

Dundalk Institute of Technology Library

Guide to
Harvard Referencing



© DkIT De Chastelain Library

Contact: library@dkit.ie

General disclaimer: This guide is intended to provide guidance on how to reference a wide range of materials, but it does not cover every situation. Users should seek advice from their lecturer on the appropriate style to use for specific situations. While DkIT De Chastelain Library has taken every precaution in compiling this guide, it does not warrant or assume any legal liability or responsibility for the accuracy, completeness, or fitness of the content.

Please ensure you are using the most up-to-date version, available on DkIT Library's website.

Last updated: 12th August 2022



CONTENTS

1	INTRODUCTION.....	1
1.1	Why is referencing important?	1
1.1.1	Common knowledge	1
1.2	What is the Harvard style of referencing?	1
1.2.1	Bibliography and webography.....	2
2.	QUOTING, PARAPHRASING AND SUMMARISING	3
2.1	Short direct quotations	3
2.2	Long direct quotations.....	3
2.3	Changing a direct quotation	3
2.4	Paraphrasing and summarising	3
3.	GENERAL GUIDELINES	5
3.1	Page numbers.....	5
3.2	One author	5
3.3	Two authors	5
3.4	Three or more authors	6
3.5	Works with no author	6
3.6	Source cited within another source.....	6
3.7	Multiple sources cited together	6
3.8	Multiple authors with the same surname and the same year	7
3.9	Multiple publications by the same author in different years	7
3.10	Multiple publications by the same author in the same year	7
3.11	Works with no date or uncertain date	7
3.12	Printed works with no place of publication	8
3.13	Printed works with more than one place of publication.....	8

3.14	US States in the place of publication	8
3.15	Double-barrelled surnames.....	8
3.16	Author with a title (Dr., Professor, Sir)	8
3.17	Capital letters	8
3.18	Repeating a citation	8
	These are not part of the Harvard System of Referencing but are commonly used with all systems.	8
3.19	Citing interviews/surveys carried out by yourself	9
4.	REFERENCING AND CITING GUIDELINES	10
4.1	Books and E-Books.....	10
4.1.1	Book	10
4.1.2	Edited book	10
4.1.3	Chapter in edited book	11
4.1.4	Book series.....	11
4.1.5	Reprinted book	11
4.1.6	Book review.....	12
4.1.7	Translation.....	12
4.1.8	Play	12
4.1.9	Introduction/Foreword /Preface to a book.....	13
4.1.10	Reference work with no author	13
4.1.11	Exhibition catalogue	13
4.1.12	E-Book: Website or library database.....	14
4.1.13	E-Book: E-Reader (e.g. Kindle).....	15
4.1.14	Audiobook	15
4.2	Journals and magazines	16
4.2.1	Journal/magazine article: Print.....	16

4.2.2	Journal/magazine article: Website or library database	16
4.3	Correspondence and communication	18
4.3.1	Letter to a newspaper: Print	18
4.3.2	Letter to a newspaper: Online	18
4.3.3	Letter in historical archive	18
4.4	Course material	19
4.4.1	Course material: Print	19
4.4.2	Course material: Online	19
4.5	Internet	20
4.5.1	Webpage	20
4.5.2	Online video (e.g. YouTube)	20
4.5.3	Mailing list/ Discussion Forum/ Blog/ Twitter/ Facebook.....	21
4.5.4	Wiki.....	22
4.5.5	Institutional Repository	22
4.5.6	SlideShare	23
4.5.7	Pinterest	23
4.5.8	Mobile App	23
4.5.9	Video conferences, Webinars, Webcasts, lectures and seminars	24
4.6	Images.....	25
4.6.1	Image, Figure, Illustration, Photo or Table: Print	25
4.6.2	Image, Figure, Illustration, Photo or Table: Web	25
4.6.3	Map	26
4.7	Government and legislation	27
4.7.1	Act/Statutory Instrument.....	27
4.7.2	EU Directive	27

4.7.3	Government Report: Print	28
4.7.4	Government Report: Website.....	28
4.7.5	White/Green Paper:	28
4.7.6	White/Green Paper:	29
4.7.7	Oireachtas Debate: Website	29
4.8	Newspapers and media	30
4.8.1	Newspaper article: Print	30
4.8.2	Newspaper article: Online	30
4.8.3	Radio / television programme	31
4.8.4	Series on streaming service.....	31
4.8.5	Radio / television interview or contribution.....	31
4.8.6	Radio / television advertisement	32
4.8.7	Podcast/archived radio/television programme	32
4.8.8	Film on DVD/Video.....	32
4.8.9	Film on streaming service	33
4.8.10	Microfilm / Microfiche / CD ROM.....	33
4.8.11	Press release: online.....	33
4.8.12	Speech: Live.....	33
4.8.13	Speech: Recorded / transcript online	34
4.9	Musical works and live performances	35
4.9.1	Recording: Album.....	35
4.9.2	Recording: Track from album.....	35
4.9.3	Recording: Album on streaming service	35
4.9.4	Recording: Track from album on streaming service	35
4.9.5	Sheet Music.....	36

4.9.6	Live performance: Concert.....	36
4.9.7	Live performance: Play	36
4.10	Conference papers, reports and policies	38
4.10.1	Conference paper: published in printed proceedings	38
4.10.2	Conference paper: published in proceedings on website or library database	38
4.10.3	Unpublished conference paper	39
4.10.4	Research Report: Print.....	39
4.10.5	Research Report: Website	39
4.10.6	Annual report: Print	40
4.10.7	Annual report: Website.....	40
4.10.8	Policy document: Print	40
4.10.9	Policy document: Website	41
4.10.10	Case study	41
4.11	Technical / commercial / industrial.....	42
4.11.1	Patent	42
4.11.2	Standard: Print	42
4.11.3	Standard: Website or library database.....	43
4.12	Theses and miscellaneous material.....	44
4.12.1	Thesis/dissertation	44
4.12.2	Leaflet/flyer/booklet/ newsletter/in-house publication/grey literature	44
4.12.3	Medicine data sheet	45
5.	Commons elements in the reference list.....	46

1 INTRODUCTION

1.1 Why is referencing important?

Referencing is the acknowledgement of any material used in the writing of your work. It is used to:

- let the reader find the source material you have used
- show the research you have carried out to place your work in context and reach your conclusions
- back up your arguments
- avoid plagiarism, cheating or copying

Plagiarism is the use of another's work (or your own previous work) without a clear acknowledgement of the source of the information. Another's work refers not just to his/her words; it also includes ideas, images, charts, data, music, and so on. Plagiarism may be accidental or deliberate, and is considered a serious disciplinary offence in Dundalk Institute of Technology (DkIT).

1.1.1 Common knowledge

You do not need to acknowledge a source for information that is common knowledge. Common knowledge is information that either the general public or the average reader in your subject area would know. If you are unsure if something is common knowledge you should include a reference for it.

1.2 What is the Harvard style of referencing?

A number of different referencing styles exist. DkIT uses the Harvard style of referencing, which is outlined in this guide. Your lecturer might want you to use a different style of referencing; you should check this with him/her before beginning your work.

The Harvard style of referencing consists of two elements:

1. Citation

- An indication, in the main text of your work, that you have used someone else's work.
- This usually takes the form (Author's surname Year). Example: (Cleary 2022).
- Where the author's name(s) occurs naturally in the text, the year follows in brackets. Example: Cleary (2022) outlines the key steps required.

