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What is Referencing?

The most striking difference between student writing at second-level and at third-level is referencing. Academic writing at third-level requires referencing. Referencing is a standardized method of acknowledging the sources of information and ideas that you have used in your writing. Referencing is the acknowledgement of books, articles, websites, and any other material used in your writing. Well-referenced work allows the reader to locate the sources needed and ensures that plagiarism is avoided.

What is the Harvard Style of Referencing?

There are many different styles of referencing for different disciplines. Students at Shannon College of Hotel Management are required to use the Harvard Referencing Style, which is a widely used referencing system. There are two parts to the Harvard style: in-text citations and a reference or bibliography at the end of your assignment.

- In-text citations (ITC) – With the Harvard style, an ITC is used when you refer to a source within your text and it includes the author and the date of publication of the source of your information.
- Reference List – the detailed, alphabetised list of references which have been cited within the text.
- Bibliography – an alphabetised list of all references consulted in preparing the document, whether cited or not.

How to Cite

You must cite all of the sources you use in your work within the text of your paper (in-text citation). This brief citation refers the reader to the place in your reference list or bibliography where you will provide the extended details of the source. In the Harvard style the in-text citation will include:

- Author’s surname
- Year of publication
- Page number where relevant
- If you use a direct quotation you need to enter the page numbers of where you found the quote, e.g. (O’Hara 2011, p.97).

Example:

O’Hara (2011) identifies the advantages and disadvantages of the different forms of business organisations which exist in the Irish private sector.

or

The advantages and disadvantages of the different forms of business organisations which exist in the Irish private sector are identified (O’Hara 2011).

Reference:

**Rules for In-Text Citation (ITC)**

There are certain rules you must follow for in-text citations:

**Author(s) name:**

Use the surname only

e.g. (Casado, 2012)

For a source by two authors use both authors’ surnames linked by an ‘and’

e.g. (Goeldner and Ritchie, 2012)

Use the first author’s surname and ‘et al’ for three or more authors

e.g. (Saunders et al, 2009)
Year:
Use the full four digits for the year
e.g. (2005) not ('05)
Add a, b, c etc. to works from the same author published in the same year
e.g. (Dunne, 2005a)
e.g. (Dunne, 2005b)

Page Numbers:
For a Harvard style in-text citation you should include page numbers if you are quoting directly from a source. However, if you are paraphrasing or summarising it is not essential to include the page numbers.

Abbreviate page to p. for single page and pp. for a page range
e.g. (Casado 2012, p.178)
e.g. (Casado 2012, pp.178-180)
Include the full number for the page range
e.g. (pp. 365-370) not (pp.365-70)
Where there are no page numbers in the reference material, count the paragraphs and refer, if possible, to the paragraph number from the top of the relevant page and/or section heading.
e.g. (Connolly 2001, para. 4)

Other Rules:
To cite a source with no author, cite the title as the author
e.g. (The Illustrated Cook’s Book of Ingredients, 2010)
To cite a source quoted in another source, follow either of the following examples:

e.g. Williams 2002 (cited in Baum, 2006) or

e.g. (Williams, cited in Baum, 2006)

*This is called secondary referencing. Ideally, try to find the original text and cite that. If you can’t access the original text, then use secondary referencing. For the reference list, you enter the source that you actually read. In the example above that would be the Baum 2006 source.

To cite a website, cite the website’s name and the year

e.g. (ACCA, 2013)

To cite material from an organisation or institution, cite the organisation and year

e.g. (Food Safety Authority of Ireland, 2003)

To refer to two authors at once, separate them using a semi colon

e.g. (Casado 2012; Jones 2005)

**Reference List/Bibliography**

The ITCs are quick references to the reference list or bibliography at the end of your assignment.

Important points to remember for the Reference List or Bibliography:

- Start the reference list or bibliography on a new page.
- Ensure that **every** source that you referred to in the assignment is listed in the reference list or bibliography.
- Ensure that you follow the correct rules for referencing the different resources.
- Put the list of resources in alphabetical order by the authors’ surnames.
- If there are two or more works by the same author, published in the same year, the one cited first should include a lower case letter a after the date, the next by a lower case letter b and so on. In the reference list or bibliography, list the resources in alphabetical order according to the lower case a, b, c etc.
- For the place of publication you should give a city. Do NOT give a country for the place of publication.
• The date accessed should be written in the format: day month year, e.g. [Accessed: 10th April 2013].

