A DEPARTMENT OF GEOGRAPHY

GUIDE TO

THE HARVARD REFERENCING SYSTEM

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PREFACE

This referencing handbook is intended for use by all members of the Department of Geography, NUI Maynooth.

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GENERAL DISCLAIMER

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

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1. INTRODUCTION

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 will be sanctioned. It is essential to correctly acknowledge all material obtained from other sources. To do this, the Department of Geography, NUI Maynooth uses the Harvard System of referencing. Other departments may use alternative systems. When submitting articles to journals for publication, authors should ensure they follow house rules regarding grammar, punctuation and style.

When submitting assignments electronically, the Department of Geography uses the plagiarism detection software package Turnitin.

**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.

There are referencing software packages available, for example EndNote Web, which can be accessed via the NUI Maynooth Library website.

1.1 General Guidelines

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 author’s titles e.g. Sir, Mr., Dr.

When citing year of publication use full digits.

If you have used more than one work by the same source they should be listed in order of date, with earliest work listed first.

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

1.2 References with missing details

If no date can be established for your reference then write n.d.

If approximate year can be established you should use c.

If no author identifiable then write Anon.

If place of publication not found on publication s.l. (Latin: sine loco) should be used.

If name of publisher(s) not included on source then write s.n. (Latin: sine nomine).
2. CITATION IN THE TEXT

Reference to sources must be cited within the text 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. Harvard does not use footnotes; rather citations are inserted in the text with the full citation 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 referred to are cited correctly (Ryan, 2004).

2.3 More than one author 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 being essential when writing for academia.

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.

Example: Newman (2000, 2002, 2003) maintains that the planning system in Ireland...

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 No author on a publication
Where it is not possible to establish the author or authors of a work, one should include the title of the work in lieu of the author’s surname, followed by the year of publication.

Example: A report published last year (Teenage eating habits in Ireland, 2002)...
2.13 Corporate authors
A work by a recognised organisation such as Aer Lingus, The Road Safety Authority, 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 and 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...

2.14 Citing a website
Unless author name 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 most recent update not available, use the date of the website’s creation.

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 (Lake, 2010).

Note: never include the web address (URL) in the in-text citation. Full website address appears 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.

2.15 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, earlier research (Murray, n.d.) demonstrated that...

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.

2.16 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.

2.17 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 genesis of this work can be found...” (Peters, 2003: 141).
2.18 Secondary sources / second hand references (the source cited has not been seen)
Although always advisable to track down the original reference, there may be occasions where one may have 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 one has read should be listed whereas in a bibliography details of all sources should be included.

2.19 Newspaper article, no author listed
The title of 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.

2.20 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).

2.21 Private sources
This would include 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.

2.22 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. (For further details see section 3.10)

*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...

2.24 Government Policy Document

As per Section 2.12 ‘no author on a publication’.

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

2.25 European Union

*Example:* 2006/66/EC (Battery Directive) relates to...

2.26 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 for quotations. Full details then appear in reference list/bibliography. Photographs should be labeled Plate.

![Plate 1: Player in Féile final, 2010](image)

2.27 Images 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
3. REFERENCING

3.1 Books

3.1.1 One Author
Surname, 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, 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) surnames and initials 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: 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 e-books
Surname, initial(s). (Year of publication) Title of eBook [type of medium] Place of publication: Publisher. Available at: e-book source web site address (accessed date).


3.2 Articles

3.2.1 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.
3.2.2 Journal articles from an electronic source
Surname, initial(s). (Year of publication) Title of article. Full Title of journal, [medium] Volume number (issue/Part number), page numbers if available. Available at: web site address (accessed date).


Note: the URL should always be underlined.

3.2.3 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.

3.2.4 Newspaper Article - web
Surname(s), Initial(s). (Year of publication) Title of article. Title of Newspaper, [online], date. Available at: web site address (accessed date).


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


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

3.3.1 Pending publication
3.3.2 In-house publications

3.4 Communication

Permission should always be sought before these sources are quoted. It is important to note the medium of communication.

3.4.1 Interview

3.4.2 Letter

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


3.5 Electronic Communication

3.5.1 Email
Sender’s Surname, Initial(s). Sender’s email address (Year) *subject title* [medium] Recipient’s name and email address. Date sent (accessed date).


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

3.5.3 Blog
Surname(s), Initial(s). (Year of publication). Subject of post, *Blog title* (online). Date of posting. Available at: website address (accessed date).


3.6 Course Material

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


3.6.2 Course Material – online
Surname(s), Initial(s). (Year of publication) Title of course material, *Module code: Module title*, [online]. Available at: website address (accessed date).


3.7 Images

3.7.1 Image - printed
(including diagrams, figures, photographs, tables, illustration etc.)
Surname(s), Initial(s). (Year of publication) *Title of image*, title of book which contains the image. Place of publication: Publisher, page, illus.


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

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


3.8 Legislation

3.8.1 Act
Country of Act, *Title of Act* (the year is included in the title), No. (if any), s. (if a section has been referred to), Place of publication: Publisher.


3.8.2 EU Directive
*Title of Directive.*


*Note*: the title here includes the institutional origin, year, legislation number, the date it was passed and title.

3.8.3 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.

3.8.4 Government Policy Document
Name of government department [in full] (Year) *Title of policy*. Location: Name of publisher [if not known name of publishing department].


*Note*: it is difficult to trace official citation rules for official, government publications. Above are suggestions of how to complete such citations. The most important thing is to include as much detail as possible and to be consistent. Be guided by submission house rules for journals and department and supervisor guidelines when preparing theses.
3.9 Media

3.9.1 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).


3.9.2 Film


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

3.9.3 Radio / Television programme

Title of programme. (Year) Name of channel, Date of transmission, Time of transmission.


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

3.9.4 Radio / Television interview

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

Example: Kenny, E. (2010) Interview on: Nine o’clock news [television], RTÉ One, 05 March 2010, 9 p.m.

3.9.5 Podcast or archived television programme

Broadcaster. (Year) Programme title, Series Title [podcast], Date of transmission. Available at: website address (accessed date).


3.9.6 CD

Artist(s) surname, Initial(s). (Year) Track Title. Track number of Album Title, Label.

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

Example: David Harvey. (2008), Spaces of global capitalism: towards an era of uneven geographical thought [video online]. Available at: http://www.youtube.com/watch?v=tr1Cj1QzdCY (accessed 24 August 2010).

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

3.9.8 Speech
Author surname, Initial(s). (Year of speech) Title [or description, not in italics, where no title is available], speech date, place Available at: (accessed date).


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


3.10 Papers and reports

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


3.10.2 Conference paper – unpublished
Author(s) name(s), Initial(s). (Year of conference) Title of paper. unpublished paper presented at: Title of conference. Location of conference, Conference date.

3.10.3 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.* Author(s) name(s), Initial(s). Place of publication: Publisher.


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

4. BIBLIOGRAPHY


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