Harvard is the most commonly used referencing style in the National College of Ireland but other referencing styles such as APA or IEEE may be used by your course – please consult with your lecturer to confirm which style they require you to use. In order to correctly reference each type of source using the Harvard style, you should include all the details, correct punctuation and italicised text as shown; see the full NCI Library Referencing Guide for further details.

### In-text Citations, Paraphrasing & Quoting

When using ideas or information from another source, it is much better practice to paraphrase (i.e. change the wording) than to directly quote the source. Paraphrasing is a **key academic skill** when referencing information from other sources and helps to avoid the risk of plagiarism. It also provides the means for you to demonstrate your understanding of a source rather than relying on the exact wording. When referencing in-text, insert a short, basic reference as shown below -

**Paraphrase example**

Reidy (2015) suggests that it may be difficult to fill some vacancies as the role may be thought to be low paid or considered to be difficult.

**Direct quote example**

“Some vacancies are difficult to fill due to the nature of the job itself. It may be perceived to be unpleasant, dangerous, badly paid or too stressful” (Reidy, 2015, p. 46).

Every short, basic reference has an equivalent full reference in the bibliography at the end of your work – see the different format examples below -

### Referencing Examples

#### Book – Single author

#### Book – Two authors

#### Book – Three or more authors

#### Book – Corporate author

#### Book – Editor(s)

#### Chapter of an edited book – Single author
### eBook – Two authors

### Journal article – Three or more authors

### eJournal article – Single author

### Conference paper – Three or more authors

### Webpage

### Document from a webpage

### Newspaper article – Print
Keenan, B. (2012) ‘We are hamstrung by idiotic tax election pledge on tax rates’, *Irish Independent, Business This Week*, 8 November, p. 4.

### Newspaper article – Online

### Case study - Print

### Case study - Online

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