



National
College of
Ireland

NCI Library Referencing Guide

5th edition

Referencing made easy!

Harvard, APA and IEEE Referencing Styles

Mary Buckley
Keith Brittle
Cory Newbigging

Contents

Introduction & Foreword – 5th edition, 2018	4
Understanding Referencing	5-7
Quoting, Paraphrasing and Summarising	7-8
Internet Sources	9-10
Avoiding Plagiarism	10-13
Harvard Referencing – Introduction	14
Harvard – Core Sources	15-27
Book – Single Author	15
Book – Two Authors	15-16
Book – Three or More Authors	16
Book – Corporate Author	16-17
Book – Editor(s)	17
Chapter of an Edited Book – Single Author	17
Chapter of an Edited Book – Two Authors	18
eBook – Single Author	18
eBook – Two Authors	19
eBook – Three or More Authors	19
Journal Article – Single Author	20
Journal Article – Two Authors	20
Journal Article – Three or More Authors	21
eJournal Article – Single Author	21-22
eJournal Article – Two Authors	22
eJournal Article – Three or More Authors	23
Conference Paper – Three or More Authors	23-24
Webpage	24
Document from a Webpage	25
Newspaper Article – Print	25
Newspaper Article – Online	26
Case Study – Print	26
Case Study – Online	27
Harvard – Additional Sources	28-35
Blog	28
Social Media – Facebook, Twitter etc.	28
Online Video – YouTube, etc.	29
Video, DVD or Film	29
TV/Radio Broadcast	30
Podcast	30
Computer Software/Programme	31
Encyclopedia/Dictionary – Print	31
Encyclopedia/Dictionary – Online	32
Legislation – Act	32
Legislation – EU Directive	33
Thesis/Dissertation – Print	33
Thesis/Dissertation – Online	34
Diagram/Chart/Image/Table – Print	34
Diagram/Chart/Image/Table – Online	35
Lecture Notes	35
Harvard – Additional Notes	36-38
Formulating references	36
Quoting & paraphrasing	36
Author & editor abbreviations	36
No known author	36
DOIs	37
Authors referring to other authors – secondary referencing	37
Citing multiple sources in-text – chronological, then alphabetical order	37
Acronyms or abbreviations	37-38
Bibliography tips	38
Harvard – Sample Bibliography	39-41

APA Referencing – Introduction		42	
APA – Core Sources		43-57	
Book – Single Author	43	Journal Article – Three or More Authors	50
Book – Two Authors	43-44	eJournal Article – Single Author	51
Book – Three or More Authors	44	eJournal Article – Two Authors	51-52
Book – Corporate Author	45	eJournal Article – Three or More Authors	52-53
Book – Editor(s)	45	Conference Paper – Three or More Authors	53-54
Chapter of an Edited Book – Single Author	46	Psychological Test/Measure	54
Chapter of an Edited Book – Two Authors	46	Webpage	55
eBook – Single Author	47	Document from a Webpage	55
eBook – Two Authors	47-48	Newspaper Article – Print	56
eBook – Three or More Authors	48	Newspaper Article – Online	56
Journal Article – Single Author	49	Case Study – Online	57
Journal Article – Two Authors	49		
APA – Additional Sources		58-65	
Blog	58	Encyclopedia/Dictionary – Online	61-62
Social Media – Facebook, Twitter etc.	58	Legislation – Act	62
Online Video – YouTube, etc.	59	Legislation – EU Directive	63
TV/Radio Broadcast	59	Thesis/Dissertation – Print	63
Podcast	60	Thesis/Dissertation – Online	64
Computer Software/Programme	60	Diagram/Chart/Image/Table – Print/Online	64-65
Encyclopedia/Dictionary – Print	61	Lecture Notes	65
APA – Additional Notes		66-69	
Formulating references		66	
Quoting & paraphrasing		66	
In-text citations for titles of sources		66	
No known author		67	
DOIs		67	
Authors referring to other authors – secondary referencing		67-68	
Citing multiple sources in-text – alphabetical, then chronological order		68	
Acronyms & abbreviations		68	
Author & editor abbreviations		68	
Identical in-text references when shortened		68	
Reference list tips		69	
APA – Sample Reference List		70-72	

Contents

IEEE Referencing – Introduction		73-74	
IEEE – Core Sources		75-88	
Book – Single Author	75	Journal Article – Two Authors	81
Book – Two Authors	75	Journal Article – Three or More Authors	82
Book – Three or More Authors	76	eJournal Article – Single Author	83
Book – Corporate Author	76	eJournal Article – Two Authors	84
Chapter of an Edited Book – Single Author	77	eJournal Article – Three or More Authors	85
Chapter of an Edited Book – Two Authors	77	Conference Paper – Three or More Authors	86
eBook – Single Author	78	Webpage	87
eBook – Two Authors	79	Document from a Webpage	87
eBook – Three or More Authors	80	Newspaper Article – Print	88
Journal Article – Single Author	81	Newspaper Article – Online	88
IEEE – Additional Sources		89-94	
Blog	89	Legislation – Act	92
Online Video – YouTube, etc.	89	Legislation – EU Directive	92
TV/Radio Broadcast	90	Thesis/Dissertation – Print/Online	93
Podcast	90	Diagram/Chart/Image/Table – Print/Online	93
Computer Software/Programme	91	Patent/Standard	94
Encyclopedia/Dictionary – Online/Print	91		
IEEE – Additional Notes		95-98	
Formulating references		95	
Quoting & paraphrasing		95	
In-text citations		95	
Citing multiple sources in-text		96	
In-text citations for figures and tables		96	
Acronyms & abbreviations		96	
Author & editor abbreviations		96	
Month abbreviations		97	
Journal/conference abbreviations		97	
No known author		97	
Authors referring to other authors – secondary referencing		97	
DOIs		98	
References list tips		98	
IEEE – Sample References List		99-100	
Automatic Reference Generation & Management		101	
Index		102	

NCI Library Referencing Guide

Introduction & Foreword – 5th edition, 2018

Do you need help with referencing in your assignments? The NCI Library Referencing Guide, the new, expanded and renamed 5th edition of 1st Cite@NCI, is the way forward for you. When writing in college, you will need to refer in your text to material written or produced by others - this procedure is called citing or referencing. This guide is designed to help you reference these sources in your written work while studying in the National College of Ireland.

It is a College requirement that you provide a reference to the source you used when you use (directly or indirectly) other people's words, ideas, images etc.; using the correct referencing format is an essential component of academic writing and avoiding plagiarism. Consistency and accuracy are essential to enable readers to identify and locate the material to which you have referred - the same referencing style rules should be followed every time you include a reference in your writing. This guide provides information on the three key referencing styles currently used in the National College of Ireland – Harvard, APA and IEEE.

We would urge you to familiarise yourself with the contents of this guide, it should be your writing companion throughout your studies at NCI. The very first version of this guide was published informally as How to Reference: Harvard Style in 2008 - the guide has come a long way in 10 years!

We hope that you find this guide useful for your studies during your time with us - if you require any further assistance with referencing your written work, please do not hesitate to contact us in the library.

Wishing you every success in your studies,

Mary Buckley
Librarian

NCI Library Referencing Guide

Understanding Referencing

Basic terms

There are a number of terms used when discussing referencing, listed below are the most commonly used in this guide and their meaning:

- Citation – a small reference inserted within your writing to indicate from where you have taken information when it is not your own
- Reference – listed at the end of your written work, a reference follows the format dictated by the referencing style you are using. A reference features the full details about the citation inserted within your writing, enabling the reader to find and trace the original source of the information you used
- Bibliography/Reference List – a list of formatted references at the end of your written work, listed in a particular order and providing details of the sources you have used and cited within your writing
- Style – the exact format to follow when writing the references and citations in your written work

What is referencing?

When writing and submitting written work in the National College of Ireland, you will be expected to support your arguments by providing evidence from other sources – this is known as referencing. These references can come from sources such as academic journals, textbooks, newspaper articles, websites etc.

Ideally you will include a number of different sources within your writing rather than relying on just one source for one section or paragraph.

NCI Library Referencing Guide

Why is it important to use referencing in your written work?

- To enable the reader to locate and check the sources you have used and confirm/contest the knowledge for themselves
- To strengthen your arguments, support your own ideas and give them credibility
- To show that you have read and used relevant sources for your research
- To acknowledge and credit the original source of the information, thereby avoiding plagiarism
- To help you locate sources when revising for exams
- To get better grades

By properly referencing your written work, you are rightfully giving credit to the words and ideas of others that you have used; you are also clearly demonstrating the breadth and depth of your own reading and research. By following a particular referencing style, it also allows those who read and grade your work, to easily identify and locate the references you have provided. Lastly, correctly referencing in your written work will improve your grades and help you to avoid plagiarism.

When should I reference?

You should reference whenever you use a source of information:

- as your inspiration
- as the source of a theory, argument or point of view
- for specifics such as statistics, examples or images
- for direct quotation (using the author's exact words)
- to paraphrase or summarise an author's work

Where do I reference?

References need to be cited in two different places.

Firstly, at the point at which a source is referred to in the text of your work: this is known as citing in the text – here, you only provide brief details of the source.

Secondly, in the list of references/bibliography at the end of your work – here you give the full details of the source you mentioned in the main text of your written work.

This guide provides you with examples of how to correctly cite references within the text of your written work and how to compile an accurate list of references or bibliography.

NCI Library Referencing Guide

Which style should I choose?

The latest edition of the National College of Ireland Library Referencing guide has been expanded to include the 3 main referencing styles which are currently used in the college. These styles are: (i) APA - used by students studying Psychology, Education and Learning and Teaching (ii) Harvard – used in all other courses in the School of Business plus some courses in the School of Computing and (iii) IEEE – used in some courses in the School of Computing. **Always clarify with your lecturer which referencing style is required in your written work.**

The APA referencing style is featured on pages 42-72; the Harvard referencing style is featured on pages 14-41 and the IEEE referencing style is featured on pages 73-100.

Disclaimer: Whilst every possible effort has been made to accurately and consistently reflect the APA, Harvard and IEEE styles in the examples provided, small errors may occur. This guide is regularly revised and any errors which are identified will be rectified in future editions. Please note, there are also variations within these styles regarding certain details – should your reference vary slightly from an example contained within this guide, it is important that you are consistent with the variation when presenting and formatting your references, as long as it does not follow a contrary style to the one you should be using.

Quoting, Paraphrasing and Summarising

There are three main ways of incorporating other writers' work into your own writing and they differ according to the closeness of your own writing to the original words of the author – you can either quote, paraphrase or summarise; in all cases, you need to include a reference to credit the original source of the information.

When you are taking information from another source, ensure you integrate the information into your own writing. This means:

- it must be relevant to your argument
- it must join neatly with what comes before and after in your own writing
- it must make logical and grammatical sense

NCI Library Referencing Guide

Quoting

If a particular piece of writing proves difficult to paraphrase, or you want to include it in its original form, it must be enclosed in quotation marks and credit given to the author; **the exact wording, spelling and syntax of the original text must be used** and the page number (where available) from where it was taken.

Quotations should be kept short and to a minimum and integrated into your sentences and discussion – either before or after, you should indicate how the quote illustrates or supports your argument. It is not recommended to use long quotations but if it is necessary to use a quotation that is longer than approximately 30-40 words then you don't use quotation marks; instead, the entire quotation is indented – see the additional notes sections for further specific instructions relating to the Harvard, APA or IEEE referencing styles.

NB: You should only use quotations to support your own argument NOT to replace it. A written work full of direct quotations will not be marked as highly as one where you have paraphrased the ideas into different words and properly demonstrated your own understanding of a topic.

Paraphrasing

Paraphrasing is a **key academic skill** when referencing information from other sources and helps to avoid the risk of plagiarism; it also provides the means for you to demonstrate your understanding of a source rather than relying on the exact wording. Paraphrasing refers to taking the ideas, words or work of another, putting it into your own words and still crediting the original source. This is acceptable academic practice provided you ensure that credit is given to the original source of the information.

When paraphrasing a source, you should substantially change the words and the grammar of the original text but still retain the original meaning. The idea of the original text should remain the same but the detail will be in your own words and you will still reference the author(s) in order to credit the original source of the information. Only changing a word or two is NOT paraphrasing and will put you at risk of plagiarising.

Summarising

When summarising, you will put the main idea(s) of the original text into your own words, including only the main point(s) but still reference the original source of the information.

NCI Library Referencing Guide

Internet Sources

Choice of sources and the internet

As well as the standard of your referencing, the choice of sources you include in your written work can also seriously impact your grades so you need to evaluate the quality of a source before choosing to use it; academic journals and books have generally been checked for accuracy so are more reliable sources to use. When choosing to reference internet sources, it is particularly important to evaluate the credibility of the source. Also, try to ensure the sources are accessible to your lecturer so that they can access and verify the sources that you have used.

Evaluating web resources

There are four main criteria for critically evaluating web-based resources:

Authority	Can you tell who the author is? Is the author qualified to provide the information? Is the author associated with a particular organisation or institution?
Accuracy	Does the author provide evidence/references/links that you can follow up? Is there any data or statistical evidence provided? Is the information free of basic grammatical and spelling errors?
Objectivity	What is the purpose of the information? Is the purpose to inform/sell/persuade? Is the author's point of view clear? Can you detect any bias? Who is the target audience?
Currency	Is the publication date or "last updated" date recent? Does the website/webpage look like it is being maintained? Do all the links work? Is the information up to date enough for your needs?

Referencing webpages

All sources of information need to be credited even if it has been found on the internet. In-text citation of references obtained from the internet follows the general author-date convention for Harvard and APA and the numeric system for IEEE. However, authorship of websites or webpages may be unclear, as may be the date of publication.

Where no author is clearly identified, you use the name of the website but be sure that there is no individual author credited either at the beginning or the end of the webpage/document before making that decision.

NCI Library Referencing Guide

If no obvious date for the webpage is evident, scroll to the bottom of the page and use the year credited there; if there is no year specifically mentioned, then use the current year at the time of writing. In all cases, the date refers to the date the webpage was published (not the date of downloading unless the same). The date on which you accessed the information is given in the bibliography or reference list.

If you have used more than one page from a website, you will need a separate reference for each page used – see bibliography tips (Harvard, p. 38) and reference list tips (APA, p. 69) for details on how to differentiate between different webpages from the same author in the Harvard and APA styles.

NB: Webpages and documents from a webpage still follow the same rules for in-text referencing and the url of the source is not a sufficient reference by itself in the bibliography/reference list; full reference details are required in the bibliography/reference list, including the author, year, title of webpage or document on a webpage, url and access date (see relevant style examples).

Avoiding Plagiarism

Academic honesty

Academic writing is built on trust and students are expected to be honest. Academic honesty means the use of your own thoughts and words in your written work, taking of exams, and other course related activities. Where information has been taken from another source, you are expected to give full credit for the use of other people's words or ideas. Intentional or unintentional use of somebody else's words or ideas without acknowledgement constitutes plagiarism; whether intentional or unintentional, avoiding plagiarism is your responsibility as a student.

What is plagiarism?

Plagiarism is the act of taking another person's words, ideas, data or images and using them as your own without giving credit to the original source of the information.

What is collusion?

Collusion is the presentation by a student of written work as his or her own when it is in fact the result in whole or in part of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct. Both the student presenting the written work and the student(s) with whom they have collaborated are considered participants in the act of academic misconduct.

NCI Library Referencing Guide

What causes plagiarism?

Reasons may include:

- Poor time management
- Not understanding plagiarism
- Problems with note taking
- Deliberately copying words from other sources without credit
- Insufficiently paraphrasing words taken from other sources
- Poor referencing
- Lack of confidence in English language skills
- Following practices encouraged or accepted in previous educational experience or culture and thereby ignoring the academic requirements of the National College of Ireland

Examples of plagiarism

The following are examples of plagiarism where appropriate acknowledgement or referencing of the author or source has not taken place:

- Copying words or ideas from someone else without giving them credit
- Copying illustrations, graphs or computer code (for code, check permitted use with your lecturers)
- Copying other papers or any information from internet sources without credit
- Copying the structure of another paper, including headings, tables, bibliographic references etc.
- Submitting all or part of someone else's work as your own
- Submitting some or all of one of your old assignments without authorisation to do so; this is known as self-plagiarism as you are effectively presenting your previous work as new
- Referencing sources at the end of your written work that you have not directly consulted
- Failing to put a quotation in quotation marks – this is considered plagiarism even if you reference the source because you have presented the wording as a paraphrase
- Paraphrasing of another's work too closely, with only minor changes
- Using a specific idea or interpretation that is not your own without identifying where you found it
- Giving incorrect information about the source of a quotation or paraphrase
- Copying and pasting statements from multiple sources or piecing together work of others and representing them as original work
- Presenting as independent, work done in collaboration with other people (i.e. collusion)
- Cheating in an exam, either by copying from other students or by using unauthorised notes or aids

NCI Library Referencing Guide

Sometimes a student might accidentally plagiarise, this is usually the result of a lack of academic writing skills, inexperience, sloppy note taking or a combination of these. It is your responsibility to ensure that this doesn't happen so it is important that you learn and follow the correct referencing style and format for your course.

Examples of plagiarism and collusion in group work

Plagiarism and collusion in group work are forms of academic misconduct and can occur when you:

- Copy (or allow to be copied) from other members of a group while working in the group.
- Copy the original work, in whole or in part, of an individual who is not a member of the group, with or without the knowledge of other members of the group, and contribute the plagiarised work to a group assignment.
- Contribute less, little, or nothing to a group assignment and then claim an equal share of the work or marks.
- Discuss with other members of the class how to approach a common assessment item that requires individual submissions and rely on the same or very similar approach in the submitted assessment, without any acknowledgement of collaboration with colleagues and without the permission of your lecturer.

How will anybody know if I plagiarise?

As outlined above, plagiarism is taking and presenting the thoughts, writings etc., of other people as your own; in not crediting the source, a person is guilty of intellectual fraud. It is completely unacceptable in the National College of Ireland and can be detected in several ways.

Lecturer knowledge

Plagiarism is commonly detected through your lecturer's familiarity with the course content and random Google searches using key phrases from your submitted written work. Lecturers are very experienced and have read widely on the topic you are studying; they will also be able to tell the difference between your own writing style and that evident in the plagiarised content.

Turnitin

Turnitin, text matching software, is also used to check the originality of your work and for plagiarism. This system checks your written work against billions of sources worldwide including websites, databases and journals, as well as written work previously submitted to NCI and other universities and colleges and other sources such as essays from online cheat-sites.

NCI Library Referencing Guide

What happens if I get caught plagiarising?

Academic integrity is highly valued in the National College of Ireland - if a student is found to have deliberately plagiarised the work of another, including copying the work of other students, the penalties are severe. If a lecturer has serious concerns about plagiarism, they will notify you and then seek a second opinion; if the concerns are found to be justified, the result for you can take various forms. The consequences of a plagiarism finding can range from – (a) your written work grade being capped (b) loss of mark in part or whole (c) submitting a new piece of work (d) suspension or (e) expulsion.

How do I avoid plagiarism?

- Don't copy and paste text as this will inevitably lead to you using wording that is too close to the original text
- Use a variety of good quality sources, i.e. don't rely on just one source for whole sections of your written work
- Keep good quality and accurate notes
- Make sure that you paraphrase properly and reference correctly

Good referencing starts with effective note-taking

Get into the habit of writing down the reference details of a source as you are gathering information for your research. Keep a careful note of what page or url the information can be found on and insert “quotation marks” if you have taken the exact words of the original author. This is a much better process than leaving the referencing to the end and you are less likely to accidentally plagiarise material.

For further advice on avoiding plagiarism, please see our online guides.

Still not sure?

- Is it a quote? Reference it!
- Is it a paraphrase? Reference it!
- Is it another's idea/theory/image? Reference it!

You will avoid plagiarising by correctly paraphrasing and referencing in your written work.

Keep in mind: Every sentence or paragraph in your written work that does not contain a reference will be assumed to be your own work

By avoiding plagiarism, you will...

- Build confidence in your writing skills by passing assignments based on your own hard work
- Learn more about your chosen subject by doing your own research
- Learn how to formulate your own thinking, a skill you can use in your future career
- Recognise the importance of giving credit to the work of others when using their words or ideas

Harvard Referencing – Introduction

Introduction

One of the main referencing styles used in National College of Ireland is the Harvard style, also known as the 'author date' system. Harvard is one of the most common systems used internationally and is frequently the standard house style for academic journals. The Harvard style just records the author surname and publication year within the text of the written work and then provides the full bibliographic details in the list of references at the end. There is no third place to look such as footnotes and chapter references which are features of other styles.

NB: Although Harvard is the most commonly used referencing style in the National College of Ireland, other referencing styles such as APA or IEEE may be used by your course – please consult with your lecturer to confirm which style they require you to use.

References need to be cited in two different places:

1. At the point at which a source is referred to in the text of your work – a short, basic reference (Author, Year) is inserted every time you use or refer to someone else's work in-text
2. In your bibliography at the end of your work – providing comprehensive details of the source used

In the Harvard system an in-text reference for a quotation looks like this:

“In recent years, there have been significant advances in the development of high-performance personal computers and networks” (Connolly and Begg, 2015, p. 107).

If the reader wants to know the full details of the source they can refer to your bibliography:

Bibliography:

Connolly, T. and Begg, C. (2015) *Database systems: A practical approach to design, implementation and management*. 6th edn. Boston: Pearson Education.

HARVARD – Core Sources

Harvard – Core Sources

The first part of this Harvard guide concentrates on what are deemed the most common sources that you are required to reference – these are listed under ‘Core Sources’; the following section lists ‘Additional Sources’ that you may also be required to reference. The guide does not set out to provide you with a definitive list, it is designed to help you reference the main types of sources that your lecturers will require you to use.

Book – Single Author

Components Author Surname, Initial(s). (Year of publication) *Title of book (in italics)*. edition (only include if not the first). Place of Publication: Publisher.

Bibliography

Reidy, L. (2015) *Make that grade: Human resource management*. 4th edn. Dublin: Gill and Macmillan.

