

Guide to the Harvard Referencing System

Introduction

During your time studying you will be required to submit written work, most of which will need to be completed outside of class time.

The vast majority of this written work and research will require you to produce your own individual work and support your views with information from reliable external sources such as peer reviewed work (authors whose work has been reviewed by others). This is known as research. When you carry out research and include this information into your written work (assignments, essays, projects, etc.) you are required to identify the sources of your information/research which is known as referencing. This will help your lecturers and any others reading your work to assess the quality of your work and the research you have undertaken.

Referencing

The referencing system that is used in the Business Faculty is the Harvard Referencing System. To ensure you are correctly identifying all the sources of information which you find while researching you **MUST**

- ✓ Reference in the text of the written work
- ✓ Develop a list of all referenced work at the back of the document which is known as a bibliography.
- ✓ Do not use footnotes, or numbered references in the text of the document as this is not Harvard Referencing.

Plagiarism / Academic misconduct

Any material used in your assignment should be properly identified and referenced using the Harvard Referencing System and an appropriate bibliography.

As mentioned earlier if you submit coursework for credit that is the work of another person or that is copied from an existing work, or if you collude in the production of plagiarized work or knowingly allow your work to be used in this way you will be disciplined and penalized. ***The College regards plagiarism as an extreme violation of academic standards and deals with it accordingly.***

Please beware that claiming you did not understand the seriousness of plagiarising or you didn't know how to reference when developing your written work, will not be accepted as a defence. To avoid such situations occurring, you are advised to carefully read all the remaining sections below very carefully.

Submitting your written work

You will normally be required to submit your written work to your lecturer via Moodle. Once submitted, this work will then be automatically examined by Turnitin which is the plagiarism detection software that we use in Griffith College. Turnitin checks all submissions of your work against, journals, websites, books, and all other student submissions and then identifies any attempts to plagiarise. The originality results of your written work submission are then automatically sent to your lecturer.

Unreliable Sources

When constructing your assignments use of sources, such as, Wikipedia, Investopedia, Unipedia or Uncyclopedia is strictly forbidden. As these sites do not contain peer reviewed work, nor are they academic sources, the information contained within these websites cannot be confirmed as accurate or reliable. It is important that you only use sources that are of the highest quality as failing to do so can affect your grades.

How to Harvard Reference

You must cite (reference) sources you use in your work within the text of your assignment/report. You must also include the references in the bibliography at the back of your assignments/report. Every reference must have enough information for the reader to find the source if they needed to.

In text referencing is done throughout the body of your assignment. In-text references are used when directly quoting or paraphrasing a source.

Example of in text referencing.....“there is a style of marketing management which has grown around ‘proven formula’ which is inimitable to New Marketing”. (Grant, 2005).

The bibliography should include a **list of all references you cited** in your assignment and it only includes works that you have directly cited in your assignment. The references must be arranged alphabetically by author. The bibliography should appear at the end of your assignment on the last page (or last few pages).

Example of bibliography

Gibb, C. (2011) *Human Resource Development*. 3rd Ed. London: Palgrave Macmillan

Gunnigle, P., Heraty, N. and Morley, M.J. (2011) *Human Resource Management in Ireland*. 4th Ed. Dublin: Gill & Macmillan

Torrington, D., Hall, L., Taylor, S. and Atkinson, C. (2012) *Human Resource Management*. 8th Ed. Essex: Pearson Education

How to use the table below (Page 37-43)

To start, in the Harvard style, **your in-text reference/citation** will include:

- The author's name
- Year of publication
- Page number where relevant

The author(s) and year of publication are cited in the text.

E.g. Gibbs (2011). The author's full name is not used in the text, just their surname.

In the **bibliography** you would include author, title of book.

E.g. Gibb, C. (2011) *Human Resource Development*. 3rd Ed. London: Palgrave Macmillan.

The table below illustrates the correct approach to referencing and preparing a bibliography for different types and categories of information sources.

Type of Source	Format	In Text Referencing Example	Bibliography Referencing Example
Book (1 author)	Family/Surname, Initials. (Publication year in brackets) <i>Book title</i> - Italicised. Edition – 2 nd ,3 rd , etc. Place of publication: publisher.	when summarising use Gibbs (2011) argues that <u>Or alternatively</u> As noted by Gibb (2011) If directly quoting “Quotation” (Gibbs, 2011, p.360) <u>Or alternatively,</u> if within a paragraph Gibbs, (2011,p.360) notes “quotation	Gibb, C. (2011) <i>Human Resource Development</i> . 3 rd Ed. London: Palgrave Macmillan
Book (2/3 authors)	Family/Surname, Initials., Family/Surname, Initials. and Family/Surname, Initials. (Publication year in brackets) <i>Book title</i> – Italicised. Edition – if not the first. Place of publication: publisher.	when summarising use Gunnigle, Heraty and Morley (2011).... <u>Or alternatively</u> As noted by, Gunnigle, Heraty and Morley (2011) If directly quoting “Quotation” Gunnigle, Heraty and Morley (2011, p.13) <u>Or alternatively,</u> if within a paragraph Gunnigle, Heraty and Morley, (2011,p.13) “quotation”	Gunnigle, P., Heraty, N. and Morley, M.J. (2011) <i>Human Resource Management in Ireland</i> . 4 th Ed. Dublin: Gill & Macmillan
Book (4 or more authors)	Family/Surname, Initials., Family/Surname, Initials., Family/Surname, Initials. and Family/Surname, Initials. (Publication year in brackets) <i>Book title</i> – Italicised. Edition – if not the first. Place of publication: publisher.	when summarising use(Torrington et al., 2012) <u>Or alternatively</u> Torrington <i>et al.</i> (2012) ... If directly quoting “quotation” (Torrington et al., 2012, p.26) Torrington <i>et al.</i> , (2012, p.26) posit “ quotation”	Torrington, D., Hall, L., Taylor, S. and Atkinson, C. (2012) <i>Human Resource Management</i> . 8 th Ed. Essex: Pearson Education

