Athlone Institute of Technology
Referencing guide and policy

Harvard

The Library
https://library.ait.ie
Referencing Policy

1. All departments should select a single referencing style for use by all taught students.

2. Only Harvard, APA or Vancouver referencing styles are supported by the library through its website, library guides, online tutorials and information sessions/workshops.

3. Particular assignments might require students to apply the style of a specific journal: this should be clearly stated in the course manual and appropriate guidance should be provided by the lecturer.

4. All departments choosing Harvard referencing style should the standardised AIT version.

5. No variants or training material other than the one produced by the library will be supported.

6. All course manuals must clearly state the referencing style to be used by the students and students should be directed to the material available on the library’s website.
Referencing guide

What is referencing?

"Referencing is the process of acknowledging other people’s work when you have used it in your assignment or research...It provides the link between what you write and the evidence on which it is based." (Pearse & Shield, 2016, p.1)

Why do we reference?

It gives credit to the source you are using thus avoiding plagiarism which is considered a serious academic offence (refer to AIT plagiarism policy). It allows your audience/readers to find the source of your research and it shows your ideas are based on credible research and analysis.

What needs to be referenced?
- Books, e-books, journal articles, magazines and newspapers
- Films, documentaries, TV programs, series, DVDs
- Advertisements, brochures
- Websites, CD-ROMs, any other computer based resources
- Illustrations, maps, diagrams, pictures, tables, figures, charts
- Unpublished documents, notes, thesis, personal papers
- Speeches and lectures
- Conference proceedings
- Personal correspondence, letters, emails

What does not need to be referenced?
- Personal observations, field trip notes, experiments results
- Personal experiences, thoughts or opinions
- Common knowledge or folklore, well known information, general facts, information you already know before researching
- Generally accepted facts or information in the field of research

You need to reference any source of information that is not common knowledge or is not from your own personal experience, knowledge or thoughts.
How to record references?

It is very important to record all your references as you go along to avoid wasting time at the end of your work or being unable to trace back material you accessed while researching. You can record all details on a spreadsheet or opt to use a referencing software.

What is correct referencing?

You need to strictly follow the referencing style requested in your course manual or by your supervisor / lecturer. Three referencing styles are used in AIT, Harvard (standardised AIT version), APA and Vancouver. No other style can be used unless you are asked to apply the style of a specific journal. No variants of these three styles can be followed.

Where do I reference?

Harvard requires 2 types of acknowledgement:

- In-text referencing (also called in-text citation) where you acknowledge the author inside your own work.
- At the end of your document in the reference list (where you list all the material you quoted, paraphrased or summarised) or in the bibliography (where you list all the material you used while preparing your document but did not referred to in your own work)

What is Plagiarism?

Plagiarism is when one presents as new and original an idea or product derived from an existing source. It is defined as the unwarranted use of the ideas, words, arguments, concepts, or designs of another. To avoid the charge of plagiarism, you need to take care to credit and/or reference those from whom you borrow and quote. Plagiarism is a serious academic offence. While plagiarism may be easy to commit unintentionally, it is defined by the act not the intention. It is your responsibility to familiarise yourselves with the institute’s policy on plagiarism and you are encouraged, if in doubt, to seek guidance from an academic staff member.
Paraphrasing and avoiding plagiarism

Paraphrasing is writing the thoughts and ideas of others in your own words. All paraphrased information included in your work must be cited. An in-text citation must be included beside the paraphrased piece of text. You must include a full reference in your reference list to the source of your paraphrased information. Some citation styles also require a page number for the paraphrased information to be included as part of the in-text citation.

The following ORIGINAL text has been taken from the book The Google Story.

“Not since Gutenberg invented the modern printing press more than 500 years ago, making books and scientific tomes affordable and widely available to the masses, has any new invention empowered individuals, and transformed access to information, as profoundly as Google.”

Unacceptable paraphrasing of above text - plagiarism

The most important invention that has affected access to information since Gutenberg invented the modern printing press and made books affordable and widely available, is Google, an invention that has empowered individuals and transformed access to information around the world.

