ST. NICHOLAS
MONTESSORI

SNMCI Summary Guide to the Harvard Referencing Style

This guide was included in the previous edition of the Study Skills Handbook and may be used by on-going students for the Academic Year 2020-2021.

St Nicholas Montessori College

Plagiarism;-

Plagiarism, taking the words or ideas of others and including them in your work, without acknowledgement, is viewed as a form of academic dishonesty.

According to SNMCI QA, plagiarism is a MAJOR offence for which a student may be referred to the Disciplinary Committee.

The College's full policy and procedures on plagiarism is available on the website.
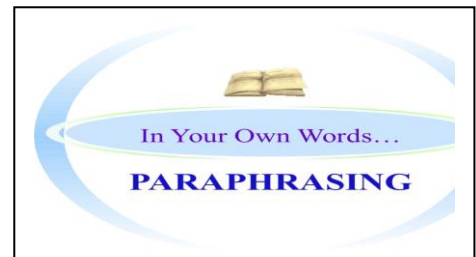
Note to Students:

- **It is your responsibility NOT TO ENGAGE IN PLAGIARISM and to make yourself aware of the correct referencing system in the college. A defense of "I didn't know" or "I didn't mean to mean to.." is not acceptable. It is the action and not the intention that constitutes plagiarism.**

2020-2021 Update: The College has updated its policy with regard to Academic Misconduct. Please see QA 7.8: Academic Integrity and FQA 7.8: Guidelines for Students on Academic Integrity. These are available on MY SMSI-Moodle-QA Tab

Paraphrasing:-

In Your Own Words…
PARAPHRASING

Paraphrasing is using your own words to express someone

else's ideas whilst still preserving the main ideas of the

original source.

How to Paraphrase

1. Read the text a number of times until you understand its meaning

2. Underline 'subject-specific' words that you will keep. These words are known as the 'jargon of

   the subject.'

3. Circle words that can be exchanged for synonyms

4. Change whole sentences by re-ordering and/or combining two or more sentences.

5. Use your own sentence structure

6. Compare your writing to the original.

7. Reference within the text

Note: It is not sufficient to simply…

- Change a couple of words

- Delete a couple of words or phrases

- Rearrange the order of the words

Important!!!

When you paraphrase, you **MUST** still give credit to the original author. (Author, date)

Examples

1.	New York is referred to as "the city that never sleeps." At nights, people can be assured that something is going on no matter what the time.
	Correct Paraphrase In New York, there is something to do at all hours of the night.
	This is a good example of paraphrasing because it gets to the point of what is being said using very few of the original words.
2.	Brooklyn is the most populous of New York City's five boroughs, with approximately 2.5 million residents, and the second-largest in area.
	Incorrect Paraphrase Brooklyn is the most populous borough in New York City, with about 2.5 million residents, and is the second biggest area.
	This is a bad example of paraphrasing because it substitutes a few words with synonyms but the structure and word order remains the same as the original.

3.	'Hemmingway's work contains a lot of symbolism. In *The Old Man and The Sea*, the protagonist is struggling to capture a large marlin. His struggle against the marlin symbolizes a struggle against defeat. Hemmingway's use of symbolism truly affects the way the reader reads and interprets his work' (Jones, 1990, pg.4).
	Correct Paraphrase Jones (1990) suggests that when reading Hemmingway's work, it is important to recognize how symbolism affects interpretation. Hemmingway's use of symbolism, he says, affects the reader's understanding of the work.

	This example, even though it is not a direct quote, acknowledges the source of the idea i.e. Jones 1990.
4.	Differentiation as an instructional approach promotes a balance between a student's style and a student's ability. Differentiated instruction provides the student with options for processing and internalizing the content, and for constructing new learning in order to progress academically (Thompson, 2009, pg. 10).
	Insufficient Paraphrase Differentiation is a <u>way</u> to <u>encourage equality</u> between the <u>approach and talent of the student </u>(Thompson, 2009). <u>This type of instruction gives</u> students different <u>ways</u> to deal with and <u>grasp information</u>, and for <u>establishing</u> new learning <u>to move</u> on in <u>education (Thompson, 2009).</u>
	Even though this is cited correctly and gives credit to Thompson, the underlined words are simply synonyms of words used in the original text. You can also see how the sentence structure is the same for both the original and the paraphrase.
	Better Paraphrase Teachers use differentiated instruction to help students learn, allowing the teacher to adapt lessons to the way each student learns and each student's skill (Thompson, 2009).

