

# NCI Library Referencing and Avoiding Plagiarism Guide

6TH EDITION

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# Contents

Introduction & Foreword – 6th Edition 2025	06
Selecting the Best Resources to Use for Your Assignments & Research	07
Choosing What Information to Use	07
Evaluating Information	08
The CRAAP Test	08
Using Information - Paraphrasing, Summarising & Quoting	09
Paraphrasing	09
Why Paraphrase?	10
Paraphrasing Tips	11
Summarising	11
Quoting	11
The Importance of Notetaking	12
Tips to Remember	12
Academic Integrity and Avoiding Plagiarism	13
What is Academic Integrity?	13
What is Plagiarism?	14
Examples of Plagiarism	14
How Do I Avoid Plagiarism?	15
How is Plagiarism Detected?	15
Artificial Intelligence (AI)	17
What is Generative AI?	18
AI and Academic Integrity	18
Risks and Disadvantages of Using AI	18
How Can I Use AI Ethically?	20
Research Assistants	21
Using Grammar/Spelling Correction Tools	21
Consequences of Plagiarism and Unethical Use of AI in Your Work	22
The Basics of Referencing	23

What is Referencing?	23
Why Should I Reference?	24
When Should I Reference?	24
Where Do I Reference?	25
What Referencing Style Should I Use?	25
Formulating References	26
Reference Managers	26
Other Referencing Tools	27

<b>Harvard Style</b>	<b>29</b>
Getting Started	29
Referencing In Text	29
The Reference List	31
Harvard - Core Sources	32
Books	32
Edited Books	34
eBooks	35
Edited eBooks	36
Journal Articles	37
Conference Papers	39
Webpages	40
Online News Articles/Blogs	42
Case Studies	43
Harvard – Additional Sources	44
Social Media - Facebook/Instagram/X/LinkedIn	44
Online Videos - YouTube etc.	44
Podcasts	44
Encyclopedias/Dictionaries	45
Legislation	46
Legal Cases/Law Reports	47

Theses/Dissertations	48
Lecture Notes/Slides	48
Diagrams/Charts/Images/Tables	48
Harvard – Additional Notes	49
Formulating References	49
Block Quotations	49
No Known Author	49
DOIs/Permalinks	50
Authors Referring to Other Authors – Secondary Referencing	51
Citing Multiple Sources In-Text – Chronological, Then Alphabetical Order	52
Acronyms or Abbreviations	52
Reference List Tips	53
Harvard – Sample Reference List	55

<b>APA Style</b>	<b>58</b>
Getting Started	58
Referencing In Text	58
The Reference List	60
APA - Core Sources	62
Books/eBooks	62
Edited Books/eBooks	64
Journal Articles	65
Conference Papers/Proceedings	67
Webpages	69
Online News Articles/Blogs	70
APA – Additional Sources	70
Psychological Tests/Scales	71
Social Media	71
Online Videos	71
Podcasts	72

Encyclopedias/Dictionaries	73
Legislation	74
Theses/Dissertations	75
Lecture Notes	75
Diagrams/Charts/Images/Tables	75
Software	75
APA – Additional Notes	76
Formulating References	76
Block Quotations	76
No Known Author	77
DOIs/Permalinks	77
Authors Referring to Other Authors – Secondary Referencing	78
Citing Multiple Sources In-Text – Alphabetical, Then Chronological Order	79
Acronyms or Abbreviations	79
Identical In-Text References When Shortened Using Et Al.	79
Reference List Tips	80
APA – Sample Reference List	81

<b>IEEE Style</b>	<b>83</b>
Getting Started	83
Referencing Format	83
Referencing In-Text	83
The Reference List	85
IEEE - Core Sources	86
Books	86
Edited Books	88
eBooks	89
Edited eBooks	90
Journal Articles	91
Conference Papers	93

Webpages	94
Online News Articles/Blogs	95
IEEE - Additional Sources	96
Datasets	96
Code	96
Software	97
Legislation	97
Patents/Standards	98
Preprints (ArXiv etc.)	99
Social Media - Facebook/X/Instagram	99
Online Videos	100
Theses/Dissertations	100
Diagrams/Images/Charts/Tables	100
IEEE – Additional Notes	101
Formulating References	101
In-Text Citations	101
Formatting Figures/Tables In-Text	102
Acronyms & Abbreviations	103
No Known Author	104
Authors Referring to Other Authors – Secondary Referencing	104
DOIs/Permalinks	104
Reference List Tips	106
IEEE – Sample Reference List	107
<b>Help &amp; Support</b>	<b>109</b>
<b>Library Academic Support Centre</b>	<b>109</b>

## Introduction & Foreword – 6<sup>th</sup> Edition 2025

We're delighted to present the sixth edition of the NCI Library Referencing and Avoiding Plagiarism Guide. Expertly authored by **Shannon Mallon**, with valuable contributions from Keith Brittle and Isobel Dunne of the Library Academic Support Centre (LASC), this guide has evolved significantly since its first release in 2008, originally titled *How to Reference: Harvard Style*.

In this edition, you'll find clear guidance on how to select and evaluate information, understand the fundamentals of referencing, and use NCI's three primary referencing styles—Harvard, APA, and IEEE. You'll also discover tools and tips to support your referencing skills.

A referencing guide is essential for students because it helps them avoid plagiarism by properly crediting sources, supports their arguments with credible evidence, and ensures consistency and professionalism in academic writing. It also teaches discipline-specific citation practices, which are crucial for scholarly communication. Using a guide correctly reflects strong research and writing skills.

You may also hear about academic integrity and avoiding plagiarism in relation to referencing and academic writing. You can find more about these concepts as well as updated advice on artificial intelligence in this guide.

We hope you will find this edition helpful, but remember you are always welcome to reach out to the Library Academic Support Centre at any stage of your studies at NCI for further advice and assistance with the topics covered in this guide.

Wishing you every success in your studies,

**Mary Buckley, Librarian, NCI, 2025**

# Selecting the Best Resources to Use for Your Assignments & Research

When writing assignments and conducting research in National College of Ireland, it's necessary for you to use authentic and good quality information and evidence to back up your work. The types of sources that you read, use and reference in your assignments at NCI can seriously impact the quality of your work; therefore, you need to carefully select the sources that you are going use to back up your writing. First, you should prioritise the resources and readings that your lecturer has highlighted on their Moodle page. Secondly, you should explore further resources available from the library such as academic journals, textbooks and eBooks as these are more reliable sources to use than more random sources found on the internet.

Different types of sources serve distinct functions; for example, a textbook will provide a broad overview of a topic or field (e.g. management or psychology), introducing you to important concepts or theory. Whereas a journal article will provide you with more specific information, usually the findings of a research project. Therefore, it is important to choose the right type of source based on your assignment and the information required to complete it.

## Choosing What Information to Use

When it comes to choosing information to use and reference in your assignments and research, try to follow the two-step process below:

1. Start with **module/Moodle content** such as recommended reading (textbooks, journal articles, reports, links in lecturer slides etc.)
2. Then ask yourself: What additional resources do you need from **NCI library**? The assignment/research task will dictate how much additional information you need

**Following this process helps to avoid searching for more random information on the internet – remember many websites are not considered valid academic sources.**

## Evaluating Information

While it is recommended that you concentrate on academic resources such as textbooks or journal articles for your assignments and research, it is likely that you will reference a variety of different source types in your academic work. If you do choose to reference a website or other internet resource, it is particularly important to be able to evaluate its credibility and ensure that it is a reputable source to use.

### The CRAAP Test

The **CRAAP** test is commonly used to evaluate information sources and is particularly relevant when assessing internet sources. It stands for:

**Currency:** Is the information up to date and recent enough for your needs?

**Relevance:** Does it clearly relate to your topic? Who is the intended audience?

**Authority:** Who is the author and what are their qualifications? Are they affiliated with a particular organisation or institution?

**Accuracy:** Is the information correct and supported by verifiable evidence/references? Is the information free of grammatical and spelling errors?

**Purpose:** Why was the information created, to inform, sell or persuade? Is it objective, or is there bias? Is the author's point of view clear?

**It is important to ask questions like these about the information you use and to not automatically assume it is accurate or reliable.**

In addition to the above strategy, it's important that you do not take information found on the internet at face value. Always seek to cross-reference and cross-check the information in reputable sources to verify

if the information you are looking to use is genuine. Prioritising your lecturer's recommended resources and NCI library's resources will reduce the need for this type of in-depth verification.

## Using Information - Paraphrasing, Summarising & Quoting

There are three main ways of incorporating other writers' work into your own writing - you can either **paraphrase, summarise or use a direct quotation**. Regardless of which method you use, **you must reference** the original source of the information both in text and at the end of your work.

When you are paraphrasing, summarising or quoting information from another source, ensure you integrate the information into your own writing. This means:

- It must be relevant to your argument
- It must join neatly with what comes before and after in your own writing
- It must make logical and grammatical sense

### Paraphrasing

Paraphrasing means taking the ideas, words or work of another and restating the information by using different words and phrasing so that it is different from the original source but retains the original meaning – this is how you demonstrate your own unique understanding of the information.

Paraphrasing is a key academic skill when using information from other sources and should be the most frequently used method of incorporating sources into your research since it shows a deeper understanding of the

material and that you have developed your own thoughts on the topic. While this is the most common method in academic writing you must still ensure that credit is given to the original source of the information by inserting a reference.

## Why Paraphrase?

- Expressing ideas in your own words strongly supports your argument and shows your lecturer how well you understand the original material and the source being cited.
- Shows understanding of the topic and adds value to your writing about the topic being discussed
- Provides supporting evidence for your arguments, adding credibility to your ideas and work
- Improves the flow of your paper, by retaining your own tone and voice rather than that of your sources

A paraphrase should be a restatement of the meaning of the original text in your own words and not simply changing some words or sentences around.

For successful paraphrasing you need to:

- **Substantially change the words**
- **And change the grammar**

The idea of the author(s) should remain the same, but the detail will be in your own words.

## Paraphrasing Tips

- Don't copy and paste anything
- Reread the original passage until you understand its full meaning
- Set the original aside, and write a paraphrase in your own words
- Check your paraphrase against the original to ensure that your own words are an accurate interpretation of the original information
- Insert a reference to the original source

**N.B.** Only changing one or two words is NOT paraphrasing as your writing will still be too similar to the original source.

## Summarising

Summarising involves giving a **summary of the main idea(s)** of the original text in your own words and still referencing the original source of the information. Summaries are generally shorter than the original and give your reader a broad overview of the main point(s) of the original source.

## Quoting

Direct quotations should be used **sparingly** and only if necessary, for example, when giving an exact definition. If quoting, the **exact wording, spelling and syntax of the original text must be used** and the page number (where available) from where it was taken must be included in the in-text citation. Quotations must be integrated into your writing – either before or after, you should indicate how the quote illustrates or supports your point.

**N.B.** You should use quotations only sparingly and only to support your own argument NOT to replace it

## The Importance of Notetaking

It is important to take notes as you read to keep track of the information you are using. Try to paraphrase and reference as you write, rather than leaving it to the end. This means you are less likely to forget to paraphrase or reference information and accidentally plagiarise. Always note the reference details of the sources you take information from – even if just the book title or the URL of a webpage - so that you can correctly credit and reference where the information came from.

The Library Academic Support Centre’s Assignment/Research Planning Guidelines (available online) can be used to help you take notes and keep track of the sources you are using.

## Tips to Remember

- Is it a quote? **Reference it!**
- Is it a paraphrase? **Reference it!**
- Is it another person’s idea/theory/image? **Reference it!**

**N.B.** Every sentence of a paragraph in your written work that does not contain a citation will be assumed to be your own writing, thoughts or ideas, so make sure it is!

The following sections contain information on academic integrity, avoiding plagiarism and using artificial intelligence. For more information on referencing and the three styles (Harvard, APA & IEEE) used at NCI, see [page 23](#).

# Academic Integrity and Avoiding Plagiarism

It is important to understand why using good quality resources and referencing them is such a fundamental part of any academic undertaking. Using academic resources ensures your work is built on solid evidence. Referencing then allows you to present this evidence and support your writing, which demonstrates to your reader that your research and writing is well informed by appropriate sources. Most importantly, referencing also allows you to credit other authors for the use of their words and ideas. Ultimately, by using good quality resources and referencing them accurately, you can uphold academic integrity in your work and avoid plagiarism.

## What is Academic Integrity?

Academic integrity is about using your own thoughts and words in your assignments and exams. It is important to be aware of the academic practices required at National College of Ireland and to not assume that what was accepted in your previous educational experience is also accepted at NCI.

Academic writing is built on trust, and students are expected to be honest and responsible in the work they do. This includes crediting and referencing any sources that have been used in assignments and research as well as using authentic, reputable sources that can be accessed and verified by your lecturers. When information has been taken from another source, you are expected to give full credit for the use of another person's thoughts and ideas. **Intentional or unintentional use of another's work, without proper acknowledgement, is plagiarism.**

See the [Academic Integrity Guide](#) and the [Academic Integrity Starter Guide](#) for further details. In addition, **Epigeum**, a self-directed learning programme on academic integrity, is available via Moodle or the Library website (A-Z Databases) - all first year Undergraduate and Postgraduate students are required to complete the programme.

## What is Plagiarism?

Plagiarism refers to **taking another person's words, ideas, data or images and using them as your own without giving credit** to the original source of the information. Plagiarism can happen in many different ways, so it is important to be aware of how to avoid it.

## Examples of Plagiarism

- Copying words or ideas from someone else without giving them credit
- Copying images, graphs or computer code (for code, check permitted use with your lecturers)
- Paraphrasing another's work too closely, with only minor changes, but with the essential meaning, format and/or progression of ideas maintained
- Failing to put a quotation in quotation marks – this is considered plagiarism even if you reference the source because you have presented the work as a paraphrase (i.e. your own words)
- Relying on a specific idea or interpretation which is not your own, and which has not been properly referenced
- Compiling the work of others from multiple sources, and representing this as your own original work
- When two or more students work together on an assignment/project that was meant to be completed by one person only (i.e. collusion)
- Preparing an original and correctly referenced assignment and submitting part or all of the same exact assignment twice for separate modules (i.e. self-plagiarism)
- Using generative AI tools (ChatGPT, Copilot etc.) to generate content/text for your assignments without permission and presenting this as your own work

## How Do I Avoid Plagiarism?

- Don't copy and paste any text into your assignment draft, as this will inevitably lead to you using wording that is too close to the original
- Use a variety of good quality sources, i.e. don't rely on just one source for whole sections of your assignment
- Keep good quality and accurate notes - good referencing starts with well organised notetaking and record keeping
- Make sure that you paraphrase properly and reference correctly
- Don't use generative AI tools to generate content/text for your assignments (see [page 17](#) of this guide for how to use AI ethically)

## How is Plagiarism Detected?

### *Lecturer knowledge*

Plagiarism can be detected through your lecturer's experience with how plagiarism commonly occurs and their familiarity with key readings and resources associated with the subject they are teaching.

