An Introduction to the
Harvard Referencing Style
(Author – Date)
**Why Do I have to Use a Referencing Style in my Assignment?**

You must use an approved referencing style at third level in order to (a) enable your readers to locate your sources (b) show the range of your reading and research and (c) avoid plagiarism. When you plagiarise you are passing another person’s ideas/theories off as your own. Therefore, all sources that you use in your assignment, whether quoted from directly, paraphrased or summarised must be acknowledged.
Which Referencing Style Should I Use?

There are various different referencing style guides in use at third level. You should check which style is recommended by your school in the College of Sciences & Health or the College of Engineering in Kevin St. This guide provides a brief introduction to the Harvard (Referencing style also known as Author/Date. It is based on Pears and Shields, 2019. You should be aware that there are multiple variations of the Harvard Referencing style, as there are in other referencing systems. You should therefore, pick one in consultation with your lecturers and use it consistently throughout your assignment.

What is the Harvard (author-date) Referencing Style?

The Harvard (author-date) referencing style proscribes that, for every source used in an assignment, you must cite it in two places:

1. In the body of the text of your document (in-text citation).

2. In the Reference List at the end of the document. This is where you provide the source of the information in full. Only material cited in the body of your text should be included in the reference list.

3. All of the citation details for a printed book, like author, date of publication, can be found on the title page (front and back).
Sample In-Text Citations

**Direct Quotation**

Use quotation marks when quoting directly from any academic source whether printed or e-book, print or e-journal article etc. In this case you are taking the words directly from the original source material (verbatim) without changing anything. Choose to use either single or double quotation marks for short, up to a maximum of three lines, direct quotations.

- e.g. Knight argues that ‘A picture is one way to *represent* your knowledge of a situation’ (2013, p.21). A page number is required for lengthy or direct quotations.

- Longer quotations are block indented from the left, as a separate paragraph, and indented from the main text of your assignment. You don’t need to use quotation marks here.

- Type three dots [ellipsis] ... to indicate material omitted from the original source.

**Paraphrasing**

Here you aren’t quoting directly from the original source author, but summarising his/her ideas/theories in your own words.

According to Knight (2013) knowledge can be represented in several ways...

It has been suggested that knowledge (Knight, 2013)...

However, if you are explaining a point from a particular page, then you need to include the page number.

See the example below:
For more help with paraphrasing and summarizing see the OWL Online Writing Lab at https://owl.english.purdue.edu/owl/resource/563/1/

**Book by One Author**

According to Knight (2013)....

It has been contended (Knight, 2013)...

**Book by Two-Three Authors**

Banwell and McCash (1994) surmised that...

It was reported by (Banwell and McCash, 1994) that...

It was examined by (Martini, Nath and Bartholomew, 2015)...

**Books by More than Three Authors**

Pears *et al.* (2015) believe... It has been argued that (Pears *et al.*, 2015)....
Multiple Works by Same Author in Same Year

When citing different works, often journal articles, by the same author published in the same year include the letters a, b, c etc in lower case after the date:

(Martini 2001a) argues...

He believes (Martini 2001b)...

Corporate Author

In this case the author is an organisation rather than an individual person

Dublin Institute of Technology (2015) published...

The following report concerning first year science students’ retention (Dublin Institute of Technology, 2015) highlights...

No Author/Editor

Use the title (in italics) of the book/report/article, as the author, instead and follow the rules for printed books above (Pears and Shields, 2013, p.15). Notably, reference items, like dictionaries and handbooks, don’t always have an “obvious author or editor” (Pears and Shields, 2013, p. 27).

PDR Lab Advisor (2006)

Book with an Editor

Cite the editor’s last name:

The benefits of diet in pregnancy was examined in Gandy (2019). Various experts have considered the link between poor dietary practices and type 2 diabetes (Gandy, 2019).
Chapter in an Edited Book

Cite the author of the chapter, rather than the editor of the book:

Pregnant women are advised by Rees (2014)...