2. Reference list

- The detailed list of sources cited in your work, in other words the sources from which you have obtained your information.
- The reference list appears at the end of your work.
- It is arranged alphabetically by author's surname.

1.2.1 Bibliography and webography

A reference list contains only sources cited in the main text of your work. In general, you are only required to produce a reference list, but you may be asked to provide a bibliography instead of or in addition to the reference list. A bibliography is list of all sources and background material consulted, whether or not you have cited the source in your text. It is in the same format as the reference list. A separate webography can also be included at the end of the bibliography if you have used information from websites.

2. QUOTING, PARAPHRASING AND SUMMARISING

2.1 Short direct quotations

A direct quotation of less than two lines long should:

- be inserted directly into the text without putting it on to a new line
- commence and end with quotation marks
- include the citation at the end

2.2 Long direct quotations

A direct quotation consists of the actual words used by the author. A direct quotation of more than two lines long should:

- commence on a new line
- be indented from the main text at both left and right margins
- be typed in smaller font size to the main text of the work
- be typed in single-line spacing
- not have quotation marks
- include the citation at the end

2.3 Changing a direct quotation

Where you make changes to a direct quotation you must follow the rules below:

- where you leave out words, phrases, or paragraphs from a quotation, whether from the beginning, middle or end, you must show this with ellipsis points (i.e. three spaced dots). There should be a space before each dot unless the first dot is a full stop, and a space after the last if a word follows, e.g. Ward (2022, p.17) believes this “shows diligence . . . and quality”.
- where you want to insert your own words, or different words, into a quotation, you must put them in [square] brackets
- where there is an error, e.g. a spelling mistake or wrong date, in the original quotation, type [sic] at the point where the error occurs.
- if you underline, **embolden** or *italicise* any part of the quotation for emphasis, you must state that the emphasis is your own, e.g. (O'Connor 2022, p.45, author's italics).
- if any part of the original is underlined, or in **bold**, or in *italics* you must state that is how it is in the original, e.g., (Smyth 2022, p.44, italics in original)

2.4 Paraphrasing and summarising

You may wish to paraphrase or summarise a piece rather than quoting directly.

- Paraphrasing is when you put someone else's work into your own words
- Summarising is when you give an outline of the main points of a passage, chapter or book
- Do not change the original meaning
- You must still acknowledge the original author as the idea is not your own. See section 3.1 for when to include page numbers.

Author's original text

Brand loyalty exists when consumers have a preference for the products of established companies. A company can create brand loyalty by continuously advertising its brand-name products and company name, patent protection of its products, product innovation achieved through company research and development programs, an emphasis on high quality products, and exceptional after-sales service.

Reference: Jones, G. and Hill, C. (2013). *Theory of strategic management: with cases*. 10th ed. Mason: South-Western.

Paraphrasing example

Jones and Hill (2013, p.47) explain that brand loyalty means a customer's preference for products from well-known companies. They outline ways in which a company can create brand loyalty, including repeated advertising of the product and company brand-name, taking out a patent on the product, research driven innovation, and a high standard of after-sales service.

Summarising example

Jones and Hill (2013, p.47) outline the various ways by which a company can create brand loyalty through advertising, patent protection, innovation, quality, and after-sales services.

3. GENERAL GUIDELINES

The following guidelines apply to all material types. See Section 4 for details on how to reference specific material types.

3.1 Page numbers	<p>Include page numbers in the citation when you quote from, paraphrase or summarise a specific section in the source. Exclude page numbers when you refer to a larger section or to an entire work.</p> <p>Add a comma after the year and use p. for a single page and pp. for a page range.</p> <p>Example citation (Cleary 2022, p.56)</p> <p>(Cleary 2022, pp.17-19)</p>
3.2 One author	<p>(Author's surname Year)</p> <p>Example citation (Cameron 2021)</p> <p>Example reference Cameron, S. (2021). <i>The business student's handbook: skills for study and employment</i>. 7th ed. Harlow: Pearson.</p>
3.3 Two authors	<p>List the authors as they appear on the source material, not alphabetically.</p> <p>(First author's surname and second author's surname Year)</p> <p>Example citation (Giddens and Sutton 2021)</p> <p>Example reference Giddens, A. and Sutton, P.W. (2021). <i>Sociology</i>. 9th ed. Cambridge: Polity Press.</p>

<p>3.4 Three or more authors</p>	<p>The first author is as listed on the source material, not alphabetical order. Include the first author only followed by 'et al.' in the citation but name all authors in the reference list.</p> <p>(First author's surname et al. Year)</p> <p>Example citation (Robbins et al. 2020)</p> <p>Example reference Robbins, S.P., Coulter, M.A. and De Cenzo, D.A. (2020). <i>Fundamentals of management</i>. 11th ed. Harlow: Pearson.</p>
<p>3.5 Works with no author</p>	<p>Where you cannot establish the author(s) of a work, include the title within the brackets in place of the author's surname.</p> <p>(Title Year)</p> <p>Example citation (Collins English dictionary 2022)</p>
<p>3.6 Source cited within another source</p>	<p>It is recommended that you only cite and reference sources that you have seen yourself. For sources that you have not actually seen but which are referred to in another work you must cite both the author of the idea you are using and the source in which you found it. In your reference list only give details of the source that you have actually seen.</p> <p>Example citation (Perrow 1970 cited in Jones and George 2022, p.147)</p> <p>Example reference Jones, G.R. and George, J.M. (2022). <i>Contemporary management</i>. 12th ed. New York: McGraw Hill.</p>
<p>3.7 Multiple sources cited together</p>	<p>When citing a topic that has been discussed in multiple publications, list in order of most recent publication date first. Separate each with a semi-colon. Where there are two or more publications in the same year, list these alphabetically.</p>

	<p>Each source is given a separate entry in the reference list.</p> <p>Example citation (Aspinall 2021; Orpet and Welsh 2019; Smith 2018)</p>
3.8 Multiple authors with the same surname and the same year	<p>Include the first initial of each author after a comma.</p> <p>(Author's surname, Initial. Year) Example citations (O'Brien, D. 2022) (O'Brien, P. 2022)</p>
3.9 Multiple publications by the same author in different years	<p>List in order of publication in the reference list, from oldest to newest.</p>
3.10 Multiple publications by the same author in the same year	<p>Use lowercase letters after the year in both citation and reference list.</p> <p>Example citations (Smith 2021a) (Smith 2021b)</p> <p>Example references Smith, A. (2021a). <i>Power and media</i>. Abingdon: Routledge. Smith, A. (2021b). The media's power in the 1900s. <i>European journal of modern history</i>, 51(2), pp. 201-211.</p>
3.11 Works with no date or uncertain date	<p>If you do not know the date of the publication, use 'n.d.' (not dated) in place of the year in both citation and reference list.</p> <p>If you only know the approximate date of the publication, add 'c.' (circa) before the year in both citation and reference list.</p> <p>If you only know the probable date of the publication, add '?' after the year in both citation and reference list.</p> <p>If you only know the decade of publication, add '-' in place of the exact year in the decade in both citation</p>

