THE MAYNOOTH UNIVERSITY

GUIDE TO

THE HARVARD REFERENCING SYSTEM

Second Edition

Fionnuala Ní Mhórdha

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PREFACE and ACKNOWLEDGEMENTS

This referencing handbook is intended for use by staff and students of Maynooth University.

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- Adult and Community Education
- Ancient Classics
- Applied Social Studies
- Business
- Celtic Studies
- Centre for Teaching and Learning
- Design Innovation
- Economics, Finance and Accounting
- Education
- Electronic Engineering
- French
- Froebel
- Geography
- Law
- National Institute for Regional and Spatial Analysis - NIRSA
- Nua-Ghaeilge (Modern Irish)
- Modern Languages, Literatures and Cultures
- Writing Centre

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GENERAL DISCLAIMER

This handbook is intended to enable staff and students to reference material using the Harvard System. While we have made every effort to ensure the information contained within it is accurate, we do not claim that this is a definitive guide.

November 2014
# TABLE OF CONTENTS

**TABLE OF CONTENTS** .................................................................................................................................................................................. 3

1. INTRODUCTION .................................................................................................................................................................................. 7
   1.1 Plagiarism ...................................................................................................................................................................................... 7
   1.2 Turnitin ............................................................................................................................................................................................ 7
   1.3 Definitions ....................................................................................................................................................................................... 7
   1.4 General Guidelines for Citations, Reference Lists and Bibliographies ...................................................................................... 8
   1.5 References with missing details .................................................................................................................................................... 8
   1.6 Word Count .................................................................................................................................................................................... 9

2. CITATION IN THE TEXT ........................................................................................................................................................................ 10
   2.1 Author’s name cited directly in the text .................................................................................................................................... 10
   2.2 Author’s name not cited directly in the text ............................................................................................................................... 10
   2.3 More than one author’s name cited at the same point ................................................................................................................ 10
   2.4 More than one author not cited directly at the same point ........................................................................................................ 10
   2.5 Two authors for the same work – cited directly ....................................................................................................................... 10
   2.6 Two authors for the same work – not cited directly ................................................................................................................ 11
   2.7 More than two authors for the same work – cited directly ....................................................................................................... 11
   2.8 More than two authors for the same work – not cited directly ................................................................................................. 11
   2.9 More than one author with the same surname in the same year ................................................................................................. 11
   2.10 An author referring to a similar point in multiple publications ............................................................................................... 11
   2.11 An author with more than one publication in the same year .................................................................................................. 11
   2.12 Author of a book Foreword/Introduction/Preface .................................................................................................................... 11
   2.13 No author on a publication .......................................................................................................................................................... 12
   2.14 Ancient Texts .................................................................................................................................................................................. 12
      2.14.1 Poetic or Dramatic texts - Ancient Texts ............................................................................................................................ 12
      2.14.2 Prose texts – Ancient Texts ........................................................................................................................................... 12
      2.14.3 The Bible and other sacred texts ..................................................................................................................................... 12
      2.14.4 A book in The Bible .................................................................................................................................................... 13
   2.15 Corporate authors .......................................................................................................................................................................... 13
   2.16 Citing a website .............................................................................................................................................................................. 13
   2.17 No date/copyright .......................................................................................................................................................................... 13
   2.18 Chapter author in published work ............................................................................................................................................ 14
   2.19 Citing page numbers .................................................................................................................................................................. 14
   2.20 Secondary sources/second hand references (the source cited has not been seen) .................................................................... 14
      2.20.1 Newspaper article – no author listed ................................................................................................................................ 14
      2.20.2 Newspaper article – author known ................................................................................................................................... 14
      2.20.3 Private sources ................................................................................................................................................................... 15
      2.20.4 Conference proceedings .................................................................................................................................................... 15
      2.20.5 Acts of the Oireachtas/Acts of Parliament ....................................................................................................................... 15
      2.20.6 Government Policy Document ......................................................................................................................................... 15
      2.20.7 European Union ................................................................................................................................................................ 15
      2.20.8 European institution publication .................................................................................................................................... 15
      2.20.9 International organisation publication ................................................................................................................................ 15
   2.30 Images (includes tables, maps, charts, diagrams, photographs, etc.) ...................................................................................... 16
3. Referencing

