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School of Classics

Handbook

Reference guidance

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1. Introduction

In the School of Classics you will need to reference all the information you use when writing your assignments. The School uses the Harvard system of referencing.

This guide has been prepared to ensure that you use the Harvard system correctly and use the format the School of Classics regards as appropriate. This guide is very important and is the tool that you must use when writing any piece of course work, in order to ensure you are referencing correctly. Referencing requires practice, so all your course work should be written with this guidance document to hand.

Referencing (or citing) means you have acknowledged that you have taken ideas or words from an article or book you have read, a CD you have listened to, a DVD you have watched, or any other source, including the internet, and used them in your assignment. It is essential that any information you have used is referenced correctly. Failure to reference means your work could be considered to be plagiarised, which is the equivalent of cheating and is a very serious offence which is not acceptable in the University. Plagiarised work will be awarded a mark of 0, and this will be noted on your transcript.

Referencing provides the evidence that you have undertaken your own research enabling you to find the information necessary for in-depth learning. Referencing also allows the reader to follow up your ideas and arguments with ease. It allows you to gain a broad perspective on different issues and to consider different aspects and points of view in the subjects you study. This cannot be achieved by simply using class notes and hand out information to complete your assignments.

The whole process of referencing involves you maintaining a detailed account of every piece of information you use. It is very frustrating to find a useful article or document and then be unable to locate it again, if needed, because you have not kept an accurate record of it. Should this work become inaccessible, you will have no record of the information and will no longer be able to use it in your essay. Record keeping is essential.

2. Referencing in your essays

2.1 Ancient Sources

Ancient sources should be cited according to their standard abbreviations. You must refer to ancient texts by their standard names, and not by the name of the translation you are using.

Ancient Literary Texts

Clarity and immediate recognition should be the overriding aims. Author abbreviations should, in general, follow the style of the *Oxford Classical Dictionary*. More importantly, the abbreviations you use must be used consistently.

When you are quoting a passage of translated ancient text in the body of your essay, you should include the name of the translator in brackets. e.g. "Here are presented the results of the enquiry carried out by Herodotus of Halicarnassus." Hdt. 1.1 (trans. Waterfield)

The format is as follows:

Prose:

Abbreviated Name of Author, *Work*, Book.Chapter.Section(s)

Xenophon, *Hellenica* book 1, chapter 3, section 2 would be:

Xen. *Hell*. 1.3.2

Poetry:

Abbreviated Name of Author, *Work*, Book.Poem.Line(s)

Virgil, *Aeneid* book 1, lines 1-3 would be:

Virg. *Aen.* 1.1-3

Philosophical Works:

Abbreviated Name of Author, *Work*, Page number (as per standard edition). Line(s)

Aristotle, *Politics* page 1252a (Bekker edition) lines 13-18 would be:

Arist. *Pol.* 1252a13-18

Inscriptions:

Most inscriptions appear in collections which can be referenced as if they were a modern work. The major difference is that you refer to the inscription number rather than the page number.

Example of Translated Inscription:

Rhodes, P.J. and Osborne, R. 2003. *Greek Historical Inscriptions*. Oxford: Oxford University Press, inscription 20 lines 21-29 would be:

Rhodes and Osborne 2003: 20.21-9

Example of an inscription in Greek/Latin:

Inscriptiones Graecae, Volume 3, edition 2, inscription 102, line 4, would be:

IG III^{2} 102.4 or *IG III(2)* 102.4

Corpus Inscriptionum Latinarum, Volume 13, edition 2, inscription 1700, line 4 would be:

CIL XIII^{2} 1700.4 or *CIL XIII(2)* 1700.4

2.2 Modern Works

All modern works should be cited in footnotes using the Harvard system.
Footnotes in the Harvard system consist of Author(s), Year and Pages.

Book with one or more authors:

Edwards, M. 1994. *The Attic Orators*. London: Bristol Classical Press, pages 54-56 would be:

Edwards 1994: 54-56

[Please note that the pages are not referenced by pp. or pg. or p.]

