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Guide to Harvard Referencing Style

Fourth Edition

2016

Contents

1 Referencing: An Introduction

Referencing acknowledges the books, articles, websites, and any other material used in the writing of a paper, essay or thesis.

1.1 Essential Elements of Referencing

- **Citing:** referring to sources you quote within your document. This brief citation refers the reader to the exact place in your reference list or bibliography where you will provide the extended details of the source.

- **Reference list:** the detailed list of sources that have been cited within the text. Every reference must have enough information for the reader to find the source again.

- **Bibliography:** a list of all references consulted in preparing the document, whether cited or not.

This is an example of in-text citing (citations are in bold for demonstration only):

The early 21st century has seen the development of a global epidemic of obesity, as emphasised by a growing body of articles, popular books, and most recently the movie Supersize Me **(Spurlock 2004)**. To prevent obesity, habits need to be changed and dietary education as part of the school curriculum is key **(MacDonald 1997, p.78)**. It is clear that to decrease obesity levels in populations, significant sociological changes will need to take place.

This is how the entries would look in your reference list:

Macdonald, G. (1997) 'Innovation diffusion and health education in schools', in Sidell, M., Jones, L., Katz, J. and Peberdy, A., eds., *Debates and dilemmas in promoting health*, London: Open University, 55-83.

Spurlock, M. (2004) *Supersize me: a film of epic proportions* [film], Beverly Hills: Roadside Attractions.

1.2 Plagiarism

Passing off another scholar's work as your own is plagiarism and is considered a major disciplinary offence. Read more about plagiarism in Chapter 6 and Appendix 3 of the UL Student Handbook http://www.ul.ie/studentacademicadmin/.

Turnitin.com is used at the University of Limerick to check for instances of plagiarism in students' work. Check with your department with any questions about the use of Turnitin.

1.3 Harvard (Name-Date) Referencing Style

Many departments in the University of Limerick recommend a style based on the Harvard (Name-Date) referencing style. This guide gives you a version of Harvard based on ISO 690:2010 and BS 5605:1990 approved by UL, hereafter called Harvard UL. However, you should check which style or variation your department recommends (see section 1.4). Whatever referencing style you choose to follow you must ensure:

- Consistent application of the rules of whatever variation you are following

- Acknowledgement of all sources

- Sufficient bibliographic detail to enable your reader to locate the item to which you are referring.

1.4 Referencing Styles by Discipline or Subject

In addition to the Harvard UL style, there are several other styles used in the University of Limerick as other styles are more appropriate to specific disciplines or subjects such as:

- History – The Irish Historical Society (IHS). See the *Rules for Contributors* on http://irishhistoricalstudies.ie.

- Law – **OSCOLA Ireland** based on the OSCOLA (Oxford Standard for Citation of Legal Authorities) standard. See http://www.legalcitation.ie for more information.

- Culture and communication – **MLA Style** (*Modern Language Association*)

- Psychology – **APA Style** (*American Psychological Association*)

There are thousands of other referencing styles including:

- ASME Citation Style *(American Society of Mechanical Engineers)*

- Chicago Manual of Style / Turabian Citation Style

- IEEE *(Institute of Electrical & Electronic Engineers)*

- Vancouver Citation Style

If submitting a paper to a publisher, you should check with them to see if there is a particular style that they would like you to use.

The Glucksman Library's Referencing & EndNote LibGuide provides more information on the different referencing styles and EndNote bibliographic management software at http://libguides.ul.ie/referencing-endnote. This guide is also available electronically in HTML and PDF at http://libguides.ul.ie/citeitright.

You can direct referencing queries or comments to the Information Desk, your Faculty Librarian or via **Ask Us – Tell Us** on the library website: www.ul.ie/library.

2 How to Cite

You must cite the sources you use in your work within the text of your paper. This brief citation refers the reader to the exact place in your reference list or bibliography where you will provide the extended details of the source.

2.1 Rules for In-Text Citing

Author(s) name: Use surname only.
Use both authors' surnames linked by 'and' for 2 authors. Use first author's surname and *et al.* for 3 or more authors. If citing multiple sources at same time, list in chronological order and alphabetically thereafter for sources sharing the same year. (See examples in section 2.2).

Year: Give full four digits for year.

Pages/Point: Abbreviate to p. for single page and pp. for page range. Give full numbers for page range.

You will see all of the following variations when page numbers are cited. All are valid.

- Quote from a single page: (Critser 2003, p.31)

- Quote from multiple pages: (Critser 2003, pp.31-32)

- Quote generally: (Critser 2003)

- Structure your sentence to include the in-text citation: Critser said in 2003 (p.31)

- No page numbers: Count your paragraphs and refer if possible to the paragraph number and/or section heading: (Critser 2003, para. 11) or (Critser 2003, Introduction, para. 2)

You should cite album tracks or times, video frames or times, or other specific points on a larger piece of work in the same way: (Ryan 2012, track 23). Time should be in the 24-hour clock in the format hh:mm:ss. Use the time to an appropriate granularity *i.e.* the seconds value may not be needed or available: (McCarthy 2011, 01:22).

In some disciplines page numbers are required, for example, only for long works and not for articles. The Harvard UL style recommends giving page numbers if you are quoting directly. However, if you are paraphrasing it is not essential to give page numbers.

2.2   Citing Authors In-Text

Author	Citing within text	Reference List
2.2.1		
One author	(Buckroyd 1996)	Buckroyd, J. (1996) *Eating your heart out: understanding and overcoming eating disorders*, 2nd ed., London: Vermilion.
2.2.2		
Two authors	(Beardsworth and Keil 1997)	Beardsworth, I. and Keil, T. (1997) *Sociology on the menu: an invitation to the study of food and society*, London: Routledge.
2.2.3		
Three or more authors	(Cohen *et al.* 2000)	Cohen, L., Manion, L. and Morrison, K. (2000) *Research methods in education*, London: Routledge.
2.2.4		
No author	(Black's Medical Dictionary 1992)	*Black's medical dictionary* (1992), 37th ed., London: A & C Black.
Cite the title as the author		
2.2.5		
Author with a title… Dr., Professor, Sir, Lord....	(Archer 1991)	Archer, J. (1991) *As the crow flies*, London: Hodder and Stoughton.
Do not include author titles in a reference		

Author	Citing within text	Reference List
2.2.6		
First of two works by an author in one year	(Hawking 1984a)	Hawking, S.W. (1984a) 'The cosmological constant is probably zero', *Physics Letters B*, 134(6), 403-404, available: http://dx.doi.org/10.1016/0370-2693(84)91370-4.
2.2.7		
Second of two works by an author in one year	(Hawking 1984b)	Hawking, S.W. (1984b) 'The quantum state of the universe', *Nuclear Physics B*, 239(1), 257-276, available: http://dx.doi.org/10.1016/0550-3213(84)90093-2.
2.2.8		
Contribution (article or chapter) in an edited book	(MacDonald 1997)	Macdonald, G. (1997) 'Innovation diffusion and health education in schools', in Sidell, M., Jones, L., Katz, J. and Peberdy, A., eds., *Debates and dilemmas in promoting health*, London: Open University, 55-83.

