

DCU Library

Guide to Harvard style of citing & referencing

Amanda Halpin
Lisa Callaghan

Overview

Harvard is one of many citation styles. Even within the Harvard style there are many variations. This guide is the Harvard style as interpreted by DCU Library.

Should you be required to use a citation style other than Harvard please check your school's style-sheet/guidelines and visit the Citing & Referencing page on the Library's website for links to other styles.

In the Harvard style all sources referred to in the body of your essay (in-text) must be cited correctly using the 'Name and Date' format. This can be used in a variety of ways, which are listed under 'Citing authors ' section.

All in-text citations must have a corresponding detailed entry at the end of your essay in the reference list. Elements to include for each material type are detailed under the appropriate tab on the left.

While this guide covers how to cite a wide variety of sources, there may be a particular source that is not included. In this case please go to the library information desk for assistance.

Citing Authors

Harvard is also known as the 'name and date' format. This means that all citations within the body of your text will include the author's surname followed by the year that the work was published.

These guidelines for authorship apply to almost any source that you use whether that's a book, video, Web page etc. There is slight variation in this for certain sources, notably multi-media materials. Always check the specific source you wish to cite for details.

There are many ways in which the name and date can be inserted into the text depending on the structure of your sentence. Here are three common ways of citing in-text. All approaches are equally valid depending on the circumstances:

1. When the author's name occurs naturally as part of the sentence:

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

2. When the author's name does not occur naturally as part of the sentence:

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

3. Where you refer to a specific section, hence the need for the page number (please refer to FAQ on the use of page numbers)

In her report on student retention, Moore (2004, p.5) talks about "preventable underperformance" among third level students.

N.B: For the rest of the guide **only one format (Author Year)** is shown.

Authorship is treated in the same way for almost all sources of material.

Always check the specific source you wish to cite for details.

Citing Authors	
One author	<p>Format: (Author Year)</p> <p>Example: (O'Kane 2004)</p> <p>Small scale enterprise in Ireland has increased hugely in recent years (O'Kane 2004).</p> <p>OR</p> <p>According to O'Kane (2004), small scale enterprise in Ireland has increased hugely in recent years.</p>
Two or three authors	<p>'First author' is the first one that is listed on the book/ source. Subsequent authors are also listed in order of appearance rather than alphabetically.</p> <p>Format: (First author, second author and third author Year)</p> <p>Example 1: Two authors (Cooper and Alderfer 1978, p.24)</p> <p>In their work on group relations, Cooper and Alderfer (1978, p.24) give a good overview of the topic.</p> <p>Example 2: Three authors (Williams, Herron and McNamara 1990, p.65)</p> <p>Williams, Herron and McNamara (1990, p.65) give an optimistic overview of the range and extent of initiatives in Irish Post-Primary curricula.</p>
Four or more authors	<p>In-text Where there are four authors or more, you give only the first author's surname followed by 'et al.' and then the year. 'et al.' is an abbreviation of the Latin term 'et alia' and means 'and others'.</p> <p>'First author' is the one that is listed first on the book/ source.</p> <p>Format: (First author et al. Year)</p> <p>Example: (Colgan et al. 2008)</p> <p>In their recent report Colgan et al. (2008) discuss the level of radiation passively received by the Irish public.</p>

	<p>Reference List In the reference list ALL authors are included, no matter how many there are. They are listed in order of appearance rather than alphabetically.</p> <p>Example: Colgan, P.A., Organo, C., Hone, C. and Fenton, D. 2008. <i>Radiation doses received by the Irish population</i>. Dublin: Radiological Protection Institute of Ireland.</p>
Corporate Authors	<p>A corporate author is treated in exactly the same manner as any other author.</p> <p>Format: (Corporate author's name Year)</p> <p>Example: (FÁS 1997)</p> <p>More young people signed up for vocational training courses in 1996 than in any year previously (FÁS 1997).</p>
No author	<p>Occasionally, you may have to cite a source for which you can find no author. This should not be a regular occurrence and you should always do your best to find out the author's name. It may happen in the case of a reference book. In this case you use the title instead of the author.</p> <p>There is a valid case to be made for newspaper articles with no author pre-1960's as it was the norm at the time. This does not reflect on their quality. See additional entry under newspapers.</p> <p>Format: (Title Year)</p> <p>Example: (Blackwell's Dictionary of Nursing 1994)</p> <p>The patient displayed obvious signs of apoclesis as per the definition given in Blackwell's Dictionary of Nursing (1994).</p>
Editor instead of author	<p>When referring to a work with editor/s, it is normally the case that each chapter/contribution is attributed to individual author/s. Therefore, it is the author of the chapter that you will be citing in-text. However, in the full reference you will need to refer to the editor/s as well as the chapter author/s.</p> <p>If you want to cite the whole of an edited book (i.e. you are speaking very generally about the over arching theme of the book), you would simply replace author with editor in the in-text citation and put (ed.) or (eds.) after the editor/s name/s in the full reference.</p> <p>See entry under Source Types /Books & Monographs -Chapter/Paper in edited book for details.</p>

<p>Multiple works cited together</p>	<p>In-text: Sometimes you might want to talk about a particular idea that many people have discussed in their individual works. In that case, you would cite multiple publications in reverse chronological order (the most recent one first). If any of the publications are published in the same year then they should be listed alphabetically by author.</p> <p>Example: While humanitarian aid is far from a new concept, it is argued in the literature that its development over the past decade has been so diverse that there is a case for it having several distinct strands (Fernando and Hillhorst 2006; Richardson 2006; Petras 2003; McGinnis 2000).</p> <p>Reference list: Fernando, U. and Hillhorst, D. 2006. Everyday practices of humanitarian aid: tsunami response in Sri Lanka. <i>Development and Practice</i>, 16(3/4), pp.292-302.</p> <p>McGinnis, M.D. 2000. Policy substitutability in complex humanitarian emergencies: a model of individual choice and international response. <i>The Journal of Conflict Resolution</i>, 41(1), pp.62-89.</p> <p>Petras, J. 2003. Total war: resistance, humanitarian aid and media. <i>Economic and Political Weekly</i>, 38(15), pp.1461-1462.</p> <p>Richardson, F. 2006. Meeting the demand for skilled and experienced humanitarian workers. <i>Development in Practice</i>, 16(3/4), pp.334-341.</p>
<p>Multiple works by the same author in the same year</p>	<p>Use lower case letters (a, b, c etc) after year of publication for both in-text citation and the corresponding full reference.</p> <p>In-text: In terms of the development of Ireland's digital economy Grimes (2003a) believes that there has been little investment in the regionalization of certain activities. Grimes (2003b) also suggests that the lack of high speed internet access in rural areas has been a negative factor.</p> <p>Reference list: Grimes, S. 2003a. Ireland's emerging information economy: recent trends and future prospects. <i>Regional Studies</i>, 37(1), pp.3-14.</p> <p>Grimes, S. 2003b. The digital economy challenge facing peripheral rural areas. <i>Progress in Human Geography</i>, 27(2), pp.174-193.</p>
<p>Two or more authors with the same surname and published in the same year</p>	<p>If you have read the work of two different authors who happen to have the same surname, you need to distinguish one from the other.</p> <p>In-text: Include the first initial after a comma</p> <p>Example 1: different first initial (Walsh, P. 2010) and (Walsh, F. 2010)</p> <p>In the rare event that the first initials are also the same, use lower case letters (a, b, c etc) after year of publication.</p>

Example 2: same first initial

(Grimes 2003a) and (Grimes 2003b)

In terms of the development of Ireland's digital economy Grimes (2003a) believes that there has been little investment in the regionalization of certain activities. Grimes (2003b) also suggests that the lack of high speed internet access in rural areas has been a negative factor.