Why Paraphrase?

TO AVOID PLAGIARISM!!

What is Plagiarism?

- ➢ Using other people's ideas and words without clearly acknowledging the source of that information
- ➢ Work written by someone else, friend or family and presented as your own
- ➢ Work copied from internet, book, journal, with little or no change to the text
- ➢ Paraphrased, but not acknowledged.= Plagiarism
- ➢ Insufficiently paraphrased, even if source is given. = Plagiarism
- ➢ No reference page, or reference page does not list all original and secondary sources.= Plagiarism

Referencing Guide:-

The referencing system required by SNMCI is based on the Harvard System. The system is based on two requirements

- - **Citing:** The first is to reference in the main body of the text when you refer to another person's work, either with a direct quote or by paraphrasing.
- - **Referencing:** The second is to compile a list of references at the end of your work (essay, presentation notes, teaching file, reflection, dissertation etc.)

Why Reference?

- To show that you have read and researched widely in preparation for your essay/assignment.
- To avoid plagiarism, by acknowledging other authors' work
- To supply sufficient information to guide readers to the source of your information.

When to Reference

- When you use a direct quotation
- When you paraphrase someone else's words/ ideas
- When you use statistics or other pieces of information from a source you have read

Reference List or Bibliography?

- A reference list contains only sources cited in the main text of your work.

- A bibliography is list of all sources and background material consulted, whether or not you have cited the source in your text. It is in the same format as the reference list.

The following are the most common types of In Text Citation and References used

General disclaimer: The list below offers guidance on how to reference a range of sources, but it does not cover every situation. Students should take advice, or research the correct Harvard reference for specific situations which do not appear here. While SNMCI has tried to be as accurate as possible while compiling this guide, it does not assume overall responsibility for the correctness of student referencing. The responsibility for correct and consistent referencing remains with the student.

One author
Reference:-
Jones, F. (2012) *The Life and Work of Maria Montessori.* Dublin: Black Publications
In Text Citation:-
The author's original words have been paraphrased
Maria Montessori is one of the most famous names in the world of education. So broad is her influence that many early childhood practices and curricula have absorbed her ideas without realising their origin (Jones, 2012).
Or
Jones (2012) suggests that ………..
Or
According to Jones (2012), Maria Montessori…….
Or
In discussing the influence of Maria Montessori in the world of education, Jones (2012) suggests

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Two authors: List the authors as they appear on the source material, not alphabetically
Reference:-
Cleary, K. and Jones, B. (1997) *Sending Your Child To School.* Dublin: Black Publications.
In Text Citation: -
A study undertaken by Cleary and Jones (1997) outlines....

Or
Cleary and Jones (1997) show that...

Three or more authors:-
Reference:-
O'Connor, M., Jones, F. and Smith, R. (2011) *Effective Teaching.* Dublin: Black Publications.
In Text Citation:-
The first author is as listed on the source material, not alphabetical order. Include the first author only followed by 'et al.' in the citation but name all authors in the reference list.
O'Connor *et al*. (2003) state that ……….

Works with no author e.g. dictionary
Where you cannot establish the author(s) of a work, include the title within the brackets in place of the author's surname.
(Title Year)
In Text Citation:- (Collins English dictionary 2012)
Reference:-
Collins English dictionary. (2012). 2nd ed. London: HarperCollins.

Several sources
Reference:-
When using several sources to support the same statement, the authors are listed in chronological order, separated by semicolons. Where there are two or more publications in the same year, list these alphabetically. Each source is given a separate entry in the reference list.
In Text Citation:-
A number of authors have described teaching as a calling (Jones, 1979; Kelly, 1988; Walsh, 1988; Harrison, 1990; Smith and Brown, 1991), indicating that there is a vocational component to teaching.

Chapter in an edited book
Reference:-
Coady, M. (2010) 'Ethics in early childhood research'. In: Mac Naughton, G. et al. eds.
    Doing Early Childhood Research. England: Open University Press.
In Text Citation:-
Coady (2010, p. 73) makes the point that 'the history of research is littered with examples of harm caused by researchers to their subjects'.

