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If you use any part  
of somebody  
else's  
work you must  
acknowledge it.

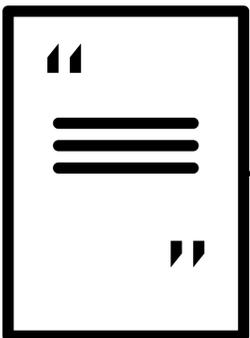
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Referencing is how you give credit  
when you use material or ideas  
that are not your own.

References establish the  
credibility & transparency of your  
work by demonstrating that you  
have spent time finding, reading  
and thinking critically.

If you do not give credit to your  
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Passing off somebody else's work  
or ideas as your own is an offence.

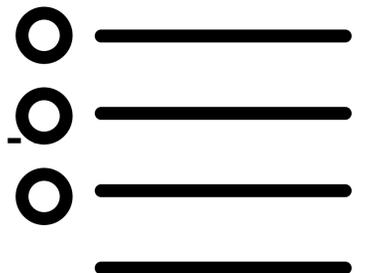
Here are the steps:



Quote or use any  
part of somebody  
else's work



Cite your source



Put the full detail of the  
source in your  
bibliography

Here is an example:

1 It is suggested 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'.

2 It is suggested 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).

3 Ries, A., Trout, J. (2001) *Positioning: the battle for your mind*. London: McGraw-Hill.

# Citation



Every citation should follow this format:

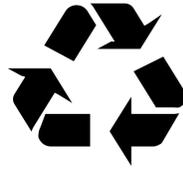
**(Author, Year, Page)**

You usually put the in-text citation at the end of your sentence.

The only reason not to include a page number is if it does not exist.

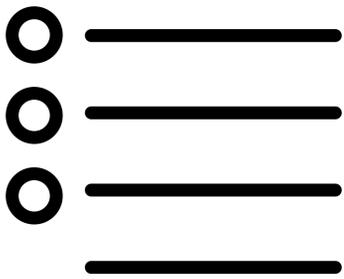


If there are more than 3 authors, you use et al. in your in-text citation to save space, e.g.: (Murphy et al., 2013, p. 10)



If you have no other option but to cite a source second-hand you do it like this: (Smith, A., 1970, p. x, cited in, Murphy, B., 2018, p. xx). In this example only Murphy would appear in your bibliography.

# 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 do not cite it it does not belong in your bibliography.

Different types of sources will inevitably look different in a bibliography.

Here are some examples:

BBC (2018) *The psychology of stealing office supplies*. Available at: <http://www.bbc.com/capital/story/20180524-the-psychology-of-stealing-office-supplies> (Accessed: Jun 11, 2018).

Burnes, B. (2012a) 'Kurt lewin and the origins of OD', in 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), pp. 15-30.

Burnes, B. (2012b) '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.

Gunnigle, P., Heraty, N. and McDonnell, M. (2017) *Human resource management in Ireland*. 5th edn. Dublin: Institute of Public Administration.

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.

Smith, J. (2018) 'Lecture Slides', *Management Module*. [Online] Available at: <https://www.imi.learnonline.ie> (Accessed: 11 May 2018).

## Notes

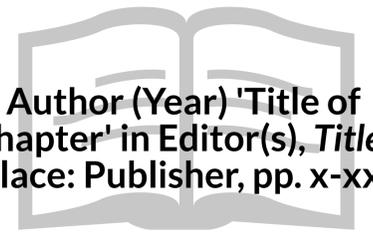
- Anything after a first edition of a book should be noted, e.g. 5th edn
- pp. 15-30 is the page range of an entire article or chapter & is included regardless of specific pages that you may have cited
- Burnes, B. (2012a) and (2012b) differentiates two works by the author from the same year
- The same edited book appears twice above, once in print and again as an e-book

## BOOKS



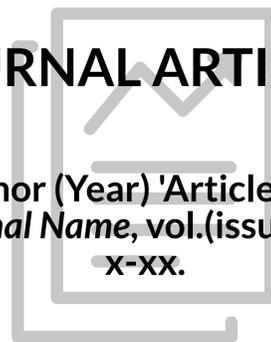
Author (Year) *Title*. Place: Publisher.

## EDITED BOOKS



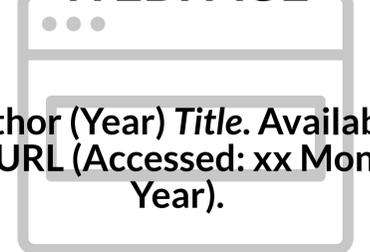
Author (Year) 'Title of chapter' in Editor(s), *Title*. Place: Publisher, pp. x-xx.

## JOURNAL ARTICLES



Author (Year) 'Article title', *Journal Name*, vol.(issue), pp. x-xx.

## WEBPAGE



Author (Year) *Title*. Available at: URL (Accessed: xx Month Year).

## LECTURE NOTES

Author/Tutor (Year) 'Title', *Name of Module*. [Online] Available at: <https://http://www.imi.learnonline.ie> (Accessed: xx Month Year).

## E-BOOKS

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

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