



LIMERICK INSTITUTE
OF TECHNOLOGY
INSTITIÚID TEICNEOLAÍOCHTA
LUIMNIGH

Library and Information Resource Centre



A guide to the Harvard ('Author-Date') referencing system

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Please Note: There are different versions of Harvard referencing and this booklet is only a guide; if you have any doubts about your referencing you should always check with your lecturer.

What is Referencing?

When you write an assignment at the Institute you are required to indicate that you have used the ideas and written material belonging to other authors in your own work both in the text of your assignment and in a reference list at the end of your assignment. This practice of acknowledging authors is known as referencing. The following are examples of sources that you might acknowledge in your assignment:

- Books;
- Journal articles;
- Electronic journal articles;
- World Wide Web pages, paintings, images, drawings and diagrams;
- Emails;
- Social Media;
- Video, DVD, Film & audio tape recordings;
- Newspapers;
- Conference papers;
- Radio/TV broadcasts (please check with your lecturer if it is advisable to use these in your assignment)
- Personal communication;
- Interviews (If this is a personal interview, you must always ask permission of the interviewee before using such material); and,
- Theses and other academic work.

Which referencing system should you use?

There are many different referencing systems widely used in academic writing. LIT acknowledges 2 systems:

- Author- Date systems commonly known as Harvard or APA (American Psychological Association)
- Numerical systems sometimes referred to as Footnoting, Endnoting or *Vancouver*.

Harvard ('Author-date') system

There are two parts to the author-date system of referencing.

- The author and the date are referred to in the text or main body of your writing (this is called '**citing**' or '**in text referencing**')
text referencing')
- All of the resources referred to in the body of the writing are included in the **reference list** at the end of the assignment.

What are the essential elements?

	Author	Year	Article title	Publication title	Volume & Issue	Place of Publication	Publisher	Edition	Page numbers	Web address	Date accessed
Book	★	★		★		★	★	★			
Book chapter	★	★	★	★		★	★	★	★		
Journal article (Print or PDF)	★	★	★	★	★				★		
Journal article (Web)	★	★	★	★	★					★	★
Website	★	★		★						★	★

Why should you reference?

- You receive credit for all the background research and hard work you've done which will contribute towards a good mark (Epigeum 2011).
- You receive feedback on work that is your own so that you can understand how to improve and develop your ability to write and express yourself clearly.
- It places your own work in context by showing how it relates to prior research and current academic debates in your discipline.
- It demonstrates your intellectual integrity by acknowledging the influence of other people's work on your own and by distinguishing clearly between their work and your own ideas.
- It allows your reader to explore the subject further by looking up your sources and reviewing them in greater depth.
- Plagiarism may be unintentional and the result of carelessness but it is still plagiarism. Remember that academics are much attuned to detecting plagiarism because they are in command of the relevant subject literature and are sensitive to changes in writing style.
- Disciplinary procedures may apply in cases of serious proven plagiarism.

What is Plagiarism?

Plagiarism is 'the deliberate or reckless representation of another's words, thoughts, or ideas as one's own without attribution in connection with submission of academic work, whether graded or otherwise' (University of North Carolina 2009).

Examples of Plagiarism

- **Copying chunks of text** without using quotation marks and without appropriate acknowledgement; for example, cutting-and-pasting text from website encyclopaedias or online research papers or copying papers written by students who took the same course in previous years.
- **Copying text** and making very minor changes and without appropriate acknowledgement. This is an example of unacceptable paraphrasing.
- **Copying a picture or photo** from the Internet without appropriate acknowledgement. If you use images protected by copyright you must also obtain permission from the copyright owner.
- **Copying all or part** of the engineering drawings of another.
- **Copying the melody of a song** in a song-writing assignment without acknowledgement or permission from the copyright owner (if appropriate).
- **Using another person's numerical spreadsheet** without appropriate acknowledgement.
- **Duplicating your own work**, for example, by submitting almost exactly the same work for two different assignments.
- **(In computer programming)** Using code developed by another person without acknowledging him or her as the person who developed it (Epigeum 2011).

Permission to quote, reprint or adapt

You may need **written permission** from the owner of copyrighted work if you include lengthy quotations or if you include reprinted or adapted tables of figures or drawings.

The term **reprinting** indicates that the material is reproduced exactly as it appeared originally without modifications in the way in which it was intended (e.g. use of direct quotes).

The term **adaptation** refers to the modification of material so that it is suitable for a new purpose (e.g. paraphrasing). It is the author's responsibility to find out whether permission is required from the copyright owner and to obtain it for all works.

How does referencing work?

Referencing has 2 essential elements:

- Citing- acknowledging sources within the text.
- Reference list- detailed list of references which have been cited within the text.

What is citing?

If you have used an idea from a book, journal article, etc. you must acknowledge this in your text. This is referred to as citing.

Author prominent citing

This citation method gives prominence to the author's surname (family name) as part of your sentence with the date and page number (the page number is necessary if you are quoting directly) in parentheses (round brackets).

Example

Gregg (1994 p. 7) describes the primary function of the comma as the setting off of 'nonessential expressions that interrupt the flow of thought from subject to verb to object or complement'.

Information prominent citing

This citation method gives prominence to the information with the required referencing details in parentheses at the end of the citation.

Example

Limited fossil resources and severe environmental problems 'require new sustainable electricity generation options' (Zhao 2008 p. 3).

Using direct quotations

Quotations should be used sparingly, selected carefully, used in context, and integrated into your text and reproduced exactly (including the words, spelling, punctuation, capitalisation and paraphrasing of the original writer). LIT policy permits authors to use a maximum of three figures or tables from a journal article or book chapter, single text extracts of fewer than 400 words, or a series of text extracts that total fewer than 800 words without requesting formal written permission from the author.

A quotation is used if:

- Misinterpretation would result from a change to the words.
- A major argument needs to be recorded as evidence.
- It is important to comment on, refute or analyse the ideas expressed.
- It is a particularly elegant or forceful phrase.

Short quotations

Short quotations (fewer than 30 words) should:

- Be incorporated into your sentence without disrupting the flow of your paragraph.
- Have single quotation marks.
- Have the full stop after the citation.
- Keep the same font size.

Long quotations

Long quotations (more than 30 words) should:

- Be introduced in your own words.
- Begin on a new line.
- Be fully indented by default (i.e. 1.27 cm) from the left margin.
- Be in single line spacing.

Separate the quotation from the lead-in statement with one blank line. The lead-in statement ends with a colon (:). Separate the quotation from the text that follows it with one blank line. This is illustrated below.

Example

Gregg (2001 p. 4) emphasizes the place of the semicolon in academic writing:

The semicolon has always been a neurotic creature, continually undergoing an identity crisis. After all it is a half comma and half period, and from its name you would think it is a half colon. It is hardly any wonder, then, that a lot of people are half crazy trying to determine who the semi-colon really is and what its mission in life is supposed to be.

Quotation marks

Quotation marks are not used for longer quotations. When using an information prominent long quotation, the full stop will be included after the last sentence of the quotation after the citation as shown below.

Example

Gregg cautions against the careless use of punctuation:

One important caution about punctuation. If you find it particularly hard to determine the appropriate punctuation for a sentence you have written, the chances are that the sentence is improperly constructed. To be on the safe side, recast your thought in a form you can handle with confidence. In any event, do not try to save a badly constructed sentence by means of punctuation (Gregg 2001, p. 4).

Commented [N1]: Remove comma after 2001

Words omitted from quotations

To omit words from quotations, use an ellipsis (...). The quotation must still keep the same sense.