3.1 Books

3.1.1 One Author

3.1.2 More than One Author

3.1.3 Edited Books

3.1.4 Chapters of Edited Books

3.1.5 Multiple works by the same author, published in the same year

3.1.6 Translated Books

3.1.7 Exhibition Catalogue

3.1.8 Thesis

3.1.9 Books with no author

3.1.10 Dictionary

3.1.11 Books with an introduction, foreword or preface

3.1.12 Introduction/foreword/preface to a book

3.1.13 Information on the cover/backcover of a book

3.2 e-books

3.2.1 e-Book available through the University Library

3.2.2 Open access e-book freely available over the internet

3.2.3 e-book from specific e-readers or other devices such as Kindle

3.2.4 e-book from a database

3.3 Articles

3.3.1 Journal Article

3.3.2 Journal articles from an electronic source

3.3.3 Newspaper Article – print

3.3.4 Newspaper Article – web

3.3.5 Newsletter

3.4 Unpublished Works

3.4.1 Pending publication

3.4.2 In-house publications

3.5 Ancient and Sacred Texts

3.5.1 Ancient Texts

3.5.2 The Bible (or other sacred texts)

3.6 Communication

3.6.1 Interview

3.6.2 Letter

3.6.3 Letters – historical archives

3.7 Electronic Communication

3.7.1 Email

3.7.2 Fax

3.7.3 Website

3.7.4 Blog

3.8 Course Material
3.13 The Arts .............................................................................. 32
  3.13.1 Live Dance Performance .................................................. 32
  3.13.2 CD ............................................................................. 32
  3.13.3 Track from a CD ............................................................. 32
  3.13.4 Music Score ................................................................. 32
3.13.5 Live Musical Performance ................................................................. 33
3.13.6 Work of Art seen in Museum or Gallery ................................................. 33

4. BIBLIOGRAPHY .......................................................................................... 34
1. INTRODUCTION

This referencing handbook is intended to be used as a guide for writing in-text citations and for compiling a Reference List or Bibliography using the Maynooth University (MU) Harvard Referencing style.

With the MU Harvard Referencing style, footnotes and endnotes are rarely, if ever used. Instead, the author’s surname and year of publication are cited directly in the text. Full details of each in-text citation are provided in the Reference List or Bibliography. Latin phrases such as *ibid* are not recommended.

This is an overall guide to the MU Harvard Referencing style. However, students should always check with their own department or faculty for specific requirements in relation to individual subjects. When referencing, what is paramount is consistency.

1.1 Plagiarism

Plagiarism is the passing off of the ideas or writings of others as your own. It is a form of intellectual theft which is treated very seriously by the University and is heavily penalised in assignment grading. Kitchin and Fuller (2005: 32-35) provide a clear overview of the type of violations that incur sanctions. It is essential to correctly acknowledge all material obtained from other sources.

Full details on Maynooth University’s policy on plagiarism can be found at: http://www.maynoothuniversity.ie/sites/default/files/assets/document/NUIMaynoothPolicyonPlagiarism.pdf (accessed 06 November 2014).

There are a number of different referencing methods and styles. This guide is concerned with the Harvard style, used by many academic departments in Maynooth University. When submitting articles to journals for publication, authors should ensure they follow the guidance provided by the editor regarding grammar, punctuation and style.

When submitting assignments electronically, many departments use a plagiarism detection software package called Turnitin.

1.2 Turnitin

Turnitin is the software system used by Maynooth University to help students manage the online submission of assignments and coursework. Further details on Turnitin and how it can assist students and staff to avoid potential instances of plagiarism in their work can be found on the Maynooth University Centre for Teaching and Learning website at: https://www.maynoothuniversity.ie/centre-teaching-and-learning/technology-enhanced-learning/turnitin (accessed 06 November 2014).

1.3 Definitions

Citation refers to the practice of acknowledging, in the body of your text, the work of other authors.
A Reference List contains the complete details of all the sources cited in the body of your text. All entries must be listed in alphabetical order.

A Bibliography contains the complete details of all the sources cited in the body of your text PLUS the complete details of any other sources you may have accessed while creating your work. All entries must be listed in alphabetical order.

1.4 General Guidelines for Citations, Reference Lists and Bibliographies

• In the MU Harvard Referencing style, items should always be arranged alphabetically.

• You should not break down the material according to type of resource (books, journals, electronic journals, etc.), unless you have been specifically instructed to do so. Therefore, unless instructed, all resources should be listed in the Reference List or Bibliography in strict alphabetical order.

• Each resource or item used should be listed in the Reference List or Bibliography only once. However, a resource should be cited in-text each time you use information from it.

• If using a number of references by the same author, the convention is to put the references in order by year, starting with the earliest first.

• If using a number of references by the same author and the same year, you should use letters (a, b, c, d) after the year in your in-text citations, and also in your Reference List or Bibliography, in order to distinguish them for the reader.

• If there is no author, the resource or item should be listed under the first significant word in the Reference List or Bibliography, i.e. not under ‘The’ or ‘A’.