Authors with the same surname and publication date
This is rare. Each author's initials are used to differentiate.
Reference:-
All of the references here will be added, in complete form, in the reference list.
In Text Citation: -

Smith, L. (1999) states that teaching is ……….
Teaching is one of the most difficult but most rewarding……. (Smith, R. 1999).

Direct quotations
Reference:-
Mhic Mhathúna, M. and Taylor, M. (2012) *Early Childhood Education and Care. An Introduction for   Students in Ireland.* Dublin: Gill & Macmillan.
Use direct quotations sparingly. Show your understanding of the subject by the use of paraphrase (using your own words instead of the author's). When using direct quotations **within a sentence**, place the quotation between single inverted commas. The surname, the year of publication and the exact page number(s) are also included:

In Text Citation:-
As Mhic Mhathúna and Taylor (2012, p.114) state, 'Maria Montessori was a pioneer in many areas of life, including medicine, women's role in society, and education'.
Quotations of three lines or longer are indented, single spaced (as opposed to general essay which is spaced at 1.5 or 2.0) with a free line above and below and the font size reduced by 1 i.e. from Ariel 12 to Ariel 11 or Times New Roman 12 to Times New Roman 11:

    Montessori's ideas on early childhood education spread around the world
    and she visited centres in Ireland, the United States, Spain, England, the
    Netherlands and India, meeting staff and children and giving lectures (Jones, 2010, p.5).

Print Journal
Reference:-
Smith, V., Jones, L. and Brown, R. (2003) 'Pathways for education: thinking about the early years'. *British Journal of Primary Education,* 12 (14), pp. 857-863.
In Text Citation:-
Research indicates (Smith *et al*. 2003) that early years education is……

Electronic Journal
Reference:-
Hawke, J., Wadsworth, S. and DeFries, J. (2006) 'Genetic influences on reading difficulties in boys and girls: the Colorado twin study', *Dyslexia*, 12 (1), pp.21-29. Available at: http://www.interscience.wiley.com [Accessed 20 August 2015]
In Text Citation:-
Hawke *et al.* (2006) argue that…..

Government Agency Publication
Reference:-
Department of Children and Youth Affairs (2013*) 'Right From The Start' Report of the Expert Advisory Group on the Early Years Strategy.* Dublin: Stationery Office
Or if you are using a website rather than a hard copy of the document:-
Department of Children and Youth Affairs (2013*) 'Right From The Start' Report of the Expert Advisory Group on the Early Years Strategy.* Dublin: Stationery Office. Available at:

http://www.dcya.gov.ie [Accessed 20 August 2015]

In Text Citation:-
In a recent study (Department of Children and Youth Affairs, 2013) it was shown….
Or
The Department of Children and Youth Affairs (2013) have suggested that…...

Audiobook
In Text Citation:-
McEwan (2002) etc etc
Reference:-
McEwan, I. (2002). Atonement [audiobook]. New York: HarperCollins

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Secondary sources
It is always best to consult the original source where possible.
There may be times when it is not possible to consult the original work (known as the primary source) but you may have read about a topic in someone else's work. In this instance you are using a secondary source.
All secondary sources are acknowledged as follows:-
Corbin and Strauss (2007) describe how it is possible for sociologists, psychologists or philosophers to use perspectives from their own disciplines to study phenomena using the grounded theory method.
If you have not read the book by Corbin and Strauss, but have read about it, in the book written by Cohen, Manion and Morrison in 2011, and you want to refer to Corbin and Strauss' views in an assignment, you should cite the reference in the following way:
Reference:-
Cohen, L., Manion, L. and Morrison, k. (2011) *Research Methods in Education.*
     U.K: Routledge
In Text Citation:-
It is possible for sociologists, psychologists or philosophers to ….(Corbin and Strauss, 2007, cited in Cohen *et al* 2011)………

Interviews
Television Reference:-
Kenny, E. (2013)' Ireland's lost generation'. Interviewed by Miriam O'Callaghan for *Prime Time*, RTE Television, 15 March
Newspaper Reference:-
McTiernan, A. (2015) 'Room to roam: how our children's lives are restricted by the world we live in'. Interviewed by Deirdre Whitfield for *Irish Times*, 28 August 2015, p. 4
In Text Citation:-
Kenny (2013) claimed that…..
Whitefield (2015) maintains that there is a huge increase in the number of children playing indoors….

