

REFERENCING GUIDELINES

The ability to reference correctly in an essay or other types of academic assignment is an essential skill to acquire. Referencing has three functions:

- To acknowledge an intellectual debt to another author where you have drawn from his / her published, unpublished work or ideas, either explicitly or implicitly;
- To support specific facts or claims which you make in your text;
- To enable the reader to find sources to which you have referred easily and quickly.

All sources must be referenced. Failure to do so is known as plagiarism and is considered a serious academic offence. Providing reference sources gives an insight into the types of material used in the assignment: is it recent, research or opinion based; from an international source or written by an authority in the field? Students have to be aware that property rights (i.e. copyright) also relate to the material they cite from journals, reports and books.

Recording References

The first important step is to record and keep the full details of any item consulted – author, title, publisher, place and date of publication, full journal details – while you still have the original in front of you. Failure to do this can waste a lot of time later on. Details should be noted on index cards or in any other form that allows the information to be retrieved easily and kept safely. If working directly on the computer, it is advisable to do the references as you go along. Create a separate document called ‘references for x assignment’ type in your references as you read them and you will only have to check and edit it prior to adding it to your finalised work. If your reference is an Internet Site remember to record the date you accessed the information.

Reference List

Students must include a section at the end of the work, **prior to appendices**, entitled ‘References’. This will contain all the works referred to in the main body of the text.

How to Reference

There are referencing subtleties which students must be aware of. These guidelines are to assist the student in referencing. A number of examples are given to illustrate the requirements.

References should be given in the text of your assignment where the source is first mentioned, and then the full details should be included in the reference list at the end. Every reference that appears in the text will therefore be found in the final reference list and vice versa.

Please pay particular attention to the punctuation and layout shown in the examples that follow.

St. Angela's College use an adapted version of the Harvard Referencing System.

Format for References

- Punctuation should be conventional and consistent throughout.
- Author/Editor surname precedes his/her initials in the reference list, e.g., Ott, , McCormac, E.
- Surname and year only are included in the text.
- The title of books, journals and theses are in *italics*, but not the title of papers within a journal or book.
- Place of publication precedes the name of the publisher.
- Where there are three or more authors use '*et al.*' (in italics) in the text, but in the reference list name all three, followed by the date.
- Where a work is unpublished, it should be clearly stated.
- If several works by the same author are included, they should be in date order.
- If the same author has written several items in the same year, they will need to be differentiated further to avoid confusion. Do this by adding a, b, c, etc. to the date, both in the text and in the reference list.

Examples:

Department of Education and Science (2000a) *Learning support guidelines*. Dublin: The Stationery Office.

Department of Education and Science (2000b) *Report on the national evaluation of the leaving certificate applied*. Dublin: The Stationery Office.

Direct Quotes:

If you wish to quote directly from a specific source, the quotation **MUST** be presented in inverted commas and, where it contains 4 or more lines of text, set off the main text and indented to distinguish them visually from the main text. The exact page number **MUST** follow.

Examples:

In the text of the paper/assignment:

Westwood (2003) believes that "The main priority in teaching children with intellectual disability is to make the curriculum reality-based." (25).

OR

"The main priority in teaching children with intellectual disability is to make the curriculum reality-based."(Westwood, 2003, 25).

Note:

A direct quote is where the words are taken directly from the work of another. You do not always have to put quotes into your work. Remember the examiner is assessing your work to see if you have understood and been able to put forward your viewpoint. If you do not wish to use a quote then you can use the work of another to support an argument you are putting forward. In this case you will have read that person's work and understood what they are saying. In your assignment/coursework you will be formulating your own position/argument using their references – this is not rephrasing the work of another.

Referencing Journal Articles

A full reference for a journal article/paper should include the following information: Author(s), initial(s). (Year) title of article, *name of journal*. volume (issue number), page numbers.

Example:

Leahy, B. (2007) Ecumenical friendshi *Intercom*. 36(6), 10.

The title of the journal is *Intercom* and is in italics. In some journals you may find the volume and issue number on the outside cover of the journal or outside of the bound copy. It is not always included on each article in the journal. On some occasions you may need to go back to your original search to get the volume and number – another reason for keeping references as you go along.

Referencing Journal Articles by One Author

An article written by one author is referenced in the following way:

In the text of the assignment/essay:

Ainscow (1997) stated that... OR This point has been stated consistently (Ainscow, 1997).