NB: The first word of the book title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Reidy (2015) suggests that it may be difficult to fill some vacancies as the role may be thought to be low paid or considered to be difficult.

Direct quote

“Some vacancies are difficult to fill due to the nature of the job itself. It may be perceived to be unpleasant, dangerous, badly paid or too stressful” (Reidy, 2015, p. 46).

Book – Two Authors

Components Author Surname, Initial(s). and Author Surname, Initial(s). (Year of publication) *Title of book (in italics)*. edition (only include if not the first). Place of Publication: Publisher.

Bibliography

Laudon, K. C. and Laudon, J. P. (2013) *Essentials of management information systems*. 10th edn. Harlow: Pearson.

NB: The first word of the book title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

HARVARD – Core Sources

Paraphrase/summary

Collaboration technology is important for improving business performance (Laudon and Laudon, 2013).

Direct quote

According to Laudon and Laudon (2013, p. 79), “among both business and academic communities there is a general belief that the more a business firm is “collaborative,” the more successful it will be.”

Book – Three or More Authors

Components

Author Surname, Initial(s), Author Surname, Initial(s), Author Surname, Initial(s), Author Surname, Initial(s). and Author Surname, Initial(s). (Year of publication) *Title of book (in italics)*. edition (only include if not the first). Place of Publication: Publisher.

Bibliography

Hillier, D., Ross, S., Westerfield, R., Jaffe, J. and Jordan, B. (2016) *Corporate finance*. 3rd edn. London: McGraw-Hill Higher Education.

NB: The first word of the book title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Hillier *et al.* (2016) explain that operating cash flow is the measure of the amount of cash that is generated by operations, but excludes the cash flows that arise from investment spending or financing.

Direct quote

“Operating cash flow measures the cash generated from operations not counting cash flows arising from investment expenditure or financing” (Hillier *et al.*, p. 71, 2016).

NB: If you refer to a source with three authors in text, you write all three names for the first reference; if you refer to the source again within the text, you can use *et al.* in italics after the surname of the first author. If you refer to a source with more than three authors in text, *et al.* is written in italics after the surname of the first author from the first time the source is referenced, e.g. Hillier *et al.* (2016) or (Hillier *et al.*, 2016).

Book – Corporate Author

Components

Company/Corporate Name (Year of publication) *Title of book (in italics)*. edition (only include if not the first). Place of Publication: Publisher.

Bibliography

Project Management Institute (2013) *A guide to the Project Management Body of Knowledge (PMBOK* guide)*. 5th edn. Newton Square, PA: Project Management Institute.

NB: The first word of the book title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

HARVARD – Core Sources

Paraphrase/summary

Projects happen in a context wider than the project alone (Project Management Institute, 2013).

Direct quote

“Projects and project management take place in an environment that is broader than that of the project itself” (Project Management Institute, 2013, p. 19).

Book – Editor(s)

Components

Editor Surname, Initial(s). and Editor Surname, Initial(s). (eds.) (Year of publication) *Title of book* (in italics). edition (only include if not the first). Place of Publication: Publisher.

Bibliography

Lechner, F. J. and Boli, J. (eds.) (2012) *The globalization reader*. 4th edn. Chichester: Wiley-Blackwell.

NB: The first word of the book title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Lechner and Boli (2012) suggest there is a need for governments to be members of global organizations, as some issues can only be tackled globally.

Direct quote

Use the “chapter of an edited book” options below to quote the specific author(s) of a chapter.

Chapter of an Edited Book – Single Author

Components

Author Surname, Initial(s). (Year of publication) ‘Title of chapter’ (in single quotation marks), in Editor Surname, Initial(s). (ed.) *Title of book* (in italics). edition (only include if not the first). Place of Publication: Publisher, pp. page numbers of chapter.

Bibliography

Quirke, E. T. (2006) ‘Older people in Irish mental health law’, in O’Dell, E. (ed.) *Older people in modern Ireland: Essays on law and policy*. Dublin: First Law, pp. 268-292.

NB: The first word of the chapter and book title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Quirke (2006) believes that the needs of older people have been overlooked in mental health legislation.

Direct quote

According to Quirke (2006, p. 269), “there has been no attention given to the impact of the mental health legal framework on elderly mental patients.”

HARVARD – Core Sources

Chapter of an Edited Book – Two Authors

Components Author Surname, Initial(s). and Author Surname, Initial(s). (Year of publication) ‘Title of chapter’ (in single quotation marks), in Editor Surname, Initial(s). and Editor Surname, Initial(s). *Title of book (in italics)*. edition (only include if not the first). Place of Publication: Publisher, pp. page numbers of chapter.

Bibliography

Harmon, C. and Newman, C. (2008) ‘Education: Market failure and government interventions’, in O’Hagan, J. and Newman, C. (eds.) *The economy of Ireland: National and sectoral policy issues*. 10th edn. Dublin: Gill and Macmillan, pp. 316-338.

NB: The first word of the chapter and book title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Harmon and Newman (2008) note the low uptake of science subjects at 2nd level in the 1990s caused concern that Ireland would be unable to meet future labour market requirements.

Direct quote

According to Harmon and Newman (2008, p. 325), “the decline in the number of students pursuing scientific subjects at second level in the 1990s sparked concern about the ability of the Irish labour force to meet its future skills needs.”

eBook – Single Author

Components Author Surname, Initial(s). (Year of publication) *Title of book (in italics)*. edition (only include if not the first). Database Name. Available at: url [Accessed Day Month Year].

Bibliography

Dyson, J. R. (2010) *Accounting for non-accounting students*. 8th edn. Dawsonera. Available at: <https://ezproxy.ncirl.ie:2157/abstract/9780273723011> [Accessed 13 July 2015].

NB: The first word of the eBook title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Financial management has become a more important function recently (Dyson, 2010).

Direct quote

“The financial management function associated with management accounting generally is again one that has become much more significant in recent years” (Dyson, 2010, p. 277).

eBook – Two Authors

Components Author Surname, Initial(s). and Author Surname, Initial(s). (Year of publication) *Title of book (in italics)*. edition (only include if not the first). *Database Name (in italics)*. Available at: url [Accessed Day Month Year].

Bibliography

Atrill, P. and McLaney, E. (2014) *Accounting and finance for non-specialists*. 9th edn. Dawsonera. Available at: <https://ezproxy.ncirl.ie:2157/abstract/9781292062785> [Accessed 9 May 2018].

NB: The first word of the eBook title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

At different proposed levels of output, predictions can be made along the way regarding the total and per-unit cost of a particular product or service once the element of cost is identified (Atrill and McLaney, 2014).

Direct quote

Atrill and McLaney (2014, p. 246) explain that “with knowledge of how much each element of cost represents for a particular product or service, it is possible to make predictions regarding total and per-unit cost at various projected levels of output.”

eBook – Three or More Authors

Components Author Surname, Initial(s)., Author Surname, Initial(s). and Author Surname, Initial(s). (Year of publication) *Title of book (in italics)*. edition (only include if not the first). *Database Name*. Available at: url [Accessed Day Month Year].

Bibliography

Saunders, M., Lewis, P. and Thornhill, A. (2015) *Research methods for business students*. 7th edn. Dawsonera. Available at: <https://ezproxy.ncirl.ie:2157/abstract/9781292016641> [Accessed 9 May 2018].

NB: The first word of the eBook title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Research is where one gains knowledge by using a systematic process to find something out (Saunders, Lewis and Thornhill, 2015).

Direct quote

Saunders, Lewis and Thornhill (2015, p. 5) define research as a “process that people undertake in a systematic way in order to find out things, thereby increasing their knowledge.”

NB: If you refer to a source with three authors in text, you write all three names for the first reference; if you refer to the source again within the text, you can use *et al.* in italics after the surname of the first author, e.g. Saunders *et al.* (2015) or (Saunders *et al.*, 2015). If you refer to a source with more than three authors in text, *et al.* is written in italics after the surname of the first author from the first time the source is referenced.

HARVARD – Core Sources

Journal Article – Single Author

Components Author Surname, Initial(s). (Year of publication) ‘Title of article’ (in single quotation marks), *Name of Journal (in italics)*, volume number(issue number), pp. page numbers of article.

Bibliography

Kouchaki, M. (2015) ‘Professionalism and moral behavior’, *Business & Society*, 54(3), pp. 376-385.

NB: The first word of the article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised.

Paraphrase/summary

Kouchaki (2015) puts forward the thesis that the possession of a professional qualification is not a barrier to unethical behaviour.

Direct quote

“Contrary to conventional wisdom, the present findings raise a cautionary flag for those – in particular professionals themselves, professional associations and schools, and the employing organizations - who believe that the mere fact of being a professional prevents people from engaging in unprofessional behavior” (Kouchaki, 2015, pp. 381-382).

Journal Article – Two Authors

Components Author Surname, Initial(s). and Author Surname, Initial(s). (Year of publication) ‘Title of article’ (in single quotation marks), *Name of Journal (in italics)*, volume number(issue number), pp. page numbers of article.

Bibliography

Furr, N. and Dyer, J. H. (2014) ‘Leading your team into the unknown: How great managers empower their organizations to innovate’, *Harvard Business Review*, 92(12), pp. 80-88.

NB: The first word of the article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised.

Paraphrase/summary

It has been pointed out that ensuring that correct resources are available is as important as the make-up of teams (Furr and Dyer, 2014).

Direct quote

“Providing the right resources starts with the make-up of the teams themselves, which may need members with exceptionally varied backgrounds” (Furr and Dyer, 2014, p. 88).

Journal Article – Three or More Authors

Components Author Surname, Initial(s), Author Surname, Initial(s). and Author Surname, Initial(s). (Year of publication) ‘Title of article’ (in single quotation marks), *Name of Journal* (in italics), volume number(issue number), pp. page numbers of article.

Bibliography

Van der Voet, J., Kuipers, B. S. and Groeneveld, S. (2016) ‘Implementing change in public organizations: The relationship between leadership and affective commitment to change in a public sector context’, *Public Management Review*, 18(6), pp. 842-865.

NB: The first word of the article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised.

Paraphrase/summary

In regard to the successful implementation of change in a public organisation, the context of the organisation both encourages and hinders leadership behaviours that contribute to the change (Van der Voet, Kuipers and Groeneveld, 2016).

Direct quote

Van der Voet, Kuipers and Groeneveld (2016, p. 857) found that “the context of public organizations thus simultaneously stimulates and impedes the leadership behaviours that contribute to the successful implementation of change.”

NB: If you refer to a source with three authors in text, you write all three names for the first reference; if you refer to the source again within the text, you can use *et al.* in italics after the surname of the first author, e.g. Van der Voet *et al.* (2016) or (Van der Voet *et al.*, 2016). If you refer to a source with more than three authors in text, *et al.* is written in italics after the surname of the first author from the first time the source is referenced.

eJournal Article – Single Author

Components Author Surname, Initial(s). (Year of publication) ‘Title of article’ (in single quotation marks), *Name of Journal* (in italics), volume number(issue number), pp. page numbers of article, Database Name. doi: / or Available at: url [Accessed Day Month Year].

Bibliography

Hornungová, J. (2017) ‘Nonfinancial performance evaluation as significant area of strategic business management’, *Business: Theory and Practice*, 18(1), pp. 71- 78, Business Source Complete. doi: 10.3846/btp.2017.008.

HARVARD – Core Sources

NB: The first word of the article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised. A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available.

Paraphrase/summary

In recent years, methodology used for business performance management has switched from traditional financial management methods to new non-financial methods, especially in regard to strategic and qualitative indicators (Hornungová, 2017).

Direct quote

“Despite the ongoing effort to improve the methodology used, it seems that the traditional business performance management based primarily on financial management has reached its limits and in recent years we have seen the development of new non-traditional indicators, methods and models based primarily on non-financial methods, in particular on strategic and other qualitative indicators” (Hornungová, 2017, pp. 71-72).

eJournal Article – Two Authors

Components

Author Surname, Initial(s). and Author Surname, Initial(s). (Year of publication) ‘Title of article’ (in single quotation marks), *Name of Journal (in italics)*, volume number(issue number), pp. page numbers of article, Database Name. doi: / or Available at: url [Accessed Date Month Year].

Bibliography

Moye, N. A. and Langfred, C. W. (2004) ‘Information sharing and group conflict: Going beyond decision making to understand the effects of information sharing on group performance’, *International Journal of Conflict Management*, 15(4), pp. 381-410, Emerald. doi: 10.1108/ebo22919.

NB: The first word of the article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised. A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available.

Paraphrase/summary

Interventions to the group process in terms of conflict and information sharing should be monitored over time (Moye and Langfred, 2004).

Direct quote

“At a minimum, the effects of the information sharing intervention on group process, especially conflict, should be monitored as the group interacts over time” (Moye and Langfred, 2004, p. 403).

Journal Article – Three or More Authors

Components Author Surname, Initial(s), Author Surname, Initial(s), Author Surname, Initial(s). and Author Surname, Initial(s). (Year of publication) ‘Title of article’ (in single quotation marks), *Name of Journal* (in italics), volume number(issue number), pp. page numbers of article, Database Name. doi: / or Available: at: url [Accessed Day Month Year].

Bibliography

Fini, R., Rasmussen, E., Siegel, D. and Wiklund, J. (2018) ‘Rethinking the commercialization of public science: From entrepreneurial outcomes to societal impacts’, *Academy of Management Perspectives*, 32(1), pp. 4-20, Business Source Complete. doi: 10.5465/amp.2017.0206.

NB: The first word of the article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised. A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available.

Paraphrase/summary

A process where scientific knowledge is converted into new products or services that are then made available to consumers can be called science commercialisation (Fini *et al.*, 2018).

Direct quote

Science commercialisation can be defined as “the process of converting scientific knowledge into new or improved products or services that are made available in the market” (Fini *et al.*, pp. 4-5, 2018).

NB: If you refer to a source with three authors in text, you write all three names for the first reference; if you refer to the source again within the text, you can use *et al.* in italics after the surname of the first author. If you refer to a source with more than three authors in text, *et al.* is written in italics after the surname of the first author from the first time the source is referenced, e.g. Fini *et al.* (2018) or (Fini *et al.*, 2018).

Conference Paper – Three or More Authors

Components Author Surname, Initial(s), Author Surname, Initial(s). and Author Surname, Initial(s). (Year of publication) ‘Title of paper’ (in single quotation marks), in *Title of Publication/Conference* (in italics). Location of Conference, Date Month Year of Conference, pp. page numbers of conference paper, Database Name. doi: / or Available at: url [Accessed Day Month Year].

Bibliography

Chen, L., Rahayu, W. and Taniar, D. (2010) ‘Towards near real-time data warehousing’, in *2010 24th IEEE International Conference on Advanced Information Networking and Applications (AINA)*. Perth, Australia, 20-23 April 2010, pp. 1150-1157, IEEE Xplore. doi: 10.1109/AINA.2010.54.

HARVARD – Core Sources

NB: The first word of the conference paper title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the conference title are capitalised. A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available.

Paraphrase/summary

Once a data warehouse is constructed in conjunction with existing database systems, it requires constant maintenance (Chen, Rahayu and Taniar, 2010).

Direct quote

“A data warehouse is built as a layer on top of existing operational database systems. Once built, it has to regularly be updated (refreshed)” (Chen, Rahayu and Taniar, 2010, p. 1150).

NB: If you refer to a source with three authors in text, you write all three names for the first reference; if you refer to the source again within the text, you can use *et al.* in italics after the surname of the first author, e.g. Chen *et al.* (2010) or (Chen *et al.*, 2010). If you refer to a source with more than three authors in text, *et al.* is written in italics after the surname of the first author from the first time the source is referenced. For conference papers with two authors, list both authors for every reference.

Webpage

Components Author of Website/Webpage (Year of publication) *Title of webpage (in italics)*. Available at: url [Accessed Day Month Year].

Bibliography

Business & Finance (2015) *Flexible working worth €2.5bn to Irish economy*. Available at: <http://businessandfinance.com/news/flexible-working-worth-e2-5bn-to-irish-economy/> [Accessed 8 September 2015].

NB: The first word of the webpage title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

According to a survey discussed by Business & Finance (2015), many flexible workers are willing to do more hours per week.

Direct quote

“42% of flexible workers are willing to work extra hours each week, which is worth a potential €827m to the Irish economy each year” (Business & Finance, 2015).

NB: If you have used more than one page from a website, you will need a separate reference for each page used – see bibliography tips (p. 38) for details on how to differentiate between different webpages from the same author; also see further notes about referencing websites (pp. 9-10).

Document from a Webpage

Components Author of Website/Webpage (Year of publication) *Title of document (in italics)*. Available at: url [Accessed Day Month Year].

Bibliography

Tissot, B. (2018) *Providing comparable information to assess global financial stability risks*. Available at: <http://ec.europa.eu/eurostat/documents/7870049/8597562/KS-FT-18-001-EN-N.pdf/83ac4786-c3b2-467b-a2f9-feeb630d74fe> [Accessed 8 May 2018].

NB: The first word of the document title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Tissot (2018) explains that before the crisis, the amount of borrowed money by economic agents, particularly banks, was not appreciated correctly.

Direct quote

As Tissot (2018, p. 5) states, “The degree to which economic agents had borrowed was not correctly appreciated before the crisis; this was particularly the case for banks but also for a wide range of economic agents, especially households.”

NB: If you have used more than one page/document from a website, you will need a separate reference for each page/document used – see bibliography tips (p. 38) for details on how to differentiate between different webpages/documents from the same author; also see further notes about referencing websites (pp. 9-10).

Newspaper Article – Print

Components Author Surname, Initial(s). (Year of publication) ‘Title of article’ (in single quotation marks), *Name of Newspaper (in italics)*, *Newspaper Section (if relevant, also in italics)*, Date and Month of publication, p. page number of article.

Bibliography

Keenan, B. (2012) ‘We are hamstrung by idiotic tax election pledge on tax rates’, *Irish Independent, Business This Week*, 8 November, p. 4.

NB: The first word of the newspaper article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case. If no individual author given, cite the newspaper as the author.

Paraphrase/summary

Some commentators have argued that the best way to create a better taxation system is to increase the base rate of 20%, and to reduce the top rate (Keenan, 2012).

Direct quote

“There is only one way to create a saner taxation system, and that is to increase the 20pc rate significantly-say to 25pc-for incomes above €25,000 or so, and begin a process of bringing the top rate threshold closer to €50,000” (Keenan, 2012, p. 4).

Newspaper Article – Online

Components Author Surname, Initial(s). (Year of publication) ‘Title of article’ (in single quotation marks), *Name of Newspaper (in italics)*, Date and Month of publication. Available at: url [Accessed Day Month Year].

Bibliography

Gibbons, J. (2012) ‘Steady as she goes: Global climatic denial guarantees chaotic future for all’, *Irish Times*, 30 November. Available at: <https://www.irishtimes.com/opinion/steady-as-she-goes-global-climatic-denial-guarantees-chaotic-future-for-all-1.558883> [Accessed 30 November 2012].

NB: The first word of the newspaper article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case. If no individual author given, cite the newspaper as the author.

Paraphrase/summary

Some writers have claimed that we need to drastically cut fossil fuel emissions to stave off disaster (Gibbons, 2012).

Direct quote

“The global slave trade went, in a matter of years, from pillar of the world economy to morally repulsive. To have a future, humanity’s relationships with fossil energy may very soon have to undergo a similar transformation” (Gibbons, 2012).

Case Study – Print

Components Author Surname, Initial(s). and Author Surname, Initial(s). (Year of publication) *Title of case study (in italics)*, case, Place of Publication: Publisher.

Bibliography

Ibarra, H. and Sackley, N. (2011) *Charlotte Beers at Ogilvy and Mather Worldwide (A)*, case, Boston, M.A.: Harvard Business School Publishing.

NB: The first word of the case study title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Ibarra and Sackley (2011) point out that Beers’ main direction was to restore confidence internally and externally.

Direct quote

“To restore confidence both internally and externally, Beers maintained the agency needed a clear direction” (Ibarra and Sackley, 2011, p. 6).

Case Study – Online

Components Author Surname, Initial(s). (Year of publication) *Title of case study (in italics)*, case. Available at: url [Accessed Day Month Year].

Bibliography

Isaacs, R. (2015) *Goodbye serious: How social sells Wall's Ice Cream*, case. Available at: <https://www.warc.com/Content/64fcc122-cad4-4db5-b011-c9fb9beddd4a> [Accessed 14 July 2015].

NB: The first word of the case study title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Isaacs (2015) outlines that to make the brand stand out, the communications model had to be updated and new marketing models adopted.

Direct quote

“To give the brand a chance of standing out, we knew we had to overhaul our complete communications model – to move away from generic imagery and a focus on traditional media, towards something that would keep Wall's ice cream top of mind all summer long” (Isaacs, 2015).

HARVARD – Additional Sources

Harvard – Additional Sources

Blog

Components Author Surname, Initial(s). (Year of publication) 'Title of blog post' (in single quotation marks), *Name of Blog (in italics)*, Date and Month of blog post. Available at: url [Accessed Day Month Year].

Bibliography

Krugman, P. (2015) 'Milton Friedman, Irving, and Greece', *Paul Krugman Blog*, 7 July. Available at: <https://krugman.blogs.nytimes.com/2015/07/07/milton-friedman-irving-fisher-and-greece/> [Accessed 8 July 2015].

NB: The first word of the blog post title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Krugman (2015) comments on the ignorance of influential players in Europe considering debt relief and devaluation as an option for Greece.

Direct quote

"I continue to be amazed by how many people regard debt relief and devaluation as wild-eyed radical ideas; of course, it matters most that so many influential people in Europe share this ignorance" (Krugman, 2015).

Social Media – Facebook, Twitter etc.

Components Author Name as it appears in post (Year of post) *Title of post (in italics)* [Type of Social Media] Date and Month of post. Available at: url [Accessed Day Month Year].

Bibliography

RTÉ News (2018) *Facebook telling users if data was shared* [Facebook] 9 April. Available at: <https://www.facebook.com/rtenews/> [Accessed 11 April 2018].

NB: The first word of the post title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

As reported in the news, Facebook has begun the process of telling users if their data was shared (RTÉ News, 2018).

