



Harvard Referencing Guide

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Table of Contents

Introduction	3
What is referencing?	3
Top Tips for Referencing	3
What should I reference?	4
Plagiarism	4
What is Harvard Referencing?	5
How to Cite	5
In-Text Citations	5
Direct Quotation	5
Indirect Quotation.....	6
Quoting a Secondary Source	6
Using Acronyms	7
Citing with No Author/Editor	7
Bibliography	8
What to include.....	8
What not to include	8
Referencing Guidelines	8
Books.....	8
Single Author Books.....	8
Multi-Author Books.....	9
Edited Books	9
Book Chapters	9
Ebooks.....	9
Audiobooks	9
Journal Articles.....	10
Electronic Journal Articles.....	10
Internet Sources.....	10
Webpage	10
Blog	10
Podcast.....	11
YouTube Video	11
Wiki	11
Twitter	11

Newspaper Articles	12
Print Newspaper	12
Online Newspaper.....	12
Published Reports	12
Published Reports Online.....	12
Unpublished Reports & Handbooks.....	12
Theses/Dissertations.....	13
Interviews.....	13
Conference Papers.....	13
Lecture Notes.....	13
Legislation	14
Citing Yourself	14

Introduction

The purpose of this guide is to support IMI participants in the compilation of references and bibliographies for course assignments. It is not an exhaustive list, for any further queries about referencing not covered in this guide contact library staff on knowledge@imi.ie.

This guide has been compiled with reference to the following text:

Pears, R., Shields, G. (2022) *Cite them right: the essential referencing guide*. 12th edn. London: Red Globe Press.

What is referencing?

Academic writing requires authors to support their argument with reference to other published works or findings. Referencing is how you give credit when you use material or ideas that are not your own. References establish the credibility and transparency of your work, they demonstrate that you have spent time finding, reading, and thinking critically about material. Referencing your sources helps your reader:

1. Recognise instances where you have used another person's work
2. Locate for themselves the source material used
3. Check, if necessary, the evidence on which your work is based.

Top Tips for Referencing

The most important thing to remember is not to leave your citations and bibliography to the last minute. Be kind to your future self and save yourself time and stress by following these tips:

Start early!

As you research and read for your assignments make a note of each source and its citation as you go. You may not include everything when you are done but keeping a good record as you go makes it easier to compile your references in the end. And remember always note the dates that you accessed online content.

Know your style

Before you begin make sure and familiarise yourself with the Harvard Style of referencing. This guide contains what you need to know and will help ensure that you are noting all relevant information about a source.

Create a working reference list

Make sure that you have an efficient way of organising and formatting your references as you work and always note the dates that you accessed online content. There are lots of tools that can help you manage your reference including:

- Word Document: you can add citations when writing in a Word document. Citations can be added in the Harvard Style and afterwards you can create a bibliography of the references that you used within your assignment. For more information on how to do this click [here](#).
- ZoteroBib: helps you build a bibliography instantly from any computer or device, without creating an account or installing any software. You can find it [here](#).
- Cite This For Me: is a reference generator that can help you create citations and reference lists. It can be found [here](#).

Categorise your references

As you compile a list make note of the source type of each of your references, e.g., book, eBook, website, blog etc. This will ensure that when it comes to compiling your bibliography that your reference is laid out in the appropriate way.

Double Check

Software programmes are great tools but they cannot be fully relied on as they can contain errors. It is always a good idea to double check your references to make sure all information is included and the formatting is correct.

What should I reference?

The following is a list of examples of the types of resources you might use for your references:

- | | |
|---|------------------------------------|
| • Books | • Webpages |
| • eBooks | • Newspapers |
| • Chapters in books | • Images, drawings and diagrams |
| • Journal articles | • YouTube videos |
| • Online journal articles | • Podcasts |
| • Conference papers | • Blogs |
| • Published reports | • Lecture notes |
| • Government publications | • Dictionaries and encyclopaedias. |
| • Theses, dissertations and other academic work | |

Plagiarism

Plagiarism occurs when you do not give credit to your sources by referencing them or passing off somebody else's work or ideas as your own. Plagiarism is a serious academic offence and the only way to avoid it is to correctly acknowledge every instance where you have used the work of others.