How to Avoid Plagiarism

You must cite all of the sources you use within the text of your assignment. Failure to do this will result in plagiarism, which is a serious disciplinary offence. There are three ways to represent someone else’s ideas in your academic writing:

1. Quotations
Quotations are the exact words of an author, copied directly from a source, word for word. Quotations must be enclosed in quotation marks and cited.

Example:

“While many European countries are faced with the challenge of an ageing and increasingly dependent population in the coming decades, the opposite is true in the case of Ireland where a proportionally larger number of the population (38 percent) are aged under 25.” (Rogan 2011, p. 80)

2. Paraphrasing
Paraphrasing means restating the words of another, by putting his/her thoughts in your own words. The sentence structure should be yours, not the same as in the source. You should, however, use approximately the same number of words as in the original source. Remember to cite the author’s surname and the year of publication.

Example:

According to Rogan (2011), unlike a lot of other E.U. countries, Ireland will not have to cope with the burden of a large elderly population in the near future as a significant percentage (38%) of its population are under 25.

3. Summarising
Summarising involves accurately reflecting the main idea(s) of one or several writers in your own words. Do not use the wording of the original text and condense the ideas - summaries should be considerably shorter than the original. Again, it is necessary to attribute summarised ideas to their original sources. In academic writing, summarising is generally viewed as the preferred way of referring to another’s ideas. If done correctly, it shows you understand the source and are using it in an appropriate way.

Example:

Rogan (2011) states that, while many Western countries will soon have to confront increasingly elderly populations, Ireland has a more youthful population, with 38% of inhabitants under 25.
Using Quotation Marks

When using quotations, there are certain rules that must be followed.

**Quotation marks (“…”):** Use a set of quotation marks to enclose each direct quotation included in your writing.

**Direct quotations:** Use a capital letter in the first word if the direct quotation is a whole sentence.

Rogan points out that “The changing Irish population profile presents both opportunities and challenges for marketers.” (Rogan 2011, p.80)

**Direct quotations:** Do not use a capital letter in the first word of a direct quotation, if it is only part of a sentence.

Rogan notes that this situation “presents both opportunities and challenges for marketers.” (Rogan 2011, p.80)

**Omitted words in a quotation:** If you leave words out of a quotation, use an ellipsis mark […] to indicate the omitted words.

“Effective action to combat climate change depends on political action and…that means that effective global policies must be in place.” (Boddy 2011, p.128)

**Long quotations:** Block Quotation

A quotation of more than four typed lines on a page should be indented one inch from the left margin and one inch from the right margin. Put the block quotation in single-line spacing and **do not use quotation marks** for it.

The psychological aspect of colour can become particularly important in a commercial situation where it can be used in a manipulative way to create a certain environment. It may, for example, be used to prevent customers from staying too long in a fast-food restaurant or, conversely, specifically encourage customers to linger in a more formal restaurant. Colour can induce calm in potentially high-stress areas such as medical waiting rooms or can promote the retail process by guiding customers towards specific products in shop interiors. (Gibbs 2009, p.115)
Sample Reference and In-Text Citation Formats

The following examples follow the Harvard referencing style. The main entry can be used in a reference list or bibliography and the in-text citations (ITC) are shown underneath.

Books

Book with one author:

Author’s surname, initial(s). (Year of Publication) Title of book, ed. [if not first edition] Place of Publication: Publisher.

Example:


*There is no need to state in the reference that a book is a first edition. Any other edition must be stated as above. A reprint simply means that new copies of the book have been produced, not that it is a new edition. Reprint information, therefore, is not included in the reference.

ITC –

Author’s surname (year) or
(Author’s surname, year)

Example:

• Rogan (2011) suggests that…
• Another suggestion (Rogan, 2011) is that…

Book with two authors:

First author’s surname, initial(s) and second author’s surname, initial(s). (Year of Publication) Title of book, ed. [if not first edition] Place of Publication: Publisher.

