



OLLSCOIL NA GAILLIMHIE  
UNIVERSITY OF GALWAY

James Hardiman Library

The background of the slide features a photograph of a person's hands typing on a silver laptop keyboard. To the left, a document with Latin text is visible, including phrases like 'et', 'aene', 'er utro', 'ni toga', 'picharmi.', 'to stipata', 'ad nostrum', 'idet, est ubi', 'erat, nihil illis', 're dicere credit', 'dicat aequo.', 'reor, memini quae', 'videri pulchraque et', and 'bena.'. In the top right corner, there is a small snippet of a document with Latin text: '...sunt ecclesia sui, sicuti estro toga conversasse. ...', 'exemplar Siculi proferare Epicharmi, vincere Caecilius gravitate. T', and 'arte.'.

## Guide to citing and referencing using the Harvard style



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# INTRODUCTION

This guide to the Harvard citation style explains the components of citation entries, as well as providing examples of cited books, journals and electronic media among many other potential sources.

The aim is to provide an easy to follow format that will cover most queries about the Harvard style. According to Pears and Shields (2013, xiv) 'there is no single authority to define 'Harvard'; hence there are many versions, with slight variations, of the systems in use'.

## Citation Styles

There are many different citation styles, which have been developed for particular subject areas. For example the MLA style for Humanities, or APA for Psychology. Therefore, you should always check with your School or lecturer about what type of citation style is required. Many Schools will provide their own guide.

## Finally and most importantly:

Remember that the source you use in an essay or thesis needs to be referenced. It demonstrates that you are not claiming work that is not your own, but also that your research is built on strong academic foundations. Any type of plagiarism is unacceptable.

For further information about referencing, reference management software and citation styles please consult the Library website at:

<http://www.library.nuigalway.ie/support/training/usefulguides/guidetomanagingyourreferences/>

You may also view a module on Referencing and Understanding Plagiarism which is available on The Learning Centre (Skills4StudyCampus) on Blackboard.

# BOOKS

## GENERAL RULES:

### 1. AUTHORS

- Single author: Surname first, initials of forename(s) eg Mulligan, J.
- Two authors: use above form with & between them eg Mulligan, J. & Flanagan, E.
- Three authors: cite all with comma after the first and & after the second eg Mulligan, J., Flanagan, E. & Kelly, H.
- More than three: cite the first only followed by et al. eg Mulligan, J. et al.
- If the book is compiled by an editor insert (ed.) or (eds.) after the name eg Mulligan, J. (ed.)
- If publications are produced by a society; professional body; company, use the organisation or company as a corporate author eg Coopers & Lybrand
- A government publication should begin with the country: eg Ireland. Department of Health and Children

### 2. SECONDARY REFERENCING

Secondary referencing is citing/referencing a work that has been cited in another source, without having seen the original source.

#### EXAMPLE:

##### In text:

According to Colluzzi and Pappagallo (2005, cited in Holding et al, 2008) most patients given opiates do not become addicted to such drugs.

# BOOKS

## 3. CITING A DIRECT QUOTATION

If a direct quote from a book (or article, etc) is used you must:

- Use single quotation marks (double quotation marks are usually used for quoting direct speech) and
- State the page number

### EXAMPLE:

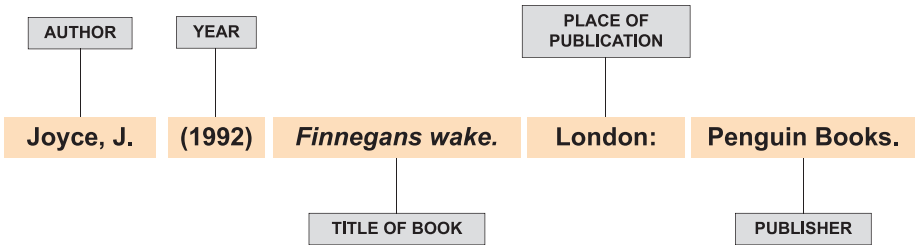
#### In text:

Simons et al (2001, p4) state that, to date, the discipline of nursing 'has no central focus, only loose and largely unverified domains of knowledge'.

## 4. PLACES OF PUBLICATION

If there is more than one place of publication listed eg *London, New York, Philadelphia*, etc use the first place named.

