



**Centre for
Transformative
Learning**

Essays and Referencing: A practical guide.

**Library & Information Services and
Centre for Teaching & Learning
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Referencing

[A guide designed by Mícheál Ó'hAodha, Maura Murphy and Karen McGrath]

Accurate and consistent referencing is one of the most important skills that you will learn as part of your University education. When you refer to either the work or ideas of someone else, it is necessary that you acknowledge this. Therefore it is important that you develop a system whereby you accurately record the sources which you use at any particular time.

Why Reference?

- (A) Accurate and consistent referencing is essential for the completion of class essays, projects, theses.
- (B) Efficient referencing ensures that other readers of your work (e.g. lecturer, external examiner) can locate the sources which you used for your research
- (C) Ensures that plagiarism is avoided and that there is a clear acknowledgment of the sources

Plagiarism

- Plagiarism is the unacknowledged use (copying) of somebody else's words or ideas. A charge of plagiarism can have severe consequences, including expulsion from a University.
- It is important for students to have a good working knowledge of referencing rules and guidelines as inadvertent mistakes in this area could lead to someone being accused of plagiarism, even if they have only done so accidentally or unintentionally.

Referencing: The UL Approach

- Different Universities employ different styles of referencing.
- These include such Referencing styles as Harvard, MLA, Chicago style etc.
- The University of Limerick recommends the use of the Harvard referencing style and our Refworks (undergrad or postgrad) or Endnote (postgrad) bibliographic systems (discussed later) are currently tailored to be compatible with this style.
- However it may happen, on occasion, that some departments in the University of Limerick prefer other styles.
- If you are unsure about which referencing style to follow for a particular project it is always advisable to check with your Department/Lecturer/Supervisor before deciding which style to adopt.

MLA System

For more information on the MLA referencing system please refer to:
www.mla.org or <http://owl.english.purdue.edu/owl/resource/557/01/>

CITING WITHIN THE TEXT

Citing a work by two or three authors

- It has been stated (Egins and Slade 167-182) that...

• **OR**

- Egins and Slade (167-182) stated...

Citing a work by more than three authors

It has been reported (Lauter et al. 2425-33)...

• **OR**

– Lauter et al. (2425-33) have reported...

Citing more than one work by the same author

- Include the title of each work in parentheses (i.e. brackets):

- One theory emphasizes the fact that... (Frye, Anatomy 184), but research shows that... (Frye, Sound and Poetry 78).

Corporate body (or group) as author

- It is clear from the findings of one study (Public Agenda Foundation 4) that...

OR

According to a study sponsored by the Public Agenda Foundation (4) it is clear that...

More than one work in a single parenthetical reference

- To include two or more works in a single parenthetical reference, separate each citation by a semicolon:
- (Lauter et al. 57; Madwoman 1-25)

CREATING YOUR REFERENCE LIST/BIBLIOGRAPHY

Works with One Author

- Reverse the author's name by putting his/her family name first, followed by a comma and given name or initials. Use a full stop followed by two spaces to separate the author's name, the title and the publication details
- **Example**
- Beare, Richard. Mathematics in Action: Modelling the Real World Using Mathematics. Bromley: Chartwell-Bratt, 1997.
- Frye, Northrop. Anatomy of Criticism: Four Essays. Princeton: Princeton University Press, 1957.

Works with two or three authors

- Give the authors' names in the same order as they appear on the title page. Reverse only the name of the first author:
- **Example**
- Eggins, Suzanne and Diane Slade. Analysing Casual Conversation. London: Cassell, 1997.
- Marquart, James W., Sheldon Ekland Olsen and Jonathan R. Sorensen. The Rope, the Chair and the Needle: Capital Punishment in Texas, 1923-1990. Austin: University of Texas Press, 1994.

Works with more than three authors

- If there are more than three authors, you may list all the authors in full, or list only the first author, followed by **et al**. Choose one method and be consistent:
- Quirk, Randolph, et al. A Comprehensive Grammar of the English Language. London: Longman, 1985

• OR

- Quirk, Randolph, Sidney Greenbaum, Geoffrey Leech, and Jan Svartvik. A Comprehensive Grammar of the English Language. London: Longman, 1985.

Works with an editor or compiler

- Begin the reference with the name of the editor or compiler, followed by a comma and **ed.** or **comp.**:

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- **Example**

- Feldman, Paula R., ed. British Women Poets of the Romantic Era. Baltimore: John Hopkins UP, 1997.
- Spafford, Peter, comp. and ed. Interference: The Story of Czechoslovakia in the Words of Its Writers. Cheltenham: New Clarion, 1982.

Edition of a work

- Specify the edition of a work, other than first editions
- Hyde, Margaret O., and Elizabeth Held Forsyth. Suicide: The Hidden Epidemic. Rev. ed. New York: Watts, 1986.

More than one work by the same author

- When listing more than one work by the same author, give the name in the first reference only. For subsequent references, type three hyphens, followed by a full stop and the work's title. If the person responsible for the work is an editor, compiler, etc., then place a comma after the three hyphens, followed by the appropriate abbreviation (**ed.**, **comp.**, **trans.**):
- Frye, Northrop. Anatomy of Criticism: Four Essays. Princeton: Princeton UP, 1957
- --- The Double Vision: Language and Meaning in Religion. Toronto: University of Toronto P, 1991.
- ---ed. Sound and Poetry. New York: Columbia UP, 1957.

Journal article

- Include the volume, issue, year, and pages, as appropriate. Place the article title, followed by a full stop, in quotation marks. Separate the volume and issue by a full stop. Place the year in parentheses, and use a colon to separate the year from any page numbers.

