UCD School of
Nursing, Midwifery and Health Systems

Referencing Guidelines
Academic year 2012–2013

Prepared by the School Teaching and Learning Strategy Group

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1. INTRODUCTION

Among the key attributes of a university graduate are an enquiring mind, problem solving, critical thinking and creativity. The graduate is also expected to have the skills for retrieving and critically appraising information and have good communication skills. The way that students demonstrate evidence of the attainment of these attributes is mainly through the assessment process. Hence when written material is submitted by the student, it is assessed not just for evidence of the student’s knowledge of his/her subject, but also for evidence of the development of these key graduate attributes. Hence, in addition to demonstrating knowledge, the student is also required to demonstrate the ability:

- To discover what is already known about a subject, i.e. information retrieval, literature searching, critical appraisal, interpretation
- To review published literature in a fair and unbiased way, accurately reflecting what is known and a bringing together multiple published works in a single written piece
- To communicate ideas effectively, coherently and concisely through the written word
- To write with accuracy and precision, using correct grammar and spelling, proper syntax, and correct punctuation
- To think logically and clearly and to present the pros and cons of an argument in a balanced way

The type of writing that is presented in essays, course work and other project work is referred to as academic writing. Unlike creative writing (e.g. prose in a novel), or journalistic writing (e.g. reportage, editorials, commentary), academic writing is formal writing that must meet certain minimum standards of presentation and expression. It must be presented, using:

- Clear and concise English with correct grammar, spelling and punctuation, proper syntax with precision in the use of language and correct choice of words
- A particular style of expression that is formal in its tone
- An impersonal objective style, with absence of personal opinion, abbreviations, slang, jargon or colloquialisms

The use of the first person is acceptable, but this must not be represented as personal opinion. For example, it is appropriate to write: ‘when searching the CINAHL database, I used the following key search terms: “nurse”, “patient” …’ or ‘we conducted a review of the literature to look for evidence of …’ It is not appropriate to write: ‘in my opinion …’ or ‘I think it is important that …’. 
A key requirement in academic writing is the use of citations. Citations are references to the published or unpublished work of others. In academic writing citations are essential, in order to:

- Demonstrate the source of statements and ideas that are expressed in the essay by the student
- Acknowledge the work and the ideas of others
- Permit the reader of the essay\(^1\) to make informed judgements about the material in the essay and about the relevance of the cited work(s) to the topic under discussion within the essay
- Indicate the precise sources that were consulted in compiling the essay or project, so that the reader may locate and retrieve the relevant material if required
- Reduce the likelihood that an act of plagiarism will be committed.

2. PLAGIARISM

The following extract from the UCD policy on plagiarism (UCD, 2011) defines plagiarism and provides examples of what constitutes plagiarism.

Plagiarism is the inclusion of another person’s writings or ideas or works, in any formally-presented work, which forms part of the assessment requirements for a module or programme of study, without due acknowledgement either wholly or in part of the original source of the material through appropriate citation.

Plagiarism can include the following:

1. Presenting work authored by a third party, including other students, friends, family, or work purchased through internet services;
2. Presenting work copied extensively with only minor textual changes from the internet, books, journals or any other source;
3. Improper paraphrasing, where a passage or idea is summarised without due acknowledgement of the original source;
4. Failing to include citation of all original sources;
5. Representing collaborative work as one’s own.

Plagiarism is a serious academic offence. While plagiarism may be easy to commit unintentionally,\(^1\) The word ‘essay’ is used throughout this document to refer to any form of written course work that is assessed.
it is defined by the act not the intention. All students are responsible for being familiar with the
University statement on plagiarism and with School policy, and if in doubt, are encouraged to seek
guidance from the relevant module leader or their personal tutor. When submitting material (e.g.
essay) for assessment, each student must sign and attach a declaration that the work is their own. In
addition, many module coordinators require students to submit their work electronically using
software that detects plagiarism. Work submitted in hard copy is also examined for evidence of
plagiarism.

The following guidelines\(^2\) set down the precise technical requirements that must be met in
accurately citing the work of others when presenting written work for assessment. Student should
consult these guidelines and the examples used to assist them in meeting the minimum standards
required of them.