Note:

The authors surname and year of publication is all that is included in the text. Note the opening and closing of brackets and the punctuation.

In the Reference List:

Ainscow, M. (1997) Towards inclusive schooling. *British Journal of Special Education*. 24 (1), 3-6.

Referencing Journal Articles by Two Authors (Both authors must be named)

In the text of the paper/assignment:

Davies and Preston (2002) suggest... OR It is said by Davies and Preston (2002) that...

In the Reference List:

Davies, R. and Preston, M. (2002) An evaluation of the impact of continuing professional development on personal and professional lives. *Journal of In-service Education*. 28 (2), 231-254.

Referencing Journal Articles by Three or More Authors

In the text of the paper/assignment, only the first author is named:

Hastings et al (1996) maintained that.... OR as argued by Hastings et al (1996)...

In the Reference List: (all authors must be listed)

Hastings, R., Hewes, A., Lock, S. and Witting, A. (1996) Do special educational needs courses have any impact on student teachers' perceptions of children with severe learning difficulties? *British Journal of Special Education*. 23 (3), 139-144.

Note:

Look again at the example in the reference list - the punctuation following the names of the authors. Hastings, R., Hewes, A., Lock, S. and Witting, A.

The list of authors is generally given somewhere on the first page of the article. List them as they occur on the article.

Referencing Journal Articles by Several Sources

If you want to use several sources to support the same statement, the author(s) and year of each source should be listed in date order, separated by semi-colons.

In the text:

The importance of communication with children has frequently been emphasised (Maker, 1990; Green, 1993; Hoey, 1997; Most, 2000).

Note:

The authors in the example are all different sources. Note the punctuation between each reference. Note also they are placed chronologically not alphabetically. An examiner would assume that a student has read all 5 journal articles. It is not always necessary to include this number perhaps when a strongly supported statement is being put forward.

It is not an opportunity to write down a load of references to show how much you have read, that will be evident to the examiner in the quality of your written work.

Referencing Journal Articles from Secondary Sources

You must strive to obtain primary sources (original work). At times, you may not always be able to consult the original work but may read about it in someone else's work. In this case, you are using a secondary source. All secondary sources **MUST** be acknowledged.

In the text:

As stated by Griffiths (1999), (cited in Casey, 2003) the professional must...OR Griffiths (1999), (cited in Casey, 2003) believed that all professionals must....

In the Reference List the two sources must be presented:

Griffiths, R. (1999) On the road to nowhere. London: Heinemann, cited in Casey, N. (2003) The specialist educator. *Promoting Health*. 4 (31), 18-19.

Note:

Only the title of the journal of the primary source is in italics.

Referencing Books

The reference list should include the following information about a book(s):
Author(s), Initial(s). (Year) *Title* (Edition). Place of publication: Publisher.

You need only mention the edition if you are using any other edition than the first. If it is the only edition you do not need to indicate this. Please note that a reprinting or a new impression is not a new edition.

Note:

The information you require for book referencing is found on the first page/s of the book. The year of publication is indicated by a copyright sign. E.G. ©2009. A note indicating that a book is a reprint or updated edition will be indicated in the first pages also. On occasions publishers have branches in various cities. It is only necessary to give one city as the place of publication.

The punctuation differs slightly with books. An example is useful to highlight the differences:

Murray, J. (2010) *Doing the right thing* (2nd Edition). New York: Manor Publications.

Look again carefully at the example. You should note the punctuation in the surname and initials are the same as in the journals. The title of the book is in italics.

There is no full stop after the name of the book as the brackets for the edition open immediately after the space. Note the capital E for edition and a full stop after the close of brackets.

Note the place of publication always comes before the publisher. A colon : is used after the place of publication. A full stop is put at the end of the publisher's name.

Referencing Books by One Author

In the text of the paper/assignment:

Chapman (2005) stated that...OR No one seriously disputes that active listening is an important skill in communicating (Chapman, 2005).

In the Reference List:

Chapman, C. M. (2005) *Theory of communication: Practical application*. London: Harper and Row.

Note:

The example above indicates that this is the only edition of this text.

Referencing Books by Two Authors

In the text:

Breen and Whelan (1996) suggest... OR It is said by Breen and Whelan (1996) that...

In the Reference List:

Breen, R. and Whelan, T. R. (1996) *Social mobility and social class in Ireland*. London: Gill and Macmillan.