Cite the author of the article or chapter in the text and give full details on the article, the book and its editors in your reference list

Author	Citing within text	Reference List
2.2.9		
Source quoted in another source	Smith 1990 (cited in Buckroyd 1996) or (Smith, cited in Buckroyd 1996)	Buckroyd, J. (1996) *Eating your heart out: understanding and overcoming eating disorders*, 2nd ed., London: Vermilion.

You should always try to find the primary source however, if you read an article which refers to a different article, only cite the article you have read

Author	Citing within text	Reference List
2.2.10		
Organisational or institutional author	(Health Promotion Unit 1997)	Health Promotion Unit (1997) *A national survey of involvement in sport and physical activity*, Dublin: Health Promotion Unit.

Author	Citing within text	Reference List
2.2.11		
Subordinate or division of a parent body	(OECD, Manpower and Social Affairs Committee 1986)	OECD, Manpower and Social Affairs Committee (1986) *Measures to assist workers displaced by structural change*, Paris: OECD.
2.2.12		
Author is a government department	(Ireland, Department of Health and Children 2005)	Ireland, Department of Health and Children (2005) *Statement of strategy 2005-2007*, Dublin: Department of Health and Children, available: http://health.gov.ie/wp-content/uploads/2014/03/Department-of-Health-and-Children1.pdf [accessed 15 Jul 2016].

Give the parent body first where the author is an organisation which is a subordinate or division of a parent body

Author	Citing within text	Reference List
2.2.13		
Referring to two different sources at the same time	(Health Promotion Unit 1997; Critser 2003)	Critser, G. (2003) *Fat land*, London: Allan Lane. Health Promotion Unit (1997) *A national survey of involvement in sport and physical activity*, Dublin: Health Promotion Unit.

List sources in chronological order first and alphabetically thereafter for citations sharing the same year

2.3   When and How to Quote

You must quote or paraphrase correctly to avoid plagiarism.

▪ To **quote** is to directly use another's words and to acknowledge the source:

> The rise in obesity grew from a "boundary-free culture of American food consumption" (Critser 2003, p.31), …

- To **paraphrase** is to express the author's work in your own words and to acknowledge the source:

  > Increasing obesity levels in the United States grew from a food consumption culture that was boundary-free (Critser 2003), …

- To **summarise** is to describe broadly the findings of a study without directly quoting from it:

  > In a popular study, Critser (2003) argues that our culture is now without boundaries…

- To **plagiarise** is to present another's work as your own and not acknowledge the source:

  > In the United States the rise in obesity grew from a boundary-free culture of American food consumption.

- **Common knowledge** refers to a statement so well known that there is no need to reference it:

  > As Albert Einstein said, "Science is 1% inspiration and 99% perspiration"…

Rule for short quotations:

Put short quotations (around twenty words or less) in inverted commas within the text:

> Society has developed a "boundary-free culture" (Critser 2003, p.31), which has affected our food consumption.

Rule for long quotations:

Long quotations should be indented in a separate paragraph, in a smaller font. Cite the author and date in the same font and in brackets at the right margin of the page, under the quotation:

> Nowhere did this new boundary-free culture of American food consumption thrive better than in the traditional American family, which by the '80s was undergoing rapid change.
>
> (Critser 2003, p.31)

This is how the entry for Critser would look in your reference list:

> Critser, G. (2003) *Fat land*, London: Allan Lane.

3 Reference List & Bibliography

The terms 'reference list' and 'bibliography' are sometimes used interchangeably. Be aware that there are differences between the two.

The reference list is a detailed list of all references cited within the text of a paper.

A bibliography is also a detailed list of references and background reading, but these references may or may not have been cited within the text.

Every reference must have enough information for the reader to find the source again. The most common mistake in the reference list is leaving out an essential element, e.g. the year or the publisher. The second most common mistake in the reference list is inconsistency in punctuation and capitalisation.

3.1 Rules for Referencing

- References should be in alphabetical order by author surname

- References must not be numbered

- The layout, punctuation and capitalisation of all references must be consistent:

  - Capitalise book, article and chapter titles in sentence style

  - Capitalise all personal names and places

  - Capitalise journal titles

  - Put the main source title in italics

- For non-traditional material, references should include details of format and/or medium after the main source title: [DVD], [speech], [microfiche]...

Use hanging indents to visually differentiate between references. In a hanging indent all but the first line of each reference is indented from the left margin.

Beardsworth, I. and Keil, T. (1997) *Sociology on the menu: an invitation to the study of food and society*, London: Routledge.

3.2   Referencing Electronic Sources

- References should include a stable web address preferably a persistent identifier such as a DOI (Digital Object Identifier) or a handle (e.g. the URL from an item in an institutional repository: http://hdl.handle.net/10344/3392).

- References should have an "accessed" date in the format 02 Jan 2016 unless the reference includes a persistent identifier such as a DOI or handle. For example, an "accessed" date should be omitted for references to journal articles if the DOI is included.

- References that are likely to be altered or destroyed should include a time in the format hh:mm:ss.

- Note that unlike the previous three editions of Cite It Right, there is no need to include "[online]" for references that include a web address.

As stated above, Harvard UL recommends the use of permanent, stable identifiers such as DOIs. This is because URLs can change or "break" but a DOI will always redirect to the original source. Not all electronic material has a DOI so you should use the URL that best leads back to your source and not to a results page or other dynamic webpage. To check a link, open the URL in a new browser window and see if it directs to the correct page.

DOIs are usually given as alphanumerical strings such as 10.1109/ICGSE.2006.261229. To find the corresponding source you can either prefix the string with http://dx.doi.org/ or put the string into an Internet search engine. When using a DOI in a reference you can use:

available: http://dx.doi.org/10.1109/ICGSE.2006.261229
or

available: doi: 10.1109/ICGSE.2006.261229

4   A-Z of Sample References

The following examples follow the agreed Harvard UL style. These examples are intended as a guide and should be adapted for your own reference list or bibliography. If the item type that you want to reference does not appear in this chapter, you should use the rules from chapter 3, and examples of similar items, to create a reference in a manner consistent with Harvard UL.

4.1   Articles

4.1.1   Journal Article

> **Author(s) name, initial(s). (year of publication) 'Title of article',** *Title of Journal***, Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], page number(s)[or ID number if e-only journal], available: doi/web address [if e-journal] [accessed date** *if e-journal but no DOI***].**

Lynch, D., Henihan, A.M., Kwapinski, W., Zhang, L. and Leahy, J.J. (2013) 'Ash agglomeration and deposition during combustion of poultry litter in a bubbling fluidized-bed combustor', *Energy & Fuels*, 27(8), 4684-4694, available: http://dx.doi.org/10.1021/ef400744u.

