Vancouver

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 use 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- Unpublished documents, notes, thesis, personal papers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?

Vancouver 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 text 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. (1)

This is acceptable paraphrasing because
- The text has been cited correctly
- The writer has used their own words
- The writer gives credit for the ideas in the passage
Entries in the reference list / bibliography are in their order of appearance in the document (as one numerical sequence). In-text, add an Arabic number in brackets after the citation, eg (1). If you reference a source more than once, use the same number you used the first time. For multiple quotations add a comma or a dash between the reference numbers eg (1,3,5,) or (1-3). For direct quotation, add the page number (p.) after the Arabic number (n, p.) however direct quotations are very rarely used in Vancouver referencing.

**Book One author**

Template  
Author Surname Initials. Title of the book. Edition. Place of publication: Publisher; Year of Publication.

**Reference list / Bibliography**


**In-text citation example**

It is suggested that aging is not a strictly biological phenomena. (1)

**Book Two – six authors (List all authors)**

Template  
Author Surname Initials, Author Surname Initials. Title of the book. Edition. Place of publication: Publisher; Year of Publication.

**Reference list / Bibliography**


**Book Six or more authors (list first six)**

Template  
Author Surname Initials, Author Surname Initials, Author surname Initials, Author Surname Initials, Author Surname Initials, et al. Title of the book. Edition. Place of publication: Publisher; Year of Publication.

**Book Editor**

Template  
Editor(s) Surname Initials. Editors. Title of the book. Edition. Place of publication: Publisher; Year of Publication.
Chapter of an edited book
Template  Author Surname Initials. Title of chapter. In: Editor
Surname Initials, Editors. Title of the book. Place of
publication: Publisher; Year of Publication. page
numbers of chapter.

Reference list / Bibliography
Contemporary debates in moral theory. Oxford: Blackwell

E-book One author, for two, three or more, follow book template
Template  Author Surname Initials. Title of the book [Internet].
Edition. Place of Publication; Year of Publication.
[cited YYYY 3letter Month DD]. Available from: URL
doi (if available)

Reference List/Bibliography
4. Tracy B. Marketing [Internet]. Saranac Lake: AMACOM; 2014 [cited
2019 Apr 12]. Available from:https://ebookcentral.proquest.com/
lib/aitie/detail.action?docID=1596433#

Journal article (print) One author or more
Template  Author Surname Initials. Title of the article.
Abbreviated journal title. Year of Publication;
volume number (issue number): page range.

Reference list / Bibliography
5. McMahon A, White M. Compassion in practice: connected, contested,

Journal article (online) One author or more
Template  Author Surname Initials. Title of the article.
Abbreviated Title of Journal [internet], YYYY 3letter
Month DD of Publication [cited YYYY 3letter Month
DD]; volume number (issue number): page range.
Available from: URL doi

Reference list / Bibliography
Government publication / report / circular
Template Name of government department or committee. 
Title. Place of publication: Publisher; Year of publication. Circular number if applicable.

Reference list / Bibliography

If accessed online

Act / Bill
Template Title of Act. Source and section number if applicable. Place of publication: Publisher. Year of enactment.

Reference list / Bibliography

If accessed online

Standards
Template Standards Organisation Name. Standard number - Standard title. Place of publication: Publisher (abbreviated to BSI, ISO or others); year of publication.

Reference list / Bibliography
If accessed online
Template Standard Organisation Name. Standard number - Name of Standard [Internet]. Year of publication [revised YYYY 3letter Month DD; cited YYYY 3letter Month DD]. Available from: URL

Reference list/ Bibliography

Thesis
Template Author Surname Initials. Title of thesis [Type of dissertation]. Place of submission/publication: Institution Name; Year of submission/publication. Number of pages.

Reference list / Bibliography

If accessed online
Template Author Surname Initials. Title of thesis [dissertation on the Internet]. Place of submission/publication: Institution Name; Year of submission/publication. [cited YYYY 3letter Month DD] Available from: URL

Reference list / Bibliography
Conference paper
Template  Author Surname Initials. Title of paper. In: Title of Conference; YYYY 3letter Month DD-DD of conference; Location City, Country. Place of Publication: Publisher; Year of publication. Page numbers.

Reference list / Bibliography

If accessed online
Template  Author surname initials. Title of paper. In: Title of conference [Internet]; YYYY 3letter Month DD-DD of conference; Location city, Country. Place of publication: Publisher; Year of Publication [cited YYYY 3letter Month DD]. Page numbers. Available from: URL.

Reference list / Bibliography

Personal communication
Private letter, memo, email, interview, telephone conversation
Recommended Template
  Author Surname Initial. (Title/Occupation. Type of personal communication, YYYY 3letter Month DD of communication.)

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

If accessed online

Reference list / Bibliography

Blog

Reference list / Bibliography

Webpage

Reference list / Bibliography
19. Author. Website/webpage title [Internet]. Location: Publisher; Year of publication. [updated YYYY 3letter Month DD; cited YYYY 3letter Month DD]. Available from: URL
Reference list / Bibliography

Illustration/Image/figure/table/photo (print or online)
Reference as per Journal/Book/website it belongs to.
Template for journal as an example
Author Surname Initials. Title of the article.
Abbreviated journal title. Year of Publication;
volume number (issue number): page range. Figure name; page number of figure.

Reference list / Bibliography
20. McMahon A, White M. Compassion in practice: connected, contested, conflicted, conflated and complex. JRN. 2017; 22(1-2): 3-6. Figure 2.1; page 4.
Others

Lecture notes and VLE
Template  Lecturer Surname Initials. Title of lecture notes/slides. [unpublished lecture notes]. Institution; YYYY 3letter Month DD of lecture or notes provided

If accessed online add: [cited YYYY 3letter Month DD] Available from: URL of VLE (Moodle, Blackboard...)

Social media
Template  Author Surname Initials or name of Facebook page/Twitter account. Title of post tweet or Facebook update. [Internet]. Date of Post YYYY 3letter Month DD [cited YYYY 3letter Month DD]. Available from: URL

Podcast
Template  Presenter Surname Initials. Title. [podcast audio or video on the Internet]. Location: Studio/Broadcaster; YYYY [cited YYYY 3letter Month DD]. Available from: URL

Online video
Template  Author Surname Initials. Or Company posting the video. Title. [Internet]. YYYY 3letter Month DD. [cited YYYY 3letter Month DD]. Available from: URL

Video, DVD
Template  Author/Director Surname Initials. Title of Film [DVD]. Location: Studio: YYYY

TV/Radio program
Template  Author/Producer Surname Initials. Title [radio/TV broadcast]. Location: Studio/Broadcaster; DDMM YYYY. Available from: URL
Sample bibliography


15. McMahon A, White M. Compassion in practice: connected, contested, conflicted, conflated and complex. JRN. 2017;22(1-2): 3-6. Figure 2.1; page 4.
For more information

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