\(^2\) These guidelines are informed by Pears, R. and Shields, G. (2010) *Cite them right: The essential referencing guide* (8th
3. REFERENCING GUIDELINES

Unlike other forms of writing, such as literary prose or journalism, academic writing requires the
writer to support a position or argument by citing (i.e. making reference to) other published work.
This ensures that the ideas of others are acknowledged and that the reader can easily find the source
of the material that was referenced, such as a journal article or a book. Published material, including
material sourced on the Internet, is protected by copyright laws that confer ownership of ideas
(referred to as ‘intellectual property’) on publishers or on individual(s) who contributed to the
generation of the idea(s). For these reasons, written material submitted for assessment should
contain citations (also commonly referred to as ‘references’) to the work that was consulted when
preparing the essay. This involves two tasks, as follows:

(i) Inserting in-text citations, i.e. making a reference to an author within the text of the
essay;
(ii) Compiling a reference list of all sources cited in the text at the end of the essay.

Note: The literature is defined as: ‘all of the published material about a particular topic, including
book, journal articles, conference publications and some internet publications.’

Textual and extra-textual material

All written material in the body of an essay is text. Any written material that is placed in brackets
renders that material as extra textual, i.e. outside the body of the essay, as in the following
example:

More favourable patient-nurse ratios are associated with lower patient mortality (Rafferty et al.,
2007).

Some formatting dos and don’ts

- Do not use underline function in written work. Use italics instead
- Use italics only to emphasise a word and only use it sparingly
- Do not use italics when inserting direct quotations. Indent text by one tab space instead
- Indented text should not have quotation marks, unless reporting conversation
When making in-text citations and when compiling a reference list, a number of punctuation marks are used. The following are used most frequently (Figure 1).

<table>
<thead>
<tr>
<th>Name</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>The period (or full stop)</td>
<td>It closes a sentence</td>
</tr>
<tr>
<td></td>
<td>In the reference list it is placed at the end of the full citation</td>
</tr>
<tr>
<td>The comma</td>
<td>It separates the elements in a list (e.g. comma, colon, semi-colon); it is placed before certain conjunctions (like ‘and’, ‘but’); it separates elements in a sentence (e.g. I going away, but I will be back soon.)</td>
</tr>
<tr>
<td>The colon</td>
<td>It introduces quoted material (e.g. Martin Luther King said: ‘We cannot turn back.’); it introduces a list (e.g. The treatment of TB consisted of: rest, exercise, fresh air and nutrition.)</td>
</tr>
<tr>
<td>The semi-colon</td>
<td>Links two independent clauses in a sentence (e.g. Abdominal exercises help prevent back pain; proper posture is also important.); it is used before certain words, like ‘however’ and ‘for example’ Note: the semicolon is a weak period, not a strong comma</td>
</tr>
<tr>
<td>The ellipsis</td>
<td>When quoting material in the text, the ellipsis indicates that some material is omitted from the quotation (e.g. ‘She was a writer ... who used her writings for political and not just scientific ends.’) In this example, the ellipsis replaces omitted material, which is in red font: ‘She was a writer, scientist, political lobbyist and social reformer, who used her writings for political and not just scientific ends.’</td>
</tr>
<tr>
<td>The apostrophe</td>
<td>It is used in contracted words (e.g. ‘do not’ becomes don’t); it shows possession, (e.g. the student’s essay (NB: For plural nouns, the apostrophe is placed after the s (e.g. the students’ experiences).</td>
</tr>
<tr>
<td>The hyphen</td>
<td>It is used to link two words (e.g. self-confidence) and to link two words that, when combined, make up an adjective (e.g. nineteenth-century history; in-text citations)</td>
</tr>
<tr>
<td>The en-dash</td>
<td>–ii indicates the space between dates in a chronological range or between pages in a range of page numbers, e.g. 1939–1945; pages 31–35.</td>
</tr>
<tr>
<td>Parentheses (or brackets)</td>
<td>() Used to include material that is to be de-emphasised, e.g. In 1854 (not for the first time) Britain found itself at war with Russia on the Crimean Peninsula. To indicate extra textual material, such as a citation in text, e.g. (Fox, 2010)</td>
</tr>
<tr>
<td>Square parentheses</td>
<td>[] Used to include explanatory words or phrases within a sentence (e.g. Winston Churchill [the Prime Minister during WWII] gave inspiring speeches.). To include a missing word or phrase within a quotation to maintain sentence integrity (e.g. The effects [of the disease] are many.)</td>
</tr>
<tr>
<td>Quotation marks (Double)</td>
<td>“” Sets off material that represents quoted or spoken language e.g. Dylan wrote: ‘He felt the heat of the night hit him like a freight train.’</td>
</tr>
<tr>
<td>Quotation marks (Single)</td>
<td>“” To set off material that represents quoted or spoken language</td>
</tr>
</tbody>
</table>