# BOOKS



Parts of a citation for a book

## 1. SINGLE AUTHOR

### CITATION ORDER:

- Author/Editor
- Year of publication (in round brackets)
- Title (*in italics*)
- Edition (only include the edition number if it is not the first edition)
- Place of publication: Publisher
- Series and volume number (where relevant).

### EXAMPLE:

#### In text:

Muncie (1999, p. 32) describes...

#### Reference List:

Muncie, J. (1999) *Youth and crime: a critical introduction*. London: Sage Publications.

## 2. EDITION OTHER THAN FIRST

### EXAMPLE:

#### In text:

According to Silverman (2005, p.196) applying quality criteria...

#### Reference list:

Silverman, D. (2005) *Doing qualitative research: a practical handbook*. 2nd edn. London: Sage Publications.

# BOOKS

## 3. REPRINT EDITION

### CITATION ORDER:

- Author/Editor
- Year of original publication (in round brackets)
- Title (*in italics*)
- Reprint
- Place of reprint publication: Reprint Publisher
- Year of reprint

For reprints of older books, the original year of publication is given as well as the full publication details of the reprint.

### EXAMPLE:

#### In text:

In his historical work on Galway, Hardiman (1820) stated...

#### Reference list:

Hardiman, J. (1820) *The history of the town and county of the town of Galway*. Reprint, Galway: Kenny's Bookshops and Art Galleries, 1975.

For more recently published originals, give the original publication information and the reprint information.

### EXAMPLE:

#### In text:

In his book on the subject Bolza (1973) ...

#### Reference list:

Bolza, O. (1973) *Lectures on the calculus of variations*. Chelsea: Chelsea Publishing. Reprint, Oxford: Oxford University Press, 2000.



# BOOKS

## 4. CHAPTER/SECTION OF AN EDITED BOOK

### CITATION ORDER:

- Author of the chapter/section (surname followed by initials)
- Year of publication (in round brackets)
- Title of chapter/section (in single quotation marks)
- 'in' followed by author/editor of book
- Title of book (*in italics*)
- Place of publication: Publisher
- Page reference.

### EXAMPLE:

#### In text:

Moore (1994, p.115) presents .....

#### Reference list:

Moore, M. (1994) 'Financial constraints to the growth and development of small high-technology firms', in Hughes, A. & Storey, D.J. (eds.) *Finance and the small firm*. London: Routledge, pp. 112-144.

# BOOKS

## 5. EBOOKS

If an ebook includes all the elements seen in the print version (i.e. publication details, edition and page numbers) reference it in the same way as a printed book. See example on p. 7 of this guide.

On some personal edevices (Kobo, Kindle/Kindle Fire, Sony, smartphones and tablets), pagination details are sometimes not available. Use the information you have (loc, %, chapter/page), for example (Richards, 2012, 67%).

If you are citing from downloaded ebooks you may wish to add a statement at the end of your reference list noting that the texts are available on your edevice. The date downloaded should be included. See below for citation order and example.

### CITATION ORDER:

- Author/Editor
- Year of publication (in round brackets)
- Title (*in italics*)
- Available at: URL
- (Downloaded: date)

### EXAMPLE:

#### In text:

The volatile software development environment (Highsmith, 2002) ...

#### Reference list:

Highsmith, J. (2002) *Agile software development ecosystems*. Available at: <http://proquest.safaribooksonline.com/> (Downloaded: 9 July 2007).

# BOOKS

## 6. POEM WITHIN AN ANTHOLOGY

### CITATION ORDER:

- Author of the poem (surname followed by initials)
- Year of publication (in round brackets)
- Title of poem (in single quotation marks)
- 'in' followed by author/editor/compiler of book
- Title of book (*in italics*)
- Place of publication: Publisher
- Page reference.

### EXAMPLE:

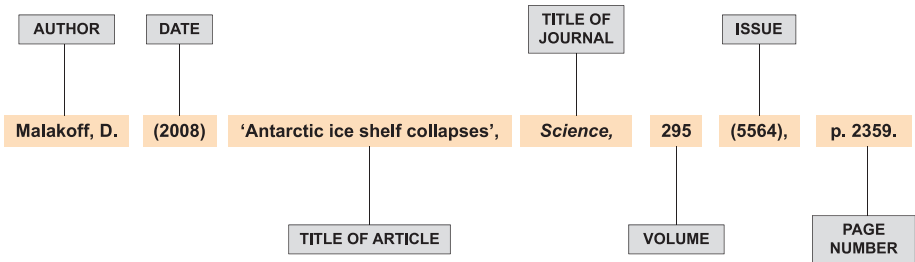
#### In text:

'Don't forget to say your prayers in Manhattan.' (Dunne, 1993)

#### Reference list:

Dunne, S. (1993) 'Throwing the beads', in Kennelly, B. (ed.) *Between innocence and peace: favourite poems of Ireland*. Dublin: Mercier Press. p.123.