- They will look for any discrepancies between your own writing style and the plagiarised content and be able to recognise when the writing standard and style is above and beyond the normal expectations of student work.
- If your writing is more comprehensive and more polished than would be expected for your level of study (either for you or for the students in your class), this can raise suspicions about the originality of the content.
- If specific word choices used in your writing are unusual or particularly sophisticated, this can also bring into question the integrity of your work.
- If the resources you reference in your assignments cannot be accessed by your lecturer, this is also an area of concern

## Turnitin

NCI uses similarity detection software called **Turnitin** to help academic members of staff to detect possible instances of plagiarism. When you submit an assignment on Moodle, Turnitin matches the text against its own database of electronic resources and the internet and produces a Similarity Report. This report highlights any matches and gives an overall percentage of similarity found in the submitted paper. This helps your lecturer to identify possible instances of plagiarism.

However, having **similarities in your assignment does not necessarily mean you have plagiarised**. Turnitin does not consider whether you have quoted or referenced correctly, it only points out similarities of any kind - for example:

- Direct quotes that you have properly referenced may be highlighted - this is not considered plagiarism as you have clearly indicated the original source
- References in your Reference List will be highlighted at the end of your work - this would not be considered plagiarism either
- Any use of a cover sheet for your submissions will also be included in a Turnitin similarity report – again, this does not indicate plagiarism.

Turnitin also has **AI detection functionality**, which can help your lecturer to identify possible AI generated text in your assignment.

See the online [Turnitin Guide](#) for more information.

## Artificial Intelligence (AI)

Advancements in AI technology have brought many new challenges when it comes to evaluating information, avoiding plagiarism and upholding academic integrity. Generative AI chatbots (ChatGPT, Copilot, Gemini etc.) can be useful when used responsibly and ethically. However, they can also be used in ways that can violate academic integrity and impede your learning, so it is important to be clear on permitted use and be transparent when using AI tools.

National College of Ireland permits the **ethical** use of AI tools, and the college has developed a policy and guidance on how to use AI in an effective and transparent way to ensure academic integrity is upheld in your work. See the [Use of AI in Teaching and Learning](#) online guide for more information.

NCI students are required to have an understanding of what generative AI is and how it can be used ethically and appropriately in an academic context. To use generative AI (genAI) in a way that is beneficial to your learning, you will need to use it selectively and strategically. Generally, **you will not be permitted to use AI generated text or content** in your assignments at NCI, unless given explicit permission by your lecturer.

You may be allowed to use AI tools to brainstorm, structure ideas etc., but you always need to check permitted use with your lecturer and be transparent about how you have used AI. If you have identified any sources or references through an AI tool, you must verify that they are credible sources by locating and accessing them online or through the library and reading and referencing them directly rather than as described by the AI tool.

It is crucial that you are open and transparent about your use of AI. If you are permitted to use AI to assist with an assignment, you will need to declare what tool you used and how you used it in the AI Acknowledgement Cover Sheet (available on Moodle and the library website). It is also important to keep a record of any AI use (including screenshots) so you can provide additional evidence of how you used AI if requested.

When it comes to ethically using AI at NCI, the key message is to **seek permission** and **be transparent**.

## What is Generative AI?

Generative AI is a type of artificial intelligence capable of creating content such as text, images, music, video, or code in response to prompts written in natural language. These tools are able to generate such content because they are trained on vast datasets, typically Large Language Models, allowing them to produce outputs that resemble human communication. OpenAI's ChatGPT and Microsoft's Copilot are examples of commonly used generative AI tools.

## AI and Academic Integrity

Academic integrity is a fundamental requirement at NCI. Students submitting work and assessments created by someone or something else, as if it was their own, is plagiarism and violates academic integrity - this includes AI-generated content. Generative AI is not an original or authoritative source of information; it simply reproduces information from unidentified sources.

AI tools must not be used unethically to pass off AI-generated text as your own work. Any work submitted by you to NCI must represent a genuine demonstration of your own writing, skills and knowledge. Using a generative AI tool to create or re-write or paraphrase your assignment and then submitting that content as your own, is cheating. Outsourcing your academic work to AI in this way breaches NCI's Academic Integrity Policy.

## Risks and Disadvantages of Using AI

As attractive as using AI may seem, there are risks associated with using AI output for your academic work and ways of using it that are not appropriate or acceptable in NCI. It is crucial to be aware of the limitations and risks associated with using AI in an academic setting. Remember, AI tools are not databases of knowledge. They 'predict' combinations of

plausible words; therefore, they should never be used exclusively instead of recommended readings from your lecturer and library resources.

It is also important to be aware that AI tools are prone to ‘hallucination’, i.e. sometimes they generate misleading, incorrect or completely fabricated information such as false references that don’t exist. They also have the potential to undermine your learning by offering shortcuts and diminishing critical engagement and evaluation. Any information or source generated by an AI tool must not be taken at face value and must be verified by seeking out reputable sources to see if it is correct and authentic. It is your responsibility to check the accuracy of any AI output.

**See below for additional risks associated with using AI output for your academic work:**

- AI output can be inaccurate, unreliable or false
- AI doesn’t “think” - it is not capable of critically evaluating information
- AI tools provide you with information based on your prompt rather than the true source material
- AI output can be biased and often dated
- AI often only works with content available on the surface web and not content that is behind paywalls (this includes access to eBooks, journal collections and other specialist databases like the kind of content that NCI Library provides access to and your lecturers will be looking for you to use)
- By relying on AI to do your research or writing for you, you miss out on vital learning opportunities – paraphrasing, summarising and making your own notes are part of the learning process

The more reliant you are on AI tools, the harder it will be for you to research and write future assignments independently, as you will not have developed the skills and knowledge you are expected to have gained from previous work. It is important to remember that research and writing are

skills that need to be learned and practised and are fundamental aspects of any academic undertaking.

## How Can I Use AI Ethically?

Before using any AI tool, it is important to understand the limitations of the technology and be able to critically evaluate any output in terms of accuracy and relevance. If you are using an AI tool to find information, it is important that you search for and access any resource that it recommends, in order to read the information yourself to form your own conclusions and verify that it is a legitimate source.

Synthesising information from a range of sources through the act of writing is how you develop critical thinking skills. This is the purpose of researching and writing academic assignments, and what your lecturer is marking you on. Any use of AI should only supplement this process, not replace it. It is important that you document any AI use as you will need to declare it in the AI Acknowledgement Cover Sheet.

### **Suggested ways to use AI ethically:**

- To explore a new topic
- To generate keywords/search strategies
- To brainstorm or create a mind map
- To structure your ideas
- To get an alternative insight into a topic
- To develop new questions
- To engage in a ‘dialogue’ on a topic by using it as an information gathering tool before then consulting reputable and recommended sources directly and reading them yourself

**Remember, AI tools can be useful if used ethically, but they should not be used to do your work for you or used as a replacement for engaging with the content your lecturer has posted on Moodle.**

## Research Assistants

AI powered research assistants (Scite, Consensus, Elicit, SciSpace etc.) are commonly used to search for and discover related research and to summarise or analyse research. These can be useful for gaining an initial idea of important research in a particular field or for those undertaking a large amount of research. However, like any tool, they should not be used as a replacement for your own critical evaluation and analysis.

## Using Grammar/Spelling Correction Tools

Many students use tools for grammar/spelling correction or even translation. However, because some tools (e.g. Grammarly) use AI to generate or rephrase text, it is important that you don't use these tools to produce substantial amounts of AI-generated text in your assignments. Grammar checking tools with an AI element should be used sparingly and transparently, as they can violate academic integrity policy (unless you are given permission to use them) and also impede the development of your academic writing skills.

If you do use a grammar correction tool with AI functionality, like Grammarly, you should declare it in the AI Acknowledgement Cover Sheet. This makes it clear to your lecturer how and why you have used that particular tool. You should always discuss with your lecturer regarding acceptable usage of grammar/spelling correction tools, and they will be able to advise further.

## Consequences of Plagiarism and Unethical Use of AI in Your Work

Plagiarism constitutes serious academic misconduct, and the penalties are severe if a student is found to have deliberately plagiarised the work of another, including copying the work of other students. As a student, it is your responsibility to avoid plagiarism.

In addition, the use of AI must align with NCI's [Academic Integrity Statement](#) and [Academic Integrity Policy](#). The unauthorised or improper use of AI will be seen as academic misconduct. If your work is thought to contain content that you did not create (write) yourself, it can lead to an investigation and serious consequences. Where NCI cannot stand over a piece of work created by a student due to inappropriate or unauthorised AI use, this work will not be accepted and may lead to disciplinary action.

As stated previously, lecturers in NCI use **Turnitin** (see [page 16](#)) to help them detect possible instances of plagiarism and inappropriate use of AI. If a lecturer has serious concerns about plagiarism or unethical use of AI, they will notify you and then seek a second opinion. If their concerns are found to be justified, the consequences can range from the following:

1. Your assignment grade being capped
2. Loss of marks in part or whole
3. Submitting a new piece of work
4. Suspension
5. Expulsion

For more information, see NCI's [Academic Integrity Policy](#).

# The Basics of Referencing

## What is Referencing?

One of the distinguishing features of academic writing is that it is informed by what is already known, what work has been done before, and/or what ideas and methods have already been developed. Thus, in academic books and articles, writers frequently make reference to other studies and to the work of other authors. At NCI, you are required to do the same in your assignments and research by referring to information written or created by others. An essential aspect of academic writing is providing references to demonstrate to your lecturers that you have built your understanding on credible sources of information.

Information can come from many different sources (textbooks, academic journals, conference papers, websites etc.), however, it is important that you use good quality academic sources as much as possible. You will be expected to use a variety of sources and reference them throughout your assignments in order to support your work and give credit to the original creators of the information.

**Referencing (or citing)** means acknowledging the sources that you used to inform and support your writing in your assignments. Referencing is a required feature of academic writing and a skill you will need to learn.

**When you use information that someone else has written or produced, you need to give them credit** and ensure that the person reading your assignment can easily locate the source where you found the information. In order to do this consistently and accurately, we use referencing styles. **A referencing style is a set of rules to help you format the references in your assignment**, both within the text of your assignment and in a reference list at the end.

Three referencing styles are used at NCI: **Harvard, APA and IEEE**. Which referencing style you should use depends on what course or subject you are studying. Harvard is required by most courses; Psychology and Education and Learning and Teaching students use APA; and Computing students use either IEEE or Harvard depending on the module.

It is important to check with your lecturer to ensure you are using the correct referencing style.

## Why Should I Reference?

One of the most important things you have to do in your assignments and research is show your lecturers where your information comes from, so that they can see you are well informed. You do this by making sure you use and reference evidence to back up the claims you make. Referencing is a requirement in all assignments and research conducted in NCI where information has been taken from other sources - here are the main reasons why you should reference:

- To enable your reader to **locate and access** the sources you have used and confirm/contest the information for themselves
- To **strengthen** your arguments, **support** your own ideas and give them **credibility**
- To **demonstrate that you have read** and used relevant and good quality sources for your research
- To **acknowledge** and **credit** the original source of the information, thereby avoiding plagiarism

By properly referencing your written work, you are rightfully giving credit to the words and ideas of others that you have used; you are also clearly demonstrating the level of your own reading and research. By following a specific referencing style, those who read and grade your work can easily identify and locate the sources you have used. Also, correctly referencing in your written work will improve your grades and help you to avoid plagiarism.

## When Should I Reference?

You should reference whenever you reword (paraphrase/summarise) or directly quote a source of information in your writing.

## Where Do I Reference?

References need to be included in **two different places** in your assignments:

- **In the text** of your assignment at the exact point where you use or refer to information from another source. This is called an in-text citation – here you only provide the briefest details of the source (author and year – Harvard/APA; number – IEEE).
- **In the reference list** at the end of your assignment – here you provide the full details of the source you cited in the main text of your assignment including **author, year and title** plus other details depending on the source type.

## What Referencing Style Should I Use?

A referencing style is a set of rules to help you format the references in your assignment, both within the text and in a reference list at the end.

This guide includes the 3 main referencing styles which are currently used in NCI. These styles are:

- **Harvard** – used in all courses in the School of Business plus some modules in the School of Computing. See [page 29](#).
- **APA** - used by students studying Psychology, Education and Learning and Teaching. See [page 58](#).
- **IEEE** – used in the School of Computing as well as the Harvard style. See [page 83](#).

**Always clarify with your lecturer which referencing style is required.**

**Disclaimer:** Whilst every possible effort has been made to accurately and consistently reflect the APA, Harvard and IEEE styles in the examples provided in this guide, small errors may occur. This guide is regularly revised and any errors which are identified will be rectified in future

editions. Please note, there are also variations within these styles regarding certain details – should your reference vary slightly from an example contained within this guide, it is important that you are consistent with the variation when presenting and formatting your references, as long as it does not follow a contrary style to the one you should be using.

## Formulating References

References can be typed out manually, however, there are a variety of reference generators and managers available that you can use to keep track of the sources you use and formulate references. It is important that you understand what the referencing style you are required to use should look like and what details are required so that you can enter the right information into a reference manager and correct any mistakes.

**N.B.** No reference manager or generator is 100% accurate, so you will need to double check any references generated for accuracy using the examples in this guide and manually edit references where necessary.

## Reference Managers

### *Mendeley*

Mendeley is a free reference manager available to download or use online. Mendeley can be used to import and organise online resources and also to create citations and references. The plugin for Microsoft Word (Mendeley Cite) can be used to automatically generate references in Harvard, APA or IEEE style.

For more information, please see the Library's dedicated [Mendeley Guide](#) or go to the Mendeley website: <https://www.mendeley.com/>

### *Zotero*

Zotero is a free and open-source reference manager that can be used to import and organise your research and create citations and references similar to Mendeley. ZoteroBib (<https://zbib.org/>) can also be used to quickly generate references or a reference list in Harvard, APA or IEEE style.

For more information, please see the online [Referencing and Avoiding Plagiarism Guide](#) or the Zotero website: <https://www.zotero.org/>

## Other Referencing Tools

### *Microsoft Word*

Microsoft Word has a built-in referencing function which is useful for creating both citations and reference lists. However, Microsoft Word has a limited amount of citation styles to choose from, and bibliographic information on each source must be added manually.

**N.B.** Recent versions of Word only include APA 6th edition so you may need to edit references manually to reflect the 7th edition.

For more information on how to create citations and references in Microsoft Word, see the online [Referencing and Avoiding Plagiarism Guide](#).

### *LaTeX and BibTeX*

LaTeX is a document preparation system used to format a document's structure, style and citations by using a mark-up language and plain text. LaTeX is particularly useful when creating complex documents which include mathematical equations or symbols. BibTeX is a reference management file format and programme and is used alongside LaTeX to create and prepare citations throughout a LaTeX document.