- Craner, Paul M. "New Tool for an Ancient Art: The Computer and Music." Computers and the Humanities 25 (1991): 303-13

Newspaper Article

- Use the same format as you would for a journal article, but include the day and month instead of the volume and issue information.
- Kitney, Geoff, "NATO under Pressure for Peace Gesture." The Sydney Morning Herald 12 May 1999: 11.

Videos and movies

- Begin a film entry with the title, and include the director, distributor and year of release. Other relevant information (e.g. performers and producer) may also be included:
- It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. RKO, 1946.
- **For videos, DVDs, laser discs, slides or filmstrips, include the original release date and the medium before the name of the distributor:**
- It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. 1946. DVD. Republic, 1998.

An article on CD Rom

- Use the following format:
- Author's name (if given) "Title of article". Title of the Product. CD-ROM. Place of publication: Publisher, Date of publication.

- Mersch, Emile. "Mary, Mother of Jesus." The Catholic Church on CD-ROM. CD-ROM. Emmitsburg, Maryland: Harmony Media Inc., 1996.

The Internet (Referencing an Internet Site/Website)

- Use the following general format for Internet sites:
- Author/editor (if given). Title of database/project/website. Electronic publication information (e.g. version, date of electronic publication, name of responsible body). Date of access <URL>.
- The History Channel Online. 1998. History Channel. 19 June 1998
<<http://historychannel.com/>>

Referencing a web-based database or online Journal

- If you are using a either database that contains articles, or an online journal, use the following format:
- Author of article. "Title of article." Journal Title Volume.Issue Date: Page numbers. Name of computer service or database supplier, where applicable. Date of access <URL>.
- Dove, Rita. "Lady Freedom Among Us." The Electronic Text Center. Ed. David Seaman. 1998.
- Alderman Lib., U of Virginia. 19 June 1998
<<http://etext.lib.virginia.edu/subjects/afam.html>>.
- Elam, Diane. "Disciplining Woman: Feminism or Women's Studies." Surfaces 5.101 (1995): 11 pp. 24 June 1998
<<http://tornado.ere.umontreal.ca:80/~guedon/Surfaces/vol5/elam.html>>.

Referencing using the Harvard System

- The following are examples of what a reference would look like:

Reference to a **Book**

Giancoli, C. (1991) *Physics: principles with applications.*, 3rd ed., N.J.: Prentice Hall.

Reference to a **Journal Article (Print or PDF)**

Mallon, P., O'Bradaigh, C. M., and Phies, R.B. (1991) 'Issues in diaphragm forming of continuous fibre reinforced thermoplastic composites', *Polymer Composites*, 12(4), pp. 246-256.

Newspaper - Print

Fisk, R. (1993) 'Destinies collide on the Nile', *Independent on Sunday*, 29 March, 18.

Newspaper - On the Web

Caulkin, S. (2003) 'Ethics and profits do mix', *The Observer*, 20 Apr, available:

<http://observer.guardian.co.uk/businesss/story/o,6903,939885,00.html> [accessed 16 Oct 2003].

• **Book Chapter or Contribution**

Laffan, B. (1983) 'The consequences of Irish foreign policy' in Coombes, D., ed., *Ireland and the European Communities: Ten years of membership*, Dublin: Gill and Macmillan, 89-109.

• **Blog (Weblog)**

Bradley, D. (2007) 'Could World of Warcraft Fight Disease?' *Sciencebase Science Blog* [online], 24 Aug, available:

<http://www.sciencebase.com/science-blog/category/health> [accessed 28 Aug 2007].

Film/DVD/Video

Spurlock, M. (2005) *Supersize Me: A Film of Epic Proportions* [film], Beverly Hills: Roadside Attractions

Podcast or Archived TV Programme

RTE Radio 1 (2007) 'A special programme from the Met Office in Glasnevin', Quantum Leap [podcast], 19 Apr, available:

Web-Page

National Development Programme (2007) 'EU Funding', Overview [online], available: http://www.ndp.ie/docs/EU_Funding/21.htm [accessed 16 Jun 2007]

Report

Law Reform Commission (2005) *Report on Multi-Party Litigation, LRC 76-2005*, Dublin: Law Reform Commission.

Bibliographic/referencing software

Refworks: A Brief Introduction

- **RefWorks** is a web-based bibliography or database that helps you to manage all the references that you cite as part of an essay, a report or a project. It is available to UL staff and students across the UL network and off-campus and is very useful for both undergraduates and taught postgraduates. To register for Refworks go to www.refworks.com/Refworks while using any networked PC on the UL campus.

EndNote: A Brief Introduction

To download EndNote go to Start > Programs > Install software > EndNote. The Help feature that is part of the EndNote programme provides a clear and indexed help function.

EndNote is particularly useful for researchers and staff and the EndNote website at www.endnote.com provides very useful support. EndNote Web is useful for researchers wishing to access EndNote libraries off-campus. Register online at www.myendnoteweb.com for a username and password.

Further Information on Referencing and Bibliographic Guidelines

For further information on Referencing and Bibliographic Guidelines in accordance with the Harvard style, please consult the **Glucksman Library Referencing Guide** - <http://www.ul.ie/~library/referencing/> or the **Cite it Right** guide - <http://www.ul.ie/~library/pdf/citeitright.pdf>

For further information or training on Plagiarism prevention issues, including the **Turnitin** and **Epigeum** databases please consult the UL Centre for Teaching and Learning at: <http://www.ul.ie/ctl/>