



St. Peter's College Harvard Referencing Student Guide

What is referencing?

Referencing is how you show where your information comes from. It proves that your work is your own, that you have done proper research, and that you are working honestly and fairly. Whenever you use information that is not your own, you must reference it.

When you complete coursework that requires referencing, you will be using the Harvard Referencing System.

In-text citations

(what goes in your writing)

An in-text citation must appear wherever you quote or paraphrase a source in your writing. It tells the reader who the information came from and when it was published. You must include an in-text citation every time you:

- use facts or someone else's ideas
- paraphrase information
- include statistics
- use a quotation

Harvard format: (Author surname, year)

Always separate the name and date with a comma.

Before writing an in-text citation, ask yourself two questions:

1. *Who wrote this?*

This tells you what name to use in your citation.

If a person wrote it: use the author's surname

Example: **(Maye, 2026)**

If there are two authors, list both authors in the order in which they are listed in the article:

Example: **(Acton & McNamara, 2026)**

If there are more than two authors use the term 'et al.' after the first author.

Example: (**Synan et al.**, 2026)

If an organisation wrote it: use the organisation name

Example: (**Department of Education**, 2025)

If no individual author is named: use the organisation or website name, not the URL.

Example: (**BBC News**, 2023)

Avoid using:

- the web address
- "Anon" if details like the organisation are available
- the article title in the text

2. *When was it published?*

Use the year of publication if available

Example: (Riordan, **2025**)

If no date is given, use n.d.

Example: (Doherty, **n.d.**)

Paraphrasing:

Paraphrasing means restating someone else's ideas in your own words. Even when paraphrasing, you must still reference the source.

- Geography plays a major role in shaping international relations and conflict (Marshall, 2016).
- The discovery of fossils in Argentina has led scientists to identify a new species of dinosaur (Sky News, 2025).

Direct quotation:

Using a direct quote means you are using the exact words from the source. These are always in quotation marks.

When using a direct quote, you must include the page number where applicable.

- "We take chemistry for granted now, but it was some achievement to figure out all the elements that make up things" (O'Neill, 2023, **p.118**).

Integration of citations:

It is good practice to integrate the citation into your sentence where possible.

- **McCarthy (2025)** argues that guidance counsellors are the most important staff members in a post-primary school. However, **Lawless and Fitzpatrick (2026)** counter this by asserting that science teachers are the most valuable.

Reference Lists

What is a Reference List?

A reference list is a list of all the sources you used in your work. It appears at the very end of your assignment.

Your reader should be able to look at your reference list and find every source you mentioned in your writing.

Your reference list must:

1. Appear at the end of your work
2. Start on a new page
3. Be titled: References
4. Include only sources you cited in your writing
5. Be written in alphabetical order (A–Z) by author surname/organisation name.
6. Match your in-text citations exactly

How to Reference

1. Books

Format:

Author surname, Initial(s). (Year) Title of book. Place of publication: Publisher.

Examples:

Marshall, T. (2016) Prisoners of Geography. London: Elliott and Thompson

O'Neill, L. (2023) To Boldly Go Where No Book Has Gone Before. London: Viking.

The year the book was published, place of publication and publisher can generally be found in the first few pages of the book.

2. Online article

Format:

Author surname, Initial(s) or organisation if no author. (Year) Title of article. Available at: website address (Accessed: date).

Example with author:

Hogan, L. (2026) 'Irish is becoming so trendy' - grassroots Gaeilge movement growing around Ireland. Available at: <https://www.rte.ie/news/ireland/2026/0103/1551262-gaeilge-revival/> (Accessed 10th January 2026).

Example without author:

Sky News. (2025) Scientists discover new dinosaur in Argentina with crocodile bone in mouth. Available at: <https://news.sky.com/story/scientists-discover-new-dinosaur-in-argentina-with-crocodile-bone-in-mouth-13436844> (Accessed 21st January 2026).

3. Journal articles

What is a journal article?

A journal article is a research study or review published in an academic journal. They are not websites, even if you access them online. You can find journal articles on websites like Google Scholar.

Format:

Author surname, Initial(s). (Year) Title of article. Title of Journal, volume number(issue number), page range.

Sometimes there will be no issue number, just a volume.

Example with one author:



The screenshot shows a journal article page with a dark blue background. At the top left, there is a breadcrumb trail: "Home > Current Psychology > Article". The main title of the article is "The effect of social media influencers' on teenagers Behavior: an empirical study using cognitive map technique" in large white font. Below the title, it says "Published: 31 January 2023" and "Volume 42, pages 19364–19377, (2023) Cite this article". On the right side, there is a thumbnail image of the journal cover for "Current Psychology" with the Springer Nature logo. Below the thumbnail, there are links for "Current Psychology", "Aims and scope →", and "Submit manuscript →". At the bottom left, there is a "Save article" button with a bookmark icon. At the bottom right, there is a button that says "Access this article".