# JOURNAL ARTICLES



*Parts of citation for a journal*

## CITATION ORDER:

- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (*in italics* and capitalise first letter of each word in title, except for linking words such as and, for, of, the)
- Issue information i.e. volume (unbracketed) and part number, month or season (in round brackets)
- Page reference.

## EXAMPLE:

### In text:

The results (Rideout & Morgan, 2007) .....

### Reference list:

Rideout, R.M. & Morgan, M.J. (2007) 'Major changes in fecundity and the effect on population egg production for three species of north-west Atlantic flatfishes', *Journal of Fish Biology*, 70 (6), pp. 1759-1779.

# NEWSPAPER ARTICLES

## 1. WHERE THE AUTHOR OF A NEWSPAPER ARTICLE IS IDENTIFIED, USE THE FOLLOWING CITATION ORDER:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of newspaper (*in italics* and capitalise first letter of each word in title, except for linking words such as and, for, of, the)
- Edition if required (in round brackets)
- Day and month
- Page reference.

### EXAMPLE:

#### In text:

Rose (2007) describes a new technique...

#### Reference List:

Rose, D. (2007) 'Bio umbrella helps heart to heal itself', *Irish Independent*, 13 August, p. 27.

## 2. WHERE NO AUTHOR IS GIVEN USE THE FOLLOWING CITATION ORDER:

- Title of newspaper (*in italics* and capitalise first letter of each word in title, except for linking words such as and, for, of, the)
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Day and month
- Page reference.

### EXAMPLE:

#### In text:

The article (*The Guardian*, 2007) reported...

#### Reference list:

*The Guardian* (2007), 'Eight days inside the protection zone', 11 July, pp. 8-9.

# ELECTRONIC INFORMATION

## 1. INTERNET PAGES

### 1. Organisation or personal Internet sites:

#### CITATION ORDER:

- Author
- Year site published/last updated (in round brackets)
- Title of Internet site (*in italics*)
- Available at: URL
- (Accessed: date).

#### EXAMPLE:

##### In text:

Kelly (2007) indexes.....

##### Reference list:

Kelly, P. & Kelly, A. (2007) *Irish bird images*. Available at: <http://www.irishbirdimages.com/>  
(Accessed: 14 July 2007).

### 2. Web page where no author can be identified, use the Web page's title:

Web page with no obvious date of publication/revision, use (no date):

#### EXAMPLE:

##### In text:

*Flora of the Burren* (no date) studies.....

##### Reference list:

*Flora of the Burren* (no date) Available at:  
[http://www.clarelibrary.ie/eolas/coclare/places/the\\_burren/burren\\_flora.htm](http://www.clarelibrary.ie/eolas/coclare/places/the_burren/burren_flora.htm)  
(Accessed: 10 June 2005).

# ELECTRONIC INFORMATION

## 2. BLOGS

### CITATION ORDER:

- Author of message
- Year that the site was published/last updated (in round brackets)
- Title of message (in single quotation marks)
- Title of Internet site (*in italics*)
- Day/month of posted message
- Available at: URL
- (Accessed: date).

### EXAMPLE:

#### In text:

According to one commentator (Bernstein, 2007)...

#### Reference list:

Bernstein (2007) 'A dog's story', *Bioethics Discussion Blog*, 30 Jun. Available at: <http://bioethicsdiscussion.blogspot.com/2007/06/medical-challenges-jumping-to.html> (Accessed: 6 July 2007).

# ELECTRONIC INFORMATION

NOTE: Pears and Shields (2013, p. 30) advise that '...as long as the journal reference provides enough bibliographic information for the article to be located, other elements no longer need to be included, for example [Online], database title and URL. The reader would locate the article using the resources they can access and search.' See example on p.12 of this guide. If you wish to use a Digital Object Identifier (doi) follow the example below.

## 3. ARTICLES IN ELECTRONIC JOURNALS

### CITATION ORDER:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in *italics* and capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Issue information i.e. volume (unbracketed) and part number, month or season (in round brackets)
- Page reference
- doi (if available)

### EXAMPLE:

#### In text:

This accurate appreciation by Jackson (1998)...