Article in an edited volume/journal:

García Morcillo, M. 2010. 'The Glory of Italy and Rome's Universal Destiny in Strabo's *Geographika'* in P. Liddel and A. Fear (eds.), *Historiae Mundi: Studies in Universal Historiography*. London: Duckworth. 87-101, page 93 would be:

García Morcillo 2010: 93

3. Bibliography

The citations discussed thus far are of no value on their own without a bibliography at the end of your assignment which provides a full set of details about each work you have cited in your assignment.

Important things to note:

- The use of punctuation and brackets when producing a reference list is very important.
- You may lose marks for sloppy presentation which does not follow this guidance accurately.
- Your bibliography should start on a new page in your assignment.

3.1 Referencing Books

The referencing of books in your bibliography should be in this format:

Surname, Intial(s). Year. *Book title*. Place of Publication: Publisher.

Examples:

1 author:

Osborne, R. 1996. *Greece in the Making 1200-479 B.C.* London: Routledge.

3 authors:

Gibson, R., Green, S. J. and Sharrock, A. 2006. *Art of Love: Bimillennial Essays on Ovid's Ars Amatoria and Remedia Amoris*. Oxford: Oxford University Press.

3.2 Referencing Edited Books

In all likelihood you will be using a specific chapter from an edited book. It should be in the bibliography in the following format:

Chapter Author Surname, Intial(s). Year. ‘Chapter title’, in Editor’s Initial(s). Editor’s Surname (ed.), *Book Title*. Place of Publication: Publisher, page numbers.

Tuplin, C. 1999. ‘Greek Racism? Observations on the Character and Limits of Greek Ethnic Prejudice’, in G. R. Tsetskhladze (ed.), *Ancient Greeks West and East*. Leiden: Brill, 47-76.

3.3 Referencing Journal Articles

The referencing of journal articles in your bibliography should follow this format:

Author Surname, Initial(s). Year. ‘Article Title’, *Journal Name*, Vol. Number, Issue Number, Month, pages. (Delete Vol., Issue, Month as appropriate).

Asmis, E. 1991. ‘Philodemus’s Poetic Theory and “On the Good King According to Homer”’, *Classical Antiquity* 10, 1-45.

3.4 Translations of Ancient Texts

The referencing of ancient works in your bibliography follows the format below.

Ancient Author, *Work*. Translator’s name (trans.). Year. Place of Publication: Publisher.

Herodotus, *The Histories*. R. Waterfield (trans.). 1998. Oxford: Oxford University Press.

3.5 Referencing Websites

Websites

You should be cautious when using websites. Only use websites that your lecturers have advised you to use, or those that are likely to be reputable such as:-

.ac.uk

.edu

- You should never use the Wikipedia site (or any similar site) in your assignments as its content is not always accurate.
- Be very wary of basing your argument on any encyclopaedia article.
- If in doubt ask your lecturer or consult the Learning Resource Centre to arrange an Information Skills consultation.

Referencing websites

Format to follow:

Author or organisation name. 'Title of article' Date. Name of internet site. Web address in full. [Accessed on date]

Example 1

If you wanted to reference the following site:

http://www.stoa.org/projects/demos/home which included an article written by C. Blackwell

Footnote:

Blackwell 2003.

Bibliography:

Blackwell, C. 'The Assembly' 2003. Stoa.org. http://www.stoa.org/projects/demos/article_assembly?page=2&greekEncoding=UnicodeC. [Accessed: 18th August 2010]

Example 2

When you cannot find an author use the organisation name.

If you wanted to reference the following site:

http://www.theoi.com/Titan/TitanAtlas.html

Footnote:

Theoi Project, 2008.

Your Bibliography would have:

Theoi Project 'Atlas' 2008. http://www.theoi.com/Titan/TitanAtlas.html [Accessed: 18th August 2010].