For example:

Gregg (1994 p. 7) describes the primary function of the comma as the setting off of 'nonessential expressions that interrupt the follow of thought from subject to verb to object or complement...and it separates elements within a sentence to clarify their relationship to one another'.

If the quotation does not begin at the start of a sentence, an ellipsis should be used to convey this to the reader.

For example:

:.....many writers have difficulties with the use of capitalization in essays (Gregg 2001, p. 10).

Commented [N2]: Remove comma after 2001

Double quotations

For a double quotation—that is, a quotation within a quotation—use double quotation marks inside single quotation marks:

“When your mama was the geek, my dreamlets” are the first words in Katherine Dunn’s *Geek Love* and this book explores how a family of freaks who are the grotesque attractions in their own carnival accept themselves and use their status as freaks to leverage themselves to a position of power’.

How to cite – in the body of your text

When you cite someone else’s work, you must always state the author/editor and the date of publication. If the work has two authors/editors you must cite both names when citing in the body of your own work. Only use the author and date; do not include the title, place of publication, etc., because these full details of the item are written in your reference list at the end of your essay.

Example – 1 Author cited in the body of your text:

O’Brien (2001) emphasizes the importance of wind energy for the national economy.

Example – 2 Authors cited in the body of your text:

The work of O’Brien & Ryan (2001) stresses the importance of renewable energy for the rejuvenation of economies.

For a work which has three or more authors/editors the abbreviation ‘et al.’ should be used after the first author’s name.

Example:

The work of O’Brien et al. (2001) emphasises the progress Ireland has made in the field of renewable energy in recent years and suggests future developments.

For a work which has the same author and was written in the same year as an earlier citation, you must use a lower case letter after the date to differentiate between the two.

Example:

The work of O’Brien (2001b) emphasizes the need for appropriate financing to be made available for renewable energy projects.

Citing from books with chapters written by different authors

Some books may contain chapters written by several different authors. In this case the author who wrote the chapter should be cited not the editor of the book.

Example:

Smith (2004) demonstrates the value of...

In the Reference List:

Smith, A. (2004) Innovative solutions to saving energy, in Healey, M. & Scott, P. (eds.) *Alternative energy demystified*, London: McGraw-Hill, 65-89.

Secondary referencing

If you are reading a source by one author- in our example O'Brien (2009) and they cite or quote work by another author (in our example Murphy 2004) you may in turn cite or quote the original work (e.g. that of Murphy 1994) as a secondary reference.

It is always best practice to try and locate the original reference and secondary references should only be used if it is difficult to access the original work. You must remember that in a secondary reference you are seeing the original author's work from someone else's perspective.

In Text example:

A study by Murphy (2004, cited in O'Brien 2009) discusses the role of wind power in alleviating Ireland's dependence on imported fossil fuels.

OR

O'Brien (2009) cites the role of Murphy (2004) which looks at the role of wind power in alleviating Ireland's dependence on fossil fuels.

Reference list example:

O'Brien, J. (2009). *The development of wind power energy in Ireland: a qualitative and quantitative study*, London: Macmillan.

Citing page numbers in text: some rules

Author(s) name:

- Use surname only.
- Use both authors' surnames linked by '&' for 2 authors. **Note-** the ampersand (&) should only be used in citing- **not** in the Reference List.
- Use first author's surname and *et al* for 3 or more authors.

Year:

- Give full four digits for year.

Pages:

- Abbreviate to p. for single page and pp. for page range.
- Give full numbers for page range e.g. pp. 412-427.
- Give page numbers if you are quoting directly e.g. (O'Brien 2004 p. 56).
- If you are paraphrasing it is not essential to give page numbers e.g. (O'Brien 2004).

Citing page numbers

- Example: quote from a single page: (O'Brien 2009 p. 16).
- Example of quote from multiple pages: (O'Brien 2003 pp. 31-32).
- Structure your sentence to include the in-text citation: According to O'Brien (2005 p. 6).

Use single quotation marks (double quotation marks are usually used for quoting direct speech) and state the page number.

Example – Short quotation:

O'Brien (2004 p. 18) acknowledges Ireland's 'overreliance on fossil fuels'.

For quotes over two lines have a separate indented paragraph.

Example – Long quotation

O'Neill (2008 p. 43) states:

Fossil fuels take millions of years to form and reserves are being depleted much faster than new ones are being formed and so are non-renewable resources. As fossil fuels are used up, new reserves of fossil fuels will become harder and more expensive to source until it will become uneconomical to source energy from fossil fuels.

If you wish to use a long quotation which is over 2 lines in length but wish to omit some of the text you can remove the unwanted text and replace with '....' This is known as an ellipsis.

Example – Long quotation

O'Neill (2008 p. 43) states:

Fossil fuels take millions of years to form and reserves are being depleted much faster than new ones are being formed and so are non-renewable resources.....new reserves of fossil fuels will become harder and more expensive to source until it will become uneconomical to source energy from fossil fuels.

When you use quotations within your text, sometimes you may want to insert one or two words in the quotation so that your complete sentence is grammatically correct. To indicate that you have inserted words into a quotation, these have to be enclosed in square brackets.

O'Neill (2008 p. 43) states:

Fossil fuels take millions of years to form and reserves are being depleted much faster than new ones are being formed and so are non-renewable resources [and] new reserves of fossil fuels will become harder and more expensive to source until it will become uneconomical to source energy from fossil fuels.

Charts, diagrams, pictures etc. should be treated as direct quotes in that the author(s) should be acknowledged and page numbers shown; both in your text where the diagram is discussed or introduced, and in the caption you write for it.

Using tables, figures, images and graphs in the body of your text

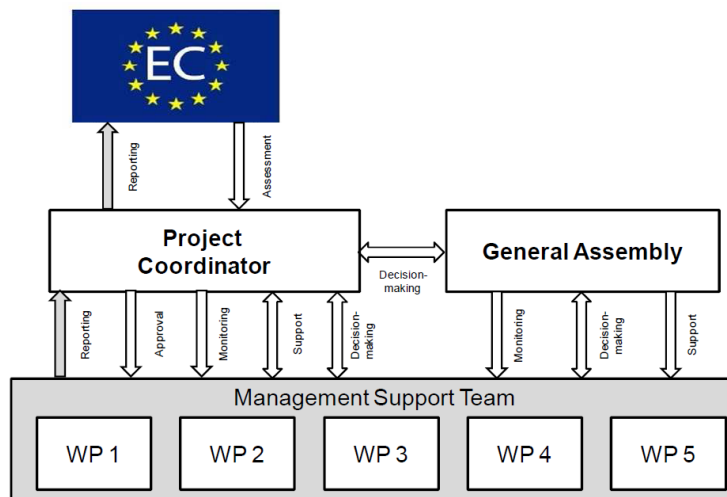


Figure 5. From O'Neill, J. and O'Brien, P. (2011) *Management of European Union Projects: a guidebook for project managers*, Limerick: Limerick Institute of Technology, p. 38. Copyright 2011 by John O' Neill and Patrick O' Brien. Reprinted with permission.

*Please note that if the table/figure/image/graph has been adapted – *Adapted* with permission is stated instead of Reprinted with permission.

*Please check with your lecturer/supervisor if you are expected to use published illustrations in your assignments.

The above figure would also feature in a *List of Figures* in your essay, dissertation or thesis.