• Figures and Tables should be numbered according to the chapter in which they appear. For example, Figure 4.1 is the first figure in Chapter Four and Table 6.2 is the second table in Chapter Six.

• A List of Figures and/or a List of Tables should appear separately, after the Table of Contents in a thesis, report or assignment.

• Use both authors’ surnames linked by “and” when citing them directly, but linked by “&” when citing indirectly. (For examples see sections 2.5 and 2.6)

• Do not include authors’ titles e.g. Prof, Dr.

• When citing year of publication use full digits, for example, 2001.

• Please note the importance of following the correct punctuation guidelines as outlined.

• URLs should not be included in in-text citations. URLs should be included in the Reference List or Bibliography citation, with the URL address underlined.

1.5 References with missing details

If no date can be established for your reference, use n.d.
If approximate year can be established, use c.
If no author is identifiable use Anon.
If place of publication is not specified, use s.l. (Latin: sine loco)
If name of publisher is not included, use s.n. (Latin: sine nomine).
1.6 Word Count

The usual convention is that a Reference List or Bibliography does not form part of the overall word count, nor do appendices or the Table of Contents. Generally, everything in the actual text itself, including, for example, quotations and in-text citations, forms part of the word count. However, students are advised to confirm this with their individual departments.

There are referencing software packages available, for example, EndNote Web, which can be accessed via the Maynooth University Library website.
2. CITATION IN THE TEXT

Reference to sources within the text must be cited, in addition to the final Reference List or Bibliography. This can be done in a number of ways depending on the nature of the sentence and paragraph being written. The MU Harvard Referencing style does not use footnotes; rather citations are inserted in the text with the full reference details appearing in the final Reference List or Bibliography.

2.1 Author’s name cited directly in the text
When referring to an author’s work in the text, their name is followed by the year of publication in brackets and forms part of the sentence.

Example: Ryan (2004) stresses the importance of referencing correctly when writing for academia.

2.2 Author’s name not cited directly in the text
If an author’s name is not cited directly in the text (as in 2.1 above) the author’s surname and year of publication is placed at the relevant point in the sentence, or at the end of the sentence in brackets.

Example: When writing for academia it is essential that the publications being referred to are cited correctly (Ryan, 2004).

2.3 More than one author’s name cited at the same point
If more than one author is being referred to, each one should be cited within the text.

Example: Smith (2001) and Murphy (2006) both refer to good citation practice as being essential when writing for academic purposes.

2.4 More than one author not cited directly at the same point
If more than one author is being cited, the authors’ names should be listed in order of publication and separated by a semi-colon.

Example: Many authors (Ryan, 2004; Smith, 2006; Jones, 2007) have written about the importance of correct referencing procedures when writing for academia.

2.5 Two authors for the same work – cited directly
Both authors should be cited in the text.

Example: White and Green (1999) refer to the excessively long waiting lists …
2.6 Two authors for the same work – not cited directly
Where two authors are not cited directly in the text, both authors’ surnames and year of publication are placed at the relevant point in the sentence, or at the end of the sentence in brackets.

Example: Research undertaken in Ireland (White & Green, 1999) has highlighted that …

2.7 More than two authors for the same work – cited directly
Where there are more than two authors for the same work, only the first author’s surname should be used, followed by et al. meaning ‘and others’. This is then followed by the year of publication in brackets.

Example: Barry et al. (2002) maintain that young people in Ireland today …

2.8 More than two authors for the same work – not cited directly
Only the first author’s surname followed by et al. meaning ‘and others’ and the year of publication are included in the text.

Example: A survey conducted among primary school children in Ireland found that many did not eat breakfast before coming to school (Jackson et al., 2000).

2.9 More than one author with the same surname in the same year
Authors must be differentiated and identified in the text by using their initials.

Example: Research carried out on levels of obesity among teenagers in Ireland (O’Connor, P., 2003) found levels to be increasing. This was corroborated by O’Connor, R. (2003) in further research on this topic.

2.10 An author referring to a similar point in multiple publications
Only list the author’s surname once, followed by the years in chronological order, each separated by a comma.


2.11 An author with more than one publication in the same year
Each work should be differentiated by adding a lower case letter after the year of each item.

Example: Initial research by Parker (2001a) found evidence of corruption, but a follow up survey also conducted by Parker (2001b) casts doubt on those earlier findings.

2.12 Author of a book Foreword/Introduction/Preface
When citing a foreword, introduction or preface that has been written by someone other than the author of the book itself, cite the name of the section author.

Example: In the preface to the book, Jones (1995) outlines …
2.13 No author on a publication
Where it is not possible to establish the author or authors of a work, include the title of the work in lieu of the author’s surname, followed by the year of publication.