It has been suggested that (Rees, 2014)...

Book in Translation

You must reference ‘the translation you have read, not the original work’ (Pears and Shields, 2014, p. 24):

Chekov (2005) captured Russian angst...

An E-Book

Follow the instructions/rules for printed books above. Note, that citing from books on a personal edevice like a Kindle or smart phone differs slightly as pagination details aren’t often available on these devices (Pears and Shields, 2014, pp. 22-23):

(Willoughby, 2011, 50%).

An article from a print journal

Follow the instructions for printed books

An article from an e-journal

Follow the instructions for e-books
**A Website page**

Webpage Author(s) Last Name (Year)

Casselman (2015) described...

The mathematics of the rainbow (Casselman, 2015) concerns...

**Email**

Use the sender’s last name:

Moran (2014) requested....

(Moran, 2014)

**A Dissertation/Thesis/Final Year Project**

Follow the instructions for books and journals above:

Vassileva (2013) examines...

**Conference Proceeding**

Cited like a book chapter except the conference paper title replaces a chapter title and the conference title replaces the book title:

Jones and Noble (2016) look at a programming language...

**Blogs**

TU Dublin Library Kevin Street (2018) provided a list of forthcoming anatomy titles...
Twitter

- Author
- Year that the page was published/last updated (in round brackets)
- Day/month of posted message
- Available at: URL
- (Accessed: date)

In-text citation:

Fry (Fry, 2012) tweeted messages of support. Reference list:


Compiling a Reference List

The reference list or bibliography contains the full citation details for each in-text citation. The reference list should be in alphabetical order by surname/family name of the author, followed by the first name or initials as given in the work cited.

Book by One Author

Where the book is a first edition or no edition specified


**Book by Two Authors**


**Book by Three or More Authors**

All of the authors are listed (Pears and Shields, 2013, p.25):


**Multiple Works by the Same Author in the Same Year**

List them in alphabetical order in the reference list; following the instructions for referencing a printed book/journal. Ensure that a letter follows the year - Kotler, P (2015a)

**Corporate Author**

Name of corporate author (Year) *Title*. Place of Publication: Publisher.

**No Author**


**Book with an Editor**

Editor(s) Last name, Initials. (Ed.). (Year) *Title*. Place of publication: Publisher.

Chapter or Article in an Edited Work


Book in Translation


An E-Book


Note: You can also include Digital Object Identifiers (DOIs) in your reference instead of a URL (Pears and Shields, 2013 pp. 16-17). A DOI is a unique alphanumeric string which provides a persistent link to online content.

An Article from a Print Journal


An Article from an e-Journal

Just as we have seen with E-Books above, you can also include Digital Object Identifiers (DOIs) in your reference instead of a URL.

**A Page on a Website**


**An Email**

Moran, C. (2019) Email to Martin Murphy, 8 March.
A Dissertation/Thesis/Final Year Project


Conference Proceeding

Author(s) Last Name, Initials (Year) ‘Title of paper’, Title of conference: subtitle. Location and date of conference. Place of publication: Publisher, Page numbers:


Blog


Twitter


Online Help and Support

See also the tips and examples on the Library Subject Guide (LibGuide) for Referencing and Avoiding Plagiarism [https://dit.libguides.com/c.php?g=674041&p=4794671](https://dit.libguides.com/c.php?g=674041&p=4794671)
Citation Managers

Citation manager freeware **EndNote Basic, Zotero** or **Mendeley** may be used in order to create your own in-text citations and reference list for your assignment. See also:

- **Mendeley**: [http://www.mendeley.com](http://www.mendeley.com)
- **Zotero**: [http://www.zotero.org](http://www.zotero.org)

Suggested Reading

**NB:** Books on citing and writing are in Kevin St Library Stack 10 starting at shelf number 808.


If you need help with any aspect of this guide please contact the library and a member of staff will be happy to assist. Contact us at 01-402-4894 or email us at library.kst@tudublin.ie