Direct quote

As RTÉ News (2018) reported "Facebook telling users if data was shared."

HARVARD – Additional Sources

Online Video – YouTube, etc.

Components Author Surname, Initial(s). (Year of publication) *Title of video (in italics)*. Available at: url [Accessed Day Month Year].

Bibliography

Aulet, B. (2014) *What is entrepreneurship*. Available at: <https://www.youtube.com/watch?v=Xcsp0486oY> [Accessed 17 May 2018].

NB: The first word of the video title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Aulet (2014) describes small medium enterprise (SME) entrepreneurship as being represented by small, long existing companies that focus on local markets and service local opportunity and are not looking to grow globally.

Direct quote

Small medium enterprise (SME) entrepreneurship consists of “small companies that will stay small and they may have been around for a while; they’re focused on local markets; they’re often service business that are servicing a local opportunity, but they’re not something that’s looking to go global” (Aulet, 2014).

Video, DVD or Film

Components *Title of DVD (in italics)* (Year of distribution) Directed by First Name Surname [DVD] Place of Distribution: Distribution Company.

Bibliography

What Are You Working For? (2018) Directed by Yvonne Nolan [DVD] Dublin: ShinAwil.

NB: All major words of the title of the DVD are capitalised; for different source types, insert [Video], [DVD] or [Film] where applicable.

Paraphrase/summary

In *What Are You Working For?* (2018), Dr. Stephen Kinsella explains that Ireland is so tied in with globalisation due to the amount of the country’s foreign direct investment, that when something happens internationally such as President Trump or Brexit, it has an impact on Ireland.

Direct quote

In *What Are You Working For?* (2018), Dr. Stephen Kinsella states that with Ireland’s foreign direct investment “we are absolutely tied in with globalisation, our fortunes rise and fall with globalisation and that is why President Trump is such a risk and why Brexit is such a risk.”

HARVARD – Additional Sources

TV/Radio Broadcast

Components *Title of Programme (in italics)* (Year of broadcast) TV Channel, Date and Month of transmission, Year, Time of broadcast.

Bibliography

After the 8th: Prime Time (2018) RTE1, 29 May, 2018, 21.35.

NB: All major words of the programme title are capitalised.

Paraphrase/summary

RTE's Prime Time programme *After the 8th* (2018) has discussed some of the key concerns and questions regarding the implementation of guidelines following the referendum result to repeal the 8th Amendment.

Direct quote

As outlined by RTE's Prime Time programme *After the 8th* (2018) "there are some practical questions and concerns about how the new clinical guidelines for the implementation of abortion services here will work."

Podcast

Components Author/Presenter Surname, Initial(s) (Year of publication) 'Title of podcast' (in single quotation marks), *Title of webpage (in italics)* [Podcast]. Day Month of post. Available at: url [Accessed Day Month Year].

Bibliography

Dubner, S. J. (2018) 'The stupidest thing you can do with your money', *Freakonomics Radio* [Podcast]. 22 March. Available at: <https://www.wnycstudios.org/story/stupidest-thing-you-can-do-your-money-rebroadcast/> [Accessed 22 May 2018].

NB: The first word of the podcast title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the webpage are capitalised.

Paraphrase/summary

Dubner (2018) explains that active management in regard to investing is where someone is hired to navigate the confusing and intimidating processes of investment, using their expertise to help you in selecting the best investments for your needs.

Direct quote

Dubner (2018) states that "investing can be confusing and intimidating ... so you hire someone to navigate that for you and they in turn use their expertise to pick the very best investments for your needs. This is called active management."

HARVARD – Additional Sources

Computer Software/Programme

Components Author (Year) *Title of Programme (in italics)* (Version) [Computer programme]
Distributor / or Available at: url [Accessed Day Month Year].

Bibliography

Techsmith Corporation (2008) *Camtasia Studio* (Version 3) [Computer programme] Available at: <http://www.techsmith.com/download/trials.asp> [Accessed 21 June 2010].

NB: All major words of the title of the programme are capitalised.

Paraphrase/summary

Techsmith Corporation (2008)

Direct quote

Direct citation not relevant here.

Encyclopedia/Dictionary – Print

Components Author Surname, Initial(s). (Year of publication) ‘Title of encyclopedia/dictionary entry’ (in single quotation marks), *Title of Encyclopedia/Dictionary (in italics)*.
Place of Publication: Publisher.

If no author:

Publisher (Year of publication) ‘Title of encyclopedia/dictionary entry’ (in single quotation marks), *Title of Encyclopedia/Dictionary (in italics)*. Place of Publication: Publisher.

Bibliography

Channon, D. F. (1997) ‘Globalization’, *The Blackwell encyclopedia of management volume II: Strategic management*. Oxford: Blackwell Business.

NB: The first words of the encyclopedia/dictionary entry and encyclopedia/dictionary title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Exploiting market opportunities, investment incentives and access to resources including raw materials are just some of the reasons globalization has occurred as a strategic management strategy in the past (Channon, 1997).

Direct quote

Channon (1997, p. 120) explains that some of the reasons globalization occurs are “to exploit perceived market opportunities, superior competitive positions as the result of lower costs, investment incentives, market access ... access to raw materials or other resources.”

HARVARD – Additional Sources

Encyclopedia/Dictionary – Online

Components

Author Surname, Initial(s). (Year of publication) ‘Title of encyclopedia/dictionary entry’ (in single quotation marks), *Title of Encyclopedia/Dictionary (in italics)*. Available at: url [Accessed Day Month Year].

If no author:

Publisher (Year of publication) ‘Title of encyclopedia/dictionary entry’ (in single quotation marks), *Title of Encyclopedia/Dictionary (in italics)*. Available at: url [Accessed Day Month Year].

Bibliography

Prabhakar, R. (2013) ‘Corporate governance’, *Encyclopaedia Britannica*. Available at <https://www.britannica.com/topic/corporate-governance> [Accessed 16 May 2018].

NB: The first words of the encyclopedia/dictionary entry and encyclopedia/dictionary title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

How a company is governed or run through their rules and practices is corporate governance and Prabhakar (2013) argues that in regard to the capitalist economy it is the most vital institution.

Direct quote

Corporate governance is the “rules and practices by which companies are governed or run” and it is significant as “it refers to the governance of what is arguably the most important institution of the capitalist economy” (Prabhakar, 2013).

Legislation – Act

Components

Country of Act. *Title of the Act (in italics and including the year)*. No. (if any), (section of legislation if specified in-text). Place of Publication: Publisher.

Bibliography

Ireland. *Adoption Act 2010*. No.21, Section 49. Dublin: Stationary Office.

NB: All major words of the Act are capitalised. If accessed online add Available at: url [Accessed Day Month Year]. NCI also uses OSCOLA for some legal sources, check with your lecturer for confirmation of which style to use – if required see online library guides for further details on OSCOLA.

Paraphrase/summary

Legislation (Ireland. *Adoption Act 2010*) dictates that the Adoption Authority may refer matters of law regarding adoption orders to the High Court.

Direct quote

According to the *Adoption Act 2010* in Ireland, the Adoption Authority “may refer any question of law arising on an application for an adoption order or the recognition of an intercountry adoption effected outside the State to the High Court for determination.”

NB: Other government publications/reports can follow the format of a book or document from a webpage as appropriate.

HARVARD – Additional Sources

Legislation – EU Directive

Components Title of Directive (*all words in italics – should include institutional origin, year, legislation number, the date it was passed and the title*)

Bibliography

Directive 2014/95/EU of the European Parliament and of the Council of 22 October 2014 amending Directive 2013/34/EU as regards disclosure of non-financial and diversity information by certain large undertakings and groups.

NB: The first words of the directive title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case. If accessed online add Available at: url [Accessed Day Month Year].

Paraphrase/summary

The European Parliament has highlighted the importance of companies sharing non-financial information regarding sustainability in order to protect the global economy (Directive 2014/95/EU).

Direct quote

As outlined by the European Parliament (Directive 2014/95/EU), “disclosure of non-financial information is vital for managing change towards a sustainable global economy.”

NB: Other EU publications/reports can follow the format of a book or document from a webpage as appropriate.

Thesis/Dissertation – Print

Components Author Surname, Initial(s). (Year of submission) *Title of thesis/dissertation (in italics)*. Unpublished BA/BSc/MA/MSc/Ph.D. thesis/dissertation. Location of Institution: Institution where submitted.

Bibliography

Connolly, P. (2003) *Values and the voluntary sector: A study of the role of values in the management of Irish voluntary organisations*. Unpublished Ph.D. thesis. Dublin: National College of Ireland.

NB: The first word of the thesis/dissertation title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

The voluntary sector has a different set of priorities and approaches to the private sector regarding the role of the manager (Connolly, 2003).

Direct quote

“The role of the manager differs in the voluntary sector as the underlying ethos differs from the private sector” (Connolly, 2003, p. 289).

NB: It is generally not recommended to reference theses/dissertations unless commenting on their own research – it is much better practice to find the sources they have used and reference those sources directly, particularly if you are consulting a recent thesis/dissertation.

HARVARD – Additional Sources

Thesis/Dissertation – Online

Components Author Surname, Initial(s). (Year of publication) *Title of thesis/dissertation (in italics)*. BA/BSc/MA/MSc/Ph.D. thesis/dissertation. Place of Publication: Institution where submitted. Available at: url [Accessed Day Month Year].

Bibliography

Kelly, D. (2014) *Human resource management in the PMO*. MSc thesis. Limerick: University of Limerick. Available at: <http://ulir.ul.ie/handle/10344/4419> [Accessed 15 October 2015].

NB: The first word of the thesis/dissertation title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Kelly (2014) outlines some of the difficulties combining human resource management theory with real-time project management.

Direct quote

Kelly (2014, p. iii) outlines that his “research has drawn attention to the difficulties experienced in the PMO setting in the enactment of HRM policy that is more suited to the organisations routine processes.”

NB: It is generally not recommended to reference theses/dissertations unless commenting on their own research – it is much better practice to find the sources they have used and reference those sources directly, particularly if you are consulting a recent thesis/dissertation.

Diagram/Chart/Image/Table – Print

Components Author Surname, Initial(s), Author Surname, Initial(s), Author Surname, Initial(s). and Author Surname, Initial(s). (Year of publication) *Title of book (in italics)*. edition (only if not the first). Place of Publication: Publisher.

Bibliography

Levine, D. M., Stephan, D. F., Krehbiel, T. C. and Berenson, M. L. (2010) *Statistics for managers using Microsoft Excel*. 6th edn. Upper Saddle River, N.J.: Pearson.

NB: Follow the format guidelines as per the type of print source from which the diagram, chart, image or table is taken, i.e. a book, a print journal, etc.

Paraphrase/summary

The above figure illustrates the increase in the amount of solar power installed in the US between 2000 and 2008 (Levine et al., 2010).

Direct quote

N/A

NB: If you use the exact same diagram/chart/image/table as featured within the source, make sure to give the exact caption title and put the in-text citation just beneath the diagram/chart/image/table with the corresponding page number (where applicable), e.g. Time-Series Plot of Amount of Solar Power Installed (Levine et al., 2010, p. 78).

HARVARD – Additional Sources

Diagram/Chart/Image/Table – Online

Components Author/Owner of Webpage (Year of publication) *Title of webpage* (in italics). Available at: url [Accessed Day Month Year].

Bibliography

Central Statistics Office (CSO) (2011) *Number of births, deaths and marriages*. Available at: http://www.cso.ie/multiquicktables/quickTables.aspx?id=vsa02_vsa09_vsa18 [Accessed 8 May 2015].

NB: The first word of the webpage title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

According to CSO figures the number of births, deaths and marriages in Ireland during 2010 was lower than 2009 (CSO, 2011).

Direct quote

N/A

NB: If you use the exact same diagram/chart/image/table as featured within the source, make sure to give the exact caption title and put the in-text citation just beneath the diagram/chart/image/table, e.g. Number of Births, Deaths and Marriages (CSO, 2011). If taken from a document from a webpage, also include the corresponding page number from where the diagram/chart/image/table was taken.

Lecture Notes

You are discouraged from directly referencing lecture notes or slides; ideally, you should be using these as a starting point to explore the books and resources discussed and highlighted in class. However, if it is unavoidable or your lecturer has given you permission to do so, this is the format –

Components Author Surname, Initial(s). (Year of notes) 'Title of lecture notes/slides' (in single quotation marks). *Course Code: Module Title* (in italics). Institution: Unpublished.

Bibliography

Duggan, S. (2017) 'Episode 2: Challenging your mindset'. *HCCE: Managing Your Learning*. National College of Ireland: Unpublished.

NB: The first word of the lecture notes/slides title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case. Paraphrases, summaries and/or quotes follow the same format as outlined in the other examples.

Harvard – Additional Notes

Formulating references

References can be written manually, following the guidelines contained within this guide – however, Mendeley in conjunction with Microsoft Word can be very useful in generating references for most of the core sources in the Harvard style. See Appendix A and our online guides for further information.

Quoting & paraphrasing

When directly quoting from a source, it must be enclosed in quotation marks and credit given to the author; **the exact wording, spelling and syntax of the original text must be used** and the page number (where available) from where it was taken. However, it is recommended that you minimise the amount of direct quotes within your written work and paraphrase the information you have found instead. It is much better practice to paraphrase the words where possible as this will demonstrate your own understanding of the topic. Quotations are best used where the exact wording is important, perhaps when providing a definition. If you feel it is necessary to provide a long quotation (longer than approximately 30-40 words), then quotation marks are not used; instead, the entire quotation is indented and single spaced. If you choose to omit some part of a quotation, then indicate this by inserting three spaced dots (. . .) in place of the removed text.

Author & editor abbreviations

- **In-text**, all authors/editors should be given reference to unless there are more than three; when there are more than three authors/editors, use *et al.* after the first author's name.
- **In the bibliography** at the end of your work, the reference should list all authors/editors credited to that source.

No known author

Sometimes there is no formal information about the author. This may occur because the author is not known, or the publisher is considered the author, or the organisation is the author. Author is not known (different possibilities):

- The publisher is considered the author, e.g. (Microsoft, 2015). Please note that in the bibliography you should treat this as a corporate author.
- The organisation is considered the author, e.g. (CSIRO, 2010). Please note that in the bibliography you should treat this as a corporate author.

If there is no known author (person, publisher or organisation) to credit, then it is not advisable to use the source.

HARVARD – Additional Notes

DOIs

A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available (see electronic source examples above). The DOI is typically found in the record details of the source you are using online – if in doubt, see if you can find an example of how it has been referenced by other academic sources.

Authors referring to other authors – secondary referencing

Authors refer to other authors which can be tricky when referencing in your written work. These are the main pieces of advice:

- If possible, try and locate the original source of the information mentioned within the text and then you can reference it directly
- Avoid directly citing a source if you have not found it and read it yourself, i.e. you have only found it within another source – to do so, gives a false idea of what you have read and used for your written work
- Try and use a passage of text that does not refer to other authors, this allows you to credit the main authors of the source directly and eliminates the need to credit other authors mentioned in the text

However, sometimes the above options may not be possible – in these cases, if you still need to use the information, you would reference by providing both authors' names as follows -

e.g. Marchington *et al.* (cited in Farnham, 2015) have provided a fairly abrupt definition of HRM.

In this example, only Farnham would be named in the bibliography because you did not directly consult the Marchington *et al.* source. Also note, only the year of the source consulted is featured (i.e. Farnham), not the year of the source mentioned within the text.

Citing multiple sources in-text – chronological, then alphabetical order

When providing multiple citations, list the citations chronologically (newest first) separated by a semi-colon; if you have two or more sources from the same year, list them alphabetically in the order they would appear in the bibliography.

Example: (Chen, Rahayu and Taniar, 2010; Dyson, 2010; Connolly, 2003).

Acronyms or abbreviations

An acronym or abbreviation can be used for a source to which you refer frequently. Give the name of the source in full on the first occasion it appears in the text, and then cite the abbreviation thereafter both in your text and as part of an in-text citation.

HARVARD – Additional Notes

e.g. “The National Economic and Social Forum (NESF) is a government-appointed social partnership body that provides advice on economic and social policies, especially those that seek to achieve greater equality and social inclusion in our society. It is the largest and most representative of the partnership bodies” (NESF, 2009).

The full name and abbreviation should also feature in the full reference in the bibliography

Bibliography tips

- All references should be listed alphabetically by the primary author’s surname or family name (regardless of the order you referred to them in your text); if the author is a company or organisation, this is also listed alphabetically with the other sources. There is no division of source types, all sources are listed together.
- You should list all sources that you have referenced within your written work, ensuring that the dates and spellings of author names are consistent in the text and the bibliography.
- Different works by the same author are arranged in date order (the earliest work is first).
- If you have more than one reference with the same author and the same year, you need to differentiate between them so it’s clear which one is being referred to within the text; you can do this by inserting a letter next to the year, e.g. (2016a) or (2016b). In the bibliography, you list sources with the same author and the same year, alphabetically by title.
- Never number or bullet point the bibliography entries.
- You cannot list a source in your bibliography that you have not read yourself, i.e. it has only been referred to in another source you read.
- See the sample Harvard bibliography on the following pages.

HARVARD – Sample Bibliography

Harvard – Sample Bibliography

Bibliography

After the 8th: Prime Time (2018) RTE1, 29 May, 2018, 21.35.

Atrill, P. and McLaney, E. (2014) *Accounting and finance for non-specialists*. 9th edn. Dawsonera. Available at: <https://ezproxy.ncirl.ie:2157/abstract/97811292062785> [Accessed 9 May 2018].

Aulet, B. (2014) *What is entrepreneurship*. Available at: <https://www.youtube.com/watch?v=Xcsp0486oIY> [Accessed 17 May 2018].

Business & Finance (2015) *Flexible working worth €2.5bn to Irish economy*. Available at: <http://businessandfinance.com/news/flexible-working-worth-e2-5bn-to-irish-economy/> [Accessed 8 September 2015].

Central Statistics Office (CSO) (2011) *Number of births, deaths and marriages*. Available at: http://www.cso.ie/multiquicktables/quickTables.aspx?id=vsa02_vsa09_vsa18 [Accessed 8 May 2015].

Channon, D. F. (1997) 'Globalization', *The Blackwell encyclopedia of management volume II: Strategic management*. Oxford: Blackwell Business.

Chen, L., Rahayu, W. and Taniar, D. (2010) 'Towards near real-time data warehousing', in *2010 24th IEEE International Conference on Advanced Information Networking and Applications (AINA)*. Perth, Australia, 20-23 April 2010, pp. 1150-1157. doi: 10.1109/AINA.2010.54.

Connolly, P. (2003) *Values and the voluntary sector: A study of the role of values in the management of Irish voluntary organisations*. Unpublished Ph.D. thesis. Dublin: National College of Ireland.

Directive 2014/95/EU of the European Parliament and of the Council of 22 October 2014 amending Directive 2013/34/EU as regards disclosure of non-financial and diversity information by certain large undertakings and groups.

Dubner, S. J. (2018) 'The stupidest thing you can do with your money', *Freakonomics Radio* [Podcast]. 22 March. Available at: <https://www.wnycstudios.org/story/stupidest-thing-you-can-do-your-money-rebroadcast/> [Accessed 22 May 2018].

Duggan, S. (2017) 'Episode 2: Challenging your mindset'. *HCCE: Managing Your Learning*. National College of Ireland: Unpublished.

Dyson, J. R. (2010) *Accounting for non-accounting students*. 8th edn. Dawsonera. Available at: <https://ezproxy.ncirl.ie:2157/abstract/9780273723011> [Accessed 13 July 2015].

HARVARD – Sample Bibliography

Fini, R., Rasmussen, E., Siegel, D. and Wiklund, J. (2018) 'Rethinking the commercialization of public science: From entrepreneurial outcomes to societal impacts', *Academy of Management Perspectives*, 32(1), pp. 4-20, Business Source Complete. doi: 10.5465/amp.2017.0206.

Furr, N. and Dyer, J. H. (2014) 'Leading your team into the unknown: How great managers empower their organizations to innovate', *Harvard Business Review*, 92(12), pp. 80-88.

Gibbons, J. (2012) 'Steady as she goes: Global climatic denial guarantees chaotic future for all', *Irish Times*, 30 November. Available at: <https://www.irishtimes.com/opinion/steady-as-she-goes-global-climatic-denial-guarantees-chaotic-future-for-all-1.558883> [Accessed 30 November 2012].

Harmon, C. and Newman, C. (2008) 'Education: Market failure and government interventions', in O'Hagan, J. and Newman, C. (eds.) *The economy of Ireland: National and sectoral policy issues*. 10th edn. Dublin: Gill and Macmillan, pp. 316-338.

Hillier, D., Ross, S., Westerfield, R., Jaffe, J. and Jordan, B. (2016) *Corporate finance*. 3rd edn. London: McGraw-Hill Higher Education.

Hornungová, J. (2017) 'Nonfinancial performance evaluation as significant area of strategic business management', *Business: Theory and Practice*, 18(1), pp. 71-78, Business Source Complete. doi: 10.3846/btp.2017.008.

Ibarra, H. and Sackley, N. (2011) *Charlotte Beers at Ogilvy and Mather Worldwide (A)*, case, Boston, M.A.: Harvard Business School Publishing.

Ireland. *Adoption Act 2010*. No.21, Section 49. Dublin: Stationary Office.

Isaacs, R. (2015) *Goodbye serious: How social sells Wall's Ice Cream*, case. Available at: <https://www.warc.com/Content/64fcc122-cad4-4db5-b011-c9fb9beddd4a> [Accessed 14 July 2015].

Keenan, B. (2012) 'We are hamstrung by idiotic tax election pledge on tax rates', *Irish Independent, Business This Week*, 8 November, p. 4.

Kelly, D. (2014) *Human resource management in the PMO*. MSc thesis. Limerick: University of Limerick. Available at: <http://ulir.ul.ie/handle/10344/4419> [Accessed 15 October 2015].

Kouchaki, M. (2015) 'Professionalism and moral behavior', *Business & Society*, 54(3), pp. 376-385.

