio/ television programme.</i></p>		

Material type	In-text	Reference List
<b>Miscellaneous</b>		
<b>CD ROM</b>	(Author Year)	Author's name, initial/s. Year of publication. <i>Title of publication in italics</i> [CD-ROM]. Place of publication: publisher.
	(Lewis 1997)	Lewis, R. 1997. <i>A guide to Icelandic literature</i> [CD-ROM]. London: Placebo Publishers.
<b>Computer Program</b>	(Author Year)	Author's surname, initial/s. Release year. <i>Title of program in italics</i> (Version) [Computer Program]. Distributor name (if available) or, if downloaded from the internet, Available from: URL [Accessed date].
	(Adobe Systems Incorporated 2010)	Adobe Systems Incorporated 2010. <i>Adobe Reader</i> (9.3) [Computer Program]. Available from: <a href="http://get.adobe.com/uk/reader/">http://get.adobe.com/uk/reader/</a> [Accessed 26 January 2010].
<b>Cochrane review</b>	(Author Year)	Author's surname, initial/s. Year of publication. Title of review. <i>Cochrane Database of Systematic Reviews</i> , Year (issue).
	(French et al. 2006)	French S.D., Cameron M.C., Walker B.F., Reggars J.W. and Esterman A.J. 2006. Superficial heat or cold for low back pain. <i>Cochrane Database of Systematic Reviews</i> , 2006 (1).
<p><i>Note: At the beginning of every 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 above matches closely Cochrane's suggested citation style but is tweaked to maintain consistency with the Harvard style used in DCU.</i></p> <p><i>You may find articles in Cochrane under the heading 'other reviews'. These are 'structured abstracts' and should not be cited as they are in summary form only. Instead you should source the full text of the article using the details given for 'original article' and then cite it as you would any other journal article.</i></p>		

Material type	In-text	Reference List
<b>Miscellaneous</b>		
Diagram/ illustration/ figure/ image/ table/ photo:	(Author Year, page number, item description, number if available)  (Payton and Bartlett 2007, p.12, fig. 2.1	Follow instructions for book/journal./webpage etc. depending on the source of the image.  Payton, C.J. and Bartlett, R.M. 2007. <i>Biomechanical evaluation of movement in sport and exercise: The British Association of Sport and Exercise Sciences guidelines</i> . London: Routledge.
<p><i>Note: When referring to the <b>intellectual content</b> of a diagram/ illustration/ figure/ image/ table/ photo that is part of a book/journal etc. you follow the usual rules of Author Year, but include also a page number, because it is a specific detail, and describe what it is - e.g. illus.; diag.; fig. and so on and a number if there is one given.</i></p> <p><i>- Where you are <b>reproducing</b> a diagram/ illustration/ figure/ image/ table/ photo you should include in brackets underneath the item 'Source:' followed by the full citation as you would expect to include in the reference list with the addition of page number and fig; illus. etc.</i></p> <p><i>- When you are using an image for <b>decorative purposes</b> only, it is sufficient to give credit by labelling the image with the source details e.g. Source:www.library.dcu.ie</i></p>		

Material type	In-text	Reference List
<b>Miscellaneous</b>		
<b>Leaflet/ Flyer/ booklet/ newsletter etc:</b>	(Author Year)	Author's, initial/s. Year of publication (if available). <i>Title (or your own description if no obvious title) in italics.</i> Volume(issue/no) (if applicable). Place of publication: Publisher (if applicable) or [Online]. Available from: URL [Accessed date].
	(DCU Library)	DCU Library. <i>Welcome to DCU Library!: A guide for research students.</i> Dublin: DCU Library.
	(DCU Library 2009)	DCU Library 2009. <i>Welcome to DCU Library!: A guide for research students</i> [Online]. Available from: <a href="http://www.library.dcu.ie/LibraryGuides/Researchers09.pdf">http://www.library.dcu.ie/LibraryGuides/Researchers09.pdf</a> [Accessed 14 July 2010].
<p><i>Note: 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 guess at. 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.</i></p>		
<b>Patent</b>	(Inventor Year)	Inventor's surname, initial/s. Patent Assignee, if different from inventor. Year of publication. <i>Title of patent in italics</i> , patent number.
	(Charnock and McLeary 2006)	Charnock, S. and McLeary, B.V. Megazyme IP Ltd. 2006. <i>A kit for colorimetric assays of food and beverage analytes</i> , IE20050815.
<b>Standard</b>	(Institution/ organisation Year)	Institution/ organisation name Year of publication. <i>Number of standard: Title of standard in italics.</i> Place of publication: Publisher or [Online]. Available from: URL. [Accessed date].
	(National Standards Authority of Ireland 2008)	National Standards Authority of Ireland 2008. <i>I.S. 3217:2008 Emergency lighting.</i> Dublin: National Standards Authority of Ireland.