Example: A report published recently (Teenage eating habits in Ireland, 2013) …

2.14 Ancient Texts

If possible, refer to a particular line, chapter or book of the work rather than using page numbers from a modern version. At times, it may be necessary to give approximate line numbers. This can happen when not all lines of the ancient text have been rendered exactly with a line from a modern translation of the work.

2.14.1 Poetic or Dramatic texts - Ancient Texts
Such texts include poems and plays and can be divided into books or scenes. They are always divided into individual lines.

Example: Virgil, Aeneid, 3.466

2.14.2 Prose texts – Ancient Texts
These include historical works, essays, speeches and letters. They are divided into books and chapters and sometimes, sections.

Example: Referring to the killing of Brutus and Cassius’ disarming of the Republic (Tacitus, Annals, 1.2) …

Where only one work by an author survives, no title is required.

Example: Observing the ethnicity of the peoples from ancient Illyricum, the geographer Strabo (4.6.10) …

2.14.3 The Bible and other sacred texts
Page numbers are not included when citing religious texts. Specific details of chapters and/or verses should be included in your citation.

Example: “Thus the heavens and the earth were finished …” (The Bible, Genesis. 2:1).

Note: for other sacred texts such as The Quran or The Tipitaka, it is very important that the text being cited is clearly located for the reader, and that the appropriate numbering system is used. Convention also dictates that the titles of religious texts are not italicised.
2.14.4 A book in The Bible
Provide the title of the chapter or book in brackets in place of the author, give the chapter number (in the case of The Bible), add a colon and provide the verse number.

*Example:* Asahal was the brother of Joab and was one of the mighty men of the armies (1 Chronicles 11:26).

2.15 Corporate authors
A work by a recognised organisation such as Aer Lingus, The Road Safety Authority or The Department of Education but which has no individual author listed, should be cited under the name of the body that commissioned it. The full name should be given in the first citation. Thereafter, it is acceptable to use the standard abbreviation.

*Example:* A report on road traffic deaths in Ireland (Road Safety Authority, 2009) …

An earlier report (RSA, 2007) highlighted …

2.16 Citing a website
Unless the author’s name is obvious on the website, cite the name of the person or organisation responsible for the website and the date of the most recent update. If the most recent update is not available, use the date the website was created.

*Example:* Unicef is making every effort to supply clean drinking water to thousands of children affected by the floods and has instigated a vaccination programme in relief centres (Forde, 2010).

*Note:* Never include the web address (URL) in the in-text citation. Full website addresses appear only in the Reference List or Bibliography. The example above has been adapted from Unicef’s website but only the name of the contributor is used in the text.

2.17 No date/copyright
If the date of publication is unknown, the abbreviation n.d. is used in place of the year to denote this.

*Example:* Murray (n.d.) states that …

OR

Previous research on this topic (Murray, n.d.) demonstrated how …

If only the copyright year is in the book, rather than the year of publication, the year should be preceded with a ‘c’.

*Example:* Lewis (c2005) maintains that further research is required.
2.18 Chapter author in published work
Reference to work by an author of a chapter in a book edited by another person should be cited within the text using the author’s name, not the editor’s name. Details of the book chapter and the editor of the entire work will both appear in the final Reference List or Bibliography.

*Example:* Ray (2010) examines the participation of children in some of the poorest parts of the world.

*Note:* Ray’s (2010) essay is one of thirty-one essays by different authors included in a book edited by two individuals.

2.19 Citing page numbers
Direct quotations or paraphrasing of specific sections of a source should also include page numbers in order to direct the reader to the exact location of the citation.

*Example:* “The origin of this work can be found in …” (Peters, 2003: 141).

2.20 Secondary sources/second hand references (the source cited has not been seen)
Although always advisable to track down the original reference, there may be incidences where one has to reference work that has not been seen but which has been referred to in another work.

*Example:* Research carried out in America by Gilmore (2002, cited in Ford, 2008) found that …

**OR**

In research conducted in Arizona (Mason, 1967, cited in Howard, 1988) it was found that 25% of those surveyed …

*Note:* in a final Reference List, only works that have been cited in-text should be listed, whereas in a Bibliography, details of all sources should be included.

2.21 Newspaper article – no author listed
The title of the newspaper, followed by the year of publication, is inserted into the text.

*Example:* Anti-social behaviour orders were issued against four individuals (*Meath Chronicle*, 2008).

*Note:* the name of the newspaper is italicised.

2.22 Newspaper article – author known
It is the name of the author, not the newspaper title, which is inserted into the text.

