Referencing in the Text

A 'citation' is a reference to a published or unpublished source, although neither may be the original source. Throughout the body of your assignment, note the author and date of research. When you are citing within your text, the actual reference to the author(s) belong(s) within your sentence. Therefore, the full stop is outside the second parenthesis. For example, if I am referring to where I obtained the information, but do not use a direct quote, and do not include the author's name in the sentence, I would reference it as such:

The connection between mindfulness and patience in daily life is cogently explored (O'Morain, 2009).

Alternatively, if I use the author's name in the sentence, but do not use a direct quote, I will cite it in this manner:

O'Rourke (2012) identified the relevance of...

However, if I am using a direct quotation, taken from another author's text, I will reference it in a slightly different manner, ensuring that the year and page number are present. There are two ways to do this. If I am using the author's name in the sentence, I will reference it in this way:

> Wharton (2012, p.205) argues that "the gender typing of occupations, jobs and work tasks is not a random process."

Because I have inserted the reference (year, page number) at the start of the sentence following the author's name, the full stop is *inside* the final quotation mark. However, I can also add the reference to the end of the sentence:

> Balance is needed because "if you treat yourself harshly whenever you discover your mind has departed from the present moment, mindfulness will become more of a burden than a blessing" (O'Morain, 2009, p. 26).

In this instance, the reference (Name, Year, Page Number) are at the end of the sentence and are considered part of the sentence, so the full stop goes *outside* the brackets. 52

Two Authors:

When citing two authors, it is important to include both names. When citing the authors in the sentence itself, you need to use the word 'and', however, when bracketing authors, and in the reference list, use the abbreviation & (ampersand).

> The emergence of a new stage in State involvement in healthcare in Europe from the 1940s has been accurately noted by Considine and Dukelow (2009).

> The term 'total institutions' describes certain forms of bureaucracies where people are isolated from society (Macionis & Plummer, 2008).

Three to Seven Authors:

The first time you use the reference, all authors' names need to be included:

> Edokpolo, James, Kearns, Campbell and Smyth (2010) found that female substance using adolescents demonstrated higher levels of internalising and externalising psychological problems.

After the first reference you need only name the first author, followed by et al.

> Edokpolo et al., (2010), proceed to explain that….

Eight or More Authors:

For eight or more, include the first six, then an ellipsis, followed by the last author's name:

Wolchik, S.A., West, S.G., Sandler, I.N., Tein, J., Captsworth, D., Lengua, L., Griffin, W.A.
(2000), evaluated theory-based mother and mother-child programmes for children of divorce and discovered that…

For subsequent references, you need only refer to the first author. Followed by et al. For example:
Wolchick, et al., (2000), described the manner in which…

Alternatively, If I do not use the authors' names in the sentence, I can add the reference to the end of the sentence.

> The effect of divorce on children appears to have a number of negative effects (Wolchick, et al., 2000)

This same format is used in the reference page: The first six should be cited, then an ellipsis and finally, the last author's name:

> Wolchik, S.A., West, S.G., Sandler, I.N., Tein, J., Captsworth, D., Lengua, L., ... Griffin, W.A. (2000). An experimental evaluation theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, *68*, 843-856. 53

Author(s) with Multiple Publications in the Same Year.

When researching, you will encounter key theorists in a particular field of research and they may have published more than one study in the same year. In these instances, use lower case letters (a, b, c) with the year to distinguish the publications. If you are referring frequently to an organisation or department, it is usual to use the abbreviated form after the first full reference;

> The Department of Education and Skills (DES) (2011a) has reported that…

> Likewise, in a subsequent report (DES, 2011b), they further described…

Citing a Number of Works:

In your research, you may encounter a number of studies that offer similar findings. If you wish to demonstrate that you have reviewed multiple articles with the same of similar findings, you list them sequentially, beginning with the most recent, separating them with a semi-colon.

> A number of researchers have reported similar findings (Giddens, 2009; Field, 2008; Hughes et al., 2003).

Quotations - Brief and Longer:

The general guideline in APA is that quotations **less** than **forty** words are included in the text and within double inverted commas ("…").