Reference list:

Example 1: different first initial

Walsh, F. 2010. *Queer notions : new plays and performances from Ireland*. Cork: Cork University Press.

Walsh, P. 2010. *The Conolly archive*. Dublin: Irish Manuscripts Commission.

Example 2: same first initial

List them in the order you cited them. So the one with 'a' after the year goes first and so on.

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

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

Guidelines for Source Types

Source Type	In-text	Reference List
Books & Monographs - Book	<p>Format: (Author Year)</p> <p>Example: O'Kane (2004)</p>	<p>Format: Author's surname, initial/s Year of publication. <i>Title in italics</i>. Edition, if not the first, followed by ed. Place of publication: Publisher.</p> <p>Example: O'Kane, B. 2004. <i>Starting a business in Ireland: a comprehensive guide and directory</i>. 5th ed. Cork: Oak Tree Press.</p>
Books & Monographs - Chapter/Paper in edited book	<p>Format: (Chapter author Year)</p> <p>Example: (Turley 2004)</p>	<p>Format: Chapter/paper author's surname, initial/s. Year of publication. Title of chapter/ paper followed by <i>IN</i>: Book editor's surname, initial/s. followed by (ed.) or (eds.) <i>Book title in italics</i>. Edition, if not the first, followed by ed. Place of publication: Publisher, pp. followed by page numbers.</p> <p>Example: Turley, S. 2004. Research and public practice accounting <i>IN</i>: Humphrey, C. and Lee, B. (eds.) <i>The real life guide to accounting research: a behind the scenes view of using qualitative research methods</i>. London: Elsevier, pp.449-464.</p>
<p>Note: When referring to a work with editor/s, it is normally the case that each chapter/contribution is attributed to individual author/s. Therefore, it is the author of the chapter/ paper that you will be citing in-text. However, in the full reference you will need to include author/title details for the chapter/paper as well as editor/title details for the entire work.</p>		
Books & Monographs - Book Series	<p>Format: (Author Year)</p> <p>Example 1: (Grix and Watkins 2010)</p> <p>Example 2: (Marsen 2007)</p> <p>Example 3: (Patzelt and Brenner 2008)</p>	<p>Format: Author's surname, initial/s. Year of publication. <i>Title in italics</i>. Edition, if not the first, followed by ed. Followed by series title, followed by volume number, if relevant. Place of publication: Publisher.</p> <p>Example 1: Grix, J and Watkins, G. 2010. <i>Information skills: finding and using the right resources</i>. Palgrave study skills. Basingstoke: Palgrave Macmillan</p> <p>Example 2: Marsen, S. 2007. <i>Professional writing : the complete guide for business, industry and IT</i>. 2nd ed. Palgrave study skills. Basingstoke: Palgrave Macmillan.</p> <p>Example 3: Patzelt, H and Brenner, T. (eds.) 2008. <i>Handbook of bioentrepreneurship</i>. International handbook series on entrepreneurship, Volume 4. New York: Springer.</p>

Source Type	In-text	Reference List
Books & Monographs - Reprinted Book	Format: (Author Year of original publication) Example: (Goffman 1963)	Format: First author's surname, initial/s., subsequent author's surnames, initial/s and last author's surname, initial/s. Year of original publication. <i>Title in italics</i> . Edition, if not the first, followed by ed. Reprint, Place of publication of the reprint: Publisher of the reprint, Year of reprinting. Example: Goffman, E. 1963. <i>Stigma: notes on the management of spoiled identity</i> . Reprint, Harmondsworth: Penguin, 1990.
	Note: Sometimes the book you are using is a reprint of an original work. It is the same edition, but has simply been reprinted later by a different publisher. This is often the case with classic books. The publication details are usually found on the reverse of the title page of a book. If you are in any doubt as to which date to use for a reprinted book, please go to the Information Desk for assistance.	
Books & Monographs - Book Review	Format: (Reviewer Year) Example 1: (Lowry 2012) Example 2: (Coffey 2012)	Format: Reviewer's surname, initial/s. Year of publication of the review. Review title (where there is one). Review of <i>title of work reviewed in italics</i> , by author's first name and surname. Follow instructions for publication details of the source in which the review appears. Example 1: Lowry, C. 2012. Truth, lies and denial. Review of <i>Powering the dream: the history and promise of green technology</i> , by Alexis Madrigal. <i>Alternatives Journal</i> , 38(2), pp.43-45. Example 2: Coffey, E. 2012. €684,000 now seems a fair price for a sensational debut. Review of <i>This is how it ends</i> , by Kathleen MacMahon. <i>Irish Independent: Weekend Review</i> , 28 April, p.21.
Books & Monographs - Translation	Format: (Original Author Year) Example: (Wolf 1989)	Format: Author's surname, initial/s. Year of publication. <i>Title in italics</i> , translated by translator's surname, initial/s. Place of publication: Publisher. Example: Wolf, C. 1989. <i>Accident: a day's news</i> , translated by Schwarzbauer, H. and Takvorian, R. London: Virago.
	Note: You need only the original author's name in the in-text citation, but both the original author and the translator's name are required in the full citation in your reference list.	

Source Type	In-text	Reference List
Books & Monographs - E-Book: PDF/Page Image version of print	Format: (Author Year) Example: (Jalote 2008)	Format: First author's surname, initial/s., subsequent author's surnames, initial/s and last author's surname, initial/s. Year of publication. <i>Title in italics</i> . Edition, if not the first, followed by ed. Place of publication: Publisher. Example: Jalote, P. 2008. <i>A concise introduction to software engineering</i> . London: Springer.
	<p>Note: Online versions of print books that are in PDF format have the same pagination, layout and publication details as the print equivalent. Therefore you cite them as though they were print. There is no need to include the source of the e-book. This covers the majority of e-books that you will find via the library catalogue or databases.</p> <p>When citing an e-book in PDF format, use the instructions for print books, i.e. Book, Book Chapter as appropriate.</p> <p>Occasionally you may find an e-book in PDF format for which you cannot find the publication details, so you do not know whether it is available in print format. In that case follow the instructions for HTML/ plain text e-books.</p>	
Books & Monographs - E-Book: HTML/Plain text	Format: (Author Year) Example 1: (Findlay & Gilchrist 2003) Example 2: (Tiberghien, Jossem and Barojas 1997)	Format: Author's/editor's surname, initial/s. Year of publication. <i>Title in italics</i> [Online]. Edition, if not the first, followed by ed. Publisher: place of publication (if available). Available from: library database name or URL if accessed online from somewhere other than a library database [Accessed date]. Example 1: From a library database Findlay, J.M. and Gilchrist, I.D. 2003. <i>Active vision: the psychology of looking and seeing</i> [Online]. Available from: Oxford Scholarship Online [Accessed 18 June 2010]. Example 2: From the Web Tiberghien, A., Jossem, E.L. and Barojas, J. (eds.) 1997. <i>Connecting research in physics education with teacher education</i> [Online]. International Commission on Physics Education. Available from: http://www.physics.ohio-state.edu/~jossem/ICPE/TOC.html [Accessed 1 May 2010].
	<p>Note: If there are no page numbers you should use chapter and paragraph numbers in their place in the in-text citation as appropriate. Example: (Tiberghien, Jossem and Barojas 1997, ch.2, para. 12)</p>	
Books & Monographs - E-Book: accessed via an e-reader	Format: (Author Year) Example: (Jalote 2008)	Format: Author's surname, initial/s. Year of publication. <i>Title in italics</i> [E-reader name]. Edition, if not the first, followed by ed. Publisher: place of publication (if available). Example: Jalote, P. 2008. <i>A concise introduction to software engineering</i> [Kindle edition]. London: Springer.
	<p>Note: If you accessed an e-book via an e-reader, you must indicate this in the full reference. As there will be no page numbers, you should use chapter and paragraph numbers in their place in the in-text citation as appropriate.</p> <p>Example: Jalote 2008, ch.4, para.7</p>	