*Example:* The rioting which followed the football match was brief, but violent (Ward, 2010).
2.23 Private sources  
This includes letters, emails, memos, internal documents, theses and working papers not available to the general public. All material consulted for a paper or assignment must be acknowledged in the text in the normal fashion.

Example: Clooney (2007) argues that air travel should be free for all.

2.24 Conference proceedings  
Conference proceedings are published after the conference itself. However, the date in brackets after the author’s name refers to the date the paper was delivered.

Example: Pitt (2009) delivered an inspiring paper that focused on the concept of age regression. (For further details see section 3.11)

Example: The Inland Fisheries Act (2010) deals with …

If necessary, Acts in different countries can be distinguished by naming the countries in square brackets.

Example: Banking Act (2009) [United Kingdom] states …

2.26 Government Policy Document  
As per Section 2.13 ‘no author on a publication’.

Example: Recent Government housing policy (Delivering Homes, Sustaining Communities: Statement on Housing Policy, 2007) …

2.27 European Union  
Example: 2006/66/EC (Battery Directive) relates to …

2.28 European institution publication  
Example: Legislation relating to this issue (European Court of Auditors, 2014) was drafted …

2.29 International organisation publication  
Example: A publication by the World Health Organisation (2005) …
2.30 Images (includes tables, maps, charts, diagrams, photographs, etc.)

The source of all images reproduced (in full or in part) in the body of your text must be acknowledged in the text with author and year as required for quotations. Full details then appear in the Reference List or Bibliography.

*Example:* In an aerial map of the area (Google Earth, 2012), two derelict cottages are visible in the left foreground.

Photographs should be labelled Plate and the source should also always be acknowledged, underneath the image, with the full reference given in the Reference List or Bibliography.

![Image of a player in Féile final, 2010](image-url)

**Plate 1:** Player in Féile final, 2010

**Source:** Ni Mhórdha, F. (2010)
2.31 Images (includes tables, maps, charts, diagrams, photographs, etc.) adapted from a secondary source
If the information contained within is not one’s own, the source must be acknowledged in the text with author and year as for quotations. For example, if you have created or adapted a table/chart from secondary data, this must be acknowledged.

<table>
<thead>
<tr>
<th>Country or Area</th>
<th>Life Expectancy (at birth)</th>
<th>GDP (per capita) US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andorra</td>
<td>82</td>
<td>33546</td>
</tr>
<tr>
<td>Austria</td>
<td>80</td>
<td>35560</td>
</tr>
<tr>
<td>Belgium</td>
<td>79</td>
<td>34713</td>
</tr>
<tr>
<td>Botswana</td>
<td>52</td>
<td>13089</td>
</tr>
</tbody>
</table>

Table 1.2: Life expectancy and GDP per capita in selected countries
Source: UN data (2010) [online].

Note: Full details of the source should be inserted into the Reference List or Bibliography, with the URL underlined.

2.32 Computer Program
The in-text citation for a computer program is simply the surname of program owner (or company) followed by the year.

Example: Carson (2012) …

Note: Convention dictates that it is the American spelling of ‘program’ that is used.

2.33 Mobile Applications
The in-text citation for a mobile application is simply the company (or surname of the app developer) followed by the year.

Example: Apple (2013) …
3. REFERENCING

3.1 Books

3.1.1 One Author
Surname(s), Initial(s). (Year of publication) Title of Book: subtitle (if any). Series (if any), Volume number (if any), Edition (only if not the first edition). Place of publication: Publisher.


3.1.2 More than One Author

3.1.3 Edited Books
Surname(s), Initial(s). ed(s). (Year of publication) Title of Book. Series (if any), Volume number (if any), Edition (only if not the first edition). Place of publication: Publisher.


3.1.4 Chapters of Edited Books
Chapter Author(s) Surname(s), Initial(s). (Year of Chapter) Title of chapter followed by In: Book editor(s) Surname(s) and Initial(s). with ed. Or eds. After the last name. (Year of publication) Title of Book. Place of publication: Publisher. Chapter number or page numbers.


OR

3.1.5 Multiple works by the same author, published in the same year
In this situation the publications should be differentiated by adding a lower case letter after the year of publication.

3.1.6 Translated Books
The reference for translated books should contain the name of the translator.


*Note:* The translator’s name is not written surname first.

3.1.7 Exhibition Catalogue
Surname(s), Initial(s). (If not author, state gallery) (Year of Publication) *Title of exhibition*. City, Gallery.


3.1.8 Thesis
Surname, Initial(s). (Year) *Full Title of Thesis*. Unpublished Level, Place of University (if not included in the name of university): Name of University.