<p>Book (Editor/s)</p>	<p>Family/Surname, Initials. (ed.) or (eds) in brackets for editor (s). (Publication year in brackets) <i>Book title</i> – Italicised. Edition – if not the first. Place of publication: publisher.</p>	<p>when summarising useas noted by (Karatas-Özkan, M, Nicolopoulou, K & Özbilgin, MF, 2014)</p> <p><u>Or alternatively</u></p> <p>Karatas-Özkan, M, Nicolopoulou, K & Özbilgin, MF, (2014).....</p> <p>If directly quoting “quotation” (Karatas-Özkan, M, Nicolopoulou, K & Özbilgin, MF, 2014,p34)</p> <p><u>Or alternatively,</u> if within a paragraph</p> <p>Karatas-Özkan, M, Nicolopoulou, K & Özbilgin, MF (2014,p34) “Quotation”</p>	<p>Karatas-Özkan, M, Nicolopoulou, K & Özbilgin, MF (eds) (2014), <i>Corporate Social Responsibility and Human Resource Management: A Diversity Perspective</i>. Cheltenham. Edward Elgar Publishing</p>
<p>Chapter in an edited Book</p>	<p>Family/Surname, Initials. of the author writing the chapter. (Publication year in brackets) Title of the chapter. In: Family/surname, Initials. of the author or editor (ed) or (eds) of the book. <i>Book Title</i> - Italicised. Edition – if not the first. Place of publication: publisher</p>	<p>when summarising use Adelstein, (2011) argues that</p> <p><u>Or alternatively</u> As noted by, Adelstein (2011)</p> <p>If directly quoting “Quotation” (Adelstein, 2011, p.35)</p> <p><u>Or alternatively,</u> if within a paragraph Adelstein, (2011,p.35) note..... “quotation</p>	<p>Adelstein, J. (2011) What makes a knowledge society? Privileging Discourse, in Nicolopoulou, K., Karatas-Ozkan, M., Tatli, A. and Taylor, J. (eds) <i>Global Knowledge Work. Diversity and Relational Perspectives</i>. Cheltenham Edward Elgar Publishing</p>
<p>E-Books</p>	<p>The format is the same as normal print books just add [online] after the <i>book title</i> and available from URL [accessed date]</p>	<p>Reference as normal books</p>	<p>Add [online] after the book title and write where the book is available from: http://www.....</p>

Type of Source	Format Additional author/s are referenced the same as additional authors in Books	In Text Additional author/s are referenced the same as additional authors in Books	Bibliography Additional author/s are referenced the same as additional authors in Books
Journal Article (printed)	Author (s) of the article Family/surname, Initials. (Publication year in brackets) Title of the article. <i>Title of the Journal</i> - Italicised. Volume number (part number/month in brackets). P. followed by the page numbers of the article.	when summarising use Dredge (2006) argues that <u>Or alternatively</u> As noted by, Dredge (2006) If directly quoting "Quotation" (Dredge, 2006, p.270) <u>Or alternatively,</u> if within a paragraph Dredge, (2006,p.270) state "quotation"	Dredge, D., (2006). Policy networks and the local organisation of tourism. <i>Tourism management</i> , 27(2) , pp.269-280.
Journal Article (online)	Author (s) of the article FAMILY/SURNAME, Initials. (Publication year in brackets) Title of the article. <i>Title of the Journal</i> - Italicised.[online] name of the database if suitable Volume number (part number/month in brackets). P. followed by the page numbers of the article. Available From: URL(Accessed: followed by the date in square brackets []	Reference in the text the same way as a book or print journal article depending on if the information used is a direct quote or summary of the authors' words	. Carter, S., Mwaura,S., Ram. M., Trehan, K., and Jones, T. (2015) Barriers to ethnic Minority and Women's Enterprise: existing evidence, policy tensions and unsettling questions, <i>International Small Business Journal</i> . vol 33 (1) 49-69. [online] EBSCO database. available from http://www.ebsco.com [Accessed: 12 th April 2012]