Source Type	In-text	Reference List
Books & Monographs - Report	<p>Format: (Author Year)</p> <p>Example 1: (IBM 2011)</p> <p>Example 2: (Committee on Climate Change 2009)</p> <p>Example 3: (State Examinations Commission 2009)</p>	<p>Format: Author Year of publication. <i>Title of publication in italics</i>. Volume number/ series title and number where applicable. Place of publication: Publisher or [Online]. Available from: URL [Accessed date].</p> <p>Example 1: IBM 2011. <i>Annual Report</i> [Online]. Available from: http://www.ibm.com/annualreport/2011/bin/assets/2011_ibm_annual.pdf [Accessed 4 September 2012].</p> <p>Example 2: Committee on Climate Change 2009. <i>Meeting carbon budget - the need for a step change: progress report to Parliament</i>. London: The Stationery Office.</p> <p>Example 3: State Examinations Commission 2009. <i>Final junior certificate statistics for 2009</i> [Online]. Available from: http://www.examinations.ie/statistics/statistics_2009/final_junior_certificate_statistics_for_2009.pdf [Accessed 28 August 2012].</p>
	<p>Note: Reports can be produced by public or private organisations or by governments. If the report is print or online equivalent (PDF), cite and reference it as though print. If you are unsure whether an online report in PDF has a print equivalent, then cite it as you would a Web page. In these cases, even though they are in PDF format, give the URL and include [Online] and [Accessed date].</p> <p>Government Reports: With government reports, it can be difficult to determine the author/s and publishers. Authors can be departments, ministerial offices, individuals or organisations who have been commissioned to write the report. The most important thing to remember is that the item should be traceable. Government reports can be commonly known by the name of the chairperson. However, the chairperson is not officially listed as the author. For example Report of the Commission to Inquire into Child Abuse is more commonly known as The Ryan Report, because Sean Ryan was the chairperson. In this case the author would actually be Commission to Inquire into Child Abuse. Most Irish government publications have Dublin: Stationery Office as the place of publication and publisher. Most government reports are available online in PDF format, so you would cite these as though they are print.</p>	
Books & Monographs - Working Paper	<p>Format: (Author Year)</p> <p>Example: (O'Connell 2009)</p>	<p>Format: Author's surname, initial/s. Year of publication. Title of the paper. <i>Working paper series title in italics</i>, No. followed by working paper number. Place of publication: Publisher (if applicable).</p> <p>Example: O'Connell, J. 2009. The 2007 crisis and countercyclical policy. <i>NUI Galway, Department of Economics working paper series</i>, No. 152. Galway: NUI Galway.</p>

Source Type	In-text	Reference List
Books & Monographs - Conference Proceedings	<p>Format: (Paper author Year)</p> <p>Example: (Gardent and Kohlhase 1996)</p> <p>Format: (Paper author Year)</p> <p>Example: (Bobis 2009)</p>	<p>Format: printed book of proceedings Paper author's surname, initial/s. Year of publication. Title of paper followed by <i>IN</i>: Editor's surname, initial/s. followed by (ed.) or (eds.) <i>Conference title in italics</i>. Place of publication: Publisher, pp. followed by page numbers.</p> <p>Example: Gardent, C. and Kohlhase, M. 1996. Higher-order coloured and natural language semantics. <i>IN: 34th Annual Meeting of the Association for Computational Linguistics: proceedings of the conference 24-27 June 1996, University of California, Santa Cruz, California</i>. San Francisco, CA: Morgan Kaufman Publishers, pp.1-9.</p> <p>Format: Online proceedings Paper author's surname, initial/s. Year of publication. Title of paper followed by <i>IN</i>: Editor's surname, initial/s. followed by (ed.) or (eds.) <i>Conference title in italics</i> [Online], pp. followed by page numbers (if available). Available from: URL [Accessed date].</p> <p>Example: Bobis, J. 2009. Teachers assessing young children's mathematical development: How confident are they? <i>IN: Corcoran, D., Dooley, T., Close, S. and Ward, R.(eds.) Proceedings of Third National Conference on Research in Mathematics Education MEI3, 24th and 25th September 2009, St. Patrick's College, Drumcondra</i> [Online], pp.20-33. Available from: http://www.spd.dcu.ie/main/academic/mathematics/documents/MEI3proceedings.pdf [Accessed 7 September 2012].</p>
Books & Monographs - Sacred Texts	<p>Note: When citing from a religious text, such as the Bible or the Qur'an, the guideline is to include an in-text citation but not a full citation in the reference list. Authorship is often unclear and is therefore not required. Use the title instead of an author. The citation does not include the page number, since this may differ between different printings. The most important thing to remember is that you clearly identify the location of the text that you are citing using the appropriate naming/ numbering system.</p> <p>In-text Format: (Name of religious text, name of 'Book' (where appropriate) Chapter/ Surah: Verse)</p> <p>Example 1: Bible "And people waited for Zacharias, and marvelled that he lingered so long in the temple" (The Bible, Luke 1:21).</p> <p>Example 2: The Qur'an "Verily He loveth not the arrogant" (The Qur'an 16:23).</p>	

Source Type	In-text	Reference List
Journals – Journal Article: Print/PDF/page image	Format: (Author Year) Example 1: (Comino and Henry 2001) Example 2: (Cox 2002)	Format: Author's surname, initial/s. Year of publication. Article title. <i>Journal title in italics</i> , Volume/ Season/ Month(issue/ part number), p.or pp. followed by page number/s. Example 1: Comino, E. and Henry, R. 2001. Changing approaches to asthma management in Australia: effects on asthma morbidity. <i>Drugs</i> , 61(9), pp.1289-1300. Example 2: Cox, C. 2002. What health care assistants know about clean hands. <i>Nursing Today</i> , Spring Issue, pp.647-85.
	<p>Note: This applies to articles from print journals and should also be used for citing online versions of print journals that are in PDF format as they will have the same pagination and layout as the print. This covers the majority of articles in the library databases.</p> <p>Occasionally journals have months/ seasons rather than issue numbers or only issue numbers/months but no volumes. In those cases use as much information as you can find and also include the page numbers.</p>	
Journals – Journal Article: HTML/plain text	Format: (Author Year) Example 1: (Pestronk 2010) Example 2: (De Gagne 2009) Example 2: (Ruhul Amin 2012)	Format: Author's surname, initial/s. Year of publication. Article title. <i>Journal title in italics</i> [Online],Volume/ Season/ Month(issue/ part number), p. or pp. followed by page number/s (if available). Available from: library database name or URL/ DOI (if accessed online from somewhere other than a library database) [Accessed date]. Example 1: From a library database Pestronk, R. 2010. Prevention defense: service providers must pitch in to help cash-strapped local health departments. <i>Modern Healthcare</i> [Online], 40(23), p.17. Available from: CINAHL [Accessed 25 June 2010]. Example 2: From the Web De Gagne, J.C. 2009. Online teaching experience: a qualitative meta-synthesis. <i>Journal of Online Learning and Teaching</i> [Online], 5(4). Available from: http://jolt.merlot.org/vol5no4/degagne_1209.htm [Accessed 24 February 2010]. Example 3: Online with DOI Ruhul Amin, M. and Lindstrom, J.D. 2012. Transient thermal simulation of counterflow compact recuperator partition plates. <i>Applied Thermal Engineering</i> [Online], 48, pp.11-17. Available from: DOI:10.1016/j.applthermaleng.2012.04.030 [Accessed 23 August 2012].
	<p>Note: Where the source is a library database you must include the name of the database, otherwise give the URL. You must also include [Online] and [Accessed date].</p> <p>Articles may be in PDF format as well as HTML, however, as they are accessible online only (or you are not sure whether or not they have a print equivalent), you still need the URL / DOI even for the PDF format.</p> <p>The DOI (Digital Object Identifier) is a permanent identifier provided by the publisher. This means that, even if the URL changes, the article can always be found as the DOI is stable and unchanging.</p>	