3.1.9 Books with no author
*Title of Book*. (Year of publication) Place of publication: Publisher.


3.1.10 Dictionary
Dictionary publisher (Year) *Full title of dictionary*. Place of publication: Publisher.


3.1.11 Books with an introduction, foreword or preface
Surname(s), Initial(s). (Year) *Title of book*. Additional details of the edition. Place of publication: Publisher.

3.1.12 Introduction/foreword/preface to a book
If referring to the introduction, foreword or preface of a book written by somebody other than the author(s) of the book itself, you must cite this separately.

Author of the introduction/foreword/preface Surname(s), Initial(s). (Year of publication) Title of the introduction In: Author of main text Initial(s). Surname(s), *Title of main text*. Place of publication: Publisher.


*Note:* The author of the book itself is not written surname first.

3.1.13 Information on the cover/backcover of a book (where the author is known)
Surname(s), Initial(s). (Year) Cover location In: Author of book Initial(s). Surname(s), *Title of book*. Place of publication: Publisher.


3.2 e-books

3.2.1 e-Book available through the University Library (accessed via a password protected database from the Maynooth University Library).

Surname(s), Initial(s). (Year) *Title of book* [e-book]. Place of publication: Publisher. Available at: Maynooth University Library URL address (accessed date).


3.2.2 Open access e-book freely available over the internet (e.g. via Google books)
Surname(s), Initial(s). (Year) *Title of book* [e-book]. Place of publication (if known): Publisher. Available at: e-book source and URL address of the e-book (accessed date).

3.2.3 e-book from specific e-readers or other devices such as Kindle
Surname(s), Initial(s). (Year) Title of book [e-book type]. Place of publication (if available): Publisher. Available at: e-book source and URL address for e-book (accessed date).


3.2.4 e-book from a database
Surname(s), Initial(s). (Year) Title [online]. Place of publication: Publisher. Available at: database name and URL address (accessed date).


Note: e-books must be referenced according to where you accessed and read them. To include a quotation from an e-book that has no page numbers, you should use the section heading or chapter heading to assist the reader locate the quotation.

3.3 Articles

3.3.1 Journal Article
Surname(s), Initial(s). (Year of publication) Title of Article. *Full Title of Journal*, Volume number (issue/part number), page numbers.


Note: If volume and issue number are absent, include date/month of publication.

3.3.2 Journal articles from an electronic source
Surname(s), Initial(s). (Year of publication) Title of article. *Full title of journal [medium]*. Volume number (issue/part number), page numbers if available. Available at: URL (accessed date).

3.3.3 Newspaper Article – print
Surname(s), Initial(s). (Year of publication) Title of article. *Title of Newspaper*, date, page number.


*Note:* “The” is omitted in newspaper titles if it is at the beginning of the title.

3.3.4 Newspaper Article – web
Surname(s), Initial(s). (Year of publication) Title of article. *Title of Newspaper [online]* date. Available at: URL (accessed date).


3.3.5 Newsletter
Surname(s), Initial(s). (Year of publication) Title of article. *Title of Newsletter*, Publisher, Issue number, date, page number.


3.4 Unpublished Works

If you find yourself unable to provide all the necessary details, adhere to the guidelines as closely as is possible.

3.4.1 Pending publication

3.4.2 In-house publications
3.5 Ancient and Sacred Texts

3.5.1 Ancient Texts
Referencing ancient texts can be challenging for a number of reasons including occasional inconsistencies among referenced titles and also differences between an original and a translated version of a work. Furthermore, some ancient texts simply do not exist in modern form. However, what is most important is that the reader is able to locate the passage being referred to, no matter what edition is being read.

In the Reference List or Bibliography, details of the author, title, place and date of publication must be provided. If the work has been translated, details of the translator should be included in addition to the title of the modern publication. The publication date should be the modern, rather than the ancient, date the work was published.

Surname(s), Initial(s). if known, Title. Translated by Initial(s). Surname(s) (Year) Location: Publisher.


Referencing a modern book written by an author about an ancient text is as per Section 3.1.

3.5.2 The Bible (or other sacred texts)
Editor surname(s) Initial(s). ed. (Year) Title of the Bible. Edition if appropriate. Place of publication: Publisher.


3.6 Communication

Permission should always be sought before these sources are quoted. It is important to note the medium of communication. If the information you are referencing was obtained by personal communication such as a telephone call or interview, this should be cited in the text and not included in your Reference List or Bibliography.

3.6.1 Interview

3.6.2 Letter
3.6.3 Letters – historical archives
Surname(s), Initial(s). *Subject matter*. Letter to recipient’s name, date. Held in name of collection, city.