… (Lynch *et al.* 2013) …

McCaffrey, C. (2013) 'LibQUAL in Ireland: performance assessment and service improvement in Irish university libraries', *The Journal of Academic Librarianship*, 39(4), 347-350, available: doi: 10.1016/j.acalib.2012.11.036.

… (McCaffrey 2013) …

Hudson, J., Tierney, T.D. and Casey, C. (2002) 'Breeding waders on cutaway bog in County Offaly, 2002', *Irish Birds*, 7, 61-64.

… (Hudson *et al.* 2002) …

Hu, G., Feeley, K.J. and Yu, M. (2016) 'Habitat fragmentation drives plant community assembly processes across life stages', *PloS One*, 11(7), e0159572, available: http://dx.doi.org/10.1371/journal.pone.0159572.

… (Hu *et al.* 2016) …

Lassi, M. and Sonnenwald, D. (2010) 'Identifying factors that may impact the adoption and use of a social science collaboratory: a synthesis of previous research', *Information Research*, 15(3), colis710, available: http://InformationR.net/ir/15-3/colis7/colis710.html [accessed 05 Aug 2016].

… (Lassi and Sonnenwald 2010) …

References to journal articles must include the web address unless the article is from a print only journal. It is recommended that a DOI (Digital Object Identifier) is used if available, as it is a permanent identifier provided by publishers to allow direct, long term access to the article. Where there is no DOI, the stable URL should be used.

4.1.2 Magazine – Print

Author(s) name, initial(s). (year of publication) 'Title of article', ***Title of Magazine***, **Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], page number(s).**

Doody, O. and Danaher, T. (2012) 'Developing support for intellectual disability practice – Nursing Network in Intellectual Disabilities Ireland (NNIDI)', *Frontline Magazine*, 88, 36-37.

… (Doody and Danaher 2012) …

4.1.3 Magazine – Electronic

Author(s) name, initial(s). (year of publication) 'Title of article', *Title of Magazine*, **available: web address [accessed date].**

Koeppel, D. (2007) China's iClone, *Popular Science*, available: http://www.popsci.com/iclone [accessed 04 Apr 2016].

... (Koeppel 2007) ...

4.1.4 Newspaper – Print

Author(s) name, initial(s). (year of publication) 'Title of article', *Title of Newspaper*, **Supplement title [if relevant], date, page number(s).**

Sheridan, A. (2013) 'UL opens its huge picture archive', *Limerick Leader*, 27 Jul, 11.

... (Sheridan 2013) ...

4.1.5 Newspaper – Electronic

Author(s) name, initial(s). (year of publication) 'Title of article', *Title of Newspaper*, **date, available: library database or web address [accessed date].**

Kinsella, S. (2013) 'Why the head must rule the heart on state policy', *Irish Independent*, 22 Oct, available http://www.independent.ie/opinion/columnists/stephen-kinsella/why-the-head-must-rule-the-heart-on-state-policy-29678738.html [accessed 31 Mar 2016].

... (Kinsella 2013) ...

4.2 Books

4.2.1 Sacred Books

References to Sacred Books of religious traditions are not usually included in the bibliography. References to these Books should include book (abbreviated), chapter and verse – never a page number. Traditionally a colon is used between chapter and verse.

Examples from the Bible:

… (Heb. 13:8) …

… (2 Kings 11:12) …

Example from The Torah:

… (Leviticus 19:18) …

Example from The Qur'an (or Koran):

… (Qur'an 2:214) …

4.2.2 Book with One Author

Author name, initial(s). (year of publication) *Title of book or report: subtitle* [if any], ed. [if not 1st edition], Place of Publication: Publisher.

Devereux, E.A. (2013) *Understanding the media*, 3rd ed. Los Angeles: SAGE.

... (Devereux 2013) ...

Do not state in the reference that a book is a first edition. Any other edition (2nd, 3rd, 4th, etc.) must be specified as above. Edition information is usually given on the reverse of the title page of a book.

A reprint implies that the book has not been edited but simply that new copies have been produced. Do not include reprint

information in a book reference. The year of publication is the year of the edition, not the year of the reprint.

4.2.3 Book with More than One Author

Authors name, initials. (year of publication) ***Title of book: subtitle*** **[if any], ed. [if not 1st edition], Place of Publication: Publisher.**

Wallace, J., McMahon, G., Gunnigle, P. and O'Sullivan, M. (2013) *Industrial relations in Ireland*, 4th ed., Dublin: Gill & Macmillan.

… (Wallace *et al.* 2013) …

Where there are three or more authors, use *et al.* in the citation, but list all authors in the reading list/bibliography. Check with your department for departmental preferences re listing authors in both in-text citations and reading lists/bibliographies. The convention is to italicise *et al.*

4.2.4 Book – Chapter or Contribution

Author(s) name, initial(s). (year of publication) 'Title of chapter / contribution' in Editor(s) or Compiler(s) name, initial(s). of book containing the contribution, ed(s). [or comp(s).], ***Title of book: subtitle*** **[if any], ed. [if not first], Place of Publication: Publisher, page number(s).**

O'Connor, P. (2010) 'Gender and organisational culture at senior management level: limits and possibilities for change' in Harford, J. and Rush. C., eds., *Have women made a difference? Women in Irish universities 1850-2010*, Oxford: Peter Lang, 139-162.

... (O'Connor 2010) ...

Cite the author(s) of the chapter in the text of your paper, not the editor(s) of the book.

4.2.5 Book – Compiled

Compiler(s) name, initial(s) comp(s). (year of publication) *Title of book: subtitle* **[if any], ed. [if not 1st edition], Place of Publication: Publisher.**

O'Dwyer, M. comp. (2003) *Entrepreneurship*, Harlow: Pearson Custom Publishing.

… (O'Dwyer 2003) …

Some publications are edited or compiled rather than written by the person whose name appears on the title page. The function of the editor(s) or compiler(s) should be indicated after his/her name, e.g. ed., comp., in the reference list/bibliography. In the text, refer to the author(s) of the chapter or book section.

4.2.6 Book – Edited

Editor(s) name, initial(s). ed(s). (year of publication) *Title of book: subtitle* **[if any], ed. [if not 1st edition], Place of Publication: Publisher.**

Chambers, A., Conacher, J.E. and Littlemore, J.M. eds. (2004) *ICT & language learning: integrating pedagogy and practice*, Birmingham: University of Birmingham Press.

… (Chambers *et al.* 2004) …

Some publications are edited or compiled rather than written by the person whose name appears on the title page. The function of the editor(s) or compiler(s) should be indicated after his/her name, e.g. ed., comp., in the reference list/bibliography. In the text, refer to the author(s) of the chapter or book section.