For more information on how to use LaTeX and BibTeX, see the online [Referencing and Avoiding Plagiarism Guide](#) or go to the LaTeX website: <https://www.latex-project.org/>

Overleaf is a commonly used online LaTeX editor which requires no download or installation, see their website for more information: <https://www.overleaf.com/>

### *Websites*

In addition to the referencing tools listed previously, there are also a variety of websites (MyBib, CiteThisForMe etc.) that can be used to create

references. These websites can be used to generate references for a variety of sources (eBooks, journal articles, websites etc.) in a variety of styles (Harvard, APA and IEEE are all commonly available).

Referencing websites are useful if you are looking for a fast and easy way to create references for an assignment. Most are free to use to generate single references, but they may require you to pay to save your reference list for later use. However, they are useful if you simply need to generate references in the required referencing style and then add them into your reference list at the end of your assignment.

As noted previously, it is always a good idea to check the references these websites create against the examples in this guide to ensure they accurately reflect the sources you have read and contain the required components based on the source type.

### *Generative AI tools (ChatGPT, Copilot etc.)*

Generative AI tools are commonly used to formulate references in various styles; however, they are not always accurate. It is important to be aware of the requirements of the referencing style you are required to use, in order to correct and manually edit any references formulated by an AI tool.

When using any AI tool to formulate references, make sure to adjust your prompt or instruct the tool to follow the formatting instructions for Harvard, APA or IEEE contained in this guide. This is particularly important for Harvard style, as several versions of the style exist, so it is important to follow NCI Harvard as outlined in this guide to ensure the references are accurately formatted.

Use of AI tools to formulate references would also need to be declared in the AI Acknowledgement Cover Sheet.

## Harvard Style

The **Harvard** referencing style is one of the main styles used in National College of Ireland. It is also known as the ‘author date’ system. Several versions of the style exist, so it is important to follow NCI Harvard as outlined in this guide to ensure your references are accurate, particularly if using a reference manager or generator.

Harvard style is a **two-part system**, so you need to include references in two different places in your work - in the text and at the end in a list of references.

Only the author surname(s) and publication year are included within the text and then the full bibliographic details are provided in the list of references at the end, which is titled **References**.

## Getting Started

### Referencing In Text

Readers experience your writing one line at a time. When they see information that isn’t common knowledge, they begin to wonder where that information came from. Don’t make them wait until the end of the paragraph - that’s too late. A reference needs to be made at the exact point in your writing where you use information from another source. This consists of a short, basic reference (Author, Year) inserted every time you use or refer to someone else’s work in-text. When you do this, you establish clear boundaries between your own thoughts and the work of others.

#### *Parenthetical vs. narrative citations*

In Harvard style, there are two different ways to use in-text citations, **parenthetical and narrative**:

- In parenthetical citations, both the author’s name and the publication date are placed in brackets (parentheses). A parenthetical citation is generally placed at the end of the sentence.

- In narrative citations, the author's name is used as part of the sentence structure and only the publication year is placed in brackets directly after where the author's name is used.

**Example  
parenthetical  
citation**

Consideration of how the business can consistently meet the needs of customers is the basis of quality management (Cole and Kelly, 2020).

**Example  
narrative  
citation**

Taylor (2019) suggests that using more positive and inclusive language is key in managing diversity.

### When to use *et al.*

“Et al.” is short for “and others” in Latin. In Harvard style, if a source has three or more authors, you can use *et al.* (in italics) after the first author's surname in text, see example below:

**Example**

Robbins *et al.* (2017) note that working for a charismatic leader may motivate employees to work harder.

**N.B.** “Et al.” is only used in-text to save space, include all author names in the corresponding reference list entry.

### Using direct quotations

Quotations taken directly from an original source must be enclosed in double quotation marks and the exact wording, spelling and syntax of the original text must be used. A citation must also be added after the quotation including the page number(s) where the quotation was taken from (if available).

**Example**

“Projects and project management take place in an environment that is broader than that of the project itself” (Project Management Institute, 2013, p. 19).

**N.B.** The use of direct quotations should be kept to a minimum in your work and are best used only when exact wording is important, for example, when providing a precise definition. It is better to put information into your own words as much as possible by paraphrasing, in which case you do not need to include page number(s) in your in-text citation.

## The Reference List

When using the Harvard referencing style, a reference also needs to be included in a list of references at the end of your work. A reference list provides comprehensive details of all the sources cited in the text of your written work. If a reader wants to know the full details of or access a source you have used, they can check your reference list.

**As Harvard is a two-part referencing system, it is important that in-text citations and reference list entries correspond** - every source cited in the text of your work must have a corresponding entry in the reference list. It is also important to ensure that every source included in the reference list is directly cited in the text - **do not include a reference for a source that you have not cited in text.**

The reference list should be in **alphabetical order** by the primary author's surname or family name; this makes it easier for your reader to locate a source cited in the text of your assignment. **Do not number or bullet point** the reference list in Harvard style.

### *What is a reference made of?*

A reference generally consists of the name(s) of the **author(s), the year and title of the source** plus other components depending on the source type.

Remember, the **components you need to include and the way a reference is formatted depends on the type of resource.** For example, a book is referenced differently from a journal article, therefore, it is important that you follow the correct example on the following pages depending on the type of source you need to reference.

See [page 55](#) for an example Harvard style reference list.

## Harvard - Core Sources

This section provides guidance and examples on how to reference the most common information sources such as books, journal articles and webpages in Harvard style. There are different levels of quality when it comes to information sources, so it is important to be selective with the ones you use. Try to reference a variety of sources and utilise academic resources (books/eBooks/journal articles) recommended by your lecturer or from the library as much as possible.

### Books

Follow this format to reference a print or hardcopy book. The place of publication and the name of the publisher is included in a book reference.

#### *Components of a Book Reference*



## Format Examples

### **Book - One author**

Taylor, S. (2019) *Resourcing and talent management*. 7th edn. London: Kogan Page.

### **Book - Two authors**

Cole, G. A. and Kelly, P. (2020) *Management: Theory and practice*. 9th edn. Andover: Cengage.

### **Book - Three authors**

Robbins, S. P., Judge, T. A. and Campbell, T. T. (2017) *Organizational behaviour*. 2nd edn. London: Pearson.

### **Book - Corporate author**

Project Management Institute (2017) *A guide to the project management body of knowledge: PMBOK® guide*. 6th edn. Newton Square, PA: Project Management Institute.

**N.B.** Corporate authors can be the names of companies, organisations, professional bodies, government departments etc.

## Edited Books

An edited book is a collection of different chapters, each written by a different author, so the authors of the specific chapter you used are included in the reference as well as the overall editor(s) of the book.

### Components of a Chapter of an Edited Book Reference



### Format Examples

#### Chapter of an edited book – One author

Trevor-Roberts, E. (2020) 'Navigating the future of work to build meaningful careers', in Wilkinson, A. and Barry, M. (eds.) *The future of work and employment*. Cheltenham, UK: Edward Elgar Publishing, pp. 204-222.

#### Chapter of an edited book – Two authors

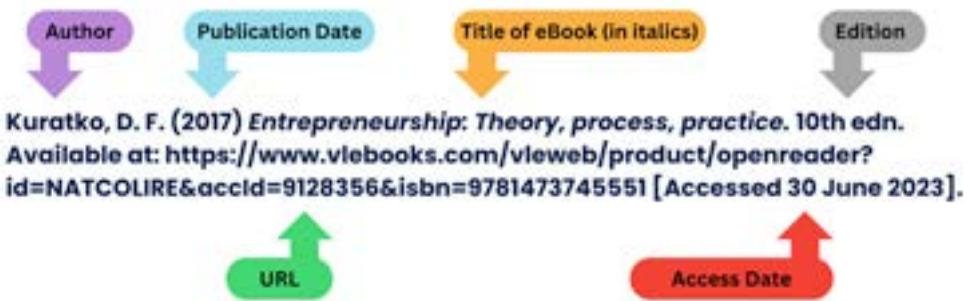
MacMahon, J. and O'Brien, M. (2019) 'Diversity and equality in the workplace', in Carbery, R. and Cross, C. (eds.) *Human resource management*. 2nd edn. London: Red Globe Press, pp. 99-119.

**N.B.** It is best practice to reference a specific chapter of an edited book rather than the whole edited book.

## eBooks

An eBook is any book that you have accessed online, either through the library's eBook collections or elsewhere. A URL is included in the reference instead of publication details so the eBook can be easily accessed by your reader.

### Components of an eBook Reference



### Format Examples

#### eBook - One author

Kuratko, D. F. (2017) *Entrepreneurship: Theory, process, practice.* 10th edn. Available at: <https://www.vlebooks.com/vleweb/product/openreader?id=NATCOLIRE&acclid=9128356&isbn=9781473745551> [Accessed 10 April 2025].

#### eBook – Two authors

Armstrong, M. and Taylor, S. (2020) *Armstrong's handbook of human resource management practice.* 15th edn. Available at: <https://ebookcentral.proquest.com/lib/ncirlie/detail.action?docID=5995878> [Accessed 10 April 2025].

#### eBook – Three or more authors

Saunders, M. N. K., Thornhill, A. and Lewis, P. (2023) *Research methods for business students.* 9th edn. Available at: <https://www.vlebooks.com/product/openreader?id=NATCOLIRE&acclid=9128356&isbn=9781292402734> [Accessed 10 April 2025].

## eBook – Corporate author

Arthur Cox Employment Law Group (2022) *Arthur Cox employment law yearbook 2021*. Available at: <https://ebookcentral.proquest.com/lib/ncirlie/detail.action?docID=6984466> [Accessed 10 April 2025].

**N.B.** Corporate authors can be the names of companies, organisations, professional bodies, government departments etc.

## Edited eBooks

A chapter of an edited eBook is referenced similarly to a chapter from a print edited book, except a URL is included instead of the publication details.

### Components of a Chapter of an Edited eBook Reference



### Chapter of an edited eBook – One author

De Vauplane, H. (2021) 'Cryptocurrencies and central banks', in Madir, J. (ed.) *Fintech: Law and regulation*. 2nd edn. pp. 121-146. Available at: <https://ebookcentral.proquest.com/lib/ncirlie/detail.action?docID=6827820> [Accessed 10 April 2025].

### Chapter of an edited eBook – Two authors

Flynn, G. and Werhane, P. H. (2022) 'A framework for leadership and ethics in business and society', in Flynn, G (ed.) *Leadership and business ethics*. 2nd edn. pp. 1-9. Available at: <https://ebookcentral.proquest.com/lib/ncirlie/detail.action?docID=6875009> [Accessed 10 April 2025].

**N.B.** It is best practice to reference a specific chapter of an edited eBook rather than the whole edited eBook.

## Journal Articles

A journal article is a report of academic research published in a journal – think of a journal as an academic magazine that contains various articles by different authors. Both the title of the article and the name of the journal are included in the reference as well as volume, issue and page numbers or article number (if available). A DOI or URL is also included so the article can be easily located and accessed online.

### Components of a Journal Article Reference



### Format Examples

#### Journal article – One author

Carrera, L. (2022) 'Corporate social responsibility: A strategy for social and territorial sustainability', *International Journal of Corporate Social Responsibility*, 7(1), pp. 1-11. <https://doi.org/10.1186/s40991-022-00074-0>

#### Journal article – Two authors

Lou, C. and Yuan, S. (2019) 'Influencer marketing: How message value and credibility affect consumer trust of branded content on social media', *Journal of Interactive Advertising*, 19(1), pp. 58–73. <https://doi.org/10.1080/15252019.2018.1533501>

### **Journal article – Three or more authors**

Sheerin, C., Hughes, C. and Garavan, T. (2020) ‘Gendered practices and tacit knowledge sharing in organizations: A structuration perspective’, *Human Resource Development International*, 23(5), pp. 542-568. <https://doi.org/10.1080/13678868.2020.1769402>

**N.B.** Sometimes a journal article will list an article number instead of page numbers – in these cases, include the article number after the volume/issue number without pp.

**N.B.** If a DOI URL is not available as shown in the above examples, insert a URL (Permalink) and access date instead (see eBook or webpage formats for inserting URLs in references. See [page 50](#) of this guide for more information on DOIs and Permalinks).

## Conference Papers

Conference papers are a written record of research that was presented at a conference. Both the name of the conference paper and the name, location and date of the conference are included in the reference. Conference papers are commonly published in a collection of proceedings, so the page numbers that the specific paper appears on in the proceedings are also included in the reference, as well as a DOI or URL.

### Components of a Conference Paper Reference



### Format Example

#### Conference paper – Three or more authors

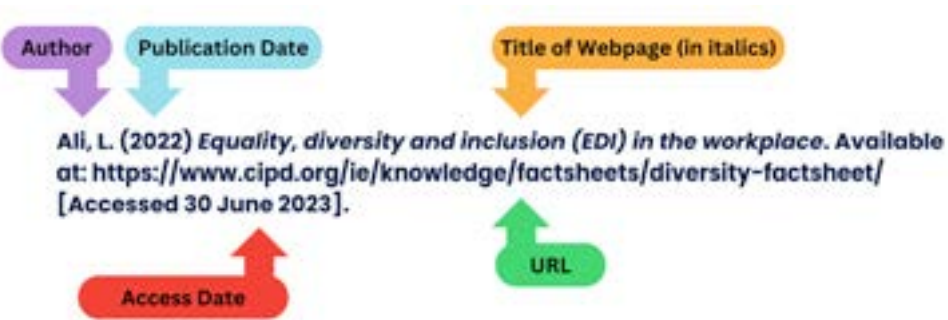
Estherita, S. A., Vasantha, S. and Sungeetha, D. (2023) 'Artificial intelligence and HR digitalization facilitated by transformational leadership', in 2023 *Intelligent Computing and Control for Engineering and Business Systems (ICCEBS)*. Chennai, India, 14-15 December 2023, pp. 1-6. <https://doi.org/10.1109/ICCEBS58601.2023.10448700>

**N.B.** If the location/date of a conference paper is not listed it can be omitted from the reference. Sometimes conference papers are published in a journal or an edited book/eBook, in this case use the journal article or edited book/eBook reference formats instead.

## Webpages

A webpage is a single page of information or content that is part of a larger collection of pages on a website. You should reference the exact webpage used rather than the homepage of the website; if you use information taken from different webpages on the same website, reference each webpage individually. A document from a webpage is a PDF document that can be accessed or downloaded via a link on a webpage, you should include a URL for the specific document, if possible, rather than the webpage it was accessed from.

### Components of a Webpage Reference



### Format Examples

#### Webpage – One author

Ali, L. (2022) *Equality, diversity and inclusion (EDI) in the workplace*. Available at: <https://www.cipd.org/ie/knowledge/factsheets/diversity-factsheet/> [Accessed 10 April 2025].

#### Document from a webpage – (PDF etc.)

Honohan, P. (2021) *Is Ireland really the most prosperous country in Europe?* Available at: <https://www.centralbank.ie/docs/default-source/publications/economic-letters/vol-2021-no-1-is-ireland-really-the-most-prosperous-country-in-europe.pdf> [Accessed 10 April 2025].

**N.B.** Webpages and documents from a webpage (reports etc.) follow the same formatting rules for referencing, the URL of the source is not a sufficient reference by itself. Full reference details are required in the reference list. If you have used more than one page from a website, you will need a separate reference for each page used.