Referencing Books by Three or More Authors

In the text only the first author is named:

Ewen et al (2005) maintained that.... OR as argued by Ewen et al (2005)...

In the Reference List: (all authors must be listed)

Ewen, D., Nelson, R., Schurter, N. and Gunderson, E. (2005) *Applied physics* (8th Edition). London: Prentice Hall.

Note:

The capital E for Edition and the full stop after the close of brackets.

Referencing Books by No Authors

In the text:

Models are defined as “.....” (Oxford Dictionary of Quotations, 1989).

In the Reference List:

Oxford dictionary of quotations (1989) (2nd Edition). Oxford: Guild Publishing, 35.

Referencing a Book Chapter

While you will read books it is rare that you will be using a full book to support an argument. It is more common for you to use a chapter in a book.

In the text:

Pearson (2004) believes that today a sick person faces....OR Today a sick person faces a variety of health care workers (Pearson, 2004).

In the Reference List:

Pearson (2004) Nursing Models and multidisciplinary teamwork. IN: Kershaw, B. and Salvage, J. (Editors.) *Models for Nursing*. Chichester: John Wiley and Sons, 47-54.

Note:

The author and title of the chapter are put first. Only the title of the book is in italics. The page numbers given at the end indicate the exact page numbers of the chapter. Books can be written and edited by the same person. However it is more common to have a different editor. This is particularly the case when the book has a number of different people writing different chapters. The key task of the editor is to bring all of the content together linking the different chapters and themes. The contents list usually gives the titles of the chapters and the authors with the starting page number.

Referencing Government Publications

Government publications follow the same basic guidelines that apply to books. Always use the information given on the title page of the document. Other details are often found on the front or back cover.

Referencing Government Acts**Examples:****In the text of the paper/assignment:**

Schools must provide for the needs of all children (Government of Ireland, 1998).

In the Reference List:

Government of Ireland (1998) *The Education Act 1998*. Dublin: The Stationery Office.

Note:

The title of the Act is in italics.

Referencing Government Reports and Circulars

Reports and Circulars should be referenced to the issuing government department.

Examples:

In the text of the paper / assignment:

According to a recent report (Department of Education and Science, 2005) the resource is an issue all teaching staff OR The Department of Education and Science (2002) have previously advised on

In the Reference List:

Examples:

Department of Education and Science (2002) *Report of the expert advisory group on post-primary teacher education*. Dublin: The Stationery Office.

Department of Education and Science (2005) *Organisation of teaching resources for pupils who need additional support in mainstream primary schools*. Dublin: The Stationery Office. Circular SP ED 02/05.

Note: The code number on the document at the end of a circular is always included.

Government reports outside of Ireland

Government reports from countries other than Ireland must be identified to the country of origin.

Example:

Government of the United Kingdom, Department of Health and Social Services (2006) *Health achievement*. London: Department of Health

Note:

Some reports become known commonly by a shorter name. The proper title of the report must be used.

Referencing European Union Publications

Example:

In the Text:

A European Commission report (2007) concludes that

In the Reference List:

European Commission (2007) *Regions for economic change: regional policy responses to demographic challenges*. Luxembourg: Office for Official Publications of the European Communities.

Referencing EU Directive

Example:

In the Text:

Council Directive 2003/9/EC deals with

In the Reference List:

Council Directive 2003/9/EC of 27 January 2003 laying down minimum standards for the reception of asylum seekers.

Referencing Unpublished Theses

These are treated like books as far as possible, but as they are unpublished, the publishing details are replaced by the level of theses, department and educational establishment.

In the text of the paper/assignment:

Smith (1995) found that psychiatric nurses...OR According to Smith's research (1995) psychiatric nurses...

In the Reference List:

Smith, B. (1995) *The effects of psychiatric nurses on patient outcomes*. Unpublished D. Phil. Thesis. University of Ulster.

Or for a MA Thesis:

O'Connor, S. (2000) *Public opinion and the Irish civil war in Connaught, 1921-1923*. Unpublished MA Thesis. National University of Ireland, Galway.

Referencing Standards

Example:

In the Text:

New food hygiene standards (National Standards Authority of Ireland, 2007) state that

In the Reference List:

National Standards Authority of Ireland (2007) *I.S. 340: Hygiene in the catering sector*. Dublin: National Standards Authority of Ireland.

