



## **DCU Library Harvard Style of Citing & Referencing**



## 1. Overview

Harvard is one of many citation styles. Even within the Harvard style there are many variations. The Harvard style as detailed in this guide is based on the style outlined in **Cite Them Right: The Essential Referencing Guide, 10<sup>th</sup> edition**.

Should you be required to use a citation style other than Harvard or even a variation of 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 in the full reference are detailed for each source type.

While this guide will give you information on the basics of citing and referencing it only covers a limited number of source types (books/journal articles/newspapers). For more detailed information or for anything not covered in this guide please refer to [Cite Them Right online](#). There is also an accompanying text book **Cite Them Right: The Essential Referencing Guide**, 10th edition by Richard Pears and Graham Shields. We have several copies in the Library; check [the library catalogue](#) for availability. If you require further assistance please contact the Information Desk or your Subject Librarian.

**CITE THEM RIGHT** ONLINE

## 2. In-text Citations: 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.**

## 2.1 Citing Authors: Examples

<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). OR 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.24) In their work on group relations, Cooper and Alderfer (1978, p.24) give a good overview of the topic.</p> <p><b>Example 2: Three authors</b> (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.</p>

**Four or more authors**

Where there are four authors or more, you give only the first author's surname followed by '*et al.*' (in italics) 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**

According to [Cite Them Right](#), use the first author's surname and initials followed by *et al.* (in italics) in the reference list (see example 1) unless your lecturer requires referencing of all named authors (see example 2). In either instance, authors are listed in order of appearance rather than alphabetically.

N.B. If you are using Zotero, it will use the first author and *et al.* as default in the reference list.

**Example 1:**

Colgan, P.A. *et al.* (2008) *Radiation doses received by the Irish population*. Dublin: Radiological Protection Institute of Ireland.

**Example 2:**

Colgan, P.A., Organo, C., Hone, C. and Fenton, D. (2008) *Radiation doses received by the Irish population*. Dublin: Radiological Protection Institute of Ireland.

<p><b>Corporate author</b> 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) More young people signed up for vocational training courses in 1996 than in any year previously (FÁS, 1997).</p> <p><b>Note:</b> If you are citing a corporate author multiple times you may wish to abbreviate the name of the corporate body. If so, you should use the full name the first time it is used followed by the acronym that will be used in subsequent citations. As always be consistent!</p> <p><b>Example:</b> This is evident in the recent figures released by the Economic and Social Research Institute (ESRI, 2015).</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 or dictionary entry. In this case you use the title in italics instead of the author.</p> <p><b>Format:</b> (<i>Title in italics</i>, Year)</p> <p><b>Example:</b> (<i>Blackwell's Dictionary of Nursing</i>, 1994) The patient displayed obvious signs of apoclesis as per the definition given in <i>Blackwell's Dictionary of Nursing</i> (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>If you want to cite the <b>whole</b> of an edited book (i.e. you are speaking very generally about the overarching 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.</p>

**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 include each publication separated by semicolon, in **chronological order** (oldest 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 (McGinnis, 2000; Petras, 2003; Fernando and Hillhorst, 2006; Richardson, 2006).

**Reference list:**

Fernando, U. and Hillhorst, D. (2006) 'Everyday practices of humanitarian aid: tsunami response in Sri Lanka', *Development and Practice*, 16(3/4), pp. 292-302.

McGinnis, M.D. (2000) 'Policy substitutability in complex humanitarian emergencies: a model of individual choice and international response', *The Journal of Conflict Resolution*, 41(1), pp. 62-89.

Petras, J. (2003) 'Total war: resistance, humanitarian aid and media', *Economic and Political Weekly*, 38(15), pp. 1461-1462.

Richardson, F.(2006) 'Meeting the demand for skilled and experienced humanitarian workers', *Development in Practice*, 16(3/4), pp. 334-341.