Government reports	Country. Government Committee. (Publication year in brackets) <i>Title of Publication</i> -in Italicised. Place of publication: publisher. (Report number if Possible)	When summarising use Ireland, Joint Committee on Jobs, Enterprise and Innovation (2015) concluded that... If directly quoting "quotation" (Ireland, Joint Committee on Jobs, Enterprise and Innovation, 2015, p.15)	Ireland, Joint Committee on Jobs, Enterprise and Innovation (November, 2015) <i>Report on Low Pay, Decent Work, and a Living Wage.</i> HOUSES OF THE OIREACHTAS. (31 JEI 019)
Corporate authors companies, groups	Company Name, (year of Publication) <i>Title of Publication</i> - in italics. Place of Publication: Publisher. (report number if applicable in brackets)	When Summarising use Ernest and Young (2011) conclude If directly quoting "quotation" (Ernest and Young, 2011, p.11)	Ernest and Young (2011) <i>Diversity and Opportunity</i> (London) Ernest and Young Publications. (ED23/1)
Newspaper (online)	Author (s) of the article FAMILY/SURNAME, Initials. (Publication year in brackets) <i>Title of the Newspaper</i> - Italicised. Name of database article came from. Day and month of the article. followed by the page number of the article. Available From: URL(Accessed: followed by the date in square brackets []	Reference in the text the same way as a book or print journal article (authors name and year) depending on if the information used is a direct quote or summary of the authors' words.	Weston, C. (2016) Workers hit with €5bn a year in income tax. <i>Irish Independent</i> [Online] 5 th August 2016. P14. Available from: http://www.independent.ie [Accessed: 5 th August 2016]

Newspaper (Hardcopy)	Author (s) of the article FAMILY/SURNAME, Initials. (Publication year in brackets) Title of the article. <i>Title of the Newspaper</i> - Italicised. Day and month of the article. followed by the page number of the article.	When Summarising use D'Arcy (2012) concluded that If directly quoting "quotation" (D'Arcy, 2016, p.3)	D'Arcy, C. (2016) Maynooth must show it has 'house in order'. <i>The Irish Times</i> . 8 th August, 2016 p.3.
Type of Source	Format	In-Text	Bibliography
Website	Authors of the Website Family, Surname, Initial or WEBSITE NAME if no author is available (year) <i>Title of Website Article- in</i> Italicised [online in brackets] Available from: URL. [Accessed: followed by date in square brackets]	If the author is known then cite as normal- (name, year) If author is not known then use the article title or organisation own the website Reference in the text the same way as a book or print journal article (authors name and year) depending on if the information used is a direct quote or summary of the authors' words. For example As reported by RTE (2016) or "quotation" (RTE, 2016)	RTE NEWS, (2016) <i>Fundraising money withheld over charity concerns</i> [online] Available from: http://www.rte.ie/news/2016/0805/807136-irish-autism-action/ . [Accessed:5 th August 2016]

<p>Weblog</p>	<p>Authors of article Family/ Surname, Initial (year) Title of Weblog Article, <i>name of the weblog site</i>- in Italicised. date of launch on the site. Available at: [online in brackets] Available from: URL. [Accessed: followed by date in square brackets]</p>	<p>Reference in the text the same way as a book or print journal article (authors name and year) depending on if the information used is a direct quote or summary of the authors' words. For example As reported by Rafael (2016) or "quotation" (Rafael, 2016)</p>	<p>Rafael, D. (2016) Scorecard: Andre Ward wins, Sergey Kovalev is next, <i>ESPN</i> 8th August. http://www.espn.com/boxing/story/_/id/17244538/andre-ward-wins-sergey-kovalev-next. [8th of August,2016]</p>
<p>Primary Research Interviews</p>	<p>Please ensure you have permission to reference specific personal comments from research respondent before you quote them. Family/Surname, Initials. (year of communication) Personal Communications, Title of the Person and Company. followed by date in square brackets.</p>	<p>"quotation" Jones (2011 Personal Communications).</p>	<p>Jones, P. (2011) Personal Communications, Westin Hotel Manager. Dublin.(Date of use of primary research)</p>
<p>Television/ Radio Programmes For Podcast you need to mention access and URL</p>	<p>Programme name, (year) Programme station (date of broadcast)</p>	<p>When summarising use Liveline (2015) If directly quoting "quotation" (Liveline, 2015)</p>	<p>Liveline, (2016) RTE Radio, 3rd of August.</p>

Films on DVD	Name of Film (year of production) Names of Director (s) [DVD] in square brackets. Country, distributors name,	When summarising use Keanu (2016) If directly quoting “quotation” (Keanu, 2016)	Keanu, (2016) Directed by P.Atencio [DVD]. USA, Warner Bros Distribution.
Moodle Learning Portal	Author of the class notes Family/surname, Initials. (Publication year in brackets) Topic Title, <i>Title of the Notes</i> - Italicised. [online]. Available at: URL: http:// (Accessed:	When summarising use Tracey (2016) If directly quoting “quotation” (Tracey, 2016)	Tracey, J (2016), Reference Notes. Business Faculty <i>Harvard Referencing Notes</i> . Available at; http://moodle.griffith.ie/moodle/courses/view . (accessed:8 th August 2016)