Referencing Personal Communiqué

You may find that when you develop an interest in a particular aspect of your studies you become familiar with some known experts on that subject. This may encourage you to make contact with them. This is usually in the form of email. You may use some of the discussion to support the point you are making referencing as follows:

Example:

In the text:

Personal communication with experts in this area indicates that considerable work has been progressed in supporting parents (dcourell@stangelas.nuigalway.ie to another@mounttree.ie 23rd February 2009).

Note:

The brackets indicate who the personal communication was with and when. All these details must be included in the text. Note that when email addresses are put in an assignment they will automatically go into the email format and this is acceptable.

In the Reference List:

Courell, D. (2009) Information on Barnados parent services. (dcourell@stangelas.nuigalway.ie) personal email to Nother, A. (23rd February 2009).

Note:

The brackets their content and their position. It is important to obtain the sender's permission to quote a message especially if you quote their email address. Failure to do this could be in breach of both Copyright and Data Protection regulations.

Referencing Unpublished Conference Presentation/Poster Presentation

In the text of the paper/assignment:

Moore (2005) argued that nursing just take its place in...OR that nursing must take its place in...has been argued by Moore (2005).

In the Reference List:

Moore, G. (2005) *Nursing and the right to be recognised*. Paper (or poster) presented at the Annual Psychiatric Nursing Research Conference, 15 July 2005. Sweden: Malmo.

Referencing Printed Newspapers

In the text of the paper/assignment:

Caines (1998) stated that we do not need to be overly concerned about obesity in children....

In the Reference List:

Caines, (1998) Obesity in children. *The Manchester Guardian*, 15 July 2005, 3.

Referencing Internet Newspapers

In the Text:

Government and business (Flynn, 2006)

In the Reference List:

Flynn, S. (2006) 'Colleges struggle to fill places in scores of courses' *The Irish Times*. 1 September 2006 [Online]. Available at:
<http://www.ireland.com/newpaper/ireland/2006/0901/1156791312208.html> (Accessed: 10 September 2006).

Referencing DVDs

The information needed to reference a DVD should be found on the cover or case. Follow the format required for books and indicate that it is DVD.

Example:

Maines, B. (2002) *Children can learn with their shoes off: Supporting students with Asperger's Syndrome in mainstream schools and colleges (DVD recording)*. Bristol: Lucky Duck Publishing.

Referencing Television or Radio Programmes

You can also reference television or radio programmes, but you must remember to note down the full details of the programme's transmission at the time, since these are almost impossible to check later.

Example:

British Broadcasting Corporation (1995) *Panorama: Baby blues* (Transmitted on BBC1 television, 17th July).

Referencing CD-ROMs

When referencing an article from a full text CD-ROM you should follow the format required for a journal article.

Examples:

Walker, G.J.A. and Johnstone, W. (1998) (CD-ROM) Treating scabies. *Cochrane Database of Systematic Reviews, Cochrane Library*, Issue 2.

Child Data (1998) (CD-ROM) Working mothers. 9 March 1996. *Children in the News*, Child Data, April issue.

Note:

The date should be that of the CD-ROM issue, not the date shown on the article.

Or the full CD-ROM:

Birmingham City Council Education Service (1998) (CD-ROM) *Aspects of religion*. United Kingdom: Yorkshire International Thomson Multimedia.

Referencing Internet Sites

Internet sites should always be evaluated first to identify that they meet the required standards within the field. There are some aspects to note carefully when referencing internet sites. A webpage is designed usually for an organisation or person. On rare occasions an individual will design their own webpage and also be contributing to the content. So the author of a webpage is not an individual it is an organisation.

In the text:

In 2009 the Department of Health and Human Services in the United States of America published Physical Activity Guidelines which stated that for an adult to receive health benefits from physical activity they "should do at least 150 minutes a week of moderate-intensity, or 75 minutes a week of vigorous-intensity aerobic physical activity" (Government of the United States of America, Department of Health and Human Services, 2009, 21).

In the Reference List:

Government of the United States of America, Department of Health and Human Services (2009) 2008 Activity guidelines for Americans. Washington: Department of Health and Human Services. [Online]

(<http://health.gov/paguidelines/guidelines/default.aspx#toc>) (Accessed 24th March 2012)

Note:

Look carefully at the use of brackets and punctuation.

So this is referencing a full website. On some occasions a specific item on a website may need to be referenced. On the Clan Unity website there is such a document so it would be referenced slightly differently.