The reference list

The reference list is a list of all the sources that have been cited in your work showing books, journals, etc. listed in one list not in separate lists according to resource type i.e. you don't put books in one list and journals in another- everything is together in one list as follows:

- In alphabetical order by author/editor.
 - Books, journal articles, e-journal articles, etc. are laid out in a defined template that must be adhered to.
- A reference list contains all the items you have cited or directly quoted from.

Differences between a reference list and a bibliography:

The reference list only identifies sources referred to (cited) in the text of your assignment. A bibliography is presented in the same format as a reference list but it includes all material consulted in the preparation of your assignment. In other words, a bibliography presents the same items as a reference list but it also includes all other sources which you have read or consulted but did not cite. A bibliography allows you to show to your reader (examiner) the unused research you carried out. The bibliography will show your extra effort.

Compiling your reference list or bibliography

- All in-text references must be included in an alphabetical list, by author's surname, at the end of the work. As stated earlier, this is known as the Reference List. A bibliography is a list of all works you used in preparation of the work, but which were not necessarily cited/referred to.
- This list must not be numbered.
- When there is no author, use the title.
- References in your reference list must be a full description of the in-text references (citations).
- If there is more than one publication by the same author, arrange the works in chronological order.
- In your reference list/bibliography the following abbreviations are accepted:
 - & (ampersand) appears between the names of authors but *only* where these appear in brackets in in-text (citation) referencing and *not* in the reference list.
 - (ed.) editor editor
 - (eds.) editors editors
 - col. column column
 - comp(s). compiler/compiler compiler/compiler
 - ed. edition edition
 - et al. and others
 - n.d. or s.d. no knowledge of the date
 - no. number
 - par. Paragraph
 - s.l. no place of publication
 - s.n. publisher unknown
 - vol. volume

Example of a reference list

- Andrews, J. (2007) *Energy science: principles, technologies and impacts*, Oxford: Oxford University Press.
- Bradford, T. (2006) *Solar revolution: the economic transformation of the global energy industry*, Ebrary, [online], available: <http://mislibsrv.lit.ie/search~S0?/tsolar+revolution/tsolar+revolution/-3%2C0%2C0%2CB/frameset&FF=tsolar+revolution+the+economic+transformation+of+the+global+energy+industry&1%2C1%2C/indexsort=-> [accessed 24 Feb 2011].
- Burton, T. (2004) *Wind energy handbook*, New York N.Y.: Wiley.
- Byrne, C. (2007). *Renewable energy: meeting Ireland's future energy demands*, unpublished dissertation (B.Sc), Limerick Institute of Technology.
- Campbell, I.M. (1986) *Energy and the atmosphere: a physical-chemical approach*, Chichester: Wiley.
- Doty, S. and Turner, W.C. (2009) *Energy management handbook*, Lilburn, GA: Fairmont Press.
- Elliott, D. (2002) *Energy, society and environment: technology for a sustainable future*, Ebrary, [online], available: <http://mislibsrv.lit.ie/search~S0?/tenergy/tenergy/51.81.86.B/856~b1096004&FF=tenergy+society+and+environment+technology+for+a+sustainable+future&1.1.1.0> [accessed 24 Feb 2011].
- Jackson, J. (2008) *Energy budgets at Risk (EBaR): a risk management approach to energy purchase and efficiency choices*, Ebrary, [online], available: <http://mislibsrv.lit.ie/search~S0?/tenergy+budgets/tenergy+budgets/1.1.1.B/856~b1114331&FF=tenergy+budgets&1.1.1.0/startreferer//search~S0/tenergy+budgets/tenergy+budgets/1.1.1.B/frameset&FF=tenergy+budgets&1.1./endreferer/> [accessed 01 Feb 2011].
- Moss, K. (2006) *Energy management in buildings*, London: Taylor and Francis.
- Nersesian, R.L. (2007) *Energy for the 21st century: a comprehensive guide to conventional and alternative sources*, Ebrary, [online] available: <http://mislibsrv.lit.ie/search~S0/?searchtype=a&searcharg=nersesian&SORT=D&extended=0&SUBMIT=Search&searchlimits=&searchorigarg=tnersesian> [accessed 02 February 2011].
- Sahin, A.D (2004) Progress and recent trends in wind energy, *Progress in Energy and Combustion Science*, 30 (5): 501-543, available: http://www.sciencedirect.com/science?_ob=ArticleURL&_udi=B6V3M-3Y8YWF6-13&_user=885412&_coverDate=04%2F01%2F1998&_alid=1654738037&_rdoc=1&_fmt=high&_orig=search&_origin=search&_zone=rsilt_list_item&_cdi=5734&_sort=r&_st=4&_docanchor=&_ct=2&_acct=C000047354&_version=1&_urlVersion=0&_userid=885412&md5=50dea27f88793843afb297417215023a&searchtype=a [accessed 10 Feb 2011].
- Sesto, E. and Casale, C. (1998) Exploitation of wind as an energy source to meet the world's electricity demand, *Journal of Wind Engineering and Industrial Aerodynamics*, 74 (2): 45-50, available: Science Direct [accessed 02 Feb 2011].
- Sexton, I. (2010) *Wind energy: the impact on the rural community*, unpublished dissertation (B.Sc), Limerick Institute of Technology.
- Wengenmayr, R and Buhrke, T. (2008) *Renewable energy: sustainable energy concepts for the future*, Weinheim: Wiley.

Commented [N3]: Remove full stop after (2007)

Date of publication

- The date of publication of the work usually appears on the verso (back) of the title page of the work (the imprint page).
- If no date is given for a publication, use an approximate date following the examples below:

Publication date unknown or uncertain	Example of convention to use
one or the other date is correct	(1993 or 1994)
the probable date	1994?
the approximate date	c. 1994
when the decade is known but not the year	199-
When there is no knowledge of the date at all (<i>sine anno/no date</i>)	s.a. or n.d.

Place of Publication

- The place of publication is given in the language in which you are writing, for example, English or Gaeilge.
- If there is more than one place of publication given give only the first place.
- If no place can be traced, the abbreviation s.l. (*sine loco*) is used.
- The place of publication is the town/city. However, for the United States of America, the State should also be included. See the table below for the abbreviations to be used.

State	Abbreviation	State	Abbreviation
Alabama	Ala.	Montana	Mont.
Alaska	Ak.	Nebraska	Nebr.
Arizona	Ariz.	Nevada	Nev.
Arkansas	Ark.	New Hampshire	N.H.
California	Calif.	New Jersey	N.J.
Colorado	Colo.	New Mexico	N.Mex.
Connecticut	Conn.	New York	N.Y.
Delaware	Del.	North Carolina	N.C.
District of Columbia	D.C.	North Dakota	N.D.
Florida	Fla.	Ohio	Oh.
Georgia	Ga.	Oklahoma	Okla.
Hawaii	Hi.	Oregon	Oreg.
Idaho	Id.	Pennsylvania	Pa.

Illinois	Ill.	Rhode Island	R.I.
Indiana	Ind.	South Carolina	S.C.
Iowa	Ia.	South Dakota	S.D.
Kansas	Kans.	Tennessee	Tenn.
Kentucky	Ky.	Texas	Tex.
Louisiana	La.	Utah	Ut.
Maine	Me.	Vermont	Vt.
Maryland	Md.	Virginia	Va.
Massachusetts	Mass.	Washington	Wash.
Michigan	Mich.	West Virginia	W.Va.
Minnesota	Minn.	Wisconsin	Wis.
Mississippi	Miss.	Wyoming	Wyo.
Missouri	Mo.		