#### Reference list:

Jackson, P. (1998) 'French intelligence and Hitler's rise to power', *The historical journal*, 41 (3), pp. 795-824. doi: [http://journals.cambridge.org/abstract\\_S0018246X98008000](http://journals.cambridge.org/abstract_S0018246X98008000)



# ELECTRONIC INFORMATION

NOTE: Pears and Shields (2013, p. 31) advise that the referencing of newspaper articles should be simplified. The following elements [Online], database title and URL are no longer included. The reader would locate the article using the resources they can access and search. See example below and on p.13 of this guide.

## 4. ARTICLES FROM INTERNET NEWSPAPERS

### CITATION ORDER:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of newspaper (*in italics* and capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Day and month
- Page Reference

### EXAMPLE:

#### In text:

Government and business (Flynn, 2006) ....

#### Reference list:

Flynn, S. (2006) 'Colleges struggle to fill places in scores of courses',  
*The Irish Times*. 1 September, p. 6.

# COMMUNICATIONS

## 1. PUBLIC COMMUNICATIONS

Lectures, seminars, webinars, PowerPoint presentations, videoconferences can be cited as follows:

### CITATION ORDER:

- Author/Speaker
- Year (in round brackets)
- Title of communication (*in italics*)
- Medium [in square brackets]
- Module code: module title (*in italics*) (if known)
- Institution
- Day/month

### EXAMPLE:

#### In text:

The lecture (Crosbie, 2006) included ....

#### Reference list:

Crosbie, N (2006) *Weber's ideology* [Lecture to 2 BA], MG571: *Strategic Management*. NUI Galway. 14 January.

## 2. PERSONAL COMMUNICATIONS

Personal communications by conversation, letter, email, telephone, text or fax can be cited as follows:

### CITATION ORDER:

- Sender/Speaker/Author
- Year of communication (in round brackets)
- Medium of communication
- Receiver of communication
- Day/Month of communication

### EXAMPLE:

#### In text:

It was stated by Burke (2006) ...

#### Reference list:

Burke, P. (2006) Email to Sandra Fallon, 16 September.

Burke, P. (2006) Conversation with Sandra Fallon, 16 September.

# VIRTUAL LEARNING ENVIRONMENTS EG BLACKBOARD

## 1. TUTOR'S NOTES

### CITATION ORDER:

- Author or tutor
- Year of publication (in round brackets)
- Title of item (in single quotation marks)
- Module code: module title (*in italics*)
- Available at: URL of VLE
- (Accessed: date)

### EXAMPLE:

#### In text:

Advanced statistical methods (Avalos, 2007)

#### Reference list:

Avalos, G. (2007) 'Introduction to advanced statistics Gloria Avalos 19.01.07'. *HP 861: Epidemiology and statistical methods in HSR*. Available at: <http://blackboard.nuigalway.ie> (Accessed: 25th January 2007).

# VIRTUAL LEARNING ENVIRONMENTS EG BLACKBOARD

## 2. JOURNAL ARTICLE (IN VLE)

### CITATION ORDER:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (*in italics*)
- Volume, issue, page numbers
- Module code: module title (*in italics*)
- Available at: URL of VLE
- (Accessed: date).

### EXAMPLE:

#### In text:

Grimes (2002) stated... ..

#### Reference list:

Grimes, D. & Schultz, K. (2002) 'Cohort studies: marching towards outcomes', *Lancet*, 359, pp. 341-345. *HP832: Research methods*. Available at: <http://blackboard.nuigalway.ie> (Accessed: 7 March 2007).

# LEGAL AND OFFICIAL MATERIALS

Legal sources can be complicated to cite and rules often vary across jurisdictions. Below we give examples of some of the most common legal and official sources that you will have to reference.

*Note: The School of Law provides a guide to established citation formats and Law students are advised to use the School's required format.*

## 1. LAW REPORTS

### CITATION ORDER:

- Case (*in italics*)
- [Date]
- Volume number
- Abbreviation for title of report series
- First page number of case.

### EXAMPLE:

#### In-text citations:

In *Haughey v Moriarty* [1999] 3 I.R. 1, it was held that ... ..

**Note:** The first time you cite a case, you cite it in full with the party names and law report citation. Thereafter, unless it would not be clear to which case you are referring, you can generally refer to the case subsequently by the party names (ie *Haughey v Moriarty*).