Citing your own work is perfectly fine if you think it is justified. Self-plagiarism, however, occurs when you re-submit material without reference to the fact that it has already been graded as part of a previous assignment. To prevent this taking place, each piece of work should be presented as a standalone item for assessment.

What is Harvard Referencing?

There are many styles of referencing but here at the IMI the Harvard Referencing style is used. Harvard referencing is a citation style in which citations are put within parentheses in the text, either within or after a sentence. The citations are accompanied by a full, alphabetized bibliography at the end of the assignment. It is also sometimes referred to as the Author/Date style.

How to Cite

The Harvard Referencing style comprises of two elements:

1. How you refer to other authors in the body of your text (in-text citation).
2. How you compile a list of reference sources at the end of your text (reference list).

In-Text Citations

Referring to your sources in the main body of your text requires the use of in-text citations. In-text citations appear in parentheses and include basic details about your source:

- Name of author or organisation
- Year of publication, followed by a comma
- Page number where possible

An example of a generic in-text citation looks like this:

- (Author, Year, p. x)

Every citation, regardless of the source type, should follow this basic format. Include page numbers whenever possible to give your reader the exact location of your source. A useful rule of thumb is that you need to have a good reason not to include a page reference. If your reference runs over a range of pages, they should be included as follows

- (Author, year, p. x-xx)

Direct Quotation

A direct quotation is one in which you copy an author's word directly from the original source and use that exact wording in the main body of your text. In this case the format mentioned above applies with the inclusion of quotation marks around the copied portion of text.

Example: Management is a 'set of processes that can keep a complicated system of people and technology running smoothly' (Kotter, 1996, p.25)

A short direct quotation should be inserted directly into the text without putting it into a new line. A long direct quotation (i.e., more than two lines long) should be inserted as a separate paragraph and indented from the main text.

Indirect Quotation

An indirect quotation is where you do not copy the original source word for word; instead, you capture its meaning using your own words. Though not directly quoting you must still cite your source of information. In this case the format mentioned above applies with the exclusion of quotation marks.

Example: Eisenstat (1989, p. 10) describes how John believes that change cannot occur through negative feedback. By only providing positive feedback, employees may feel better about themselves, but this does not provide personal development.

Quoting a Secondary Source

You may sometimes wish to cite a reference that somebody else has quoted within their writing. This is known as a secondary source. Pears & Shields (2022) state that “In all reference styles, you are strongly encouraged to keep this to a minimum and whenever possible you should cite from the original or primary source”. This means that where possible you should go to the original source of the quote and cite and reference that.

However, this is not always possible and so you may need to cite the source second hand. In this case you will mention the original author in your in-text citation and follow it with (Year, quoted in Author, Year, Page Number). You do not need to include the original source in your bibliography at the end.

Example: As Adams (1979, quoted in Smith, 2020, p.80) stated....

In the above example I have read Smith. Smith has cited Adams and now I would like to cite Adams second-hand. My citation makes that clear to my reader. Sources cited second-hand have no place in a bibliography, so following the example above, Smith belongs in my bibliography and Adams does not.

Tip

When using direct or indirect quotations it is entirely your decision whether to position the in-text citation at the start or end of the sentence. Just be consistent throughout and ensure that the use of the citation does not disrupt the logical flow of your writing.

Using Acronyms

When it comes to citing organisations, it is perfectly acceptable to use acronyms rather than writing out the full title every time you cite them. You will just need to make sure that the first time you cite them you use the full title followed by the acronym in brackets. Throughout the rest of the assignment, you can just use the acronym. When it comes to your bibliography you must also include the acronym in brackets beside the full title. Here is an example:

In-text citation

A recent report claims that ‘energy losses in electricity generation are decreasing as more efficient fuels and technologies are adopted’ (Sustainable Energy Authority of Ireland (SEAI), 2020). The SEAI works with the Irish government and with people throughout the country to create a cleaner energy future.

