

A photograph of a modern building with large glass windows and a green lawn. The text "How to Reference your Sources" is overlaid in white. The building has a curved facade with a large glass section. There are trees and bushes in the foreground and background. The sky is blue with some clouds.

How to Reference your Sources

Learning Outcomes

When you have completed this tutorial you should be able to:

- Explain the importance of referencing information sources.
- Demonstrate an understanding of how to cite and reference using the Harvard referencing style.



What is Referencing?

- Referencing is acknowledging in detail all the information sources (books, journal articles, web pages) that you have used in completing your assignment.
- Referencing your sources is usually done by a citation within the text of your assignment and a full reference in a reference list at the end of the assignment.



Why Reference your Sources?

- Demonstrates you have read widely on the subject and allows your lecturer to find further information about the sources you have used.
- Acknowledges thoughts, ideas and quotations from other people's work.
- Supports ideas and arguments you have made in your assignment.
- Helps you avoid accusations of plagiarism.

Note: Please see the tutorial 'How to Avoid Plagiarism'.

Paraphrasing

Quotations

Common Knowledge

Introduction

You must **cite and reference** your sources when you **paraphrase** or **summarise** information and when you **use quotations**.

Some information you do not need to cite or reference (common knowledge).

Click on the boxes on the left for more details. Click the Forward button to proceed to the next slide.



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Harvard Style of Citing & Referencing

- The referencing style determines the way you cite and reference material.
- The Harvard style (also known as the author-date system) is a widely used referencing style in ITT Dublin.
- When you have decided on the referencing style, use it consistently throughout your assignment.
- Check with your lecturer if you are unsure of what style to use.

Citations

Reference List

Bibliography

Introduction

The Harvard Style has various elements to it:

- **Citations (in-text citations)**
- **Reference list**
- **Bibliography**

Click the boxes on the left to learn more about the Harvard Referencing System. Click the Forward button to proceed to the next slide.



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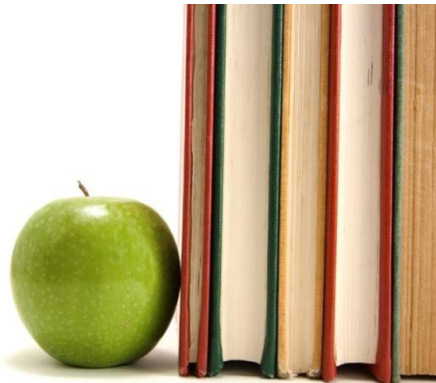
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What to Include in your References

- A reference should include full details about the source (book/journal/web page) including author name, title, date of publication and publishing details.
- The information that you provide depends on the source that you reference.



Formatting References Using Harvard

Click each button to learn more about how to format references for different sources using the Harvard referencing style.

Books

Print
Journals

eJournals

Web
Pages

Instructions



Click on the numbers to learn more about formatting a reference for a book.



1

2

3

Medcalf, P. (2004) *Marketing communications: an Irish perspective*. Dublin: Gill and Macmillan.

4

5

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Instructions



Click on the numbers to learn more about formatting a reference for a print journal.



1

2

3

Randler, C. (2010) 'The early bird really does get the worm', *Harvard Business Review*, 88 (7/8), pp. 30-31.

4

5

6

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Instructions



Click on the numbers to learn more about formatting a reference for an eJournal.

1
Jenkinson, J. (2009) 'Measuring the effectiveness of
educational technology', *Electronic Journal of e-*
Learning 7(3), [Online]. Available at: 4
<http://www.ejel.org/Volume-7/v7-i3/Jenkinson.pdf>
(Accessed : 21 July 2010). 8

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Instructions



Click on the numbers to learn more about formatting a reference for a web page.



1

2

3

4

Hayes, N. (2009) *A cheat, moi? that's unfair*. Available at: <http://www.timeshighereducation.co.uk/story.asp?sectioncode=26&storycode=405187> (Accessed: 25 June 2010).

5

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Quiz on References Using the Harvard Style



The following questions will help you understand how to cite and reference sources correctly.

Click *Next* to begin.

PROPERTIES

On passing, 'Finish' button:

On failing, 'Finish' button:

Allow user to leave quiz:

User may view slides after quiz:

User may attempt quiz:

[Goes to Next Slide](#)

[Goes to Next Slide](#)

[At any time](#)

[At any time](#)

[Unlimited times](#)



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Edit in Quizmaker

Referencing Software

- There is bibliographic software available in the library to assist you in the management of your references.
- This software organises your references and allows you to insert them into your assignment as you work.
- Further details are available on the library website
- <http://millennium.it-tallaght.ie/>



Summary

Having completed this tutorial you should now be able to:

- Explain the importance of referencing information sources.
- Demonstrate an understanding of how to cite and reference using the Harvard referencing style.



Feedback



Thank you for completing the tutorial. Please give us comments by clicking on the feedback button.

[Feedback](#)