4.2.7   E-book: PDF Version of a Printed Book

Where an e-book looks like a printed book, you can reference it as a normal book (see above).

Some e-books do not have pagination, are only available online or only on e-book readers and these are referenced to reflect these differences.

4.2.8   E-book: Available Online Only

Author(s) name, initial(s). (year of publication) *Title of book: subtitle* **[if any], ed. [if not 1st edition], Name of e-book supplier/publisher, available: web address [accessed date** *if no DOI or handle***].**

Gentry, T.G. (2014) *The nests and eggs of birds of the United States*, Free-Ebooks.net, available: http://www.free-ebooks.net/ebook/The-Nests-and-Eggs-of-Birds-of-the-United-States [accessed 05 Aug 2016].

... (Gentry 2014) …

de Grosbois, T. (2015) *Mass influence: the habits of the highly influential*, Wildfire Workshops, available: http://www.massinfluencethebook.com/ [accessed 05 Aug 2016].

… (de Grosbois 2015) …

4.2.9 E-book: Chapter or Contribution (Online Only)

Author(s) name, initial(s). (year of publication) 'Title of chapter / contribution' in Editor(s) or Compiler(s) name, initial(s). of book containing the contribution, ed(s). [or comp(s).], *Title of book: subtitle* **[if any], ed. [if not 1st edition], Name of e-book supplier/publisher, page number(s) [or other location information if available] available: web address [accessed date** *if no DOI or handle***].**

Anderson, E. (2014) 'Dewey's moral philosophy' in Zalta, E.N., ed., *The Stanford encyclopedia of philosophy*, Stanford University, available: http://plato.stanford.edu/archives/spr2014/entries/dewey-moral/ [accessed 05 Aug 2016].

… (Anderson 2014) ...

4.2.10 E-book: Accessed via an E-reader

If you accessed an e-book via an e-book 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.

Author(s) name, initial(s). (year of publication) *Title of book: subtitle* **[if any] [e-book reader name], ed. [if not 1st edition], Place of Publication: Publisher.**

McCourt, F. (2005) *Teacher man: a memoir* [Kindle], London: Scribner.

… (McCourt 2005, ch.1, para.3) …

4.2.11 Audiobook

Author(s) name, initial(s). (year of publication of audiobook) *Title of audiobook* **[audiobook], Narrator(s) name, initial(s). [if necessary], Name of Audiobook supplier, available: web address [accessed date].**

Joyce, J. (2005) *Dubliners* [audiobook], McCourt, M., Simply Audiobooks, available: http://www.simplyaudiobooks.com/audio-books/Dubliners/10277/ [accessed 05 Aug 2016].

… (Joyce 2005) …

Cite the author of the book within the text of your paper, not the narrator.

4.2.12 Book Review

Reviewer(s) name, initial(s). (year of publication of review) *Title of book being reviewed* **by Author(s) name, initial(s). of book, reviewed in** *Title of Publication* **containing the review, volume(issue), page(s) [where available], available: web address [if online] [accessed date** *if no DOI or handle***].**

Bracken, F. (2014) Web metrics for library and information professionals by Stuart, D., reviewed in *An Leabharlann: The Irish Library*, 23(2), 34, available: https://libraryassociation.ie/system/files/private%3A//leabharlann/An%20Leabharlann_23_2n_0.pdf [accessed 05 Aug 2016].

… (Bracken 2014) …

Cite the author of the review within the text of your paper, not the author of the original book.

4.2.13 Book with No Title – Working Title

Author(s) name, initial(s). (year of publication, forthcoming) *Title of book or report* **(Working title), ed. [if not 1st edition], Place of Publication: Publisher.**

Radin, P. (2016, forthcoming) *Primitive man as philosopher* (Working Title), New York: New York Review of Books.

… (Radin 2016, forthcoming) …

A book may be referred to by its working title before it is published.

4.2.14 Book with No Author e.g. Reference Works

Title of work **(year of publication) ed. [if not first edition], Place of Publication: Publisher.**

Guinness World Records 2016 Blockbusters (2015), London: Guinness World Records.

… (Guinness World Records 2016 Blockbusters 2015)

4.3   Correspondence

4.3.1   Email or Memo

As a personal email or electronic memo is not a public source of information it is not considered recoverable data, therefore you should not list it in your bibliography. However, you can refer to its contents in the body of your text by citing the details.

… in an email to the author (Aug 2014) Gorman clarified the point …

4.3.2 Personal Interview

As a personal interview is not a public source, it is not considered to be recoverable data, therefore you should not list it in your bibliography. However, you can refer to the interview in the body of your text by citing the details.

... In an interview (Apr 2005) the findings of the report were discussed and Breen agreed …

If the interview is transcribed in an Appendix, refer the reader to that appendix.

4.3.3 Letter – including Historical Archives

Author(s) name, initial(s). (year) 'Subject matter', letter to Recipient's Name, date, held in Collection, Institution, City, Accession/Collection/Item Number [if available].

Lloyd George, D. (1920) 'Invitation to attend Parliament on 10 Feb 1920', letter to Eamon DeValera, 2 Feb, held in Norton Collection, Glucksman Library, University of Limerick, Limerick.

... (Lloyd George 1920) …

4.3.4 SMS Text Message

A personal SMS text message is not a public source of information and is not considered recoverable data, therefore you should not list it in your bibliography. However, you can refer to its contents in the body of your text by citing the details.

… in an SMS (Jul 2009) O'Connor stated …

4.3.5 Instant Messaging (IM)

Correspondence via instant messaging is not a public source of information and is not considered recoverable data, therefore you should not list it in your bibliography. However, you can refer to its contents in the body of your text by citing the details.

… Frawley discussed the key challenges of the project via instant messaging (Mar 2015) …

If the correspondence is transcribed in an appendix, refer the reader to that appendix.

4.4 Course Material

Check with the individual lecturer whether or not you are permitted to cite these as sources. It is more academically sound to return to the sources referenced by your lecturer rather than to the lecture itself.

4.4.1 Course Material – Print

Such as study guides and books of readings

Author(s) or Tutor(s) name, initial(s). (year) 'Title of item', *Module Code: Module Title*, Institution, unpublished.

Ní Bheacháin, C. (2001) 'Guide to referencing', *CM5203: Communications*, University of Limerick, unpublished.

... (Ní Bheacháin 2001) ...

4.4.2 Course Material – Electronic

Learning Management System or Virtual Learning Environment such as Sulis, Moodle, WebCT, Blackboard …

Author(s) or Tutor(s) name, initial(s). (year) 'Title of item', *Module Code: Module Title*, available: web address [accessed date].

Jones, T. (2005) 'Week 7: dissertation preparation materials', *AH4113: Concepts, Sources and Methods in Archaeology*, available: https://sulis.ul.ie/osp-portal [accessed 16 Nov 2006].