<b>Material type</b>	<b>In-text</b>	<b>Reference List</b>
<b>Miscellaneous</b>		
<b>Thesis/ Dissertation</b>	(Author Year)	Author's surname, initial/s. Year of submission. <i>Title of thesis/dissertation in italics</i> . Award type. Awarding institution.
	(Reynolds 2009)	Reynolds, J. 2009. <i>What are the components of successful work related stress claims?</i> MBS dissertation. Dublin City University.
	(Kelly 2008)	Kelly, M. 2008. <i>Analysis of oxidative damage to DNA mediated by transition metal-fenton reactions</i> . PhD thesis. Dublin City University.
<hr/>		
<b>Working paper</b>	(Author Year)	Author's surname, initial/s. Year of publication. Title of the paper. <i>Working paper series title</i> , No. followed by working paper number. Place of publication: Publisher (if applicable).
	(O'Connell 2009)	O'Connell, J. 2009. The 2007 crisis and countercyclical policy. <i>NUI Galway, Department of Economics working paper series</i> , No. 152. Galway: NUI Galway.

## Frequently Asked Questions

### When do I use page numbers?

#### **In-text:**

You do not need to include page numbers in an in-text citation when referring in general to the ideas of a whole work. However, you should 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.

#### **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 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)

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.

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 only for the following:

- (i) Journal article.
- (ii) Chapter/ contribution/ paper in edited book.

<p><b>How do I cite a direct quotation?</b></p>	<p>A short quotation of a sentence or less should be put in quotation marks and embedded into your own text like this:</p> <p>In-text:</p> <p>Dwyer and Tanner (2002, p.19) describe “implicit negotiation, expertise and habit” as being of central importance to household spending.</p> <p>Longer quotations do not require quotation marks but should be in a separate paragraph indented and single spaced. The in-text citation is included directly after the quotation.</p> <p>In-text:</p> <p>While you could say that buying is buying regardless of whether it happens at an individual, family or organisational level, there are arguments that would clearly differentiate the various types of buying.</p> <p style="padding-left: 40px;">The larger number of people involved in organizational purchasing contrasts sharply with typical household buying. Within families, purchasing roles are more flexible, often arising from implicit negotiation, expertise and habit. Although in both cases, someone may purchase a product for use by someone else, the sheer size and complexity of organizations and the number of people involved often lead to a more complex purchasing process. (Dwyer and Tanner 2002, p.19)</p>
<p><b>When do I use capital letters?</b></p>	<p>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.</p> <p>Journal title:</p> <p>Joppke, C. 2010. The inevitable lightening of citizenship. <i>European Journal of Sociology</i>, 51(1), pp.9-32.</p> <p>Newspaper title:</p> <p>Staunton, D. 2009. Obama names Robinson for top civilian honour. <i>The Irish Times</i>, 31 July, p.3.</p> <p>Book title:</p> <p>O’Kane, B. 2004. <i>Starting a business in Ireland: a comprehensive guide and directory</i>. 5<sup>th</sup> ed. Cork: Oak Tree Press.</p> <p>Journal article title:</p> <p>Comino, E. and Henry, R. 2001. Changing approaches to asthma management in Australia: effects on asthma morbidity. <i>Drugs</i>, 61(9), pp.1289-1300.</p>

<p><b>How do I cite a work that I did <u>not</u> read but which is cited in a work that I <u>did</u> read?</b>  <b>Secondary Referencing</b></p>	<p>Sometimes you will want to cite a work that you have <u>not</u> read but which is cited in a work that you <u>have</u> 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.</p> <p><b>Format:</b>  (Name (of author you have <u>not</u> read the full work of) Year 'cited in' Name (of author you <u>have</u> read) Year, page nos.)</p> <p><b>Example:</b>  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”.</p> <p>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.</p> <p><b>NOTE:</b> When you make use of secondary referencing like this, you only include a full citation in your reference list for the work that you actually read. In this case that would be Perry's work.</p> <p>Reference list:  Perry, B. 2010. Exploring academic misconduct: some insights into student behaviour. <i>Active Learning in Higher Education</i>, 11(2), pp.97-108.</p>
<p><b>What if I can't find a date of publication?</b></p>	<p>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.</p> <p><b>Format:</b>  (Bloggs no date)</p> <p><b>Example:</b>  This is succinctly described in Bloggs' (no date) work.</p> <p><b>Reference list:</b>  Bloggs, P. no date. <i>A very interesting book that happens to have no date of publication listed</i>. London: Black Press</p>