Krugman, P. (2015) 'Milton Friedman, Irving, and Greece', *Paul Krugman Blog*, 7 July. Available at: <https://krugman.blogs.nytimes.com/2015/07/07/milton-friedman-irving-fisher-and-greece/> [Accessed 8 July 2015].

Laudon, K. C. and Laudon, J. P. (2013) *Essentials of management information systems*. 10th edn. Harlow: Pearson.

HARVARD – Sample Bibliography

Lechner, F. J. and Boli, J. (eds.) (2012) *The globalization reader*. 4th edn. Chichester: Wiley-Blackwell.

Levine, D. M., Stephan, D. F., Krehbiel, T. C. and Berenson, M. L. (2010) *Statistics for managers using Microsoft Excel*. 6th edn. Upper Saddle River, N.J.: Pearson.

Moye, N. A. and Langfred, C. W. (2004) 'Information sharing and group conflict: Going beyond decision making to understand the effects of information sharing on group performance', *International Journal of Conflict Management*, 15(4), pp. 381-410, Emerald. doi: 10.1108/eb022919.

Prabhakar, R. (2013) 'Corporate governance', *Encyclopaedia Britannica*. Available at <https://www.britannica.com/topic/corporate-governance> [Accessed 16 May 2018].

Project Management Institute (2013) *A guide to the Project Management Body of Knowledge (PMBOK® guide)*. 5th edn. Newton Square, PA: Project Management Institute.

Quirke, E. T. (2006) 'Older people in Irish mental health law', in O'Dell, E. (ed.) *Older people in modern Ireland: Essays on law and policy*. Dublin: First Law, pp. 268-292.

Reidy, L. (2015) *Make that grade: Human resource management*. 4th edn. Dublin: Gill and Macmillan.

RTÉ News (2018) *Facebook telling users if data was shared* [Facebook] 9 April. Available at: <https://www.facebook.com/rtenews/> [Accessed 11 April 2018].

Saunders, M., Lewis, P. and Thornhill, A. (2015) *Research methods for business students*. 7th edn. Dawsonera. Available at: <https://ezproxy.ncirl.ie:2157/abstract/9781292016641> [Accessed 9 May 2018].

Techsmith Corporation (2008) *Camtasia Studio (Version 3)* [Computer programme] Available at: <http://www.techsmith.com/download/trials.asp> [Accessed 21 June 2010].

Tissot, B. (2018) *Providing comparable information to assess global financial stability risks*. Available at: <http://ec.europa.eu/eurostat/documents/7870049/8597562/KS-FT-18-001-EN-N.pdf/83ac4786-c3b2-467b-a2f9-feeb630d74fe> [Accessed 8 May 2018].

Van der Voet, J., Kuipers, B. S. and Groeneveld, S. (2016) 'Implementing change in public organizations: The relationship between leadership and affective commitment to change in a public sector context', *Public Management Review*, 18(6), pp. 842-865.

What Are You Working For? (2018) Directed by Yvonne Nolan [DVD] Dublin: ShinAwil.

NB: If you require further assistance with your referencing, you can contact the Library Help Centre at libraryhelpcentre@ncirl.ie with an email query, set up an appointment or simply drop in.

APA Referencing – Introduction

Introduction

The American Psychological Association (APA) style is most commonly used to cite sources within the social sciences; in the National College of Ireland it is currently used for courses such as Psychology, Education and Learning and Teaching. The APA style is based on an author-date system with in-text referencing and a reference list. The style requires you to first employ an in-text citation (surname of the author, year of publication), so you can reference where, within your written work, you have taken information from other sources (source page numbers are also often included). Secondly, it requires you to complete a reference list at the end of your written work, featuring the full details of the sources cited in-text.

According to APA guidelines (<http://www.apastyle.org>), your written work should be typed, double-spaced on A4 with 1" margins on all sides; APA also recommends using size 12 Times New Roman font. The most recent rules of the APA style are detailed in the *Publication Manual of the American Psychological Association*, 6th edition; further guidance is available from the pages of the APA style website, examples listed below:

The Basics of APA Style - <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

The APA Style Index - <http://www.apastyle.org/index.aspx>

The APA Style: Quick Answers-References - <http://www.apastyle.org/learn/quick-guide-on-references.aspx#Websites>

The APA Style Blog - <http://blog.apastyle.org/>

NB: Although APA is the most commonly used referencing style in the National College of Ireland for Psychology, Education and Learning and Teaching, other referencing styles such as Harvard may be used by your course - please consult with your lecturer to confirm which style they require you to use.

References need to be cited in two different places:

1. At the point at which a source is referred to in the text of your work - a short, basic reference (Author, Year, page number) is inserted every time you use or refer to someone else's work in-text
2. In your reference list at the end of your work, providing comprehensive details of the source used

In the APA system, an in-text reference for a quotation looks like this:

Many young adults “understand that thinking can't always be abstract. In many instances, it must be realistic and pragmatic” (Santrock, 2015, p. 420).

NB: In the APA style, you are also encouraged (but not required) to provide the page number (or other location information) for a paraphrase when it would help the reader locate the relevant passage in the source material.

If the reader wants to know the full details of the source, they can refer to your reference list at the end of your written work:

Reference list:

Santrock, J. W. (2015). *Life-span development*. (15th ed.). New York: McGraw Hill.

APA – Core Sources

The first part of the APA guide concentrates on what are deemed the most common sources that you are required to reference – these are listed under ‘Core Sources’; the following section lists ‘Additional Sources’ that you may also be required to reference. The guide does not set out to provide you with a definitive list, it is designed to help you reference the main types of sources that your lecturers will require you to use.

Book – Single Author

Components Author Surname, Initial(s). (Year of publication). *Title of book (in italics)*. (edition – only include if not the first.). Place of Publication: Publisher.

Reference List

Santrock, J. W. (2015). *Life-span development*. (15th ed.). New York: McGraw-Hill.

NB: The first word of the book title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Santrock (2015) suggests that young adults realise that thinking cannot just be conceptual, but rather has to be more pragmatic (p. 420).

Direct quote

Young adults “understand that thinking can’t always be abstract. In many instances, it must be realistic and pragmatic” (Santrock, 2015, p. 420).

Book – Two Authors

Components Author Surname, Initial(s), & Author Surname, Initial(s). (Year of publication). *Title of book (in italics)*. (edition – only include if not the first.). Place of Publication: Publisher.

Reference List

Boyd, D., & Bee, H. (2015). *Lifespan development*. (7th ed.). London: Pearson Education.

NB: The first word of the book title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

APA – Core Sources

Paraphrase/summary

Boyd and Bee (2015) outline that human development is the study of a whole range of changes that occur as they get older (p. 24).

Direct quote

“The field of human development is the scientific study of age-related changes in behavior, thinking, emotion, and personality” (Boyd & Bee, 2015, p. 24).

NB: When multiple author names are part of the sentence and just the year is in brackets, then the word “and” is used to link the authors; but when the author names and the year are together in brackets, then the ampersand symbol “&” is used to link the authors.

Book – Three or More Authors

Components

Author Surname, Initial(s), Author Surname, Initial(s), & Author Surname, Initial(s). (Year of publication). *Title of book (in italics)*. (edition – only include if not the first.). Place of Publication: Publisher.

Reference List

Shaughnessy, J. J., Zechmeister, E. B., & Zechmeister, J. S. (2015). *Research methods in psychology*. (10th ed.). London: McGraw-Hill.

NB: The first word of the book title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

According to Shaughnessy, Zechmeister, and Zechmeister (2015), all researchers and scientists have their part to play in maintaining the integrity of research (p. 59).

Direct quote

“Individual scientists and the community of scientists... share responsibility for maintaining the integrity of the scientific process” (Shaughnessy, Zechmeister, & Zechmeister, 2015, p. 59).

NB: For subsequent in-text citations in this example, use Shaughnessy et al. (2015) or (Shaughnessy et al., 2015). The APA style dictates that up to five authors are listed by name in an in-text citation for the first mention. If there are six or more authors, use the first author and et al. for the first in-text citation. All author names should still be listed in your reference list.

NB: When multiple author names are part of the sentence and just the year is in brackets, then the word “and” is used to link the authors; but when the author names and the year are together in brackets, then the ampersand symbol “&” is used to link the authors. When referring to three or more authors, ensure that there is a comma after the second last author name and the word “and” or the ampersand symbol “&” (as applicable).

APA – Core Sources

Book – Corporate Author

Components Company/Corporate Name. (Year of publication). *Title of book (in italics)*. (edition – only include if not the first.). Place of Publication: Publisher.

Reference List

American Psychological Association. (2010). *Publication manual of the American Psychological Association*. (6th ed.). Washington DC: Author.

NB: The first word of the book title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case. If the corporate author and the publisher are the same, enter Author in place of the publisher.

Paraphrase/summary

An important part of academic writing is to give your research context and credit the relevant sources (American Psychological Association, 2010, p. 169).

Direct quote

“A critical part of the writing process is helping readers place your contribution in context by citing the researchers who influenced you” (American Psychological Association, 2010, p. 169).

Book – Editor(s)

Components Editor Surname, Initial(s). (Ed.). (Year of publication). *Title of book (in italics)*. (edition – only include if not the first.). Place of Publication: Publisher.

Reference List

Davey, G. (Ed.). (2011). *Applied psychology*. Chichester: BPS Blackwell.

NB: The first word of the book title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Davey (2011) explains that deviation from social norms should not be used to define mental health issues (p. 21).

Direct quote

Davey (2011) states that “it is almost impossible to use deviation from social norms as a way of defining such a problem” (p. 21).

Chapter of an Edited Book – Single Author

Components Author Surname, Initial(s). (Year of publication). Title of chapter. In Editor Initial(s). Surname (Ed.), *Title of book (in italics)* (edition – only include if not the first., pp. page numbers of chapter). Place of Publication: Publisher.

Reference List

Preuss, T. M. (2009). The cognitive neuroscience of human uniqueness. In M. S. Gazzaniga (Ed.), *The cognitive neurosciences* (4th ed., pp. 49-66). London: The MIT Press.

NB: The first word of the chapter and book title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

As Preuss (2009) explains, we now know that every species has a species-specific diverse brain organization as a result of evolution (p. 61).

Direct quote

“We know that evolution produced a diversity of brain organizations and that the human brain, like that of every other species, possesses species-specific features in addition to features shared with other animals” (Preuss, 2009, p. 61).

Chapter of an Edited Book – Two Authors

Components Author Surname, Initial(s), & Author Surname, Initial(s). (Year of publication). Title of chapter. In Editor Initial(s). Surname (Ed.), *Title of book (in italics)* (edition – only include if not the first., pp. page numbers of chapter). Place of Publication: Publisher.

Reference List

Reason, P., & Riley, S. (2008). Co-operative inquiry: An action research practice. In J. A. Smith (Ed.), *Qualitative psychology: A practical guide to research methods* (2nd ed., pp. 207-234). London: Sage.

NB: The first word of the chapter and book title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

With an action research approach, the divide between the research and subject disappears and everyone becomes co-researchers, as all those involved contribute to both the decisions of the research and the activities that are being studied (Reason & Riley, 2008).

Direct quote

Reason and Riley (2008) explain that the distinction in action research “between researcher and subject fades away and *all* those involved in the inquiry endeavour act as co-researchers, contributing both to the decisions which inform the research and to the action which is to be studied” (p. 207).

NB: When multiple author names are part of the sentence and just the year is in brackets, then the word “and” is used to link the authors; but when the author names and the year are together in brackets, then the ampersand symbol “&” is used to link the authors.

eBook – Single Author

Components Author Surname, Initial(s). (Year of publication). *Title of eBook (in italics)* (edition – only include if not the first.). doi: / or Retrieved from url

Reference List

Watson, T. J. (2008). *Sociology, work and industry* (5th ed.). Retrieved from <https://ezproxy.ncirl.ie:2157/abstract/9780203928479>

NB: The first word of the eBook title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case. A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available.

Paraphrase/summary

There is a pattern in which male and female children are guided into different activities by ‘society’ (Watson, 2008, p. 5).

Direct quote

Watson (2008) states states that “we are likely to be aware that the pattern we have observed is, in some sense, an outcome of the way the ‘society’ in which these people grew up channelled male and female children into different spheres of activity” (p. 5).

eBook – Two Authors

Components Author Surname, Initial(s)., & Author Surname, Initial(s). (Year of publication). *Title of eBook (in italics)* (edition – only include if not the first.). doi: / or Retrieved from url

Reference List

Hogg, M. A., & Vaughan, G. M. (2011). *Social psychology* (6th ed.). Retrieved from <https://ezproxy.ncirl.ie:2157/abstract/9780273726012>

NB: The first word of the eBook title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case. A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available.

APA – Core Sources

Paraphrase/summary

Hogg and Vaughan (2011) define cognition and thought as the mental processes that bridge the gap between the world and people's reactions (p. 42).

Direct quote

Cognition and thought are defined as “the mental activities that mediate between the world out there and what people subsequently do” (Hogg & Vaughan, 2011, p. 42).

NB: When multiple author names are part of the sentence and just the year is in brackets, then the word “and” is used to link the authors; but when the author names and the year are together in brackets, then the ampersand symbol “&” is used to link the authors.

eBook – Three or More Authors

Components

Author Surname, Initial(s), Author Surname, Initial(s), & Author Surname, Initial(s). (Year of publication). *Title of eBook (in italics)* (edition – only include if not the first.). doi: / or Retrieved from url

Reference List

Law, H., Ireland, S., & Hussain, Z. (2007). *The psychology of coaching, mentoring and learning*. Retrieved from <https://ezproxy.ncirl.ie:2157/abstract/9780470060445>

NB: The first word of the eBook title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case. A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available.

Paraphrase/summary

As Law, Ireland, and Hussain (2007) explain, mentoring can be a career long relationship whereas co-coaching is practiced on a shorter time scale usually due to a project or performance issue.

Direct quote

“Mentoring becomes a long-term relationship, which continues through job changes, while co-coaching may be relatively short-term and linked to a project or performance issue” (Law, Ireland, & Hussain, 2007, p. 51).

NB: When multiple author names are part of the sentence and just the year is in brackets, then the word “and” is used to link the authors; but when the author names and the year are together in brackets, then the ampersand symbol “&” is used to link the authors. When referring to three or more authors, ensure that there is a comma after the second last author name and the word “and” or the ampersand symbol “&” (as applicable).

Journal Article – Single Author

Components Author Surname, Initial(s). (Year of publication). Title of article. *Name of Journal (in italics)*, volume number(*in italics*)(issue number), page numbers of article.

Reference List

Kowner, R. (2001). Psychological perspective on human developmental stability and fluctuating asymmetry: Sources, applications and implications. *British Journal of Psychology*, 92(3), 447-469.

NB: The first word of the journal article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised.

Paraphrase/summary

Developmental stability can be thought of as the capacity to continue development while resisting external and genetic factors that could disrupt it (Kowner, 2001, p. 447).

Direct quote

Kowner (2001) defines developmental stability as “the ability of the organism to resist or buffer the disruption of development by environmental and genetic stresses” (p. 447).

Journal Article – Two Authors

Components Author Surname, Initial(s), & Author Surname, Initial(s). (Year of publication). Title of article. *Name of Journal (in italics)*, volume number(*in italics*)(issue number), page numbers of article.

Reference List

Coghlan, D., & Coughlan, P. (2014). Effecting change and learning in networks through network action learning. *The Journal of Applied Behavioral Science*, 51(3), 375-400.

NB: The first word of the journal article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised.

Paraphrase/summary

Through practice there is an emerging demand for information regarding the improvement in strategic collaborative relationships among organizations (Coghlan & Coughlan, 2014, p. 376).

Direct quote

“Accordingly, the demand for learning in, from, and about improvement in strategic collaborative relationships among organizations and in EME is emerging from practice” (Coghlan & Coughlan, 2014, p. 376).

NB: When multiple author names are part of the sentence and just the year is in brackets, then the word “and” is used to link the authors; but when the author names and the year are together in brackets, then the ampersand symbol “&” is used to link the authors.

Journal Article – Three or More Authors

Components Author Surname, Initial(s), Author Surname, Initial(s), & Author Surname, Initial(s). (Year of publication). Title of article. *Name of Journal* (in italics), volume number (in italics) (issue number), page numbers of article.

Reference List

Wang, J., Zhang, Z., & Jia, M. (2017). Understanding how leader humility enhances employee creativity: The roles of perspective taking and cognitive reappraisal. *The Journal of Applied Behavioral Science*, 53(1), 5-31.

NB: The first word of the journal article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised.

Paraphrase/summary

Wang, Zhang, and Jia (2017) suggest, humble people differ from the large community as they are able to recognize their limitations rather than being self-centred (p. 8).

Direct quote

“Humble people do not regard themselves as the center of the universe but instead recognize their limitations compared with the larger community” (Wang, Zhang, & Jia, 2017, p. 8).

NB: For subsequent in-text citations use Wang et al. (2017) or (Wang et al., 2017). The APA style dictates that up to five authors are listed by name in an in-text citation for the first mention. If there are six or more authors, use the first author and et al. for the first in-text citation. All author names should still be listed in your reference list.

NB: When multiple author names are part of the sentence and just the year is in brackets, then the word “and” is used to link the authors; but when the author names and the year are together in brackets, then the ampersand symbol “&” is used to link the authors. When referring to three or more authors, ensure that there is a comma after the second last author name and the word “and” or the ampersand symbol “&” (as applicable).

APA – Core Sources

eJournal Article – Single Author

Components Author Surname, Initial(s). (Year of publication). Title of article. *Name of Journal (in italics)*, volume number(*in italics*)(issue number), page numbers of article. doi: / or Retrieved from url

Reference List

Wood, W. (2017). Habit in personality and social psychology. *Personality and Social Psychology Review*, 21(4), 389-403. doi: 10.1177/1088868317720362

NB: The first word of the journal article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised. A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available.

Paraphrase/summary

Wood (2017) expresses the changes research has taken regarding habit to reveal a much more complex multifaceted nature of human cognition and motivations and that it provides a unique insight to repeated actions (p. 389).

Direct quote

As Wood (2017) explains, research regarding habit has “progressed to reveal the complex, multifaceted nature of human cognitive and motivational processes” and it is clear that “the construct, habit, provides unique insight into explaining, predicting, and controlling repeated actions” (p. 389).

eJournal Article – Two Authors

Components Author Surname, Initial(s), & Author Surname, Initial(s). (Year of publication). Title of article. *Name of Journal (in italics)*, volume number(*in italics*)(issue number), page numbers of article. doi: / or Retrieved from url

Reference List

Huppatz, K., & Ross-Smith, A. (2017). A discipline at the crossroads? Using a gender-inspired paradigm to reposition the sociology of work and employment. *Journal of Sociology*, 53(4), 756-770. doi: 10.1177/14440783317743810

APA – Core Sources

NB: The first word of the journal article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised. A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available.

Paraphrase/summary

Huppatz and Ross-Smith (2017) argue that on one hand gender and work sociology has had a negative impact on the labour process theory, but on the other hand it has strengthened and diversified work and employment sociology (p. 757).

Direct quote

In regard to the suggestion that work and employment sociology is on the decline, Huppatz and Ross-Smith (2017) argue that, “While gender and work sociology has been implicated in the demise of labour process theory, it has also embraced change and strengthened and diversified work and employment sociology” (p. 757).

NB: When multiple author names are part of the sentence and just the year is in brackets, then the word “and” is used to link the authors; but when the author names and the year are together in brackets, then the ampersand symbol “&” is used to link the authors.

eJournal Article – Three or More Authors

Components Author Surname, Initial(s), Author Surname, Initial(s), & Author Surname, Initial(s). (Year of publication). Title of article. *Name of Journal (in italics)*, volume number(*in italics*)(issue number), page numbers of article. doi: / or Retrieved from url

Reference List

Hakanen, J. J., Peeters, M. C. W., & Schaufeli, W. B. (2018). Different types of employee well-being across time and their relationships with job crafting. *Journal of Occupational Health Psychology*, 23(2), 289-301. doi: 10.1037/ocp0000081

NB: The first word of the journal article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised. A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available.

APA – Core Sources

Paraphrase/summary

In regard to employee well-being, one study found that employee burnout decreases with work engagement, whereas it increases with workaholism (Hakanen, Peeters, & Schaufeli, 2018, p. 297).

Direct quote

Hakanen, Peeters, and Schaufeli (2018) found that in regard to employee well-being, “Work engagement predicts an increase in job satisfaction and a decrease in burnout, whereas workaholism predicts an increase in burnout” (p. 297).

NB: The APA style dictates that up to five authors are listed by name in an in-text citation for the first mention. If there are six or more authors, use the first author and et al. for the first in-text citation. All author names should still be listed in your reference list.

NB: When multiple author names are part of the sentence and just the year is in brackets, then the word “and” is used to link the authors; but when the author names and the year are together in brackets, then the ampersand symbol “&” is used to link the authors. When referring to three or more authors, ensure that there is a comma after the second last author name and the word “and” or the ampersand symbol “&” (as applicable).

Conference Paper – Three or More Authors

Components

Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s)., & Author Surname, Initial(s). (Year of publication). Conference paper title. *Title of Conference (in italics)*(pp. page numbers of conference paper). Location. doi: / or Retrieved from url

Reference List

Heene, M., Coyne, J., Francis, G., Maguire, P., & Maguire, R. (2014). Crisis in cognitive science? Rise of the undead theories. *The Annual Meeting of the Cognitive Science Society 2014*, (pp. 82-83). Quebec City, Canada. Retrieved from <https://www.semanticscholar.org/paper/Crisis-in-Cognitive-Science%3F-Rise-of-the-Undead-Heene-Coyne/affe953dbe01a85cb08622c40360687eccobee60>

NB: The first word of the conference paper title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the conference are capitalised. A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available.

APA – Core Sources

Paraphrase/summary

In regard to the present approach to AI, a debate about applying new and different criteria for success rather than what has traditionally been accepted in science has arisen (Heene, Coyne, Francis, Maguire, & Maguire, 2014, p. 83).