[Karima Lajnef](#) ✉

[Access this article](#)

Lajnef, K. (2023) The effect of social media influencers' on teenagers behavior: an empirical study using cognitive map technique. *Current Psychology*, 42, 19364-19377.

Example with more than one author:

The author named first in the study is the author you will list first in the reference.



The image shows a screenshot of a Hindawi journal article page. On the left, there is a dark sidebar with a 'DETAILS' tab selected. The sidebar contains the journal title 'Journal of Healthcare Engineering', volume and issue information 'Volume 2022, Issue 1', the date 'Jan 2022', the article title 'Study on the Interactive Factors between Physical Exercise and Mental Health Promotion of Teenagers', and the authors 'Zhifeng Guo, Yiyang Zhang'. At the bottom of the sidebar are 'CITE' and 'Check for updates' buttons. The main content area on the right features the Hindawi logo at the top right, the journal information 'Hindawi Journal of Healthcare Engineering Volume 2022, Article ID 4750133, 4 pages https://doi.org/10.1155/2022/4750133', the article type 'Research Article', the title 'Study on the Interactive Factors between Physical Exercise and Mental Health Promotion of Teenagers', the authors 'Zhifeng Guo¹ and Yiyang Zhang²', their affiliations '¹Department of Sports, Kunming University of Science and Technology, Kunming, Yunnan 650500, China' and '²Youth League Committee, Kunming University of Science and Technology, Kunming, Yunnan 650500, China', correspondence information 'Correspondence should be addressed to Yiyang Zhang; 20090080@kust.edu.cn', submission dates 'Received 7 December 2021; Revised 21 December 2021; Accepted 23 December 2021; Published 25 January 2022', and the academic editor 'Academic Editor: Kalidoss Rajakani'.

Guo, Z., Zhang, Y. (2022) Study on the Interactive Factors between Physical Exercise and Mental Health Promotion of Teenagers. *Journal of Healthcare Engineering*, 2022(1), 1-4.

4. Online video (YouTube, RTE player etc)

Format:

Organisation or creator. (Year) Title of video. Available at: website address (Accessed: date).

Example:

Absolute History. (2020) How The Industrial Revolution Changed Women's Lives | Edwardian Farm | Absolute History. Available at: <https://www.youtube.com/watch?v=xEe9yy4TiLA&list=PLjgZr0v9DXyltgSXEB4FiQ6NKaiTJCMa7> (Accessed: 20th January 2026).

Top Tips

- Write down every source as soon as you use it. Do not wait until the end.
- Copy the full details straight away (author, year, title, website or journal).
- Keep all sources in one place (OneNote page, Word document, notes app, journal).
- If you're not sure if you'll use a source later, record it anyway. It's easier to delete than to try to find it again.
- If you are unsure whether something needs a reference, reference it.
- Check that every in-text citation follows the format (Author, year).
- Do not paste text from a source and "edit it later". Paraphrase properly straight away.
- Use direct quotations sparingly and only when the wording really matters.
- Integrate your citations into sentences as much as possible.
- Check that every in-text citation appears in your reference list.
- Check that every reference in your reference list is used in your writing.
- Make sure author names and years match exactly in both places.
- Check that your reference list is in alphabetical order.
- Make sure the reference list starts on a new page and is titled References.

Full example reference list:

REFERENCES

Absolute History. (2020) How The Industrial Revolution Changed Women's Lives | Edwardian Farm | Absolute History. Available at: <https://www.youtube.com/watch?v=xEe9yy4TiLA&list=PLjgZr0v9DXyltgSXEB4FiQ6NKaiTJCMa7>

(Accessed: 20th January 2026).

Guo, Z., Zhang, Y. (2022) Study on the Interactive Factors between Physical Exercise and Mental Health Promotion of Teenagers. *Journal of Healthcare Engineering*, 2022(1), 1-4.

Hogan, L. (2026) 'Irish is becoming so trendy' - grassroots Gaeilge movement growing around Ireland. Available at: <https://www.rte.ie/news/ireland/2026/0103/1551262-gaeilge-revival/> (Accessed 10th January 2026).

Lajnef, K. (2023) The effect of social media influencers' on teenagers behavior: an empirical study using cognitive map technique. *Current Psychology*, 42, 19364-19377.

Marshall, T. (2016) *Prisoners of Geography*. London: Elliott and Thompson.

O'Neill, L. (2023) *To Boldly Go Where No Book Has Gone Before*. London: Viking.

Sky News. (2025) Scientists discover new dinosaur in Argentina with crocodile bone in mouth. Available at: <https://news.sky.com/story/scientists-discover-new-dinosaur-in-argentina-with-crocodile-bone-in-mouth-13436844> (Accessed 21st January 2026).