> Frankl describes in a chillingly moving manner "the background of desolate camp life" (2000, p. 53).

> However, it has been noted that "much has been written on empowerment and its importance as a central component of social care and social work" (McCann-James et al., 2009, p. 28).

However, if your quotation has more than forty words, you begin the quotation on a new line, indenting it on both sides and you do not use quotation marks.

The role of ethics in counselling and psychotherapy is one that is central to the process. Counsellors are required to be aware of the potential dilemmas that are inherent in the work.

Counselling is ethics-in-action. And yet, the issue of ethics also raises some complex and challenging questions for counsellors. This may be particularly true for those of us from humanistic backgrounds who have learnt, through our training, to listen to – trust – our inner, intuitive felt-response. We have learnt to look inside, but ethics challenges us also to look outside: to collectively agreed codes of appropriate action and intention. More than that, ethics invite us to consider what is 'right': not just what we feel is right or subjectively experienced as good, but what is collectively, externally, 'objectively' agreed to be in the best interests of others (Bond, 2010, p. x). 54

When omitting words from a direct quotation, you use an ellipsis to indicate omitted material:

> As Kearns et al., (2011, p. 128), point out, "This brand loyalty suggests that the type of ban being proposed…is unlikely to have a huge impact on the drinking patterns of YoDA clients."

Translations of Works:

Many classical works are **translations** and may not have a page number or date of publication. For example: (Aristotle, trans. 1931).

Repeat Publications:

If you read a **subsequent** version of the original, put the original version first.
(Frankl, 1959/2004).

Personal Communication:

Letters, memos, a telephone conversation, an email etc. may be included in the body of the text but are not listen in your final Reference Page.

Marcella Finnerty, (telephone conversation, 26 November 2012) confirmed these ideas.
David O'Regan, (e-Mail communication, 17 January 2013) challenged the hypothesis in this particular regard.

Summarising an Author's Writing:

Rather than directly quoting an author's work, you may choose to summarise it. When doing this, it is vital that you give due diligence to the work, ensuring that you do put it into your own words, avoiding any risk of plagiarising.

Neuroscientist Susan Greenfield (2000) argues that pain is less an emotion than an extreme state of mind. Greenfield has quite a rare skill for communicating the complexities of the brain in terms and images that are meaningful for psychologists and therapists as well as general readers.

Bond's work (2010) is fundamentally about fostering 'ethical mindfulness': an attitude, not of blind obedience to ethical rules and regulations but of sophisticated, reflective, balanced consideration of complex ethical dilemmas.

Quoting References that Cite Other Works:

When citing secondary sources, refer both sources in the text, but include in the Reference only the source(s) you used.

More research to support this assertion has been presented in North America, which concluded that 23% of women are likely to choose not to have children for a variety of reasons (Jones, as cited in Smith, 2005, pp. 254-256).

Note: The page number is from Smith's book where you found the quotation by Jones. Your list of References will include only Smith's book. 55

Numbers:

- o Numbers less than one hundred are spelled out: Thirty-nine.
- o A number as the first word in sentence is spelled out regardless of its size: Two.
- o Hyphens are used with complex numbers: Twenty-three.
- o When including a date, please do not use an apostrophe i.e. 1960s

Electronic Sources:
Articles with a DOI:

Academic publishers now frequently assign unique identifiers to each published article. The DOI (Digital Object Identifier) is an alpha-numeric code registered to each article to maintain a persistent link to it. The DOI has replaced the database name and URL in References.