Direct quote

Heene, Coyne, Francis, Maguire, and Maguire (2014) outline that, “A debate has recently arisen when Noam Chomsky pointed out that the current approach to AI corresponds to adopting a new and different criterion of success than that traditionally accepted in science” (p. 83).

NB: The APA style dictates that up to five authors are listed by name in an in-text citation for the first mention. If there are six or more authors, use the first author and et al. for the first in-text citation. All author names should still be listed in your reference list.

NB: When multiple author names are part of the sentence and just the year is in brackets, then the word “and” is used to link the authors; but when the author names and the year are together in brackets, then the ampersand symbol “&” is used to link the authors. When referring to three or more authors, ensure that there is a comma after the second last author name and the word “and” or the ampersand symbol “&” (as applicable).

Psychological Test/Measure

Components Author Surname, Initial(s), Author Surname, Initial(s), Author Surname, Initial(s), & Author Surname, Initial(s). (Year of publication). Title of Test/Measure. *Name of Database (in italics)*. doi: / or Retrieved from url

Reference List

Pekaar, K. A., Bakker, A. B., van der Linden, D., & Born, M. P. (2018). Rotterdam Emotional Intelligence Scale. *PsycTESTS*. doi: <http://dx.doi.org/10.1037/t66601-000>

NB: All major words of the test/measure title are capitalised. A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available. As an alternative to separately referencing a test/measure, you can reference the journal article from which it was taken, following the style format required.

Paraphrase/summary

Using a 5-point Likert scale, the Rotterdam Emotional Intelligence Scale requires participants to indicate their level of agreement in relation to 28 items (Pekaar, Bakker, van der Linden, & Born, 2018).

Direct quote

“Participants are instructed to indicate the extent to which they agree with each of 28 items on a 5-point Likert scale that ranges from 1 (totally disagree) to 5 (totally agree)” (Pekaar, Bakker, van der Linden, & Born, 2018).

NB: When multiple author names are part of the sentence and just the year is in brackets, then the word “and” is used to link the authors; but when the author names and the year are together in brackets, then the ampersand symbol “&” is used to link the authors. When referring to three or more authors, ensure that there is a comma after the second last author name and the word “and” or the ampersand symbol “&” (as applicable).

Webpage

Components Author Surname, Initial(s). (Year of publication). *Title of webpage (in italics)*. Retrieved from url

Reference List

Dewey, R. A. (2007). *Psychology and science*. Retrieved from http://www.intropsych.com/ch01_psychology_and_science/tofc_for_ch01_psychology_and_science.html

NB: The first word of the webpage title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Dewey (2007) asserts that all emotions are produced by the brain.

Direct quote

It has been stated (Dewey, 2007) that evidence from different branches of psychology “points to the conclusion that all our psychological processes, including all the subtleties of our thoughts, emotions, consciousness and social relations, are produced by the brain.”

Document from a Webpage

Components Author Surname, Initial(s). (Year of publication). *Webpage document title (in italics)*. Retrieved from Publisher/Website Name url

Reference List

Sweeney, J. (2013). *A strategic review of further education and training and the unemployed*. Retrieved from Department of Education and Skills <https://www.education.ie/en/Publications/Education-Reports/A-Strategic-Review-of-Further-Education-and-Training-and-the-Unemployed.pdf>

NB: The first word of the document title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the publisher/website are capitalised.

Paraphrase/summary

In Ireland, there has been a persistent emphasis on the importance of third level education to both individual employment careers and to the national economy (Sweeney, 2013, p. 12).

Direct quote

Sweeney (2013) states that “there has been a consistent and successful emphasis in Ireland on the importance, to individual employment careers and to the national economy, of a third level education” (p. 12).

Newspaper Article – Print

Components Author Surname, Initial(s). (Year, Month and Date of publication). Title of article. *Title of Newspaper (in italics), Title of Supplement (if applicable, also in italics)*, p. page number of article.

Reference List

McConnell, D. (2014, April 19). What are we and where are we going? The Social Conquest of Earth. *The Irish Times, Weekend*, p. 12.

NB: The first word of the newspaper article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the newspaper/supplement are capitalised.

Paraphrase/summary

According to Edward Wilson, we can learn a lot about how we humans behave by studying insects (McConnell, 2014, p. 12).

Direct quote

McConnell (2014) states that Edward Wilson in his book *The Social Conquest of Earth* “shows that we can learn a lot about human behaviour and society by studying insects” (p. 12).

Newspaper Article – Online

Components Author Surname, Initial(s). (Year, Month and Date of publication). Title of article. *Title of Newspaper (in italics)*. Retrieved from url

Reference List

O’Connell, J. (2018, May 19). Jennifer O’Connell: Why do we live in a culture that venerates stress? *The Irish Times*. Retrieved from <https://www.irishtimes.com/life-and-style/people/jennifer-oconnell-why-do-we-live-in-a-culture-that-venerates-stress-1.3491747>

NB: The first word of the newspaper article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the newspaper are capitalised.

Paraphrase/summary

Through their work on a documentary about stress, O’Connell (2018) learned that stress can come from how we choose to react to the things that can put us under pressure in our lives.

Direct quote

While working on a documentary about stress, O’Connell (2018) says they learned that “you may not have much choice about the things in your life that put you under pressure, but you can choose how you react to them.”

Case Study – Online

Components Author Surname, Initial(s). (Year). Title of case study. *Name of Journal (in italics)*, *volume number(in italics)*(issue number), page numbers of case study.
doi: / or Retrieved from url

Reference List

Durrani, H. (2014). Facilitating attachment in children with autism through art therapy: A case study. *Journal of Psychotherapy Integration*, 24(2), 99-108. doi: 10.1037/a0036974

NB: The first word of the case study title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised. A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available.

Paraphrase/summary

Durrani (2014) explains how art therapy developed as a profession, borrowing knowledge from counselling and psychotherapy to improve art therapists' skills (p. 102).

Direct quote

Durrani (2014) states that “as the profession grew, it borrowed theoretical knowledge from the counseling and psychotherapy disciplines to enhance the clinical skills of art therapists” (p. 102).

APA – Additional Sources

APA – Additional Sources

Blog

Components Author Surname, Initial(s) or Blog Name (if no person credited). (Year, Month and Date of post). Title of specific post [Blog post]. Retrieved from url of specific post

Reference List

Freakonomics. (2010, October 29). E-ZPass is a life-saver (literally) [Blog post]. Retrieved from <http://freakonomics.com/2010/10/29/e-zpass-is-a-life-saver-literally/>

NB: The first word of the blog post title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

In another post it is stated that a benefit of E-ZPass is that it can be beneficial to babies (Freakonomics, 2010).

Direct quote

Freakonomics (2010) showed that, “Among its many perks, there’s now evidence that E-ZPass may help save babies.”

Social Media – Facebook, Twitter etc.

Components Author Surname, Initial(s) or Name of Facebook Page/Twitter Account (if no person credited). (Year, Month and Date of post). Title of specific post [Tweet]. or [Facebook update]. Retrieved from url of specific post

Reference List

APA Style. (2011, March 10). How do you spell success in APA Style? Easy! Consult Merriam-Webster’s Collegiate Dictionary or APA’s Dictionary of Psychology. Read more over at the APA Style Blog [Facebook update]. Retrieved from <https://www.facebook.com/APAStyle/posts/206877529328877>

NB: The first word of the social media post title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

In a post, direction is given regarding how to successfully use the APA Style (APA Style, 2011).

Direct quote

APA Style (2011) asked “How do you spell success in APA Style?”

APA – Additional Sources

Online Video – YouTube etc.

Components Author Surname, Initial(s). or Company/Organisation posting the video. (Year, Month and Date of post). *Title of video (in italics)* [Video file]. Retrieved from url

Reference List

Library, La Trobe University. (2010, February 9). *Why can't I just Google?* [Video file]. Retrieved from <http://youtu.be/N39mnu1Pkgw>

NB: The first word of the video title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case. If posted by an individual, list Author Surname, Initial(s). [Screen name]. or just Screen name. as applicable. E.g. Apsolon, M. [markapsolon]. or markapsolon. The capitalisation or none capitalisation of the screen name should replicate that used by the video site.

Paraphrase/summary

The video explains why Google is not the only option available (Library, La Trobe University, 2010).

Direct quote

The library, La Trobe University's video (2010) outlines that "information is everywhere! It's just so easy to Google and use something that looks relevant... so why can't you just Google?"

TV/Radio Broadcast

Components Author Surname, Initial(s). (Credit i.e. Director, Writer, Producer etc.). (Year, Month and Date of broadcast). Title of work [Television/Radio series episode]. *Television/Radio Series Title (in italics)*. Location: Distributor. Retrieved from url

Reference List

Wright, E. (Producer). (2012, June 24). Crowd psychology [Radio series episode]. *Sunday Feature*. UK: BBC Radio 3. Retrieved from <https://www.bbc.co.uk/programmes/b01jyzff>

NB: The first word of the broadcast title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the series title are capitalised. You can give credit to more than one individual if applicable for a TV/Radio broadcast, allowing you to reference writer(s), producer(s) and/or the director(s) all in one reference if appropriate – see the APA Style Blog for further details.

Paraphrase/summary

It is thought that over time in the view of the politician, mobs haven't changed; however, Steve Jones says that is simply not true as science is now replacing opinions with facts regarding crowd psychology (Wright, 2012).

Direct quote

Steve Jones explains that when it comes to mobs it is thought that overtime "not much has changed, at least from the politician's point of view. But that is not true, science has got into the act and as it always does, has begun to replace opinions with facts" (Wright, 2012).

APA – Additional Sources

Podcast

Components Author Surname, Initial(s) (Role i.e. Presenter, Producer). (Year, Month and Date of podcast). *Title of podcast (in italics)* [Type of podcast i.e. Audio, Video]. Retrieved from url.

Reference List

Vedantam, S. (Presenter). (2018, May 15). *The surprising benefit of moving and grooving with your kid* [Audio podcast]. Retrieved from <https://www.npr.org/sections/goatsandsoda/2018/05/15/610448906/the-surprising-benefit-of-moving-and-grooving-with-your-kid>

NB: The first word of the podcast title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

In Vedantam's (2018) podcast, Laura Cirelli explains that the purpose a mother sings to their baby is to change the baby's behaviour; however, it is also interesting to consider how it is affecting the mother in turn.

Direct quote

In Vedantam's (2018) podcast, Laura Cirelli describes how "when mom sings to baby, it's to change the baby's behaviour," however, "the really new interesting thing here is considering how it is also affecting the mom."

Computer Software/Programme

Components Corporate Author or Named Author. (Year of release). Title of Computer Software (Version number) [Computer software]. City of creation: Company Name.

Reference List

IBM Corp. (2017). IBM SPSS Statistics for Windows (Version 25.0) [Computer software]. Armonk, NY: IBM Corp.

NB: All major words of the computer software/programme title are capitalised. If there is no named author, the title of the software becomes the author, placing the year after [Computer software]. According to the Publication Manual of the American Psychological Association (2010, 6th ed., p. 210) – "Reference entries are not necessary for standard software and programming languages, such as Microsoft Word or Excel, Java, Adobe, Photoshop, and even SAS and SPSS." Therefore, check with your lecturer to verify their requirements in this regard.

Paraphrase/summary

IBM Corp. (2017)

Direct quote

Direct citation not relevant here.

APA – Additional Sources

Encyclopedia/Dictionary – Print

Components Author Surname, Initial(s). (Year of publication). Title of entry. In Editor Initial(s). Editor Surname, & Editor Initial(s). Editor Surname (Eds.) (if applicable), *Name of Encyclopedia or Dictionary* (in italics) (edition if given). Place of Publication: Publisher.

If no author:

Title of entry. (Year of publication). In Editor Initial(s). Editor Surname, & Editor Initial(s). Editor Surname (Eds.) (if applicable), *Name of Encyclopedia or Dictionary* (in italics) (edition if given). Place of Publication: Publisher.

Reference List

Gorman, L. (2011). Online social networking. In G. Ritzer, & J. M. Ryan (Eds.), *The Concise Encyclopedia of Sociology*. Chichester: Wiley-Blackwell.

NB: The first word of the entry title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the encyclopedia/dictionary title are capitalised.

Paraphrase/summary

Online social networking emerged at the beginning of the twenty-first century and refers to the development of friendships through a social network site such as Facebook (Gorman, 2011, p. 429).

Direct quote

Online social networking “refers to the use of social network sites (SNSs) – such as MySpace and Facebook – for online communication, the establishment and extension of friendships and personal networks” (Gorman, 2011, p. 429).

Encyclopedia/Dictionary – Online

Components Author Surname, Initial(s). (Year of publication). Title of entry. In Editor Initial(s). Editor Surname (Ed.) (if applicable), *Name of Encyclopedia or Dictionary* (in italics) (edition if given). Retrieved from url

If no author:

Title of entry. (Year of publication). Editor Initial(s). Editor Surname (Ed.) (if applicable), *Name of Encyclopedia or Dictionary* (in italics) (edition if given). Retrieved from url

APA – Additional Sources

Reference List

Argyle, M. (2016). Social psychology. *Encyclopaedia Britannica Online*. Retrieved from <https://www.britannica.com/science/social-psychology>

NB: The first word of the entry title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the encyclopedia/dictionary title are capitalised.

Paraphrase/summary

Through scientific study, social psychology examines individuals' behaviour in both the social and cultural environment (Argyle, 2016).

Direct quote

Social psychology is “the scientific study of the behaviour of individuals in their social and cultural setting” (Argyle, 2016).

Legislation – Act

Components Title (include section of legislation if specified in-text), Source (if available), (Year of publication). Retrieved from url (if available)

Reference List

Social Welfare Act, Government of Ireland, (2017). Retrieved from <http://www.irishstatutebook.ie/eli/2017/act/38/enacted/en/html>

NB: All major words of the Act and the Source are capitalised.

Paraphrase/summary

The Social Welfare Act (2017) included changes to the duration of maternity leave one may receive if their child is born prematurely.

Direct quote

Amendments to the Maternity Protection Act 1994 include, “The duration of the further period of maternity leave referred to in subsection (1A) shall be equal to the duration of the premature birth period” (Social Welfare Act, 2017, p. 12).

APA – Additional Sources

Legislation – EU Directive

Components European Union Author(s). (Year of publication). *Title of Directive (in italics)*. [Details of Directive]. Retrieved from url

Reference List

European Parliament, Council of the European Union. (2014). *Directive 2014/95/EU of the European Parliament and of the Council of 22 October 2014 amending Directive 2013/34/EU as regards disclosure of non-financial and diversity information by certain large undertakings and groups*. [EU Directive 2014/95/EU]. Retrieved from <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32014L0095>

NB: The first words of the directive title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

The European Parliament and Council of the European Union (2014) have highlighted in a Directive, the importance of companies sharing non-financial information regarding sustainability in order to protect the global economy.

Direct quote

As outlined by the European Parliament and Council of the European Union (2014) in Directive 2014/95/EU, “disclosure of non-financial information is vital for managing change towards a sustainable global economy.”

NB: If the above format is not applicable, other government and EU publications/reports can follow the format of a book or document from a webpage as appropriate.

Thesis/Dissertation – Print

Components Author Surname, Initial(s). (Year of submission). *Title of thesis/dissertation (in italics)*. (Unpublished doctoral/master’s/bachelor’s thesis/dissertation). Name of Institution, Location.

Reference List

Campbell, H. (2015). *Educational techniques: The effects of questioning on the recall of information*. (Unpublished bachelor’s dissertation). National College of Ireland, Dublin.

NB: The first word of the thesis/dissertation title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Campbell (2015) states that teachers must inform themselves of all relevant techniques and theories to ensure effective learning among their students (p. 22).

Direct quote

Campbell (2015) states that “in order for effective learning to occur, teachers must educate themselves on all the possible techniques and theories of learning” (p. 22).

NB: It is generally not recommended to reference theses/dissertations unless commenting on their own research – it is much better practice to find the sources they have used and reference those sources directly, particularly if you are consulting a recent thesis/dissertation.

APA – Additional Sources

Thesis/Dissertation – Online

Components Author Surname, Initial(s). (Year of publication). *Title of thesis/dissertation (in italics)*. (Doctoral/Master’s/Bachelor’s thesis/dissertation). Retrieved from Database Name. (Accession or Order No.) / or url

Reference List

Kenney, M. K. (2007). *Social and academic benefits of looping primary grade students* (Master’s thesis). Retrieved from ERIC. (ED496341)

NB: The first word of the thesis/dissertation title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Looping is where a teacher is grouped with the same students for multiple grade years (Kenney, 2007, p. 4).

Direct quote

Kenney (2007) defines looping as “the practice of teachers staying with a group of students for more than one year” (p. 4).

NB: It is generally not recommended to reference theses/dissertations unless commenting on their own research – it is much better practice to find the sources they have used and reference those sources directly, particularly if you are consulting a recent thesis/dissertation.

Diagram/Chart/Image/Table – Print/Online

Components Follow the format for the type of source from which the diagram/chart/image/table is taken, i.e. a book, journal article, (document from a) webpage etc.

Reference List

Sweeney, J. (2013). *A strategic review of further education and training and the unemployed*. Retrieved from Department of Education and Skills <https://www.education.ie/en/Publications/Education-Reports/A-Strategic-Review-of-Further-Education-and-Training-and-the-Unemployed.pdf>

In-text Caption:

Book: *Figure X (in italics)*. Description as title. Reprinted from *Book Title* (page number), by Author Initial(s). Author Surname, Year, Place of publication: Publisher. Copyright [Year] by Copyright Holder.

Article: *Figure X (in italics)*. Description as title. Reprinted from “Title of Article,” by Author Initial(s). Author Surname, Year, *Journal Title*, volume number (issue number), page numbers of article. Copyright [Year] by Copyright Holder.

Webpage: *Figure X (in italics)*. Description as title. Reprinted from *Title of Website* (page number if applicable), retrieved from url of webpage. Copyright [Year] by Copyright Holder.

APA – Additional Sources

In-text Caption Example

Figure 1. Current classification of publicly funded FET. Reprinted from *Department of Education and Skills* (p. 21), retrieved from <https://www.education.ie/en/Publications/Education-Reports/A-Strategic-Review-of-Further-Education-and-Training-and-the-Unemployed.pdf>. Copyright [2013] by Department of Education and Skills.

NB: As the above in-text caption examples demonstrate, the APA style requires more detail for these captions than a standard in-text reference – place the captions directly below the diagram, chart, image or table. If you have altered the diagram/chart/image/table in any way use Adapted from instead of Reprinted from. If there is no given title for an image taken from the internet, create a description for the caption title and enter it in square brackets, e.g. [Woodland path].

NB: The figures are written in italics as indicated and should be numbered consecutively as they appear in your written work. When inserting a table, it is written in non-italicised font, e.g. Table 1 and they are also numbered consecutively as they appear in your written work. The fully formatted record of the source type listed in the caption should be written in the reference list. If you include a list of contents at the beginning of your written work, you should separate listings for figures and tables.

Lecture Notes

You are discouraged from directly referencing lecture notes or slides; ideally, you should be using these as a starting point to explore the books and resources discussed and highlighted in class. However, if it is unavoidable or your lecturer has given you permission to do so, this is the format –

Components Author Surname, Author Initial(s). (Year of notes). *Title of lecture (in italics)*
[Format]. College Faculty, College, City, Country.

Reference List

Hargreaves, A. (2017). *Social psychology* [Powerpoint slides]. School of Business, National College of Ireland, Dublin, Ireland.

NB: The first word of the lecture notes/slides title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case. Paraphrases, summaries and/or quotes, follow the same format as outlined in the other examples.

APA – Additional Notes

Formulating references

References can be written manually, following the guidelines contained within this guide – however, Microsoft Word can be very useful in generating references for most of the core sources in the APA style or Mendeley in conjunction with Microsoft Word. See Appendices A & B and our online guides for further information.

Quoting & paraphrasing

When directly quoting from a source, it must be enclosed in quotation marks and credit given to the author; **the exact wording, spelling and syntax of the original text must be used** and the page number (where available) from where it was taken. However, it is recommended that you minimise the amount of direct quotes within your written work and paraphrase the information you have found instead. It is much better practice to paraphrase the words where possible as this will demonstrate your own understanding of the topic. Quotations are best used where the exact wording is important, perhaps when providing a definition. If you feel it is necessary to provide a long quotation (longer than approximately 30-40 words), then quotation marks are not used; instead, the entire quotation is indented and double spaced. If you choose to omit some part of a quotation, then indicate this by inserting three spaced dots (. . .) in place of the removed text.

In-text citations for titles of sources

When referencing in-text, the requirement is to follow the author date method as has been outlined. However, if you need to include the title of the source within your text, there are further rules to consider.

1. If the title of the source is italicized in the reference list, it is italicized in-text but also capitalized, e.g. *Life-span development* in the reference list, becomes *Life-span Development* if specifically mentioned in-text
2. If the title of the source is regular font in the reference list, it is regular font in-text but also capitalized and placed in double quotation marks, e.g. The cognitive neuroscience of human uniqueness in the reference list, becomes “The Cognitive Neuroscience of Human Uniqueness” if specifically mentioned in-text

APA – Additional Notes

No known author

Sometimes there is no formal information about the author. This may occur because the author is not known, or the publisher is considered the author, or the organisation is the author.

Author is not known (different possibilities):

- The publisher is considered the author, e.g. (APA, 2010). Please note that in the reference list you should treat this as a corporate author.
- The organisation is considered the author, e.g. (CSO, 2017). Please note that in the reference list you should treat this as a corporate author.

If there is no known author (person, publisher or organisation) to credit, then it is not advisable to use the source.

DOIs

A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available (see electronic source examples above). The DOI is typically found in the record details of the source you are using online – if in doubt, see if you can find an example of how it has been referenced by other academic sources.