	<p>and reference list.</p> <p>Example citations (O'Connell n.d.) (Murphy c.2022) (Holmes and Brook 2020?) (Kelly 200-)</p>
3.12 Printed works with no place of publication	If you do not know the place of publication, use 's.l.' (sine loco) instead of the place of publication in the reference list.
3.13 Printed works with more than one place of publication	If there is more than one place of publication only reference the first place of publication listed.
3.14 US States in the place of publication	US states should be abbreviated to their two letter code, e.g. NJ, CA.
3.15 Double-barrelled surnames	<p>Cite and reference using the first part of the surname</p> <p>Example citation (Jenkins-Brown 2022)</p>
3.16 Author with a title (Dr., Professor, Sir)	Do not include titles in the citation or reference list.
3.17 Capital letters	Use sentence case, i.e. use capital letters for the first letter of each title and for proper nouns.
<p>3.18 Repeating a citation</p> <p>These are not part of the Harvard System of Referencing but are</p>	<p><i>ibid.</i> (an abbreviation of the Latin term 'ibidem' meaning 'in the same place') is used as a ditto instead of repeating the previous reference.</p> <p><i>op.cit.</i> (an abbreviation of the Latin term 'opera citato' meaning 'in the work cited') is used after an author's name to mean the same work as last cited for this author.</p>

<p>commonly used with all systems.</p>	
<p>3.19 Citing interviews/surveys carried out by yourself</p>	<p>Interviews and surveys that you have conducted yourself cannot be cited in the traditional manner, as they cannot be traced by the reader. The same applies to personal communication such as emails. Instead, you can transcribe the content and include it as an appendix at the very end of your work, after the reference list, and refer to the appendix when required. Permission should be sought before using these sources.</p> <p>An appendix is usually given a capital letter e.g. Appendix A, Appendix B.</p> <p>Example See Appendix A for the survey questions used. Anthony O'Donnell, IT Director, confirmed this in his interview (Appendix B).</p>

4. REFERENCING AND CITING GUIDELINES

4.1 Books and E-Books

Material Type	In-text Citation	Reference
4.1.1 Book	<p>(Author's surname(s) Year)</p> <p>Examples (Cameron 2021)</p> <p>(Giddens and Sutton 2021)</p>	<p>Author(s) surname(s), Initial(s). (Year of publication). <i>Title of book: subtitle if any</i>. Edition followed by ed. (if not the first edition) Place of publication: Publisher.</p> <p>Examples Cameron, S. (2021). <i>The business student's handbook: skills for study and employment</i>. 7th ed. Harlow: Pearson.</p> <p>Giddens, A. and Sutton, P.W. (2021). <i>Sociology</i>. 9th ed. Cambridge: Polity Press.</p>
4.1.2 Edited book Use when referring to the entire book.	<p>(Editor's surname(s) Year)</p> <p>Example (Kelly-Quinn and Reynolds 2022)</p>	<p>Editor(s) surname(s), Initial(s). followed by ed. or eds. (Year of publication). <i>Title of book: subtitle if any</i>. Edition followed by ed. (if not the first edition) Place of publication: Publisher.</p> <p>Example Kelly-Quinn, M. and Reynolds, J., eds. (2022). <i>Irish rivers</i>. Dublin: University College Dublin Press.</p>

<p>4.1.3 Chapter in edited book</p> <p>Use when referring to a single chapter in an edited book.</p>	<p>(Chapter author's surname(s) Year)</p> <p>Example (Bruen 2020)</p>	<p>Chapter author(s) surname(s), Initial(s). (Year of publication). Title of chapter. In: Book editor(s) surname(s), Initial(s)., followed by ed. or eds. <i>Title of book: subtitle if any.</i> Edition followed by ed. (if not the first edition) Place of publication: Publisher, page number(s) of chapter.</p> <p>Example Bruen, M. (2020). River flows. In: Kelly-Quinn, M. and Reynolds, J., eds. <i>Irish rivers</i>. Dublin: University College Dublin Press, pp.39-59.</p>
<p>4.1.4 Book series</p>	<p>(Author's surname(s) Year)</p> <p>Example (Cottrell 2021)</p>	<p>Author's surname, Initial/s. (Year of publication). <i>Title of book: subtitle if any.</i> Edition followed by ed. (if not the first edition) Series title, volume number (if any). Place of publication: Publisher.</p> <p>Example Cottrell, S. (2021). <i>Skills for success: personal development and employability</i>. 4th ed. Macmillan study skills. London: Red Globe Press.</p>
<p>4.1.5 Reprinted book</p>	<p>(Author's surname(s) Year of original publication)</p> <p>Example (Du Maurier 1938)</p>	<p>Author(s) surname(s), Initial(s). (Year of original publication). <i>Title of book.</i> Edition followed by ed. (if not the first edition) Reprint, place of publication of the reprint: Publisher of the reprint, year of reprinting.</p> <p>Example Du Maurier, D. (1938). <i>Rebecca</i>. Reprint, London: Virago, 2018.</p>

<p>4.1.6 Book review</p>	<p>(Reviewer's surname(s) Year)</p> <p>Example (Byrne 2019)</p>	<p>Reviewer's surname, Initial(s). (Year of publication of the review). Review title (where there is one). Review of <i>title of work reviewed</i> by author's first name and surname. Follow referencing guidelines for the material type in which the review appears.</p> <p>Example from a print journal Byrne, W. (2019). Just what is 'Irish' cinema? Review of <i>Irish cinema in the twenty-first century</i> by Ruth Barton. <i>Books Ireland</i>, 387, pp.30-31.</p>
<p>4.1.7 Translation</p>	<p>(Original author's surname(s) Year)</p> <p>Example (Ndiaye 2012)</p>	<p>Author(s) surname(s), Initial(s). (Year of publication). <i>Title of work</i>. Translated from the language of the original by translator's first name and surname. Place of publication: Publisher.</p> <p>Example Ndiaye, M. (2012). <i>Three strong women</i>. Translated from French by John Fletcher. New York: Vintage Books.</p>
<p>4.1.8 Play</p> <p>Note: For a live performance see section 4.9</p>	<p>(Author's surname(s) Year)</p> <p>Example (Drury 2019)</p> <p>You may also cite the Act.Scene: line Example (Drury 2019, 1.1: 90)</p>	<p>Author(s) surname(s), Initial(s). (Year of publication). <i>Title of play: subtitle if any</i>. Edition followed by ed. (if not the first edition) Place of publication: Publisher.</p> <p>Example Drury, J.S. (2019). <i>Fairview</i>. New York: Theatre Communications Group.</p>

<p>4.1.9 Introduction/Foreword /Preface to a book</p> <p>Use if the introduction or foreword is not written by the primary author or editor</p>	<p>(Author of introduction/foreword /preface's surname Year)</p> <p>Example (Taylor 2021)</p>	<p>Author(s) of introduction/foreword/preface surname(s), Initial(s). (Year of publication). Introduction (or Foreword or Preface). In: <i>Title of book: subtitle if any</i>. Edition followed by ed. (if not the first edition) Place of publication: Publisher.</p> <p>Taylor, D.J. (2021). Introduction. In: <i>Animal Farm</i>. London: Constable.</p>
<p>4.1.10 Reference work with no author (e.g. dictionary)</p>	<p>(Title Year)</p> <p>Example (Collins Italian dictionary 2020)</p>	<p><i>Title of work</i>. (Year of publication). Edition followed by ed. (if not the first edition) Place of publication: Publisher.</p> <p>Example <i>Collins Italian dictionary</i>. (2020). 5th ed. Glasgow: HarperCollins.</p>
<p>4.1.11 Exhibition catalogue</p> <p>It is usual to capitalise the names of art movements.</p>	<p>(Author's surname(s) Year)</p> <p>Example (Irish Museum of Modern Art 2006)</p> <p>(Haskell 1984)</p>	<p>Author (where there is no author, use the gallery or museum). (Year). <i>Title of exhibition</i>. Place of exhibition, Gallery.</p> <p>Examples Irish Museum of Modern Art. (2021). <i>Ghosts from the recent past</i>. Dublin, Irish Museum of Modern Art.</p> <p>Haskell, B. (1984). <i>Blam! The explosion of Pop, Minimalism and Performance 1958-64</i>. New York, Whitney Museum of American Art.</p>