Figure 1 Common punctuation marks and their uses*  

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* There are lots of useful websites that provide information on punctuation. See for example: Guide to good grammar and writing at: [http://grammar.ccc.commnet.edu/grammar/marks/marks.htm](http://grammar.ccc.commnet.edu/grammar/marks/marks.htm)
The Harvard Style
There are a number of systems (or conventions) for citing both published and unpublished work of others. For the purpose of essays and other assignments, the UCD School of Nursing, Midwifery & Health Systems requires students to use the Harvard Style (also known as the ‘Author-date system’). This system of citation requires in-text citations, normally placed in parentheses (brackets) within the text, and the preparation of a list of all citations, compiled as a list of references, as follows:

Within the text of the essay insert:
   i. the cited author’s name(s) (use surname only)
   ii. a comma after the author(s) name
   iii. the date of publication
   iv. the page number(s), but only where a citation involves a direct quotation from an author(s) work, preceded by p. for a single page number and pp. for two or more page numbers

Prepare an accurate list of all references cited in the text and compile this list as a list of references. Place the list of references at the end of the essay under the heading References.

Example

The in-text citation:
   In their quest for entry into the universities, women believed that they would obtain greater social and professional mobility (Harford, 2008).

The source in the reference:

The basic rules are that:
   o Each citation in the text must be accompanied by an accurate reference to that citation in the list of references.
   o Only citations in the text should be included in the Reference list.
   o The list of references must be presented in alphabetical order and must contain all citations within the text of the essay.

The main features and requirements of the Harvard Style are explained below.
4. IN-TEXT CITATIONS USING THE HARVARD (AUTHOR-DATE) STYLE

Citations in the text of the essay must contain both the name(s) of the author(s) and the date of publication. Where a citation includes a direct quotation from an author(s), the page number(s) must also be inserted. There are two principal ways of citing the work of others within the text of an essay. The first and most common way is to paraphrase the written words of a single author or multiple authors using the student’s own language (or synthesis). The second way is to insert a direct quotation from the source, using quotation marks.

The examples that follow indicate the subtle variances in the Harvard style.

**In-text citing**

In-text citations are generally placed either in full in brackets within the text (i.e. extra textual) or partly within the text as part of the sentence structure (i.e. textual). The following examples illustrate the Harvard style:

**Example: Paraphrase (citation not a direct quotation) of a single author**

In a review of antipyretic therapy, Carey (2010) concluded that the use of antipyretic drugs may be ineffective and may delay recovery.

**Note:** The date only is in parentheses, because the author’s name is an integral part of the sentence structure (i.e. the author’s name is textual, but the date is extra textual).

<table>
<thead>
<tr>
<th>Text</th>
<th>Extra-textual</th>
</tr>
</thead>
<tbody>
<tr>
<td>In a review of antipyretic therapy, Carey (2010) concluded that the use of antipyretic drugs may be ineffective and may delay recovery.</td>
<td></td>
</tr>
</tbody>
</table>

**Example: Paraphrase of single citation of two authors**

As nurses are responsible for taking measurements, it is essential that they are aware of issues of measurement accuracy (MacKechnie and Simpson, 2006).

**Note:** Since the authors’ names and the date are not an integral part of the sentence structure (i.e. both are extra textual), they are placed in parentheses

When citing up to three authors, all three authors’ names are inserted within the in-text citation. Where the reference includes four or more authors, the first author name only is inserted, followed by ‘*et al*’ which is placed in italics, followed by a period, which is not italicized, thus: ‘*et al.*’ (The phrase ‘*et al.*’ is an abbreviation of the Latin phrase ‘*et alii*’, which means ‘and others’).