Publisher

- A colon (:) separates the place of publication and the publisher, e.g. Oxford : Oxford University Press.
- If no publisher is given, the abbreviation s.n. (*sine nomino*) may be used.
- Initials of publishers are usually omitted. E.g J. Wiley is referenced as Wiley.
- Initials are only used if it is necessary to distinguish between different publishers, e.g. W.H. Allen and J.A. Allen.

Titles

- Note that the **titles of published works** are always *italicized*.
- This means that the **titles of unpublished works** are never italicized.
- For journals, the **title of the journal** is always *italicized*.
- The **title of a journal article** is never italicized.
- The title of a journal must not be abbreviated. For example, the *British Medical Journal* is not abbreviated to *BMJ*.
- Only the first word and proper nouns of a **journal article title** begin with an upper case letter.
- All relevant words of the **journal title** begin with an upper case letter.
- Where there is no author, use the title as the main entry.

Acronyms and initials

- Examples are EPA (Environmental Protection Agency), HSE (Health Service Executive) and so on. These must appear both in-text and in the reference list.

- If a work contains numerous references to a particular resource with a long title, for example, Irish Society for Prevention of Cruelty to Children, the initials may be used e.g. ISPCC, EPA, HSE. Other examples are USA, UK,
- The first citation in-text must include both the full title and the acronym or initials, and thereafter the acronym and initials will suffice. Write these without full stops.

Example

The Irish Society for Prevention of Cruelty to Children (ISPCC) provides activities which are child centered, placing the child as the key focus of practice. This is based on the belief that 'all children have the right to access support services'. (ISPCC 2011).

Commented [N4]: Remove full stop after services

In the reference list, both the long title and the acronym or initials must be included, for example:

Irish Society for Prevention of Cruelty to Children (ISPCC) (2011), *About us* [online], available: <http://www.ispcc.ie/About-Us/Our-activities.aspx> [accessed 28 February 2011].

Capitalisation

A specific form of capitalisation may be required by your lecturer in the reference list.

Minimal capitalisation	<ul style="list-style-type: none"> • Only the first word in the titles of books, chapters and journal articles is capitalised. • Authors' names and initials, journal titles and publishing firm names are always capitalised. • If the title of the article, book or chapter contains a colon, only capitalise if the first word after the colon is a proper name. For example: Frame, T.R. (2009) <i>Evolution in the antipodes: Charles Darwin and Australia</i>, Sydney : UNSW Press <p>For journal titles use maximal capitalisation.</p>
Maximal capitalisation	<ul style="list-style-type: none"> • For titles of periodicals (journals, magazines and newspapers), capitalise the first word and also any other word which is not 'the', 'a', 'an', a preposition (such as 'for', 'on', 'under', 'about') or a conjunction (such as 'and', 'but', 'or').

Examples:

Minimal capitalization

Odum, H.T. (2007) *Environment, power, and society for the twenty-first century: the hierarchy of energy*, New York N.Y.: Columbia University Press.

Maximal capitalisation

Marsh W.M. (2010) The New User Environment: The End of Technical Services, *Information Technology and Libraries*, 29 (2) pp. 93-100.

Paraphrasing

Paraphrasing is using the work of others, keeping the same meaning but writing in your own choice of words.

Paraphrasing is generally more highly valued by academics than direct quoting because by paraphrasing the information, you are demonstrating that thought processing has taken place; in other words, you have thought about the information and have understood what you have read.

Paraphrasing allows you to:

- Demonstrate that you understand what you have read and that you can apply this knowledge.
- Better maintain your personal style and the smooth flow of your essay.

Examples of Paraphrasing

Which of the following extracts is an example of unacceptable paraphrasing, and which demonstrates acceptable paraphrasing and referencing? In this example (Epigeum 2011), the Harvard system has been used.

Example: The influence of Karl Marx

First, here is the original extract, taken from the book, *Marx and Marxism*, by Peter Worsley.

Karl Marx has probably affected the course of twentieth-century history more than any other single thinker. Because of this, his ideas have generated a vast output of writings, ranging from texts written by revolutionaries aimed at telling people how to do revolution - how to carry on Marx's work of demolishing capitalism and creating a new socialist society - to the many hundreds of volumes dedicated to proving that Marx was wrong about practically everything.

Here's what two students wrote in their dissertations. Which, if either, is acceptable?

<p>Karl Marx, the inspiration for revolutionary activity in many countries, has probably affected the course of 20C history more than almost any other thinker. Because of this, his ideas have generated a vast output of writings, ranging from books written about revolution - how to demolish capitalism and create a new socialist society - to books dedicated to proving that Marx was wrong about practically everything.</p> <p>Reference: Worsley, P., 2002. <i>Marx and Marxism</i>. 2nd ed. London: Routledge.</p>	<p>Worsley (2002) suggests that Karl Marx has had a significant impact on the course of twentieth-century history. He argues that Marx's ideas have led to a great deal of writing, across a spectrum from promoting his call for revolution to trying to show he was wrong in his analysis and predictions.</p> <p>Reference: Worsley, P., 2002. <i>Marx and Marxism</i>. 2nd ed. London: Routledge.</p>
Which is acceptable?	

- Commented [N7]: Remove comma after P.
- Commented [N8]: Put brackets around 2002
- Commented [N5]: Remove comma after P.
- Commented [N6]: Put brackets around 2002

Paraphrase or use quotations?

It is preferable that you **paraphrase** (put ideas in your own words) as too many **quotations** (using the exact words) can lead to a poorly written assignment. A general rule in academic circles is that no more than 10% of an assignment should be in the form of direct quotations. No matter whether you use quotations or paraphrase another's words, you always need to give references—both in the text and in the reference list.

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Hard copy books

	In the text	In the reference list	
One author	A recent study (O'Brien 2005 p. 19) highlighted the 'importance of wind energy in providing a clean, sustainable solution to our energy problems'.	O'Brien, J. (2005) <i>Wind energy and its place in revitalizing economies</i> , New York N.Y.:Wiley.	Author(s) name, initial(s). (year of publication) <i>Title of Book or Report</i> : <i>Subtitle</i> [if any], ed. [if not 1st edition], Place of Publication: Publisher.
Two authors	A recent study (O'Brien & Murphy 2009 p. 45) predicted that '...'	O'Brien, J. and Murphy, J. (2009) <i>Renewable energy: trends and developments</i> , London: Peacock Publishers.	Author(s) name(s), initial(s). (year of publication) <i>Title of Book</i> : <i>Subtitle</i> [if any], ed. [if not 1st edition], Place of Publication: Publisher.
Three authors or more	A recent study (O'Brien et al 2010 p. 101) highlighted the fact that " '...'	O'Brien, J., O'Neill, J. and Murphy, J. (2010) <i>Solar power and its implications</i> , New York, N.Y.:Macmillan.	Author(s) name(s), initial(s). (year of publication) <i>Title of Book</i> : <i>Subtitle</i> [if any], ed. [if not 1st edition], Place of Publication: Publisher.
Multiple works - same author	Research (O'Brien 2005, 2006) has indicated that...	O'Brien, J. (2005) <i>Wind energy and its place in revitalizing economies</i> , New York, N.Y.: Wiley. O'Brien, J. (2006) <i>Renewable energy policy</i> , New York,N.Y.: Universe Inc.	Author(s) name(s), initial(s). (year of publication) <i>Title of Book</i> : <i>Subtitle</i> [if any], ed. [if not 1st edition], Place of Publication: Publisher.
	Or Research reports (O'Brien 1993a, 1993b) have shown that...	O'Brien, J. (1993) <i>Renewable energy policy and politics</i> , London: Earthscan. O'Brien, J. (1993) <i>Renewable energy: sustainable energy concepts for the future</i> , New York N.Y.: Wiley.	Author(s) name(s), initial(s). (year of publication) <i>Title of Book</i> : <i>Subtitle</i> [if any], ed. [if not 1st edition], Place of Publication: Publisher.
When using two studies by the same author in different years, paraphrasing is essential. Place in chronological order- oldest first.			