However, it can be more difficult to identify the author and publication date of websites or webpages. Where no author is clearly identified, you can use the name of the website but be sure that there is no individual author credited either at the beginning or the end of the webpage/document before making that decision.

If no obvious date for the webpage is evident, scroll to the bottom of the page and use the copyright year listed there; if there is no year specifically mentioned at all, then use the current year at the time of writing.

**A note on using webpages:** It's important to be selective in the webpages you choose to support your writing as more randomly chosen websites may not be considered valid academic sources. For this source type, try and prioritise websites that your lecturers have indicated are reputable sources in their recommended readings and online Moodle content

## Online News Articles/Blogs

An online news article is any article from the online version of a newspaper (e.g. The Irish Times, The Guardian, The Financial Times etc.). A blog is a regularly updated website that publishes informal diary-like articles typically authored by one person. Both sources are referenced similarly to webpages, however, the name of the newspaper/blog is included and the day/month of publication.

### Components of an Online News Article/Blog Reference



### Format Examples

#### Online news article

Corrigan, E. (2022) 'How ethical is it to use AI in insurance?', *The Irish Times*, 4 May. Available at: <https://www.irishtimes.com/special-reports/2023/05/04/how-ethical-is-it-to-use-ai-in-insurance/> [Accessed 10 April 2025].

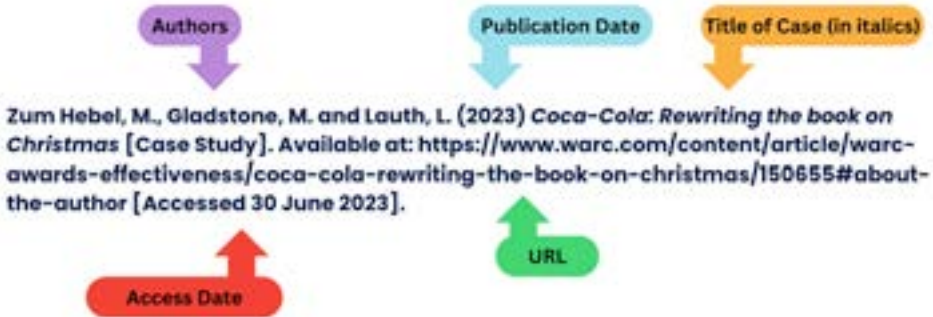
#### Blog

Whelan, K. (2021) 'Are central banks storing up a future fiscal problem?', *Karl Whelan*, 16 July. Available at: <https://karlwhelan.com/blog/?p=2087> [Accessed 10 April 2025].

## Case Studies

A case study is a detailed description of a real-life situation, organisation or event over a period of time. They are often used as part of a case study based assignment which requires you to analyse problems and identify solutions or alternative approaches and discuss the relationship between theory and practice. Case studies are mostly available online and so are referenced similarly to webpages, however, the label [Case Study] is included after the title.

### Components of a Case Study Reference



### Format Example

#### Case study

Zum Hebel, M., Gladstone, M. and Lauth, L. (2023) *Coca-Cola: Rewriting the book on Christmas* [Case Study]. Available at: <https://www.warc.com/content/article/warc-awards-effectiveness/coca-cola-rewriting-the-book-on-christmas/150655#about-the-author> [Accessed 10 April 2025].

## Harvard – Additional Sources

This section provides guidance and examples on how to reference additional information sources that you might encounter such as social media, online videos, podcasts and legislation in Harvard style. Some of these sources (social media, online videos and podcasts) are not considered to be equivalent to high quality academic texts so you should always check with your lecturer before using in your assignments.

### Social Media - Facebook/Instagram/X/LinkedIn

<b>Components</b>	Author Name (as it appears in post) (Year of post) <i>Title of post (in italics)</i> [Social Media Platform], Date and Month of post. Available at: URL [Accessed Day Month Year].
<b>Format Example</b>	The Wall Street Journal (2024) <i>From Wall Street Journal Opinion: Will AI become humanlike? Conscious? Not so fast. Large language models are impressive, but they are still statistical models mimicking human thinking, writes Andy Kessler</i> [Facebook], 22 October. Available at: <a href="https://www.facebook.com/WSJ/posts/from-wall-street-journal-opinion-will-ai-become-humanlike-conscious-not-so-fast-/929918052328126/">https://www.facebook.com/WSJ/posts/from-wall-street-journal-opinion-will-ai-become-humanlike-conscious-not-so-fast-/929918052328126/</a> [Accessed 10 April 2025].

### Online Videos - YouTube etc.

<b>Components</b>	Author Surname, Initial(s). (Year of publication) <i>Title of video (in italics)</i> . Available at: URL [Accessed Day Month Year].
<b>Format Example</b>	Sinek, S. (2023) <i>Rethinking employee empowerment and loyalty</i> . Available at: <a href="https://www.youtube.com/watch?v=dYPTWWcPva4">https://www.youtube.com/watch?v=dYPTWWcPva4</a> [Accessed 10 April 2025].

## Podcasts

<p><b>Components</b></p>	<p>Author/Presenter Surname, Initial(s). (Year of publication) ‘Title of episode’ (in single quotation marks), <i>Title of Podcast</i> (in italics) [Podcast], Day Month of post. Available at: URL [Accessed Day Month Year].</p>
<p><b>Format Example</b></p>	<p>Hancock, C. (2023) ‘Accountability for bankers and how it will work’, <i>Inside Business with Ciaran Hancock</i> [Podcast], 7 June. Available at: <a href="https://open.spotify.com/episode/4JKKetokSXnlmFiqGQLxGS?si=e47817e7284c48cd">https://open.spotify.com/episode/4JKKetokSXnlmFiqGQLxGS?si=e47817e7284c48cd</a> [Accessed 10 April 2025].</p>

## Encyclopedias/Dictionaryes

Print

<p><b>Components</b></p>	<p>Author Surname, Initial(s). (Year of publication) ‘Title of encyclopedia/dictionary entry’ (in single quotation marks), <i>Title of Encyclopedia/Dictionary</i> (in italics). Place of Publication: Publisher.</p>
<p><b>Format Example</b></p>	<p>Channon, D. F. (1997) ‘Globalization’, <i>The Blackwell encyclopedia of management volume II: Strategic management</i>. Oxford: Blackwell Business.</p>

Online

<b>Components</b>	Author Surname, Initial(s). (Year of publication) ‘Title of encyclopedia/dictionary entry’ (in single quotation marks), <i>Title of Encyclopedia/Dictionary</i> (in italics). Available at: URL [Accessed Day Month Year].
<b>Format Example</b>	Prabhakar, R. (2023) ‘Corporate governance’, <i>Encyclopaedia Britannica</i> . Available at <a href="https://www.britannica.com/topic/corporate-governance">https://www.britannica.com/topic/corporate-governance</a> [Accessed 10 April 2025].

Legislation

Act

<b>Components</b>	Country of Act. <i>Title of the Act (in italics and including the year)</i> . No. (if any), (section of legislation if specified in-text). Place of Publication: Publisher or Available at: URL [Accessed Day Month Year].
<b>Format Example</b>	Ireland. <i>Organisation of Working Time Act, 1997</i> . No. 20. Available at: <a href="https://www.irishstatutebook.ie/eli/1997/act/20/enacted/en/html">https://www.irishstatutebook.ie/eli/1997/act/20/enacted/en/html</a> [Accessed 10 April 2025].

## EU Directive

<b>Components</b>	Title of Directive ( <i>all words in italics – should include institutional origin, year, legislation number, the date it was passed and the title</i> ). Available at: URL [Accessed Day Month Year].
<b>Format Example</b>	Directive 2014/95/EU of the European Parliament and of the Council of 22 October 2014 amending Directive 2013/34/EU as regards disclosure of non-financial and diversity information by certain large undertakings and groups. Available at: <a href="https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32014L0095">https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32014L0095</a> [Accessed 10 April 2025].

## Legal Cases/Law Reports

<b>Components</b>	‘Name of party v. Name of party’ (Year) Name of Court, case no. <i>Database or website (in italics)</i> . Available at: URL [Accessed Day Month Year].
<b>Format Example</b>	‘Smith v. The Health Service Executive’ (2013) Irish High Court, case 360. <i>Courts Service of Ireland</i> . Available at: <a href="https://www.courts.ie/acc/alfresco/10111491-b200-4d11-b9d5-0e2f81957bb6/2013_IEHC_360_1.pdf">https://www.courts.ie/acc/alfresco/10111491-b200-4d11-b9d5-0e2f81957bb6/2013_IEHC_360_1.pdf</a> [Accessed 10 April 2025].

## Theses/Dissertations

<b>Components</b>	Author Surname, Initial(s). (Year of publication) <i>Title of thesis/dissertation (in italics)</i> . BA/BSc/MA/MSc/Ph.D. thesis/dissertation. Place of Publication: Institution where submitted. Available at: URL [Accessed Day Month Year].
<b>Format Example</b>	Wall, L. (2022) <i>The relationship between social media advertising factors and purchase intentions amongst millennials in Ireland: a quantitative study</i> . MSc thesis. Dublin, National College of Ireland. Available at: <a href="https://norma.ncirl.ie/6433/1/lukewall.pdf">https://norma.ncirl.ie/6433/1/lukewall.pdf</a> [Accessed 10 April 2025].

**N.B.** It is generally not recommended to reference theses/dissertations unless commenting on their own research – it is much better practice to find the sources they have used and reference those sources directly, particularly if you are consulting a recent thesis/dissertation.

## Lecture Notes/Slides

It is not recommended to directly reference lecture notes or slides; ideally, you should be using these as a starting point to explore the books and resources discussed and highlighted in class and provide evidence to your lecturer of wider reading and research.

## Diagrams/Charts/Images/Tables

Follow the format for the type of source from which the diagram/chart/image/table is taken, i.e. a book/eBook, journal article, webpage etc.

**N.B.** If you use the exact same diagram/chart/image/table as featured within the source, make sure to give the exact caption title and put the in-text citation just beneath the diagram/chart/image/table with a page number (if applicable).

## Harvard – Additional Notes

### Formulating References

References can always be typed manually, following the examples contained within this guide. However, there is also reference management software such as Mendeley or Zotero and numerous websites that can assist you in formulating references for most of the core sources in Harvard style. Microsoft Word also has a built-in referencing tool.

See [page 26-28](#) of this guide and the online [Referencing and Avoiding Plagiarism](#) guide for further information.

**N.B.** Referencing tools are not always accurate so always double check your references are correct according to NCI Harvard style requirements as outlined in this guide.

### Block Quotations

While the use of direct quotations should be kept to a minimum in your work, sometimes it may be necessary to provide a longer quotation (longer than approximately 30-40 words) particularly when recording excerpts of interviews in thesis work. In these cases, quotation marks are not used; instead, the entire quotation is indented and single spaced with a blank line above and below. If you choose to omit some part of a quotation, then indicate this by inserting three spaced dots (. . .) in place of the removed text.

### No Known Author

Sometimes there is no formal information about the author. This may occur because the author is not known, or the publisher/organisation is considered the author. In this case, the name of the publisher/organisation should be used as the author both in-text and in the reference list.

If there is no known author (person, publisher or organisation) to credit, then it is not advisable to use the source as it may not be the best quality.

## DOIs/Permalinks

When referencing online resources such as eBooks, journal articles or webpages, you are required to include a URL (or link) in the reference, this is important for two main reasons:

- To make it easier for your reader to access the sources you used and verify the information for themselves
- To demonstrate that you have used good quality, legitimate academic resources

There are two main types of URLs that are commonly included in references for online resources, **DOIs and Permalinks**.

### *What is a DOI?*

A DOI, or Digital Object Identifier, is a series of numbers, letters and symbols used to permanently identify a digital resource. DOIs give a digital resource (journal article, conference paper, document or eBook) a unique, persistent identifier that does not change, allowing your reader to easily access the resource online.

### *Where to find a DOI*

DOIs always start with 10 and can be found either on the record page (if searching on Discovery or in a database) or within the resource itself (often on the first page or in the header or footer of a journal article).

**N.B.** Not all articles or resources have a DOI.

### *How to include a DOI in a reference*

You can include a DOI at the end of a reference to allow your reader to easily access the resource online. See below for an example of how to include a DOI in a Harvard style journal article reference:

DOI format	<a href="https://doi.org/10.1186/s40991-022-00074-0">https://doi.org/10.1186/s40991-022-00074-0</a>
Reference example	Carrera, L. (2022) ‘Corporate social responsibility: A strategy for social and territorial sustainability’, <i>International Journal of Corporate Social Responsibility</i> , 7(1), pp. 1-11. <a href="https://doi.org/10.1186/s40991-022-00074-0">https://doi.org/10.1186/s40991-022-00074-0</a>

In Harvard style, if an online resource has no DOI, you should include a permalink or persistent link in the reference instead. A permalink is a stable URL that will not change, break or expire. Many databases have an option for creating a permalink – see the online [Referencing and Avoiding Plagiarism Guide](#) for more information.

## Authors Referring to Other Authors – Secondary Referencing

In academic sources, authors commonly refer to other authors. This can be difficult to navigate when referencing in your written work – see our advice below:

- If possible, try and locate the original author/source of the information referred to and then you can access and reference it directly
- Avoid referencing a source that you have not directly accessed and read yourself, i.e. you have only found it within another source – to do so, gives a false idea of the sources you have actually read and used for your assignment
- Try and use a passage of text that does not refer to other authors at all, this allows you to credit the main authors of the source you are reading directly and eliminates the need to credit other authors mentioned in the text

However, sometimes the above options may not be possible – in these cases, if you still need to use the information, you need to reference both the author(s) of the source you are reading *and* the author(s) referred to in text (secondary referencing)

### Example

Marchington *et al.* (cited in Farnham, 2015) have provided a fairly abrupt definition of HRM.

In this example, only Farnham would be included in the reference list because you did not directly consult the Marchington *et al.* source. Also note, only the year of the source consulted is featured (i.e. Farnham), not the year of the source mentioned within the text.

## Citing Multiple Sources In-Text – Chronological, Then Alphabetical Order

When providing multiple citations in text, list the citations chronologically (newest first) separated by a semi-colon; if you have two or more sources from the same year, list them alphabetically in the order they would appear in the reference list.

### Example

(Chen *et al.*, 2010; Dyson, 2010; Connolly, 2003).

## Acronyms or Abbreviations

An acronym or abbreviation can be used for a source to which you refer frequently. Give the name of the source in full on the first occasion it appears in the text and then use the abbreviation thereafter both in your text and as part of an in-text citation.

**Example**

“The National Economic and Social Forum (NESF) is a government-appointed social partnership body that provides advice on economic and social policies, especially those that seek to achieve greater equality and social inclusion in our society. It is the largest and most representative of the partnership bodies” (NESF, 2009).

The full name and abbreviation should also feature in the full reference in the reference list.

