What is Referencing and why should I reference?

Referencing is an acknowledgement of the sources that you have read and that you have used to support your own theories and arguments during the course of your written work. All works that you have used during your research must be referenced in your assignment including quotations, theories, imagery, websites, statistics, diagrams and data.

- Referencing shows your supervisor/lecturer the scope of reading and research that you have carried out.
- Referencing allows your supervisor/lecturer to access material that you have read or cited.
- Referencing gives credit to the original author.
- Referencing allows you to strengthen key arguments throughout your research with quotations etc. by particular specialists in the same field.
- Referencing will allow you to demonstrate your own academic integrity and honesty.

Why use the Harvard Referencing Style?

The Harvard citation style is one of many referencing styles available however it is the preferred referencing style for many academic departments within the Cork Institute of Technology. The Harvard style of referencing is widely used in all of the following disciplines, Health Sciences, Chemistry & Biochemistry, Biology, Linguistics, Social Studies, Arts & Humanities, Environmental Studies, Business Studies and Economics. Please check with your department to determine precisely what type of referencing style you should use.

How to reference using Harvard

Harvard is an in-text referencing style and students need to reference within the main body of the text and create a reference list or Bibliography at the end of the document.

Generally, a reference list contains only those sources you actually referred to in your assignment. Whereas a bibliography is a list of all of the resources that you consulted during the course of your research. These lists are placed in alphabetical order at the very end of your assignment. Your lecturer will indicate whether they require the use of a reference list, bibliography or both.

There are a number of ways to include the writings of others into your own report.

- **Direct Quote**: A phrase where the wording is important. The words or quotation must be clearly displayed using quotation marks (“”) and/or using italics, indented paragraphs etc. The page numbers must be given when the direct quotes come from a text.

  Example: “As students progress through higher education they are expected, increasingly to become more critical of ideas and theories and their application in models and practices” (Neville 2010, p.8)

- **Paraphrasing**: This is where the authors’ words are rewritten but the meaning is the same.

  Example: ‘Third level students are expected to become more critical of ideas and theories in their application throughout college’ (Neville 2010)

- **Summarising**: The authors’ words are rewritten in shorter form but the meaning is still the same or the essential elements are portrayed.

  Example: Neville suggests that college students are expected to become more proficient in the critical evaluation of ideas and theories and their application during the course of their studies (Neville 2010)
# How to compose your References in the Harvard Referencing Style:

<table>
<thead>
<tr>
<th>Physical Resources</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Proceeding</td>
<td><strong>Environental Protection Agency. (2002). Climate change indicators for Ireland. Wexford: Environmental Protection Agency.</strong></td>
</tr>
</tbody>
</table>

Further information on Harvard Referencing can be found in the following books, also available from the CIT Library.

- "Cite them right: the essential referencing guide" by Richard Pears and Graham Shields (2010)
- "The complete guide to referencing and avoiding plagiarism" by Neville, Colin (2010)