Works by different authors - same family name	A recent report (Ryan 2008 p. 64) shows that ‘...’	Ryan, F. (2008) <i>Renewable energy and climate change</i> , New York, N.Y.:Wiley.	Author(s) name(s), initial(s). (year of publication) Title of Book: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.
	Or	Ryan, J. (2009) <i>Renewable energies: success stories</i> , Luxembourg: Office for Official Publication of the European Communities.	
	It was recently found that ‘...’ (Ryan 2009 p. 14).		
	Note: The year of publication will differentiate between the two authors		
Works by different authors - same family name - same year	Ryan (2004 p. 99) proposed that ‘solar panels can provide around 60% of the hot water requirements for homes and buildings’. Further investigation proved that there were notable weaknesses in this claim (Ryan 2004 p. 48).	Ryan, F. (2004) <i>Solar electricity</i> , New York, N.Y.: Wiley. Ryan, J. (2004) Ryan, J. (2009) <i>Renewable energy and climate change</i> , Oxford: Oxford University Press.	Author(s) name(s), initial(s). (year of publication) Title of Book: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.
Second or later edition with an author	According to Conway (2008 p. 90) ‘solar collectors can be particularly economical for space or water heating in large buildings’.	Conway, P. (2008) <i>Solar energy in building renovation</i> , 2 nd ed, London: James & James.	Author(s) name(s), initial(s). (year of publication) Title of Book: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.
Several sources are cited at once	Conway (2008), McKenna (2009), O’Brien (2005) & Ryan (2004) all agree that advanced thermal conversion technologies such as gasification and paralysis offer efficient, low emission solutions for energy from municipal and industrial solid waste.	Conway, P. (2008) <i>Solar energy in building renovation</i> , 2 nd ed, London: James & James. McKenna, P. (2009) <i>Solar collectors and their fields of application</i> , London: Macmillan.	Author(s) name(s), initial(s). (year of publication) Title of Book: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.
	Or Recent studies (Conway 2008, McKenna 2009, O’Brien 2005 & Ryan 2004) have shown that...	O’Brien, J. (2005) <i>Wind energy and its place in revitalizing economies</i> , New York, N.Y.: Wiley. Ryan, F. (2004) <i>Solar electricity</i> , New York, N.Y.: Wiley.	
	Note: Paraphrasing is essential if you are going to cite the essence of what the authors all agree upon. Alphabetize according to the name of the first author in each source.		

Organisational corporate or institutional author	A recent report (Environmental Protection Agency 2009 p. 10) suggests that 'the commonest type of pollution – organic pollution - is caused by sewage, animal manure slurries and food processing wastes'.	Environmental Protection Agency (2009). <i>A biological study of river quality in Ireland</i> , Dublin: Environmental Protection Agency.	Corporate Author. (year of publication) <i>Title of Book or Report: Subtitle</i> [if any], ed. [if not 1st edition], Place of Publication: Publisher.
Book - Edited	Sandalow (2009) outlines the merits of plug in electric vehicles...	Sandalow, D.B. ed. (2009) <i>Plug in electric vehicles: what role for Washington</i> , Washington DC: Brookings Institution Press.	Editor(s) name, initial(s). , ed(s). (year of publication) <i>Title of Book: Subtitle</i> [if any], ed. [if not 1st edition], Place of Publication: Publisher.
Book review	In his review of <i>Animal Spirits...</i> (Nickell 2010).	Nickell, S. (2010) <i>Animal Spirits</i> by Akerlof, G.A., reviewed in <i>The Economic Journal</i> 120 pp. 351-353.	Reviewer's name, initial(s). (year of publication of review) <i>Title of Book Being Reviewed</i> by Author(s) of book, reviewed in <i>Title of Journal/ Newspaper containing the review</i> , volume (issue), page.
Book chapter or contribution	Smith (2004) demonstrates the value of...	Smith, A. (2004) Innovative solutions to saving energy, in Healey, M. & Scott, P. (eds.) <i>Alternative energy demystified</i> , London: McGraw-Hill, pp. 65-89.	Author(s) name, initial(s). (year of publication) <i>Title of chapter/ contribution</i> , in Editor(s) or Compiler(s) of the book containing the contribution, ed.(s) [or comp.(s)], <i>Title of Book: Subtitle</i> [if any], ed. [if not first], Place of Publication: Publisher, page number(s).
One volume of a multivolume work	It would appear that 'energy recovery is possible from mixed waste paper' (Dawson & Danaher 2005 p. 88).	Dawson, H. and Danaher, L. (2005) <i>Energy studies</i> , Vol 3, London: Penguin.	Author(s) name(s), initial(s). (year of publication) <i>Title of Book: Subtitle</i> [if any], Vol no, ed. [if not 1st edition], Place of Publication: Publisher.
No date can be established	Robinson (n.d.) suggests that 'reliance upon market mechanisms alone will not permit realization of economically efficient levels of energy efficiency'.	Robinson, G. (n.d.) <i>Making energy efficiency work</i> , London: Macmillan.	Author(s) name(s), initial(s). (year of publication) <i>Title of Book: Subtitle</i> [if any], ed. [if not 1st edition], Place of Publication: Publisher.

The date can be established but only approximately	Robinson (c. 2006) suggests that...	Robinson, G. (c. 2006.) <i>Making energy efficiency work</i> , London : Macmillan.	Author(s) name(s), initial(s). (year of publication) Title of Book: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.
Secondary referencing (source quoted in another source)	Robinson's observations in 1995 (cited in O'Mahony 2000) led to... Or Without specific energy policy, 'a country would not be able to solve the acute problems like reducing greenhouse gases (GHGs) emission'. (Robinson 1995, cited in O'Mahony 2000 p. 4).	O'Mahony, J. (2000) <i>A review on global wind energy policy</i> , Oxford : Oxford University Press.	Author(s) name(s), initial(s). (year of publication) Title of Book: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.
Note: O'Mahony is the author who will appear in the reference list. Try to locate the primary source if possible.			

Electronic books

	In the text	In the reference list	
eBook from LIT Online databases (e.g. Ebrary)	Scheer (2006 p. 2) notes that 'global consumption of fossil energy resources (petroleum, coal, natural gas) came to 5.63 billion (5,630,000,000) metric tons'.	Scheer, H. (2006) <i>Energy autonomy : the economic, social and technological case for renewable energy</i> , Ebrary [online], available: http://mislibsrv.lit.ie/search~S0?/tenergy+autonomy/tenergy+autonomy/1.1.1.B/856~b1104793&FF=tenergy+autonomy&1.1.1.0/startreferer//search~S0/tenergy+autonomy/tenergy+autonomy/1.1.1.B/frareset&FF=tenergy+autonomy&1.1./endreferer/ [accessed 29 January 2011].	Author(s) name, initial(s). (year of publication) Title of eBook, Name of eBook supplier [online], available: web address [accessed date].