#### Reference list:

*Haughey v Moriarty* [1999] 3 I.R. 1.

[Date in square brackets as per convention indicating that year is critical in locating case]

# LEGAL AND OFFICIAL MATERIALS

## 2. STATUTES

### CITATION ORDER:

- Title of Act including year (*in italics*)
- Year of publication (*in italics*)
- Number of Act ((if available) (in round brackets) (*in italics*))
- Part (*if applicable in italics*)
- Section (*if applicable in italics*).

### EXAMPLE:

#### In text:

*The Science and Technology Act 1987 outlines...*

#### Reference list:

*Science and Technology Act 1987. (No. 30).*

## 3. STATUTORY INSTRUMENT

### CITATION ORDER:

- Name/Title (*in italics*)
- S.I. no. with year.
- Available at: URL
- (Accessed date)

### EXAMPLE:

#### In text:

*The Local Government (Planning and Development) Regulations 1990*

#### Reference list:

*Local Government (Planning and Development) Regulations 1990 (S.I. No 25 of 1990).*

# LEGAL AND OFFICIAL MATERIALS

## 4. EU DIRECTIVE

**CITATION ORDER:** (*all in italics*)

- Institutional origin (eg Council Directive (EC))
- Legislation number
- Date
- Title.

**EXAMPLE:**

**In text:**

*Council Directive 2003/9/EC deals with...*

**Reference list:**

*Council Directive 2003/9/EC of 27 January 2003 laying down minimum standards for the reception of asylum seekers.*

# LEGAL AND OFFICIAL MATERIALS

## 5. GOVERNMENT PUBLICATIONS

### CITATION ORDER:

- Name of Government Department
- Country of origin (in round brackets) - if you are referencing government publications from more than one country
- Year of publication (in round brackets)
- Title (in italics)
- Place of publication: Publisher
- Series (in brackets) - if applicable

### EXAMPLE:

#### In text:

In its statement (2003) the Department of Health and Children outlines the...

#### Reference list:

Department of Health and Children (Ireland) (2003) *Statement of Strategy 2005-2007*. Dublin: Stationery Office.

## 6. EUROPEAN UNION PUBLICATIONS

### CITATION ORDER:

- Name of EU Institution
- Year of publication (in round brackets)
- Title (*in italics*)
- Place of publication: Publisher.

### EXAMPLE:

#### In text:

A European Commission report (2007) concludes that...

#### Reference list:

European Commission (2007) *Regions for economic change: regional policy responses to demographic challenges*. Luxembourg: Office for Official Publications of the European Communities.



# REFERENCE MATERIAL

Often reference material (dictionaries, encyclopaedias, bibliographies) does not have an obvious author or editor so it is sufficient to cite the reference work by its title.

## CITATION ORDER:

- Title (*in italics*)
- Year of publication (in round brackets)
- Place of publication: Publisher.

## EXAMPLE:

### In text:

This concept is defined clearly (*Collins English dictionary, 2003*) ...

### Reference list:

*Collins English dictionary* (2003) Glasgow: Harper Collins Publishers.

To cite a specific article within a reference work where the author is identified:

## EXAMPLES:

### In text:

Morgan (2004) ...

### Reference list:

Morgan, S. (2004) 'Sarah Robinson' in *Oxford dictionary of national biography*. Oxford: Oxford University Press. vol. 47, pp. 406-407.

When citing the complete set of a reference work:

## EXAMPLE:

### In text:

When searching the index (Filby & Meyer, 1981)...

### Reference list:

Filby, P.W. and Meyer, M.K. (1981) *Passenger and immigration lists index*. Detroit: Gale Research Company.

(If volumes or serial indexes are numbered this should be included in the citation.)

# REPORTS

## CITATION ORDER:

- Author or organisation
- Year of publication (in round brackets)
- Title of report (*in italics*)
- Place of publication: Publisher

OR if accessed on the internet:

- Available at: URL
- (Accessed: date)

## EXAMPLE: (AUTHOR)

### In text:

This influential report (Culliton, 1992) holds that ....

### Reference list:

Culliton, J. (1992) *A time for change, industrial policy for the 1990s*. Dublin: The Stationery Office.

## EXAMPLE: (ORGANISATION AS AUTHOR)

### In text:

In one recent report (Small Business Forum, 2006) .....