4.1.12 E-Book: Website or library database	(Author's surname(s) Year)	Author(s) surname(s), Initial(s). (Year of publication). <i>Title of E-Book: subtitle if any</i> [online]. Edition followed by ed. (if not the first edition) Place of publication (if any): Publisher. Available from: library database name, or URL if accessed online from somewhere other than a library database [accessed date].
	Example (Hagos et al. 2022)	Example from a website Hagos, T., Zechner, M., DiMarzio, J.F. and Green, R. (2020). <i>Beginning Android games development: from beginner to pro</i> [online]. Cambridge: Polity. Available from: https://books.google.ie/books?isbn=0745650082 [accessed 22 July 2022].
	Example (Redulla 2021)	Example from a library database Redulla, R.R. (2021). <i>Fast facts for making the most of your career in nursing</i> [online]. New York: Apress. Available from: EBSCOhost eBook Collection [accessed 20 July 2022].

<p>4.1.13 E-Book: E-Reader (e.g. Kindle)</p>	<p>(Author's surname(s) Year)</p> <p>Example (Reeves and Walsh 2022)</p> <p>Note: As no page numbers are given you may use chapter and paragraph numbers in the in-text citation, if required.</p> <p>Example: (Reeves and Walsh 2022, ch. 5, para. 4).</p>	<p>Author(s) surname(s), Initial(s). (Year of publication). <i>Title of e-book: subtitle if any</i> [E-Reader name]. Edition followed by ed. (if not the first edition) Place of publication (if any): Publisher.</p> <p>Example Reeves, S. and Walsh, T. (2022). <i>Creative jazz improvisation</i> [Kindle]. 5th ed. Edinburgh: Canongate.</p>
<p>4.1.14 Audiobook</p>	<p>(Author's surname(s) Year)</p> <p>Example (Burns 2018)</p>	<p>Author(s) surname(s), Initial(s). (Year of publication). <i>Title of audiobook: subtitle if any</i> [audiobook]. Edition followed by ed. (if not the first edition) Place of publication (if any): Publisher.</p> <p>Example Burns, A. (2018). <i>Milkman</i> [audiobook]. London: Faber and Faber.</p>

4.2 Journals and magazines

Material Type	In-text Citation	Reference List
4.2.1 Journal/magazine article: Print	<p>(Author's surname(s) Year)</p> <p>Example (Bakken and Andersson-Bakken 2021)</p> <p>Example (Buiting 2022)</p>	<p>Author(s) surname(s), Initial(s). (Year of publication). Title of article. <i>Title of journal</i>, volume number(issue/number, or date/month of publication if volume and issue are absent), page number(s).</p> <p>Example of journal article Bakken, J. and Andersson-Bakken, E. (2021). The textbook task as a genre. <i>Journal of curriculum studies</i>, 53(6), pp.729-748.</p> <p>Example of magazine article Buiting, J. (2022). Minimizing hardware with smart software. <i>Elektor Magazine</i>, 48(515), pp.98-99.</p>
4.2.2 Journal/magazine article: Website or library database	<p>(Author's surname(s) Year)</p>	<p>Author(s) surname(s), Initial(s). (Year of publication). Title of article. <i>Title of journal</i> [online], volume number (issue/number, or date/month of publication if volume and issue are absent), page numbers or Article eLocator number (if any). Available from: library database name, or URL or DOI if accessed online from somewhere other than a library database [accessed date].</p>

	<p>Example (Wood 2020)</p> <p>Example (Grapin and Llosa 2022)</p> <p>Example (Hu 2022)</p> <p>Example (Bolonhez et al. 2022)</p>	<p>Example of journal article from website: Wood, B. (2020). A review of the concept of authenticity in heritage, with particular reference to historic houses. <i>Collections: A journal for museum and archives professionals</i> [online], 16(1). Available from: https://journals.sagepub.com/doi/full/10.1177/1550190620904798 [accessed 14 May 2022].</p> <p>Example of journal article from library database: Grapin, S.E. and Llosa, L. (2022). Multimodal tasks to assess English learners and their peers in science. <i>Educational assessment</i> [online], 27(1), pp.46-70. Available from: Academic Search Complete [accessed 7 May 2022].</p> <p>Example of magazine article from website: Hu, C. (2022). How an AI managed to confuse humans in an imitation game. <i>Popular science</i> [online], 28 July 2022. Available from: https://www.popsci.com/technology/artificial-intelligence-nonverbal-turing-test/ [accessed 27 August 2022].</p> <p>Example of article with eLocator from library database: Bolonhez, E., Silva, T. and Fanzeres, B. (2022). A core-based quota allocation model for the Bitcoin-refunded Blockchain network. <i>Expert Systems with Applications</i> [online], 209, Article 118201. Available from: Science Direct [accessed 14 August 2022].</p>
--	---	---

4.3 Correspondence and communication

A traditional citation is not required for personal communication (such as emails or interviews), as they cannot be sourced by the reader. Instead, you should clearly explain within your text where the information came from, e.g. “As stated in an email from Joan Smith on 14th May 2022, the new strategic plan will be published by Quarter 3”. Alternatively, you may wish to include a transcription of the personal communication in an appendix. In either case you should first seek permission from the author of the communication.

Material Type	In-text Citation	Reference
4.3.1 Letter to a newspaper: Print	(Author’s surname Year) (White 2022)	Author(s) surname(s), Initial(s). (Year of publication). Title of letter [letter]. <i>Title of newspaper. supplement/section if any, date, page number(s).</i> White, P. (2022). Wildflowers and poisons [letter]. <i>The Irish Times</i> , 18 May 2022, p.21.
4.3.2 Letter to a newspaper: Online	(Author’s surname Year) (White 2022)	Author(s) surname(s), Initial(s). (Year of publication). Title of letter [letter]. <i>Title of newspaper. supplement/section if any, date.</i> Available from: URL [accessed date]. White, P. (2022). Wildflowers and poisons [letter online]. <i>The Irish Times</i> , 18 May 2022. Available from: https://www.irishtimes.com/opinion/letters/wildflowers-and-poisons-1.4881118 [accessed 22 May 2022].
4.3.3 Letter in historical archive	(Author’s surname Year) Example (Brown 1969)	Author(s) surname(s), Initial(s). <i>Subject matter.</i> Letter to recipient’s name, year. Held in Collection (if available), reference number (if available), Institution, City. Example Brown, J.E. <i>A reading for American students.</i> Letter to Austin Clarke, 1969. Held in Austin Clarke Papers, MS 38,652/1, National Library of Ireland, Dublin.