In the text:

The professional supporting and promoting recovery in mental health may find a framework is beneficial (Barker and Buchanan Barker, 2007).

Note:

The specific authors have authorship of the specific paper published on the website. You would need to evaluate this very carefully from the information given on the webpages.

In the Reference List:

Barker, and Buchanan Barker, (2007) The Tidal Model: Mental health, reclamation and recovery. [Online]
(<http://www.tidalmodel.com/Tidal%20Manual%20April%202008.pdf>) (accessed 2nd February, 2010).

Note:

Take another look at the punctuation – there are some differences. Try not to break an Internet address (URL) between lines. If unavoidable, have the break occur only at punctuation separators-but not at hyphens.

Referencing other Digital Resources

As with all online information ensure you have evaluated and assessed the information before including in your assignment.

Referencing Twitter**In the Text:**

One celebrity (Fry, 2012) tweeted messages of support.

In the Reference List:

Fry, S. (2012) 13 January. Available at: <https://twitter.com/stephenfry> (Accessed: 18 December 2012).

Referencing Blogs**In the Text:**

According to one commentator (Bernstein, 2007)

In the Reference List:

Bernstein (2007) 'A dog's story', *Bioethics Discussion Blog*, 30 June. Available at: <http://bioethicdiscussion.blogspot.com/2007/06/medical-challenges-jumping-to.html> (Accessed: 6 July 2007).

Referencing E-Journals

This section refers to journal articles that are only available electronically via the internet or only available exclusively through a database and not published in print format.

Journal articles obtained through database searches are treated as indicated in the previous sections on referencing print journals.

When referencing a journal or newsletter that is truly only available on an organisation's website as an electronic publication, follow the same rules as for printed journals for the in text reference.

Insert (author, year) into the text.

In the Reference List:

Author surname, Initial. (Year) Title of Article. *Name of Journal*. Volume (issue),page numbers if utilised [(full web address). (Date Accessed)]

Fiehn, B. (2008) Social networking and your library OPAC. *MultiMedia&Internet@Schools*, September 1, 2008. [Online](<http://www.mmischools.com/Articles/Editorial/Features/Social-Networking-and-Your-Library-OPAC!-5bAvailable-Full-Text2c-Free5d-59618.aspx>) (accessed 8/1/09).

Referencing E-Books

In general, cite the eBook just as you would the printed book, but include also the database or website where the book was viewed. When using licensed databases available through the library (e.g. netLibrary, Dawson, Safari), list the name of the database. When using eBooks that are freely available on the web, give the full URL you retrieved the book from.

In the text:

The volatile software development environment (Highsmith, 2002)...
But in the reference list, the ebook supplier should be named along with the appropriate website information as below.

In the Reference list:

Highsmith, J. (2002) *Agile software development ecosystems*. Safari Books Online [Online]. Available at: <http://proquest.safaribooksonline.com/> (Accessed: 9 July 2007).

Referencing Systematic Reviews

In the text:

Pollock et al (2014)

In the Reference List:

Pollock, A., Baer, G., Campbell, , Choo, L., Forster, A., Morris, J., Pomeroy, V.M. and Langhorne, (2014) Physical rehabilitation approaches for the recovery of function and mobility following stroke. *Cochrane Database of Systematic Reviews*. Issue 4. Art.No.: CD001920. DOI: 10.1002/14651858.CD001920.pub3.

Referencing Illustrations

The publisher retains the copyright for illustrations in books or Journal articles. In order to use an illustration/s the permission of the publisher **MUST** be sought. All illustration/s must be referenced.

In the text of the paper/assignment immediately following the illustration:

© Marieb (2006).

In the Reference List:

Marieb, K. (2006) *Essentials of human anatomy and physiology*. (8th Edition). San Francisco: Pearson Education.

Referencing Illustrations / Pictures / Posters from the internet

The publisher retains the copyright. **So permission must be sought**. The copyright of the illustrations would then be acknowledged as identified above.

Referencing Policies

Policies are documents which state / guide professionals on how their employers expect them to practice on certain issues.

Generally these are internal documents to a specific organisation and are not published for the public use. So as such they are unpublished documents to the public but are published to employees. References to such documentation therefore need to bear this in mind.