Format: Author, A.A., Author, B.B., & Author, C.C. (year). Article. *Journal Title, volume number* (issue), pages. doi: unique identifier

Murphy, J. (2006). Tips to remember about allergy, asthma and immunology. *American Academy of Allergy, Asthma and Immunology*, 24, 225-229. doi: 10.1037/0728-6133.24.2225

Articles without a DOI:

Where there is no DOI, cite the home page URL of the article/ book / journal or report publisher. Hemingway, E. (2007). The future of Irish social policy. *Irish Journal of Social Policy*, 99, 423-455. Retrieved from http://www.makeyupeywebsite.ie

International Sociological Association (ISA). *Reflections on the future of public health*. Retrieved 25 February 2012, from http://www.isa-sociology.org Central Statistics Office, Dublin. Retrieved 13 March 2012, from http://www.cso.ie/pxpxeirestat/Dialog/Saveshow,asp

Electronic Books from Website:

O'Keeffe, E. (n.d.). *Egoism & the crisis in Western values*. Retrieved from http://onlineoriginals.com/shoitem.asp?itemID=135

Kindle Book:

Gladwell, M. (2008). *Outliers: The story of success*. [Kindle DX version].

Television Broadcast:

Lee, G. (Executive Producer). (11 May 2012). *Ireland outside the euro?* [Television broadcast]. Ireland: Radio Telefís Éireann Service.

Audio Podcast:

Van Nuys, D. (Producer). (13 October 2006). Understanding autism. *Shrink Rap Radio* [Audio Podcast]. Retrieved from http://www.shrinkrapradio.com/ 56

Blog Post:

Relationships Ireland. (1 March 2012). Re: [Waiting for something to happen]. Retrieved from http://www.relationshipsireland.com/2012/03/waiting-for-something-to-happen/php

Video:

Author, A. A. [Screen name]. (year, month day). Title of video [Video file]. Retrieved from http://xxxxx

Reference List:

Please note, at IICP, we do not use a bibliography. A bibliography is a complete list of every text, article and resource you used to inform your knowledge. A Reference List pertains to those texts, articles and resources cited in the body of your paper. For assignments on this programme, only include a Reference list (material that has been cited in your work). You do not need to include books/articles you have read but not included (a bibliography)

Books:

Surname of author(s) followed by initial(s) only. Italicise the title and include the location and publisher's name. If there is a colon, capitalise the first word that follows. Indent where there is a second line.

> James, P., Kearns, C., Campbell, A., & Smyth, B.P. (2013). *Adolescents and Substance Use: The handbook for professionals working with young people*. London: Radcliffe

Books – Edited:

Follow the format for books, however, insert (Ed.) or (Eds.) after the author(s).

> O'Connor, T. & Murphy, M. (Eds.). (2006). *Social care in Ireland: Theory, policy and practice*. Cork: CIT Press.

Books – Citing a Chapter:

In edited books, different authors may have contributed to the content. In this instance, please start with the chapter author and year, then add the editors, then follow the format above:

> Lentin, A. (2006). Anti-racism in Ireland. In L. Connolly & N. Hourigan. (Eds.). *Social movements and Ireland* (pp.190-209). Manchester University Press.

Books – Edition(s):

Some books will have more than one addition. Please ensure you correctly include the appropriate edition after the title. Please note that the title will be italicised, however the reference to the edition will not.

> Giddens, A. & Sutton, P.W. (2010). *Sociology: Introductory readings*. (3rd ed.). Cambridge: Polity Press. 57

Dictionaries:

The Chambers Dictionary. (2008). (11th Ed.). London: Chambers Harrap Publishers Ltd.
The Concise Oxford Dictionary. (1990). Oxford: Clarendon Press.

> *Oxford Dictionary of Psychology*. (1990). (4th Ed.). New York: Oxford University Press.

Journal Articles:

Please note, it is the Journal Title not the Article Title that is italicised. Journal articles should be reference using the following format:

Author(s)'s surname, initial(s). (Year). Title of Article. *Journal Title, Volume Number (*issue), Pages.

> Labbé, J. (2005). Ambroise Tardieu: The man and his work on child maltreatment a century before Kempe. *Child abuse and neglect*, *29*(4), 311-324.

> Alvesson, M. & Willmott, H. (2002). Identity regulation as organizational control: Producing the appropriate individual. *Journal of Management Studies*, *39*, 619-644.

Newspaper Articles:

Journalist Named:

Lally, C. (2011). An Post defends security measures. *The Irish Times*, 4 August, p. 4.

No Journalist Named:

Irish Examiner, 3 March 2012, p. 16.