## Reference List Tips

- All references should be listed alphabetically by the primary author’s surname or family name (regardless of the order you referred to them in your text); if the author is a company or organisation, this is also listed alphabetically with the other sources. There is no division of source types, all sources are listed together
- You should include all sources that you have cited in the text of your work, ensuring that the publication dates and spellings of author names are consistent both in the text and in the corresponding reference list entries
- Do not include any sources that have not been referred to in-text
- Different works by the same author are arranged in date order (the earliest work is first)

- When you have multiple references with the same author and year, you can differentiate between them by inserting a letter next to the year both in-text and in the reference list, e.g. (CIPD, 2025a) and (CIPD, 2025b). In the reference list, list the references with the same author and the same year, alphabetically by title, apply the labels based on this order and then add the correct label to the corresponding in-text citation(s) so it is clear which of the sources you are referring to in text
- Do not number or bullet point the reference list in Harvard style
- Do not include a source in your reference list that you have not read yourself, i.e. it has only been referred to in another source you read

**See the sample Harvard reference list on the following pages.**

## Harvard – Sample Reference List

### References

Ali, L. (2022) *Equality, diversity and inclusion (EDI) in the workplace*. Available at: <https://www.cipd.org/ie/knowledge/factsheets/diversity-factsheet/> [Accessed 10 April 2025].

Armstrong, M. and Taylor, S. (2020) *Armstrong's handbook of human resource management practice*. 15th edn. Available at: <https://ebookcentral.proquest.com/lib/ncirlie/detail.action?docID=5995878> [Accessed 10 April 2025].

Arthur Cox Employment Law Group (2022) *Arthur Cox employment law yearbook 2021*. Available at: <https://ebookcentral.proquest.com/lib/ncirlie/detail.action?docID=6984466> [Accessed 10 April 2025].

Carrera, L. (2022) 'Corporate social responsibility: A strategy for social and territorial sustainability', *International Journal of Corporate Social Responsibility*, 7(1), pp. 1-11. <https://doi.org/10.1186/s40991-022-00074-0>

Cole, G. A. and Kelly, P. (2020) *Management: Theory and practice*. 9th edn. Andover: Cengage.

Corrigan, E. (2022) 'How ethical is it to use AI in insurance?', *The Irish Times*, 4 May. Available at: <https://www.irishtimes.com/special-reports/2023/05/04/how-ethical-is-it-to-use-ai-in-insurance/> [Accessed 10 April 2025].

De Vauplane, H. (2021) 'Cryptocurrencies and central banks', in Madir, J. (ed.) *Fintech: Law and regulation*. 2nd edn. pp. 121-146. Available at: <https://ebookcentral.proquest.com/lib/ncirlie/detail.action?docID=6827820> [Accessed 10 April 2025].

Estherita, S. A., Vasantha, S. and Sungeetha, D. (2023) 'Artificial intelligence and HR digitalization facilitated by transformational leadership', in *2023 Intelligent Computing and Control for Engineering and Business Systems (ICCEBS)*. Chennai, India, 14-15 December 2023, pp. 1-6. <https://doi.org/10.1109/ICCEBS58601.2023.10448700>

Flynn, G. and Werhane, P. H. (2022) 'A framework for leadership and ethics in business and society', in Flynn, G (ed.) *Leadership and business ethics*. 2nd edn. pp. 1-9. Available at: <https://ebookcentral.proquest.com/lib/ncirlie/detail.action?docID=6875009> [Accessed 10 April 2025].

Honohan, P. (2021) *Is Ireland really the most prosperous country in Europe?* Available at: <https://www.centralbank.ie/docs/default-source/publications/economic-letters/vol-2021-no-1-is-ireland-really-the-most-prosperous-country-in-europe.pdf> [Accessed 10 April 2025].

Kuratko, D. F. (2017) *Entrepreneurship: Theory, process, practice*. 10th edn. Available at: <https://www.vlebooks.com/vleweb/product/openreader?id=NATCOLIRE&acclId=9128356&isbn=9781473745551> [Accessed 10 April 2025].

Lou, C. and Yuan, S. (2019) 'Influencer marketing: How message value and credibility affect consumer trust of branded content on social media', *Journal of Interactive Advertising*, 19(1), pp. 58–73. <https://doi.org/10.1080/15252019.2018.1533501>

MacMahon, J. and O'Brien, M. (2019) 'Diversity and equality in the workplace', in Carbery, R. and Cross, C. (eds.) *Human resource management*. 2nd edn. London: Red Globe Press, pp. 99-119.

Project Management Institute (2017) *A guide to the project management body of knowledge: PMBOK® guide*. 6th edn. Newton Square, PA: Project Management Institute.

Robbins, S. P., Judge, T. A. and Campbell, T. T. (2017) *Organizational behaviour*. 2nd edn. London: Pearson.

Saunders, M. N. K., Thornhill, A. and Lewis, P. (2023) *Research methods for business students*. 9th edn. Available at: <https://www.vlebooks.com/product/openreader?id=NATCOLIRE&acclId=9128356&isbn=9781292402734> [Accessed 10 April 2025].

Sheerin, C., Hughes, C. and Garavan, T. (2020) 'Gendered practices and tacit knowledge sharing in organizations: A structuration perspective', *Human Resource Development International*, 23(5), pp. 542-568. <https://doi.org/10.1080/13678868.2020.1769402>

Taylor, S. (2019) *Resourcing and talent management*. 7th edn. London: Kogan Page.

Trevor-Roberts, E. (2020) 'Navigating the future of work to build meaningful careers', in Wilkinson, A. and Barry, M. (eds.) *The future of work and employment*. Cheltenham, UK: Edward Elgar Publishing, pp. 204-222.

Whelan, K. (2021) 'Are central banks storing up a future fiscal problem?', *Karl Whelan*, 16 July. Available at: <https://karlwhelan.com/blog/?p=2087> [Accessed 10 April 2025].

## APA Style

The **American Psychological Association (APA)** referencing style is most commonly used in the social sciences. It is currently used for courses such as Psychology, Education, and Learning and Teaching at National College of Ireland.

If you are required to use APA style referencing, please ensure you follow the **7th edition** guidelines. For more information regarding the 7th edition, you can borrow a copy of the APA Publication Manual from the library or see the APA Style website.

The APA style is a two-part **author-date** system which includes in-text citations throughout the written work and then the full details of the sources cited in text are provided at the end of the work in a list titled **Reference List**.

## Getting Started

### Referencing In Text

Readers experience your writing one line at a time. When they see information that isn't common knowledge, they begin to wonder where that information came from. Don't make them wait until the end of the paragraph - that's too late. A reference needs to be made at the exact point in your writing where you use information from another source. This consists of a short, basic reference (Author, Year) inserted every time you use or refer to someone else's work in-text. When you do this, you establish clear boundaries between your own thoughts and the work of others.

#### *Parenthetical vs. narrative citations*

In APA style, there are two different ways to use in-text citations, **parenthetical and narrative**:

- In parenthetical citations, both the author's name and the publication date are placed in brackets (parentheses). A parenthetical citation is generally placed at the end of the sentence

- In narrative citations, the author's name is used as part of the sentence structure and only the publication year is placed in brackets directly after where the author's name is used.

#### Example parenthetical citation

Young adults are likely to understand the need to be realistic and pragmatic (Santrock, 2019).

#### Example narrative citation

Boyd and Bee (2015) outline that human development is the study of a whole range of changes that occur as they get older.

#### *When to use et al.*

In APA style, if a source has three or more authors, you can use et al. after the first author's surname to save space in text, see example below:

#### Example

According to Shaughnessy et al. (2015), all researchers and scientists have their part to play in maintaining the integrity of research.

**N.B.** All author names must be included in the corresponding reference list entry.

#### *Using direct quotations*

Quotations taken directly from an original source must be enclosed in double quotation marks and the exact wording, spelling and syntax of the original text must be used. When a direct quote is used, include the page number(s) the quote was taken from and add it to the in-text citation as shown in the example below.

### Example

“A critical part of the writing process is helping readers place your contribution in context by citing the researchers who influenced you” (American Psychological Association, 2010, p. 169).

**N.B.** The use of direct quotations should be kept to a minimum in your work and are best used only when exact wording is important, for example, when providing a precise definition. It is better to put information into your own words as much as possible by paraphrasing, in which case you do not need to include page number(s) in your in-text citation. However, you can include them if it would help the reader to locate the quotation within a long or complex work (e.g. a book).

## The Reference List

When using the APA referencing style, a corresponding reference for each source cited in text needs to be included in the reference list at the end of your work. A reference list provides comprehensive details of the sources used throughout your assignment or research. If a reader wants to know the full details of a source you have used, they can refer to your reference list.

The reference list should be in alphabetical order by the primary author’s surname or family name, this makes it easier for your reader to locate a source cited in the text of your assignment in your list of references. Do not number or bullet point the reference list in APA style.

### *Hanging indentation:*

In your reference list, if a reference entry spans across more than one line, all of the lines after the first line of the entry should be indented one-half inch from the left margin.

### *What is a reference made of?*

A reference generally consists of the name(s) of the **author(s)**, the **year** and **title of the source** plus other components depending on the source type.

Remember, the **components you need to include and the way a reference is formatted depends on the type of resource**. For example, a book is referenced differently from a journal article, therefore, it is important that you follow the correct example on the following pages depending on the type of source you need to reference.

See [page 81](#) of this guide for an example APA style reference list.

### *Paper Format*

According to APA 7th edition guidelines, a specific format should be used throughout your document. It is recommended that the format includes the following:

- 1 inch margins on all sides of the page (top, bottom, left, and right)
- A legible font. For example: 11-point Calibri, 11-point Arial, 12-point Times New Roman or 11-point Georgia
- Use double-spacing for the entire paper (including block quotations and the reference list). Do not add blank lines before or after headings. Do not add extra spacing between paragraphs
- Align paragraphs of text to the left margin. Indent the first line of every paragraph of text 0.5 in.
- Put a page number in the top right corner of every page, including the title page

See the [APA Style website](#) for additional guidance on paper format.

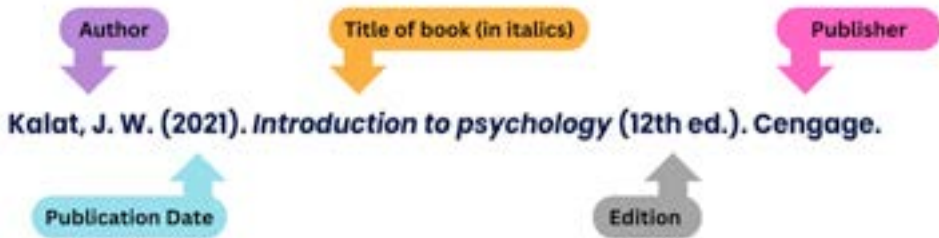
## APA - Core Sources

This section provides guidance and examples on how to reference the most common information sources such as books, journal articles and webpages in APA style. There are different levels of quality when it comes to information sources, so it is important to be selective with the ones you use. Try to reference a variety of sources and utilise academic resources (books/eBooks/journal articles) recommended by your lecturer or from the library as much as possible.

### Books/eBooks

Use the same format for both hard copy books and eBooks. If an eBook is from an academic research database (APA PsycBooks, Proquest Ebook Central, EBSCOhost etc.) and has no DOI, end the book reference after the publisher's name - the reference in this case is the same as a print book.

#### Components of a Book/eBook Reference



#### Format Examples

##### Book/eBook - One author

Kalat, J. W. (2021). *Introduction to psychology* (12th ed.). Cengage.

##### Book/eBook - Two authors

Howitt, D., & Cramer, D. (2020). *Research methods in psychology* (6th ed.). Pearson.

**Book/eBook - Three or more authors**

Aronson, E., Wilson, T. D., & Sommers, S. R. (2020). *Social psychology* (10th global ed.). Pearson.

**Book/eBook - Corporate author**

American Psychiatric Association. (2022). *Diagnostic and statistical manual of mental disorders* (5th ed., text rev.).

**N.B.** When the author and the publisher are the same (e.g. American Psychiatric Association), the name is listed as the author only to avoid repetition in the reference.

**Further guidance on referencing eBooks in APA style**

If an eBook has a DOI, include the DOI in the reference after the publisher's name as shown in the example below:

**eBook - With DOI**

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

When referencing an eBook that is not from an academic research database (e.g. Google Books, DOAB etc.), include a stable URL (Permalink) in the reference after the publisher's name as shown in the example below:

**eBook - With URL (Permalink)**

Huron, D. (2024). *The science of sadness*. MIT Press. <https://directory.doabooks.org/handle/20.500.12854/146745>

## Edited Books/eBooks

An edited book is a collection of different chapters, each written by a different author, so the authors of the specific chapter you used are included in the reference as well as the overall editor(s) of the book.

### Components of an Edited Book/eBook Reference



### Format Examples

#### Chapter of an edited book/eBook - One author

Sturgis, P. (2020). Surveys and sampling. In G. M. Breakwell, D. B. Wright, & J. Barnett (Eds.), *Research methods in psychology* (5th ed., pp. 373-393). Sage.

#### Chapter of an edited book/eBook - Two authors

Freeman, L., & Sullivan, C. (2019) Thematic analysis. In C. Sullivan, & M. A. Forrester (Eds.), *Doing qualitative research in psychology: A practical guide* (2nd ed., pp. 161-184). Sage.

**N.B.** It is best practice to reference a specific chapter of an edited book rather than the whole edited book.

**N.B.** If an edited eBook has a DOI, include the DOI in the reference after the publisher's name.

## Journal Articles

A journal article is a report of academic research published in a journal – think of a journal as an academic magazine that contains various articles by different authors. Both the title of the article and the name of the journal are included in the reference as well as volume, issue and page numbers or article number (if available). A DOI is also included so the article can be easily located and accessed online.

### Components of a Journal Article Reference



### Format Examples

#### Journal article – One author

Wood, W. (2017). Habit in personality and social psychology. *Personality and Social Psychology Review*, 21(4), 389-403. <https://doi.org/10.1177/1088868317720362>

#### Journal article – Two authors

Huppertz, K., & Ross-Smith, A. (2017). A discipline at the crossroads? Using a gender-inspired paradigm to reposition the sociology of work and employment. *Journal of Sociology*, 53(4), 756-770. <https://doi.org/10.1177/1440783317743810>

### **Journal article – Three or more authors**

Hakanen, J. J., Peeters, M. C. W., & Schaufeli, W. B. (2018). Different types of employee well-being across time and their relationship with job crafting. *Journal of Occupation Health Psychology*, 23(2), 289-301.  
<https://doi.org/10.1037/ocp0000081>

**N.B.** If an online/electronic journal article does not have a DOI and is from an academic database accessed via the library (e.g. APA PsycArticles), end the reference after the page range, do not include a URL.

**N.B.** Sometimes a journal article will list an article number instead of page numbers – in these cases, just list the article number after the volume/issue number instead of the page numbers.

## Conference Papers/Proceedings

Conference papers are a written record of research that was presented at a conference. Both the title of the conference paper and the name of the conference are included in the reference. Conference papers are commonly published in a collection of proceedings so the page numbers that the specific paper appears on in the proceedings are also included in the reference as well as a DOI.