Source Type	In-text	Reference List
Journals – Supplements	<p>Occasionally, journals will publish special supplements. These can be supplements to the volume or to a specific issue. You should indicate that it is a supplement in the full reference. The in-text citation does not change from the normal 'author date' format.</p> <p>Format: Author's surname, initial/s. Year of publication. Article title. <i>Journal title in italics</i>, Volume followed suppl. and supplement number, if applicable (or issue,, followed suppl. and supplement number, if applicable), p. or pp. followed by page number/s.</p> <p>Example 1: Supplement to a volume Maizels, M. 2012. Psychiatric screening for headache patients. <i>Headache: the Journal of Head and Face Pain</i>, 52(suppl. 1), pp.26-29.</p> <p>Example 2: Supplement to an issue Bourgeois, B. 2012. New dosages and formulations of AEDs for use in pediatric epilepsy. <i>Neurology</i>, 58(12, suppl. 7), pp.S2-S5.</p> <p>Page numbers: Some supplements preface the page number with 'S', some do not. If the supplement you are using does so, you should also do so, otherwise do not. e.g.</p> <p>In-text: (Bourgeois 2012, p.S4)</p> <p>Reference List: Bourgeois, B. 2012. New dosages and formulations of AEDs for use in pediatric epilepsy. <i>Neurology</i>, 58(12, suppl. 7), pp.S2-S5.</p>	
Journals – Cochrane Review	<p>Format: (Author Year)</p> <p>Example: (French et al. 2006)</p>	<p>Format: <i>Author's surname, initial/s. Year of publication. Title of review. Cochrane Database of Systematic Reviews in italics, Year (issue).</i></p> <p>Example: <i>French S.D., Cameron M.C., Walker B.F., Reggars J.W. and Esterman A.J. 2006. Superficial heat or cold for low back pain. Cochrane Database of Systematic Reviews, 2006 (1).</i></p> <p>Note: At the beginning of every Cochrane review there are details of how it should be cited. This includes which date (of several available due to updates etc.) should be used. Use the date suggested.</p> <p>The following matches closely Cochrane's suggested citation style but is tweaked to maintain consistency with the Harvard style described in this guide.</p> <p>You may find articles in the Cochrane Library under the heading 'other reviews'. These are 'structured abstracts' of systematic reviews conducted outside of the Cochrane Library structure. To source the full text of these articles, use the details given for 'original article' and then cite it as you would any journal article.</p>

Source Type	In-text	Reference List
Newspapers & Media – Newspaper article: Print/PDF/digital image/Microfilm	Format: (Author year)	Format: Author's surname, initial/s. Year of publication. Article title. <i>Newspaper title in italics</i> , Day/month, p. or pp. followed by page number/s.
	Example: (Staunton 2009)	Example: Staunton, D. 2009. Obama names Robinson for top civilian honour. <i>The Irish Times</i> , 31 July, p.3.
	Note: This applies to articles from print newspapers and should also be used for citing online versions of print newspapers that are in PDF/digital image/microfilm format as they have the same pagination and layout as the print.	
Newspapers & Media – Newspaper article: HTML/ plain text	Format: (Author year)	Format: Author's surname, initial/s. Year of publication. Article title. <i>Newspaper title followed by: Section of newspaper if applicable all in italics</i> [Online], Day/month, p. or pp. followed by page number/s, if given. Available from: library database name or URL (if accessed online from somewhere other than a library database) [Accessed date].
	Example 1: (Staunton 2009)	Example 1: From a library database Staunton, D. 2009. Obama names Robinson for top civilian honour. <i>The Irish Times: Ireland</i> [Online], 31 July, p.3. Available from: NexisUK [Accessed 17 June 2010].
	Example 2: (Staunton 2009)	Example 2: From the Web Staunton, D. 2009. Obama names Robinson for top civilian honour. <i>The Irish Times: Ireland</i> [Online], 31 July. Available from: http://www.irishtimes.com/newspaper/ireland/2009/0731/1224251764723.html [Accessed 17 June 2010].
Newspapers & Media – Newspaper article: from supplement	If the article you are citing is within a newspaper supplement, you must indicate this by adding a colon after the main newspaper title, followed by the title of the supplement, e.g. <i>The Guardian: Education Supplement</i> .	
	Example: Watterson, J. 2012. Taylor assumes nothing. <i>Irish Times: Sports Wednesday</i> , 8 August, p.1.	
Newspapers & Media – Newspaper article: No Author	The majority of newspaper articles pre-early 1960's are anonymous, as Bylines did not come in until the mid-1960's. If you are citing a newspaper article without an author, you should substitute the newspaper title for the author and then follow the instructions given for the particular format you are using - i.e. print/pdf; online etc.	
	Please note, if your newspaper article is not from the pre-early 1960's era and yet has no author, be cautious of the quality.	
	In-text: (The Banker 2009)	
	Reference List: The Banker 2009. Does more mean less for Germany's banks? <i>The Banker</i> [Online], 1 August. Available from: Business and Company Resource Center [Accessed 1 December 2011].	

Source Type	In-text	Reference List
Newspapers & Media – Press Release	Format: (Author Year) Note: the year refers to the year of issue Example 1: (Department of Health and Children 2009) Example 2: (Lodge et al. 2012)	Format: Author's surname, initial/s. Year of issue. <i>Title in italics</i> [Press Release], Day/month. Available from: URL [Accessed date]. Example 1: Department of Health and Children 2009. <i>Teenagers identify what helps and what hurts their mental health</i> [Press Release], 15 June. Available from: http://dohc.ie/press/release/2009/20090616b.html [Accessed 22 January 2010]. Example 2: Lodge, A., McGrady, A., Lane, D., Keogh, D. and McCraith, B. 2012. <i>Joint Institute of Education: Statement from the Principal of Church of Ireland College of Education, the Director of Mater Dei Institute and the Presidents of St Patrick's College, Drumcondra and Dublin City University</i> [Press Release], 5 September. Available from: http://dcu.ie/news/2012/sep/s0912c.shtml [Accessed 6 September 2012].
	Note: If the press release is broadcast on radio or television (e.g. as part of a news item) then use the rules for radio/television programme. Most press releases are issued to the press and published on the organisation's web site on the same day. Therefore, you can usually cite press releases using the details available on the web site.	
Newspapers & Media – Radio/Television Programme	Format: (Programme Title Year of transmission) Example: (Prime Time 2009)	Format: Title of programme Year of transmission. Name of Channel [Format], Day/month of transmission,time of transmission. Example: Prime Time 2009. RTE1 [Television]. 21 January, 21:25.
Newspapers & Media – Radio/Television Interview	Format: (Interviewee Year) Example: (McVerry 2009)	Format: Interviewee name, initial/s. Year of interview. Interview on: <i>Title of programme in italics</i> . Name of channel [Format], Date of transmission. Example: McVerry, P. 2009. Interview on: <i>Breakfast</i> . Newstalk [Radio], 26 January.