Bibliography

Sustainable Energy Authority of Ireland (SEAI) (2020) *Energy in Ireland: 2020 report*. Available at: <https://www.seai.ie/publications/Energy-in-Ireland-2020.pdf> (Accessed: 17 May 2021).

Citing with No Author/Editor

Where you cannot locate an author of the source you are citing you can then cite the organisation that produced the material. If that is not available, then you must cite the name of the source in italics with the year.

Corporate Author

In-text citation:

When it comes to implementing change it should be noted that “getting clarity about the purpose of the change is an important starting point” (Health Service Executive (HSE), 2018, P.52)

Bibliography

Health Service Executive (HSE) (2018) *People’s needs defining change – health services change guide*. Available at:

<https://www.hse.ie/eng/staff/resources/changeguide/resources/change-guide.pdf>

(Accessed: 08/12/2022)

No Author

In-text citation: (*Customer care in practice*, 2009)

Bibliography: *Customer care in practice* (2009) Dublin: Brown

Bibliography

Your bibliography is an extension of each of your in-text citations. Your reader can use your bibliography to verify and locate your source material. A bibliography must be arranged entirely in alphabetical order by surname.

What to include

It is important to include all sources referred to in the main body of your text in a bibliography. Pears & Shields (2019, p. 2) state “any information that you copy and paste, repeat word for word, paraphrase or summarise must be acknowledged by referencing it. This includes all information available on the internet.”

What not to include

If you have not used material in the main body of your text, then you do not need to include it in your bibliography. This also applies to any material you have read in the course of your assignment that did not contribute to any of the ideas you have put forth.

Referencing Guidelines

Different source types are represented differently in a bibliography. For example, the information you need to identify and find a book is different to the information you need to identify and find a website.

The following is a list of examples of how to cite and reference a variety of sources. The list is not exhaustive and if you are having problems referencing content not included, please contact the Knowledge Centre at knowledge@imi.ie for further guidance.

Tip

Any edition after a first edition of a book should be noted, e.g. 5th edn.
You include page ranges of articles or book chapters, pp.15-30, regardless of the specific pages you may have cited.

Books

Single Author Books

Reference: Author name, initial(s) (Year) *Title of book: subtitle* [if any]. Edn [if applicable].
Place of Publication: Publisher.

Example: Clear, J. (2018) *Atomic habits: an easy and proven way to build good habits and break bad ones*. London: Random House Business.

Multi-Author Books

Reference: Authors names, initial(s) (Year) *Title of book: subtitle* [if any]. edn [if applicable].
Place of Publication: Publisher.

Example: Keller, K.L., Goodman, M., Hansen, T. (2016) *Marketing management*. 3rd edn.
Harlow: Pearson.

Edited Books

Reference: Editor(s) name, initial(s). (ed.) (Year) *Title of book: subtitle* [if any]. edn [if applicable]. Place of Publication: Publisher.

Example: Boje, D.M., Burnes, B. and Hassard, J. (eds) *The Routledge companion to organizational change*. London: Routledge.

Book Chapters

Reference: Author(s) name, initial(s) (Year) 'Title of chapter', in Editor(s) name, initial(s) (ed.) *Title of book: subtitle* [if any]. edn [if applicable]. Place of Publication: Publisher, page number(s).

Example: Burnes, B. (2012) 'Understanding the emergent approach to change', in Boje, D.M., Burnes, B. and Hassard, J. (eds) *The Routledge companion to organizational change*. London: Routledge, pp. 133- 145.

Ebooks

Reference: Author(s) name, initial(s) (Year) *Title. Name of source database or store* [Online]. Available at: URL (Accessed: date).

Example: Boje, D.M., Burnes, B. and Hassard, J. (eds) *The Routledge companion to organizational change. Ebook Central* [Online]. Available at:
<https://ebookcentral.proquest.com> (Accessed: 10 June, 2018).

Audiobooks

Reference: Author(s) name, initial(s). (Year) *Title of book*. [Audiobook] Narrated by (if applicable) Available at: URL (Accessed: day month year).