<p><b>How do I cite multiple publications?</b></p>	<p>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.</p> <p>In-text:</p> <p>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; McGinnis2000).</p> <p>Reference list:</p> <p>Fernando, U. and Hillhorst, D. 2006. Everyday practices of humanitarian aid: tsunami response in Sri Lanka. <i>Development and Practice</i>, 16(3/4), pp.292-302.</p> <p>McGinnis, M.D. 2000. Policy substitutability in complex humanitarian emergencies: a model of individual choice and international response. <i>The Journal of Conflict Resolution</i>, 41(1), pp.62-89.</p> <p>Petras, J. 2003. Total war: resistance, humanitarian aid and media. <i>Economic and Political Weekly</i>, 38(15), pp.1461-1462.</p> <p>Richardson, F. 2006. Meeting the demand for skilled and experienced humanitarian workers. <i>Development in Practice</i>, 16(3/4), pp.334-341.</p>
<p><b>How do I cite multiple works by the same author in the same year?</b></p>	<p>Use lower case letters (a, b, c etc) after year of publication for both in-text citation and the corresponding full reference.</p> <p>In-text:</p> <p>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.</p> <p>Reference list:</p> <p>Grimes, S. 2003a. Ireland's emerging information economy: recent trends and future prospects. <i>Regional Studies</i>, 37(1), pp.3-14.</p> <p>Grimes, S. 2003b. The digital economy challenge facing peripheral rural areas. <i>Progress in Human Geography</i>, 27(2), pp.174-193.</p>

<p><b>How do I cite two or more authors with the same surname and published in the same year?</b></p>	<p>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.</p> <p><b>In-text:</b> Include the first initial after a comma</p> <p><b>Example 1: different first initial</b> (Walsh, P. 2010) and (Walsh, F. 2010)</p> <p>In the rare event that the first initials are also the same, use lower case letters (a, b, c etc) after year of publication.</p> <p><b>Example 2: same first initial</b> (Grimes 2003a) and (Grimes 2003b)</p> <p>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.</p> <p><b>Reference list:</b></p> <p><b>Example 1: different first initial</b></p> <p>Walsh, F. 2010. <i>Queer notions : new plays and performances from Ireland</i>. Cork: Cork University Press.</p> <p>Walsh, P. 2010. <i>The Conolly archive</i>. Dublin: Irish Manuscripts Commission.</p> <p><b>Example 2: same first initial</b></p> <p>List them in the order you cited them. So the one with 'a' after the year goes first and so on.</p> <p>Grimes, S. 2003a. Ireland's emerging information economy: recent trends and future prospects. <i>Regional Studies</i>, 37(1), pp.3-14.</p> <p>Grimes, S. 2003b. The digital economy challenge facing peripheral rural areas. <i>Progress in Human Geography</i>, 27(2), pp.174-193.</p>
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<p><b>How do I cite something I accessed via Moodle?</b></p>	<p>Whatever material type you accessed via the institutional VLE, Moodle, should be cited as that material type.</p> <p>Moodle (or any other VLE) is simply the platform used to host the material.</p> <p>So, if you accessed a journal article via Moodle, then go to the instructions for citing journal articles.</p>
<p><b>How do I cite something I found on DORAS?</b></p>	<p><b>Journal article:</b> Do not use the print journal instructions for citing articles found on the DCU institutional repository, DORAS. This is because the version of the article on DORAS is not necessarily the final publishers version, even if it is in PDF format, so the pagination and layout may not match.</p> <p>You should instead use the instructions for HTML/ plain text version of journals articles.</p> <p><b>Theses and other items:</b> For other items on DORAS, such as theses, you may use the normal print instructions as these are the same as the print equivalent.</p>
<p><b>Does RefWorks match this guide?</b></p>	<p>We have endeavoured to match the "Harvard DCU Library" style in RefWorks as closely as possible to this guide. It is always advisable to check over your reference list once it is created. When creating your bibliography (reference list) in RefWorks always choose the latest version of "Harvard DCU Library" that is available.</p> <p>If you are using bibliographic management software other than RefWorks you may need to tweak the output style to match this guide.</p>
<p><b>How do I organise my reference list?</b></p>	<p>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.</p>
<p><b>What is ibid. and op. cit. and when do I need to use them?</b></p>	<p>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.</p>

## Sample essay

According to [O’Kane \(2004\)](#) Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Lorem ipsum dolor sit amet, [\(Colgan et al. 2008\)](#) vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim. Est usus legentis in iis qui facit eorum claritatem [\(Gardent and Kohlhase 1996\)](#) eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assume [\(Payton and Bartlett 2007, p.12, fig. 2.1\)](#) fiant sollemnes in futurum.

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[\(Dwyer and Tanner 2002, p.19\)](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. According to [Carroll \(2002 cited in Perry 2010, p.97\)](#), wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat [\(World Health Organization 2009\)](#).

Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, [Grimes \(2003a\)](#) vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assume [Grimes \(2003b\)](#), typi non habent claritatem insitam; est usus legentis in iis qui facit eorum claritatem. Investigationes demonstraverunt lectores legere me lius quod ii legunt saepius. Claritas est etiam processus dynamicus, [\(Lewis 1997\)](#) qui sequitur mutationem consuetudium lectorum. Mirum est notare quam littera gothica, quam nunc putamus parum claram, anteposuerit litterarum formas humanitatis per seacula quarta decima et quinta decima. Eodem modo typi, qui nunc nobis videntur parum clari, fiant sollemnes in futurum [\(Dublin City University 2010\)](#).

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