**Using direct quotation**

When using quotation marks in the Harvard style, it is acceptable to use single quotation marks, or double quotation marks. The rule is to be consistent. The single quotation mark is used in all of the examples that follow, and is recommended.
Example: Paraphrase of single citation of multiple authors
In a study measuring attitudes of primary care nurses in Ireland towards caring for people with hepatitis, Frazer et al. (2011) reported that the majority of nurses believed that universal precautions would protect them from becoming infected with hepatitis at work.

Note: The citation refers to a publication with more than three authors; hence the use of the phrase ‘et al.’

Example: Paraphrase of multiple citations of multiple authors
Retrospective studies in humans suggest that failure to mount a febrile response is associated with poor outcome in certain infections (Bryant et al., 1971, Weinstein et al., 1978, Mackowiak et al., 1980).

Note: All three citations refer to publications with more than three authors; hence the use of the phrase ‘et al.’

Example: Paraphrase (citation not a direct quotation) and multiple authors
Physical antipyretic therapies include ice packs, cooling blankets (Styrt and Sugarman, 1990), tepid sponging (Styrt and Sugarman, 1990; Hay et al., 2009), removing clothing (Hay et al., 2009) or fanning (Hay et al., 2009).

Note: The word ‘and’ in the citation should not be substituted by the ampersand (‘&’).
Note: Individual citations are separated by a semi-colon.

Example: Paraphrase (citation not a direct quotation) and two authors
Ryan and Levy (2003) highlight the fact that it is common for hospitalised patients with a fever to receive pharmacological or physical antipyretic therapy.

Note: The word ‘and’ in the citation should not be substituted by the ampersand (‘&’). In this example the reference is textual and only the date is extra textual, i.e. the authors’ names are an integral part of the sentence structure.

The second way to cite an author(s) in the text is to insert a direct quotation from the source, using quotation marks. However, direct quotations should be used sparingly and only where it is considered that the cited author’s own words are best to convey a point or to illustrate a particular line of argument. The citation using a direct quote requires the insertion of the author’s surname, the year of publication and the page number(s).

Example: Direct quotation as part of the sentence
In a review of antipyretic therapy, Carey (2010, p. 2389) concluded that ‘antipyretics at best do not alter duration of illness, but at worst may prolong it’.

Note: The citation in brackets includes the page number preceded by the letter ‘p’
Note: Single quotation marks (‘‘) are used.
Note: The full stop is placed outside the quotation mark (as in this example) and only falls inside the quotation mark if the material quoted is a complete sentence.
Note: Compare this example with Example 1 above.
A direct quotation can also be used within a sentence to set up a direct quotation, as in the following example:

**Example: Direct quotation as part of the sentence, using a colon**

In a study of the predictors of older people’s attendance at the emergency department (ED), Naughton *et al.* (2010, p. 687) concluded: ‘Healthcare needs drove contact with the ED; this was associated with a perception by older people of a lack of alternative resources in primary care.’

**Note:** Note that the colon directly precedes the quoted material  
**Note:** Short quotations of two or three lines can be set up within the sentence structure  
**Note:** The page number is inserted

**Example: Combining paraphrase and direct quotation**

Hyde *et al.* (2010) examined Irish women’s experiences and understandings of the menopause using in-depth interviews with thirty-nine women from varying socioeconomic backgrounds. These authors reported that women ‘focused on their bodily experiences, [and] and their altered emotions’, when speaking about the menopause (Hyde *et al.*, 2000, p. 813).

**Note:** The page number is inserted, because a direct quotation is included.  
**Note:** the word ‘and’, which is placed in square brackets, does not appear in the cited article. The use of square brackets indicates that the word is added to maintain good sentence structure  
**Note:** The verbs like ‘examined’ and ‘reported’ are often used when citing a research study

When presenting direct quotations of more than three lines (or more than 40 words), the direct quotation should be preceded by a colon and the entire quotation should be indented by *one* tab and no quotation marks are inserted.

**Example: Direct quotation of more than three lines from a single sentence, (two authors)**

Referring to the contribution that nurses can make in the treatment and care of patients with chronic illness, Coster and Norman (2010, p. 526) write:

> Self-management interventions for patients with asthma, epilepsy, and diabetes are particularly promising, and nurses are clearly contributing to educational interventions of chronic disease by both delivering programmes independently and alongside other professionals.