This passage is considered plagiarism because
• The writer does not cite the author as the source of the ideas
• The passage is too close to the original text
• Only a few phrases or words have been changed

Acceptable paraphrasing of above text - not plagiarism

It has been stated that Google has revolutionised the information world by providing access to information through the internet. Vise notes that Google is the most radical information development since Gutenberg's invention of the printing press. (Vise, 2005, p.1)

This is acceptable paraphrasing because
• The author of the text has been cited correctly
• The writer has used their own words
• The writer gives credit for the ideas in the passage
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<td>Others</td>
<td>14</td>
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</table>
**Book One author**

Template  
Author Surname, Initials. (Year of publication) *Title of the book*. edition. Place of publication: Publisher.

**Reference list / Bibliography**


**In-text citation**

“Safety in numbers is another aspect of the evolution of extended life span in wild species.” (McDonald, 2014, p.21)

or

According to McDonald (2014)

**Book Two authors**

Template  
Author Surname, Initials. and Author Surname, Initials. (Year of publication) *Title of the book*. edition. Place of publication: Publisher.

**Reference list / Bibliography**


**In-text citation**

“Today people have much more opportunity to shape their own lives than in the past.” (Giddens and Stutton, 2017, p.145)

or

(Paraphrase example) According to Giddens and Stutton in todays world there is more scope for people to plan and shape their lives. (2017)

**Book Three or more authors**

Template  
Author Surname, Initials., Author Surname, Initials., Author surname, Initials. and Author Surname,Initials. (Year of publication) *Title of the book*. edition. Place of publication: Publisher.

**Reference list / Bibliography**

In-text citation
"Another factor that produces similar effects is the size of the group that is exerting influence."
(Baron et al., 2009, p.278)
or
According to Baron et al. (2009)

Reference list / Bibliography

In-text citation
“Genetic particularism does not entail that any specific method of moral thinking is preferable.” (Audi, 2006, p.292)
or
According to Audi (2006)

Reference list / Bibliography
In-text citation
“Many marketing experts say that all marketing in the future will depend on your ability to segment.” (Tracy, 2014, p.35)
or
(Paraphrase example) According to Tracy the ability to segment will be synonymous with marketing in future times (2014)

Journal article (print) One author or more
Template Author Surname, Initials. (Year of publication) Title of the article. *Title of Journal*, volume number (issue number), pp. page range.

Reference list / Bibliography

In-text citation
“Assuring compassion in practice requires compassionate political, professional and organisational leadership.” (McMahon and White, 2017)
or
(Paraphrase example) Compassionate leadership both nationally and locally is needed to ensure compassionate practices. (McMahon and White, 2017)

Journal article (online) One author or more
Template Author Surname, Initials. (Year of publication) Title of the article. *Title of Journal*, volume number (issue number), pp. page range. Available at: Database name or URL or doi [Accessed DDMonthYYYY].

Reference list / Bibliography

In-text citation
“Social media offer ample opportunities to share text-based and multi-media expressions of one’s political views.” (Boulianne, 2019, p.50)
or
(Paraphrase example) According to Boulianne social media provides the opportunity to share political views. (2019)
Reference list / Bibliography

In-text citation
“The mental health system should be based on the principles of early intervention.” (Department of Health and Children, 2006, p.15)
or
According to Department of Health and Children (2006)

Act / Bill
Template Country of Act. Title of Act. (Year of enactment) Number (if any), s. (section if any). Place of publication: Publisher.

Reference list / Bibliography

In-text citation
“The Authority shall not make an adoption order without the consent of every person, being the child’s mother or guardian or other person having charge of or control over the child, unless the Authority dispenses with the consent...” (Adoption Act, 2010, p.27)
or
According to the Adoption Act (Ireland, 2010)
Standards

Template

Standards Organisation Name. (Year of publication)

Standard number: title of standard. Place of publication:

Publisher (abbreviated to BSI, ISO or others)

If access online add: Available at: URL. [Accessed DDMonthYYYY].

