

### WHY DO I NEED TO REFERENCE?

It is standard practice at third-level to include references in all assignments. References establish the credibility and authority of your ideas and arguments. They also demonstrate that you have spent time locating, reading and analysing material. By referencing the work of others you are protecting yourself from the possibility of plagiarism, the offence of passing off somebody else's work or ideas as your own.

The easiest way to decide if you have to reference something is to ask yourself: is this point common knowledge or not? A statement such as 'Ireland is in Europe' is common knowledge so there is no need to reference this but everything else that you take from other sources needs to be referenced regardless of the source or the information, e.g. sentences, concepts, data, statistics, images, etc. **If you use somebody else's words or ideas you must acknowledge the fact.**

### HOW DO I REFERENCE USING THE HARVARD STYLE?

There are two parts to Harvard referencing. The first is a short in-text citation in the main body of text that you include to alert your reader to a reference & the second is a longer bibliography entry at the end that gives you reader all of the information they need to find your sources. You can cite something in two ways:

#### DIRECT QUOTATIONS

When you take something word-for-word put it in quotation marks to indicate that it is a direct quotation. Then, in brackets, include the in-text citation: the surname of the author, the date of publication and the page number that it appeared on:

It is mentioned that 'the essential ingredient in securing the leadership position is getting into the mind first. The essential ingredient in keeping that position is reinforcing the original concept' (Ries and Trout, 2001, p. 47).

You usually put the in-text citation at the end of your sentence but it can go after the reference for clarity's sake if there is more than one reference in your sentence.

#### PARAPHRASING

When you paraphrase you do not copy the original source word for word, instead you capture its meaning using your own words. Because it is not a quote there is no need to include quotation marks. Other than that the same rules apply: include the name(s) of the authors, date of publication and page number:

Ries and Trout (2001, p. 10) put forward the idea that being better than your competitor is not enough. You need to get your product to the market first in order to establish leadership.

### MORE THAN THREE AUTHORS

If there are more than three authors, you use et al. in your in-text citation to save space: (Murphy et al., 2013, p. 10)

### WHAT IS A BIBLIOGRAPHY?

A bibliography is an alphabetical listing by author of all the sources that you have used within your work. Its job is to allow your reader to find your sources.

**Only include sources that you actually used.** If you read something and did not cite it, it does not belong in your bibliography.

There are formatting requirements to follow for bibliographies. Identifying a book is not the same as identifying a blog, for example, so sources will inevitably look different. The following are the most common entries:

#### BOOKS

Author (Year) *Title*. Place: Publisher.

Collins, J. (2001) *Good to great*. London: Random House Press.

#### CHAPTERS IN EDITED BOOKS

Author of chapter (Year) 'Title of chapter' in Editor(s) (eds) *Title*. Place: Publisher, pp. xx-xx.

Hackman, J.R. (2010) 'What is this thing called leadership?' in Nohria, N. and Khurana, R. (eds) *Handbook of leadership theory and practice*. Boston: Harvard Business Press, pp. 107-116.

#### JOURNAL ARTICLES

Author (Year) 'Article title', *Journal Title*, Volume (Issue) pp. xx-xx.

Porter, M. (2008) 'The five competitive forces that shape strategy', *Harvard Business Review*, 86(1), pp. 78-93.

#### ONLINE NEWS ARTICLES & BLOGS

Author (Year) 'Title', *Website*, Date published [Online]. Available at: URL. Accessed: (date).

Leopre, J. (2014) 'The disruption machine: What the gospel of innovation gets wrong', *The New Yorker*, 23 June [Online]. Available at: <http://www.newyorker.com/magazine/2014/06/23/the-disruption-machine> (Accessed: 21 May 2015).

*The Onion* (2016) 'Boss Wants Friendly, Relaxed Company Culture In Place By Friday', 25 January. Available at: <http://www.theonion.com/article/boss-wants-friendly-relaxed-company-culture-place--52229> (Accessed: 31 May 2016).

\*Use the corporate author if no individual is credited

## REPORTS

Author/organisation (Year) *Title*. Place: publisher.

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Author/organisation (Year) *Title* [Online]. Available at: URL (Accessed: date).

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Author (Year) *Title* [Unpublished internal document].

The Education & Training Inspectorate and the Department of Education & Skills Inspectorate (2015) *A joint report by the Education and Training Inspectorate and the Department of Education and Skills Inspectorate on promoting and improving literacy in post-primary schools* [Online]. Available at: <http://www.education.ie/en/Publications/Education-Reports/Best-Practice-Guidelines-in-Literacy-Provision-at-Post-Primary-Level.pdf> (Accessed: 1 June 2016).

## LECTURE NOTES FROM MOODLE

Author/Tutor (Year) 'Title'. *Name of module* [Online]. Available at: <http://www.imi.learnonline.ie> (Accessed: date).

Brown, E. (1985) 'The grandfather paradox'. *Time travel 101* [Online]. Available at: <http://www.imi.learnonline.ie> (Accessed: 21 October 2015).

## ONLINE VIDEOS

Person who posted video (Year) *Title*. Available at: URL (Accessed: date).

TED (2012) *Susan Cain: The power of introverts*. Available at: <https://www.youtube.com/watch?v=c0KYU2j0TM4> (Accessed: 1 July 2016).

## E-BOOKS

Author (Year) *Title*. *Name of collection* [Online]. Available at: URL (Accessed: date).

\*Use this for library e-books

Lencioni, P. (2002) *The five dysfunctions of a team: a leadership fable*. *Dawsonera* [Online]. Available at: <https://www.dawsonera.com> (Accessed: 1 July 2016).

Author (Year) *Title*. *Title of download website* [e-book reader]. Available at: URL (Accessed: date).

\*Use this for purchased e-books

Lencioni, P. (2002) *The five dysfunctions of a team: a leadership fable*. *Amazon.co.uk* [e-book reader]. Available at: <http://www.amazon.co.uk> (Accessed: 2 July 2016).

## EXAMPLE OF GOOD REFERENCING

Leadership has been defined in a number of ways, such as the 'ability to guide followers toward shared goals' (Bryman, 1992, p. 23) and as a 'process of identifying a group goal and corresponding strategy, and influencing others to direct their efforts voluntarily in pursuit of it' (Paglis, L.L. and Green, S.G., 2002, p. 216). However, looking at leadership from a cultural perspective, Tomas Chamorro-Premuzic and Michael Sanger have argued that "good leadership is largely personality in the right place" (2016).

### Bibliography:

Bryman, A. (1992). *Charisma and leadership in organizations*. London: Sage.

Chamorro-Premuzic, T. and Sanger, M. (2016) 'What Leadership Looks Like in Different Cultures', *Harvard Business Review*, 6 May. Available at: <https://hbr.org/2016/05/what-leadership-looks-like-in-different-cultures> (Accessed: 1 June 2016).

Paglis, L.L. and Green, S.G. (2002) 'Leadership self-efficacy and managers' motivation for leading change', *Journal of Organizational Behavior*, 23(2), pp. 215-235.

## NEED MORE HELP?

Contact the library if you have any referencing questions

☎ 01-2078513/4

✉ [knowledge@imi.ie](mailto:knowledge@imi.ie)

### Referencing Guide

Pears, R. and Shields, G. (2010) *Cite them right: the essential referencing guide*. 8th ed. Basingstoke: Palgrave Macmillan.