### Reference list:

Small Business Forum (2006) *Small Business is Big Business*, Dublin: Small Business Forum. Available at: [http://www.smallbusinessforum.ie/webopt/sbf060516\\_full\\_report\\_webopt.pdf](http://www.smallbusinessforum.ie/webopt/sbf060516_full_report_webopt.pdf) (Accessed: 20 March 2007).

# CONFERENCES

## 1. FULL CONFERENCE PROCEEDINGS

### CITATION ORDER:

- Author/Editor
- Year of publication (in round brackets)
- Title of conference: subtitle (*in italics*)
- Location and date of conference
- Place of publication: Publisher.

### EXAMPLE:

#### In text:

The conference (British Hydromechanics Research Association, 1976) drew attention to...

#### Reference list:

British Hydromechanics Research Association (1976) *Proceedings of the second national symposium on the aerodynamics and ventilation of vehicle tunnels*. Cambridge, 23-25th March. Bedford: British Hydromechanics Research Association.

## 2. CONFERENCE PAPERS

### CITATION ORDER:

- Author of paper
- Year of publication (in round brackets)
- Title of paper (in single quotation marks)
- Title of conference: subtitle (*in italics*)
- Location and date of conference
- Place of publication: Publisher
- Page references for the paper.

### EXAMPLE:

#### In text:

Margetson (1992) states that ...

# CONFERENCES

## Reference list:

Margetson, S. (1992) 'Introduction to environmental law', *All day conference towards better environmental management*. Institution of Engineers, Dublin, 28 October. Kinvara: Robinson Fletcher Consultants Ltd, pp.18-33.

## 3. PAPERS FROM CONFERENCE PROCEEDINGS PUBLISHED ON THE INTERNET

### CITATION ORDER:

- Author
- Year of publication (in round brackets)
- Title of paper (in single quotation marks)
- Title of conference: subtitle (*in italics*)
- Location and date of conference
- Publisher
- Available at: URL
- (Accessed: date). (not required when doi used)

### EXAMPLE:

#### In text:

The most recent paper relating to this (Donohue and Quinlan, 2006) ...

#### Reference list:

Donohue, E. & Quinlan, N. (2006) 'Design of a scaled up bileaflet prosthetic heart valve for flow field measurements'. *Proceedings of the 12th annual conference of the Section of Bioengineering of the Royal Academy of Medicine in Ireland, Galway, 27-28th January*. The National Centre for Biomedical Engineering Science. Available at: <http://www.nuigalway.ie/ncbes/news/bini.htm> (Accessed: 20 March 2007).

# THESES

## CITATION ORDER:

- Author
- Year of submission (in round brackets)
- Title of thesis (*in italics*)
- Degree statement
- Degree awarding body.

OR if accessed online:

- Available at: URL
- (Accessed: date)

## EXAMPLE:

### In text:

In her research O'Connor (2000)...

### Reference list:

O'Connor, S. (2000) *Public opinion and the Irish civil war in Connaught, 1921-1923*. Unpublished MA thesis. National University of Ireland, Galway.

# ARCHIVAL MATERIAL

If the author of the manuscript is known:

## **CITATION ORDER:**

- Author
- Year (in round brackets)
- Title of manuscript (*in italics*)
- Date (if available)
- Name of collection containing manuscript and reference number
- Location of manuscript in archive or repository.

## **EXAMPLE:**

### **In text:**

In his letter to Lynch (Maloney, 1877) ...

### **Reference list:**

Maloney, J. (1877) *Letter to John Wilson Lynch, 30 November*, Wilson Lynch Papers, B/685, James Hardiman Library Archives, National University of Ireland, Galway.

# CARTOGRAPHIC MATERIAL (ATLASES AND MAPS)

## 1. ATLASES

### CITATION ORDER:

- Author/Editor (if given)
- Year of publication (in round brackets)
- Title (*in italics*)
- Edition (only include the edition number if it is not the first edition)
- Place of publication: Publisher.

### EXAMPLE:

#### In text:

Haywood (2001) gives the example...

#### Reference list:

Haywood, J. (2001) *The historical atlas of the Celtic world*. New York: Thames and Hudson.

## 2. ORDNANCE SURVEY MAPS

### CITATION ORDER:

- Ordnance Survey
- Year of publication (in round brackets)
- Title (*in italics*)
- Sheet number, scale
- Place of publication: Publisher
- Series (in round brackets).

### EXAMPLE:

#### In text:

Motorways are indicated (Ordnance Survey of Ireland, 1999) ...