<u>If you cannot find author, organisation or date, you should not use the web site.</u>

If you have accessed an article or book through JSTOR or any other comparable archive, please note that you should not include information about the website and the date on which you accessed it. JSTOR is an archive which houses journals and academic books, and so you should cite those works as you would normally cite journal articles and books.

3.6 Referencing Television / Radio Programmes

Format to follow:

Title of Programme. Episode Number (if available). 'Title of Episode' Channel. Full Date: Time of Transmission.

Footnote:

In this case, in your assignment text you would not cite an author but a programme name.

In our time 2010.

Bibliography:

In our time. 'Pliny's *Natural History*' BBC Radio 4. 8 July 2010: 21.30.

3.7 Referencing Film / Video or DVD

Format to follow:

Title. Director's name. Date of Release. Place. Production Company. [Medium Format].

Footnote:

Name of film, Director video date.

Alexander, Oliver Stone 2004.

Bibliography:

Film

Gladiator. Ridley Scott. 2000. USA: Universal Pictures.

Video

Ancient Sex Positions. Gregory Zorzos. 2007. Athens: createspace.com Productions. [Video: VHS].

DVD

Alexander. Oliver Stone. 2004. USA: Warner Bros. [DVD].

4. Different ways to use referencing in your work

Quotations

Quotations should be meaningful and add to the points being made. Do not use quotations just for the sake of reaching your word limit, or because you think you must. Do not use quotations to 'write' your essay for you. Put things in your own words.

As a rule, you should only quote when you want to engage directly with the content of the quote. In practice, this means that you will end up quoting rarely, if at all. It is also absolutely essential to ensure that the quotation is integrated into your own text properly, so that it follows logically from what you have said yourself, and so that it fits naturally into the grammar and syntax of your own text.

Short quotations (of up to approximately 30 words)

These should be in single inverted commas in the text.

For example:

Finley dates the origins of the institution of the liturgy to 'the age when the community was still inchoate' when important services to the community were delivered by the aristocratic families.[1]

---

[1] Finley 1991: 151.

Note the footnote appears at the end of the sentence rather than in the middle in order to ease readership. It also appears outside other sentence punctuation marks (so after the full-stop in this example).

Long quotations (of more than approximately 30 words)

These should be separate from the main text and indented on both sides. The spacing should also be single spaced as opposed to the rest of your essay.

The liturgy institution was an essential part of the public economy of Greek communities since at least the archaic period. As Finley states:

> The Greek liturgy was rooted in the age when the community was still inchoate, when the aristocratic households performed essential public services, such as the construction of a temple, by expending labour and materials at their private disposal.[1]

---

[1] Finley 1991: 151.

Paraphrasing

This is what you often do in essays and other assignment work when you take the ideas and principles you have read and listened to and put them into your own words.

It is a widely held misconception that only direct quotations need to be referenced. This is not the case.

Any ideas, theories, opinions or any other information taken from elsewhere must be referenced correctly. The art of writing a good essay is to be able to use your own academic style to weave together other authors' ideas and research results. However you must cite all the authors that have provided you with this knowledge, as you did not come up with the theories or research independently.

In fact you must use other people's research as a means to underpin the issues you discuss in an essay or other assignments.

For example, you may read and be very familiar with Finley, but you must always cite his work when you are drawing upon his ideas.

This is the nature of academic work where academics are courteous to each other and should never present someone else's ideas as their own. If you present someone else's idea(s) as your own, you are in fact committing plagiarism, and are liable to receive a mark of 0.

Example:

A number of scholars have argued that the many finds of Greek pottery in Iberia throughout the classical period show considerable contact among Greeks, Phoenicians and natives, particularly relating to the metal trade, since many of the finds were discovered in the Huelva.[1] Cabrera argued that the finds do not prove Greek trade with Iberia but can be explained by Phoenician trade with the area.[2]

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[1] Dominguez 1999: 301; Treister 1996: 188-9; Shefton 1994: 72; Boardman 1999: 213.

[2] Cabrera 1998: 193.