… (Jones 2005) …

4.4.3 Lecture Notes

Author(s) or Tutor(s) name, initial(s). (year) 'Title of lecture', *Module Code: Module Title*, date, Institution, unpublished.

Gordon, S. (2007) 'Data analysis in practice', *MA4222: Data Analysis*, 7 Feb, University of Limerick, unpublished.

... (Gordon 2007) ...

4.4.4 Public Folder

Author(s) or Tutor(s) name, initial(s). (year) 'Title of item', *Module Code: Module Title* [online], available: location of folder [accessed date].

Bucholz, M. (2006) 'Stan Allen field conditions', *AR4031: History and Theory 1* [online], available: University of Limerick public folders [accessed 03 Aug 2007].

… (Bucholz 2006) …

4.5   Data

4.5.1   Published Dataset – Print

Creator(s) name, initial(s). (year of publication) 'Title of dataset' in Editor(s) or Compiler(s) name, initial(s). of book containing table ed(s). [or comp(s).], *Title of book***, ed. [if not first], Place of publication: Publisher, Version/Number [if available], page number(s).**

Denzel, M.A. (2010) 'Hamburg exchange rates on London, Amsterdam, Paris and Copenhagen' in Denzel, M.A., *Handbook of World Exchange Rates, 1590-1914*, Farnham: Ashgate, 4.1.1, 207-212.

… (Denzel 2010) …

4.5.2   Published Dataset – Electronic

Creator(s) name, initial(s). (year of publication) *Title of dataset* **[format], Version/Number [if available], Publisher/Institution, available: doi [or web address if no doi] [accessed date** *if no DOI or handle***].**

Irino, T. and Tada, R. (2009) *Chemical and mineral compositions of sediments from ODP Site 127-797* [dataset], V.2.1, Geological Institute, University of Tokyo, available: http://dx.doi.org/10.1594/PANGAEA.726855.

… (Irino and Tada 2009) …

Central Statistics Office (2015) *Girls names registered in Ireland by name, year and statistic* [dataset], VSA11, Central Statistics Office, Ireland, available: http://www.cso.ie/px/pxeirestat/Statire/SelectVarVal/Define.asp?maintable=VSA11&PLanguage=0 [accessed 05 Aug 2016].

… (Central Statistics Office 2015) …

4.5.3 Unpublished Data

Creator(s) name, initial(s). (year of creation) [Description of study topic], unpublished.

Doyle, M. (2013) [Survey of colleague responses to introduction of flexitime], unpublished.

… (Doyle 2013) …

4.6 Electronic Communication

4.6.1 Blog (Weblog)

Author(s) name, initial(s). (year of posting) 'Title of blog post', *Blog Title*, date of posted entry, available: web address [accessed date].

Bishop, D. (2012) 'How to bury your academic writing', *BishopBlog*, 26 Aug, available: http://deevybee.blogspot.co.uk/2012/08/how-to-bury-your-academic-writing.html [accessed 14 Jul 2016].

... (Bishop 2012) ...

4.6.2 Social Media & Networking Sites (including Facebook)

Author(s) name, initial(s). (year of posting) *Title of page*, date and time of posted message, available: web address [accessed date].

National Library of Ireland (2016) *National Library of Ireland*, 13 Jul 13:11, available: https://www.facebook.com/NationalLibraryofIreland/posts/10157212208105038:0 [accessed 14 Jul 2016].

... (National Library of Ireland 2016) ...

Ferguson, K. (2013) *Google apps for education*, 24 Jun 09:36, available: https://plus.google.com/+KarenFerguson/posts/ht98XJpvF4s [accessed 14 Jul 2016].

... (Ferguson 2013) ...

4.6.3 Twitter

Author(s) name, initial(s). (@username) (year of posting) *Text of tweet in its entirety* **[Twitter], date and time of tweet, available: web address [accessed date].**

Secker, J. (@jsecker) (2013) *Communication is vital to being cited. Can't just assume if you write an article then people will read it. Be proactive! #LSENetED* [Twitter], 29 May 15:31, available: https://twitter.com/jsecker/status/339750857430163456 [accessed 10 Mar 2016].

... (Secker 2013) ...

4.6.4 Discussion Board / Forum

Author(s) name, initial(s). (year of posting) 'Title of message', *Title of Discussion Board or Forum***, date of posted message, available: web address [accessed date].**

Posties, D. (2016) 'Bankruptcy and the lower-middle class, c.1750-1903', *H-Albion: The H-Net Discussion Network for British and Irish History*, 17 Jan, available: https://networks.h-net.org/node/16749/discussions/106821/bankruptcy-and-lower-middle-class-c1750-1903 [accessed 14 Jul 2016].

… (Posties 2016) …

4.6.5 Mailing List

Author(s) name, initial(s). (year of posting) 'Title of message', *Title of Mailing List***, date of message, available: email address [accessed date].**

Gadd, E. (2016) 'What does a citation actually mean?', *Lis-Bibliometrics*, 03 Jul, available: lis-bibliometrics@jiscmail.ac.uk [accessed 14 Jul 2016].

... (Gadd 2016) ...

4.6.6 Web Document with an Author

Author(s) name, initial(s). (year of publication) *Title of document***, Title of publication or webpage, available: web address [accessed date].**

O'Connell, C. (2013) *Ecologist works biodiversity data hub to protect Ireland's flora and fauna*, SiliconRepublic, available: https://www.siliconrepublic.com/discovery/2013/06/21/ecologist-works-biodiversity-data-hub-to-protect-irelands-flora-and-fauna [accessed 25 Mar 2016].

… (O'Connell 2013) …

4.6.7 Web Document with No Author and No Date

Title of document **(n.d.) Author of website, available: web address [accessed date].**

Ireland's plants (n.d.) Ireland.com, available: http://www.ireland.com/about-ireland/discover-ireland/irelands-plants [accessed 05 Apr 2016].

… (Ireland's plants n.d.) …

The 'author' of a website refers to the organisational author, not to the individual who may have designed or created the site. Use the site's logo and banner to identify the

organisational author.

4.6.8   Webpage of an Organisation or Company

Author(s) of website (year of publication) *Title of webpage***, available: web address [accessed date].**

Ireland, Department of Public Expenditure and Reform (2013) *Re-use of public sector information*, available: http://per.gov.ie/re-use-of-public-sector-information/ [accessed 16 Mar 2016].

… (Ireland, Department of Public Expenditure and Reform 2013) …

Kingspan (2016) *Kingspan KoolDuct streamlines space*, available: http://www.kingspan.com/media/news-and-features/nf2016/23a-06-2016.aspx [accessed 14 Jul 2016].

… (Kingspan 2016) …

The 'author' of a webpage refers to the organisational author, not to the individual who may have designed or created the site. Use the site's logo and banner to identify the organisational author.