Newspapers
Reference:-
O'Brien, C. (2015) 'He's a 10-year-old child with disabilities.. I can't see how isolating helps', Irish Times, 28 August, p. 8
In Text Citation:-
As book. Author name and year.
Or, for on-line newspaper
Reference:-
O'Brien, C. (2015) 'He's a 10-year-old child with disabilities.. I can't see how isolating helps', Irish Times, 28 August. Available at. http://www.irishtimes.com [Accessed 28August 2015]

Theses
Reference:-
Allen, S. J. (2009) *The social and moral fibre of Celtic Tiger Ireland*. Unpublished PhD thesis. University College Dublin.
In Text Citation:-
As book e.g. Allen (2009) points out……

Library database, E-book, Webpage
Internet
It is important to exercise caution when referencing from the Internet as all material may not be evidence based, or from a reputable source. When referencing an item sourced from the Internet it is important to include the full website address and the date on which it was accessed.
Internet Full Text Articles
When referencing a full text article from an online source the article is referenced as per standard journal articles but the full website address and the date of access are also included.
Reference:-
Conway, S. (1997) 'The reproduction of exclusion and disadvantage: symbolic violence and social class inequalities in parental choice of secondary education', *Sociological Research Online*, 2, pp. 352 -387. Available at: http://www.socresonline.org.uk/socresoonline/2/4/4.html. [Accessed 13 October 2013]
Or , where no named author is available
Reference:-
Your Article Library (2015) 'Socialisation: The Meaning, Features, Types, Stages and Importance', *Your Article Library*. Available at: http://www.yourarticlelibrary.com. [Accessed 20 August 2015]
In Text Citation:-
Where author is available cite as book, e.g.
Conway (1997) suggests that…….
Where no author is available use website name and year e.g.
Socialisation is a continuous process in the life of an individual (Your Article Library, 2015).

E-book
Reference:-
Author(s) surname(s), Initial(s). (Year of publication). Title of EBook: subtitle if any [online].

Edition followed by ed. (if not the first edition) Place of publication (if any): Publisher. Available at: library database name, or URL if accessed online from somewhere other than a library database [Accessed date].

Webpage
Reference:-
Author/Owner of webpage. (Year created or last updated). Title of webpage [online]. Available from: URL [accessed date].

Conferences
Reference:-
Daly, M. (2011) 'Evaluation of the Impact of the National Childminding Initiative', *Childhood Unfolding.* River Lee Hotel Cork, 2 April: The OMEP Ireland Annual Research Conference.
In Text Citation:-
Daly (2011, p.8) stated that 'Childminding is valued as an important option for parents when choosing the type of childcare that best suits them and their children' and is one of the largest types of childcare for families.

Policy Document
In Text Citation:-
(Organisation/Author Year) e.g. (Health Service Executive 2011)
Reference:-
Organisation/Author(s) surname(s), Initial(s). (Year of publication). Title of report: subtitle if any. Revision number if any. Place of publication if known: Publisher

QUICK LIST OF THINGS TO REMEMBER WHEN COMPILING YOUR REFERENCE LIST

- The reference list appears at the end of an assignment on a **separate page** and is titled References.

- References are **NOT** numbered or bullet pointed.

- Any appendices are included *after* the reference list.

- References should appear as a **single list** in alphabetical order, incorporating books, journals, websites etc.

- Individual references within the reference list are single spaced, with double spacing between each reference.

- The title of a book is in italics, as is the title of a journal (not the journal article).

- Use a capital letter at the beginning of a title and for any proper nouns.

- The list is arranged alphabetically.

- If there is more than one reference by the same author, list them in chronological order with the earlier publication date first

- If there are a number of publications by the same author in the same year they are differentiated by adding a, b, c, etc to the date both in the text and the reference list

References (Example)

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

Cleary, K. and Jones, B. (1997) *Sending Your Child To School.* Dublin: Black Publications.

Coady, M. (2010) 'Ethics in early childhood research'. In. Mac Naughton, G. et al. eds. *Doing Early Childhood Research.* England: Open University Press.

Conway, S. (1997) 'The reproduction of exclusion and disadvantage: symbolic violence and social class inequalities in parental choice of secondary education', *Sociological Research Online*, 2, pp. 352 -387. Available at: http://www.socresonline.org.uk/socresoonline/2/4/4.html. [Accessed 13 October 2013]

Corbin, J. and Strauss, A. (2007*) Basics of Qualitative Research: Techniques and Procedures for Developing Grounded Theory.* U.K: Sage Publications.