4.4 Course material

Course material refers to lecture notes, worksheets, etc. Copies of other material types (e.g. from a book or journal) should be referenced as per the guidelines for the material type in question. **In general, you should not refer to course material in your academic writing.**

Material Type	In-text Citation	Reference
4.4.1 Course material: Print	(Author's surname Year) Example (Murphy 2022)	Author(s) surname(s), Initial(s). (Year of publication). Title of course material [unpublished], <i>Module code: Module title</i> . Institution, School or Department. Example Murphy, J. (2022). What is marketing? [unpublished], <i>MRKT B9125: Marketing</i> . Dundalk Institute of Technology, Department of Business Studies.
4.4.2 Course material: Online	(Author's surname Year) Example (Johnson 2022)	Author(s) surname(s), Initial(s). (Year of publication). Title of course material [online], <i>Module code: Module title</i> . Institution, School or Department. Available from: URL [accessed date]. Example Johnson, R. (2022). Introduction to change management [online], <i>MGMT H1013: Change Management</i> . Dundalk Institute of Technology, Department of Business Studies. Available from: http://moodle.dkit.ie/course/view.php?id=001 [accessed 24 April 2022].

4.5 Internet

Material Type	In-text Citation	Reference
<p>4.5.1 Webpage</p> <p>Material on the Web often falls into one of the material types already covered in this guide. Information published on the Web is not necessarily a webpage. In such cases, follow the instructions for the material type in question (e.g. research report, e-book).</p>	<p>(Author/Owner Year)</p> <p>Example (Dundalk Institute of Technology 2022)</p>	<p>Author/Owner of webpage. (Year created or last updated). <i>Title of webpage</i> [online]. Available from: URL [accessed date].</p> <p>Example Dundalk Institute of Technology. (2022). <i>Research strategy</i> [online]. Available from: https://www.dkit.ie/research/research-strategy.html [accessed 24 May 2022].</p>
<p>4.5.2 Online video (e.g. YouTube)</p>	<p>(Contributor Year)</p> <p>Example (Dundalk Institute of Technology 2022)</p>	<p>Screen name of contributor. (Year). <i>Title of video</i> [video online]. Available from: URL [accessed date].</p> <p>Example Dundalk Institute of Technology. (2022). <i>Apprenticeships</i> [video online]. Available from: https://www.youtube.com/watch?v=57yid2v_vEQ [accessed 26 June 2022].</p>

<p>4.5.3 Mailing list/ Discussion Forum/ Blog/ Twitter/ Facebook</p>	<p>(Author's surname Year)</p>	<p>Author(s) surname(s), Initial(s). (Year item posted). Title or description of post. <i>Title of Mailing list/ Discussion forum/ Blog/ Twitter/ Facebook</i> [online], day and month posted. Available from: URL [accessed date].</p>
	<p>Example from mailing list (Buechner 2013)</p> <p>Example from blog (O'Neill 2022)</p> <p>Example from Twitter (Harrington 2022)</p> <p>Example from Facebook (DkIT Library 2022)</p>	<p>Example from mailing list Buechner, D. (2013). Book announcement. <i>CELTIC-L</i> [online], 28 May. Available from: https://listserv.heanet.ie/cgi-bin/wa?A1=ind1305&L=CELTIC-L [accessed 17 December 2021].</p> <p>Example from blog O'Neill, M. (2022). My top tips for CVs, cover letters and interviews. <i>Libfocus</i> [online], 20 April. Available from: https://www.libfocus.com/2022/04/my-top-tips-for-cvs-cover-letters-and.html [accessed 8 August, 2022].</p> <p>Example from Twitter Harrington, K. (2022). Honorary Freedom of the City of Dublin. <i>Twitter</i> [online], 10 May. Available from: https://twitter.com/Kelly64kg [accessed 07 June 2022].</p> <p>Example from Facebook DkIT Library. (2022). Thomas D'Arcy McGee exhibition. <i>Facebook</i> [online], 24 May. Available from: https://www.facebook.com/dkitlib [accessed 06 June 2022].</p>

<p>4.5.4 Wiki</p> <p>In general, you should not refer to Wikipedia in your academic writing</p>	<p>(Name of wiki Year)</p> <p>Example (Wikipedia 2022)</p>	<p>Name of wiki or author(s) surname(s), Initial(s). (Year last updated). <i>Subject of page</i>. Available from: URL [accessed date].</p> <p>Example Wikipedia. (2022). <i>Renewable energy</i>. Available from: http://en.wikipedia.org/wiki/Renewable_energy [accessed 25 June 2022].</p>
<p>4.5.5 Institutional Repository</p> <p>An institutional repository contains various materials, such as journal articles, book chapters, conference papers, and theses.</p>	<p>(Author's surname Year)</p> <p>Examples (Kearney 2021)</p>	<p>Follow the instructions for the relevant material type in print. Not all information may be available but include as many details as you can. At the end of each reference state: [Online institutional repository]. Available from: URL [accessed date].</p> <p>Examples Kearney, D. (2021). Creative Arts, discovery and empathy: sharing creativity and exploration in education. <i>ETBI Journal of Education</i>. 3(1), pp.27-32. [Online institutional repository]. Available from: http://eprints.dkit.ie/751/ [accessed 20 June 2022].</p>

<p>4.5.6 SlideShare</p>	<p>(Contributor Year)</p> <p>Example (Bree 2022)</p> <p>Note: If you are referring to a particular slide you can indicate this in your citation. (Bree 2022, sl. 8)</p>	<p>Screen name of contributor. (Year created or last updated). <i>Title of presentation</i> [SlideShare]. Available from: URL [accessed date].</p> <p>Example Bree, R. (2022). <i>The National Resource Hub for T&L OER: opening the door to a sustainable culture of support across Irish Higher Education</i> [SlideShare]. Available from: http://www.slideshare.net/RonanBree [accessed 27 May 2022].</p>
<p>4.5.7 Pinterest</p>	<p>(Contributor Year)</p> <p>(Miller 2021)</p>	<p>Contributor. (Year). <i>Title of image</i> [Pinterest]. Available from: URL [accessed date].</p> <p>Miller, M. (2021). The 100 novel challenge [Pinterest]. Available from: https://www.pinterest.ie/pin/AU85uPhz/ [accessed 10 September 2021].</p>
<p>4.5.8 Mobile App</p>	<p>(Author/Company Year)</p> <p>Example (DkIT Library 2021)</p>	<p>Author/Company. (Year of release). <i>Title of mobile application</i> [mobile application]. Version number (if any). Available from: app store name [accessed date].</p> <p>Example DkIT Library. (2021). <i>DkIT Library</i> [mobile application]. Available from: iTunes [accessed 12 August 2022].</p>

<p>4.5.9 Video conferences, Webinars, Webcasts, lectures and seminars</p>		<p>No traditional citation required when you are referring to a live public communication. You do however need to clearly explain in your text where you sourced the information.</p> <p>For examples, see the section on Correspondence and Communication.</p> <p>Recorded webinars can be referenced as an online video.</p>
---	--	--

4.6 Images

You do not need to include a traditional citation if you are using an image for decorative purposes only. Instead indicate the source of the image beneath it, e.g. Source: www.dkit.ie

Material Type	In-text Citation	Reference
4.6.1 Image, Figure, Illustration, Photo or Table: Print	(Author's surname Year, details of image) Example (Larson and Gray 2021, p.215, Figure 7.1)	Follow the guidelines for the relevant material type, e.g. book or journal article. Example Larson, E.W. and Gray, C.F. (2021). <i>Project management: the managerial process</i> . 8 th ed. New York: McGraw-Hill.
4.6.2 Image, Figure, Illustration, Photo or Table: Web	(Owner year) Example (Dundalk Institute of Technology 2022)	Owner of website/image. (Year of publication). <i>Title of image</i> [image online]. Available from: URL [accessed date]. Example Dundalk Institute of Technology. (2022). <i>Regional Development Centre</i> [image online]. Available from: https://www.dkit.ie/innovation-and-business.html [accessed 14 July 2022].