Authors referring to other authors – secondary referencing

Authors refer to other authors which can be tricky when referencing in your written work. These are the main pieces of advice:

- If possible, try and locate the original source of the information mentioned within the text and then you can reference it directly
- Avoid directly citing a source if you have not found it and read it yourself, i.e. you have only found it within another source – to do so, gives a false idea of what you have read and used for your written work
- Try and use a passage of text that does not refer to other authors, this allows you to credit the main authors of the source directly and eliminates the need to credit other authors mentioned in the text

However, sometimes the above options may not be possible – in these cases, if you still need to use the information, you would reference by providing both authors' names as follows -

In William Perry's view, "the absolutist, dualistic thinking of adolescence gives way to the reflective, relativistic thinking of adulthood" (as cited in Santrock, 2011, p. 433).

APA – Additional Notes

In this example, only Santrock would be named in the reference list because you did not directly consult the Perry source. Also note, only the year of the source consulted is featured (i.e. Santrock), not the year of the source mentioned within the text.

Citing multiple sources in-text – alphabetical then chronological order

When providing multiple citations, list the citations first alphabetically, then chronologically, separated by a semi-colon. The alphabetical ordering is strictly applied, even if a chronological sequence seems more logical:

Example: In the last 30 years the department has carried out four major surveys (Abbott & Smith, 1988; Brown, 1996, 1999; Smith, 1981).

Note that the order is strictly alphabetical, but where two papers have the same author(s), then the references are chronologically ordered.

Acronyms or abbreviations

An acronym or abbreviation can be used for a source to which you refer frequently. Give the name of the source in full on the first occasion it appears in the text, and then cite the abbreviation thereafter both in your text and as part of an in-text citation.

e.g. The American Psychological Association (APA) outlined the most recent referencing guidelines for the APA style in the Publication Manual published in 2010 (APA, 2010).

The full name and abbreviation should also feature in the full reference in the reference list.

Author & editor abbreviations

- In-text, all authors/editors should be given reference to unless there are more than five; when there are more than five authors/editors, use et al. after the first author's name.
- In the reference list at the end of your work, the reference should list all authors/editors credited to that source.

Identical in-text references when shortened

When referencing authors in-text that shorten to the same author and the same year when using et al., add extra authors to the references until they show a difference, e.g.

(Wang, Zhang, et al., 2017)

(Wang, Chen, et al., 2017)

NB: There is a comma before the et al. in this circumstance.

APA – Additional Notes

Reference list tips

- The reference list should begin on a new page; all references should be double spaced and the second and subsequent lines of each individual reference should have hanging indents.
- All references should be listed alphabetically by the primary author's surname or family name (regardless of the order you referred to them in your text). If the author is a company or organisation, this is also listed alphabetically with the other sources; there is no division of source types, all sources are listed together.
- You should list all sources that you have referenced within your written work, ensuring that the dates and spellings of authors' names are consistent in the text and the reference list.
- Different works by the same author are arranged in date order (the earliest work is first).
- If you have more than one reference with the same author and the same year, you need to differentiate between them so it's clear which one is being referred to within the text; you can do this by inserting a letter next to the year, e.g. (2016a) or (2016b). In the reference list, you list sources with the same author and the same year, alphabetically by title.
- Never number or bullet point the reference list entries.
- You cannot list a source here that you have not read yourself, i.e. it has only been referred to in another source you read.
- See the sample APA reference list on the following pages.

APA – Sample Reference List

APA – Sample Reference List

Reference List

- American Psychological Association. (2010). *Publication manual of the American Psychological Association*. (6th ed.). Washington DC: Author.
- APA Style. (2011, March 10). How do you spell success in APA Style? Easy! Consult Merriam-Webster's Collegiate Dictionary or APA's Dictionary of Psychology. Read more over at the APA Style Blog [Facebook update]. Retrieved from <https://www.facebook.com/APAStyle/posts/206877529328877>
- Argyle, M. (2016). Social psychology. *Encyclopaedia Britannica Online*. Retrieved from <https://www.britannica.com/science/social-psychology>
- Boyd, D., & Bee, H. (2015). *Lifespan development*. (7th ed.). London: Pearson Education.
- Campbell, H. (2015). *Educational techniques: The effects of questioning on the recall of information*. (Unpublished bachelor's dissertation). National College of Ireland, Dublin.
- Coghlan, D., & Coughlan, P. (2014). Effecting change and learning in networks through network action learning. *The Journal of Applied Behavioral Science*, 51(3), 375-400.
- Davey, G. (Ed.). (2011). *Applied psychology*. Chichester: BPS Blackwell.
- Dewey, R. A. (2007). *Psychology and science*. Retrieved from http://www.intropsych.com/cho1_psychology_and_science/tofc_for_cho1_psychology_and_science.html
- Durrani, H. (2014). Facilitating attachment in children with autism through art therapy: A case study. *Journal of Psychotherapy Integration*, 24(2), 99-108. doi: 10.1037/a0036974
- European Parliament, Council of the European Union. (2014). *Directive 2014/95/EU of the European Parliament and of the Council of 22 October 2014 amending Directive 2013/34/EU as regards disclosure of non-financial and diversity information by certain large undertakings and groups*. [EU Directive 2014/95/EU]. Retrieved from <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32014L0095>
- Freakonomics. (2010, October 29). E-ZPass is a life-saver (literally) [Blog post]. Retrieved from <http://freakonomics.com/2010/10/29/e-zpass-is-a-life-saver-literally/>
- Gorman, L. (2011). Online social networking. In G. Ritzer, & J. M. Ryan (Eds.), *The Concise Encyclopedia of Sociology*. Chichester: Wiley-Blackwell.

APA – Sample Reference List

- Hakanen, J. J., Peeters, M. C. W., & Schaufeli, W. B. (2018). Different types of employee well-being across time and their relationships with job crafting. *Journal of Occupational Health Psychology, 23*(2), 289-301. doi: 10.1037/ocp0000081
- Heene, M., Coyne, J., Francis, G., Maguire, P., & Maguire, R. (2014). Crisis in cognitive science? Rise of the undead theories. *The Annual Meeting of the Cognitive Science Society 2014*, (pp. 82-83). Quebec City, Canada. Retrieved from <http://www.cognitivesciencesociety.org/cogsci-archival-conference-information/>
- Hogg, M. A., & Vaughan, G. M. (2011). *Social psychology* (6th ed.). Retrieved from <https://ezproxy.ncirl.ie:2157/abstract/9780273726012>
- Huppertz, K., & Ross-Smith, A. (2017). A discipline at the crossroads? Using a gender-inspired paradigm to reposition the sociology of work and employment. *Journal of Sociology, 53*(4), 756-770. doi: 10.1177/1440783317743810
- IBM Corp. (2017). IBM SPSS Statistics for Windows (Version 25.0) [Computer software]. Armonk, NY: IBM Corp.
- Kenney, M. K. (2007). *Social and academic benefits of looping primary grade students* (Master's thesis). Retrieved from ERIC. (ED496341)
- Kowner, R. (2001). Psychological perspective on human developmental stability and fluctuating asymmetry: Sources, applications and implications. *British Journal of Psychology, 92*(3), 447-469.
- Law, H., Ireland, S., & Hussain, Z. (2007). *The psychology of coaching, mentoring and learning*. Retrieved from <https://ezproxy.ncirl.ie:2157/abstract/9780470060445>
- Library, La Trobe University. (2010, February 9). *Why can't I just Google?* [Video file]. Retrieved from <http://youtu.be/N39mnu1Pkgw>
- McConnell, D. (2014, April 19). What are we and where are we going? The Social Conquest of Earth. *The Irish Times, Weekend*, p. 12.
- O'Connell, J. (2018, May 19). Jennifer O'Connell: Why do we live in a culture that venerates stress? *The Irish Times*. Retrieved from <https://www.irishtimes.com/life-and-style/people/jennifer-o-connell-why-do-we-live-in-a-culture-that-venerates-stress-1.3491747>
- Preuss, T. M. (2009). The cognitive neuroscience of human uniqueness. In M. S. Gazzaniga (Ed.), *The cognitive neurosciences* (4th ed., pp. 49-66). London: The MIT Press.
- Reason, P., & Riley, S. (2008). Co-operative inquiry: An action research practice. In J. A. Smith (Ed.), *Qualitative psychology: A practical guide to research methods* (2nd ed., pp. 207-234). London: Sage.

APA – Sample Reference List

Santrock, J. W. (2015). *Life-span development*. (15th ed.). New York: McGraw-Hill.

Shaughnessy, J. J., Zechmeister, E. B., & Zechmeister, J. S. (2015). *Research methods in psychology*. (10th ed.). London: McGraw-Hill.

Social Welfare Act, Government of Ireland, (2017). Retrieved from <http://www.irishstatutebook.ie/eli/2017/act/38/enacted/en/html>

Sweeney, J. (2013). *A strategic review of further education and training and the unemployed*. Retrieved from Department of Education and Skills <https://www.education.ie/en/Publications/Education-Reports/A-Strategic-Review-of-Further-Education-and-Training-and-the-Unemployed.pdf>

Vedantam, S. (Presenter). (2018, May 15). *The surprising benefit of moving and grooving with your kid* [Audio podcast]. Retrieved from <https://www.npr.org/sections/goatsandsoda/2018/05/15/610448906/the-surprising-benefit-of-moving-and-grooving-with-your-kid>

Wang, J., Zhang, Z., & Jia, M. (2017). Understanding how leader humility enhances employee creativity: The roles of perspective taking and cognitive reappraisal. *The Journal of Applied Behavioral Science*, 53(1), 5-31.

Watson, T. J. (2008). *Sociology, work and industry* (5th ed.). Retrieved from <https://ezproxy.ncirl.ie:2157/abstract/9780203928479>

Wood, W. (2017). Habit in personality and social psychology. *Personality and Social Psychology Review*, 21(4), 389-403. doi: 10.1177/1088868317720362

Wright, E. (Producer). (2012, June 24). Crowd psychology [Radio series episode]. *Sunday Feature*. UK: BBC Radio 3. Retrieved from <https://www.bbc.co.uk/programmes/b01jyzff>

NB: If you require further assistance with your referencing, you can contact the Library Help Centre at libraryhelpcentre@ncirl.ie with an email query, set up an appointment or simply drop in.

IEEE Referencing – Introduction

Introduction

The IEEE referencing style is based on the Chicago referencing style; it is widely used in the areas of computer science, software development and information technology and is the style that the Institute of Electrical and Electronics Engineers (IEEE) specify for authors writing for their publications.

When referencing, you must acknowledge the source of your information in two places – (a) in the exact sentence within your writing where you have used the information & (b) in the reference list at the end of your written work. When referencing within the text, citations are numbered in square brackets in the order in which they appear in the text. The first source referred to is numbered [1], the second [2] and so on. **Each reference number should be enclosed in square brackets on the same line as the text, before any punctuation, with a space before the bracket.** It is important to reference your sources within your writing each and every time you use them. Once a source has been given a number, the same number is used if the same source is mentioned again in your written work. The references list at the end of your written work is ordered numerically; here, the full details of the items you have used are listed, e.g. author, title, date of publication etc. - there are no footnotes. For further information on the IEEE referencing style, consult the following:

IEEE Editorial Style Manual, 2016 - http://ieeauthorcenter.ieee.org/wp-content/uploads/IEEE_Style_Manual.pdf

NB: Although IEEE is one referencing style used by the School of Computing in the National College of Ireland, other referencing styles such as Harvard may be used by your course – please consult with your lecturer to confirm which style they require you to use.

References need to be cited in two different places:

1. At the point at which a source is referred to in the text of your work – a short, basic reference in square brackets (e.g. [1]) is inserted every time you use or refer to someone else's work in-text
2. In your list of references at the end of your work – providing comprehensive details of the source used

IEEE Referencing – Introduction

In the IEEE system an in-text reference for a quotation looks like this:

“In recent years, there have been significant advances in the development of high-performance personal computers and networks” [2, p. 107].

If the reader wants to know the full details of the source, they can refer to your list of references at the end of your written work:

References:

[2] T. Connolly and C. Begg, *Database Systems: A Practical Approach to Design, Implementation and Management*, 6th ed. London: Pearson, 2015.

IEEE – Core Sources

The first part of the IEEE guide concentrates on what are deemed the most common sources that you are required to reference – these are listed under ‘Core Sources’; the following section lists ‘Additional Sources’ that you may also be required to reference. The guide does not set out to provide you with a definitive list, it is designed to help you reference the main types of sources that your lecturers will require you to use.

Book – Single Author

Components [Reference number] Author Initial(s). Surname, *Title of Book (in italics)*, edition (only include if not the first). Place of Publication: Publisher, Year of publication.

References

[1] D. C. Marinescu, *Cloud Computing: Theory and Practice*, 2nd ed. Cambridge, MA: Elsevier, 2018.

NB: All major words of the book title are capitalised; where there is no edition, the book title is followed by a full-stop not a comma.

Paraphrase/summary

The physical systems which are used during processing of applications can be termed as computing substrate [1].

Direct quote

Marinescu [1, p. 56] defines computing substrate as “a generic term for the physical systems used during the processing of an application.”

Book – Two Authors

Components [Reference number] Author Initial(s). Surname and Author Initial(s). Surname, *Title of Book (in italics)*, edition (only include if not the first). Place of Publication: Publisher, Year of publication.

References

[2] T. Connolly and C. Begg, *Database Systems: A Practical Approach to Design, Implementation, and Management*, 6th ed. London: Pearson, 2015.

NB: All major words of the book title are capitalised; where there is no edition, the book title is followed by a full-stop not a comma.

Paraphrase/summary

A database can be considered a collection of related data whereas the software that manages and controls the access to a database can be considered the database management system [2].

Direct quote

Connolly and Begg [2, p. 52] consider a “database to be a collection of related data and a database management system (DBMS) to be the software that manages and controls access to the database.”

Book – Three or More Authors

Components [Reference number] Author Initial(s). Surname, Author Initial(s). Surname, Author Initial(s). Surname, and Author Initial(s). Surname, *Title of Book (in italics)*, edition (only include if not the first). Place of Publication: Publisher, Year of publication.

References

[3] I. H. Witten, E. Frank, M. A. Hall, and C. J. Pal, *Data Mining: Practical Machine Learning Tools and Techniques*, 4th ed. Cambridge, MA: Elsevier, 2017.

NB: All major words of the book title are capitalised; where there is no edition, the book title is followed by a full-stop not a comma. When referring to three or more authors by name, ensure that there is a comma after the second last author name and the word “and”.

Paraphrase/summary

Through automatic or semiautomatic processing of data, data mining discovers telling and beneficial patterns in the data [3].

Direct quote

“Data mining is defined as the process of discovering patterns in data. The process must be automatic or (more usually) semiautomatic. The patterns discovered must be meaningful in that they lead to some advantage” [3, p. 6].

NB: In-text, up to three authors are listed by name in a citation for the first mention; if you refer to the authors by name again or have more than three authors for the first mention, then abbreviate as follows: Witten et al. [3]. In the references list at the end of your work, up to six authors are listed in the full reference; if there are more than six authors, et al. is used following the first author’s name.

Book – Corporate Author

Components [Reference number] Corporate Author Name, *Title of Book (in italics)*, edition (only include if not the first). Place of Publication: Publisher, Year of publication.

References

[4] Microsoft, *Microsoft .NET Fundamentals: Exam 98-372*. Hoboken, NJ: Wiley, 2013.

NB: All major words of the title are capitalised; where there is no edition, the book title is followed by a full-stop not a comma.

Paraphrase/summary

Microsoft [4] explains that covariance is a type parameter with arguments that are more derived whereas contravariance is a type parameter with arguments that are less derived.

Direct quote

“Covariance and contravariance of generic type parameters enable you to create instances of generic types whose type arguments are more derived (covariance) or less derived (contravariance) than what was specified in the definition of the generic type” [4, p. 49].

Chapter of an Edited Book – Single Author

Components [Reference number] Author Initial(s). Surname, “Title of chapter,” (in double quotation marks) in *Title of Book (in italics)*, edition (only include if not the first), Editor(s) Initial(s). Surname, Editor(s) Initial(s). Surname, and Editor(s) Initial(s). Surname, Eds. Place of Publication: Publisher, Year of publication, pp. page numbers of the chapter.

References

[5] D. Paul, “What is business analysis?,” in *Business Analysis*, 3rd ed., D. Paul, J. Cadle, and D. Yeates, Eds. Swindon: BCS, 2014, pp. 1-18.

NB: The first word of the chapter title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case – all major words of the book title are capitalised. When referring to three or more authors/editors by name, ensure that there is a comma after the second last author name and the word “and”.

Paraphrase/summary

Business analysis provides opportunities for an organisation's technology to be used effectively to support the work, as well as a way to provide options for changes in business with the inclusion of budgetary and timescale pressures [5].

Direct quote

Paul [5, p. 17] states that, “Business analysis offers an opportunity for organisations to ensure not only that technology is deployed effectively to support the work of the organisation, but also that relevant options for business change are identified that take account of budgetary and timescale pressures.”

Chapter of an Edited Book – Two Authors

Components [Reference number] Author Initial(s). Surname and Author Initial(s). Surname, “Title of chapter,” (in double quotation marks) in *Title of Book (in italics)*, edition (only include if not the first), Editor Initial(s). Surname and Editor Initial(s). Surname, Eds. Place of Publication: Publisher, Year of publication, pp. page numbers of chapter.

References

[6] G. Lin and M. Devine, “The role of networks in cloud computing,” in *Handbook of Cloud Computing*, B. Furht and A. Escalante, Eds. New York: Springer, 2010, pp. 65-82.

NB: The first word of the chapter title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case – all major words of the book title are capitalised.

Paraphrase/summary

Service providers can make large scale IT resources available to the public over the Internet through a public cloud which is a cloud service delivery model [6].

Direct quote

As Lin and Devine [6, p. 67] state, “A *public cloud* refers to a cloud service delivery model in which a service provider makes massively scalable IT resources, such as CPU and storage capacities, or software applications, available to the general public over the Internet.”

eBook – Single Author

Components [Reference number] Author Initial(s). Surname, *Title of eBook (in italics)*, edition (only include if not the first), Place of Publication: Publisher, Year of publication. [Online]. Available: Database homepage url or full url (if internet source) [Accessed on: Month (abbrev. except May/June/July) Day, Year].

OR

[Reference number] Author Initial(s). Surname, *Title of eBook (in italics)*, edition (only include if not the first), Place of Publication: Publisher, Year of publication. doi:

References

[7] A. Harris, *HTML5 Game Development for Dummies*. Hoboken, NJ: Wiley, 2013. [Online]. Available: <http://proquestcombo.safaribooksonline.com/> [Accessed on: June 16, 2017].

NB: All major words of the eBook title are capitalised; where there is no edition, the eBook title is followed by a full-stop not a comma. A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available; where a doi is not available, list the relevant url instead.

Paraphrase/summary

As Harris [7] illustrates, game programming can be quite difficult to learn and it can be intimidating to take on; however, when there is a library available that simplifies the many features needed in game building, game development is much more manageable.

Direct quote

“Games are a lot of fun to play, and they can be even more fun to create. However, game programming is often considered one of the more difficult forms of programming to learn. Game development might seem a bit intimidating, but there’s good news. It’s more manageable to learn how to build games when you have a library that simplifies all various features you need” [7, Ch.5].

NB: Chapter is inserted in the direct quote example above to indicate the location as there are no page numbers in this eBook.

eBook – Two Authors

Components

[Reference number] Author Initial(s). Surname and Author Initial(s). Surname, *Title of eBook (in italics)*, edition (only include if not the first), Place of Publication: Publisher, Year of publication. [Online]. Available: Database homepage url or full url (if internet source) [Accessed on: Month (abbrev. except May/June/July) Day, Year].

OR

[Reference number] Author Initial(s). Surname and Author Initial(s). Surname, *Title of eBook (in italics)*, edition (only include if not the first), Place of Publication: Publisher, Year of publication. doi:

References

[8] P. Wilton and J. McPeak, *Beginning JavaScript*, 4th ed., Chichester: Wiley, 2009. [Online]. Available: <https://www.dawsonera.com/> [Accessed on: Jan. 20, 2018].

NB: All major words of the eBook title are capitalised; where there is no edition, the eBook title is followed by a full-stop not a comma. A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available; where a doi is not available, list the relevant url instead.

Paraphrase/summary

When it comes to creating web-based JavaScript, one of the main issues is the difference between various web browsers and their differing capabilities to support different levels of HTML as well as the operation of the JavaScript interpreters [8].

Direct quote

As Wilton and McPeak [8, p. 15] point out, one of the main issues in creating web-based JavaScript “is the differences between different web browsers, the level of HTML they support, and the functionality their JavaScript interpreters can handle.”

eBook – Three or More Authors

Components

[Reference number] Author Initial(s). Surname, Author Initial(s). Surname, and Author Initial(s). Surname, *Title of eBook (in italics)*, edition (only include if not the first)., Place of Publication: Publisher, Year of publication. [Online]. Available: Database homepage url or full url (if internet source) [Accessed on: Month (abbrev. except May/June/July) Day, Year].

OR

[Reference number] Author Initial(s). Surname, Author Initial(s). Surname, and Author Initial(s). Surname, *Title of eBook (in italics)*, edition (only include if not the first)., Place of Publication: Publisher, Year of publication. doi:

References

[9] A. Cooper, R. Reimann, and D. Cronin, *About Face 3: The Essentials of Interaction Design*, 3rd ed., Indianapolis: Wiley, 2007. [Online]. Available: <https://www.dawsonera.com/> [Accessed on: Sept. 18, 2017].

NB: All major words of the eBook title are capitalised; where there is no edition, the eBook title is followed by a full-stop not a comma. A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available; where a doi is not available, list the relevant url instead. When referring to three or more authors by name, ensure that there is a comma after the second last author name and the word “and”.

Paraphrase/summary

In technological products, the appropriate design methods can connect the missing human aspects in the products; however, many of these approaches are not working when it comes to digital products [9].

Direct quote

Cooper, Reimann, and Cronin [9, p. 4] state that, “When performed using the appropriate methods, design can provide the missing human connection in technological products. But clearly, most current approaches to the design of digital products aren’t working as advertised.”

NB: In-text, up to three authors are listed by name in a citation for the first mention; if you refer to the authors by name again or have more than three authors for the first mention, then abbreviate as follows: Cooper et al. [9]. In the references list at the end of your work, up to six authors are listed in the full reference; if there are more than six authors, et al. is used following the first author’s name.