Daly, M. (2011) 'Evaluation of the Impact of the National Childminding Initiative', *Childhood Unfolding.* River Lee Hotel Cork, 2 April: The OMEP Ireland Annual Research Conference.

Department of Children and Youth Affairs (2013*) 'Right From The Start' :Report of the Expert Advisory Group on the Early Years Strategy.* Dublin: Stationery Office. Available at: http://www.dcya.gov.ie [Accessed 20 August 2015]

Hawke, J., Wadsworth, S. and DeFries, J. (2006) 'Genetic influences on reading difficulties in boys and girls: the Colorado twin study', *Dyslexia*, 12 (1), pp.21-29. Available at: http://www.interscience.wiley.com [Accessed 20 August 2015]

Kenny, E. (2013)' Ireland's lost generation'. Interviewed by Miriam O'Callaghan for *Prime*

Time, RTE Television, 15 March

McTiernan, A. (2015) 'Room to roam: how our children's lives are restricted by the world we live in'. Interview by Deirdre Whitfield for *Irish Times*, 28 August 2015, p. 4

Mhic Mhathúna, M. and Taylor, M. (2012) *Early Childhood Education and Care. An Introduction for Students in Ireland.* Dublin: Gill & Macmillan.

O'Brien, C. (2015) 'He's a 10-year-old child with disabilities.. I can't see how isolating helps', Irish Times, 28 August. Available at. http://www.irishtimes.com [Accessed 28 August 2015]

O'Connor, M., Jones, F. and Smith, R. (2011) *Effective Teaching.* Dublin: Black Publications.

Smith, V., Jones, L. and Brown, R. (2003) 'Pathways for education: thinking about the early years', *British Journal of Primary Education,* 12 (14), pp. 857-863.

Your Article Library (2015) 'Socialisation: The Meaning, Features, Types, Stages and Importance', *Your Article Library*. Available at: http://www.yourarticlelibrary.com. [Accessed 20 August 2015]

Style Page:-

➢ All written assignments should be typed on A4 paper, using Arial or Times New Roman

➢ Font size 12 (for direct quotations that are indented and separated out use size 11)

➢ Spacing 1.5 or 2.0

➢ Margins: The usual margins recommended are 2.5 cm at the top, bottom and right side of the page and 4cm at the left of the page

➢ Justification: The text should be fully justified (straight edges on both left and right sides of the text)

➢ Punctuation: No space before a full stop. Text resumes two spaces after a full stop. No space before commas, colons or semi-colons. Text resumes one space after commas, colons and semi-colons.

➢ Pagination: Pages should be numbered starting with the first page of text. Title page is not numbered

➢ Submission of Assignments (hardcopy): Pages should be stapled with a single staple or paper clip. Assignments should not be submitted in plastic pockets unless necessary for large pieces of work.

➢ Keep a copy or back-up file for your own records.

Presentation

Assignments should have a title page (a template for the title page will be available on your Year/Programme, Stage Moodle Home Page) and should include the following information:

Student's Number:
Programme (Award):
Venue: (Dublin/Cork)
Module:
Title of Assignment:
Word Count:
Submission Date:

St. Nicholas Montessori College Ireland

Student Number	
Programme	
Venue:	
Module	
Assignment Title:	
Word Count:	
Number of Pages:	
Date Due:	Date Submitted:

Plagiarism disclaimer:
I understand that plagiarism is a serious offence and have read and understood the college policy on plagiarism. I also understand the penalties that shall be incurred if I have not identified and properly attributed sources which have been used, referred to , or have in any way influenced the preparation of this assignment, or if I have knowingly allowed others to plagiarise my work in this way.
I hereby certify that this assignment is my own work based on my personal study and/or research, and that I have acknowledged all material and sources used in its preparation. I also certify that the assignment has not previously been submitted for assessment and that I have not copied in part or whole or otherwise plagiarised the work of anyone else, including other students.
Date: Student No:

Paper submitted in part fulfilment of the requirements for the award of…

Programme Title will appear here. (QQI level will appear here e.g. 7/8)

Please note: Students **MUST** retain a hard / soft copy of all assignments and must **SIGN** the Assignment Submission Sheet provided by the Programmes Administrator/lecturer as proof of submission.