Hardcopy journal articles

	In the text	In the reference list	
One or more authors	Some wind skeptics have posed a question about the direct-drive turbines now emerging from the labs (Teschler 2010).	Teschler, L. (2010) How much power does it take to run a wind turbine, <i>Machine Design</i> , 82 (13), p. 8-14.	Author(s) name, initial(s). (year of publication) Title of article, Title of Journal, Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], page number(s).
No author	The competitiveness of solar power has been.... (Cost analysis of solar chimney power plants 2009)...	Cost analysis of solar chimney power plants (2009), <i>Solar Energy</i> , 82 (3) pp. 88-111.	Title of article, (year of publication) Title of Journal, Volume (Issue number), [or] date/month of publication [in the absence of volume and issue], page number(s).
Magazine	According to White (2010 p. 22) 'many hauliers will testify that, while technology can solve an existing problem, it	White, P. (2010) Driver training, <i>Fleet Transport</i> , February 2011 pp. 22-23.	Author(s) name, initial(s). (year of publication) Title of article, Title of Magazine, Volume (Issue number), [or]

	often creates a new and improved problem'.		date/month of publication [in the absence of volume and issue], page number(s).
Magazine - Electronic version	Wilson (2010) notes that 'the explosion of interest in carrier Ethernet seems to be at the forefront of everyone's mind these days'.	Wilson, R. (2010) Vitesse zeros in on carrier Ethernet switch needs, <i>EDN: The Design Magazine of the Electronics Construction Industry</i> , available: http://www.edn.com/electronics-news/4312372/Vitesse-zeros-in-on-carrier-Ethernet-switch-needs [accessed 28 January 2011].	Author(s) name, initial(s). (year of publication) Title of article, <i>Title of Magazine</i> , available: web address [accessed date].

Online or electronic journals

	In the text	In the reference list	
Journal article from an electronic database	Limited fossil resources and severe environmental problems 'require new sustainable electricity generation options' (Zhao 2008 p. 3).	Zhao, J. (2008) Prospect of concentrating solar power in China: the sustainable future, <i>Renewable and Sustainable Energy Reviews</i> , 12 (9) pp. 2505-2514, available: Science Direct [accessed 14 February 2011].	Author(s) name, initial(s). (year of publication) Title of article, <i>Title of Journal</i> , Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], page number(s) [if applicable], available: name of database [accessed date].
Journal article from a website	Although the future looks good for nuclear medicine and molecular imaging, 'many health care professionals worry about the future of the nuclear medicine profession' (Delebeke & Segall 2010 p. 1).	Delbeke, D. and Segall, G. (2010) We can't control the future, but we can plan for it, <i>The Journal of Nuclear Medicine</i> 52 (11) available: at http://jnm.snmjournals.org/cgi/reprint/52/3/24N [accessed 14 February 2011].	Author(s) name, initial(s). (year of publication) Title of article, <i>Title of Journal</i> , Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], available: web address [accessed date].
Journal article from course materials on a VLE	Limited fossil resources and severe environmental problems 'require new sustainable electricity generation options' (Zhao 2008 p. 3).	Zhao, J. (2008) Prospect of concentrating solar power in China: the sustainable future, <i>Renewable and Sustainable Energy Reviews</i> 12 (9) pp. 2505-2514, available: Moodle, [Accessed 17 February 2011].	Author(s) name, initial(s). (year of publication) Title of article, <i>Title of Journal</i> , Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], available: Name of VLE, [accessed date].

Hardcopy newspaper articles

	In the text	In the reference list	
Newspaper article with an author	Noone (2010 p. 29) observed that there was 'a sophisticated response to Ireland's overly centralised planning process'.	Noone, M. (2010) Renewable energy plan halted, <i>The Irish Times</i> , July 10, p.29.	Author(s) name, initial(s). (year of publication) Title of article, Section [if relevant], <i>Title of Newspaper</i> , date, page number(s).
Newspaper article without an author	In <i>The Irish Times</i> (25 February 2009 p. 30) It was reported that 'Europe's shares fell for the seventh consecutive session as the continent's exchanges tracked losses on Wall Street and in Asia'.	<i>The Irish Times</i> (2009) Renewable energy firms buck negative trend, February 25, p. 30.	Title of Newspaper (year of publication) Title of article, Section [if relevant], date, page number(s).
You are strongly encouraged not to use newspaper articles without an author. You should seek to locate a more acceptable scholarly representation of the information you wish to use.			

Electronic copy - newspaper articles

	In the text	In the reference list	
Newspaper article with an author (online newspaper)	Government would like us to be sourcing 40 per cent of our electricity from renewable sources (<i>The Irish Times</i> 2009).	Shortt, A. (2009) A flexible system of renewable energy, <i>The Irish Times</i> , May 11, available: http://www.irishtimes.com/newspaper/innovation/2009/0511/1224246162408.html [accessed 15 February 2011].	Author(s) name, initial(s). (year of publication) Title of article, <i>Title of Newspaper</i> , date, available: web address [accessed date].
Newspaper article without an author (online newspaper)	Government would like us to be sourcing 40 per cent of our electricity from renewable sources (<i>The Irish Times</i> 2009).	<i>The Irish Times</i> (2009) A flexible system of renewable energy, May 11, available: http://www.irishtimes.com/newspaper/innovation/2009/0511/1224246162408.html [accessed 15 February 2011].	Title of Newspaper (year of publication) Title of article, date, available: web address [accessed date].

Newspaper article with an author (electronic database)	Aubrey (1991 p. 23) noted that 'wind power is the most promising renewable source now being developed in terms of its contribution to UK energy demand'.	Aubrey, C. (1991) Environment: plugging into nature power - the government's new targets for renewable energy, <i>The Guardian</i> , November 22 p. 23, available: Lexis Nexis UK [accessed 17 February 2011].	Author(s) name, initial(s). (year of publication) Title of article, <i>Title of Newspaper</i>, date, page number(s) [if applicable], available: name of database [accessed date].
Newspaper article without an author (electronic database)	<i>The Guardian</i> (1991 p. 23) stated that 'wind power is the most promising renewable source now being developed in terms of its contribution to UK energy demand'.	<i>The Guardian</i> (1991) Environment: plugging into nature power - the government's new targets for renewable energy, November 22 p. 23, available: Lexis Nexis UK [accessed 17 February 2011].	<i>Title of Newspaper</i> (year of publication) Title of article, date page number(s) [if applicable], available: name of database [accessed date].

Other World Wide Web (WWW) sources

	In the text	In the reference list	
Blog	Boulding (2010) asks 'what incentives are needed for society and governments to truly start taking the need for alternative energy sources seriously'.	Boulding, K.E. (2010) The end of cheap oil and gas, <i>The Renewable Energy Blog</i> [online], November 6, available: http://www.renewable-energy-blog.com/ [accessed 10 February 2011].	Author(s) name, initial(s). (year of publication) Subject of message, Blog Title [online], date of posting, available: web address [accessed date].
Course material on a VLE e.g. Moodle	Illegal dumping of waste is a key factor in... (Smith 2010).	Smith, F. (2010) Environment lecture notes, <i>Module: LIT 7456, Environment 1</i> [online] available: http://moodle.lit.ie/login/index.php [accessed 11 February 2011].	Author(s)/Tutor(s) name, initial(s). (year) Title of item, Module Code: Module Title [online], available: web address [accessed date].
Electronic discussion lists	According to Daly (2003)...	Daly, M. (2010) Re: Teaching physics in national schools, <i>Physics Teaching News and Comment (PTNC)</i> [online] 12 February, available: ptnc@networks.iop.org [Accessed 12 Feb 2010].	Author(s) name, initial(s). (year of publication) Title of message, Title of Discussion Board or Forum [online], date of message, available: web address [accessed date].
Email	O Shea (2008) indicated ...	An email is not a public source of information hence it should not be listed in your bibliography but you may refer to its contents in the body of your text citing the details.	
Facebook		O' Callaghan, T. (2011) <i>How to reference using Harvard</i> [Facebook], 11 th March. available: www.facebook.com [accessed 12 March 2011].	Author(s) (Year) Title of page. [Title of web site], Day/month of posted message. available: web address. [Date accessed].
Image on the web	If one looks at <i>Bathing Quality Water Map of Ireland</i> (Environmental Protection Agency 2009)...	Environmental Protection Agency (2009) <i>Bathing Water Quality Map of Ireland</i> [image online], available: http://www.epa.ie/downloads/pubs/water/bathing/2009BathingWaterQualityMap.jpg [accessed 03 March 2011].	Owner of website (year of publication) Title of Image [image online], available: web address [accessed date].