Example: Kahneman, D. (2011) *Thinking fast and slow*. Egan, P. Available at:
<https://web.s.ebscohost.com/ehost/detail/detail?vid=0&sid=c0e12179-8234-4c09-ac39-3157137b67eb%40redis&bdata=JkF1dGhUeXBIPXNoaWlmc2l0ZT1laG9zdC1saXZlJnNjb3BIPXNpdGU%3d#AN=1474658&db=nlabk> (Accessed: 7 April 2022).

Journal Articles

Reference: Author(s) name, initial(s). (Year) 'Title of article', *Title of Journal*, Volume(Issue), page number(s).

Example: 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.

Electronic Journal Articles

Tip

When referencing an electronic journal article if you have the Digital Object Identifier (DOI) for that article then you do not need to include an accessed date. The DOI is a permanent identifier for the source so it will not disappear as some webpages may.

Reference: Author(s) name, initial(s). (Year) 'Title of article', *Title of Journal*, Volume(Issue), page numbers (if available). doi.

Example: Teece, D.J. (2010) 'Business models, business strategy and innovation', *Long Range Planning*, 43(2), pp. 172–194. Available at: <https://doi.org/10.1016/j.lrp.2009.07.003>

Internet Sources

Webpage

Reference: Author(s) name, initial(s). (Year) Page title. Available at: URL (Accessed: Day Month Year).

Example: Reddy, N. (2018) 'Want a successful business? Build an effective strategy' [Online]. Available at: <https://www.forbes.com/sites/forbescoachescouncil/2018/02/12/want-a-successful-business-build-an-effective-strategy/?sh=43797eda69bf> (Accessed: 30th March 2022).

Blog

Reference: Author(s) name, initial(s). (Year) 'Title of message', *Blog Title*, Day Month of posted message. Available at: URL (Accessed: Day Month Year).

Example: Himowicz, N. (2022) '3 mistakes CEOs and CFOs make when investing in innovation'. *Strategyzer Blog*, 24th March [Online] Available at: <https://www.strategyzer.com/blog/3-mistakes-ceos-and-cfos-make-when-investing-in-innovation> (Accessed: 30th March 2022).

Podcast

Reference: Author/Presenter Name, initial(s). (Year) 'Title of episode', Title of Podcast [Podcast] date of transmission. Available at: URL (Accessed: date).

Example: Irish Management Institute (2022) Mindful leadership with Neil Kelders', *IMI Talking Leadership* [Podcast] 18 Feb. Available at: <https://www.imi.ie/insights/podcasts/episode-55-mindful-leadership-with-neil-kelders/> (Accessed: 7 April 2022).

YouTube Video

Reference: Author(s) name, initial(s). (Year) *Title of video*. Date uploaded (if available) Available at: URL (Accessed Day Month Year).

Example: Irish Management Institute (2020) *IMI masterclass: emotionally intelligent leadership; part 1*. 8 April. Available at: <https://www.youtube.com/watch?v=CQb0RTZkfu0> (Accessed: 7 April 2022).

Wiki

Reference: 'Title of article' (Year) Name of wiki. Available at: URL (Accessed: date).

Example: 'Strategic management' (2022) Wikipedia. Available at: https://en.wikipedia.org/wiki/Strategic_management (Accessed: 7 April 2022).

Twitter

Reference: Author(s) name, initials [Twitter handle] (Year) *Full-text of tweet* (unless it is very long, then use ellipsis to shorten [Twitter] date of post. Available at: URL (Accessed: date).

Example: Ross, J. [@JohnRoss49] (2022) *University and science groups praise new "roadmap"* [...] [Twitter] 8 April. Available at: <https://twitter.com/JohnRoss49/status/1512211997198536704> (Accessed: 8 April 2022).

Tip

It is important when using online sources to 'evaluate all internet information for accuracy, authority, currency, coverage and objectivity. The ability to publish information on the internet bears no relation to the author's academic abilities' (Pears & Shields, 2019).

Newspaper Articles

Print Newspaper

Reference: Author(s) name, initial(s). (Year) 'Title of article', *Title of Newspaper*, *Newspaper Section* (if relevant), date, page number(s).