4.6.9   Wiki

Name of wiki (year of publication) *Title of page***, available: web address [accessed date and time].**

Wikipedia (2016) *Global warming*, available: https://en.wikipedia.org/wiki/Global_warming [accessed 05 Apr 2016, 14:22].

... (Wikipedia 2016) ...

4.7 Images

4.7.1 Image – Published in Print

Including figures, illustrations, photos, graphs, diagrams, tables etc. In this case reference the source of the image, for example a table in a book. Adapt the example according to the type of source. Give the image description at the end of the reference, *i.e.* image, illus., fig., table, graph, photograph, painting, map.

Creator(s) name, initial(s). (year of publication) *Title of the Book which contains the image* [type of image], Place of Publication: Publisher, page.

Note, M. (2011) *Managing image collections: a practical guide* [table], Oxford: Chandos, 48.

... (Note 2011) ...

4.7.2 Image – Electronic

Creator or Owner of website (year of publication) *Title of Image* [type of image], available: web address [accessed date].

Coca-Cola (2015) *Coca-Cola bottles* [image], available: http://www.coca-cola.ie/stories/history/heritage/contour-bottle-history [accessed 08 Jul 2016].

... (Coca-Cola 2015) ...

4.7.3 Map – Print

Author(s) or Compiler(s) or Producer(s) name, initial(s). of map (year of publication) *Title of map* **[map], sheet number, scale, Place of Publication: Publisher (Series).**

Ordnance Survey (2001) *Clare, Limerick, Tipperary* [map], sheet 65, 1:50,000, Dublin: Ordnance Survey (Discovery Series).

... (Ordnance Survey 2001) ...

4.7.4 Map – Electronic

Author(s) or Compiler(s) or Producer(s) name, initial(s). of map (year of publication) *Title of map* **[map], scale, available: web address [accessed date].**

Ordnance Survey (2016) *Limerick* [map], 1:25,000, available: http://maps.osi.ie/publicviewer/#V2,558481,656919,8,10 [accessed 05 Apr 2016].

... (Ordnance Survey 2016) ...

If referencing Google Maps, use the "Share / Link" icon to get the correct URL.

Google Maps (2016) *University of Limerick* [map], available: https://www.google.ie/maps/place/University+of+Limerick/@52.6686667,-8.5766729,17z/data=!3m1!4b1!4m2!3m1!1s0x485b5e98212e5873:0xca7febf3aac3fc2d?hl=en [accessed 05 Apr 2016].

… (Google Maps 2016) …

4.7.5 Artwork – Physical

Artist(s) or Creator(s) name, initial(s). (year of creation)
***Title of the work*, medium, dimensions, collection, city:**
institution/gallery name, accession number used by the
gallery to catalogue the work.

Cezanne, P. (c.1874) *Auvers: village panorama*, oil on canvas,
65cm x 81cm, Mr and Mrs Lewis L. Coburn Collection,
Chicago: Art Institute of Chicago, 1933.422.

... (Cezanne c.1874) ...

When referring to an image of an artwork in a book or other
source, reference the source containing the image in your
reference list or bibliography. Refer to the original artwork in
italics in your text, followed by the citation to the source of the
image with a page number if possible.

… *Auvers: Village Panorama* (Smith 2007, p.18) …

4.7.6 Artwork – Electronic

Artist(s) or Creator(s) name, initial(s). (year of creation)
***Title of the work* [type of image], available: web address**
[accessed date].

Titian (1520-3) *Bacchus and Ariadne* [painting], available:
https://www.nationalgallery.org.uk/paintings/titian-
bacchus-and-ariadne [accessed 14 Jul 2016].

… (Titian 1520-3) …

4.8   Law and Official Publications

Referencing legal materials is complex. There are several specific citation styles. The Law Department recommends the OSCOLA citation system for students of Law in UL. You can find the OSCOLA guidelines at www.legalcitation.ie.

Below are guidelines for non-law students wishing to refer to legal and official publications using Harvard UL.

4.8.1   Act

Title of Act including year, No., s. [if a section has been referred to], City: Publisher, available: web address [accessed date] [if available online].

Copyright and Related Rights Act 2000, No.28/2000, s.191, Dublin: Stationery Office, available: http://www.irishstatutebook.ie/eli/2000/act/28/enacted/en /html [accessed 05 Aug 2016].

... (Copyright and Related Rights Act 2000) ...

The year is included in italics, as part of the main title.

4.8.2   Judgement

Name of case (year of publication) Volume Number [if available], Law report abbreviation, beginning page number.

O'Donnell -v- Dun Laoghaire Corporation (1991) i.l.r.m. 301.

… (O'Donnell-v-Dun Laoghaire Corporation 1991) …

Check the Cardiff Index to Legal Abbreviations at www.legalabbrevs.cardiff.ac.uk for more information on abbreviations.

4.8.3 EU Directive

***Institutional origin (e.g. Council Directive (EC)) Year / Legislation number / Institution "of" followed by the date it was passed "on" followed by the title, all in italics*, available: web address [accessed date] [if available online].**

Council Directive (EC) 2001/29/EC of 22 May 2001 on the harmonisation of certain aspects of copyright and related rights in the information society, available: http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32001L0029 [accessed 05 Aug 2016].

... (Council Directive 2001/29/EC) ...

The entire reference is in italics (except the web address) and the title of the directive is not capitalised. This is not consistent with standard Harvard guidelines, but is nonetheless correct.

4.8.4 Statutory Instrument

***Title of Statutory Instrument including year*, S.I. No. of Year, Place of Publication: Publisher, available: web address [accessed date] [if available online].**

Land Registration (Fees) (Amendment) Order 2013, S.I. No. 21 of 2013, Dublin: Stationery Office, available: http://www.irishstatutebook.ie/eli/2013/si/21/ [accessed 05 Aug 2016].

… (Land Registration (Fees) (Amendment) Order 2013) …

4.8.5 Official Guidance Note

Organisation (year of publication) *Title of guidance note*, **Number and version, Place of Publication: Publisher, available: web address [accessed date] [if available online].**

Ireland, Department of Finance (2009) *Short listing of works contractors using suitability assessment and random selection*, GN 2.3.1.1. v 1.0., Dublin: Department of Finance, available: http://constructionprocurement.gov.ie/wp-content/uploads/GN_2.3.1.1.pdf [accessed 05 Aug 2016].

… (Ireland, Department of Finance 2009) …

4.9 Media

4.9.1 Press Release

Author of press release (year of publication) *Title* **[press release], date, available: web address [accessed date].**

University of Limerick (2011) *Dalai Lama visits UL* [press release], 14 Apr, available: http://www.conference.ul.ie/cat_news.jsp?i=104&gc=13&p=102&n=221 [accessed 15 Jul 2016].

... (University of Limerick 2011) ...