### Components of a Conference Paper Reference (Published in a Journal/ Proceedings)



**N.B.** Conference proceedings published in a journal follow the same format as journal articles.

### Other Format Examples

#### Conference presentation - Paper/poster etc.

<b>Components</b>	Author Surname, Initial(s). (Year of conference, Month Day(s)). <i>Title of paper/poster (in italics)</i> [Type of contribution]. Title of Conference, Location.
<b>Format Example</b>	Feeney, J. (2023, August 29-30). <i>Using population cohort data to investigate the relationship between stress and healthy brain ageing</i> [Conference presentation]. Neuroscience Ireland Conference 2023, Dublin, Ireland.

**N.B.** Describe the presentation in square brackets after the title (e.g. [Conference presentation], [Paper presentation], [Poster presentation] etc.).

**Conference proceedings - Chapter of an edited book**

<p><b>Components</b></p>	<p>Author Surname, Initial(s)., Author Surname, Initial(s)., &amp; Author Surname, Initial(s). (Year of publication). Title of chapter. In Editor Initial(s). Surname (Ed(s).), <i>Title of book series: Vol. (in italics). Subseries (in italics)</i> (pp. page numbers of chapter). Publisher. <a href="https://doi.org/xxxx">https://doi.org/xxxx</a></p>
<p><b>Format Example</b></p>	<p>Mahmud, T., Barua, K., Barua, A., Das, S., Basnin, N., Hossain, M. S., Andersson, K., Kaiser, M. S., &amp; Sharmen, N. (2023). Exploring deep transfer learning ensemble for improved diagnosis and classification of Alzheimer’s disease. In F. Liu, Y. Zhang, H. Kuai, E. F. Stephen, &amp; H. Wang (Eds.), <i>Lecture notes in computer science: Vol. 13974. Brain informatics</i> (pp. 109–120). Springer. <a href="https://doi.org/10.1007/978-3-031-43075-6_10">https://doi.org/10.1007/978-3-031-43075-6_10</a></p>

## Webpages

A webpage is a single page of information or content that is part of a larger collection of pages on a website. You should reference the exact webpage used rather than the homepage of the website; if you use information taken from different webpages on the same website, reference each webpage individually. A document from a webpage is a PDF document that can be accessed or downloaded via a link on a webpage, you should include a URL for the specific document, if possible, rather than the webpage it was accessed from.

### Components of a Webpage Reference



### Format Examples

#### Webpage

Santoro, H. (2023, January 1). *The push for more equitable research is changing the field.* American Psychological Association. <https://www.apa.org/monitor/2023/01/trends-inclusivity-psychological-research>

#### Document from a webpage (PDF etc.)

Sweeney, J. (2013). *A strategic review of further education and training and the unemployed.* Department of Education and Skills. <https://www.education.ie/en/Publications/Education-Reports/A-Strategic-Review-of-Further-Education-and-Training-and-the-Unemployed.pdf>

**N.B.** For corporate/organisational authors, if the author of the webpage and the site name are the same, omit the publisher/website name to avoid repetition in the reference

## Online News Articles/Blogs

An online news article is any article from the online version of a newspaper (e.g. The Irish Times, The Guardian, The Financial Times etc.). A blog is a regularly updated website that publishes informal diary-like articles typically authored by one person. Both sources use the same referencing format.

### Components of an Online News Article/Blog Reference



### Format Examples

#### Online news article

O'Connell, J. (2018, May 19). Jennifer O'Connell: Why do we live in a culture that venerates stress? *The Irish Times*. <https://www.irishtimes.com/life-and-style/people/jennifer-oconnell-why-do-we-live-in-a-culture-that-venerates-stress-1.3491747>

#### Blog

Shepard, B. (2022, December 15). How does music affect your brain? *Livescience*. <https://www.livescience.com/how-does-music-affect-your-brain>

## APA – Additional Sources

This section provides guidance and examples on how to reference additional information sources that you might encounter such as social media, online videos, podcasts and legislation in APA style. Some of these sources (social media, online videos and podcasts) are not considered to be equivalent to high quality academic texts so you should always check with your lecturer before using in your assignments.

### Psychological Tests/Scales

<b>Components</b>	Author Surname, Initial(s), Author Surname, Initial(s), Author Surname, Initial(s), & Author Surname, Initial(s). (Year of publication). <i>Title of Test/Scale</i> [Database record]. Name of Database. <a href="https://doi.org/xxxx">https://doi.org/xxxx</a>
<b>Format Example</b>	Pekaar, K. A., Bakker, A. B., van der Linden, D., & Born, M. P. (2018). <i>Rotterdam Emotional Intelligence Scale</i> [Database record]. APA PsycTests. <a href="https://doi.org/10.1037/t66601-000">https://doi.org/10.1037/t66601-000</a>

### Social Media

#### Facebook

<b>Components</b>	Author Surname, Initial(s). (Date of publication). <i>Title of post (first 20 words, in italics)</i> [Description of content] [Post type]. Platform name. URL
<b>Format Example</b>	Psychology Today. (2023, February 1). <i>Developing greater self-discipline, research shows, can deliver benefits including better health and a reduced propensity for risky behavior</i> [Image attached] [Status update]. Facebook. <a href="https://www.facebook.com/15687708844/posts/">https://www.facebook.com/15687708844/posts/</a>

### X/Instagram/TikTok

<b>Components</b>	Author Surname, Initial(s) [X handle]. (Date of publication). <i>Title of post (first 20 words, in italics)</i> [Description of content] [Post type]. Platform name. URL
<b>Format Example</b>	American Psychological Association [@APA]. (2025, March 29). <i>#Kindness toward others can boost our physical and mental health—and research suggests an uptick in generosity in recent years</i> [Image attached] [Post]. <a href="https://x.com/APA/status/1905999159011770539">https://x.com/APA/status/1905999159011770539</a>

### Online Videos

<b>Components</b>	Author Surname, Initial(s). (Date of publication). <i>Title of video (in italics)</i> [Video]. Site name. URL
<b>Format Example</b>	Little, B. (2016, July 19). <i>Who are you, really? The puzzle of personality</i> [Video]. YouTube. <a href="https://www.youtube.com/watch?v=qYvXk_bqIBk">https://www.youtube.com/watch?v=qYvXk_bqIBk</a>

### Podcasts

<b>Components</b>	Author Surname, Initial(s). (Host(s)). (Date aired). <i>Title of episode (in italics)</i> [Audio podcast]. Name of Podcast. URL
<b>Format Example</b>	Vedantam, S. (Host). (2018, May 15). <i>The surprising benefit of moving and grooving with your kid</i> [Audio podcast]. National Public Radio. <a href="https://www.npr.org/sections/goatsandsoda/2018/05/15/610448906/the-surprising-benefit-of-moving-and-grooving-with-your-kid">https://www.npr.org/sections/goatsandsoda/2018/05/15/610448906/the-surprising-benefit-of-moving-and-grooving-with-your-kid</a>

## Encyclopedias/Dictionaryes

Print

<b>Components</b>	Author Surname, Initial(s). (Year of publication). Title of entry. In Editor Initial(s). Editor Surname, & Editor Initial(s). Editor Surname (Eds.) (if applicable), Name of encyclopedia/dictionary (in italics) (edition if given). Publisher.
<b>Format Example</b>	Gorman, L. (2011). Online social networking. In G. Ritzer, & J. M. Ryan (Eds.), <i>The concise encyclopedia of sociology</i> . Wiley-Blackwell.

Online

<b>Components</b>	Author Surname, Initial(s). (Year of publication). Title of entry. In <i>Name of encyclopedia/dictionary (in italics)</i> . Retrieved date, from URL
<b>Format Example</b>	American Psychological Association. (n.d.). Anxiety. <i>In APA dictionary of psychology</i> . Retrieved June 16, 2023, from <a href="https://dictionary.apa.org/anxiety">https://dictionary.apa.org/anxiety</a>

**N.B.** When an online reference work (e.g. APA Dictionary of Psychology) is continuously updated, use “n.d.” as the year of publication and include a retrieval date.

## Legislation

### Acts

<b>Components</b>	Title (include section of legislation if specified in-text), Source (if available), (Year of publication). URL (if available)
<b>Format Example</b>	Social Welfare Act, Government of Ireland, (2017). <a href="http://www.irishstatutebook.ie/eli/2017/act/38/enacted/en/html">http://www.irishstatutebook.ie/eli/2017/act/38/enacted/en/html</a>

### EU Directives

<b>Components</b>	European Union Author(s). (Year of publication). <i>Title of Directive</i> (in italics). [Details of Directive]. URL
<b>Format Example</b>	European Parliament, Council of the European Union. (2014). <i>Directive 2014/95/EU of the European Parliament and of the Council of 22 October 2014 amending Directive 2013/34/EU as regards disclosure of non-financial and diversity information by certain large undertakings and groups</i> . [EU Directive 2014/95/EU]. <a href="https://eur-lex.europa.eu/legalcontent/EN/TXT/?uri=CELEX%3A2014L0095">https://eur-lex.europa.eu/legalcontent/EN/TXT/?uri=CELEX%3A2014L0095</a>

## Theses/Dissertations

<b>Components</b>	Author Surname, Initial(s). (Year of publication). <i>Title of thesis/dissertation (in italics)</i> [Doctoral/ Master's/Bachelor's thesis/dissertation, Awarding institution]. Database/repository. URL
<b>Format Example</b>	Matthews, J. (2022). <i>The impact of access to verbal language on working memory: A study of working memory on profoundly deaf adults</i> [Bachelor's dissertation, National College of Ireland]. NORMA. <a href="https://norma.ncirl.ie/5662/">https://norma.ncirl.ie/5662/</a>

**N.B.** It is generally not recommended to reference theses/dissertations unless commenting on their own research - it is better practice to access the sources they have used and reference those sources directly, particularly if you are consulting a recent thesis/dissertation.

## Lecture Notes

It is not recommended to directly reference lecture notes or slides; ideally, you should be using these as a starting point to explore the books and resources discussed and highlighted in class and provide evidence to your lecturer of wider reading and research.

## Diagrams/Charts/Images/Tables

Follow the format for the type of source from which the diagram/chart/image/table is taken, i.e. a book/eBook, journal article, webpage etc.

**N.B.** If you use the exact same diagram/chart/image/table as featured within the source, make sure to give the exact caption title and put the in-text citation just beneath the diagram/chart/image/table with a page number (if applicable).

## Software

Generally, common or standard software (e.g. SPSS, Word, Excel, Java, Adobe, Photoshop etc.) does not need to be referenced.

## APA – Additional Notes

### Formulating References

References can always be typed manually, following the examples contained within this guide. However, there is also reference management software such as Mendeley or Zotero and numerous websites that can assist you in formulating references for most of the core sources in APA style. Microsoft Word also has a built-in referencing tool; however, it only includes APA 6th edition so you may need to update references manually to reflect the 7th edition.

See [page 26-28](#) of this guide and the online [Referencing and Avoiding Plagiarism](#) guide for further information.

**N.B.** Referencing tools are not always accurate so always double check your references are correct according to APA style requirements as outlined in this guide.

### Block Quotations

While the use of direct quotations should be kept to a minimum in your work, sometimes it may be necessary to provide a longer quotation (longer than approximately 30-40 words) particularly when recording excerpts of interviews in thesis work. In these cases, quotation marks are not used; instead, the entire quotation is indented and single spaced with a blank line above and below. If you choose to omit some part of a quotation, then indicate this by inserting three spaced dots (. . .) in place of the removed text.

## No Known Author

Sometimes there is no formal information about the author. This may occur because the author is not known, or the publisher/organisation is considered the author. In this case, the name of the publisher/organisation should be used as the author both in-text and in the reference list.

If there is no known author (person, publisher or organisation) to credit, then it is not advisable to use the source as it may not be the best quality.

## DOIs/Permalinks

When referencing online resources such as journal articles or webpages, you are required to include a URL (or link) in the reference, this is important for two main reasons:

- To make it easier for your reader to access the sources you used and verify the information for themselves
- To demonstrate that you have used good quality, legitimate academic resources

There are two main types of URLs that are commonly included in references for online resources, DOIs and Permalinks.

### *What is a DOI?*

A DOI, or Digital Object Identifier, is a series of numbers, letters and symbols used to permanently identify a digital resource. DOIs give a digital resource (journal article, conference paper, document or eBook) a unique, persistent identifier that does not change, allowing your reader to easily access the resource online.

### *Where to find a DOI*

DOIs always start with 10 and can be found either on the record page (if searching on Discovery or in a database) or within the resource itself (often on the first page or in the header or footer of a journal article).

**N.B.** Not all articles or resources have a DOI.

### *How to include a DOI in a reference*

You can include a DOI at the end of a reference to allow your reader to easily access the resource online. See below for an example of how to include a DOI in an APA style journal article reference:

<b>DOI format</b>	<a href="https://doi.org/10.1177/1440783317743810">https://doi.org/10.1177/1440783317743810</a>
<b>Reference example</b>	Huppatz, K., & Ross-Smith, A. (2017). A discipline at the crossroads? Using a gender-inspired paradigm to reposition the sociology of work and employment. <i>Journal of Sociology</i> , 53(4), 756-770. <a href="https://doi.org/10.1177/1440783317743810">https://doi.org/10.1177/1440783317743810</a>

## Authors Referring to Other Authors – Secondary Referencing

In academic sources, authors commonly refer to other authors. This can be difficult to navigate when referencing in your written work – see our advice below:

- If possible, try and locate the original author/source of the information referred to and then you can access and reference it directly
- Avoid referencing a source that you have not directly accessed and read yourself, i.e. you have only found it within another source – to do so, gives a false idea of the sources you have actually read and used for your assignment
- Try and use a passage of text that does not refer to other authors at all, this allows you to credit the main authors of the source you are reading directly and eliminates the need to credit other authors mentioned in the text

**N.B.** APA advice is to try and avoid secondary referencing and instead locate and reference the primary source of the information directly.

## Citing Multiple Sources In-Text – Alphabetical, Then Chronological Order

When providing multiple citations, list the citations first alphabetically, then chronologically, separated by a semi-colon.

### Example

In the last 30 years the department has carried out four major surveys (Abbott & Smith, 1988; Brown, 1996, 1999; Smith, 1981).

Note that the order is strictly alphabetical, but where two papers have the same author(s), then the citations are chronologically ordered (earliest first).

## Acronyms or Abbreviations

An acronym or abbreviation can be used for a source with a corporate or organisational author to which you refer frequently. Provide the full name of the author the first time it appears in the text, and then you can use the abbreviation thereafter both in your text and as part of an in-text citation.

### Example

The American Psychological Association (APA) outlined the most recent referencing guidelines for the APA style in the Publication Manual (APA, 2019).

Only the full name (e.g. American Psychological Association) should feature in the reference list.

## Identical In-Text References When Shortened Using Et Al.

When referencing authors in-text that shorten to the same author and the same year when using et al., add extra authors to the references until they show a difference, e.g.