Journal Article – Single Author

Components [Reference number] Author Initial(s). Surname, “Title of article,” (in double quotation marks) *Name of Journal (abbrev., in italics)*, volume number (vol.), issue number (no.), pp. page numbers of article, Month(s) (abbrev. except May/June/July) Year of publication.

References

[10] E. Bauer, “Improving operational efficiency of applications via cloud computing,” *IEEE Cloud Comput.*, vol. 5, no. 1, pp. 12-19, Jan./Feb. 2018.

NB: The first word of the journal article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised. You should use accepted journal title abbreviations where applicable (see additional notes p. 97).

Paraphrase/summary

Bauer [10] establishes that the cost of creating functionality balances out the amount it costs to create and implement functionality services for an organization’s user needs.

Direct quote

Bauer [10, p. 16] explains that, “Cost of creating functionality normalizes an organization’s costs to create and initially deploy new functionality to serve user or business needs.”

Journal Article – Two Authors

Components [Reference number] Author Initial(s). Surname and Author Initial(s). Surname, “Title of article,” (in double quotation marks) *Name of Journal (abbrev., in italics)*, volume number (vol.), issue number (no.), pp. page numbers of article, Month(s) (abbrev. except May/June/July) Year of publication.

References

[11] A. Mosenia and N. K. Jha, “A comprehensive study of security of internet-of- things,” *IEEE Trans. Emerg. Top. Comput.*, vol. 5, no. 4, pp. 586-602, Oct.-Dec. 2017.

NB: The first word of the journal article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised. You should use accepted journal title abbreviations where applicable (see additional notes p. 97).

Paraphrase/summary

Alongside the technological advances of computing power and storage capabilities of small computing and sensing devices, the potential threats of security or privacy attacks increases [11].

Direct quote

Mosenia and Jha [11, p. 586] point out that “computing power, energy capacity, and storage capabilities of small computing or sensing devices have significantly improved while their sizes have decreased drastically”, as a consequence “the number of potential threats and possible attacks against security or privacy of a thing or an individual has grown drastically.”

Journal Article – Three or More Authors

Components [Reference number] Author Initial(s). Surname, Author Initial(s). Surname, Author Initial(s). Surname, and Author Initial(s). Surname, “Title of article,” (in double quotation marks) *Name of Journal (abbrev., in italics)*, volume number (vol.), issue number (no.), pp. page numbers of article, Month(s) (abbrev. except May/June/July) Year of publication.

References

[12] K. Chard, S. Caton, O. Rana, and K. Bubendorfer, “Social clouds: A retrospective,” *IEEE Cloud Comput.*, vol. 2, no. 6, pp. 30-40, Nov./Dec. 2015.

NB: The first word of the journal article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised. You should use accepted journal title abbreviations where applicable (see additional notes p. 97). When referring to three or more authors by name, ensure that there is a comma after the second last author name and the word “and”.

Paraphrase/summary

In a social cloud, resources are both diverse and possibly complementary as users can use the social cloud to do things such as share storage or even share access to compute their resources [12].

Direct quote

“By definition, resources shared in a social cloud are heterogeneous and potentially complementary. For example, some users might share storage, while other users might share access to compute resources and services” [12, p. 31].

NB: In-text, up to three authors are listed by name in a citation for the first mention; if you refer to the authors by name again or have more than three authors for the first mention, then abbreviate as follows: Chard et al. [12]. In the references list at the end of your work, up to six authors are listed in the full reference; if there are more than six authors, et al. is used following the first author’s name.

eJournal Article – Single Author

Components

[Reference number] Author Initial(s). Surname, “Title of article,” (in double quotation marks) *Name of Journal (abbrev., in italics)*, volume number (vol.), issue number (no.), pp. page numbers of article, Month(s) (abbrev. except May/June/July) Year of publication. doi:

OR

[Reference number] Author Initial(s). Surname, “Title of article,” (in double quotation marks) *Name of Journal (abbrev., in italics)*, volume number (vol.), issue number (no.), pp. page numbers of article, Month(s) (abbrev. except May/June/July) Year of publication. [Online]. Available: Database Name, Database homepage url or full url (if internet source) [Accessed on: Month (abbrev. except May/June/July) Day, Year].

References

[13] M. Di Pierro, “What is the blockchain?,” *Comput. Sci. & Eng.*, vol. 19, no. 5, pp. 92-95, Sept./Oct. 2017. doi: 10.1109/MCSE.2017.3421554

OR

[13] M. Di Pierro, “What is the blockchain?,” *Comput. Sci. & Eng.*, vol. 19, no. 5, pp. 92-95, Sept./Oct. 2017. [Online]. Available: IEEE Xplore, <https://www.ieee.org/> [Accessed on: May 1, 2018].

NB: The first word of the journal article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised. You should use accepted journal title abbreviations where applicable (see additional notes p. 97). A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available; where a doi is not available, list the relevant url instead.

Paraphrase/summary

Di Pierro [13] explains that many companies sell their solutions from the blockchain technology they have implemented to the financial industry, who then use the solutions to track various types of transactions.

Direct quote

Di Pierro [13, p. 94] explains that, “Many companies provide proprietary implementations of the blockchain technology and sell their solutions to the financial industry, which uses them to record various types of transactions.”

eJournal Article – Two Authors

Components

[Reference number] Author Initial(s). Surname and Author Initial(s). Surname, “Title of article,” (in double quotation marks) *Name of Journal (abbrev., in italics)*, volume number (vol.), issue number (no.), pp. page numbers of article, Month(s) (abbrev. except May/June/July) Year of publication. doi:

OR

[Reference number] Author Initial(s). Surname and Author Initial(s). Surname, “Title of article,” (in double quotation marks) *Name of Journal (abbrev., in italics)*, volume number (vol.), issue number (no.), pp. page numbers of article, Month(s) (abbrev. except May/June/July) Year of publication. [Online]. Available: Database Name, Database homepage url or full url (if internet source) [Accessed on: Month (abbrev. except May/June/July) Day, Year].

References

[14] M. Hall and S. Caton, “Am I who I say I am? Unobtrusive self-representation and personality recognition on Facebook,” *PLoS One*, vol. 12, no. 9, pp. 1-23, Sept. 2017. doi: 10.1371/journal.pone.0184417

NB: The first word of the journal article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised. You should use accepted journal title abbreviations where applicable (see additional notes p. 97). A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available; where a doi is not available, list the relevant url instead.

Paraphrase/summary

The way in which you represent yourself is tied to a specific place and time because in real time you have to respond immediately to someone but in social networks, you have the option to delay your reaction [14].

Direct quote

“Self-representation is also bound to time and place. In real life one must immediately respond to an interlocutor or opponent. In social networks, one has the option not to act immediately” [14, p. 2].

eJournal Article – Three or More Authors

Components

[Reference number] Author Initial(s). Surname, Author Initial(s). Surname, Author Initial(s). Surname, and Author Initial(s). Surname, “Title of article,” (in double quotation marks) *Name of Journal (abbrev., in italics)*, volume number (vol.), issue number (no.), pp. page numbers of article, Month(s) (abbrev. except May/June/July) Year of publication. doi:

OR

[Reference number] Author Initial(s). Surname, Author Initial(s). Surname, Author Initial(s). Surname, and Author Initial(s). Surname, “Title of article,” (in double quotation marks) *Name of Journal (abbrev., in italics)*, volume number (vol.), issue number (no.), pp. page numbers of article, Month(s) (abbrev. except May/June/July) Year of publication. [Online]. Available: Database Name, Database homepage url or full url (if internet source) [Accessed on: Month (abbrev. except May/June/July) Day, Year].

References

[15] Y. Li, Y-S. Jeong, B-S. Shin, and J. H. Park, “Crowdsensing multimedia data: Security and privacy issues,” *IEEE MultiMed.*, vol. 24, no. 4, pp. 58-66, Oct.-Dec. 2017. doi: 10.1109/MMUL.2017.4031306

NB: The first word of the journal article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the journal are capitalised. You should use accepted journal title abbreviations where applicable (see additional notes p. 97). A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available; where a doi is not available, list the relevant url instead. When referring to three or more authors by name, ensure that there is a comma after the second last author name and the word “and”.

Paraphrase/summary

As Li et al. [15] explain, a collection of different people can gather multimedia data by way of crowdsensing using their own devices and this extraction of information becomes commonly known as knowledge.

Direct quote

Li et al. [15, p. 58] explain that, “Crowdsensing lets individuals with sensing and computing devices gather multimedia data to extract information that collectively forms knowledge.”

NB: In-text, up to three authors are listed by name in a citation for the first mention; if you refer to the authors by name again or have more than three authors for the first mention, then abbreviate as follows: Li et al. [15]. In the references list at the end of your work, up to six authors are listed in the full reference; if there are more than six authors, et al. is used following the first author’s name.

Conference Paper – Three or More Authors

Components [Reference number] Author Initial(s). Surname, Author Initial(s). Surname, and Author Initial(s). Surname, “Title of paper,” (in double quotation marks) in *Name of Conference (abbrev., in italics), Location, Date(s) Month, Year (all in italics)*, pp. page numbers of conference paper. doi: or [Online]. Available: Database Name, Database homepage url or full url (if internet source) [Accessed on: Month (abbrev. except May/June/July) Day, Year] (only include access information if no doi).

References

[16] A. Bansel, H. González-Vélez, and A. E. Chis, “Cloud-based NoSQL data migration,” in *2016 24th Euromicro Int. Conf. Parallel, Distributed, and Network-Based Processing (PDP), Heraklion, Crete, Greece, February 17-19, 2016*, pp. 224-231. [Online]. Available: IEEE Xplore, <https://www.ieee.org/> [Accessed on: Mar. 1, 2018].

NB: The first word of the conference paper title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the conference are capitalised. You should use accepted conference title abbreviations where applicable (see additional notes p. 97). A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available; where a doi is not available, list the relevant url instead. When referring to three or more authors by name, ensure that there is a comma after the second last author name and the word “and”.

Paraphrase/summary

In the beginning stages of software development, designers tend to use a specific data service as difficulties may arise when trying to predict an application’s growth and storage requirements [16].

Direct quote

As Bansel, González-Vélez, and Chis [16, p. 224] explain, “during the initial software development stages, it is difficult for developers to anticipate the growth and storage requirements of an application which in turn compels the developers to design the application using a specific data service.”

NB: In-text, up to three authors are listed by name in a citation for the first mention; if you refer to the authors by name again or have more than three authors for the first mention, then abbreviate as follows: Bansel et al. [16]. In the references list at the end of your work, up to six authors are listed in the full reference; if there are more than six authors, et al. is used following the first author’s name.

Webpage

Components [Reference number] Author Initial(s). Surname, or Organisation/Company Name, “Title of webpage,” (in double quotation marks) Year of publication. [Online]. Available: url [Accessed on: Month (abbrev. except May/June/July) Day, Year].

References

[17] Object Management Group, “Cybersecurity initiatives,” 2018. [Online]. Available: <https://www.omg.org/hot-topics/cybersecurity-initiatives.htm> [Accessed on: Apr. 17, 2018].

NB: The first word of the webpage title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

Software can be protected with the help of OMG’s cybersecurity standards by fighting attempts of unauthorized access, outages, corruption of data and more [17].

Direct quote

“The Object Management Group®’s cybersecurity standards help protect software assets from unauthorized access and penetrations, outages, data corruption, and other operational problems” [17].

Document from a Webpage

Components [Reference number] Author Initial(s). Surname, “Title of document,” (in double quotation marks) Year of publication. [Online]. Available: url [Accessed on: Month (abbrev. except May/June/July) Day, Year].

References

[18] H. Dixon, “Annual Report of the Data Protection Commissioner of Ireland,” 2015. [Online]. Available: <https://www.dataprotection.ie> [Accessed on: Apr. 18, 2018].

NB: The first word of the webpage title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case. If identifiable, you should reference documents from websites according to the specific guidelines for the type of document it is, i.e. an eBook or an eJournal article, etc.

Paraphrase/summary

As per the Data Protection Commissioner’s annual report in 2015, the number of open complaints were significantly reduced as they made great headway in tackling the backlog [18].

Direct quote

The Data Protection Commissioner in 2015, reported that “the Office made substantial inroads into a legacy backlog, leading to an overall reduction in the number of open complaints” [18, p. 1].

Newspaper Article – Print

Components [Reference number] Author Initial(s). Surname, “Title of article,” (in double quotation marks) *Title of Newspaper (in italics): Section (if applicable, also in italics)*, p. page number of article, Month (abbrev. except May/June/July) Day, Year of publication.

References

[19] O. Keogh, “Motor industry faces growing threat of cybersecurity attacks,” *The Irish Times: Business Technology*, p. 6, Apr. 12, 2018.

NB: The first word of the newspaper article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the newspaper are capitalised.

Paraphrase/summary

With the continuing threat of cybersecurity in connected vehicles, many vehicle manufacturers and suppliers are working together due to the pressure to secure such vehicles [19].

Direct quote

Keogh [19, p. 6] explains that, “The push to secure connected vehicles has led to an unprecedented level of inter-manufacturer co-operation and partnerships with legacy suppliers as well as a flurry of big acquisitions by the major players.”

Newspaper Article – Online

Components [Reference number] Author Initial(s). Surname, “Title of article,” (in double quotation marks) *Title of Newspaper (in italics): Section (if applicable, also in italics)*, Month (abbrev. except May/June/July) Day, Year of publication. [Online]. Available: url of online newspaper homepage [Accessed on: Month (abbrev. except May/June/July) Day, Year].

References

[20] A. Hern, “Cambridge Analytica scandal ‘highlights need for AI regulation’,” *The Guardian: Tech*, Apr. 16, 2018. [Online]. Available: www.theguardian.com [Accessed on: Apr. 16, 2018].

NB: The first word of the newspaper article title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the newspaper are capitalised.

Paraphrase/summary

The chair of the House of Lords select committee forewarned that the UK must be at the head of overseeing artificial intelligence, so that businesses like Cambridge Analytica are unable to set standards for hazardous and unscrupulous operation of the technology [20].

Direct quote

“Britain needs to lead the way on artificial intelligence regulation, in order to prevent companies such as Cambridge Analytica setting precedents for dangerous and unethical use of the technology, the head of the House of Lords select committee on AI has warned” [20].

IEEE – Additional Sources

IEEE – Additional Sources

Blog

Components [Reference number] Author Initial(s). Surname, “Title of blog post,” (in double quotation marks) *Title of Blog (in italics)*, Month (abbrev. except May/June/July) Day, Year of post. [Online]. Available: url of blog post [Accessed on: (abbrev. except May/June/July) Day, Year].

References

[21] B. Schmarzo, “What tomorrow’s business leaders need to know about machine learning,” *Data Science Central*, June 27, 2017. [Online]. Available: https://infocus.dellemc.com/william_schmarzo/machine-learning-primer-business-leaders/ [Accessed on: July 4, 2017].

NB: The first word of the blog post title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the blog are capitalised.

Paraphrase/summary

Schmarzo [21] believes that organizations have the capability of optimising and monetising opportunities through machine learning.

Direct quote

Schmarzo [21] argues that, “Machine learning is a key capability that will help organizations drive optimization and monetization opportunities.”

Online Video – YouTube etc.

Components [Reference number] Author Initial(s). Surname, or Organisation/Company Name, “Title of video,” (in double quotation marks) *Video Platform (i.e. YouTube or Vimeo, in italics)*, Month (abbrev. except May/June/July) Day, Year video was uploaded [Video file]. Available: url of video [Accessed on: Month (abbrev. except May/June/July) Day, Year].

References

[22] Microsoftlearning, “Cloud computing: What is cloud computing?,” *YouTube*, Dec. 15, 2010. [Video file]. Available: <https://www.youtube.com/watch?v=uYGQcmZUTaw> [Accessed on: Apr. 17, 2018].

NB: The first word of the video title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the video platform are capitalised.

Paraphrase/summary

As Microsoftlearning [22] explains, cloud computing is a service where virtual data centres are used to provide organisations with different information resources as well as software and hardware.

Direct quote

Microsoftlearning [22] states that “cloud computing service consists of highly optimized virtual data centres that provide various software, hardware and information resources for use when needed.”

TV/Radio Broadcast

Components [Reference number] Author Initial(s). Surname, Responsibility (i.e. Speaker, Presenter, Producer etc.), *Title of Broadcast* (in italics): *Subtitle* (if applicable, in italics) [Type of broadcast]. Location: Distributor, Month (abbrev. except May/June/July) Day, Year.

References

[23] S. O'Rourke, Presenter, *Today with Sean O'Rourke: The Future of Technology* [Radio broadcast]. Dublin: RTÉ Radio 1, May 30, 2016.

NB: All major words of the title of the broadcast are capitalised.

Paraphrase/summary

On a Dublin radio show, Steve Kruger, a master inventor at IBM illustrated that computers have evolved from something very primitive to something that has a lot of capabilities which now include image recognition, speech understanding and wearable and portable computers [23].

Direct quote

Regarding the future of computers, Steve Kruger, a master inventor at IBM illustrates on RTÉ Radio 1 that “we have seen our ability to interface with them go from something that is very primitive to a point where we see a convergence of a lot of capabilities around image recognition, speech understanding by computers, speech synthesis, as well as the fact that we basically got computer power in our pocket and on our wrists” [23].

Podcast

Components [Reference number] Artist/Creator Initial(s). Surname, Responsibility (i.e. Speaker, Presenter, Producer etc.), “Title of episode,” (in double quotation marks) *Title of Podcast Series* (in italics), Month (abbrev. except May/June/July) Day, Year of recording. Place of Recording: Production Company. [Podcast]. Available: url of podcast [Accessed on: Month (abbrev. except May/June/July) Day, Year].

References

[24] J. Pardue, Producer, “Podcast #119 – This podcast is definitely a simulation,” *Stack Overflow*, Mar. 14, 2018. New York, NY: Stack Overflow. [Podcast]. Available: <https://stackoverflow.blog/podcasts/> [Accessed on: Apr. 18, 2018].

NB: The first word of the podcast episode title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the podcast series are capitalised.

Paraphrase/summary

Michael Ludden from IBM Watson raises a concern about the misconception of human interaction through social media, where shared social spaces are presenting virtual interaction as a real human interaction, when it actually isn't real at all [24].

Direct quote

IBM Watson's Michael Ludden raises the matter of social media as a proxy for human interaction where “it actually is picking some of those interactions out of the shared social space and putting into a flat screen in front of us that makes us feel real about things that actually aren't” [24].

IEEE – Additional Sources

Computer Software/Programme

Components [Reference number] Author Initial(s). Surname and Author Initial(s). Surname, *Title (in italics)*, version. [Software]. Place of Publication: Publisher, Year of publication.

References

[25] R. Ihaka and R. Gentleman, *R*, version 3.5.0. [Software]. Auckland, NZ: The R Foundation, 2018.

NB: All major words of the software/programme title are capitalised. If online, replace the publication details with Available: url of software/programme [Accessed on: Month (abbrev. except May/June/July) Day, Year] and place the year of the software/programme prior to [Software].

Paraphrase/summary

Ihaka and Gentleman [25] created the R programming language...

Direct quote

Direct citation not relevant here.

Encyclopedia/Dictionary – Online/Print

Components [Reference number] Author Initial(s). Surname, “Title of encyclopedia/dictionary entry,” (in double quotation marks) in *Title of Encyclopedia/Dictionary (in italics)*, Publisher, Year. [Online]. Available: url of website homepage [Accessed on: Month (abbrev. except May/June/July) Day, Year].

References

[26] G. G. Belford, “Computer science,” in *Encyclopaedia Britannica*, Encyclopaedia Britannica, Inc., 2017. [Online]. Available: <https://www.britannica.com> [Accessed on: Apr. 18, 2018].

NB: The first word of the encyclopedia/dictionary entry title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case; all major words of the name of the encyclopedia/dictionary are capitalised.

Paraphrase/summary

Computer science is the study of computers which includes the architectural design of computers and the uses of computation, processing data and systems control [26].

Direct quote

Computer science is “the study of computers, including their design (architecture) and their uses for computations, data processing, and systems control” [26].

Legislation – Act

Components [Reference number] Legislative body, *Title of Legislation (in italics)*. Place of publication: Publisher, Year.

References

[27] Government of Ireland, *Data Protection Act*. Dublin: Government of Ireland, 1988.

NB: All major words of the Act are capitalised. If online, insert the year after the Act and replace the publication details with Available: url of legislation [Accessed on: Month (abbrev. except May/June/July) Day, Year].

Paraphrase/summary

The Data Protection Act explains that when a complaint has been made regarding a breach of data that is occurring, has occurred or is likely to occur, the Commissioner has the grounds to investigate [27].

Direct quote

“The Commissioner may investigate, or cause to be investigated, whether any of the provisions of this Act have been, are being or are likely to be contravened by a data controller or a data processor in relation to an individual either where the individual complains to him of a contravention of any of those provisions or he is otherwise of opinion that there may be such a contravention” [27].

Legislation – EU Directive

Components Title of Directive. [Online]. Available: url of Directive [Accessed on: Month (abbrev. except May/June/July) Day, Year].

References

[28] Directive 2014/95/EU of the European Parliament and of the Council of 22 October 2014 amending Directive 2013/34/EU as regards disclosure of non-financial and diversity information by certain large undertakings and groups. [Online]. Available at: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32014L0095> [Accessed on: June 18, 2015].

NB: The first word of the Directive and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

The European Parliament has highlighted the importance of companies sharing non-financial information regarding sustainability in order to protect the global economy [28].

Direct quote

As outlined by the European Parliament [28], “disclosure of non-financial information is vital for managing change towards a sustainable global economy.”

Thesis/Dissertation – Print/Online

Components [Reference number] Author Initial(s). Surname, “Title of thesis/dissertation,” (in double quotation marks) Thesis/Dissertation type (i.e. Masters or Ph.D. Thesis/Dissertation etc.), Academic Dept (if known, abbrev.), Name of University/College (abbrev.), Location of University, Year of submission. [Online]. Available: url of thesis/dissertation [Accessed on: Month (abbrev. except May/June/July) Day, Year].

