

# Referencing Handbook

MHRA



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# Contents

|                                                 |          |
|-------------------------------------------------|----------|
| <b>Introduction</b>                             | <b>5</b> |
| <b>Other referencing styles</b>                 | <b>5</b> |
| <b>MHRA referencing</b>                         | <b>5</b> |
| Footnotes                                       |          |
| Short references                                |          |
| Bibliography                                    |          |
| <b>Plagiarism</b>                               | <b>7</b> |
| <b>Quotations, paraphrasing and summarising</b> | <b>7</b> |
| <b>Secondary referencing</b>                    | <b>8</b> |
| <b>Help with referencing</b>                    | <b>8</b> |

# Sources of information

|           |                                                                     |           |
|-----------|---------------------------------------------------------------------|-----------|
| <b>1</b>  | <b>Art</b>                                                          | <b>9</b>  |
| 1.1       | Art                                                                 |           |
| 1.2       | Art in books                                                        |           |
| 1.3       | Art online                                                          |           |
| 1.4       | Performance art                                                     |           |
| <b>2</b>  | <b>Books</b>                                                        | <b>12</b> |
| 2.1       | Book with a single author                                           |           |
| 2.2       | Book with more than one author                                      |           |
| 2.3       | Book with an author and an editor                                   |           |
| 2.4       | Foreword, afterword, epigraph, etc.                                 |           |
| 2.5       | Chapter in an edited book                                           |           |
| 2.6       | Book that is a revised edition                                      |           |
| 2.7       | Book that is part of a multi-volume set                             |           |
| 2.8       | Translated book                                                     |           |
| 2.9       | Ebook                                                               |           |
| 2.10      | Ebook chapter in an edited book (Cambridge Companions Online, etc.) |           |
| 2.11      | Book review: print version                                          |           |
| 2.12      | Book review: online                                                 |           |
| 2.13      | Dictionary entry: print version                                     |           |
| 2.14      | Dictionary entry: online                                            |           |
| 2.15      | Sacred texts                                                        |           |
| <b>3</b>  | <b>Conference papers (unpublished)</b>                              | <b>23</b> |
| <b>4</b>  | <b>Film, television, radio</b>                                      | <b>24</b> |
| 4.1       | Film                                                                |           |
| 4.2       | Television: single programme                                        |           |
| 4.3       | Television: single episode of a television series                   |           |
| 4.4       | Radio broadcast                                                     |           |
| 4.5       | DVD: film                                                           |           |
| 4.6       | DVD: television programme                                           |           |
| 4.7       | Online archive of off-air recordings (e.g. Box of Broadcasts)       |           |
| <b>5</b>  | <b>Journals</b>                                                     | <b>28</b> |
| 5.1       | Journal articles: print                                             |           |
| 5.2       | Journal articles: online                                            |           |
| 5.3       | Pre-prints                                                          |           |
| <b>6</b>  | <b>Manuscripts</b>                                                  | <b>31</b> |
| <b>7</b>  | <b>Music</b>                                                        | <b>32</b> |
| 7.1       | CD                                                                  |           |
| 7.2       | Music track                                                         |           |
| 7.3       | Music track download                                                |           |
| <b>8</b>  | <b>New media</b>                                                    | <b>34</b> |
| 8.1       | Blogs                                                               |           |
| 8.2       | Video sharing websites                                              |           |
| 8.3       | Podcasts, vidcasts, vodcasts                                        |           |
| <b>9</b>  | <b>Newspaper articles</b>                                           | <b>37</b> |
| <b>10</b> | <b>Official publications</b>                                        | <b>38</b> |
| <b>11</b> | <b>Plays</b>                                                        | <b>39</b> |
| 11.1      | Play text                                                           |           |
| 11.2      | Dramatic performance                                                |           |
| <b>12</b> | <b>Poems</b>                                                        | <b>41</b> |
| 12.1      | Poem: print collection (single page)                                |           |
| 12.2      | Poem: print collection (more than one page)                         |           |
| 12.3      | Poem: online database                                               |           |
| <b>13</b> | <b>Short stories</b>                                                | <b>43</b> |
| <b>14</b> | <b>Theses, dissertations (unpublished)</b>                          | <b>44</b> |
| <b>15</b> | <b>Websites</b>                                                     | <b>45</b> |
| 15.1      | Personal author                                                     |           |
| 15.2      | Corporate author                                                    |           |
|           | <b>Bibliography</b>                                                 | <b>47</b> |
|           | <b>Index</b>                                                        | <b>51</b> |

Dear all,

Samuel Johnson once observed: “Knowledge is of two kinds. We know a subject ourselves, or we know where we can find information upon it.”<sup>1</sup> Throughout our studies we often engage with both kinds of knowledge, sometimes drawing upon things with which we are already familiar but more often reading other writers to expand that knowledge. As such, it is important in academic writing to demonstrate where we have found those sources and how our own arguments have grown from reading and reflecting on them. To demonstrate this, clear referencing and creating a comprehensive bibliography to indicate primary and secondary material is a foundation stone of academic scholarship. It also allows future scholars to trace back our work to the original pieces in order to further their own understanding.

The Lincoln School of English and Journalism has worked with colleagues in the University Library to develop this handbook to guide English students in particular on the best approach to referencing, using the guidelines laid out by the Modern Humanities Research Association (MHRA).