**Multiple works by the same author in the same year**

**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:**

Grimes, S. (2003a) 'Ireland's emerging information economy: recent trends and future prospects', *Regional Studies*, 37(1), pp. 3-14.

Grimes, S. (2003b) 'The digital economy challenge facing peripheral rural areas', *Progress in Human Geography*, 27(2), pp. 174-193.

## 2.2 In-text Citations: General Rules

### Page numbers

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

#### **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.

#### **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.**

### No date of publication available

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.

**Example:** Smith (no date)

## Quotations

### Short quotation:

A short quotation (up to two or three lines) 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:

This is evident from what Smith describes as

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. (Smith, 2007, p.22)

## How do I reference a source quoted in another author's work? (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. If this is the case use the phrase 'quoted in' or 'cited in', depending on whether the author of the secondary source is directly quoting or summarising from the primary source

### Format:

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

OR

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

### Example:

Plagiarism is described very succinctly by Carroll (2002, quoted 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 quoted 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.

### 3. References

#### 3.1 Reference List: The basics

##### Organising your 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. (See Citing Authors -

##### Use of capitals

Capitalise the first letter of each key word of the title of journal/ newspaper. In all other cases (e.g. article titles; book titles) capitalise the first letter of the first word and any proper nouns only.

##### **Book:**

O’Kane, B. (2004) *Starting a business in Ireland: a comprehensive guide and directory*. 5th edn. Cork: Oak Tree Press.

##### **Journal:**

Comino, E. and Henry, R. (2001) ‘Changing approaches to asthma management in Australia: effects on asthma morbidity’, *Drugs*, 61(9), pp. 1289-1300

##### **Newspaper :**

Staunton, D. (2009) ‘Obama names Robinson for top civilian honour’, *The Irish Times*, 31 July, p. 3.

### 3.2 References list: Formatting References by source type

Source Type	In-text citation	Reference List
<b>Books</b>	(Author, Year)  (O’Kane, 2004)	Author’s surname, initial/s (Year of publication) <i>Title in italics</i> . Edition, if not the first, followed by edn. Place of publication: Publisher.  O’Kane, B. (2004) <i>Starting a business in Ireland: a comprehensive guide and directory</i> . 5th edn. Cork: Oak Tree Press.
<b>Chapter in an edited book</b>	(Chapter author, Year)  (Turley, 2004)	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.) <i>Book title in italics</i> . Edition, if not the first, followed by edn. Place of publication: Publisher, pp. followed by page numbers.  Turley, S. (2004) ‘Research and public practice accounting’, in 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.
<b>Book Series</b>	(Author, Year)  (Patzelt and Brenner, 2008)	Author’s surname, initial/s. (Year of publication) <i>Title in italics</i> . Edition, if not the first, followed by edn. Place of publication: Publisher. Followed by series title, followed by volume number, if relevant.  Patzelt, H and Brenner, T. (eds.) (2008). <i>Handbook of bioentrepreneurship</i> . New York: Springer. International handbook series on entrepreneurship, Volume 4.
<b>E-Book</b> (PDF with print equivalent)	(Author, Year)  (Jalote, 2008)	Author’s/editor’s surname, initial/s. (Year of publication) <i>Title in italics</i> . Edition, if not the first, followed by edn. Place of publication: Publisher.  Jalote, P. (2008) <i>A concise introduction to software engineering</i> . London: Springer.