5. Example Essay

Mock section from an essay

The main grain-exporting areas in the archaic and classical periods are found in the periphery of the Greek world, in the Black Sea, Egypt and the west. The paucity of archaic sources makes evidence on specific items of trade very difficult to acquire. Thus, it is particularly fortunate that there is specific evidence on trade in agricultural produce, specifically grain, from the early archaic period.

Hesiod in the *Works and Days* devotes almost 80 lines to advice about sailing and seaborne trade (Hes. *Op*. 618-695). Garnsey and Morris have argued that Hesiod disapproves of sailing and trade, but the text suggests that trade for profit was common in the period:[1]

> And if you desire to turn your silly heart to trading with the thought of escaping debts and sad hunger, then I will guide you to the ways of the roaring sea though I know nothing of sailing or ships.
>
> (Hesiod *Works and Days*, 645-8 translation West)

Hesiod was as divorced from the sea, which he freely admits, as he was from the countryside.[2] Hesiod connects trade with profit and advises in favour of maximising profits at every venture (Hes. *Op*. 643-5). Even when advising against spring sailing for reasons of safety, Hesiod (680-7) provides us with the information that it is the prospect of wealth that makes his contemporaries take the increased risks during spring. Hesiod's views and the space he devotes in the *Works and Days* to advice about trading agricultural produce clearly imply that such trade was a common feature of seventh-century society, simultaneous with the great waves of Greek settlement abroad.[3] This view contradicts that of Garnsey and Morris.[4] Consequently, any discussion of the archaic grain trade and its influence on settlement abroad must fall

[1] Garnsey and Morris 1989: 100.
[2] Osborne 1987: 18.
[3] Wallinga 1993: 4
[4] Garnsey and Morris 1989: 100.

against this background of the commonality of trading in agricultural produce for profit.

Grain was, and still is, one of the principal crops of the Black Sea, since the climate and rainfall, especially in the north and west coasts, are well suited to cereal cultivation. Most information concerning grain production in the region comes from the Bosporan Kingdom, the modern Crimea, which had two main emporia, Pantikapaion and Theodosia.[5] The other major exporter was probably the west coast, mainly Dacia, which was a large producer in the Roman period; the nearest Greek settlements were Tomis and Kallatis.[6]

Tradition dates the first settlements in the eighth century but Tsetskhladze, who draws on the archaeological evidence, has suggested later dates for most foundations.[7] It is important to note here that Tsetskhladze's arguments have been criticised by Graham for not taking the literary evidence into sufficient account.[8] The debate on the foundation of these settlements centres on their role as grain producers for *poleis* in Asia Minor. Roebuck, followed most recently by Boardman, argued in favour of settlement in the region as an effort to alleviate the grain needs of the Ionian cities, particularly Miletos.[9] Noonan soon challenged Roebuck's position, arguing against grain exports from the Black Sea before the late sixth century at the earliest.[10] Recently, Tsetskhladze brought a more political angle into the debate, eliminating grain as a reason for settlement altogether, and identifying instead political pressure from Lydia and Persia on the *poleis* of Asia Minor as the primary motive of the Black Sea settlement.[11]

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[5] Pantikapaion: Dem. 20.32. Theodosia: Bill 1926.
[6] Hind 1998: 140; Boardman 1999: 247.
[7] Tsetskhladze 1994.
[8] Graham 1997: 250.
[9] Roebuck 1959: 129; Boardman 1999: 244.
[10] Noonan 1973.
[11] Tsetskhladze 1994: 124.

Bibliography

Ancient Sources

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Graham, A. J. 1997. 'Review Article: The Archaeology of Greek Colonisation', *The Journal of Hellenic Studies* 117, 250.

Noonan, T. S. 1973. 'The Grain Trade of the Northern Black Sea in Antiquity', *The American Journal of Philology* 94, 231-242.

Roebuck, C. 1959. *Ionian Trade and Colonization*. New York: Archaeological Institute of America.