Source Type	In-text	Reference List
Newspapers & Media – Archived Radio/Television Programme/Podcast	Format: (Originator Year) Example: (RTE Radio 1 2010)	Format: Originator's surname, initial/s or organisation if not a named person. Year of broadcast. <i>Title of programme/podcast in italics</i> . Number and/or title of the episode if needed [Online], Day/month of the podcast. Available from: URL [Accessed date]. Example: RTE Radio 1 2010. Documentary on One. <i>The Brady Bunch</i> [Online], 28 January. Available from: http://www.rte.ie/radio1/podcast/podcast_documentaryonone.xml [Accessed 3 February 2010].
Internet – Webpage	<p>A Web page is one page of a Web site. This can include anything from reports in PDF, images or plain HTML pages of text. Material found on the Web often falls into one of the categories already covered in this guide. In these cases, follow the instructions for that source type, e.g. a government report, a journal article, conference proceedings.</p> <p>When it does not fall into an existing source type, follow these instructions:</p>	
	Format: (Author year) Example: (World Health Organization 2009)	Format: Author Year. <i>Title of page in italics</i> [Online]. Available from: URL [Accessed date]. Example: World Health Organization 2009. <i>Recommended use of antivirals</i> [Online]. Available from: http://www.who.int/csr/disease/swineflu/notes/h1n1_use_antivirals_20090820/en/index.html [Accessed 10 September 2009]. Note: <i>The title of the Web page is usually at the top of the screen (title bar) but may also be within the text of the page, e.g. as a header.</i> <i>If the content of the page you are citing is written by someone other than the overall web site authors, then use this as the author. If author is not available, begin your citation with the web page title.</i> <i>In the example above, the 'year' refers to the year the report was published. If this is not available, or not appropriate for the type of material you are citing, then look for a date the Web page was last updated and use this instead. This is often at the bottom of the page.</i>

Source Type	In-text	Reference List
Internet – Blog/Discussion Forum/Mailing List/Twitter	<p>Format: (Author Year)</p> <p>Example 1: (Sansby 2010)</p> <p>Example 2: (Dculibrary 2010)</p> <p>Example 3: (Lynn 2012)</p>	<p>Format: Author's surname, initial/s. Year of blog post/message/Tweet. Title of blog post/Subject of message/Full Tweet. <i>Title of blog/discussion forum/ mailing list/Twitter in italics</i> [Online], Day/month posted. Available from: URL/ mailing list email address [Accessed date].</p> <p>Example 1: Message from a mailing list Sansby, E. 2010. Collections of books for children. <i>LIS-LINK</i> [Online], 29 January. Available from: lis-link@jiscmail.ac.uk [Accessed 2 February 2010].</p> <p>Example 2: Organisational blog post Dculibrary 2010. Search multiple databases in one go! <i>DCU Library Blog</i> [Online], 16 February. Available from: http://dculibrary.wordpress.com [Accessed 3 March 2010].</p> <p>Example 3: Tweet Lynn, T. 2012. 93% Of U.S. Corporates Will Use Facebook, Twitter, YouTube For Social Marketing By 2014 #social. Twitter [Online], 22 August. Available from: http://twitter.com/theolynn/status/238179966410424321 [Accessed 22 August 2012].</p> <p>NOTE: The URL of a Tweet is available by clicking on 'Embed this Tweet' link.</p>
Internet – Online Video/YouTube	<p>Format: (Originator Year)</p> <p>Example 1: (GaStateULibrary 2009)</p> <p>Example 2: (Dublin City University 2010)</p>	<p>Format: Originator's name/username (person or organisation who created/posted the video) Year created/posted. <i>Title of video in italics</i> [Online]. Available from: URL [Accessed date].</p> <p>Example 1: YouTube GaStateULibrary 2009. <i>Boolean operators</i> [Online]. Available from: http://www.youtube.com/watch?v=7tm-sDKCnO4&feature=related [Accessed 8 July 2010].</p> <p>Example 2: Video on DCU website Dublin City University 2010. <i>Introducing the faculty of science and health</i> [Online]. Available from: http://www.dcu.ie/prospective/videos.shtml [Accessed 12 June 2010].</p>
Note: The originator is the person or organisation who created or posted the video.		
Internet – Archived Radio/Television Programme/Podcast	<p>Format: (Originator Year)</p> <p>Example: (RTE Radio 1 2010)</p>	<p>Format: Originator's surname, initial/s or organisation if not a named person. Year of broadcast. <i>Title of programme/podcast in italics</i>. Number and/or title of the episode if needed [Online], Day/month of the podcast. Available from: URL [Accessed date].</p> <p>Example: RTE Radio 1 2010. Documentary on One. <i>The Brady Bunch</i> [Online], 28 January. Available from: http://www.rte.ie/radio1/podcast/podcast_documentaryonone.xml [Accessed 3 February 2010]</p>

Source Type	In-text	Reference List
Internet – Institutional Repositories (DORAS)	<p>DCU, along with many other third level institutions, maintains a digital repository where research output of the university is hosted so that it can be accessed freely online. This includes journal articles, electronic versions of book chapters, conference/ workshop items and theses. DCU's institutional repository is called DORAS.</p> <p>Items, such as theses, can be cited exactly as print as they are identical to the print version. Other items, such as journal articles, book chapters and conference items, may have different pagination and layout to the published/print version. They may not even be published anywhere apart from DORAS. In these cases you will need to include [Online], URL and the date you accessed the item. As with any online item, if you are unsure of whether or not they have a print equivalent, it is safer to include [Online], URL and the date you accessed the item anyway.</p> <p>These guidelines refer specifically to DORAS, but you may apply them to items found in other institutional repositories.</p>	
	<p>Format: (Author Year)</p> <p>Example 1: (Larson and Jones 2012)</p> <p>Example 2: (Caprani, O'Connor and Gurrin 2012)</p> <p>Example 3: (Fraser et al. 2012)</p> <p>Example 4: (Kane 2012)</p>	<p>Format: Follow most of the basic format for the source type, with some amendments. Omit page numbers as they are usually different to the publisher's version. See notes after each example for details of omissions/ additions.</p> <p>Example 1: journal article Larson, M. and Jones, G.J.F. 2012. Spoken content retrieval: A survey of techniques and technologies. <i>Foundations and Trends in Information Retrieval</i> [Online], 5 (4-5). Available from: http://doras.dcu.ie/17158/ [Accessed 4 September 2012].</p> <p>Example 2: book chapter Caprani, N., O'Connor, N. E. and Gurrin, C. 2012. Touch screens for the older user. <i>IN: Auat Cheein, F.(ed.) Assistive Technologies</i> [Online], InTech. Available from: http://doras.dcu.ie/16870/ [Accessed 6 September 2012]. Note: Use publisher details when available.</p> <p>Example 3: conference/ workshop item Fraser, K.J., Czugala, M., Maher, D., Burger, R., Gorkin, R., Ducree, J., Diamond, D. and Benito Lopez, F. 2012. Novel wireless system for in-situ lab-on-a-disc multi-parameter water quality analysis. <i>IN: 2012 Sino-European Symposium on Environment and Health (SESEH 2012), 20-25 August 2012, Galway</i> [Online]. Available from: http://doras.dcu.ie/17277/ [Accessed 6 September 2012].</p> <p>Example 4: thesis Kane, R. 2012. <i>A case study of emergency department practice: Reframing the care of people who self-harm</i>. PhD thesis, Dublin City University. Note: You may cite theses found on DORAS as though they are print because pagination and layout are identical to the print version.</p>
	<p>Note: The in-text citation is the same regardless of the type of material. If you are using page numbers in your in-text citation (e.g. for a direct quote) then use the page numbers from the DORAS version of the document as it may be different to the published version.</p>	