4.9.2 Radio / Television – Interview or Contribution

Contributor name, initial(s). (year) *Interview on Title of Programme* **[format], Name of Channel, Date of transmission, time of transmission.**

Ahern, B. (1999) *Interview on Morning Ireland* [radio], RTE Radio 1, 15 Feb, 08:30.

... (Ahern 1999) ...

4.9.3 Radio / Television – Programme

***Programme Title* (year) Name of Channel, Date of
transmission, time of transmission.**

Primetime (2005) RTE 1, 31 Mar, 21:30.

... (Primetime 2005) ...

For television programmes accessed on disk, storage device
or via streaming service, see 4.9.7.

4.9.4 Radio / Television – Advertisement

**Company (year) *Description of advert* [Television/radio
advertisement], (duration), channel/station,
screened/aired dates.**

Coca Cola (2006) *Santa handing bottles of Coca Cola to a girl
every year at Christmas from childhood to adulthood*
[Television advertisement] (00:00:30), ITV3, screened
01 Dec 2006 - 25 Dec 2006.

... (Coca Cola 2006) ...

4.9.5 Speech Delivered Live

If you were there to hear the speech you do not have to
provide access details however if you listened to the speech
online you need to provide the web address and date
accessed (see 4.9.6).

**Speaker(s) name, initial(s). (year of speech) *Title* [or
description where no title is available] of speech [speech],
date, place.**

King, M.L., Jnr. (1963) *I have a dream* [speech] 28 Aug,
Washington D.C.

… (King 1963) ...

4.9.6 Speech Accessed after the Event

Speaker(s) name, initial(s). (year of speech) Title [or description where no title is available] of speech [speech], date, place, available: web address [accessed date].

Kennedy, J.F. (1962) *Address at Rice University on the nation's space effort* [speech] 12 Sep, Houston, Texas, available: http://www.jfklibrary.org/Asset-Viewer/MkATdOcdU06X5uNHbmqm1Q.aspx [accessed 05 Jul 2016].

… (Kennedy 1962) ….

4.9.7 Film on Disk / Storage Device / Streaming

Director name, initial(s). (year of distribution) *Title of Film* [format], Place of Distribution: Distribution Company.

McDonagh, J.M. (2011) *The guard* [DVD], Dublin: Element Pictures.

… (McDonagh 2011) …

Give the publication medium in square brackets after the title, e.g. [film], [DVD], [video]. [blu-ray],… If you have streamed the film use the supplier name e.g. [Netflix].

4.9.8 Microfilm / Microfiche / CD ROM

Author(s) name, initial(s). (year of publication) 'Title of article', *Title of Source* [format], volume number or date, page number(s).

Mason, W.S. (1813) *Parochial survey of Ireland* [microfiche], 2, 5.

... (Mason 1813) ...

Give the publication medium in square brackets after the source title, e.g. [CD ROM], [microfilm], [microfiche].

4.9.9 Podcast

**Broadcaster (year of posting) 'Programme title',
Series Title if applicable [podcast], date of
transmission, available: web address [accessed date].**

Newstalk (2016) 'Marching on', *Documentary On Newstalk*
[podcast], 02 Jul, available:
http://www.newstalk.com/podcasts/Documentary_on_Ne
wstalk/Newstalk_Documentaries/147637/Documentary_
On_Newstalk_Marching_On [accessed 15 Jul 2016].

… (Newstalk 2016) …

To reference a point on an audio track use the format above
and include the time at the end of the citation. Time should be
in the 24-hour clock in the format hh:mm:ss. Use the time to an
appropriate granularity *i.e.* the seconds value may not be
needed or available.

… (Newstalk 2016, 00:03:21) …

4.9.10 Online Video

**Screen name of contributor (year of posting) 'Video
Title', *Series Title* if applicable [video], available: web
address [accessed date].**

Web of Science Training (2016) 'Saving marked lists', *Web of
Science Core Collection* [video], available:
https://www.youtube.com/watch?v=r3KKUB8xIxw
[accessed 09 Apr 2016].

... (Web of Science Training 2016) ...

To reference a frame from an online video use the format
above and include the time at the end of the citation. Time
should be in the 24-hour clock in the format hh:mm:ss. Use the
time to an appropriate granularity *i.e.* the seconds value may

こnot be needed or available.

... (Web of Science Training 2016, 00:01:40) ...

4.10 Musical Works

4.10.1 Recordings – Commercial Audio

Artist(s) name, initial(s). (year) *Album Title* [medium], Place of distribution: Distribution company.

Ó Súilleabháin, M. (1990) *Casadh / Turning* [CD], London: Venture Records.

… (Ó Súilleabháin 1990) …

4.10.2 Sheet Music

Composer(s) name, initial(s). (year of current publication) *Title of Score* [music score], Notes on version of the score, Place of publication: Publisher.

Beethoven, L. (1997) *Sonata no.1 in F major, Opus 5, No.1: for cello and piano* [music score], edited by Pierre Fournier, New York: International Music.

… (Beethoven 1997) …

When referring to a score from a collection, place the score title in single quotes and the collection title in italics.

Composer(s) name, initial(s). (year of current publication) 'Title of music score', in Title of Collection [music score], Place of publication: Publisher.

Mozart, W.A. (1968) 'Eine Kleine Nachtmusik K525' in *Facsimile Series of Music Manuscripts: Serenades K525* [music score], New York: Dover Publications.

… (Mozart 1968) …

4.11 Papers

4.11.1 Case Study

Author(s) name, initial(s). (year) *Title of Case* [case], Place of Publication: Publisher.

Gould, R.M. (1994) *Revolution at Oticon A/S (B): acquiring change competence in a "Spaghetti" organization* [case], Lausanne: International Management Development Institute.

… (Gould 1994) …

4.11.2 Conference Paper – Published

Author(s) name, initial(s). (year of publication) 'Title of the contribution/paper', in Name(s) of Editor(s) or Chair(s) of the Conference, ed.(s) [or chair(s)] if applicable, *Title of the Conference Proceedings*, Location of conference, date of conference, Place of Publication [if available]: Publisher, page numbers, available: doi/web address [if available online] [accessed date *if no DOI or handle*].

Boehs, G. and Vieira, M.L.H. (2014) 'Stereoscopic image quality in virtual environments', in Verly, J.G. and Embrechts, J.-J., chairs, *2014 International Conference on 3D Imaging (IC3D)*, Liège, Belgium, 09-10 Dec, Piscataway, New Jersey: IEEE, 1-8, available: http://dx.doi.org/10.1109/IC3D.2014.7032573.

… (Boehs and Vieira 2014) …

4.11.3 Conference Paper – Unpublished

Author(s) name, initial(s). (year) 'Title of the contribution/paper', accepted for/presented at *Title of the Conference*, conference date.

Lægreid, T., Sandal, P.C., Ingvaldsen, J.E. and Gulla, J.A. (2006) 'Using business process models to retrieve information from governing documents', presented at *9th International Conference on Business Information Systems (BIS2006)*, 31 May - 02 Jun.