Source Type	In-text citation	Reference List
<b>E-Book</b> (No print equivalent e.g HTML/Web page)	(Author, Year)  (Findlay and Gilchrist, 2003)	Author's/editor's surname, initial/s. (Year of publication) <i>Title in italics</i> . Edition, if not the first, followed by edn. Publisher: place of publication (if available). Available at: URL (Accessed: date).  Findlay, J.M. and Gilchrist, I.D. (2003) <i>Active vision: the psychology of looking and seeing</i> . Oxford University Press: Oxford. Available at: <a href="http://www.oxfordscholarship.com/view/10.1093/acprof:oso/9780198524793.001.0001/acprof-9780198524793">http://www.oxfordscholarship.com/view/10.1093/acprof:oso/9780198524793.001.0001/acprof-9780198524793</a> (Accessed: 4 September 2017).
<b>E-Book</b> (via e-reader)	(Author, Year)  (Jalote, 2008) If you are citing a specific page use the information as available in the in-text citation e.g. <b>loc, %, chapter and page e.g.</b> (Jalote, 2008, ch.4, p. 7)	Author's surname, initial/s. (Year of publication) <i>Title in italics</i> . Edition, if not the first, followed by edn. Available at: URL (Downloaded: date).  Jalote, P. (2008) <i>A concise introduction to software engineering</i> . Available at: <a href="http://www.amazon.co.uk/kindle-ebooks">http://www.amazon.co.uk/kindle-ebooks</a> (Downloaded: 12 September 2012).
<b>Reports</b>	(Author, Year)  (IBM, 2011)  (Committee on Climate Change, 2009)	Author or organisation (Year of publication) <i>Title of report in italics</i> . Place of publication: publisher. Volume number/ series title and number where applicable OR Available at: URL (Accessed: date).  IBM (2011) <i>Annual report 2011</i> . Available at: <a href="http://www.ibm.com/annualreport/2011/bin/assets/2011_ibm_annual.pdf">http://www.ibm.com/annualreport/2011/bin/assets/2011_ibm_annual.pdf</a> (Accessed: 4 September 2017).  Committee on Climate Change (2009) <i>Meeting carbon budget - the need for a step change: progress report to Parliament</i> . London: The Stationery Office.

Source Type	In-text citation	Reference List
<b>Conference Proceeding</b> Individual conference paper <b>(printed</b> book of proceedings)	(Paper Author, Year)  (Gardent and Kohlhase, 1996)	Paper author's surname, initial/s. (Year of publication) 'Title of paper', <i>Conference title: subtitle in italics</i> . Location, date of conference. Place of publication: Publisher, pp. followed by page numbers.  Gardent, C. and Kohlhase, M. (1996) 'Higher-order coloured and natural language semantics', <i>34th Annual Meeting of the Association for Computational Linguistics: proceedings of the conference</i> . University of California, Santa Cruz, California, 24-27 June 1996. San Francisco, CA: Morgan Kaufman Publishers, pp. 1-9.
<b>Conference Proceeding</b> Individual conference paper <b>(online)</b>	(Paper Author, Year)  (Bobis, 2009)	Paper author's surname, initial/s. (Year of publication) 'Title of paper', <i>Conference title: subtitle in italics</i> . Location, date of conference. pp. followed by page numbers. Available at: URL (Accessed: date) or doi:doi number.  Bobis, J. (2009) 'Teachers assessing young children's mathematical development: How confident are they?' <i>Proceedings of Third National Conference on Research in Mathematics Education ME13</i> . St. Patrick's College, Drumcondra, 24-25 September 2009. pp.20-33. Available at: <a href="http://www.spd.dcu.ie/main/academic/mathematics/documents/ME13proceedings.pdf">http://www.spd.dcu.ie/main/academic/mathematics/documents/ME13proceedings.pdf</a> (Accessed: 7 September 2012).