3.7 Electronic Communication

3.7.1 email
Sender(s) Surname(s), Initial(s). Sender’s email address (Year) *Subject title* [medium] Recipient’s name (email address). Date sent (accessed date).


*Note*: Permission should always be sought before personal email addresses are quoted.

3.7.2 Fax
Surname(s), Initial(s). (Year) Position, role or status of author. *Title or subject of fax*. Type of communication and identity of recipient, day and month [personal communication].


3.7.3 Website
Authorship or Source (Year created or last updated) *Title of web document or web page* [medium]. Available at: URL (accessed date).


3.7.4 Blog
Surname(s), Initial(s). (Year of publication). Subject of post, *Blog title* [online]. Date of posting. Available at: URL (accessed date).

3.8 Course Material
As not all lecturers/tutors will be happy for you to cite directly from lectures, it is recommended that you check with them before doing so.

3.8.1 Course Material – printed
Surname(s), Initial(s). (Year of publication) Title of course material, Module code: Module title, College, Department, unpublished.


3.8.2 Lecture Notes
Surname(s), Initial(s). (Year) Lecture title, Module Code: Title of module. Date of lecture, teaching institution.


3.8.3 Lecture Handouts
Surname(s), Initial(s). (Year) Lecture title, Lecture notes distributed in Module Code: Title of module. Date, teaching institution.


3.8.4 Module materials accessed in Virtual Learning Environments, for example Moodle
Surname(s), Initial(s). of lecturer(s). (Year) Title [Format accessed through the VLE, e.g. Moodle, Blackboard]. Module Code: Title of module. Teaching institution (accessed date).


3.9 Images

3.9.1 Image – printed (including diagrams, figures, photographs, tables, illustrations, etc.)
Surname(s), Initial(s). (Year of publication) Title of book which contains the image. Place of publication: Publisher, page, illus.

3.9.2 **Image – on the web**
Surname(s), Initial(s). (Year of publication) *Title of image* [online type of image]. Available at: URL (accessed date).


3.9.3 **Ordnance Survey Map**
Map maker (Year of issue) *Title of map*. Map series. Sheet number, scale. Place of publication: Publisher.


3.9.4 **Google Earth Map**
Google Earth version (if applicable) (Year data released) *Image details - location, coordinates, elevation*. Data set (if applicable) [online]. Available at: URL address (accessed date).


3.10 **Legislation and Legal Documents**

*Note*: The Department of Law at Maynooth University does not advocate using Harvard as a referencing method. Instead it advises Law students to use the OSCOLA Ireland standard (based on the UK Oxford Standard for the Citation of Legal Authorities).

The guides to references below are therefore intended for non-Law students and staff who may have occasion to reference a legal document in their work.

3.10.1 **Act**
Government Country of Act, *Title of Act* (the year is included in the title), S. (if a section has been referred to), Place of publication: Publisher.

### 3.10.2 EU Directive

*Title of Directive.*


**Note:** The title here includes the institutional origin, year, legislation number, the date it was passed and its alternative title (if any).

### 3.10.3 Dáil Debate

Speaker (if required) *Dáil Debates Volume No., Column Nos., Date of Speech.*

Example: John Gormley *Dáil Debates* 352, Cols. 2173-8, 1 June 2006.

### 3.10.4 Government Policy Document

Name of government department in full (Year) *Title of policy.* Location: Name of publisher (if name of publishing department not known).


**Note:** It can be difficult to trace citation rules for official government publications. Above are suggestions on how to complete such citations. The most important thing is to include as much detail as possible and to be consistent. For journals, be guided by submission rules and/or editor’s guidelines; when preparing theses, follow department and supervisor guidelines.

### 3.10.5 Patents

Inventor(s) Surname(s), Initial(s). (Year) *Title of publication.* Series designation.


**Note:** Where possible, identify the type of patent being referred to (Irish, British, European, American, etc.). This can be done by indicating the origin after the title.

### 3.10.6 European institution publication

Name of EU institution (Year) *Title.* Place of publication: Publisher, (series if applicable).

3.10.7 International organisation publication
Name of organisation or institution (Year) Title. Place of publication: Publisher.


3.11 Papers and reports

3.11.1 Conference paper – published
Surname(s), Initial(s). (Year of publication) *Title of conference paper.* In: Editor, Chair or name of organisation, Full title of conference. Location, Date. Place of location: Publisher.


3.11.2 Conference paper – unpublished
Surname(s), Initial(s). (Year of conference) *Title of paper.* Unpublished paper presented at: Title of conference. Location of conference, Conference date.