Source Type	In-text	Reference List
Government & Legal Publications- Government Report	<p>Note: It can be difficult to determine the author/s and publishers of government reports. Authors can be departments, ministerial offices, individuals or organisations who have been commissioned to write the report. The most important thing to remember is that the item should be traceable.</p> <p>Reports can be commonly known by the name of the chairperson. However, the chairperson is not officially listed as the author. For example Report of the Commission to Inquire into Child Abuse is more commonly known as The Ryan Report, because Sean Ryan was the chairperson. In this case the author would actually be Commission to Inquire into Child Abuse.</p> <p>Most Irish government publications have Dublin: Stationery Office as the place of publication and publisher. Most government reports are available online in PDF format. Cite these as though they are print.</p> <p>Other types of government publications online can be in PDF format but not necessarily with a print equivalent. If you are unsure whether an online PDF has a print equivalent, then cite it as you would a Web page. An example of this would be statistical reports. In these cases, even though they are in PDF format, give the URL and include [Online] and [Accessed date]. See example 3.</p>	
	<p>Format: (Author Year)</p> <p>Example 1: (Commission on Nursing 1998)</p> <p>Example 2: (Committee on Climate Change 2009)</p> <p>Example 3: (State Examinations Commission 2009)</p>	<p>Format: Author Year of publication. <i>Title of publication in italics</i>. Volume number/ series title and number where applicable. Place of publication: Publisher or [Online]. Available from: URL [Accessed date].</p> <p>Example 1: Commission on Nursing 1998. <i>Report of the Commission on Nursing: a blueprint for the future</i>. Dublin: Stationery Office.</p> <p>Example 2: Committee on Climate Change 2009. <i>Meeting carbon budget - the need for a step change: progress report to Parliament</i>. London: The Stationery Office.</p> <p>Example 3: State Examinations Commission 2009. <i>Final junior certificate statistics for 2009</i> [Online]. Available from: http://www.examinations.ie/statistics/statistics_2009/final_junior_certificate_statistics_for_2009.pdf [Accessed 28 August 2012].</p>
Government & Legal Publications- Green Paper/White Paper	<p>Format: (Author Year)</p> <p>Example: (Department of Social and Family Affairs 2007)</p>	<p>Format: Author Year of publication. <i>Title in italics</i>. Place of publication: Publisher.</p> <p>Example: Department of Family and Social Affairs 2007. <i>Green paper on pensions</i>. Dublin: Stationery Office.</p>

Source Type	In-text	Reference List
Government & Legal Publications- Act/Statutory Instrument	<p>Note: The title of the Act/S.I. replaces the author. Because the year of publication is explicit in the title of the Act/S.I., you do not need to add the year of publication separately. You should use capital letters for the key words in the title.</p>	
	<p>Format: (Title of Act/S.I. including year)</p> <p>Example 1: (Inland Fisheries Act 2010)</p> <p>Example 2: (Academies Act 2010)</p> <p>Example 3: (Wildlife Act 1976 (Temporary suspension of Open Season) Order 2010)</p>	<p>Format: <i>Title of the Act/S.I. in italics.</i> Act/S.I. number/s. followed by section number if applicable. Place of publication: publisher or [Online]. Available from: URL. [Accessed date].</p> <p>Example 1: Act of the Irish Parliament <i>Inland Fisheries Act 2010.</i> Act number 10 of 2010, s.57. Dublin: Stationery Office.</p> <p>Example 2: Act of the British Parliament <i>Academies Act 2010.</i> Chapter 32. London: Stationery Office.</p> <p>Example 3: Statutory Instrument <i>Wildlife Act 1976 (Temporary suspension of Open Season) Order 2010.</i> S.I. No. 2 of 2010 [Online]. Available from: http://www.irishstatutebook.ie/2010/en/si/0002.html [Accessed 30 July 2010].</p>
Multimedia – Film/DVD/Video	<p>Format: (Director Year)</p> <p>Example: (Abrahamson 2004)</p>	<p>Format: Director's name, initial/s. Year of distribution. <i>Title of film in italics</i> [Format]. Place of distribution: Distribution company.</p> <p>Example: Abrahamson, L. 2004. <i>Adam and Paul</i> [DVD]. London: Metrodome.</p>
Multimedia – Online Video/YouTube	<p>Format: (Originator Year) <i>The originator is the person or organisation who created or posted the video.</i></p> <p>Example 1: (GaStateULibrary 2009)</p> <p>Example 2: (Dublin City University 2010)</p>	<p>Format: Originator's name/username (person or organisation who created/posted the video) Year created/posted. <i>Title of video in italics</i> [Online]. Available from: URL [Accessed date].</p> <p>Example 1: YouTube GaStateULibrary 2009. <i>Boolean operators</i> [Online]. Available from: http://www.youtube.com/watch?v=7tm-sDKCnO4&feature=related [Accessed 8 July 2010].</p> <p>Example 2: Video on DCU website Dublin City University 2010. <i>Introducing the faculty of science and health</i> [Online]. Available from: http://www.dcu.ie/prospective/videos.shtml [Accessed 12 June 2010].</p>

Source Type	In-text	Reference List
Multimedia – CD ROM	<p>Format: (Author Year)</p> <p>Example: (Lewis 1997)</p>	<p>Format: Author's name, initial/s. Year of publication. <i>Title of publication in italics</i> [CD-ROM]. Place of publication: publisher.</p> <p>Example: Lewis, R. 1997. <i>A guide to Icelandic literature</i> [CD-ROM]. London: Placebo Publishers.</p>
Visual Sources	<p>Note: Whether discussing the intellectual content or reproducing an illustration, diagram or table, you must cite the source. Where you are replicating an item, add the citation exactly as you would in-text, directly below the item. The page number where the item appears should be included in the in-text citation, but not in the full reference.</p>	
Visual Sources – Book/journal illustration, diagram, table	<p>Format: (Author Year, page number, description)</p> <p>Example 1: (Van Couvering 2001, p.192, fig.8.4)</p> <p>Example 2: (Curran 2003, p.231, table 14.2).</p> <p>Example 3: (Swapp 2012, fig. 1.11)</p>	<p>Format: Follow instructions for the source (book/journal/Web page etc.) in which you found the figure/table.</p> <p>Example 1: Van Couvering, E. 2011. Navigational media: the political economy of online traffic <i>IN:</i> Jin, D.Y. and Winseck, D.R. (eds.) <i>The political economies of media: the transformation of the global media industries</i>. London: Bloomsbury Academic.</p> <p>Example 2: Curran, J. 2003. Global journalism: a case study of the internet <i>IN:</i> Couldry, N. and Curran, J. (eds.) <i>Contesting media power: alternative media in a networked world</i>. Oxford: Rowman & Littlefield.</p> <p>Example 3: Swapp, S. 2012. <i>Scanning electron microscopy (SEM)</i> [Online]. Available from: http://serc.carleton.edu/research_education/geochemsheets/techniques/SEM.html [Accessed 12 September 2012].</p>
Visual Sources – Decorative purposes	<p>If you are using an image for the purposes of decoration only, i.e. you are not referring to its artistic or intellectual content whatsoever, then you should credit the source, but you do not need to cite and reference it in the traditional manner. Instead, put 'Source:' and give details of where you found the image, e.g. www.flickr.com; www.who.int</p>	

