



Harvard is the most commonly used referencing style in the National College of Ireland but other referencing styles such as APA or IEEE may be used by your course – please consult with your lecturer to confirm which style they require you to use. In order to correctly reference each type of source using the Harvard style, you should include all the details, correct punctuation and italicised text as shown; see the full NCI Library Referencing Guide for further details.

In-text Citations, Paraphrasing & Quoting

When using ideas or information from another source, it is much better practice to paraphrase (i.e. change the wording) than to directly quote the source. Paraphrasing is a *key academic skill* when referencing information from other sources and helps to avoid the risk of plagiarism. It also provides the means for you to demonstrate your understanding of a source rather than relying on the exact wording. When referencing in-text, insert a short, basic reference as shown below -

Paraphrase example

Reidy (2015) suggests that it may be difficult to fill some vacancies as the role may be thought to be low paid or considered to be difficult.

Direct quote example

“Some vacancies are difficult to fill due to the nature of the job itself. It may be perceived to be unpleasant, dangerous, badly paid or too stressful” (Reidy, 2015, p. 46).

Every short, basic reference has an equivalent full reference in the bibliography at the end of your work – see the different format examples below -

Referencing Examples

Book – Single author

Reidy, L. (2015) *Make that grade: Human resource management*. 4th edn. Dublin: Gill and Macmillan.

Book – Two authors

Laudon, K. C. and Laudon, J. P. (2013) *Essentials of management information systems*. 10th edn. Harlow: Pearson.

Book – Three or more authors

Hillier, D., Ross, S., Westerfield, R., Jaffe, J. and Jordan, B. (2016) *Corporate finance*. 3rd edn. London: McGraw-Hill Higher Education.

Book – Corporate author

Project Management Institute (2013) *A guide to the Project Management Body of Knowledge (PMBOK* guide)*. 5th edn. Newton Square, PA: Project Management Institute.

Book – Editor(s)

Lechner, F. J. and Boli, J. (eds.) (2012) *The globalization reader*. 4th edn. Chichester: Wiley-Blackwell.

Chapter of an edited book – Single author

Quirke, E. T. (2006) ‘Older people in Irish mental health law’, in O’Dell, E. (ed.) *Older people in modern Ireland: Essays on law and policy*. Dublin: First Law, pp. 268-292.

eBook – Two authors

Atrill, P. and McLaney, E. (2014) *Accounting and finance for non-specialists*. 9th edn. Dawsonera. Available at: <https://ezproxy.ncirl.ie:2157/abstract/9781292062785> [Accessed 9 May 2018].

Journal article – Three or more authors

Van der Voet, J., Kuipers, B. S. and Groeneveld, S. (2016) 'Implementing change in public organizations: The relationship between leadership and affective commitment to change in a public sector context', *Public Management Review*, 18(6), pp. 842-865.

eJournal article – Single author

Hornungová, J. (2017) 'Nonfinancial performance evaluation as significant area of strategic business management', *Business: Theory and Practice*, 18(1), pp. 71- 78, Business Source Complete. doi: 10.3846/btp.2017.008.

Conference paper – Three or more authors

Chen, L., Rahayu, W. and Taniar, D. (2010) 'Towards near real-time data warehousing', in *2010 24th IEEE International Conference on Advanced Information Networking and Applications (AINA)*. Perth, Australia, 20-23 April 2010, pp. 1150-1157, IEEE Xplore. doi: 10.1109/AINA.2010.54.

Webpage

Business & Finance (2015) *Flexible working worth €2.5bn to Irish economy*. Available at: <http://businessandfinance.com/news/flexible-working-worth-e2-5bn-to-irish-economy/> [Accessed 8 September 2015].

Document from a webpage

Tissot, B. (2018) *Providing comparable information to assess global financial stability risks*. Available at: <http://ec.europa.eu/eurostat/documents/7870049/8597562/KS-FT-18-001-EN-N.pdf/83ac4786-c3b2-467b-a2f9-feeb630d74fe> [Accessed 8 May 2018].

Newspaper article – Print

Keenan, B. (2012) 'We are hamstrung by idiotic tax election pledge on tax rates', *Irish Independent, Business This Week*, 8 November, p. 4.

Newspaper article – Online

Gibbons, J. (2012) 'Steady as she goes: Global climatic denial guarantees chaotic future for all', *Irish Times*, 30 November. Available at: <https://www.irishtimes.com/opinion/steady-as-she-goes-globalclimatic-denial-guarantees-chaotic-future-for-all-1.558883> [Accessed 30 November 2012].

Case study - Print

Ibarra, H. and Sackley, N. (2011) *Charlotte Beers at Ogilvy and Mather Worldwide (A)*, case, Boston, M.A.: Harvard Business School Publishing.

Case study - Online

Isaacs, R. (2015) *Goodbye serious: How social sells Wall's Ice Cream*, case. Available at: <https://www.warc.com/Content/64fcc122-cad4-4db5-b011-c9fb9beddd4a> [Accessed 14 July 2015].

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