Authorship:

A policy is generally put together by a person/committee within an organisation who is charged with this task. Generally this task is included as part of individuals scheduled work, and therefore the Institution, School or Health Care Facility is accredited as the author

In the text:

The drugs were administered as per local policy (Sligo General Hospital, 2010)

In the Reference List:

Sligo General Hospital (2010) *Oral drug administration policy*. Reference No: CLN-D&T-030. Revision No: 1. Author: Bree, K. Nurse Practice Development Co-Ordinator. Unpublished policy [Online] (Intranet Q pulse: <http://hse/intranetqpulse%20policies/oraldrugadministration.aspx>) (accessed 17th March 2012)

Self-Referencing

Unpublished or pieces of work awaiting publication that have been used in previous academic submissions must also be referenced appropriately. In these instances the name of the module that the quote is from should be identified.

In the text:

As normal for book or journal.

In the Reference List:

Smith, W. (2012) *Data Collection*. Assignment submitted for assessment of Advanced Research Module as part of the MHSc programme studied at St, Angela's College 18th April 2012. Unpublished.

Arrangement of References

For all assignments you will be required to submit a reference list.

The following principles apply:

- Items are arranged in alphabetical order of author. One advantage of the Harvard System is that however many times any single source is used as a reference in the text of the paper it need only appear once in the reference list.
- All references should be included in a single list. You should not separate books from journals or any other type of material.
- If there is more than one reference by the same author these will be arranged chronologically, with the earlier publication date first. A sample Reference List follows.

Note:

Appendices, if any, should come after the references. The appendix contains any material that is relevant to the study but which is too long, detailed or in some form that would interrupt the flow of the text. If you use a questionnaire, interview schedule or special test then you should include a copy of it in the appendix. Also include detailed case studies, excerpts from historical documents, testimonies, letters and extensive tables and charts.

References

An Bord Altranais (2003) *Guidance to Nurses and Midwives on the administration of medical preparations*. Dublin: Stationery Office.

Booth, T., Ainscow, M., Black-Hawkins, K., Vaughan, M. and Shaw, L. (2000) *The Index of Inclusion: Developing learning and participation in schools*. London: Centre for Studies on Inclusive Education.

British Broadcasting Corporation (1995) *Panorama: Baby blues* (Transmitted on BBC1 television, 17 July).

Brykcznska, G. (1997) Nursing in the Baltic States. *Euroforum*, 1 (2), 3.

Day, T. (2005) In-class support for children with special needs in mainstream schools. *REACH Journal of Special Needs Education in Ireland*. 18 (2), 79-87.

Department of Education and Science (2000) *Learning support guidelines*. Dublin: The Stationery Office.

Emerson, E. and Einfeld, S. (2009) Emotional and behavioural difficulties in young children with and without developmental delay: a bi-national perspective. *Journal of Child Psychology and Psychiatry*. 51(5), p 583-593.
(<http://www3.interscience.wiley.com.libgate.library.nuigalway.ie/cgi-bin/fulltext/123207375/PDFSTART>). (Accessed 6 May 2010).

Focus Ireland *Communications and education*.
<http://www.focusireland.ie/htm/communications/index.htm>> January 2005 (Accessed on 23 July 2006).

Friend, M. and Cook, L. (2003) *Interactions: Collaboration skills for school professionals*. (4th Edition). Boston: Allyn and Bacon.

Garner, (2001) Goodbye Mr. Chips: Special needs, inclusive education and the deceit of initial teacher training. IN: O'Brien, T. (Editor.) *Enabling inclusion: Blue skies...dark clouds?* London: The Stationery Office.

Government of Ireland (1998) *The Education Act*. Dublin: The Stationery Office.

Jorissen, , Di Fiore, F., Vansichem, G. and Lamotte, W. (2007) A virtual interactive community platform supporting education for long-term sick children. IN: *Cooperative design, visualization, and engineering*.
(<http://www.springerlink.com.libgate.library.nuigalway.ie/content/u568784011j48610/fulltext.pdf>) (Volume 4674/2007) Berlin: Springer-Verlag, 58-69.

Morley, M., Moore, S., Heraty, N., Linehan, N. and MacCurtain, S. (2004) *Principles of organisational behaviour*. (2nd Edition). Dublin: Gill and Macmillan.

National Council for Curriculum and Assessment (2002) *Draft guidelines for teachers of students with general learning disabilities*. Dublin: National Council for Curriculum and Assessment.

Ó Dónaill, É. (2004) *Turas Teanga*. Dublin: Gill and Macmillan.