**Note:** The direct quotation is preceded by a short sentence and a colon (‘:’)  
**Note:** In a direct quotation that is indented, quotation marks are *not* required  
**Note:** The direct quotation is indented by *one* tab space only  
**Note:** The direct quotation is preceded by a line space and followed by a line space

As with the previous example, direct quotations of greater than three lines or containing multiple sentences, or containing more than 40 words are set up as a separate paragraph and indented by one (1) tab space.
Example: Direct quotation from a single passage of text, multiple authors

Fealy, McNamara and Geraghty (2010, p. 3474) write that the study of nineteenth-century sanitary reform provides important lessons for contemporary infection control policy:

Today’s level of public mistrust in the health of hospitals and concerning antimicrobial resistant infections is reminiscent of the mistrust that people expressed in the 19th century, which was also based, in part, on a fear of contagion. Powerful historical lessons for contemporary practice are suggested: public trust in the health of hospitals can be regained through effective, independent statutory inspection systems with a remit to monitor standards and, where warranted, enforce compliance with standards.

Note: As with the previous example, the quoted text is preceded by a sentence and the text is set up as a separate paragraph and indented by one tab space.

Note: Do not attempt to create a continuous sentence with the direct quotation and the sentence or clause preceding it. Remember, the colon is used in both examples to ‘set up’ the direct quotation.

Where a direct quotation is presented with a piece of the quotation omitted from the essay, the direct quotation must demonstrate this. The way to achieve this is by simply inserting the quotation and inserting an ellipsis, which is a punctuation mark containing a single space followed by three dots (no more or no less than three dots), followed by a single space in place of the omitted material from the quoted passage. This denotes that some of the text that is being quoted is omitted, as in the following example:

Example: Direct quotation from a passage of text with some quoted material omitted

Murphy and Fealy (2007, p. 318) point to the challenges in achieving family-centred care for children in hospital:

While nurses understand the complexities of caring for children and accept family-centred care as an ideal philosophy for the care of children and their families, the implementation of family-centred care in practice presents difficulties for nurses … It requires a relinquishing of the traditional gate-keeping role held by nurses in respect of parents, and it requires the skills of negotiation and collaboration.

Note: The ellipsis is not preceded by or followed by any other punctuation mark. It is preceded by a space and followed by a space.

When citing two different works published by the same author in the same year, it is necessary to distinguish between the two citations. This is done by simply identifying the first citation date with ‘a’ and the second citation date with a ‘b’, as in the following example:
Example: Two citations for the same author (single author) with two publications in the same year

McNamara (2010a) writes that academic nursing needs to be responsive to the profession’s need for evidence-based practice and he argues that in the future academic nursing departments in universities will require a mix of expert nurse practitioners, managers, policy makers and research experts (McNamara, 2010b).

Note: In the reference list the following should appear:


Example: Two citations for the same author with two publications in the same year

Academic nursing needs to be responsive to the profession’s need for evidence-based practice, and in the future, academic nursing departments in universities will require a mix of expert nurse practitioners, managers, policy makers and research experts (McNamara, 2010a, 2010b).

Note: This is simply an alternative to the previous example.

This same rule applies when there are multiple authors in the same year, as in the following example.

Example: Two citations for the same author (multiple author) with two publications in the same year

The majority of older people in Ireland have close relationships with family, friends and neighbours (Drennan *et al.*, 2008a) and do not experience loneliness (Drennan *et al.*, 2008b)

Note: In the reference list the following should appear:


Note: The same authors are listed for the two citations.

An alternative way to cite two different works published by the same author in the same year is to place the author and details in parentheses at the end of the sentence, as the following example illustrates:
Example: Two citations for the same author with two publications in the same year

The majority of older people in Ireland have close relationships with family, friends and neighbours and do not experience loneliness (Drennan et al., 2008a, 2008b).

Note: This is simply an alternative way of citing the same source as cited in the previous example.

When more than one source was consulted for the same statement, it is important to cite all of the sources that were consulted, as in the following example:

Example: Two citations for the same author with two publications in different years

A number of researchers reported a delayed effect of the emergency-department intervention (McCusker et al., 2001; Mion et al., 2003).