Example:

**ITC –**

First author’s surname and Second author’s surname (year) or
(First author’s surname and Second author’s surname, year)

Example:

- According to Edwards and Rees (2011)…
- As has been discussed (Edwards and Rees, 2011)…

**Book with three or more authors:**

Authors’ surnames, initial(s). (Year of Publication) *Title of book*, ed. [if not first edition] Place of Publication: Publisher.

Example:


**ITC –**

First author’s surname et al (year) or
(First author’s surname et al, year)

Example:

- Kotler et al (2008) write that…
- It has been pointed out (Kotler et al, 2008)…
Note: For books with editors, use the same format as for authors but include (ed.) or (eds.) after the surname and initials. For the ITC, cite the author of the chapter you are referring to.

**Book with one editor:**

Editor’s surname(s), initial(s). (ed(s).) (Year of Publication) *Title of book*, ed. [if not first edition] Place of Publication: Publisher.

Example:


**ITC –**

Editor’s surname (year) or
( Editor’s surname, year)

Example:

- The challenge was discussed in Tayeb (2003)…
- There has been much debate around this topic (Tayeb, 2003)…

**Chapter in an edited Book:**

Author’s surname, initial(s). (Year of Publication) ‘Title of Chapter’, in Editor’s surname, initial(s). (ed.(s)) *Title of book*, ed. [if not first edition] Place of Publication: Publisher, pp. page numbers.

Example:


**ITC –**

Author’s surname(s) (year) or
(Author’s surname(s), year)
Example:

- Oswald (2009) maintains that…
- It has been argued (Oswald, 2009)…

**Book with no author:**

*Title of book* (Year of Publication) ed. [if not first edition] Place of publication: Publisher.

Example:


**ITC –**

*(Title of book, year)*

Example:

- *(The Oxford Dictionary of Quotations, 1941)*

**Book with a Corporate Author:**

Name of corporate author (Year of Publication) *Title of book*. Place of publication: Publisher.

Example:


**ITC –**

Name of Corporate author (year) or
*(Name of Corporate author, year)*

Example:

- Recommendations from the Department of the Environment and Local Government (2001) include…
• Recommendations from government (Department of the Environment and Local Government, 2001) include…

**Book on the Web – EBook:**

Author’s surname, initial(s). (Year of Publication) *Title of eBook*, [Online]. Place of publication: Publisher. Available from: E-Book supplier and URL [Accessed: day month year].

Example:


**ITC –**

Author’s surname (year) or (Author’s surname, year)

Example:

• Aitchison et al (2000) write that…
• It has been noted (Aitchison et al, 2000) that…

**Articles**

**Print Journal Article with one author:**

Author’s surname, initial(s). (Year of Publication) ‘Title of Article’, *Journal Title*, Volume(Issue Number), [or] date/month publication [if no volume and issue numbers are given], page number(s).
Example:


ITC –

Author’s surname (year) or
(Author’s surname, year)

Example:

- Canavan (2013) writes that…
- Another viewpoint (Canavan, 2013) is that…

Print Journal Article with two authors:

First author’s surname, initial(s) and Second author’s surname, initial(s). (Year of Publication) ‘Title of Article’, Journal Title, Volume(Issue Number), [or] date/month publication [if no volume and issue numbers are given], page number(s).

Example:


ITC –

First author’s surname and Second author’s surname (year) or
(First author’s surname and Second author’s surname, year)

Example:

- Brotherton and Mooney (1992) argue that….
- It has been argued (Brotherton and Mooney, 1992)…

Print Journal Article with three or more authors:

Authors’ surnames, initials. (Year of Publication) ‘Title of Article’, Journal Title, Volume(Issue Number), [or] date/month publication [if no volume and issue numbers are given], page number(s).
Example:


**ITC –**

First author’s surname et al (year) or (First author’s surname et al, year)

Example:

- Haanes et al (2013) discuss…
- The topic has been discussed (Haanes et al, 2013)…

**Journal Article – Electronic:**

Author’s surname, initial(s). (Year of Publication) ‘Title of Article’, *Journal title*, Volume(issue), [or] date/month publication [if no volume and issue numbers are given], page numbers. Available from: URL [Accessed: day month year].