3.11.3 Entire Conference proceedings
Name of conference including number (Year) Location of conference if appropriate. (Year of publication) (if different from year of conference). *Title of published work.* Place of publication: Publisher.


3.11.4 Research Report
Surname(s), Initial(s). (Year of publication) *Title.* Research report number (if any), Place of publication: Publisher.

3.12 Media

Note: In relation to media items that have been broadcast, it is imperative to specify if referring to an online broadcast (URL must be included) or a broadcast that has been self-recorded (the date of the original broadcast must be included).

3.12.1 DVD/Video/Broadcasts
Full title of DVD/video. (Year of distribution) [medium]. Director (if any). Country of origin: Film studio or maker. (other relevant details such as narrator).


3.12.2 Film
Title. (Year of release) [medium]. Director. Country of origin: Film studio.


Note: Director’s name is not written surname first.

3.12.3 Radio/Television programme
Title of programme. (Year) Name of channel, Date of transmission, Time of transmission.


Note: Be sure to include the actual date of transmission for series that are broadcast throughout the year.

3.12.4 Radio/Television interview
Interviewee surname(s), Initial(s). (Year) Interview on: Title of programme [format]. Name of channel, Date of transmission, Time of transmission.

3.12.5 Podcast or archived television programme
Broadcaster (Year) Programme title, Series Title [podcast]. Date of transmission. Available at: Programme URL (accessed date).


Note: Where the podcast is a video, this should be noted specifically under [format].

Example: Surname(s) of author/artist, Initial(s). (Year) Title of programme [format]. Date. Available at: URL address (accessed date).


3.12.6 YouTube Video/lecture
Screen name of contributor. (Year) Title, Series title if available [video online]. Available at: URL address (accessed date).


Note: Contributor’s name is not written surname first.

3.12.7 Speech
Author(s) Surname(s), Initial(s). (Year of speech) Title or description, not in italics, where no title is available, speech date, place. Available at: URL address (accessed date).


3.12.8 Press release
Author of release, (Year of publication) Title [online] date. Available at: URL address (accessed date).

3.12.9 **Online Discussion forum/Mailing list**
Surname(s), Initial(s). (Date of mail) *Title of discussion* [format]. Available at: URL address (accessed date).


3.12.10 **Facebook**
Surname(s), Initial(s). (Year) *Title of page* [Facebook] Day/month post written. Available at: URL address (accessed date).


3.12.11 **Twitter**
Surname(s), Initial(s). (Year) *Full text of tweet* [Twitter] Day/month tweet written. Available at: URL (accessed date).


3.12.12 **Advertisement**
Company/Product (Year produced) *Description of advertisement* (duration) [Television advertisement]. Transmitting organisation/channel, (date seen).


3.12.13 **iTunes**
Artist(s) (Year) *Title of recording* [Download]. Available at: URL (accessed date).


3.12.14 **News broadcast**
Programme title (Year) [format] Channel. Date, time of broadcast.

*Example:* RTÉ Six One News (2013) [TV broadcast] RTÉ One. 05 September 2013, 6 p.m.
3.12.15 Computer Programs
Surname(s), Initial(s). (Year of release) Program Title (Version) [Computer program]. Available at: URL address (accessed date).


Note: Details of the distributor (and address) of the computer program should be provided instead of a URL address if accessing the program from a disk or another offline source. Note also the Americanised spelling of the word ‘program’.

3.12.16 Mobile Application
Surname(s) or Company name, Initial(s). (Year of release) Application Title (Version) [Mobile application]. Available at: URL address (accessed date).


Note: The author or developer of a mobile application can be an individual or a company name. The date that should be used is the year the app was first released.

3.13 The Arts

3.13.1 Live Dance Performance
Choreographer(s) Surname(s), Initial(s). (Year of performance) Title of performance. The dance company. Venue and place of performance (date seen).


3.13.2 CD
Artist(s) surname(s), Initial(s). (Year) Title of Recording [CD]. Label.


3.13.3 Track from a CD
Artist(s) Surname(s), Initial(s). (Year) Name of CD [CD]. Recording Studios.


3.13.4 Music Score
Musical scores are documented in a similar manner to books (see Section 3.1) but include [Music score] after the publisher to specify the format.
3.13.5 Live Musical Performance
Composer(s) Surname(s), Initial(s). (Year written) Title [Live performance]. Name of performing artist. Date seen, location.


3.13.6 Work of Art seen in Museum or Gallery
Artist(s) Surname(s), Initial(s). (Year of creation) Title of work [Medium]. Location: Name of Gallery/Museum.

4. BIBLIOGRAPHY


Institute of Technology Carlow (c. 2010) *Credit Where Credit is Due*. (s.l.: s.n.).