References

[29] J. R. Elder, “Interactive visualisation for the discovery of cyber security threats,” Ph.D. Thesis, Faculty of Eng. and Physical Sci., Univ. of Surrey, Guildford, UK, 2017. [Online]. Available: <http://epubs.surrey.ac.uk/842460/1/thesis.pdf> [Accessed on: Apr. 26, 2018].

NB: The first word of the thesis/dissertation title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case.

Paraphrase/summary

To get technology to physically implement specific tasks, advanced algorithms are applied to information regarding the environment of the task, process and wanted results of the task which are all stored by computers [29].

Direct quote

As Elder [29, p.1] explains, to get technology to perform specific tasks “information about the environment, process and desired results are stored using a computer and are then used by advanced algorithms in order to physically implement the task at hand.”

NB: It is generally not recommended to reference theses/dissertations unless commenting on their own research – it is much better practice to find the sources they have used and reference those sources directly, particularly if you are consulting a recent thesis/dissertation.

Diagram/Chart/Image/Table – Print/Online

Components Follow the instructions for the type of source from which the diagram/chart/image/table is taken, i.e. a book, journal article, (document from a) webpage etc.

NB: If you use the exact same diagram/chart/image/table as featured within the source, make sure to give the exact caption title and put the in-text citation just beneath the diagram/chart/image/table with a page number (if applicable).

Patent/Standard

Components [Reference number] Author Initial(s). Surname, Author Initial(s). Surname, Author Initial(s). Surname, and Author Initial(s). Surname, “Title of patent/standard,” (in double quotation marks) Country in which patent/standard is published and patent/standard number, Month (abbrev. except May/June/July) Day, Year of issue.

References

[30] M. J. McArdle, B. A. Johnston, P. D. R. Nathan, and J. Dool, “Automatically configuring a computer firewall based on network connection,” United States Patent and Trademark Office US 7,284,267 B1, Mar. 8, 2001.

NB: The first word of the patent/standard title, subtitle and any proper nouns or acronyms are capitalised, the remainder are lower case. If online, include the following details – [Online]. Available: url of patent/standard [Accessed on: Month (abbrev. except May/June/July) Day, Year].

Paraphrase/summary

In the patent, it criticises the fact that a computer is less protected from an attack if a user connects to an untrusted network after the fire wall software has been configured for a trusted network [30].

Direct quote

The patent states that “if the fire wall software is configured for a trusted network when the user connects the computer notebook to an untrusted network, the computer is now much less protected from attack” [30].

NB: In-text, up to three authors are listed by name in a citation for the first mention; if you refer to the authors by name again or have more than three authors for the first mention, then abbreviate as follows: McArdle et al. [30]. In the references list at the end of your work, up to six authors are listed in the full reference; if there are more than six authors, et al. is used following the first author’s name.

IEEE – Additional Notes

Formulating references

References can be written manually, following the guidelines contained within this guide – however, the BibTeX and LaTeX referencing and formatting tools can be very useful in generating references for most of the core sources in the IEEE style. Microsoft Word and Microsoft Word in conjunction with the reference manager Mendeley can also be used. See Appendices A, B & C and our online guides for further details.

Quoting & paraphrasing

When directly quoting from a source, it must be enclosed in quotation marks and credit given to the author; **the exact wording, spelling and syntax of the original text must be used** and the page number (where available) from where it was taken. However, it is recommended that you minimise the amount of direct quotes within your written work and paraphrase the information you have found instead. It is much better practice to paraphrase the words where possible as this will demonstrate your own understanding of the topic. Quotations are best used where the exact wording is important, perhaps when providing a definition. If you feel it is necessary to provide a long quotation (longer than approximately 30-40 words), then quotation marks are not used; instead, the entire quotation is indented in a smaller font size. If you choose to omit some part of a quotation, then indicate this by inserting three spaced dots (. . .) in place of the removed text.

In-text citations

- In-text citations are numbered by the order in which they appear in the text.
- The number is placed in square brackets [#] on the same line as the text it is referencing, at the end of the text before the punctuation or within the sentence as shown below. The author name need only be mentioned if it is integral to the meaning of the sentence.

Example:

- for research purposes [1].
- Smith [13] introduced ...

Note: Authors and dates do not have to be written out after the first reference; use the bracketed number as the noun in place of the author name(s) - it is not necessary to write “in reference [2]”, just write “in [2].”

Citing multiple sources in-text

The preferred method to cite more than one source at a time is to list each reference in its own brackets, then separate with a comma or dash:

- [1], [3], [5] OR [1] – [5]
- Many studies [5], [10], found ...

If you are referring to authors by name in-text, up to three authors are listed by name in a citation for the first mention; if you refer to the authors by name again or have more than three authors for the first mention, then abbreviate as follows: Witten et al. [3].

In-text citations for figures, tables etc.

When referring to a specific figure or table, include the in-text citation number in square brackets and then follow these guidelines:

Figure – as shown in [3, Fig. 1]

Table – as illustrated in [4, Tab.2]

Do not write phrases such as “in Fig. 1 of reference [3]”, instead write “in [3, Fig.1]”

The figures and tables used within the text should be listed numerically in the order they appear in your work.

The full reference of the source from which the figure/table has been taken is included in the list of references in accordance with the applicable format, e.g. book, journal, conference paper etc.

Acronyms & abbreviations

An acronym or abbreviation can be used for a source to which you refer frequently. Give the name of the source in full on the first occasion it appears in the text, and then cite the abbreviation thereafter both in your text and as part of an in-text citation.

e.g. The Institute of Electrical and Electronics Engineers (IEEE) specify a certain referencing style for authors when writing for their publications.

Author & editor abbreviations

- In-text, all authors/editors should be given reference to unless there are more than three; when there are more than three authors/editors, use et al. after the first author’s name.
- In the references list at the end of your work, all authors/editors should be given reference to unless there are more than six; when there are more than six authors/editors, use et al. after the first author’s name.

Month abbreviations

- Abbreviations can be used for the months in your references – follow the following formats: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., and Dec. NB: May, June and July are not abbreviated.
- When referencing bimonthly journal publications use a slash as follows – June/July 2017; when referencing quarterly journal publications use a dash as follows – June-Aug. 2017.

Journal/conference abbreviations

- Abbreviations are also used for the names of journals and conference titles – certain common words within conference titles are abbreviated, e.g. conference becomes conf., international becomes int. etc. and most articles and prepositions are also removed such as “of the”, “in” and “on”.
- Further details on the IEEE conventions of abbreviating names of journals and conference titles can be found in the IEEE Editorial Style Manual http://ieeauthorcenter.ieee.org/wp-content/uploads/IEEE_Style_Manual.pdf; abbreviations can also be checked by searching in the CAS Course Index (CASSI) Search Tool <http://cassi.cas.org/search.jsp>. If an abbreviation for your source has not been found or automatically generated, spell out the name in full.

No known author

Sometimes there is no formal information about the author. This may occur because the author is not known, or the publisher is considered the author, or the organisation is the author.

Author is not known (different possibilities):

- The publisher is considered the author, e.g. (Microsoft [1]). Please note that in the bibliography you should treat this as a corporate author.
- The organisation is considered the author, e.g. (CSIRO, [2]). Please note that in the bibliography you should treat this as a corporate author.

If there is no known author (person, publisher or organisation) to credit, then it is not advisable to use the source.

Authors referring to other authors – secondary referencing

IEEE does not permit the referencing of secondary sources. If you find information on a source/reference within another source, IEEE requires you to find the original source of information and reference it directly; if you cannot locate the source, you cannot use it.

DOIs

A digital object identifier (doi) is a unique identifier for an online/electronic resource and should be listed in your reference where available (see electronic source examples above). The DOI is typically found in the record details of the source you are using online – if in doubt, see if you can find an example of how it has been referenced by other academic sources.

References list tips

- Align references to the left.
- Single space the entries and double space between the entries.
- Place number of entry at left margin, enclosed in square brackets.
- Indent text of entries.
- All references should be listed in numerical order in the order in which they appear in the text beginning with [1]; they are not alphabetical.
- You should list all sources that you have referenced within your written work, ensuring that the dates and spellings of authors' names are consistent in the text and the references list.
- Ensure you keep the same number for the same references both in-text and in the references list – no duplicates needed.
- Author initials are before the surname and the year is listed at the end.
- Up to six authors are listed in the full reference; if there are more than six authors, et al. is used following the first author's name.
- You cannot list a source here that you have not read yourself, i.e. it has only been referred to in another source you read.
- See the sample IEEE references list on the following pages.

IEEE – Sample References List

IEEE – Sample References List

References

- [1] D. C. Marinescu, *Cloud Computing: Theory and Practice*, 2nd ed. Cambridge, MA: Elsevier, 2018.
- [2] T. Connolly and C. Begg, *Database Systems: A Practical Approach to Design, Implementation, and Management*, 6th ed. London: Pearson, 2015.
- [3] I. H. Witten, E. Frank, M. A. Hall, and C. J. Pal, *Data Mining: Practical Machine Learning Tools and Techniques*, 4th ed. Cambridge, MA: Elsevier, 2017.
- [4] Microsoft, *Microsoft .NET Fundamentals: Exam 98-372*. Hoboken, NJ: Wiley, 2013.
- [5] D. Paul, "What is business analysis?," in *Business Analysis*, 3rd ed., D. Paul, J. Cadle, and D. Yeates, Eds. Swindon: BCS, 2014, pp. 1-18.
- [6] G. Lin and M. Devine, "The role of networks in cloud computing," in *Handbook of Cloud Computing*, B. Furht and A. Escalante, Eds. New York: Springer, 2010, pp. 65-82.
- [7] A. Harris, *HTML5 Game Development for Dummies*. Hoboken, NJ: Wiley, 2013. [Online]. Available: <http://proquestcombo.safaribooksonline.com/> [Accessed on: June 16, 2017].
- [8] P. Wilton and J. McPeak, *Beginning JavaScript*, 4th ed. Chichester: Wiley, 2009. [Online]. Available: <https://www.dawsonera.com/> [Accessed on: Jan. 20, 2018].
- [9] A. Cooper, R. Reimann, and D. Cronin, *About Face 3: The Essentials of Interaction Design*, 3rd ed. Indianapolis: Wiley, 2007. [Online]. Available: <https://www.dawsonera.com/> [Accessed on: Sept. 18, 2017].
- [10] E. Bauer, "Improving operational efficiency of applications via cloud computing," *IEEE Cloud Comput.*, vol. 5, no. 1, pp. 12-19, Jan./Feb. 2018.
- [11] A. Mosenia and N. K. Jha, "A comprehensive study of security of internet-of-things," *IEEE Trans. Emerg. Top. Comput.*, vol. 5, no. 4, pp. 586-602, Oct.-Dec. 2017.
- [12] K. Chard, S. Caton, O. Rana, and K. Bubendorfer, "Social clouds: A retrospective," *IEEE Cloud Comput.*, vol. 2, no. 6, pp. 30-40, Nov./Dec. 2015.
- [13] M. Di Pierro, "What is the blockchain?," *Comput. Sci. & Eng.*, vol. 19, no. 5, pp. 92-95, Sept./Oct. 2017. doi: 10.1109/MCSE.2017.3421554
- [14] M. Hall and S. Caton, "Am I who I say I am? Unobtrusive self-representation and personality recognition on Facebook," *PLoS One*, vol. 12, no. 9, pp. 1-23, Sept. 2017. doi: 10.1371/journal.pone.0184417
- [15] Y. Li, Y-S. Jeong, B-S. Shin, and J. H. Park, "Crowdsensing multimedia data: Security and privacy issues," *IEEE MultiMed.*, vol. 24, no. 4, pp. 58-66, Oct.-Dec. 2017. doi:10.1109/MMUL.2017.4031306
- [16] A. Bansel, H. González-Vélez, and A. E. Chis, "Cloud-based NoSQL data migration," in *24th Euromicro Int. Conf. Parallel, Distributed, and Network-Based Processing (PDP)*, Heraklion, Crete, Greece, February 17-19, 2016, pp. 224-231. [Online]. Available: [IEEE Xplore](https://www.ieee.org/), <https://www.ieee.org/> [Accessed on: Mar. 1, 2018].
- [17] Object Management Group, "Cybersecurity initiatives," 2018. [Online]. Available: <https://www.omg.org/hot-topics/cybersecurity-initiatives.htm> [Accessed on: Apr. 17, 2018].
- [18] H. Dixon, "Annual Report of the Data Protection Commissioner of Ireland," 2015. [Online]. Available: <https://www.dataprotection.ie> [Accessed on: Apr. 18, 2018].

IEEE – Sample References List

- [19] O. Keogh, “Motor industry faces growing threat of cybersecurity attacks,” *The Irish Times: Business Technology*, p. 6, Apr. 12, 2018.
- [20] A. Hern, “Cambridge Analytica scandal ‘highlights need for AI regulation’,” *The Guardian: Tech*, Apr. 16, 2018. [Online]. Available: www.theguardian.com [Accessed on: Apr. 16, 2018].
- [21] B. Schmarzo, “What tomorrow’s business leaders need to know about machine learning,” *Data Science Central*, June 27, 2017. [Online]. Available: https://infocus.dellemc.com/william_schmarzo/machine-learning-primer-business-leaders/ [Accessed on: July 4, 2017].
- [22] Microsoft Learning, “Cloud computing: What is cloud computing?,” *YouTube*, Dec. 15, 2010 [Video file]. Available: <https://www.youtube.com/watch?v=uYGQcmZUTaw> [Accessed on: Apr. 17, 2018].
- [23] S. O’Rourke, Presenter, *Today with Sean O’Rourke: The Future of Technology*. [Radio broadcast]. Dublin: RTÉ Radio 1, May 30, 2016.
- [24] J. Pardue, Producer, “Podcast #119 – This podcast is definitely a simulation,” *Stack Overflow*, Mar. 14, 2018. New York, NY: Stack Overflow. [Podcast]. Available: <https://stackoverflow.blog/podcasts/> [Accessed on: Apr. 18, 2018].
- [25] R. Ihaka and R. Gentleman, R, version 3.5.0. [Software]. Auckland, NZ: The R Foundation, 2018.
- [26] G. G. Belford, “Computer science,” in *Encyclopaedia Britannica*, Encyclopaedia Britannica, Inc., 2017. [Online]. Available: <https://www.britannica.com> [Accessed on: Apr. 18, 2018].
- [27] Government of Ireland, *Data Protection Act*. Dublin: Government of Ireland, 1988.
- [28] Directive 2014/95/EU of the European Parliament and of the Council of 22 October 2014 amending Directive 2013/34/EU as regards disclosure of non-financial and diversity information by certain large undertakings and groups. [Online]. Available at: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32014L0095> [Accessed on: June 18, 2015].
- [29] J. R. Elder, “Interactive visualisation for the discovery of cyber security threats,” Ph.D. Thesis, Faculty of Eng. and Physical Sci., Univ. of Surrey, Guildford, UK, 2017. [Online]. Available: <http://epubs.surrey.ac.uk/842460/1/thesis.pdf> [Accessed on: Apr. 26, 2018].
- [30] M. J. McArdle, B. A. Johnston, P. D. R. Nathan, and J. Dool, “Automatically configuring a computer firewall based on network connection,” United States Patent and Trademark Office US 7,284,267 B1, Mar. 8, 2001.

NB: If you require further assistance with your referencing, you can contact the Library Help Centre at libraryhelpcentre@ncirl.ie with an email query, set up an appointment or simply drop in.

Automatic Reference Generation & Management

Automatic Reference Generation & Management

There are a variety of reference managers and generators available to assist with formatting references – some will be more useful than others depending on the referencing style you are looking to follow. It is important that you understand what the referencing style should look like so that you can enter the right information into a reference manager and correct any mistakes that are generated. There are many options available, listed below are some brief notes relating to online NCI library guides for automatically generating references highlighting a small selection of choices.

NB: No matter what reference manager or generator you are using, the references will only be as accurate as the information that you put into it and you will still need to proof read any references generated, manually editing where necessary.

Appendix A – Mendeley Reference Management Software

Linking with Microsoft Word, Mendeley can be used for many referencing styles including Harvard, APA and IEEE. Mendeley is a free reference manager and academic collaboration network, useful for organising files as well as creating citations and bibliographies/reference lists. For more information, please see the NCI Library's Mendeley LibGuide: <http://libguides.ncirl.ie/MendeleyLibguide/whatismendeley> or go to the Mendeley website: <https://www.mendeley.com/>

Appendix B – Microsoft Word Referencing Tool

As an alternative to Mendeley, the library also carries information on how to use the Microsoft Word Citations and Bibliography tool – Word can be particularly useful when following the APA 6th edition referencing style. For more information on how to use the Microsoft Word Citations and Bibliography tool go the NCI Library's Referencing and Avoiding Plagiarism LibGuide: <https://libguides.ncirl.ie/referencing/microsoftword>

Appendix C – LaTeX and BibTeX

What is LaTeX?

LaTeX is a document preparation system used to format a document's structure, style and citations by using a mark-up language and plain text.

What is BibTeX?

BibTeX is a reference management tool and is used alongside LaTeX to create and prepare citations throughout a LaTeX document.

LaTeX and BibTeX are used in the School of Computing and will assist in the generation of references for Harvard and IEEE. For more information on how to use LaTeX and BibTeX for referencing see the NCI Library's Referencing and Avoiding Plagiarism LibGuide; students are also advised to check with their lecturers and module Moodle pages for further information on installation and tutorials.

General

Automatic reference generation & management – p. 101
 Avoiding plagiarism – pp. 10-13
 Contents – pp. 1-3
 Internet sources – pp. 9-10
 Introduction – p. 4
 Quoting, paraphrasing and summarising – pp. 7-8
 Understanding referencing – pp. 5-7

Harvard (pp. 14-41)

Acronyms or abbreviations – pp. 37-38
 Additional notes – pp. 36-38
 Additional sources – pp. 28-35
 Author & editor abbreviations – p. 36
 Authors referring to other authors – p. 37
 Bibliography tips – p. 38
 Blog – p. 28
 Book – pp. 15-17
 Case study – pp. 26-27
 Chapter of an edited book – pp. 17-18
 Citing multiple sources in-text – p. 37
 Computer software/programme – p. 31
 Conference paper – pp. 23-24
 Core sources – pp. 15-27
 Diagram/chart/image/table – pp. 34-35
 Document from a webpage – p. 25
 DOIs – p. 37
 eBook – pp. 18-19
 eJournal article – pp. 21-23
 Encyclopedia/dictionary – pp. 31-32
 Formulating references – p. 36
 Introduction – p. 14
 Journal article – pp. 20-21
 Lecture notes – p. 35
 Legislation – pp. 32-33
 Newspaper article – pp. 25-26
 No known author – p. 36
 Online video – YouTube etc. – p. 29
 Podcast – p. 30
 Quoting & paraphrasing – p. 36
 Sample bibliography – pp. 39-41
 Social media – Facebook, Twitter etc. – p. 28
 Thesis/dissertation – p. 33-34
 TV/radio broadcast – p. 30
 Video, DVD or film – p. 29
 Webpage – p. 24

APA (pp. 42-72)

Acronyms or abbreviations – p. 68
 Additional notes – pp. 66-69
 Additional sources – pp. 58-65
 Author & editor abbreviations – p. 68
 Authors referring to other authors – pp. 67-68
 Blog – p. 58
 Book – pp. 43-45
 Case study – p. 57
 Chapter of an edited book – p. 46
 Citing multiple sources in-text – p. 68
 Computer/software programme – p. 60
 Conference paper – pp. 53-54
 Core sources – pp. 43-57
 Diagram/chart/image/table – pp. 64-65

Document from a webpage – p. 55
 DOIs – p. 67
 eBook – pp. 47-48
 eJournal article – pp. 51-53
 Encyclopedia/dictionary – pp. 61-62
 Formulating references – p. 66
 Identical in-text references – p. 68
 In-text citations for titles of sources – p. 66
 Introduction – pp. 42
 Journal article – pp. 49-50
 Lecture notes – p. 65
 Legislation – pp. 62-63
 Newspaper article – p. 56
 No known author – p. 67
 Online video – YouTube etc. – p. 59
 Psychological test/measure – p. 54
 Podcast – p. 60
 Quoting & paraphrasing – p. 66
 Reference list tips – p. 69
 Sample reference list – pp. 70-72
 Social media – Facebook, Twitter etc. – p. 58
 Thesis/dissertation – pp. 63-64
 TV/radio broadcast – p. 59
 Webpage – p. 55

IEEE (pp. 73-100)

Acronyms or abbreviations – p. 96
 Additional notes – pp. 95-98
 Additional sources – pp. 89-94
 Author & editor abbreviations – p. 96
 Authors referring to other authors – p. 97
 Blog – p. 89
 Book – pp. 75-76
 Chapter of an edited book – p. 77
 Citing multiple sources in-text – p. 96
 Computer software/programme – p. 91
 Conference paper – p. 86
 Core sources – pp. 75-88
 Diagram/chart/image/table – p. 93
 Document from a webpage – p. 87
 DOIs – p. 98
 eBook – pp. 78-80
 eJournal article – pp. 83-85
 Encyclopedia/dictionary – p. 91
 Formulating references – p. 95
 In-text citations – p. 95
 In-text citations for figures, tables etc. – p. 96
 Introduction – pp. 73-74
 Journal article – pp. 81-82
 Journal/conference abbreviations – p. 97
 Legislation – p. 92
 Month abbreviations – p. 97
 Newspaper article – p. 88
 No known author – p. 97
 Online video – YouTube etc. – p. 89
 Patent/standard – p. 94
 Podcast – p. 90
 Quoting & paraphrasing – p. 95
 References list tips – p. 98
 Sample references list – pp. 99-100
 Thesis/dissertation – p. 93
 TV/radio broadcast – p. 90
 Webpage – p. 87



National
College of
Ireland



9 780905 957357

Norma Smurfit Library
National College of Ireland
Mayor Street,
IFSC,
Dublin 1

Tel: 01 4498590
email: library@ncirl.ie