

The difference between References and Citations

When you use Harvard Style referencing you need to create a reference list and use in-text citations to show what resources you have used in your assignment.

References

A reference list is a list of the resources that you used when writing your assignment or doing your research. These resources may include:

- books, including electronic books, journals (online and paper based)
- online sources including websites, blogs and forums
- speeches
- personal communications
- conference papers, proceedings and theses
- other sources of information such as film, television, video, etc.

Reference lists come at the end of an assignment, and are arranged in alphabetical order, usually by author or editor. If there isn't an author or an editor, the title is used.

When marking, lecturers/tutors will look at the content and format of a reference list.

Citations

Citations or in-text citations are similar to references, but occur in the body of the text with direct quotes and paraphrases to identify the author/publication for the material you have used. Citations are used:

- To show which reference supports a particular statement.
- For direct quotes – when you repeat a passage from a text (or speech, video, etc.) in your assignment without changing any words.
- When you paraphrase – this is when you use your own words to restate the meaning of a text in your assignment.

One of the most important things to remember is that every citation should also have a corresponding entry in your reference list.

Referencing: Step 1 - Citing the author in the text:

At each point in the text in which you refer to a particular document or source, you must insert the surname of the author, and the year of publication. These can take a number of slightly different formats:

Examples: (1 author):

Imrie (1996) contends that space is organized to perpetuate the dominance of 'able-bodied' people.

It is the contention that space is organized to perpetuate the dominance of 'able-bodied' people (Imrie, 1996).

Examples: (2 authors, one source):

Wasserman and Faust (1994) describe network analysis as starting with a set of relations.

Network analysis is described as starting with a set of relations (Wasserman and Faust, 1994).

Example: (2 authors, two sources):

Many writers advocate the merits of lay discourses over academic discourses when studying experiences of the rural (Halfacree, 1993; Jones, 1995).

Example: (3 authors, one source):

The notion of the rural idyll has continued to endure as part of the perception of rurality (Boyle et al., 1998).

Boyle et al. (1998) describe the rural idyll as continuing to endure as part of the perception of rurality.

Note: 3 or more authors, from one source, are cited as 'et al.' ('and others').

Citing from a report where the author may not be stated:

Example:

In 2004 there were 405 deaths and 12,200 injuries recorded in the United Kingdom resulting from dwelling fires (ODPM, 2005).

In this example, the report provides statistics on deaths and injuries from fire. The author of the report is not given. ODPM is the Office of the Deputy Prime Minister, and is cited as the source. In addition, this is an internet source (see below under referencing for full reference format).

Note **punctuation** in all of the above examples – the placing of full stops, commas, brackets.

Note on electronic sources: In general, where it is not possible to determine the name of the author, organization, title (e.g. report) of material being sourced, it may not be advisable to use it as a source, due to a lack of information on its provenance, which may raise questions on its reliability.

Direct quotations:

If you decide to quote directly from someone's work, or to use images, graphs, etc., you must also include the relevant page number of the source document:

Example:

According to Tilly, there is no reason to suppose that national boundaries or local community statements "mark the limits of interpersonal networks, shared beliefs, mutual obligations, systems of production, or any of the other presumed components of society" (1984, p.23).

Example:

It is not considered the case that national boundaries or local community statements "mark the limits of interpersonal networks, shared beliefs, mutual obligations, systems of production, or any of the other presumed components of society" (Tilly, 1984, p.23).

In the case of a graph, or picture, underneath should be a note, e.g. data from the Central Statistics Office website:

Example:

Source: Central Statistics Office, 1990.

Citing the work of an author which is cited within a source that you are referencing: This may arise where you wish to make use of the interpretation that a particular author has placed upon the work of another author, and this interpretation is in turn of particular relevance to your own work.

Example:

Oliver (1996, in Kitchin, 1998) has sought to demonstrate that disabled people are socially excluded.

In this case, Kitchin (1998) is the source that you reference. However, it is generally recommended that you search for the original source (Oliver, 1996) and consult it (and thus reference it) directly where possible. In the case of older texts, this may not be possible.

Referencing: Step 2 - Citing the work in the Reference List/Bibliography

The list of references, or bibliography, is placed at the end of your essay or dissertation. The difference between a list of references and a bibliography is that a list of references only contains sources that have been cited in the main body of the text, while a bibliography contains **all** of the sources that you have consulted in preparation of your work, whether you cite them in the body of the text or not.