Example:


**ITC –**

Author’s surname(s) (year) or (Author’s surname(s), year)

Example:

- Ondicho (2012) claims…
- It has been claimed (Ondicho, 2012)…
**Article from Print Newspaper:**

Author’s surname, initial(s). (Year of Publication) ‘Title of Article’. *Newspaper Title*, day month of publication, page number(s) p. or pp.

Example:


**ITC –**

Author’s surname(s) (year) or (Author’s surname(s), year)

Example:

- Keenan (2013) points out that…
- It has been pointed out (Keenan, 2013)…

**Article from Newspaper - online:**

Author’s surname, initial(s). (Year of Publication) ‘Title of article’. *Title of newspaper*, [Online], day month of publication. Available from: URL [Accessed: day month year].

Example:


**ITC –**

Author’s surname(s) (year) or (Author’s surname(s), year)

Example:

- Lennon (2005) states that…..
- It has been stated (Lennon, 2005)…
Electronic Communication

Page on a Website:
Author’s surname, initial(s). (Year of Publication) Title [Online]. Available from: URL [Accessed: day month year].

Example:


ITC –

Author’s surname(s) (year) or
(Author’s surname(s), year)

Example:

• Berkman (2013) states that…..
• It has been stated (Berkman 2013)…

Website:

Example:


ITC –

(Website name, year)

Example:

• It is noted on their website (Chartered Institute of Personnel and Development, 2013) that…..
Case Study

Author’s surname, initial(s). (Year of Publication) Title of case, case. Place of Publication: Publisher.

Example:


ITC –

Author’s surname(s) (year) or (Author’s surname(s), year)

Example:

- Narasimhan (2012) notes that…..
- It has been noted (Narasimhan, 2012)…

Conferences

Author’s surname, initial(s). (Year) ‘Title of the paper’, Title of the Conference. Place and date of conference. Place of Publication: Publisher, page numbers.

Example:


ITC –

Author’s surname(s) (year) or (Author’s surname(s), year)

Example:

- Kavanagh (2011) states that…..
- It has been stated (Kavanagh, 2011)…
**Images**

**Images, figures, illustrations, photos or table:**

Author’s surname, initial(s). (Year of Publication) ‘Title of image, figure, illustration or table’, *Title of book which contains the image*, ed. [if not 1st edition]. Place of Publication: Publisher, page, description of image [i.e. image, illus., fig., table, photo].

Example:


**ITC –**

Author’s surname(s) (year) or
(Author’s surname(s), year)

Example:

- Hollensen (2010) illustrates this with…..
- An illustration of this (Hollensen, 2010) highlights…

**Image on the Web:**

Website author (Year of Publication) *Title of image* [Online]. Available from: URL [Accessed: day month year].

Example:


**ITC –**

(Website author, year)
Example:

- An example of such a design (Zeospot, 2010) demonstrates…

**Media**

**Film:**

*Title of film* (Year of Distribution) Director [Format]. Place of distribution: Distribution company.

Example:


**ITC –**

Title of film (year) or
(Title of film, year)

Example:

- In The Godfather (1972)…..
- As depicted elsewhere (The Godfather, 1972)…

**Online video/You Tube:**

Originator’s name/username (whoever created/posted the video) (Year created/posted) *Title of video* [Online]. Available from: URL [Accessed: day month year].

Example:


**ITC –**

Originator’s name/username (year) or
(Originator’s name/username, year)
Example:

- MultiVuOnlineVideo (2012) is an example of…..
- Promotion for the Gathering (MultiVuOnlineVideo, 2012)…..

Report

Author’s surname, initial(s). (Year) Report Title, Report Number [if available]. Place of publication: Publisher or [Online]. Available from: URL [Accessed: day month year].

Example:


ITC –

Author’s surname(s) (year) or
(Author’s surname(s), year)

Example:

- Fáilte Ireland (2007) lay out…..
- The report (Fáilte Ireland, 2010) highlighted…..

Theses

Author’s surname, initial(s). (Year of Submission) Title of Thesis, unpublished thesis (M.A., PhD, etc.). Institution to which it was submitted.

Example:

ITC –

Author’s surname(s) (year) or
(Author’s surname(s), year)

Example:

- O’Shaughnessy (2012) focused on…..
- Much undergraduate research in the field (O’Shaughnessy, 2012)…

*If you require any additional information on referencing, please contact the Librarian.