... (Lægreid *et al.* 2006) ...

4.11.4 Conference Poster

Author(s) name, initial(s). (year) 'Title of poster' [poster], accepted for/presented at *Title of the Conference*, conference date.

Webb, S. and Marsh, I. (2013) 'Perceptions of an occupational therapy service in a special educational setting: a mixed method approach' [poster], presented at *37th Annual Conference and Exhibition of the College of Occupational Therapists*, 18-20 Jun.

... (Webb and Marsh 2013) ...

4.11.5 Pre-Print

A pre-print is the version a paper which has been submitted for publication but has not yet undergone editing or peer review.

Author(s) name, initial(s). (year) 'Title of the paper', submitted to/accepted for publication in *Title of Journal*, Volume(Issue number), [or] date/month of publication [in the absence of volume and issue], page number(s), pre-print number and prefix, available: doi or web address [accessed date].

Dragulescu, A. and Yakovenko, V.M. (2000) 'Statistical mechanics of money', accepted for publication in *The European Physical Journal B*, 17, 723-729, arXiv:cond-mat/001432v4, available: http://arxiv.org/pdf/cond-mat/0001432.pdf [accessed 06 Jul 2016].

… (Dragulescu and Yakovenko 2000) …

4.11.6 Working Paper

Author(s) name, initial(s). (year) 'Title of the paper', *Working Paper Series Title*, No. Working Paper Number, available: doi/web address [if available online] [accessed date *if no DOI or handle*].

Stinebrickner, T.R. and Stinebrickner, R. (2007) 'The causal effect of studying on academic performance', *NBER Working Paper*, No. 13341, available: http://www.nber.org/papers/w13341 [accessed 05 Aug 2016].

… (Stinebrickner and Stinebrickner 2007) …

4.11.7 Slideshare Presentation

Author(s) name, initial(s). (year of publication) 'Title of presentation' [Slideshare], presented at *Title of the Conference*, conference date, available: web address [accessed date].

Dalton, M. (2013) 'Diagnosing information literacy' [Slideshare], presented at *CONUL ACIL Annual Information Literacy Seminar*, 11 Jun, available http://www.slideshare.net/mishdalton/diagnosing-information-literacy [accessed 06 Jul 2016].

… (Dalton 2013) …

4.12 Reports

4.12.1 Published Report

Author(s) name, initial(s). (year of publication) *Report Title*, Report Number [if available], Place of Publication: Publisher, available: web address [accessed date] [if available online].

Stevenson, C. and McNamara, N. (2011) *Revitalising communities: a framework for assessing social change*, Limerick, University of Limerick, available: http://www.limerickregeneration.org/Revitalising%20Communities%20Report.pdf [accessed 11 Jul 2016].

... (Stevenson and McNamara 2011) ...

Law Reform Commission (2005) *Report on multi-party litigation*, LRC 76-2005, Dublin: Law Reform Commission.

… (Law Reform Commission 2005) …

4.12.2 Unpublished Report

Author(s) name, initial(s). (year of creation)
***Report Title*, Internal Report [including name of institution], unpublished.**

Murphy, T. (2005) *Focus group feedback*, Internal BIM
      Marketing Report, unpublished.

… (Murphy 2005) …

4.12.3 Annual Report

Author(s) name, initial(s). (year) *Report Title*, Place of publication: Publisher, available: web address [accessed date] [if available online].

Marine Institute (2016) *Annual report 2014*, Oranmore,
      Galway: Marine Institute, available:
      http://hdl.handle.net/10793/1135 [accessed 11 Jul
      2016].

… (Marine Institute 2016) …

Competition Authority of Ireland (1992) *Annual report*, Dublin:
      Stationery Office.

… (Competition Authority of Ireland 1992) …

4.13 Technical / Commercial / Industrial

4.13.1 Patent

Inventor name(s), initial(s)., Assignee if applicable (year of publication) *Title*, Patent number (status, if applicable).

Hinchey, M.G., Pena, J. and Sterritt, R., Administrator of the National Aeronautics and Space Administration (2011) *Systems, methods and apparatus for modelling, specifying and deploying policies in autonomous and autonomic systems using agent-oriented software engineering*, U.S. Pat. 7,992,134 B2.

... (Hinchey *et al.* 2011) ...

When referencing a patent from an online source, include the web address and date accessed.

4.13.2 Standard

Authorising organisation (year of publication) *Number and Title of Standard,* Place of Publication: Publisher.

British Standards Institution (1989) *BS 1629: Recommendation for references to published materials*, London: British Standards Institution.

... (BS1629 1989) ...

4.14 Theses

4.14.1 Thesis

Author(s) name, initial(s). (year) *Title of Thesis*, unpublished thesis (degree), Institution to which the thesis was submitted, available: web address/doi [if available online] [accessed date *if no DOI or handle*].

Marcus-Quinn, A. (2011) *Observing the use of RLOs in the English post-primary classroom*, unpublished thesis (Ph.D.), University of Limerick, available: http://hdl.handle.net/10344/5041.

… (Marcus-Quinn 2011) …

Callaghan, B. (1995) *Voices from the margins: postmodernism and Latin American fiction*, unpublished thesis (M.A.), University College Cork.

... (Callaghan 1995) ...

4.15 Translations

4.15.1 Translated Work

Author(s) name, initial(s). (year of publication) *Title of Book*, translated by translator(s) name, initial(s)., Place of Publication: Publisher.

Smith, J. (1998) *The finer points of Russian grammar*, translated by Jones, R., Moscow: University of Moscow.

... (Smith 1998) ...

Cite the author of the original source in the text of your paper, not the translator.

5   Bibliographic Software

5.1   EndNote Desktop

EndNote Desktop is available on all campus PCs and there is training
and support given by the Research Services & Bibliometrics Librarian.
It is recommended for longer term researchers and can synchronise
with EndNote Online.
Support: http://libguides.ul.ie/referencing-endnote/endnote &
www.endnote.com

5.2   EndNote Online

Recommended for undergraduates and as a supplement to EndNote
Desktop for researchers, it facilitates remote working and resource
sharing. Login from www.myendnoteweb.com. You must register for
an account **on-campus**. Training is available from Faculty Librarians.
Support: http://libguides.ul.ie/referencing-endnote/endnote-online &
www.endnote.com

5.3   BibTeX

Bibliographic management software used in combination with the
typesetting system LaTeX. It is possible to include BibTeX
bibliographies in Word documents using third-party tools such as
Bibshare.
Support: www.bibtex.org

5.4   Mendeley

Free desktop and web bibliographic software. Also useful for
maintaining a researcher profile and networking.
Support: www.mendeley.com

5.5 Zotero

Open source desktop and web bibliographic software.
Support: www.zotero.org