

THE HARDEN LIBRARY

HOW TO RECORD YOUR SOURCES

Whenever you do any sort of academic work for school or for any other purpose, whether you are writing a book or working on a project, it is important that you acknowledge your sources of information. So when you are taking notes and jotting down ideas for your work, be sure to note where the information came from.

Why? It is important to do so for the following reasons::

1. All the information belongs to someone else (the author) and presenting someone else's work as your own is plagiarism, whether you do so intentionally or accidentally.
2. You may want to check your source of information again.
3. You will be expected to produce a bibliography or list of resources with your work.

So, recording the relevant details as you go along can save you time later. There are several ways of doing this - below we use the Harvard system. Also, feel free to use a very helpful website:- <http://www.easybib.com>

Indicating citations in the text

All information that you take from another writer's work should be cited. Each time that you refer to a source of information, the author's surname and the date of the publication are inserted in the text. For example,

In her account of Irish female activists, McCoolle (2003) claims ...

At the end of the work, all such references are grouped in the bibliography.

Making a Bibliography

At the end of your project, compile a list of sources. The references are listed in alphabetical order of authors' names and then by date. Here are some examples of references.

BOOKS

This information is usually available in the title page of the book and should be presented using the following format.

Author's Surname, Initials. (Year of publication). *Title*. Edition (If not the first).
Place of publication:Publisher.

Example

McCoolle, S. (2003). *No ordinary women : Irish female activists in the revolutionary years 1900-1923*. Dublin:The O'Brien Press Ltd.

ARTICLES IN JOURNALS

This information is usually available in the cover page or contents page of the journal and should be presented using the following format.

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Author's Surname, Initials. (Year of publication). "Title of article", *Title of journal*, Volume number and (part number), page numbers.

Example

Lowe, W.J. (2004). "Who were the black-and-tans?" *History Ireland*, 12 (3), 47-51.

ARTICLES IN NEWSPAPERS

Author's Surname, Initials. (Year of publication). Title of article. *Title of newspaper*, Day and Month, page numbers.

Example

Bond, V. (2012). Recording your sources. *Daily News*, 18 November, 5.

TV PROGRAM

Name of program. TV Channel. Date broadcast.

Example

Prime time. RTE 1, 17 November 2007.

PERSONAL INTERVIEW

If you interviewed someone record the name, place and date of interview and why this particular person was chosen.

WORLD WIDE WEB

Author's Surname, Initials. Document date or date of last revision, 'Title of document', *Title of complete work*, Available from: URL, (Date visited)

Example

Central Statistics Office Ireland, April 2004, 'Population and Migration Estimates April 2004', Available from:
<http://www.cso.ie/releasespublications/documents/population/current/popmig.pdf> (Accessed 7 April 2005)

Bibliography for this guide

The Library at UCD, 'Harvard Style Guide', Available from:
<http://www.ucd.ie/t4cms/Guide69.pdf> (Accessed 16th January 2013).

Further information is available at the above URL address and at
<http://www.easybib.com>