Source Type	In-text	Reference List
Visual Sources – Photographs, Paintings & Cartoons	<p>Format: (Photographer/Artist/Cartoonist Year)</p> <p>Example 1: (Kanfer 1987, p.41)</p> <p>Example 2: (Brave Lemming 2012) <i>Note: Use the photographers real name where possible. If there is none given then use their online username.</i></p> <p>Example 3: (Miro 1928)</p> <p>Example 4: (Trudeau 2012)</p> <p>Example 5: (Bell 2012)</p>	<p>Format: Photographer/Artist/Cartoonist Year. Title of photograph/painting/cartoon [Photograph] or [Painting] or [Cartoon]. Followed by the appropriate publication details for the source type, e.g. print newspaper, online etc.</p> <p>Example 1: Book Kanfer, L. 1987. Midnight Oasis [Photograph]. <i>Prairiescapes</i>. Urbana and Chicago: University of Illinois Press.</p> <p>Example 2: Web site Brave Lemming 2012. On the Road in Ukraine [Photograph]. <i>Flickr</i> [Online]. Available from: http://www.flickr.com/photos/jptournut/7951468230/ [Accessed 10 September 2012].</p> <p>Example 3: Library database Miro, J. 1928. The Potato [Painting]. <i>The Metropolitan Museum of Art</i> [Online]. Available from: ARTstor [Accessed 10 August 2012].</p> <p>Example 4: Print newspaper Trudeau, G. 2012. Doonesbury [Cartoon]. <i>The Irish Times</i>, 3 September, p.16.</p> <p>Example 5: Online newspaper Bell, S. 2012. Duckshit [Cartoon]. <i>The Guardian: Politics</i> [Online], 11 September. Available from: http://www.guardian.co.uk/commentisfree/cartoon/2012/sep/11/steve-bell-ofqual-exam-gcse [Accessed 13 September 2012].</p>
Communication – Personal Communication	<p>There is no traditional citation required when you are talking about the content of personal communication. You do however need to clearly explain within your text where the information you are writing about came from. Similarly, there is no need for an entry in the reference list as the information, being private, is considered to be non-recoverable. If you wish, you may transcribe the content of personal communication and add it as an appendix. In this case you would then refer to the appendix number (see FAQ: How do I cite interviews I've done myself?).</p> <p>Example 1: As stated in an email from John Riley on 20th May, 2009, the board do not consider the matter to be within their remit.</p> <p>Example 2: where you have transcribed the content of the communication and attached it as an appendix As stated in an email from John Riley on 20th May, 2009 (Appendix iv), the board do not consider the matter to be within their remit.</p>	

Source Type	In-text	Reference List
Communication – Live Public Communication	<p>Live public communication includes events such as video conferences, Webinars, Webcasts, lectures and seminars. There is no traditional citation required when you are talking about the content of live public communication. You do, however, need to clearly explain within your text where the information you are writing about came from. If you wish, you may transcribe the content of personal communication and add it as an appendix. In this case you would then refer to the appendix number. There is no need for an entry in the reference list.</p> <p>Example 1: This point was evident in the comments made by Mary Smith in an ASTI video conference on 5th January, 2008.</p> <p>Example 2: where you have transcribed the content of the communication and attached it as an appendix This point was evident in the comments made by Mary Smith in an ASTI video conference on 5th January, 2008 (Appendix ii).</p>	
Technical Documents – Patent	<p>Format: (Inventor Year)</p> <p>Example: (Charnock and McLeary 2006)</p>	<p>Format: Inventor's surname, initial/s. Patent Assignee, if different from inventor. Year of publication. <i>Title of patent in italics</i>, patent number.</p> <p>Example: Charnock, S. and McLeary, B.V. Megazyme IP Ltd. 2006. <i>A kit for colorimetric assays of food and beverage analytes</i>, IE20050815.</p>
Technical Documents – Standard	<p>Format: (Institution/ organisation Year)</p> <p>Example: (National Standards Authority of Ireland 2008)</p>	<p>Format: Institution/ organisation name Year of publication. Number of standard: <i>Title of standard in italics</i>. Place of publication: Publisher or [Online]. Available from: URL. [Accessed date].</p> <p>Example: National Standards Authority of Ireland 2008. I.S. 3217:2008 <i>Emergency lighting</i>. Dublin: National Standards Authority of Ireland.</p>
Miscellaneous – Computer Program	<p>Format: (Author Year)</p> <p>Example: (Adobe Systems Incorporated 2010)</p>	<p>Format: Author's surname, initial/s. Release year. <i>Title of program in italics</i> (Version) [Computer Program]. Distributor name (if available) or, if downloaded from the internet, Available from: URL [Accessed date].</p> <p>Example: Adobe Systems Incorporated 2010. <i>Adobe Reader</i> (9.3) [Computer Program]. Available from: http://get.adobe.com/uk/reader/ [Accessed 26 January 2010].</p>

Source Type	In-text	Reference List
Miscellaneous – Leaflet/Flyer/ booklet/ newsletter/In-house publication	<p>These types of publications often have limited details available making it harder to identify all of the elements required to cite them correctly.</p> <p>Just include whatever details are available or that you can make an educated guess at.</p>	
	<p>Format: (Author Year)</p> <p>Example 1: Printed leaflet (DCU Library no date)</p> <p>Example 2: Online version of the same leaflet (DCU Library 2009)</p>	<p>Format: Author's, initial/s. Year of publication (if available). <i>Title (or your own description if no obvious title) in italics</i>. Volume(issue/no) (if applicable). Place of publication: Publisher (if applicable) or [Online]. Available from: URL [Accessed date].</p> <p>Example 1: printed leaflet DCU Library no date. <i>Welcome to DCU Library!: A guide for research students</i>. Dublin: DCU Library.</p> <p>Example 2: same leaflet online DCU Library 2009. <i>Welcome to DCU Library!: A guide for research students</i> [Online]. Available from: http://www.library.dcu.ie/LibraryGuides/Researchers09.pdf [Accessed 14 July 2010].</p>
	<p>Note: In the example above, there was no date available on the printed version so we left it out. Similarly the place of publication and publisher were not explicit on the leaflet so we took an educated guess.</p>	
Miscellaneous – Thesis/Dissertation	<p>Format: (Author Year)</p> <p>Example 1: Dissertation (Reynolds 2009)</p> <p>Example 2: Thesis (Kelly 2008)</p>	<p>Format: Author's surname, initial/s. Year of submission. <i>Title of thesis/dissertation in italics</i>. Award type. Awarding institution.</p> <p>Example 1: Reynolds, J. 2009. <i>What are the components of successful work related stress claims?</i> MBS dissertation. Dublin City University.</p> <p>Example 2: Kelly, M. 2008. <i>Analysis of oxidative damage to DNA mediated by transition metal-fenton reactions</i>. PhD thesis. Dublin City University.</p>