(Wang, Zhang, et al., 2017)

(Wang, Chen, et al., 2017)

**N.B.** There is a comma before the et al. in this circumstance.

## Reference List Tips

- The reference list should begin on a new page; all references should be double spaced and the second and subsequent lines of each individual reference should have hanging indents
- All references should be listed alphabetically by the primary author's surname or family name (regardless of the order you referred to them in your text). If the author is a company or organisation, this is also listed alphabetically with the other sources; there is no division of source types, all sources are listed together
- You should list all sources that you have referenced within your written work, ensuring that the dates and spellings of authors' names are consistent in the text and the reference list
- Different works by the same author are arranged in date order (the earliest work is first)
- When you have multiple references with the same author and year, you can differentiate between them by inserting a letter next to the year both in-text and in the reference list, e.g. (Smith, 2025a) and (Smith, 2025b). In the reference list, list the references with the same author and the same year, alphabetically by title, apply the labels based on this order and then add the correct label to the corresponding in-text citation(s) so it is clear which of the sources you are referring to in text
- Do not number or bullet point the reference list entries
- Do not include a source in your reference list that you have not read yourself, i.e. it has only been referred to in another source you read

**See the sample APA reference list on the following pages**

## APA – Sample Reference List

### Reference List

- American Psychiatric Association. (2022). *Diagnostic and statistical manual of mental disorders* (5th ed., text rev.).
- Aronson, E., Wilson, T. D., & Sommers, S. R. (2020). *Social psychology* (10th global ed.). Pearson.
- Feeney, J. (2023, August 29-30). *Using population cohort data to investigate the relationship between stress and healthy brain ageing* [Conference presentation]. Neuroscience Ireland Conference 2023, Dublin, Ireland.
- Freeman, L., & Sullivan, C. (2019) Thematic analysis. In C. Sullivan, & M. A. Forrester (Eds.), *Doing qualitative research in psychology: A practical guide* (2nd ed., pp. 161-184). Sage.
- Hakanen, J. J., Peeters, M. C. W., & Schaufeli, W. B. (2018). Different types of employee well-being across time and their relationship with job crafting. *Journal of Occupation Health Psychology, 23*(2), 289-301. <https://doi.org/10.1037/ocp0000081>
- Howitt, D., & Cramer, D. (2020). *Research methods in psychology* (6th ed.). Pearson.
- Huppertz, K., & Ross-Smith, A. (2017). A discipline at the crossroads? Using a gender-inspired paradigm to reposition the sociology of work and employment. *Journal of Sociology, 53*(4), 756-770. <https://doi.org/10.1177/1440783317743810>
- Kalat, J. W. (2021). *Introduction to psychology* (12th ed.). Cengage.
- Mahmud, T., Barua, K., Barua, A., Das, S., Basnin, N., Hossain, M. S., Andersson, K., Kaiser, M. S., & Sharmen, N. (2023). Exploring deep transfer learning ensemble for improved diagnosis and classification of Alzheimer's disease. In F. Liu, Y. Zhang, H. Kuai, E. F. Stephen, & H. Wang (Eds.), *Lecture notes in computer science: Vol. 13974. Brain informatics* (pp. 109–120). Springer. [https://doi.org/10.1007/978-3-031-43075-6\\_10](https://doi.org/10.1007/978-3-031-43075-6_10)

- O’Connell, J. (2018, May 19). Jennifer O’Connell: Why do we live in a culture that venerates stress? *The Irish Times*. <https://www.irishtimes.com/life-and-style/people/jennifer-oconnell-why-do-we-live-in-a-culture-that-venerates-stress-1.3491747>
- Patil, G., Patil, T., & Wagh, K. (2023). Bridging neuroscience and minds: Exploring collective intelligence through brain duplication using AI. 2023 31st Irish Conference on Artificial Intelligence and Cognitive Science (AICS), 1-4. <https://doi.org/10.1109/AICS60730.2023.10470727>
- Santoro, H. (2023, January 1). *The push for more equitable research is changing the field*. American Psychological Association. <https://www.apa.org/monitor/2023/01/trends-inclusivity-psychological-research>
- Shepard, B. (2022, December 15). How does music affect your brain? *Livescience*. <https://www.livescience.com/how-does-music-affect-your-brain>
- Sturgis, P. (2020). Surveys and sampling. In G. M. Breakwell, D. B. Wright, & J. Barnett (Eds.), *Research methods in psychology* (5th ed., pp. 373-393). Sage.
- Sweeney, J. (2013). *A strategic review of further education and training and the unemployed*. Department of Education and Skills. <https://www.education.ie/en/Publications/Education-Reports/A-Strategic-Review-of-Further-Education-and-Training-and-the-Unemployed.pdf>
- Wood, W. (2017). Habit in personality and social psychology. *Personality and Social Psychology Review*, 21(4), 389-403. <https://doi.org/10.1177/1088868317720362>

## IEEE Style

The IEEE referencing style is widely used in the areas of computer science, software development and information technology and is required by a number of modules in the School of Computing in NCI. The IEEE style acknowledges a source at the exact point where it is used within the text of your written work and then provides the full bibliographic details in a list of references at the end, which is titled **References**.

## Getting Started

### Referencing Format

IEEE style is a **numerical** system rather than an author-date system like Harvard and APA. In IEEE style, in-text citations are numbered in square brackets in the order in which they appear in the text. The first source cited is numbered [1], the second [2] and so on. Each reference number should be enclosed in square brackets on the same line as the text, before any punctuation, with a space before the bracket.

Once a source has been given a number, the same number is used whenever the source is mentioned again in your written work.

The reference list at the end of your written work follows this numerical order and provides full details of all sources cited in the text.

For further information on the IEEE referencing style, see the official [IEEE Reference Guide](#)

### Referencing In-Text

Readers experience your writing one line at a time. When they see information that isn't common knowledge, they begin to wonder where that information came from. Don't make them wait until the end of the paragraph - that's too late. A reference needs to be made at the exact point in your writing where you use information from another source. This consists of a short, basic numerical reference in square brackets (e.g. [1]) inserted every time you use or refer to someone else's work in-text. When

you do this, you establish clear boundaries between your own thoughts and the work of others.

### Examples

#### Paraphrase

The physical systems which are used during processing of applications can be termed as computing substrate [1].

#### Direct Quote

“In recent years, there have been significant advances in the development of high-performance personal computers and networks” [2, p.107].

### Using direct quotations

Quotations taken directly from an original source must be enclosed in double quotation marks and the exact wording, spelling and syntax of the original text must be used. A citation must also be added after the quotation including the page number(s) where the quotation was taken from (if available).

**N.B.** The use of direct quotations should be kept to a minimum in your work and are best used only when exact wording is important, for example, when providing a precise definition. It is better to put information into your own words as much as possible by paraphrasing, in which case you do not need to include page number(s) in your in-text citation.

### Multiple in-text citations

When citing multiple sources in text, list each citation number separately with a comma between each citation e.g. [1], [4], [6].

## The Reference List

When using the IEEE referencing style, a reference also needs to be included in a list of references at the end of your work. A reference list provides comprehensive details of all the sources cited in the text of your written work. If a reader wants to know the full details of or access a source you have used, they can check your reference list.

As IEEE is a two-part referencing system, it is important that your in-text citations and reference list entries correspond - every source cited in the text of your work must have a corresponding entry in the reference list. It is also important to ensure that every source included in the reference list is directly cited in the text - do not include a reference for a source that you have not cited in text.

In IEEE style, the reference list is ordered numerically (not alphabetically) based on the order the sources are cited within the text. The reference numbers are aligned along the left margin, forming their own column, with a space before the author's first name initials.

### *What is a reference made of?*

A reference generally consists of the name(s) of the **author(s)**, the **year** and **title of the source** plus other components depending on the source type.

Remember, the **components you need to include and the way a reference is formatted depends on the type of resource**. For example, a book is referenced differently from a journal article, therefore, it is important that you follow the correct example on the following pages depending on the type of source you need to reference.

See [page 107](#) of this guide for an example IEEE style reference list.

## IEEE - Core Sources

This section provides guidance and examples on how to reference the most common information sources such as books, journal articles and webpages in IEEE style. There are different levels of quality when it comes to information sources, so it is important to be selective with the ones you use. Try to reference a variety of sources and utilise academic resources (books/eBooks/journal articles) recommended by your lecturer or from the library as much as possible.

### Books

Follow this format to reference a print or hardcopy book. The place of publication and the name of the publisher is included in a book reference.

#### Components of a Book Reference



#### Format Examples

##### Book - One author

[1] J. Zobel, *Writing for Computer Science*, 3rd ed. London: Springer, 2014.

##### Book - Two authors

[2] J. G. Brookshear and D. Brylow, *Computer Science: An Overview*, 13th ed. Harlow: Pearson, 2020.

**Book - Three or more authors**

[3] A. Silberschatz, S. Sudarshan and H. F. Korth, *Database System Concepts*, 7th ed. New York: McGraw-Hill Education, 2020.

**Book - Corporate author**

[4] DAMA International, *DAMA-DMBOK: Data Management Body of Knowledge*, 2nd ed. Basking Ridge, NJ: Technics Publications, 2017.

## Edited Books

An edited book is a collection of different chapters, each written by a different author, so the authors of the specific chapter you used are included in the reference as well as the overall editor(s) of the book.

### Components of an Edited Book Reference



### Format Examples

#### Chapter of an edited book - One author

[5] D. Paul, "What is business analysis?," in *Business Analysis*, 3rd ed., D. Paul, J. Cadle, and D. Yeates, Eds., Swindon: BCS, 2014, pp. 1-18.

#### Chapter of an edited book - Two authors

[6] G. Lin and M. Devine, "The role of networks in cloud computing," in *Handbook of Cloud Computing*, B. Furht and A. Escalante, Eds., New York: Springer, 2010, pp. 65-82.

## eBooks

An eBook is any book that you have accessed online, either through the library's eBook collections or elsewhere. A URL is included in the reference so the eBook can be easily accessed by your reader.

### Components of an eBook Reference



### Format Examples

#### eBook - One author

[7] D. C. Marinescu, *Cloud Computing: Theory and Practice*, 3rd ed. Amsterdam: Morgan Kaufmann, 2022. [Online]. Available: <https://www.sciencedirect.com/book/9780323852777/cloud-computing>

#### eBook - Two authors

[8] S. J. Russell and P. Norvig, *Artificial Intelligence: A Modern Approach*, London: Pearson, 2021. [Online]. Available: <https://ebookcentral.proquest.com/lib/ncirlie/detail.action?docID=6563568>

#### eBook - Three or more authors

[9] I. H. Witten, E. Frank, M. A. Hall and C. J. Pal, *Data Mining: Practical Machine Learning Tools and Techniques*, 4th ed. Amsterdam: Morgan Kaufmann, 2017. [Online]. Available: <https://go.oreilly.com/NCIRL/library/view/-/9780128043578/?ar>

## Edited eBooks

A chapter of an edited eBook is referenced similarly to a chapter from a print edited book except a URL is included.

### *Components of an Edited eBook Reference*



### *Format Example*

#### **Chapter of an edited eBook – One author**

[10] H. Territt, "Governing the blockchain: What is the applicable law?," in *FinTech: Law and Regulation*, J. Madir, Ed., Cheltenham, UK: Edward Elgar Publishing, 2021, pp. 199-218. [Online]. Available: <https://ebookcentral.proquest.com/lib/ncirlie/detail.action?docID=6827829>

## Journal Articles

A journal article is a report of academic research published in a journal – think of a journal as an academic magazine that contains various articles by different authors. Both the title of the article and the name of the journal (abbreviated) are included in the reference as well as volume, issue and page numbers or article number (if available). A DOI or URL is also included so the article can be easily located and accessed online.

### Components of a Journal Article Reference



### Format Examples

#### Journal article - One author

[14] S. J. Andriole, "Blockchain, cryptocurrency, and cybersecurity," *IT Prof.*, vol. 22, no. 1, pp. 13-16, Jan./Feb. 2020, doi: 10.1109/MITP.2019.2949165.

#### Journal article - Two authors

[15] S. E. Chang and M. H. Wang, "Blockchain-enabled fintech innovation: A case of reengineering stock trading services," *IEEE Access*, vol. 11, pp. 137125-137137, Dec. 2023, doi: 10.1109/ACCESS.2023.3339570.

#### Journal article - Three or more authors

[16] P. Castro, V. Ishakian, V. Muthusamy and A. Slominski, "The rise of serverless computing," *Commun. ACM*, vol. 62, no. 12, pp. 44-54, Nov. 2019, doi: 10.1145/3368454.

**N.B.** Sometimes a journal article will list an article number instead of page numbers – in these cases, just list the article number after the volume/issue number without pp.

**N.B.** Journal names and months in publication dates are abbreviated in IEEE style. See Common Abbreviations of Words in References for non-IEEE publication titles on pp. 23-27 of the [IEEE Reference Guide](#) - for IEEE Journal/Magazine titles, use their own [Reference Abbreviation list](#).

**Use the following month abbreviations:** Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., and Dec.

## Conference Papers

Conference papers are a written record of research that was presented at a conference. Both the name of the conference paper and the name and date of the conference are included in the reference. Conference papers are commonly published in a collection of proceedings, so the page numbers that the specific paper appears on in the proceedings are also included in the reference, as well as a DOI or URL.

### Components of a Conference Paper Reference



### Format Example

#### Conference Paper – Four authors

[17] S. Zhu, H. Hu, Y. Li and W. Li, "Hybrid blockchain design for privacy preserving crowdsourcing platform," in 2019 *IEEE Int. Conf. Blockchain*, July 14-17, pp. 26-33, doi: 10.1109/Blockchain.2019.00013.

**N.B.** If the year is given in the conference title, it can be omitted from the reference as shown above.

**N.B.** Conference names and months in publication dates are abbreviated in IEEE style. See Common Abbreviations of Words in References for non-IEEE publication titles on pp. 23-27 of the **IEEE Reference Guide** - for IEEE Journal/Magazine titles, use their own **Reference Abbreviation list**.

**Use the following month abbreviations:** Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., and Dec.

## Webpages

A webpage is a single page of information or content that is part of a larger collection of pages on a website. You should reference the exact webpage used rather than the homepage of the website; if you use information taken from different webpages on the same website, reference each webpage individually. A document from a webpage is a PDF document (e.g. a report) that can be accessed or downloaded via a link on a webpage, you should include a URL for the specific document, if possible, rather than the webpage it was accessed from.

### Components of a Webpage Reference



### Format Examples

#### Webpage

[18] J. Holdsworth and M. Scapicchio. "What is deep learning?" IBM.com. Accessed: June 19, 2024. [Online]. Available: <https://www.ibm.com/topics/deep-learning>

#### Document from a webpage (PDF etc.)

[19] H. Dixon, "Annual report of the data protection commissioner of Ireland," 2022. [Online]. Available: [https://www.dataprotection.ie/sites/default/files/uploads/2023-03/DPC%20AR%20English\\_web.pdf](https://www.dataprotection.ie/sites/default/files/uploads/2023-03/DPC%20AR%20English_web.pdf)

## Online News Articles/Blogs

An online news article is any article from the online version of a newspaper (e.g. The Irish Times, The Guardian, The Financial Times etc.). A blog is a regularly updated website that publishes informal diary-like articles typically authored by one person. Both source types use the same referencing format.