Letter to the Editor:

Horgan, E. (2013, July 24). Neutrality and triple-lock arrangement. [Letter to the editor]. *The Irish Times*, p.15. 58

Sample Reference Page

Bond, T. (2010). *Standards and ethics for counselling in action.* (3rd ed.). London, UK: Sage Publications.

British Association for Counselling & Psychotherapy. (2002). *Ethical framework for good practice in counselling and psychotherapy*. Retrieved 22 January 2007, from http://www.bacp.co.uk/documents

Brown, B. (2010). *The gifts of imperfection*. USA: Hazelden.

Brown, B. (2013). *Daring greatly*. United Kingdom: Penguin Books Ltd.

Cameron, J. (1994). *The Artist's way*. United Kingdom. Souvenir Press.

Chödrön. P. (2001). *The places that scare you: A guide to fearlessness in difficult times*. Boston, Massachusetts: Shambhala Publications, Inc.

Cheston, S.E. (2000). A new paradigm for teaching counselling and psychotherapy. *Counsellor Education and Supervision, 39*, p. 254 – 269. USA: American Counselling Association.

Corey, G. (2009*). Theory and practice of counselling and psychotherapy*, (8th Ed). USA Thompson Brookes / Cole.

Egan, G. (2007). *The skilled helper*, (8th Ed.). USA: Thompson Brookes / Cole.

Finnerty, M. (2003). *Choice theory and multicultural counselling: An integrative model of counselling and psychotherapy for the future*. (Unpublished master's thesis). University of Dublin, Trinity College.

Finnerty, M. (2009). *Choice theory training: Effects on locus of control and in adult community employment workers*. *Éisteach*, *12*(3), 2-12.

Frankl, V. (1959/2004). *Man's search for meaning*. London, UK: Rider.

Glasser, W. (1998). Choice theory a new psychology of personal freedom. New York: Harper Collins Publishers.

Glasser, W. (2001). *Counselling with choice theory, the new reality therapy*. New York: Harper Collins Publishers Inc.

Kearns, C., James, P., & Smyth, B. (2010). Drinking patterns and preferences among Irish substance abusing teenagers: A pilot study. *Journal of Addictions Nursing, 22*(3), 124-129.

Macionis, J. J. & Plummer, K. (2008). *Sociology: A global introduction*. (4th Ed.). Essex, UK: Pearson Education Limited.

Mearns, D., Thorne, B. and McLeod, J., (2013). *Person-centred counselling in action*. London: SAGE Publication Ltd.

McCauley, F. (2001). *Celebrating difference: Gender equality and lifelong learning*. Proceedings of the AONTAS Millennium conference, Limerick Inn Hotel, Limerick, 20th October 2000. Dublin, IRL: AONTAS.

McLeod, J. (2013). *An introduction to counselling*. (5th Ed.). New York, NY: Open University Press. 59

O'Morain, P. (2015). Little Guide to reality therapy and choice theory. http://www.padraigomorain.com/concise-guide-to-choice-theoryreality-therapy.html

O'Morain, P., McAuliffe, G.J., Conroy, K., Johnson, J.M. & Michel, R.E. (2012). Counseling in Ireland. Journal of Counseling & Development, 90, 371.

O'Morain, P. (2009). Light mind: Mindfulness for daily living. Dublin, IRL: Veritas Publications.

O'Morain, P. (2008). That's men: The best of the 'That's men' column from The Irish Times. Dublin, IRL: Veritas Publications.

O'Morain, P. (N/Y). Four factors that influence counselling effectiveness (based on the work of Scott D. Miller as presented by Dr David Morawetz). Retrieved from http://www.padraigomorain.com/uploads/7/6/5/3/7653771/four_factors_that_influence_counselling_effectiveness.pdf.

O'Neill, D. (2012). Peer support and worker wellbeing: An investigation of the conditions necessary for effective peer support among youth workers. (Unpublished dissertation). Dublin, IRL: Institute of Integrative Counselling and Psychotherapy.

O'Rourke, M. (2011). Spirituality and counselling. Guideline, 36(3), 12-19.