<p>4.6.3 Map</p>	<p>(Creator Year)</p> <p>Example (Ordnance Survey Ireland 2020)</p>	<p>Creator/Compiler/Producer name(s). (Year of publication). <i>Title of map</i>. Sheet number (series if any), scale. Place of Publication: Publisher.</p> <p>Example Ordnance Survey Ireland. (2020). <i>Parts of County Dublin, Meath and Louth</i>. Sheet 43 (Discovery Series), 1:50,000. Dublin: Ordnance Survey Ireland.</p>
------------------	--	--

4.7 Government and legislation

Material Type	In-text Citation	Reference
4.7.1 Act/Statutory Instrument	<p>(Title of Act/Statutory Instrument including year)</p> <p>Example in print (Copyright and Related Rights Act 2000)</p> <p>Example from website (Social Welfare Act 2021)</p>	<p><i>Title of the Act/Statutory Instrument including year.</i> Act/Statutory Instrument number(s)/section number (if present). Place of Publication: Publisher (or [Online]. Available from: URL [accessed date]).</p> <p>Example in print <i>Copyright and Related Rights Act 2000.</i> No.28/2000. Dublin: Stationery Office.</p> <p>Example from website <i>Social Welfare Act 2021.</i> No. 44/2021. [Online]. Available from: https://www.irishstatutebook.ie/eli/2021/act/44/enacted/en/html [accessed 23 March 2022].</p>
4.7.2 EU Directive	<p>(Legislation year and number of Directive)</p> <p>Example (Directive 2022/228)</p>	<p><i>Title of Directive.</i> (Note: the title includes the institutional origin, year, legislation number, the date it was passed and title).</p> <p>Example <i>Directive (EU) 2022/228 of the European Parliament and of the Council of 16 February 2022 amending Directive 2014/41/EU, as regards its alignment with Union rules on the protection of personal data.</i></p>

<p>4.7.3 Government Report: Print</p>	<p>(Author Year)</p> <p>Example (Commission to Inquire into Child Abuse 2009)</p>	<p>Author and year of publication. <i>Title of publication</i>. Volume number/series title and number where applicable. Place of publication: Publisher.</p> <p>Example Commission to Inquire into Child Abuse 2009. <i>Report of the Commission to Inquire into Child Abuse</i>. Dublin: Stationery Office.</p>
<p>4.7.4 Government Report: Website</p>	<p>(Author Year)</p> <p>Example from website (State Examinations Commission 2020)</p>	<p>Author and year of publication. <i>Title of publication</i> [online]. Volume number/series title and number where applicable. Available from: URL [accessed date].</p> <p>Example State Examinations Commission 2020. <i>Final outcome of the Leaving Certificate 2020 LCVP results by gender</i> [online]. Available from: https://www.examinations.ie/misc-doc/EN-ST-99729345.pdf [accessed 28 August 2021].</p>
<p>4.7.5 White/Green Paper: Print</p>	<p>(Author Year)</p> <p>Example (Department of Communications, Energy & Natural Resources 2015)</p>	<p>Author. (Year of publication). <i>Title of paper</i>. Place of publication: Publisher.</p> <p>Example Department of Communications, Energy & Natural Resources. (2015). <i>Ireland's Transition to a Low Carbon Energy Future 2015-2030</i>. Dublin: Stationery Office.</p>

<p>4.7.6 White/Green Paper: Website</p>	<p>(Author Year)</p> <p>Example from website</p> <p>(Quality and Qualifications Ireland 2018)</p>	<p>Author. (Year of publication). <i>Title in italics</i> [online]. Available from: URL [accessed date].</p> <p>Example</p> <p>Quality and Qualifications Ireland. (2018). <i>Green paper on assessment of learners and learning</i> [online]. Available from: https://www.qqi.ie/News/Pages/Green-Paper-on-Assessment-published.aspx [accessed 16 August 2022].</p>
<p>4.7.7 Oireachtas Debate: Website</p>	<p>(Speaker Year)</p> <p>Example</p> <p>(McConalogue 2022)</p>	<p>Speaker. (Year). Title of debate [online], date. Available from: URL [accessed date].</p> <p>Example</p> <p>McConalogue, C. (2022). <i>Dáil Eireann debate</i> [online], 14 July. Available from: https://www.oireachtas.ie/en/debates/2022-07-14/ [accessed 10 August 2022].</p>

4.8 Newspapers and media

Material Type	In-text Citation	Reference
<p>4.8.1 Newspaper article: Print</p> <p>Note: If there is no author use the title of the newspaper instead.</p>	<p>(Author's surname Year)</p> <p>Example with author (McGovern 2022)</p> <p>Example with no author (The Irish Times 1956)</p> <p>Example from supplement (Notaro 2022)</p>	<p>Author(s) surname(s), Initial(s). (Year of publication). Title of article. <i>Title of newspaper: supplement/section if any</i>, date, page number(s).</p> <p>Example with author McGovern, N. (2022). Public invited to have their say on offshore wind park. <i>Drogheda Independent</i>, 18 May 2022, p.21.</p> <p>Example with no author The Irish Times. (1956). Big welcome for Ronnie Delany. <i>The Irish Times</i>, 20 December 1956, p.7.</p> <p>Example from supplement Notaro, V. (2022). 15 tips to keep your hay fever under control as pollen count climbs. <i>Irish Independent: Health & Living</i>, 05 April 2022, p.11.</p>
<p>4.8.2 Newspaper article: Online</p>	<p>(Author's surname Year)</p>	<p>Author(s) surname(s), Initial(s). (Year of publication). Title of article. <i>Title of newspaper: supplement/section if any</i> [online], date. Available from: URL [accessed date].</p>

	Example (Duke 2022)	Example Duke, S. (2022). Irish medical technology set to transform healthcare sector. <i>The Irish Times</i> [online], 26 May 2022. Available from: https://www.irishtimes.com/business/innovation/irish-medical-technology-set-to-transform-healthcare-sector-1.4883836 [accessed 01 June 2022].
4.8.3 Radio / television programme	(Programme Title Year) Example (Prime Time 2022)	<i>Programme title</i> . (Year). Station/channel [medium], date of transmission, time of transmission. Example <i>Prime Time</i> . (2022). RTÉ 1 [television], 30 May 2022, 21:35.
4.8.4 Series on streaming service	(Series title Year) Example (Wild wild country 2018)	<i>Series title</i> . (Year). Series number (if any) [online]. Available from: streaming service [accessed date]. Example <i>Wild wild country</i> . (2018). Series 1 [online]. Available from: Netflix [accessed 10 February 2022].
4.8.5 Radio / television interview or contribution	(Interviewee/Contributor's surname Year)	Interviewee(s)/contributor(s) surname(s), Initial(s). (Year). Interview on: <i>Title of programme</i> . Station/channel [medium], date of transmission, time of interview/contribution.