### Components of an Online News Article/Blog Reference



### Format Examples

#### Online News Article

[20] C. O'Brien, "Irish AI start-ups receive €100,000 each in pre-seed investment," *The Irish Times*, July 11, 2024. [Online]. Available: <https://www.irishtimes.com/business/2024/07/11/irish-ai-start-ups-receive-100000-each-in-pre-seed-investment/>

#### Blog

[21] A. Weissberger, "Are cloud AI startups a serious threat to hyperscalers?," *IEEE ComSoc Technol. Blog*, Dec. 22, 2024. [Online]. Available: <https://techblog.comsoc.org/2024/12/22/are-cloud-ai-startups-a-serious-threat-to-hyperscalers/>

## IEEE - Additional Sources

This section provides guidance and examples on how to reference additional information sources that you might encounter such as legislation, preprints and datasets in IEEE style. Some of these sources (social media, online videos and podcasts) are not considered to be the equivalent to high quality academic texts so you should always check with your lecturer before using in your assignments.

### Datasets

<b>Components</b>	[Reference number] Author Initial(s). Surname, Date, "Title of Dataset," Source. [Online]. Available: url
<b>Format Example</b>	[22] L. Bansal, Mar. 2024, "NASA: Asteroids Classification," NASA JPL Center for NEO Studies (CNEOS). [Online]. Available: <a href="https://www.kaggle.com/datasets/lovishbansal123/nasa-asteroids-classification">https://www.kaggle.com/datasets/lovishbansal123/nasa-asteroids-classification</a>

### Code

<b>Components</b>	[Reference number] Author Initial(s). Surname, Date, "Title of Code" Source. [Source Code]. Available: url
<b>Format Example</b>	[23] M. Berkowitz, 2023, "IEEE 1.0" GitHub. [Source Code]. Available: <a href="https://github.com/citation-style-language/styles/blob/master/ieee.csl">https://github.com/citation-style-language/styles/blob/master/ieee.csl</a>

## Software

<b>Components</b>	[Reference number] Author Initial(s). Surname, <i>Title of Software (in italics)</i> , version. Year of publication (in brackets). Publisher. Accessed: Month (abbrev. except May/June/July) Day, Year. [Software]. Available: url
<b>Format Example</b>	[24] R Core Team, <i>R: A Language and Environment for Statistical Computing</i> . (2014). R Foundation for Statistical Computing. Accessed: Apr. 10, 2025. [Software]. Available: <a href="https://www.r-project.org/">https://www.r-project.org/</a>

## Legislation

### Acts

<b>Components</b>	[Reference number] Legislative body/Country, <i>Title of Legislation (in italics)</i> . [Online]. Available: url
<b>Format Example</b>	[25] Ireland, Digital Services Act 2024. Accessed: Apr. 10, 2025. [Online]. Available: <a href="https://www.irishstatutebook.ie/eli/2024/act/2/enacted/en/html">https://www.irishstatutebook.ie/eli/2024/act/2/enacted/en/html</a>

EU Directives

<b>Components</b>	[Reference number] Title of Directive. Accessed: Month (abbrev. except May/June/July) Day, Year. [Online]. Available: url
<b>Format Example</b>	[26] Directive 2014/95/EU of the European Parliament and of the Council of 22 October 2014 amending Directive 2013/34/EU as regards disclosure of non-financial and diversity information by certain large undertakings and groups. Accessed: Apr. 10, 2025. [Online]. Available: <a href="http://data.europa.eu/eli/dir/2014/95/oj">http://data.europa.eu/eli/dir/2014/95/oj</a>

Patents/Standards

<b>Components</b>	[Reference number] Author Initial(s). Surname, Author Initial(s). Surname, Author Initial(s). Surname and Author Initial(s). Surname, “Title of patent/standard,” (in double quotation marks) Country in which patent/standard is published and patent/standard number, Month (abbrev. except May/June/July) Day, Year of issue.
<b>Format Example</b>	[27] M. J. McArdle, B. A. Johnston, P. D. R. Nathan and J. Dool, “Automatically configuring a computer firewall based on network connection,” United States Patent and Trademark Office US 7,284,267 B1, Mar. 8, 2001.

## Preprints (ArXiv etc.)

A preprint is a research paper that has not yet been formally published but has been made available online in advance. ArXiv is a commonly used preprint repository, however, preprints are often not peer-reviewed so they should not be considered the same quality as a published journal article. Always check if the article has been published in a journal or conference since being made available as a pre-print – if so, use that version instead.

<b>Components</b>	[Reference number] Author Initial(s). Surname, “Title of paper,” year, <i>arXiv number (in italics)</i> .
<b>Format Example</b>	[28] S. Gholamian and D. Huh, “Reinforcement learning problem solving with large language models,” 2024, <i>arXiv: 2404.18638</i> .

## Social Media - Facebook/X/Instagram

<b>Components</b>	[Reference number] Author Initial(s). Surname, “Text of post,” (in double quotation marks) Name of Platform. Accessed: Month (abbrev. except May/June/July) Day, Year of post. [Online]. Available: url
<b>Format Example</b>	[29] Stanford HAI, “As more nations consider integrating autonomous AI agents in high-stakes military and diplomatic decision-making, a new @StanfordHAI policy brief explores the risks,” X. Accessed: Apr. 10, 2025. [Online]. Available: <a href="https://x.com/StanfordHAI/status/1793266523273904429">https://x.com/StanfordHAI/status/1793266523273904429</a>

## Online Videos

<b>Components</b>	[Reference number] Video Owner/Creator, Location (if available). <i>Title of Video (in italics)</i> . (Release date). Accessed: Month (abbrev. except May/June/July) Day, Year. [Online Video]. Available: url
<b>Format Example</b>	[30] Amazon Web Services, <i>What is Cloud Computing?</i> (July 15, 2021). Accessed: Apr. 10, 2025. [Online Video]. Available: <a href="https://www.youtube.com/watch?v=mxT233EdY5c">https://www.youtube.com/watch?v=mxT233EdY5c</a>

## Theses/Dissertations

<b>Components</b>	[Reference number] Author Initial(s). Surname, “Title of thesis/dissertation,” (in double quotation marks) Thesis/Dissertation type (i.e. Masters or Ph.D. Thesis/Dissertation etc.), Academic Dept (if known, abbrev.), Name of University/College (abbrev.), Location of University, Year of submission. [Online]. Available: url
<b>Format Example</b>	[31] J. R. Elder, “Interactive visualisation for the discovery of cyber security threats,” Ph.D. thesis, Faculty of Eng. and Physical Sci., Univ. of Surrey, Guildford, UK, 2017. [Online]. Available: <a href="http://epubs.surrey.ac.uk/842460/1/thesis.pdf">http://epubs.surrey.ac.uk/842460/1/thesis.pdf</a>

**N.B.** It is generally not recommended to reference theses/dissertations unless commenting on their own research – it is much better practice to find the sources they have used and reference those sources directly, particularly if you are consulting a recent thesis/dissertation.

## Diagrams/Images/Charts/Tables

Follow the format for the type of source from which the diagram/chart/image/table is taken, i.e. a book/eBook, journal article, webpage etc.

## IEEE – Additional Notes

### Formulating References

References can always be typed manually, following the examples contained within this guide. However, the LaTeX document preparation system in conjunction with the BibTeX file format can be very useful in structuring and styling your document and generating references in IEEE style. Overleaf is a commonly used online LaTeX editor. Also, simply using the IEEE Conference Template can be useful in formatting and indenting your references.

There is also reference management software such as Mendeley or Zotero and numerous websites that can assist you in formulating references for most of the core sources in IEEE style. Microsoft Word also has a built-in referencing tool; however, it may not reflect more recent editions of IEEE style.

See [page 26-28](#) of this guide and the online [Referencing and Avoiding Plagiarism](#) guide for further information.

**N.B.** Referencing tools are not always accurate so always double check your references are correct according to IEEE style requirements as outlined in this guide.

### In-Text Citations

In-text citations are numbered by the order in which they appear in the text.

The number is placed in square brackets [#] on the same line as the text it is referencing, at the end of the text before the punctuation or within the sentence as shown below.

## Example

- for research purposes [1].

**Note:** The author's name needs only be mentioned if it is integral to the meaning of the sentence - Smith [13] introduced ... However, the reference number can also be used as the noun in place of the author's name(s). Also, it is not necessary to write "in reference [2]", just write "in [2]."

### *In-text citations for figures, tables etc.*

When referring to a specific figure or table in another source, include the in-text citation number in square brackets and then follow these guidelines:

**Figure** – as shown in [3, Fig. 1]

**Table** – as illustrated in [4, Tab.2]

Do not write phrases such as "in Fig. 1 of reference [3]", instead write "in [3, Fig.1]"

### Formatting Figures/Tables In-Text

The figures and tables used within the text should be listed numerically in the order they appear in your work.

If you use the exact same figure as featured within another source in your work, make sure to use the exact caption title and include an in-text citation afterwards with a page number (if applicable). Place the figure title/caption below the figure. Include the abbreviation "Fig." then the number, followed by a full stop and then the title/caption text followed by the citation.

See pages 14-15 of the [IEEE Editorial Style Manual for Authors](#) for further guidance.

## Acronyms & Abbreviations

An acronym or abbreviation can be used for a source to which you refer frequently. Give the name of the source in full on the first occasion it appears in the text, then use the abbreviation thereafter.

### Example

‘The Institute of Electrical and Electronics Engineers (IEEE) specify a certain referencing style for authors when writing for their publications.’

### *Author names*

In-text, if it is necessary to use the author’s name(s), all names should be included unless there are more than three; when there are more than three authors, use et al. after the first author’s name.

In the reference list at the end of your work, all author names should be included unless there are more than six; when there are more than six authors use et al. after the first author’s name.

### *Month abbreviations*

Abbreviations should be used for months in your references – follow the following formats: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., and Dec.

### **N.B.** May, June and July are not abbreviated.

When referencing bimonthly journal publications use a slash as follows – June/July 2017; When referencing quarterly journal publications use a dash as follows – June-Aug. 2017.

### *Journal/conference abbreviations*

Abbreviations are also used for the names of journals and conference titles – certain common words within conference titles are abbreviated, e.g. Conference becomes Conf., International becomes Int. etc. and most articles and prepositions are also removed such as “of the”, “in” and “on”.

Further details on the IEEE conventions of abbreviating names of journals

and conference titles can be found in the [IEEE Editorial Style Manual](#) or the [IEEE Reference Guide](#)

Abbreviations can also be checked by searching in the CAS Course Index (CASSI) Search Tool <http://cassi.cas.org/search.jsp>

If an abbreviation for your source has not been found or automatically generated, spell out the name in full.

## No Known Author

Sometimes there is no formal information about the author. This may occur because the author is not known, or the publisher/organisation is considered the author. In this case, the name of the publisher/organisation should be used as the author both in-text and in the reference list.

If there is no known author (person, publisher or organisation) to credit, then it is not advisable to use the source as it may not be the best quality.

## Authors Referring to Other Authors – Secondary Referencing

IEEE does not permit secondary referencing. If you find information on a source/reference within another source, IEEE requires you to find the original source of information and reference it directly; if you cannot locate the source, you cannot use it.

## DOIs/Permalinks

When referencing online resources such as eBooks, journal articles or webpages, you are required to include a URL (link) or DOI number in the reference, this is important for two main reasons:

- To make it easier for your reader to access the sources you used and verify the information for themselves
- To demonstrate that you have used good quality, legitimate academic resources

There are two main types of identifiers that are commonly included in references for online resources, **DOIs and Permalinks**.

### *What is a DOI?*

A DOI, or Digital Object Identifier, is a series of numbers, letters and symbols used to permanently identify a digital resource. DOIs give a digital resource (journal article, conference paper, document or eBook) a unique, persistent identifier that does not change. You can include a DOI in a reference to allow your reader to easily find the resource online.

### *Where to find a DOI*

DOIs always start with 10 and can be found either on the record page (if searching on Discovery or in a database) or within the resource itself (often on the first page or in the header or footer of a journal article).

**N.B.** Not all articles or resources have a DOI.

### *How to include a DOI in a reference*

You can include a DOI at the end of a reference to allow your reader to easily access the resource online. See below for an example of how to include a DOI in an IEEE style journal article reference:

<b>DOI format</b>	doi: 10.1145/3368454.
<b>Reference example</b>	[16] P. Castro, V. Ishakian, V. Muthusamy, and A. Slominski, 'The rise of serverless computing', <i>Commun. ACM</i> , vol. 62, no. 12, pp. 44-54, Nov. 2019, doi: 10.1145/3368454.

In IEEE style, if an online resource has no DOI, you should include a permalink or persistent link in the reference instead. A permalink is a stable URL that will not change, break or expire. Many databases have an option for creating a persistent link – see the online [Referencing and Avoiding Plagiarism Guide](#) for more information.

## Reference List Tips

- Align references to the left. Place the reference number at the left margin, enclosed in square brackets.
- Reference numbers should form a column of their own, hanging out beyond the body of the reference.
- Single space the entries and double space between the entries.
- All references should be listed in numerical order in the order in which they appear in the text beginning with [1]; they are not alphabetical.
- You should list all sources that you have referenced within your written work, ensuring that the dates and spellings of authors' names are consistent in the text and the references list.
- Ensure you keep the same number for the same references both in-text and in the reference list – no duplicates needed.
- Author initials are before the surname
- Up to six authors are listed in the full reference; if there are more than six authors, et al. is used following the first author's name.
- You cannot list a source here that you have not read yourself, i.e. it has only been referred to in another source you read.

**See the sample IEEE reference list on the following pages.**

## IEEE – Sample Reference List

### References

- [1] J. Zobel, *Writing for Computer Science*, 3rd ed. London: Springer, 2014.
- [2] J. G. Brookshear and D. Brylow, *Computer Science: An Overview*, 13th ed. Harlow: Pearson, 2020.
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## Help & Support

### Library Academic Support Centre

The Library Academic Support Centre (LASC) provides a professional and friendly service to all learners in every discipline and at every level of academic study at National College of Ireland. LASC offers one-to-one and small group support, both in-person and online, that focuses on helping you to become an independent learner so you can succeed in whatever challenges you face throughout your course at NCI.

If you need advice or assistance with research, referencing or academic writing, you can email [libraryacademicsupportcentre@ncirl.ie](mailto:libraryacademicsupportcentre@ncirl.ie), set up an appointment or simply drop in. We are happy to review and discuss your work with you and provide feedback on how you can improve. The LASC office is located in the library on the 5th floor of the Spencer Dock building.

See the LASC webpage for more information: <https://libguides.ncirl.ie/libraryacademicsupportcentre>



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