Reference list / Bibliography


In-text citation

"The organization shall establish a process(es) for the implementation and control of planned temporary and permanent changes that impact OH&S performance." (International Organization for Standardization, 2018)

or

According to International Organization for Standardization (ISO 45001:2018)

Thesis

Template

Author Surname, Initials. (Year of submission) Title.


If accessed on line add: Available at: URL. [Accessed DDMonthYYYY].

Reference list / Bibliography


In-text citation

"From the concluding data it appeared that Residential Care is not effective due to the lack of support and training, however the participants agreed that education is an extremely important factor in the lives of children in care." (Finnerty, 2016, p.1)

or

According to Finnerty (2016)
Conference paper
Template Author Surname, Initials. (Year of publication) Title of paper. In Title of Conference. Location of conference, DDMonthYYYY of conference, pp. page range. Available at: Database name or URL or doi [Accessed DDMonthYYYY].

Reference list / Bibliography

In-text citation
“The more intensively and extensively users are involved in the design process, the greater the benefit of user participation. “(Schmidt, Praeg and Gunther, 2018, p.2)
or
According to Schmidt, Praeg and Gunther (2010)

Personal communication private letter, memo, email, interview, telephone conversation
Template Author Surname, Initials. Year. Type of communication, DDMonth.

Reference list / Bibliography
Personal communications are not included in a reference list or bibliography as they do not provide recoverable data.

In-text citation
In an email dated 11 October 2018, the Taoiseach pointed out that....
or
The decision was confirmed during a phone interview (Varadkar, L. 2018. Personal communication, 13 September)

Newspaper
Template Author Surname, Initials. (Year of publication) Title of the article. Title of Newspaper. DDMonth, p. page number of article.
If accessed online remove page number and add: Available at: URL. [Accessed DDMYYYYY].
Reference list / Bibliography

In-text citation
"The EU has privately told the government that reforms to how judges are appointed fall short of international standards." (O'Connell, 2019)
or
According to O'Connell (2019)

Blog
Template
Author Surname, Initials. (Year of publication) Title of blog post. *Title of Blog*. DDMonth. Available at: URL. [Accessed DDMMYYYY].

Reference list / Bibliography

In-text citation
"Some argue that there is a political battle in progress, which those favouring new universities will shortly win." (Hedley, 2012)
or
According to Hedley (2012)

Webpage
Template
Author of website/webpage. (Year of publication) *Title of website/webpage*. Available at: URL [Accessed DDMMYYYY].

Reference list / Bibliography
"A student from Athlone Institute of Technology will climb Mount Everest this summer to raise money for the Meningitis Research Foundation." (Athlone Institute of Technology, 2019)
or
According to Athlone Institute of Technology (2019)

In-text citation

"Eradicating poverty, tackling inequalities and discrimination and leaving no-one behind are at the heart of EU development policy." (European Commission, 2019)
or
According to the European Commission (2019, p.11)
Others

Lecture notes and VLE
Template  Author Surname, Initials. (Year of notes) Title of lecture notes/slides. Course code: module title.
Institution: Unpublished
If accessed online add: Available at: URL of VLE (Moodle, Blackboard...). [Accessed DDMonthYYYY].

Social media
Template  Author Surname, Initials. (Year of post) Title of post [type of social media] DDMonth of post. Available at: URL. [Accessed DDMonthYYYY].

Podcast
Template  Presenter Surname, Initials. (Year of publication) Title of podcast. Title of webpage/website [podcast]. DDMonth of post. Available at: URL. [Accessed DDMonthYYYY].

Online video
Template  Author Surname, Initials. (Year of publication) Title of video. [YouTube/Vimeo etc..]. Available at: URL. [Accessed DDMonthYYYY].

Video, DVD
Template  Title of Film. (Year of distribution) Directed by Firstname Surname [DVD] Place of Distribution: Distribution Company

TV/Radio program
Template  Title of Programme. (Year of broadcast) TV/Radio channel Name, DDMonth, YYYY, time of broadcast.
Sample bibliography, entries are in alphabetical order


For more information

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