

Referencing

Academic writing requires that you read and cite the work of others. Any material that is not your own must be sourced to the original author. Every book, article, thesis and all electronic material that has been consulted and cited should be included in the bibliography. Only material which is publicly available should be cited so lecture notes, for example, should not be referenced. The use of quotations and references in the text is followed up by a list of references, alphabetically presented at the end of the work, which is known as the **References**. There are specific guidelines that you must follow for referencing in the text and in the References section. The referencing system adopted by the Department of Social Sciences is the American Psychological Association Style, or **APA Style**. What follows is a summary outline of the Publication Manual of the American Psychological Association, 6th Edition. An outline tutorial can be found at:

<http://flash1r.apa.org/apastyle/basics/index.htm>

Referencing format to be used in Text

a) After a summary of an author's work, or a reference to his/her work you must insert the author's surname and the date of publication.

(Murphy, 2004).

In the case of two authors, both are listed: (Wilson & Thomas, 2009).

In the case of three to five authors, all authors should be listed the **first time** the work is cited: (O'Brien, Smith, Horgan, White & Dunphy, 2009).

As listing five authors would become quite cumbersome, after the first citation you need only name the first author, followed by *et al.* (from the Latin, meaning 'and others'): (O'Brien *et al.*, 2009).

When citing an author who has published two or more works in the same year, use lower case letters (a, b, c) with the year to distinguish them:

The Department of Education and Science (2007a) has reported that ...

b) If you are including the author's name as part of your sentence you can put the date in brackets after it as follows:

Murphy (2004) has argued that ...

c) A straight forward quotation:

However, it has been noted that "this is a phenomenon which is not unique to Ireland" (Murphy, 2004, p. 12).

d) When you are summarising someone else's ideas:

Murphy (2004) has argued that it is not just Ireland that has experienced such difficulties; other countries including Finland have also faced similar economic problems.

If you are citing a number of works to support an argument or position, they should be listed alphabetically, separated by a semi-colon:

A considerable number of researchers have reported similar findings (Barry, 1996; Doyle, 1998; Zacchus, 2004).

e) Say you are reading a book by Smith, and in Smith's book there is a quote from another book by Jones. You decide that you would like to include the quote by Jones in your essay, but you haven't read Jones' original source. You present this kind of material as follows:

More evidence to support this assertion has been presented by research in North America, which concluded that 23% of women are likely to choose not

to have children for a variety of reasons (Jones, as cited in Smith, 2005, pp. 254-256).

The page number given is the page number from the book by Smith from where you got the quotation from Jones. Your bibliography will contain the book by Smith.

f) If referencing from a newspaper, follow the same format as above. If there is no identifiable author, use the name of the newspaper, the date and page number if required:

(The Irish Times, 19th January, 2005, p. 6)

g) Quotations

A short quotation of less than a line may be included in the body of the text in quotation marks but if it is longer (typically, 40 words) start a new line and indent it. All direct quotes must be single spaced and indented. This makes it easier for the reader to establish what is sourced work and what is your own work. Include the page number if using a direct quote:

Russell's (1997) work on incest in South Africa confines itself to white incest survivors. She notes:

a few women have made valiant efforts to bring this problem to public attention over the past decade, but the handling of this crime [incest] is still in the dark ages in South Africa compared with most Western nations ... [and] no adequate studies of the prevalence of incestuous abuse have been conducted in South Africa (1997, p. 9).

h) Referencing Internet sites or online journals.

The suggested format for WWW page entries in the text is Constructor (person or organisation), year, page no. [if given]:

Department of Health and Children (2006, p. 8).

Many webpages do not contain page numbers. Try to include a marker to help your reader find the relevant passage, for example a paragraph number: Department of Justice, Equality and Law Reform (2009, para 121).

Referencing format to be used in the 'References' section

'References' is a list of all the sources you quoted or paraphrased to prepare your paper. You should arrange entries in alphabetical order by the author's last name or, if there is no author, by the first main word of the title. It should start on a separate page at the end of your essay; label the page 'References', centred at the top of the page.

Use hanging indent paragraph style (align the first line with the left margin, and indent all subsequent lines one tab space from the left margin). Type all authors' names with the surname first, separated by a comma. Use only initials for the first and middle names, and an 'and' before the last author's name.

Examples

(a) Books

The title of the publication should be *italicised*.

Green, G.D. (1991). *Industrial Relations*. (3rd ed.). London: Pitman.

Kessler, S. & Bayliss, F. (1985). *Contemporary British Industrial Relations*. London: Macmillan.

Where an organization is the author,

Department of Education and Science. (1999). Etc.

(b) Edited books

Where a book has been edited you must insert (ed.) (if there is only one editor) or (eds.) (for two or more editors) after their names:

O'Connor, T. & Murphy, M. (Eds.). (2006). *Social Care in Ireland: Theory, policy and practice*. Cork: CIT Press.

(c) Contributions in edited books

When quoting the work of a contributor to an edited book the following format should be used:

Fuller, M. (1981). Young, female and black. In E. Cashmore & B. Troyna (Eds.), *Black Youth in Crises* (pp. 47-72). London: Allen and Unwin.

(d) Journal articles

Labbé, J. (2005). Ambroise Tardieu: The man and his work on child maltreatment a century before Kempe. *Child Abuse and Neglect*, 29(4), 311-324.

(e) Newspapers

Bloggs, J. (2008, September 1). Government at crossroads. *Irish Times*, p. 1.

(f) Websites and Online Journals

Websites

American Public Health Association. (n. d.). *Some thoughts on the future of public health*. Retrieved August 24, 2009, from <http://www.apha.org>

Online Journals

As with any published reference, the goals of an electronic reference are to credit the author and to enable the reader to find the material. Where possible, cite the DOI (digital object identifier). If there is no DOI, use the webpage URL.

For example, with a DOI:

Murphy, J. (2006). Tips to remember about allergy, asthma and immunology [Online]. *American Academy of Allergy, Asthma and Immunology*, 24, 225-229. doi: 10.1037/0728-6133.24.2.225

Another example, no doi, so the URL is used instead:

Hemingway, E. (2007). The future of Irish social policy. *Irish Journal of Social Policy*, 99, 423-455. Retrieved from <http://www.makeyupeywebsite.ie>

(g) Theses

Eyre, J. (2004). *The marketing of tulips in 17th Century Holland*. PhD Thesis. Utrecht University.