Note: each individual citation is separated by a semi-colon

Edited book

When inserting an in-text citation from a book, it is important to check whether the book is by a single author(s) or is an edited book. In the case of an edited book there will be multiple authors, with each chapter typically written by a single author(s). In the case of an edited book, the citation should refer to the chapter author and not the book editor.

Example: Citation for a single author in an edited book

During the Great Flu pandemic of 1918–1919 in Ireland, both doctors and their patients believed that ‘a healthy, clean, fit body was the most effective protection against flu’ (Foley, 2011, p. 160).

Note: the Author is Foley and the citation is from an edited book by Cox and Luddy (2011). Hence the citation in the reference list should read:


Note: the word ‘in’ precedes the book editors’ names
Note: the abbreviation ‘eds’ in brackets indicates that Cox and Luddy are the book’s editors
Note: the abbreviation ‘eds’ is not followed by a period
Note: The first and last page numbers of the chapter are included.

Secondary source

When citing a source that was cited by another source, this is termed a ‘secondary source’. If it is not possible to find the original cited source, the source may be cited in the essay as a secondary source, and so it is necessary to demonstrate this in the text of the essay. This is achieved by using the phrase ‘cited in’ or other variations of the phrase within the in-text citation. It is preferable to find the original source and an essay should contain minimal secondary sources.
### Example: In-text citation of a secondary source

By the turn of the twenty-first century, there were many areas of midwifery practice in which little or no research had been conducted (Raisler, 2000, cited in Butler *et al.*, 2009, p. 577).

**Note:** The phrase ‘cited in’ is used to indicate that the citation is to a secondary source.

The source of the in-text citation is Butler *et al.* (2009) and not Raisler (2000). Hence the citation in the reference list should read:


### Example: In-text citation of a secondary source (alternative method)

Butler *et al.* (2009) cite a study by Raisler (2000), which showed that there were many areas of midwifery practice in which little or no research had been conducted.

**Note:** This is an alternative way of citing the same source as cited in the previous example.

### The Internet

When citing an online article or a particular website source, it is preferable to cite the author name and date in parentheses, where these are known. If there is no author indicated, cite the title of the online article or report and the date in brackets. Where no article or report title is indicated in the online source, cite the uniform resource locator (URL) in parentheses.

In the reference list, cite the following: the title of the Internet article or publication, and the date on which the site was accessed and the article retrieved. When citing an internet source in the reference list, copy the full URL as it appears in the address bar, so that the reader may retrieve the online source if required.

### Example: In-text citation of an Internet source, where author(s) name is known

Umble *et al.* (2007) used a combination of quantitative and qualitative data collection methods, including an online survey and participant interviews.

**Note:** The citation in the reference list should read:


### Example: In-text citation of an Internet source, where report title is known

The demographic profile of the Irish traveller population is characterised by high fertility and premature mortality (Department of Health and Children, 2010)

**Note:** The citation in the reference list should read:

Department of Health and Children (2010) *All-Ireland traveller health study*. Dublin: Department

Note: The citation contains the author name (in this case Department of Health and Children), the place of publication (Dublin) and the publisher (Department of Health and Children).

Example: In-text citation of an Internet source, where report title is known

Darwin’s theory heralded a new era, in which the age of faith and religious certainty was replaced by an age of religious doubt (http://www.victorianweb.org/science/darwin/index.html, 2011).

Note: The citation in the reference list should read:


Note: The date of the citation is the year on which the online article was retrieved.

Do not use Wikipedia as a source for an academic essay. While this website may be useful as a source of information on a whole range of topics, including articles on popular culture in such fields as media studies, it is not a reliable source of information. The most reliable source is academic research and other scholarly material published in peer-reviewed journals or books.

Conference papers

Individual papers at academic conferences may be cited in the text of an essay. Often the proceedings of a conference are published in a book of conference abstracts, with a page number for each conference abstract. An abstract is a short summary of the conference paper.

Example: In-text citation of a conference paper

Crawley (2010) conducted an investigation into older women’s experiences of ageing.

The citation in the reference list should read:


Unpublished works

Unpublished works can also be cited and referenced in an academic essay. When listing the reference in the reference list, it is important to indicate that the work is unpublished. A common example of an unpublished work is a PhD thesis.