The list of references/bibliography is organized alphabetically. In the case of references, it provides the link to the citations in the body of the text. The format changes slightly for different types of publication, and it is important that you use the correct one in each instance of referencing.

Note: keep the font size the same for the list of references/bibliography as for the main body of the text.

Question: Do you use the author's initials or full first name when referencing?

Answer: Normally just use the initial, e.g. Cloke, **P.**, rather than Cloke, **Paul**. However, **do not** use a combination of full first names in some places and initials in others in your list of references – you must stick with either one or the other when completing a reference list.

Referencing a Book:

Author's last name, author's initials. (year of publication) *Title of book* (edition). City of publication: Name of publisher.

Examples:

Harvey, D. (1996) *Justice, Nature & the Geography of Difference*. Oxford: Blackwell.

Cloke, P., Marsden, T., and Mooney, P.H. (eds) (2006) *Handbook of Rural Studies*. London: Sage.

Johnston, R.J., Gregory, D., Pratt, G. and Watts, M. (eds) (2000) *The Dictionary of Human Geography* (4th edition). Oxford: Blackwell.

Referencing a Chapter in a Book:

Author's last name, author's initials. (year of publication) chapter title, in name of editor(s) (ed/eds.) *title of book in italics*. place of publication: publisher. pp. x – y (first page no.- last page no.).

Note: the title of the book is in italics, **not** the title of the chapter.

Examples:

Halfacree, K. (2006) Rural space: constructing a three-fold architecture. In Cloke, P., Marsden, T. and Mooney, P.H. (eds.) *Handbook of Rural Studies*. London: Sage. pp. 44-62.

Brown, D.L., and Cromartie, J.B. (2004) The Nature of Rurality in Postindustrial Society. In Champion, H. and Hugo, G. (eds.) *New Forms of Urbanization*, pp. 269-284. Aldershot: Ashgate.

Journal Articles:

Author's last name, author's initials. (year of publication) title of article. *name of journal in Italics*, volume number of journal,(issue number), pp x-y (first page number - last page number).

Example:

Redmond, D. (2001) Social Housing in Ireland: Under New Management? *European Journal of Housing Policy*, 1(2), pp. 291-306.

Varley, T., and Curtin, C. (2006) The Politics of Empowerment: Power, Populism and Partnership in Rural Ireland. *The Economic and Social Review*, 37(3), pp. 423-446.

Two sources by the same author, in the same year:

In this case, the references should be labelled additionally as a, b, etc. in order of appearance in the text.

Example:

Curtin C. (1994a) The Forum Project: Final Report. Letterfrack: FORUM.

Curtin, C. (1994b) Aquaculture Co-operatives in North-west Connemara: A Case of Sustainable Development? In Van Der Pleog, J. (ed.) *Sustainable Development in Europe*. Amsterdam: Van Gorcum. pp. 153-172.

Newspaper Articles:

Author's last name, author's initials. (year of publication) title of article. *title of newspaper in italics*, date of publication, page number(s) of article.

Example:

O'Toole, F. (2007) HSE's wasting disease. *The Irish Times*, November 6, p. 16.

If the author's name is not given, the name of the newspaper/magazine/report can be used:

Example:

The Economist (2007) *The new wars of religion*. March 11, pp. 11-13.

Research Reports:

Author's last name, author's initials. (year of publication) *title of report in italics* / research report number or the body which commissioned the report / place of publication / publisher.

Example:

Fahey, T., Nolan, B. and Maitre, B. (2004) *Housing, Poverty and Wealth in Ireland*. Dublin: Combat Poverty Agency & Institute of Public Administration

If the author's name is not given, the name of the organization that commissioned/prepared the report can be used.

Example:

National Disability Authority (2006) *A Review of the Operation of the Disabled Person's Grant Scheme and Recommendations for Change*. Disability Research Series No. 6. Dublin: NDA.

Official Government Reports:

Department or Organisation (year of publication) *official title of report in italics* place of publication / publisher.

Example:

Law Reform Commission (2006) *Consultation Paper; Multi-Unit Developments*. Dublin: Law Reform Commission.

Government of Ireland (2000) *White Paper on a Framework for Supporting Voluntary Activity and for Developing the Relationship between the State and the Community and Voluntary Sector*. Dublin: Government Publications Office.

Central Statistics Office (1997) *Census 96, Vol. 1 Population Classified by Area*. Dublin: Government Publications Office.

Theses and Dissertations:

Author's last name, author's initials. (year of publication) *title of thesis or dissertation in italics*. (unpublished Ph.D. thesis or unpublished BA dissertation. awarding institution.