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Podcast (TV programme)	As described by Keane (2011) the Norman invasion would lead to one of the longest conquests in human history.	RTE 1 (2011) Programme two: the age of conquest, <i>The story of Ireland</i> [podcast], 22 February, available: http://www.rte.ie/player/#v=1092390 [accessed 28 February 2011].	Broadcaster (year) Programme title, Series Title [podcast], date of transmission, available: web address [accessed date].
Twitter	American President Barack Obama (Obama 2009) said...	Obama, B. (2009 July 15). <i>Launched American Graduation Initiative to help additional 5 mill. Americans graduate college by 2020</i> , available [Twitter]: http://bit.ly/gcTX7 [Twitter post]. Retrieved from: http://twitter.com/BarackObama/status/2651151366 [accessed 16 February 2011].	Twitter name (year and date) Title of Tweet , available: [Twitter post]. Retrieved from: web address [accessed date].
Web Page	The Environmental Protection Agency (2010) maintain that the 'quality of Ireland's environment is generally good though it has been under increasing pressure over the last decade'.	Environmental Protection Agency (2010) <i>Environment in focus</i> [online], available: http://www.epa.ie/environm/entinfocus/ [accessed 17 February 2011].	Owner of webpage (year of publication) Title [online], available: web address [accessed date].
Wiki	Methane is about '20 times more powerful as a greenhouse gas than carbon dioxide' (O Connor 2008).	O Connor, S. (2008) <i>Global warming</i> , available: http://green.wikia.com/wiki/Global_Warming [accessed 18-2-2011 19:55].	Name of wiki or Author(s) name, initial(s). (year of publication) Subject of page , available: web address [accessed date and time].
YouTube video	RTE (2011) define the term 'tally' as...	RTE (2011) RTE election 2011- what is a tally?, <i>RTE videos</i> [video online], available: http://www.youtube.com/watch?v=Mywu63FJPCs [accessed 28 February 2011].	Screen name of contributor (year) Video Title, Series Title [video online], available: web address [accessed date].

Hard copy government or legal documents

	In the text	In the reference list	
Government publication	According to the <i>Code of good practice for the use of biosolids in agriculture</i> (Department of the Environment Heritage and Local Government 1999) Local Authorities should...	Department of the Environment Heritage and Local Government (1999) <i>Code of good practice for the use of biosolids in agriculture</i> , Dublin: Fehily Timoney.	Corporate Author. (year of publication) Title of Book or Report: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.
Act	According to the <i>Freedom of Information Act</i> (1997)...	<i>Freedom of Information Act</i> (1997), No 13/1997, S. 47, Dublin: Stationary Office.	Title of Act including year, No., s. [if a section has been referred to], City: Publisher.
Judgement	In another case (Merriman v Dublin Corporation Dublin County Council 1993)... the judgement...	Merriman v Dublin Corporation Dublin County Council (1993) I.L.R.M., 39.	Name of case (year) Abbreviated volume title, page number.
EU directive	...(Council Directive 2009/125/EC...	<i>Council directive (EU) 2009/125/EC of 21 October 2009 on establishing a framework for the setting of ecodesign requirements for energy-related products.</i>	Institutional origin (e.g. Council Directive (EU)) Year/Legislation number Institution "of" followed by the date it was passed "on" followed by the title, all in italics.
Statutory instrument	...(Celtic Sea Prohibition on Herring Fishing 1991)...	<i>Celtic Sea Prohibition on Herring Fishing 1991</i> , (No. 2) Order 1991, S.I. No. 23/1991, Dublin: Stationary Office.	Title of Statutory Instrument including year, S.I. No. of Year, City: Publisher.
Report	(Law Reform Commission 2009)	Law Reform Commission (2009) <i>Bioethics: advance care directives</i> , Dublin: Law Reform Commission.	Author (year) Report Title, Report Number [if available], City: Publisher.
Commission of enquiry	(Murphy 2009)	Murphy, Y, Chairperson (2009) <i>Commission of investigation : report into the Catholic Archdiocese of Dublin July 2009</i> , Dublin : Stationary Office.	Author, name, initial(s) (is Commission chairperson) (year) Report Title, City: Publisher.

Commented [N10]: Close bracket

Images

	In the text	In the reference list	
Image/ photo/illustration	...(Savolainen 1998)	Savolainen, V. (1998) An example of willow harvesting with direct chipping, <i>Wood fuels basic information pack</i> , Saarijärvi: Gummerus Kirjapaino, p. 67, illus.	Author(s) name, initial(s). (year of publication) Title of image, figure, illustration or table, Title of the Book which contains the image , ed.[if not 1st edition], Place of Publication: Publisher, page, illus.
Image on the web	If one looks at <i>Bathing Quality Water Map of Ireland</i> (2009)	Environmental Protection Agency (2009) <i>Bathing Water Quality Map of Ireland</i> [image online], available: http://www.epa.ie/download/s/pubs/water/bathing/2009BathingWaterQualityMap.jpg [accessed 10 February 2011].	Owner of website (year of publication) Title of Image [image online] , available: web address [accessed date].
Map	(Ordnance Survey 2001)	Ordnance Survey (2001) <i>Cork</i> , sheet 78, 1: 500,000, Dublin : Ordnance Survey.	Author/Compiler/Producer name (year of publication) Title of map , sheet number, scale, Place of Publication: Publisher (Series).
Painting	(Vecellio c. 1509)	Vecellio, T. (c. 1509) <i>The pastoral concert</i> , oil on canvas, 65CMX81CM: Paris : Musée du Louvre.	Artist (date) Title , medium, dimensions, where it can be found, city: gallery or collection name (if applicable), accession number (if available) used by the gallery to catalogue the painting.
Painting on the web	(Yeats 1942)	Yeats, J.B. (1942) <i>The two travellers</i> [online], available: http://onlinecollection.nationalgallery.ie/view/objects [accessed 20 February 2011].	Artist (date) Title [online] , available: web address [accessed date].

Patents and standards

	In the text	In the reference list	
Patent		Markakis, K. (2010) <i>V type electric guitar footrest</i> . 08702163.O.	Inventor name, initial(s)., Assignee (year of publication) <i>Title</i> , Patent number (status, if application).
Standard	(BS 8211-1)...	(BS 8211-1) : <i>Energy efficiency in housing. Code of practice for energy efficient refurbishment of housing</i> (1988), London: British Standards Institute.	Number of standard: <i>Title of Standard</i> (year of publication) Place of Publication: Publisher.