Example: In-text citation of an unpublished work

Fox (2011) examined the use of complementary and alternative medicine among women with breast cancer in Ireland.

Note: The citation in the reference list should read:
The Constitution of Ireland

The Constitution of Ireland is made up of articles, paragraphs, sub-paragraphs (and, less frequently, sections). To cite a provision of the Constitution, simply give the numbers of the relevant article, paragraph, etc. In the text cite it as Bunreacht na hÉireann 1937 in brackets. In the reference list cite the article number, the paragraph and sub paragraph and indicate what the paragraph refers to, as in the example below.

Example: In-text citation of the Constitution of Ireland

The Irish Constitution upholds each citizen’s personal rights (Bunreacht na hÉireann, 1937).

Note: The citation in the reference list should read:

Bunreacht na hÉireann (Constitution of Ireland, enacted in 1937), Article 40.3.1°.iii (on the personal rights of the citizen).
5. COMPILING THE LIST OF REFERENCES

When compiling the list of references, it is essential that all citations in the text of the essay are included in the reference list at the end of the essay. The reference list is compiled in alphabetical order. Each reference should be separated by a single line space. When compiling the reference list do not use numbering or bullet points and do not underline journal or book titles.

**Journal article**

In the reference list a journal article must be cited as follows:

1. The author’s/authors’ last name, followed by a comma
2. The author’s/authors’ initials(s) followed by a period. If more than one author, each author’s name is separated by a comma
3. The year of publication in round brackets
4. The full title of article in single quotation marks, followed by a period. Capitalise only the first word of the article title and any proper nouns contained in the article title. If the article title contains a colon, capitalise the word immediately following the colon.
5. The title of the journal written in italics, followed by a comma. Capitalise the first letter of each word in the journal title, except for linking words such as ‘and’, ‘of’ and ‘for’. Each word in the journal title should be written out in full and not abbreviated.
6. The journal issue information to include: the volume number and, where applicable, the issue or part number in round brackets, followed by a comma, followed by the abbreviation ‘pp’ followed by a period.
7. The page numbers of the cited article followed by a period.

<table>
<thead>
<tr>
<th>Example: journal article, single author</th>
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<tr>
<td><strong>Note:</strong> The punctuation mark separating page numbers is an en-rule punctuation mark (‘–’) and not a hyphen (-).</td>
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<tr>
<th>Example: journal article, two authors</th>
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<tbody>
<tr>
<td><strong>Note:</strong> the word ‘and’ is inserted between the two authors’ names</td>
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<th>Example: journal article, multiple authors</th>
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**Book**

In the reference list a book is cited as follows:

1. The author’s/authors’ surname, followed by a comma
2. The author’s/authors’ initials(s) followed by a period. If more than one author, each author’s name is separated by a comma.
3. The year of publication, in round brackets
4. The full title of the book, including any subtitle, written in *italics*, followed by a period. Capitalise only the first word of the book title and any proper nouns contained in the book title, followed by a period. If the book title contains a colon, capitalise the word immediately following the colon
5. The edition number of the book, but only if the book is not the first edition, followed by a period (e.g. *2nd edn.*)
6. The place of publication, followed by a colon
7. The name of the publisher, followed by a period

**Example: Book, single author**


**Note:** Only the first word and proper nouns in the book title are capitalised.

**Example: Citation for a book in the reference list, multiple authors**


**Note:** The penultimate and last authors’ names are separated by ‘and’ and not a comma.

**Example: Citation for a book in the reference list, Edited book**


**Book chapter in an edited book**

Many books are edited books. This means that one or more editors have compiled the book and that each chapter in the book is generally written by a different author(s). Therefore, edited books tend to have multiple authors, so when citing from a particular chapter in an edited book, it is important that the name of the chapter author(s) is cited in the in-text citation.
In the reference list for a book chapter in an edited book, the author and title of the book chapter and the pages in which the chapter appears must be cited along with the names of the book editors and details of the book as follows:

1. The author’s/authors’ last name, followed by a comma
2. The author’s/authors’ initials(s) followed by a period.
3. The year of publication, in parentheses
4. The full title of the book chapter, including any subtitle, followed by a period. Capitalize the first word and any proper nouns only in the book chapter title
5. The editor’s/editors’ surname, followed by editor’s/editors’ initials(s)
6. The abbreviation ‘ed.’ in parentheses for a single editor, or ‘eds’ in parentheses for multiple editors
7. The full title of the book, including any subtitle, written in italics, followed by a period. Capitalise only the first word of the book title and any proper nouns contained in the book title. If the book title contains a colon, capitalise the word immediately following the colon
8. The place of publication, followed by a colon.
9. The name of the publisher, followed by a comma
10. The pages in which the book chapter appears, followed by a period

**Example: Book chapter, single author in an edited book**


**Note:** The abbreviation ‘eds’ is an abbreviation of the word ‘editors’ and is placed in parentheses after the book editors’ names.

**Note:** For two or more book editors, the abbreviation is ‘eds’, as in this example.

**Note:** The abbreviation ‘eds’ is *not* followed by a period.

**Note:** The abbreviation is ‘ed.’ where there is a single editor and the abbreviation ‘ed’ *is* followed by a period.

**Published report**

In the reference list, a published report is referenced similar to a book and must be cited in the following order:

1. The author’s/authors’ last surname, followed by a comma,
2. The author’s/authors’ initials(s) followed by a period
3. The year of publication, in parentheses
4. The full title of the report, including any subtitle, written in *italics*, followed by a period. Capitalise only the first word and any proper nouns contained in the report title. If the report title
contains a colon, capitalise the word immediately following the colon.
5. The place of publication, followed by a colon
6. The name of the publisher followed by a period

**Example: Published report, multiple authors**


**Note**: The publisher in this instance is an institution and not a publishing company.

**Example: Published report, no author indicated**


**Note**: The publisher in this instance is a statutory body and not a publishing company.

**Conference paper**

In the reference list a conference paper is referenced similarly to a book and must be cited in the following order:

1. The author’s/authors’ last surname, followed by a comma,
2. The author’s/authors’ initials(s) followed by a period
3. The year of publication, in parentheses
4. The full title of the conference paper, placed in single quotation marks, followed by a comma
   Capitalise only the first word and any proper nouns contained in the paper title. If the paper title contains a colon, capitalise the word immediately following the colon
5. The full title of the conference in *italics*, followed by a period
6. The location (city) in which the conference took place, followed by a comma
7. The date(s) on which the conference took place, followed by a period
8. The place of publication, followed by a colon
9. The name of the publisher or conference organising body followed by a period

**Example: Conference paper**


**Note**: The year of publication is the year in which the paper was presented, i.e. 2010.
**Note**: The place (city) in which the conference took place was London.
**Note**: The name of the publisher/conference organising body was the British Society of Gerontology.
**Unpublished works (thesis)**

Unpublished works, such as a PhD thesis are listed in the following way:

1. The author’s/authors’ last surname, followed by a comma,
2. The author’s/authors’ initials(s) followed by a period
3. The year of publication, in parentheses
4. The full title of the thesis, including any subtitle in *italics*, followed by a period
5. The words ‘unpublished PhD thesis’ (or unpublished master’s thesis’, if appropriate), followed by a period.
6. The name of the degree awarding body, followed by a period.

**Example: Unpublished work (thesis)**


**Internet**

Unpublished works, such as a PhD thesis are listed in the following way:

1. The author’s/authors’ last surname, followed by a comma,
2. The author’s/authors’ initials(s) followed by a period
3. The year of publication, in parentheses
4. The full title of the document, including any subtitle, in *italics*, followed by a period
5. The place of publication, if appropriate, followed by a colon
6. The name of the publisher, followed by a period
7. The phrase ‘Available online at’, followed by a colon
The URL link, followed by the phrase in parentheses: ‘Accessed’ followed by a colon, followed by the date on which the article was accessed online. :

**Example: Internet article**

Example of a reference list

When compiling the reference list do not use numbering or bullet points and do not underline journal or book titles. There is no need for any additional formatting, such as indenting the first line of each reference. Where there are two or more works from one author, they should be listed together, but in date order, with the earliest work listed first, as in the example below.

References


Note: Each reference in the list is separated by a single line space.

For further information on the Harvard Style, visit the UCD Library site at: http://www.ucd.ie/t4cms/Guide69.pdf
References
