

Referencing and Compiling Bibliographies

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Why reference?

When producing an academic assignment, you will be expected to acknowledge other people's work by referencing them in a recognised and consistent format. You will also need to provide details of the resources you have read for your assignment. There are a number of reasons why this is necessary:

- Demonstrate the breadth of research you have undertaken
- Add academic credibility to your arguments
- Enable readers to find the sources you have used in your work
- Acknowledge the ideas and work of others
- Avoid accidental plagiarism.

The two main types of referencing systems

- MHRA referencing system (sometimes referred to as the Oxford referencing system)
- Harvard referencing system (author-date style)

Origins of the Harvard system

- According to an 1896 paper, the origin of the author–date style is attributed to a paper by Edward Laurens Mark, Hersey professor of anatomy and director of the zoological laboratory at Harvard University, who may have copied it from the cataloguing system used then by the library of Harvard's Museum of Comparative Zoology.
- In 1881 Mark wrote a paper on the embryogenesis of the garden slug, in which he included an author–date citation in parentheses on page 194, the first known instance of such a reference. Until then, according to Eli Chernin writing in the *British Medical Journal*, references had appeared in inconsistent styles in footnotes, referred to in the text using a variety of printers' symbols, including asterisks and daggers. Chernin writes that a 1903 festschrift dedicated to Mark by 140 students confirms that the author–date system is attributable to Mark. The festschrift pays tribute to Mark's 1881 paper, writing that it 'introduced into zoology a proper fullness and accuracy of citation and a convenient and uniform method of referring from text to bibliography.'

Origins of the Harvard system 2

- According to an editorial note in the *British Medical Journal* in 1945, an unconfirmed anecdote is that the term "Owen system" was introduced by an English visitor to Harvard University library, who was impressed by the citation system and dubbed it the "Harvard system" upon his return to England. (source: Wikipedia)

The Harvard system

- Author–date: primarily used in the natural sciences and social sciences (as opposed to MHRA used in Humanities)
- You need to be able to recognize the Harvard system and you'll come across it in many of the books you read (archaeology, linguistic studies, language acquisition etc.)
- In the Harvard system the reference to the text you are using (author's surname and date) is provided in your discussion NOT in a separate footnote beneath the discussion.
- The reader then looks for the author's surname and appropriate date in the bibliography to find full details for the publication.

(source: Wikipedia)

Harvard

Longer quotes are indented and author's surname, date and page references are provided in brackets

Hardy's development of plot and character must be seen in the broader context of the loss of faith in late Victorian society. As Dunmore comments:

A central tension in Hardy's fiction is that between fully realized human beings, with all their potential for individual freedom of choice and action, and the apparently relentless operation of chance, indeed fate, which negates these freedoms. His fiction undoubtedly reflects late Victorian pessimism, an attempt to capture and convey the spirit of individuals before it is swept away by the tides of an indifferent universe (Dunmore, 2017, pp. 35-36).

Harvard

Shorter quotes of up to 30 words or two lines are not indented but run on from your discussion and again the reference – author's surname, date and page number - is provided in brackets at the end of the quote.

Hardy's characters are not simple types. They are “fully realized human beings, with all their potential for individual freedom of choice and action” (Dunmore, 2017, p. 35).

The American system (Harvard) tends to use double quotation marks and the British MHRA system uses single quotation marks.

Harvard

When paraphrasing or referring to the text as a whole, as opposed to a specific part of the text, you would note the author's surname and year but not necessarily the page number:

Dunmore (2017) notes that Hardy presents the reader with rounded characters capable of acting with autonomy, but that these are placed in a context in which their choices are severely constrained by the operation of chance and fate. This she ascribes to the intellectual environment in which he wrote – in particular, the pessimistic spiritual context of late Victorian England.

Harvard

What happens if the author has written more than one publication in the same year?

To differentiate between two publications by the same author that appeared in the same year you simply add 'a' or 'b' to the year.

So in the discussion the references to two different publications by John T. Koch would look like this:

(Koch, 2013a, p. 15)

(Koch, 2013b, p. 195)

and in the bibliography they would appear like this:

Koch, John T. (2013a) *Cunedda, Cynan, Cadwallon, Cynddylan: four Welsh poems and Britain 383-655*. Aberystwyth: University of Wales Centre for Advanced Welsh and Celtic Studies.

Koch, John T. (2013b) 'Waiting for Gododdin: thoughts on Taliesin and Iudic-Hael, Catraeth and unripe times in Celtic Studies' in Woolf, A. (ed.) *Beyond the Gododdin: dark age Scotland in medieval Wales. Proceedings of a day conference held on 19 February 2005*. St Andrews: University of St Andrews, pp. 177-204.