	Example (O'Connor 2022)	Example O'Connor, N. (2022). Interview on: <i>Morning Ireland</i> . RTÉ Radio 1 [radio], 01 June 2022, 07:25.
4.8.6 Radio / television advertisement	(Company Year) Example (IKEA 2022)	Company. (Year advertisement produced). <i>Description/title of advertisement</i> (duration). Station/channel/medium [television/radio advertisement], screened/aired date. Example IKEA. (2022). <i>Every home should be a haven</i> (1 min). RTÉ 1 [television advertisement], 21 April 2022.
4.8.7 Podcast/archived radio/television programme	(Station/Originator Year) Example (RTE Radio 1 2021)	Station or originator(s) surname(s), Initials(s). (Year). <i>Programme title: episode title if any</i> [podcast], date of transmission. Available from: URL or podcast provider [accessed date]. Example RTE Radio 1. (2021). <i>Doc on One: crossing the line</i> [podcast], 07 July 2021. Available from: RTE Radio Player [accessed 10 June 2022].
4.8.8 Film on DVD/Video Note: It is usual to use italics when referring to a film title in the text of your assignment.	(Director's surname Year) Example (Nolan 2010)	Director(s) surname(s), Initial(s). (Year of distribution). <i>Title of film</i> [format]. Place of distribution: Distribution company. Example Nolan, C. (2010). <i>Inception</i> [DVD]. London: Warner Bros. Pictures.

4.8.9 Film on streaming service	(Director's surname Year) Example (Nolan 2010)	Director(s) surname(s), Initial(s). (Year of distribution). <i>Title of film</i> [online]. Available from: name of streaming service [accessed date]. Example Nolan, C. (2010). <i>Inception</i> [online]. Available from: Netflix [accessed 15 May 2022].
4.8.10 Microfilm / Microfiche / CD ROM	(Author's surname Year) Example (Boland 1988)	Author(s) surname(s), Initial(s). (Year of publication). Title of the article, <i>Title of the source</i> [format], volume number or date, page number(s). Example Boland, C. (1988). EC draws up new acid rain rules, <i>Irish Times</i> [microfilm], 17 June 1988, p.6.
4.8.11 Press release: online	(Organisation/author Year) Example (Dundalk Institute of Technology 2022)	Organisation name or author(s) surname(s), Initials(s). (Year of publication). <i>Title</i> [online], date. Available: URL [accessed date]. Example Dundalk Institute of Technology. (2022). <i>DkIT welcomes Portuguese musical colleagues</i> [online], 31 May 2022. Available: https://www.dkit.ie/news/dkit-welcomes-portuguese-musical-colleagues.html [accessed 11 June 2022].
4.8.12 Speech: Live	(Speaker's surname Year)	Speaker(s) surname(s), Initial(s). (Year). <i>Title of speech (or description where no title is available)</i> [speech], date, place.

	<p>Example (Murphy 2022)</p>	<p>Murphy, L. (2013). <i>Address to Marketing Institute</i> [speech], 6th March 2022, Mansion House, Dublin.</p>
<p>4.8.13 Speech: Recorded / transcript online</p>	<p>(Speaker's surname Year)</p> <p>Example (Kennedy 1961)</p>	<p>Speaker(s) surname(s), Initial(s). (Year). <i>Title of speech (or description where no title is available)</i> [speech], date, place. Available from: URL [accessed date].</p> <p>Example Kennedy, J.F. (1961). <i>Inaugural address</i> [speech], 20 January 1961, Washington D.C. Available from: http://www.youtube.com/watch?v=BLmiOEK59n8 [accessed 10 June 2014].</p>

4.9 Musical works and live performances

Note: It is usual to use italics when referring to a musical work in the text of your assignment.

Material Type	In-text Citation	Reference
4.9.1 Recording: Album	(Artist Year) Example (Arcade Fire 2007)	Artist(s) name(s), Initial(s). (Year). <i>Album title</i> [medium], Label. Example Arcade Fire. (2007). <i>Neon bible</i> [CD], Merge.
4.9.2 Recording: Track from album	(Artist Year) Example (Winehouse 2006)	Artist(s) name(s), Initial(s). (Year). <i>Track title</i> , Album title [medium], Label. Example Winehouse, A. (2006). <i>Love is a losing game</i> , Track 6 of <i>Back to black</i> [CD], Island.
4.9.3 Recording: Album on streaming service	(Artist Year) Example (Led Zeppelin 1970)	Artist(s) name(s), Initial(s). (Year). <i>Album title</i> [online]. Available from: streaming service [accessed date]. Example Led Zeppelin. (1970). <i>Led Zeppelin III</i> [online]. Available from: Spotify [accessed 30 August 2022].
4.9.4 Recording: Track from album on streaming service	(Artist Year)	Artist(s) name(s), Initial(s). (Year). <i>Track title</i> , Album title [online]. Available from: streaming service [accessed date].

	Example (Blur 1994)	Example Blur. (1994). <i>This is a low</i> , Parklife [online]. Available from: Spotify [accessed 10 January 2022].
4.9.5 Sheet Music	(Composer Year) Example (Mahler 2000)	Composer(s) surname(s), Initial(s). (Year of publication). <i>Title of work: subtitle if any</i> (where appropriate, editor(s) followed by ed. or eds. or any other arranger(s), for example scored by or arranged by first name and surname). Place of publication: Publisher. Example Mahler, G. (2000). <i>Symphony no. 9</i> . Mineola: Dover Publications.
4.9.6 Live performance: Concert Note: If the performance as viewed on DVD or online, use the guidelines for DVD or Internet	(Composer/Performer's surname Year) Example (Liszt 2015)	Composer(s) surname(s), Initials(s) / Performer. (Year of performance). <i>Title of work, if any</i> . Performed by performer. Conducted by conductor (where appropriate) [Venue, place. Date]. Example Liszt, F. (2015). <i>Hungarian Rhapsody No. 2</i> . Performed by the RTÉ National Symphony Orchestra. Conducted by Gavin Maloney [National Concert Hall, Dublin. 7 July 2015].
4.9.7 Live performance: Play	(Author's surname Year)	Author(s) surname(s), Initials(s). (Year of performance). <i>Title of work</i> . Performed by company (where appropriate). Directed by director [Venue, place. Date].

Note: If the performance as viewed on DVD or online, use the guidelines for DVD or Internet

Example
(Friel 2022)

Example,
Friel, B. (2022). *Translations*. Directed by Caitríona McLaughlin [Abbey Theatre, Dublin. 26 June 2022].

4.10 Conference papers, reports and policies

Material Type	In-text Citation	Reference
4.10.1 Conference paper: published in printed proceedings	(Author's surname Year) Example (Pahl and Mani 2014)	Author(s) surname(s), Initial(s). (Year of publication). Title of conference paper. In: Editor(s) surname(s), Initial(s)., followed by ed., or eds., (if any) <i>Title of conference followed by date, place</i> . Place of publication: Publisher, page number(s). Example Pahl, C. and Mani, N. (2014). Managing quality constraints in technology-managed learning content processes. In: <i>EdMedia'2014 World Conference on Educational Media and Technology June 23-26, Tampere</i> . Chesapeake: AACE, pp.153-161.
4.10.2 Conference paper: published in proceedings on website or library database	(Author's surname Year) Example (Li 2019)	Author(s) surname(s), Initial(s). (Year of presentation). Title of conference paper. In: Editor(s) surname(s), initial(s)., followed by ed. or eds. (if any) <i>Title of conference followed by date, place [online]</i> , page number(s) (if any). Available from: library database name or URL if accessed online from somewhere other than a library database [accessed date]. Example Li, R. (2019). Communication preference and the effectiveness of clickers. In: <i>The International Conference on Teaching, Learning and Education (ICTLE) 15-17 March, Berlin</i> [online], pp.220-225. Available from: https://www.ictle.com/berlin-march-2019/ [accessed 25 July 2022].