#### Reference list:

Ordnance Survey of Ireland (1999) *Covering part of Galway, Mayo*, Sheet 38, 1:50,000. Dublin: Ordnance Survey of Ireland (Discovery Series).

# STANDARDS

## **CITATION ORDER:**

- Name of authority or organisation
- Year of publication (in round brackets)
- Number and title of standard (*in italics*)
- Place of publication: Publisher.

OR if accessed online:

- Available at: URL
- (Accessed: date)

## **EXAMPLE:**

### **In text:**

New food hygiene standards (National Standards Authority of Ireland, 2007)...

### **Reference list:**

National Standards Authority of Ireland (2007) *I.S. 340: Hygiene in the catering sector*.  
Dublin: National Standards Authority of Ireland.



# PATENTS

## CITATION ORDER:

- Inventor(s)
- Year of publication (in round brackets)
- Title (*in italics*)
- Authorising organisation
- Patent number
- Available at: URL
- (Accessed: date)

## EXAMPLE:

### In text:

Hobson (1995)...

### Reference list:

Hobson, G.E. (1995) *Tea strainer*. UK Intellectual Property Office Patent no. GB2282059. Available at: <http://www.ipso.gov.uk/p-ipsom/Case/PublicationNumber/GB2282059> (Accessed: 25 March 2014).

# REVIEWS

## CITATION ORDER:

- Name of reviewer (if indicated)
- Year of publication of the review (in round brackets)
- Title of the review (in single quotation marks)
- Review of ... (title of work reviewed - *in italics*)
- Author/director of the work being reviewed
- Publication details (title in italics).

## EXAMPLE:

1. Book review:

### In text:

In his review Leigh (2007) stated that the book...

### Reference list:

Leigh, M. (2007) 'Line endings'. Review of *Rediscovering Homer*, by Andrew Dalby. *The Times Literary Supplement*, 18 May, p. 4.

## EXAMPLE:

2. Film review:

### In text:

One reviewer (Brady, 2007) said that this movie.....

### Reference list:

Brady, T. (2007) 'Hiss'n hers'. Review of *Black Snake Moan*, directed by Craig Brewer. *Hot Press*, 30 May, p. 86.

# MICROFORM (MICROFILM AND MICROFICHE)

## CITATION ORDER:

- Author
- Year of publication (in round brackets)
- Title of microform (*in italics*)
- Medium [in square brackets]
- Place of publication: Publisher.

## EXAMPLE:

### In text:

Correspondence from O'Donovan (1959)...

### Reference list:

O'Donovan, J. (1959) *Letters from John O'Donovan to James Hardiman* [Microfilm]. Dublin: National University of Ireland.

# TELEVISION PROGRAMME

## CITATION ORDER:

- Title of programme (*in italics*)
- Year of broadcast (in round brackets)
- Name of channel
- Broadcast date (day/month).

## EXAMPLE:

### In text:

Ahern (*Prime Time*, 2007) indicated that he wanted to form a stable government.

### Reference list:

*Prime Time* (2007) RTE 1, 25 May.

# Films on DVD/Blu-ray

## CITATION ORDER:

- Title of film (*in italics*)
- Year of distribution (in round brackets)
- Directed by
- [DVD] or [Blu-ray]
- Place of distribution: distribution company.

## EXAMPLE:

### In text:

... the nature and spirit of the game (*Bull Durham*, 2007)

### Reference list:

*Bull Durham* (2007) Directed by Ron Shelton [DVD]. Santa Monica CA: MGM Home Entertainment.

# Films on VIDEO CASSETTE

## CITATION ORDER:

- Title of film or programme (*in italics*)
- Year of distribution (in round brackets)
- Directed by
- [Video cassette]
- Place of distribution: Distribution company.

## EXAMPLE:

### In text:

The two nations interact with one another (*Dances with wolves*, 1997) ...

### Reference list:

*Dances with wolves* (1997) Directed by Kevin Costner [Video cassette].  
California: 4 Front Video.

## Reference

Pears, R. and Shields, G. (2013) *Cite them right: the essential referencing guide*.  
Basingstoke: Palgrave Macmillan.

[www.library.universityofgalway.ie](http://www.library.universityofgalway.ie)

This guide was compiled by Siobhán Carroll, Hugo Kelly and Jane Mulligan.  
It was updated by Trish Finnan and Gabi Honan in 2014 (last update  
24/06/14).