Example:

Cross, M.D. (1995) *Recent forces of change on the population structure and stability of the western island communities of Ireland*. Unpublished Ph.D. thesis, University of Ulster, Coleraine.

Papers Presented at Conferences:

Author's last name, author's initial. (year) Title of paper/presentation. Name of the meeting/event, location.

Example:

Osti, G. (2007) Are public transport systems so flexible to satisfy remote rural area needs? In Paper Presented to the XXII European Society for Rural Sociology Congress, Wageningen, The Netherlands.

Electronic Sources | Internet Sites:

Author or editor (year) *title in italics* / [online] place of publication: publisher (if available). URL. accessed date.

Examples:

National Consumer Agency (2006) *Management Fees and Service Charges levied on Owners of Property in Multi-Unit Dwellings* [online]. Dublin: National Consumer Agency. http://www.nca.ie/eng/Research_Zone/Reports/Property%20management%20companies.html. Accessed 15 November 2007.

Office of the Deputy Prime Minister (2005) Fire Statistics Monitor. ODPM [online]. <http://www.communities.gov.uk/pub/958/FireStatisticsMonitorQ2andQ32004PrintversionPDF174kbid1124958.pdf>. Accessed 15 November 2007.

Online Journal Articles:

Example:

Wright, A. and Cottee, P., 2000. Consumer understanding of US and EU nutrition labels. *British Food Journal* [Online] 103(8), p. 615-629. Emerald. <http://www.emerald-library.com>. Accessed 10 January 2001.

Audio-visual Sources:

Film:

Film title in italics (date of release) Directed by (name). place of publication: production company [medium or format].

Example:

Rebel without a cause (1983) Directed by Nicholas Ray. USA: Warner Bros. [Film].

TV Programme/documentary/broadcast:

Series title (if applicable) (year of transmission) *program title in italics* . place of publication: publisher, date of transmission. [medium or format].

Examples:

Panorama (2007) *Destination Europe*. London: BBC 1, September 10th [TV].
Dyslexic children (1999) London: Channel 4, July 29, 1900 hrs [TV].

Images:

Originator (year) Title of Image [online]. [date accessed]. Available from WWW: <url of site>

Example:

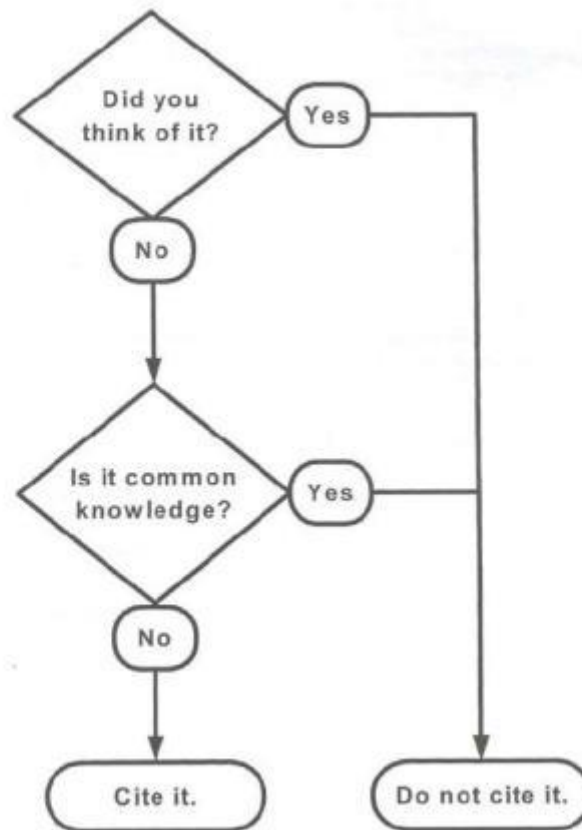
Newry Institute (2002) Current student [online]. [Accessed 4th December 2002]. Available from World Wide Web: <http://www.nkifhe.ac.uk/>

Newspaper Cartoon:

Cartoonist (year) "Title of cartoon". *Newspaper title*. Date, Page no.

The quick guide to referencing

Robert Harris designed this simple flowchart to assist students to cite their research properly.



(Source: Harris 2001, p. 155)

Verbs that help with author-prominent referencing

state	point out	describe
remark	add	suggest
maintain	assert	affirm
agree	claim	clarify
disagree	contest	contend
highlight	find	show
imply	theorise	offer
predict	question	dispute
justify	confirm	reason