4.10.3 Unpublished conference paper	(Author's surname Year) Example (Davies 2010)	Author(s) surname(s), Initial(s). (Year of conference). Title of paper, unpublished paper presented at: <i>Title of conference</i> . Location of conference, conference date. Example Davies, C. (2010). Upgrading our information skills training: new technologies and new relationships, unpublished paper presented at: <i>LILAC 2010</i> . Limerick Strand Hotel, 29 March.
4.10.4 Research Report: Print	(Author's surname Year) Example (Science Foundation Ireland 2020)	Author(s) surname(s), Initial(s). (Year of publication). <i>Title of report: subtitle if any</i> . Research report number if any. Place of publication if known: Publisher. Example Science Foundation Ireland (2020). <i>SFI Science in Ireland Barometer 2020</i> . Dublin: Science Foundation Ireland.
4.10.5 Research Report: Website	(Author's surname Year) (Sustainable Energy Authority of Ireland 2021)	Author(s) surname(s), Initial(s). (Year of publication). <i>Title of report: subtitle if any</i> [online]. Research report number if any. Available from: URL [accessed date]. Sustainable Energy Authority of Ireland. (2021). <i>Energy in Ireland: 2021 report</i> [online]. Available from: https://www.seai.ie/data-and-insights/seai-statistics/key-publications/energy-in-ireland/ [accessed 25 May 2022].

<p>4.10.6 Annual report: Print</p>	<p>(Company Year)</p> <p>Example (Teagasc 2020)</p>	<p>Company. (Year of publication). <i>Title of report</i>. Place of publication: Publisher.</p> <p>Example Teagasc. (2020). <i>Annual report 2020 & financial statements</i>. Carlow: Teagasc.</p>
<p>4.10.7 Annual report: Website</p>	<p>(Company Year)</p> <p>Example (ESB 2020)</p>	<p>Company. (Year of publication). <i>Title of report</i> [online]. Available from: URL [accessed date].</p> <p>Example ESB. (2020). <i>Annual report and financial statements 2020</i> [online]. Available from: https://esb.ie/docs/esb-annual-financial-results-2020.pdf [accessed 10 May 2022].</p>
<p>4.10.8 Policy document: Print</p>	<p>(Organisation/Author Year)</p> <p>Example (Health Service Executive 2012)</p>	<p>Organisation/Author(s) surname(s), Initial(s). (Year of publication). <i>Title of report: subtitle if any</i>. Revision number if any. Place of publication if known: Publisher.</p> <p>Example Health Service Executive. (2012). <i>National tobacco free campus policy</i>. Health Service Executive.</p>

<p>4.10.9 Policy document: Website</p>	<p>(Organisation/Author Year)</p> <p>Example (Health Service Executive 2013)</p>	<p>Organisation/Author(s) surname(s), Initial(s). (Year of publication). <i>Title of report: subtitle if any</i> [online]. Revision number if any. Available from: URL [accessed date].</p> <p>Example Health Service Executive. (2013). <i>Good faith reporting policy</i> [online]. Revision 5. Available from: http://www.hse.ie/eng/staff/Resources/hrppg/Good_Faith_Reporting_Policy.pdf [accessed 5 June 2022].</p>
<p>4.10.10 Case study</p> <p>If the case study is from a book or journal follow the guidelines for that material type</p>	<p>(Company/author Year)</p> <p>Example (Syngenta 2011)</p>	<p>Company / author(s) surname, Initial(s). (Year of publication). <i>Title of case</i> [case study]. Place of Publication: Publisher (or [online. Available from: URL [accessed date]).</p> <p>Example Syngenta. (2011). <i>Investment appraisal in action</i> [case study]. Berkshire: Syngenta.</p>

4.11 Technical / commercial / industrial

Material Type	In-text Citation	Reference
4.11.1 Patent	<p>(Inventor's surname Year)</p> <p>Example (Hunt 1849)</p> <p>Example (Thackeray and Aqad 2011)</p>	<p>Inventor(s) surname(s), Initial(s). (Year of publication). <i>Title of patent</i>. Patent number.</p> <p>Example Hunt, W. (1849). <i>Safety pin</i>. US 6281.</p> <p>Example Thackeray, J. and Aqad, E. (2011). <i>Photosensitive compositions</i>. EP 2341089.</p>
4.11.2 Standard: Print	<p>(Institution Year)</p> <p>Example (National Standards Authority of Ireland 2006)</p>	<p>Institution/organisation name. (Year of publication). <i>Standard number:year Title and subtitle if any</i>. Place of publication: Publisher.</p> <p>Example National Standards Authority of Ireland. (2006). <i>I.S. CLC/TR 62102:2006 Electrical safety - classification of interfaces for equipment to be connected to information and communications technology networks</i>. Dublin: National Standards Authority of Ireland.</p>

<p>4.11.3 Standard: Website or library database</p>	<p>(Institution Year)</p> <p>Example (British Standards Institution 2022)</p>	<p>Institution/organisation name. (Year of publication). <i>Standard number:year Title and subtitle if any</i> [online]. Available from: library database name or URL if accessed online from somewhere other than a library database [accessed date].</p> <p>Example British Standards Institution. (2022). <i>BS ISO 5345:2022 Intelligent transport systems</i> [online]. Available from: British Standards Online [accessed 12 June 2022].</p>
---	--	---

4.12 Theses and miscellaneous material

Material Type	In-text Citation	Reference
4.12.1 Thesis/dissertation	(Author's surname Year) Example (Horan 2021)	Author(s) surname(s), Initial(s). (Year of publication). <i>Title of thesis: subtitle if any</i> [unpublished]. Award type, awarding institution. Example Horan, M. (2021). <i>A qualitative analysis of female protagonists in popular science fiction cinema, from 2010 to 2019</i> [unpublished]. PhD thesis, Dundalk Institute of Technology.
4.12.2 Leaflet/flyer/booklet/newsletter/in-house publication/grey literature Some details may not be available. In this case it is acceptable to omit the parts of the reference for which the details cannot be found.	(Author Year) Example (Dundalk Institute of Technology Library 2021)	Author(s) surname(s), Initial(s). (Year of publication, if any). <i>Title (or a description if no title available)</i> . Volume number (issue/number) (or date/month of publication if volume and issue are absent). Place of publication (if any): Publisher (if any). Example Dundalk Institute of Technology Library. (2021). <i>Library Strategic Plan</i> . August 2021. Dundalk.

4.12.3 Medicine data sheet	(Manufacturer Year) (Mylan 2018)	Manufacturer. (Year). Name of medicine [data sheet]. Available from: URL [accessed date]. Mylan. (2018). <i>Ranitidine relief</i> [data sheet]. Available from: https://medsafe.govt.nz/profs/Datasheet/r/ranitidinerelieftab.pdf [accessed 10 September 2021].
----------------------------	---	--

5. Commons elements in the reference list

These pieces of information can be found in the source material.

- Book: The title page and reverse of the title page
- Journal article: On the first page of a journal article or in the table of contents of the journal issue
- Webpage: On the top and bottom of the webpage, the webpage logos and URL

	Author	Year	Article / chapter / page title	Publication title	Edition	Volume & issue	Place of publication	Publisher	Page number(s)	URL / Database	Accessed date
Book											
Book chapter											
Journal article (print)											
Journal article (online)											
Webpage											