A typical bibliography would look like this using the Harvard system:

Evans, Dewi W. and Roberts, Brynley F. (eds) (2009) *Archæologia Britannica: Texts and Translations, Edward Lhwyd*. Aberystwyth: Celtic Studies Publications.

Johnston, Dafydd (ed.) (1995) *Gwaith Lewys Glyn Cothi*. Caerdydd: Gwasg Prifysgol Cymru.

Koch, John T. (2013a) *Cunedda, Cynan, Cadwallon, Cynddylan: four Welsh poems and Britain 383-655*. Aberystwyth: University of Wales Centre for Advanced Welsh and Celtic Studies.

Koch, John T. (2013b) 'Waiting for Gododdin: thoughts on Taliesin and Iudic-Hael, Catraeth and unripe times in Celtic Studies' in Woolf, A. (ed.) *Beyond the Gododdin: dark age Scotland in medieval Wales. Proceedings of a day conference held on 19 February 2005*. St Andrews: University of St Andrews, pp. 177-204.

Russell, Paul (1995) *An Introduction to the Celtic Languages*. Longman Linguistics Library. London: Longman.

MHRA referencing system - Footnotes

- These are used when referring to a source of information within the text of your assignment to show where it came from. There are numbers linked to a full reference in footnotes or endnotes, and in your reference list . Footnotes appear at the bottom of each page, whereas endnotes appear at the end of each chapter, you must check which are preferred for your piece of work rather than use both. (Celtic Studies assignments = footnotes)
- A Reference List refers to only the works that you have cited in your essay.
- A Bibliography refers to all the works consulted when preparing your essay.

MHRA - footnotes

- 1. The first time you cite a source, you should give full details in the footnote/endnote. In Word select 'References' and 'insert footnote'.
- 2. Any further references to that source can be abbreviated to the author's surname, the first few words of a title, and a page number. You use 'p.' if you are referring to one page and 'pp.' if you are referring to more than one page.
- 3. If you are referencing the same source consecutively, i.e. the same as the preceding reference, you can use 'Ibid.' and a page number. This should only be done where there is no possibility of confusion.

MHRA - footnotes

¹ Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide* 10th edition (London: Palgrave, 2016), p. 121.

² Mary-Ann Constantine, *Travels in Revolutionary France and a Journey Across America* (Cardiff: University of Wales Press, 2012), p. 11.

³ Ibid., p. 69.

⁴ Pears and Shields, *Cite Them Right*, p.121.

[Note Ibid. is followed by a full stop and if you then refer to specific page a comma and p.]

MHRA - Longer quotes of 30 words or more or 2 lines are indented and the reference is provided in a footnote at the bottom of the page.

Brontë's *Wuthering Heights* depicts Heathcliff's grief with animalistic imagery:

He dashed his head against the knotted trunk; and, lifting up his eyes, howled, not like a man, but like a savage beast being goaded to death with knives and spears. I observed several splashes of blood about the bark of the tree, and his hand and forehead were both stained; probably the scene I witnessed was a repetition of others acted during the night. It hardly moved my compassion—it appalled me: still, I felt reluctant to quit him so.¹

¹ Emily Brontë, *Wuthering Heights* (London: Penguin Classics, 2003), p. 153.

MHRA - Shorter quotations of less than 30 words should be:

- included in the body of the text
- enclosed in single quotation marks; 'example'
- Followed with the citation number linked to a footnote.

- For example:

Brontë's character is unable to express emotion as Heathcliff 'held a silent combat with his inward agony.'²

² Emily Brontë, *Wuthering Heights* (London: Penguin Classics, 2003), p. 153.

MHRA

How do you reference a book?

In a footnote:

¹ John T. Koch, *Cunedda, Cynan, Cadwallon, Cynddylan: four Welsh poems and Britain 383-655* (Aberystwyth: University of Wales Centre for Advanced Welsh and Celtic Studies, 2013), p. 67.

Bibliography

Koch, John T. *Cunedda, Cynan, Cadwallon, Cynddylan: four Welsh poems and Britain 383-655* (Aberystwyth: University of Wales Centre for Advanced Welsh and Celtic Studies, 2013).

MHRA - Ebooks

- If an ebook is identical to the printed book with the same page numbers etc. there is no need to refer to this as an ebook or note it in a different way.
- If ebooks are different (or you are not sure), you should note it as an ebook and provide an indication of the kind of digital file, giving page numbers or section details only if these are fixed and stable.