Source Type	In-text citation	Reference List
<b>Journal Article</b> Print Journals and online version of print (PDF)	(Author, Year)  (Comino and Henry, 2001)	Author's surname, initial/s. (Year of publication) 'Article title', <i>Journal title in italics</i> , Volume/Season/Month(issue/part number), p.or pp. followed by page number/s.  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.
<b>Journal Article</b> Online article with DOI	(Author, Year)  (Dunne <i>et al.</i> , 2001)	Author's surname, initial/s. (Year of publication) 'Article title', <i>Journal title in italics</i> , Volume/Season/Month(issue/part number), p.or pp. followed by page number/s. doi: doi number.  Dunne, L. <i>et al.</i> (2005) 'Surface Plasmon Resonance-Based Immunoassay for the Detection of Aflatoxin B1 Using Single-Chain Antibody Fragments', <i>Spectroscopy Letters</i> , 38(3), pp. 229-245. doi: 10.1081/SL-200058689.
<b>Journal Article</b> Online article with no print equivalent (URL and no doi)	(Author, Year)  (De Gagne, 2009)	Author's surname, initial/s. (Year of publication) 'Article title', <i>Journal title in italics</i> , Volume/Season/Month(issue/part number), p.or pp. followed by page number/s. Available at: URL (Accessed: date)  De Gagne, J.C. (2009) 'Online teaching experience: a qualitative meta-synthesis', <i>Journal of Online Learning and Teaching</i> , 5(4). Available at: <a href="http://jolt.merlot.org/vol5no4/degagne_1209.htm">http://jolt.merlot.org/vol5no4/degagne_1209.htm</a> (Accessed: 10 September 2017).
<b>Newspaper Article</b> Print/PDF/ /Microfilm i.e. pagination and layout as the print.	(Author, Year)  (Staunton, 2009)	Author's surname, initial/s. (Year of publication) 'Article title', <i>Newspaper title in italics</i> (Edition), Day/month, p. or pp. followed by page number/s.  Staunton, D. (2009) 'Obama names Robinson for top civilian honour', <i>The Irish Times</i> , 31 July, p.3.

Source Type	In-text citation	Reference List
<b>Newspaper Article Online</b> <i>i.e. no print equivalent or one that varies from the print edition</i>	(Author, Year)  (Staunton, 2009)	Author's surname, initial/s. (Year of publication) 'Title of article', <i>Title of Newspaper in italics</i> , Day month. Available at: URL (Accessed: date).  Staunton, D. (2009) 'Obama names Robinson for top civilian honour', <i>The Irish Times</i> , 31 July. Available at: <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).
<b>Newspaper Article No author (Byline)</b>	  ( <i>Title of Newspaper</i> , Year)  ( <i>Evening Herald</i> , 1958)	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/online etc.  <i>Title of Newspaper in italics</i> (Year of publication) 'Article title', Day and month, Page reference.  Evening Herald (1958) 'Backstage talks on Middle East', 20 August, p. 1.
<b>Web page</b> Individual author or organisation	(Author, Year)  (World Health Organization, 2009)	Author (Year site was published/last updated) <i>Title of web page in italics</i> . Available at: URL (Accessed: date).  World Health Organization (2009) <i>Recommended use of antivirals</i> . Available at: <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: 4 September 2017)

Source Type	In-text citation	Reference List
<b>Web page</b> No author	<p>(<i>Title of web page</i>, Year)</p> <p>(<i>Palladio's Italian villas</i>, 2005)</p>	<p><i>Title of web page in italics</i> (Year that the site was published/last updated) Available at: URL (Accessed: date).</p> <p><i>Palladio's Italian villas</i> (2005) Available at: <a href="http://www.boglewood.com/palladio/">http://www.boglewood.com/palladio/</a> (Accessed: 13 September 2017).</p>
<b>Thesis/ Dissertation</b>	<p>(Author, Year)</p> <p>(Reynolds, 2009)</p> <p>(Kelly, 2008)</p>	<p>Author's surname, initial/s. (Year of submission) <i>Title of thesis/dissertation in italics</i>. Award type. Awarding institution. Available at: URL (Accessed: date) (if accessed online)</p> <p>Reynolds, J. (2009) <i>What are the components of successful work related stress claims?</i>. MBS dissertation. Dublin City University.</p> <p>Kelly, M. (2008) <i>Analysis of oxidative damage to DNA mediated by transition metal-fenton reactions</i>. PhD thesis. Dublin City University. Available at: <a href="http://doras.dcu.ie/596/">http://doras.dcu.ie/596/</a> (Accessed: 18 September 2017).</p>