

Guidelines for Reference

IN TEXT CITATION:

Whenever you quote, paraphrase, summarize, or otherwise refer to the work of another, you are required to cite its source. Each citation style does this differently. In this style you give the surname of the author, followed by the year of publication, and the page number if appropriate, e.g.

(Smith, 2006) outlined that...

In a recent report (Smith, 2006, p. 554) it has been shown...

If the author's surname is part of the sentence, you only need to put the date in brackets, e.g.

Smith (2006) says that....

If you have two authors you format them as follows:

In a recent report (Smith & Jones, 2009) it has been shown...

If you have more than 2 authors you just need to give the first author and the other authors can be indicated by et al., e.g.

(Ryan *et al.*, 2007) outlined that...

If you have an author who has written more than one paper in the year, these need to be distinguished by assigned a letter of the alphabet to each publication, e.g.

In the first study (Murphy, 2006a) it was reported that the recession was slowing. Later reports confirmed the recession had reversed (Murphy, 2006b).

If you are using more than one author to make a point these need to be acknowledged in chronological order, e.g.

Various authors have shown how the recession was bound to global market shifts (Smith, 2006, Ryan *et al.*, 2007).

For citations that have no date available you simply note this in the in-text citation, e.g.

Global warming report (Smith & Jones, no date, p. 22) stated ...

For citations with no author or date simply use the title, e.g.

The first report (Global warming trends, no date) stated ...

To cite a website in your text, cite by author if this is possible. If no author is available cite by Title, if there is no title cite the URL, e.g.

The world wide Global Warming survey (www.globalwarmingsurvey.org, 2010) showed that...

CREATING A BIBLIOGRAPHY

Book

Author's last name, First and Second Initial. & second Author's last name, First and Second Initial. (Year) *Title*. Place of publication, Publishing company.

Example: Chandra, P. (2011). *Financial management*. New Delhi, Tata McGraw-Hill Education

Book with an Editor

Editor's last name, First and Second Initial. (Ed.). (Year) *Title*. Publishing company.

Example: O'Riordan, T. (Ed.). (2001). *Globalism, localism, and identity: fresh perspectives on the transition to sustainability*. Earthscan.

Chapter in an Edited Book

Author's last name, First & Second Initial. (Year). Chapter title. In: Editor's(s) name and initials. ed(s). *Book title* (page no). Publishing company, Place of publication.

Journal Article

Author's last name, First & Second Initial. (Year) Article title. *Journal title*, Volume number (Issue no), page numbers.

Jadhav, T. S., & Lele, M. M. (2016). Analysis of annual energy savings in air conditioning using different heat pipe heat exchanger configurations integrated with and without evaporative cooling. *Energy*, 109, 876-885.

Patyal, V. S., & Maddulety, K. (2015). Interrelationship between total quality management and six sigma: A review. *Global Business Review*, 16(6), 1025-1060.

Newspaper Article

Author's last name, First and Second Initial. (Year) Article title. *Newspaper title*, date, page numbers.

Example: O'Dea, W. (2006) Irish role in battleground concept will help to bolster UN. *Irish Times*, 10 January, p.16.

Page on a Website

Webpage author's last name, First and Second Initial. (Year) **Article title** [Internet], edition if available eg. update or version 4.1. Place of publication, Publisher if ascertainable. Available from: <internet address> [Accessed Date]

Example: Kelly, M. et al (2004) **Environmental Attitudes and Behaviours: Ireland in Comparative European Perspective** [Internet] Dublin Social Science Research Centre, University College Dublin Available from: <<http://www.ucd.ie/environ/home.htm>> [Accessed 8 February 2009]

Website

Website name. (Year) **Website** [Internet] .Place of publication, Publisher if ascertainable. Available from: <internet address> [Accessed Date]

Example: International Tourism Partnership (2004) **International Tourism Partnership** (ITP) [Internet] London, ITP Available from: <<http://www.internationaltourismpartnership.org/>> [Accessed 8 February 2009]

Blog

Author of message. (Year site published/last updated) 'Title of message', *Title of Internet Site*, Day/month of posted message. Available at: internet address (Accessed Date).

Example: O'Connor (2010) 'Global warming and the future', *Jane Murphy Blog*, 14 January. Available at: <http://janemurphyblog.com/blogs/archive/2010/01/14/115.aspx> (Accessed 13 April 2010).

Email Communication

Sender (Year of message) Medium of communication Receiver of communication, Day/month of communication.

Example: Scott, G. (2010) E-mail to John Bryce, 26 February.

Interviews

Name of person interviewed. (Year of interview) 'Title of the interview (if any)'. Interview by/with Interviewer's name, *Title of publication*. Medium in which the interview appeared (journal, radio, video etc), Publication details.

Example: Cowan, B. (2010) Interviewed by Brian Dobson, *Six One News*, video, RTE One, 15 March.

Government Agency or Other Organization Publication

Ireland. Author (Year) *Title*. Place of publication: Publisher. Available at: internet address (Accessed Date).

Example: Ireland. Department of Health & Children (2006) '*A Vision for Change Report of the Expert Group on Mental Health Policy*'. Dublin: Stationary Office. Available at: http://www.dohc.ie/publications/vision_for_change.html. (Accessed 11 April 2010).

Parliamentary and Legal Material

Government of Ireland. *Title* (Year) Place of Publication: Publisher.

Example: Government of Ireland. *Human Rights Commission Act*. (2000) Dublin: Stationery Office.

Conferences

Author (Year) 'Title of paper', *Title of conference: subtitle*. Location and date of conference. Place of publication: Publisher, Page reference for paper.

Example: O'Connor (2009) 'Towards a greener Ireland', *Discovering our natural sustainable resources: future proofing*. University College Dublin, 15 – 16 March. Dublin: Irish Environmental Institute, pp. 65 – 69.

Theses

Author (Year of submission) *Title of thesis*. Degree statement. Degree-awarding body.

Example: Allen, S. J. (2009) *The social and moral fibre of Celtic Tiger Ireland*. Unpublished PhD thesis. University College Dublin.

Audio-Visual Material

Title of film (Year of distribution) Director [DVD]. Place of distribution: Distribution company.

Example: *The Lives of Others*. (2007) Florian Henckel von Donnersmarck [DVD]. Santa Monica: Lionsgate.