Nicolas Jacobs, *Early Welsh Gnomic and Nature Poetry* (London: Modern Humanities Research Association, 2012), p. 10. Google ebook.

How do I reference a chapter in a book?

○ In a footnote:

² M. Haycock, 'Metrical models for the poems in the Book of Taliesin' in *Early Welsh Poetry. Studies in the Book of Aneirin*, ed. by Brynley F. Roberts (Aberystwyth: National Library of Wales, 1988), pp. 155-177.

In a bibliography:

Haycock, M. 'Metrical models for the poems in the Book of Taliesin' in *Early Welsh Poetry. Studies in the Book of Aneirin*, ed. by Brynley F. Roberts (Aberystwyth: National Library of Wales, 1988), pp. 155-177.

MHRA

How do I reference an article in a journal?

In a footnote:

J. T. Koch, 'Celts, Britons, and Gaels - Names, Peoples, and Identities', *Transactions of the Honourable Society of Cymmrodorion*, 9 (2002), 41–56.

In a bibliography:

Koch, J. T. 'Celts, Britons, and Gaels - Names, Peoples, and Identities', *Transactions of the Honourable Society of Cymmrodorion*, 9 (2002), 41–56.

MHRA

How do I reference a website?

- In a footnote:

Centre for Advanced Welsh and Celtic Studies, *Guto'r Glyn.net* 2013 <<http://gutorglyn.net>>
[Accessed 14 September 2018]

In a bibliography:

Centre for Advanced Welsh and Celtic Studies, *Guto'r Glyn.net* 2013 <<http://gutorglyn.net>>
[Accessed 14 September 2018]

How do I reference a manuscript?

- In the first reference provide the full details including the location of the manuscript.

In your first footnote:

Aberystwyth, National Library of Wales, MS Peniarth 182, p. 162.

In your second reference:

MS Peniarth 182, p. 165.

In your bibliography you do not need to note page or folio numbers, but in your footnotes you will note these if referring to a specific section in the manuscript. For example:

Aberystwyth, National Library of Wales, MS Peniarth 26^r-28^v

A typical bibliography using the MHRA system will look like this:

Evans, Dewi W. and Roberts, Brynley F. (eds) *Archæologia Britannica: Texts and Translations, Edward Lhwyd* (Aberystwyth: Celtic Studies Publications, 2009)

Johnston, Dafydd (ed.) *Gwaith Lewys Glyn Cothi* (Caerdydd: Gwasg Prifysgol Cymru, 1995)

Koch, John T. *Cunedda, Cynan, Cadwallon, Cynddylan: four Welsh poems and Britain 383-655*. (Aberystwyth: University of Wales Centre for Advanced Welsh and Celtic Studies, 2013)

Koch, John T. 'Waiting for Gododdin: thoughts on Taliesin and Iudic-Hael, Catraeth and unripe times in Celtic Studies' in *Beyond the Gododdin: dark age Scotland in medieval Wales. Proceedings of a day conference held on 19 February 2005*, ed. by A. Woolf. (St Andrews: University of St Andrews, 2013), pp. 177-204

Russell, Paul *An Introduction to the Celtic Languages*. Longman Linguistics Library (London: Longman, 1995)

Referencing Tips

- Make sure that you know which referencing style your programme uses before you begin , this will be in your programme handbook (Celtic Studies = MHRA).
- Keep a record of the sources you read as you go along.
- Be consistent in the records you keep and in the way you reference
- Use COPAC (**C**onsortium of **O**nline **P**ublic **A**ccess **C**atalogues) to look for missing details, e.g. year of publication.
- If looking in the front of a book, make sure you note the press correctly (i.e. where the offices of the press are) and not the printer's name!
- Build in enough time to check your referencing.
- If in doubt, put yourself in the shoes of the reader and ask if you could easily find the source from your referencing.
- If in doubt, seek clarification or ask for help. See the UWTSD Referencing Handbook for other examples.

- You have a dedicated Academic Liaison Librarian for your Faculty whose role is to support you throughout your course. You can find out who your Academic Liaison Librarian is and book an appointment here: **www.uwtsd.ac.uk/library/contact-us/library-staff/** or by popping into your nearest UWTSD library.
- The Library provides access to Refworks, an online programme that helps you to record your sources in one place and support you in referencing them and can be accessed via the library website, using your UWTSD login: **<http://uwtsd.ac.uk/library/online-library/refworks/>**