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

Online Newspaper

Reference: Author(s) name, initial(s). (Year) 'Title of article', *Title of Newspaper*, date.
Available at: URL (Accessed Day Month Year).

Example: Murphy, H. (2022) 'Facebook owner Meta targets finance with 'Zuck Bucks' and creator coins', *Irish Times*, 7th April. Available at:
<https://www.irishtimes.com/business/technology/facebook-owner-meta-targets-finance-with-zuck-bucks-and-creator-coins-1.4847029> (Accessed: 7 April 2022).

Published Reports

Reference: Author/Organisation (Year) *Title of report*. Place of publication: Publisher.

Example: Committee on Corporate Governance (1998) *Final report*. London: Gee Publishing.

Published Reports Online

Reference: Author/Organisation (Year) *Title of report*. Available at: URL (Accessed: Day Month Year).

Example: Enterprise Strategy Group (2004) *Ahead of the curve: Ireland's place in the global economy*. Available at: <https://enterprise.gov.ie/en/Publications/Publication-files/Forf%C3%A1s/Enterprise-Strategy-Group-Report-Full-Report.pdf> (Accessed: 8 April 2022).

Unpublished Reports & Handbooks

You may want to reference an internal report or handbook from your own organisation that is not published in the public domain. Follow the below example in order to do this.

Reference: Author (Year) 'Title of document'. Name of Organisation. Unpublished.

Example: Foley, S. (2022) 'Harvard referencing guide'. Irish Management Institute. Unpublished.

Theses/Dissertations

Reference: Author name, initial(s) (Year) *Title of thesis*. Degree statement. Degree-awarding body.

Example: Kater, S. (2014) *The impact of social media technologies on sales performance in a business to business environment*. Unpublished Masters thesis. Irish Management Institute.

Interviews

Reference: Name of person interviewed (Year) 'Title of interview' (if any). Interview with interviewee's name. Interviewed by interviewer's name for *Title of Publication or Broadcast*. Day Month of interview, page numbers (if relevant). Available at: URL (if relevant) (Accessed: Day Month Year).

Example: Labinjo, J. (2022) 'I wanted to correct the notion that Black people arrived in Britain with Windrush'. Interview with Joy Labinjo. Interviewed by Kemi Alemoru for The Guardian, 4 April. Available at: <https://www.theguardian.com/artanddesign/2022/apr/04/joy-labinjo-i-wanted-to-correct-the-notion-that-black-people-arrived-in-britain-with-windrush> (Accessed: 8 April 2022).

Conference Papers

Reference: Author(s), initial(s) (Year) 'Title of paper', Title of conference: subtitle. Location and date of conference. Place of publication: Publisher, page references for the paper.

Example: Cook, D. (2014) 'Developing franchised business in Scotland', *Small firms: adding spark: the 23rd ISBA national small firms' policy and research conference*. Robert Gordon University, Aberdeen, 15-17 November. Leeds: Institute for Small Business Affairs, PP.127-136.

Lecture Notes

Tip

It is important before you cite course materials to 'check with your tutor whether you are allowed to refer to course materials in your own work. It is more academically correct to refer to published sources.' (Pears & Shields, 2019).

Reference: Author/Speaker name, initials(s) (Year) 'Title of lecture' [Lecture] *Module code: module title*. Institution or venue. Day Month.

Example: Brown, T. (2018) 'Contemporary furniture' [Lecture]. *DE816: Interior Design*. Northumbria University. 21 April.

Legislation

Reference: Government of Country. *Title* (Year) Place of publication: Publisher.

Example: Government of Ireland. *Broadcasting Act* (2009) Dublin: Stationary Office.

Citing Yourself

In certain assignments, particularly those of a reflective nature, you may have to cite a previous assignment that you submitted. The following is the format that this citation should take.

Reference: Student name, initial(s)(Year) 'Title of assignment'. Assignment for *Module or Diploma*, Institution. Unpublished.

Example: Murphy, J. (2019) 'Reflective discussion of leadership qualities within start ups'. Assignment for *IM6021, Leadership in action*, Irish Management Institute. Unpublished.