Other miscellaneous sources

	In the text	In the reference list	
Annual report	Galway County Council has thirty members (Councilors), who are elected from five local electoral areas (Galway County Council 2008).	Galway County Council (2009) <i>Galway County Council: annual report 2008</i> , Galway: Galway County Council.	Company name, (year of publication) <i>Title of Annual report</i> , Place of Publication: Publisher.
Atlas (with an author)	Baines & Malek (1980) locate the Pyramids of Ancient Egypt at...	Baines, J. and Malek, J. (1980) <i>Atlas of ancient Egypt</i> , Oxford : Phaidon.	Author(s) name, initial(s). (year of publication) <i>Title of Atlas: Subtitle</i> [if any], ed. [if not 1st edition], Place of Publication: Publisher.
Atlas (without an author)	The Atlas of ancient Egypt (1980) locates the Pyramids of Giza at...	<i>Atlas of ancient Egypt</i> (1980), Oxford: Phaidon.	<i>Title of Atlas</i> (year of publication) <i>Subtitle</i> [if any], ed. [if not 1st edition], Place of Publication: Publisher.
Conference paper	(Connolly & Moran 2008)	Connolly, L. and Moran, B. (2008) Financial performance of organic farming, in Clavin, D. ed. <i>Teagasc Organic Production Research Conference Proceedings</i> , Tullamore, County Offaly 2 nd December 2008, Dublin:	Author(s) name, initial(s). (year of publication) <i>Title of the contribution/paper</i> , in Name(s) of Editor(s) or Chair(s) of the Conference, ed.(s) [or chair(s)], <i>Title of the Conference Proceedings</i> , Place and date of conference, Place of Publication:

		Teagasc, p. 99.	Publisher, page numbers.
Dictionary (example of a book with no author-reference work)	According to the <i>Oxford English Dictionary</i> (2005 p. 1491) 'renewable' means 'capable of being renewed'.	Oxford English Dictionary (2005), <i>Renewable</i> 2 nd Ed. Oxford: Oxford University Press.	Title of Work (year of publication) ed. [if not first edition], Place of Publication: Publisher.
DVD	Similarly in <i>The Silence of the Lambs</i> (Demme 1990)...	Demme, J. (1990) <i>The Silence of the Lambs</i> [DVD] Beverly Hills : Orien Pictures.	Director name, initial(s). (year of distribution) Title of Film [format], Place of Distribution: Distribution Company.
Encyclopaedia	According to the <i>Encyclopaedia Britannica</i> (2010 p. 956) 'the IMF was established towards the end of World War II, based on a modified form of the gold standard...'	<i>Encyclopaedia Britannica</i> (2010) Chicago: Encyclopaedia Britannica Inc.	Name of Encyclopaedia. (year of publication), Place of Publication: Publisher.
Encyclopaedia (Online)	According to the <i>Encyclopaedia Britannica</i> (2010 p. 956) 'the IMF was established towards the end of World War II, based on a modified form of the gold standard...'	<i>Encyclopaedia Britannica</i> (2010) Chicago: Encyclopaedia Britannica Inc., available: http://www.britannica.com/?cameFromBol=true [accessed 17 February 2011].	Name of Encyclopaedia. (year of publication), Place of Publication: Publisher, available: [accessed].
Film	The film <i>Inception</i> (Nolan 2010) depicts the secret for extracting valuable commercial information from the unconscious mind of its targets while they are asleep and dreaming.	Nolan, C. (2010) <i>Inception</i> , [Motion Picture] New York N.Y.: Warner Bros.	Director name, initial(s). (year of distribution) Title of Film [format], Place of Distribution: Distribution Company.
Green paper	This Green Paper foresees a sustainable energy future for Ireland (Dept. of Communications, Marine and Natural Resources (2006).	Dept. of Communications, Marine and Natural Resources. (2006) <i>Green paper: towards a sustainable energy future for Ireland</i> , Dublin : Stationary Office.	Author(s) name(s), initial(s). (year of publication) Title of Book: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.
Interview	In an interview with Kelly (June 2010) the results of the project were detailed.		
Personal communication, such as conversations, letters and personal email messages, are usually not included in a reference list.			

Lecture notes (print)	Kelly (2011) highlighted the role solar energy resources plays in...	Kelly, J. (2011) Solar energy, BA4747: Renewable Energy, Technology 1, 11 February, Limerick Institute of Technology, unpublished.	Author(s)/Tutor(s) name, initial(s) (year) Title of lecture, Module Code: Module Title, date, Institution, unpublished.
Radio/Television - interview or contribution	In an interview on RTE Radio 1 American politician Jesse Jackson said...	Jackson, J. (2011) <i>Interview on The John Murray Show</i> [radio] RTE Radio 1, 17 February 2011, 10:15AM.	Contributor name, initial(s). (year) Interview on Title of Programme [format], Name of Channel, Date of transmission, time of transmission.
Radio/Television - Programme	This development was first muted on RTE's <i>The Frontline</i> (21 st February 2011)...	<i>The Frontline</i> (2011) RTE 1, 21 February, 10.25PM.	Programme Title (year) Name of Channel, Date of transmission, time of transmission.
Recordings-commercial audio	Maxfield's music... (Maxfield 1960).	Maxfield, R. (1960) Pastoral symphony, track 5 of <i>An anthology of noise and electronic music</i> , Sub Rosa.	Artist (year) Track Title, Track Number of Album Title, Label.
Speech	Éamon De Valera's speech at the end of World War II emphasized Ireland's role.. (De Valera 1945).	De Valera, E. (1945). Éamon de Valera replies to Winston Churchill on Irish Radio 1945, [speech] 16 May, Dublin, available: http://www.youtube.com/watch?v=isNOQ3zQ2F0 [accessed 28 February 2011].	Author name, initial(s). (year of speech) Title [or description where no title is available] of speech, [speech], speech date, Place, available: web address [accessed date].
The Bible	These particular lines (Mt 22:37-39) demonstrate...		
	References to the Bible and to the Sacred Books of other religious traditions are not usually included in the bibliography. What do the numbers mean? Sam. 14:1-6 refers to the text found in the first book of Samuel, chapter 14, verses 1 to 6. Mt 22: 37-39 refers to the text found in the book of Matthew, chapter 22, verses 37 to 39.		
Thesis /dissertation	Byrne (2007) highlights the role of renewable energy in the Irish economy.	Byrne, C. (2007). <i>Renewable energy: meeting Ireland's future energy demands</i> , unpublished dissertation (B.Sc), Limerick Institute of Technology.	Author(s) name, initial(s). (year of publication) Title of Thesis/dissertation, unpublished thesis/dissertation (BSc, M.A., Phd, etc.), Institution to which the thesis was submitted.

Translations		Rancière, J. (2010) <i>Dissensus: on politics and aesthetics</i> , translated by Corcoran, S, London : Continuum.	Author(s) name, initial(s). (year of publication) Title of Book, translated by translator's name, initial(s)., Place of Publication: Publisher.
White paper	According to The White Paper (Commission of the European Communities 1995).	Commission of the European Communities (1995) <i>White paper on education and training: teaching and learning towards the learning society</i> , Dublin: Stationary Office.	Author(s) name(s), initial(s). (year of publication) Title of Book: Subtitle [if any], ed. [if not 1st edition], Place of Publication: Publisher.

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- LIT provides these tools to help you store and manage your references and to help you create reference lists and bibliographies for your essay or dissertation quickly and easily.
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