Frequently Asked Questions

When do I use page numbers?	<p>The guidelines are: include page numbers for</p> <ul style="list-style-type: none">(i) A direct quotation.(ii) A specific idea/section of a work.(iii) A specific detail such as a table or diagram. <p>So, as you will be mostly paraphrasing a particular section of the work or using a direct quotation, in general you will have to include page numbers in your in-text citations.</p> <p>Example 1: Direct quotation Dwyer and Tanner (2002, p.19) describe “implicit negotiation, expertise and habit” as being of central importance to household spending.</p> <p>Example 2: Specific idea/section of a work In their recent work on Asperger's syndrome, Cumine et al. (2009, p.5) discuss the lack of expression in the voices of children with the syndrome.</p> <p>If you were citing the general ideas contained in the work of Cumine et al. there would be no need for a page number. However, when discussing the distinct issue of vocal expression in children with Asperger's you must include a page number so that a reader (possibly your lecturer/supervisor) can locate the part to which you refer.</p> <p>Example 3: Specific detail such as a table or diagram There was a significant increase in output between 2001 and 2002 (Brown and Thompson 2005, p.10, fig. 3.2)</p> <p>NOTE: You will notice we also included 'fig. 3.2' here. See main entry on diagram/ illustration/ figure/ table etc. for more information on what to include for these source types.</p> <p>Exceptions: Whole work: Occasionally you may wish to refer in general to the ideas of a whole work, in which case you do not need to include page numbers.</p> <p>No page numbers: Sometimes there will be no page numbers (for example in the case of an e-book via an e-reader or an online journal in HTML format), in this case you may use chapter and/or paragraph numbers. The format for this is (Jones et al. 2007, ch.3, para. 2)</p> <p>To summarise, if what you are referring to is specific enough that a reader would need a page number to find it, then you should include one.</p> <p>Reference list: You should include page numbers in the full citation in your reference list for the following only:</p> <ul style="list-style-type: none">(i) Journal article.(ii) Chapter/contribution/paper/conference paper in edited book.
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<p>What if I can't find a date of publication?</p>	<p>Occasionally, the source you are using may not have an obvious date of publication. In this case you would use 'no date' in place of the date. If your source has no date, you should be certain that there is a valid reason why and that it does not imply any lack of quality. A valid reason for having no date of publication could be that the item is an unpublished, in-house document. If you find you are resorting to 'no date' frequently without a valid reason, you should question the quality of your sources.</p> <p>Format: (DCU Library no date)</p> <p>Reference list: DCU Library no date. <i>Welcome to DCU Library!: A guide for research students</i>. Dublin: DCU Library.</p>
<p>When do I use capital letters?</p>	<p>Capitalise the first letter of each key word of the title of journal/ newspaper/ database. In all other cases (e.g. article titles; book titles) capitalise the first letter of the first word and any proper nouns only.</p> <p>Journal title: Joppke, C. 2010. The inevitable lightening of citizenship. <i>European Journal of Sociology</i>, 51(1), pp.9-32.</p> <p>Newspaper title: Staunton, D. 2009. Obama names Robinson for top civilian honour. <i>The Irish Times</i>, 31 July, p.3.</p> <p>Book title: O'Kane, B. 2004. <i>Starting a business in Ireland: a comprehensive guide and directory</i>. 5th ed. Cork: Oak Tree Press.</p> <p>Journal article title: Comino, E. and Henry, R. 2001. Changing approaches to asthma management in Australia: effects on asthma morbidity. <i>Drugs</i>, 61(9), pp.1289-1300.</p>
<p>How do I cite a direct quotation?</p>	<p>Short quotation A short quotation of a sentence or less should be put in quotation marks and embedded into your own text.</p> <p>Format: (Author Year, page number)</p> <p>Example: Dwyer and Tanner (2002, p.19) describe "implicit negotiation, expertise and habit" as being of central importance to household spending.</p> <p>Longer quotation Longer quotations do not require quotation marks but should be in a separate paragraph indented and single spaced. The in-text citation is included directly after the quotation.</p> <p>Format: (Author Year, page number)</p>

	<p>Example: While you could say that buying is buying regardless of whether it happens at an individual, family or organisational level, there are arguments that would clearly differentiate the various types of buying.</p> <p style="padding-left: 40px;">The larger number of people involved in organizational purchasing contrasts sharply with typical household buying. Within families, purchasing roles are more flexible, often arising from implicit negotiation, expertise and habit. Although in both cases, someone may purchase a product for use by someone else, the sheer size and complexity of organizations and the number of people involved often lead to a more complex purchasing process. (Dwyer and Tanner 2002, p.19)</p>
How do I cite a work that I did not read but which is cited in a work that I did read?	<p>This is known as 'secondary referencing'.</p> <p>Sometimes you will want to cite a work that you have <u>not</u> read but which is cited in a work that you <u>have</u> read. In this case it is recommended that you do your utmost to locate and read the original work in full so that you can then cite it in the normal manner. However, sometimes you may not be able to do that, for example in the case of an old, out of print work. In such a case you must then use 'secondary referencing' instead. This ensures that you are making it clear that you did not read the original work.</p> <p>Format: (Name (of author you have <u>not</u> read the full work of) Year 'cited in' Name (of author you <u>have</u> read) Year, page nos.)</p> <p>Example:</p> <p>Plagiarism is described very succinctly by Carroll (2002 cited in Perry 2010, p.97) as “passing off someone else’s work, whether intentionally or unintentionally, as your own for your own benefit”.</p> <p>In this example, you read Perry's work in which he cited Carroll. You could not find Carroll's work in order to read it so you had to use secondary citing in order to use the ideas of Carroll without plagiarising Perry.</p> <p>NOTE: When you make use of secondary referencing like this, you only include a full citation in your reference list for the work that you actually read. In this case that would be Perry's work.</p>
How do I cite something I accessed via Moodle?	<p>Whatever material type you accessed via the institutional VLE, Moodle, should be cited as that material type.</p> <p>Moodle (or any other VLE) is simply the platform used to host the material.</p> <p>So, if you accessed a journal article via Moodle, then go to the instructions for citing journal articles.</p>
How do I organise my reference list?	<p>Your reference list should be organised alphabetically by author.</p> <p>If there is more than one work by the same author they should be listed chronologically.</p> <p>If there are multiple works by the same author in the same year use lower case letters (a, b, c, etc) after the year of publication and list them in the order that they were cited in the text.</p>

<p>What is ibid. and op. cit. and when do I need to use them?</p>	<p>It is not essential, but you may choose to use ibid. or op. cit. instead of using the same citation repeatedly.</p> <p>Ibid. is used instead of repeating the previous citation.</p> <p>Op. cit. is used after the author's name to refer to the same work by that author as cited previously in your text, but not immediately before.</p> <p>Op. cit. should only be used within a very short space as you cannot expect a reader to go searching back through many pages to find the original citation.</p>
<p>How do I cite interviews I've done myself?</p>	<p>Some items you refer to in your text are not traditionally published, e.g. where you have conducted interviews for your research (or personal communication, emails, surveys etc.). In these cases, because the content is not recoverable you would not cite it in the usual sense. You can, however, transcribe the content and include it as an appendix. You would then refer to the relevant appendix in the text, including page numbers where necessary.</p> <p>Example 1: Please see results of survey (Appendix 4).</p> <p>Example 2: John Smith states this clearly in his interview (Appendix 2, p.1)</p> <p>You do not require a full reference for appendices.</p>
<p>What if the book/journal I am citing has a title and a subtitle?</p>	<p>If the item you are referencing has both a main title and a subtitle you would include a colon after the main title and then include the subtitle.</p> <p>Example 1- Book title: O'Kane, B. 2004. <i>Starting a business in Ireland: a comprehensive guide and directory</i>. 5th ed. Cork: Oak Tree Press.</p> <p>Example 2 - Journal article title: Comino, E. and Henry, R. 2001. Changing approaches to asthma management in Australia: effects on asthma morbidity. <i>Drugs</i>, 61(9), pp.1289-1300.</p> <p>Example 3 - Journal title: Broussard, C.A., Joseph, A.L. and Thompson, M. 2012. Stressors and coping strategies used by single mothers living in poverty. <i>Affilia: Journal of Women and Social Work</i>, 27(2), pp.190-204.</p>
<p>Do I need to cite a picture I use for decorative purposes only?</p>	<p>If you are using an image for the purposes of decoration only, i.e. you are not referring to it's artistic or intellectual content whatsoever, then you should credit the source, but you do not need to cite and reference it in the traditional manner. Instead, put 'Source:' and give details of where you found the image, e.g. www.Flickr.com; www.who.int</p>