When using this guide, please don’t approach referencing as something minor to be included after the main work of writing your essay. The very best academic writing begins with a clear understanding of the texts which are to be read and, particularly for longer pieces such as a dissertation, it is good practice to begin with a bibliography that will help you identify your most important sources. Being clear about those sources will also help prevent you from looking foolish. The quotation at the top of this page is often repeated – unreferenced and unsourced – as “the next best thing to knowing something is knowing where to find it.” Johnson never said that. You can check it for yourself by following the reference below.

Best wishes

**Professor Jason Whittaker**

Head of the Lincoln School of English and Journalism

<sup>1</sup>James Boswell, *The Life of Samuel Johnson*, ed. by David Womersley (London: Penguin, 2008), p. 456.

# Introduction

Referencing is an academic convention which enables your readers to distinguish between your work and the work of others. You need to reference:

- To demonstrate that you have undertaken research for your academic work;
- To avoid accusations of plagiarism;
- To acknowledge the work and ideas of other authors.

You should always include a reference if you:

- Paraphrase or summarise other people's opinions or observations;
- Include a direct quotation in your work;
- Discuss a theory or model by a particular author.

There are many systems of referencing available: this guide follows the main conventions of the Modern Humanities Research Association (MHRA) referencing style which is used by the English Department at the University of Lincoln.

The guide provides example references for a variety of information sources and has been adapted using guidance published by the MHRA: <http://www.mhra.org.uk/Publications/Books/StyleGuide/>.

The use of a referencing style is important because it enforces consistency and allows your reader to trace and locate any sources used.

## Other referencing styles

If you are doing a joint degree with another discipline, you may be required to use a different referencing system such as Harvard or Chicago for some assignments. If so, please refer to the relevant referencing guide for your other subject.

## MHRA referencing

The MHRA referencing style is a footnoting system which has two parts:

1. A footnote number in the body of the assignment (at the end of the sentence in which your quotation or paraphrase appears, after the final punctuation mark in the sentence) and a corresponding footnote at the bottom of the page giving the publication details.
2. A bibliography at the end of the assignment, listed in alphabetical order of author surname, which gives full publication details of every source that you have used in your essay.

## Footnotes

Your **first** detailed reference to any **primary** or **secondary source** should be followed by a footnote giving **full publication details** of the source and the page number. The footnote number should be inserted at the end of the sentence in which your quotation/paraphrase appears, as shown in the following examples. The corresponding footnote, giving full publication details, should be provided at the bottom of the page:

Stream of consciousness is apparent in the opening passages of *Mrs Dalloway*: ‘with a little squeak of the hinges, which she could hear now, she had burst open the French windows and plunged at Bourton into the open air.’<sup>2</sup>

Peter Childs’ statement that Modernism ‘is a contentious term and should not be discussed without a sense of the literary, historical and political debates which have accompanied its usage’ provides the basis for this argument.<sup>3</sup>

**Note:** If any detail is unknown and cannot be ascertained, the following abbreviated forms of reference should be used: [n.p.] for no place of publication, [n.pub.] for no publisher, [n.d.] for no date, and [n.a.] for no author.

## Short references

Once you have given the full source details in your first reference, subsequent references to the same source should be given in a short form: this is usually just the author(s)’ surname(s) and page number.

For **primary texts**, the short form should be given within the body of the essay, rather than as a footnote, in brackets at the end of the sentence which contains the quotation/paraphrase. For example:

Images of the flowing river of time appear throughout the text: ‘the car had gone, but it had left a slight ripple which flowed through glove shops and hat shops and tailors’ shops on both sides of Bond Street’ (Woolf, p. 19).

For **secondary sources**, the short form should still be given as a footnote at the bottom of the page as in the example below:

Childs also states that ‘Modernist prose is enormously compressed.’<sup>4</sup>

If there is any possibility of confusion (e.g. if you refer to two works by the same author in your essay), include a short form of the title as well as, or instead of, the author’s surname. For example: (Woolf, *The Waves*, p. 47).

<sup>2</sup> Virginia Woolf, *Mrs Dalloway* (London: Penguin, 1992), p. 3.

<sup>3</sup> Peter Childs, *Modernism* (London: Routledge, 2000), p. 4.

<sup>4</sup> Childs, p. 6.

## Bibliography

The bibliography should appear on a separate page at the end of the assignment.

- Include full publication details of every source that you have referenced in your essay;
- List your sources in alphabetical order of author surname; author surnames precede forenames in the bibliography, whereas in the footnote the forename is listed first;
- Include all the details that are in your first full reference, but remove specific page/line numbers (leave in the page range for journal articles and essays/chapters in edited collections);
- For **poems and short stories**, cite the collection rather than the individual item;
- For items **without an author/editor**, lead with the title, alphabetically ordered.

If the bibliography includes **more than one work by the same author**, a long dash should be substituted for the author's name after the first appearance (see the entries for Virginia Woolf in the bibliography at the end of this guide). The works should be arranged in alphabetical order of title, disregarding initial definite or indefinite articles (e.g. 'the', 'a' and 'an').

## Plagiarism

Plagiarism is the use of another author's ideas and words, either intentionally or unintentionally, without acknowledging the source of the information. It is an academic offence and will be treated seriously by the University (see University General Regulations). You can avoid plagiarism by referencing correctly: all sources of information, whether books, articles or internet sites, must be acknowledged and clearly attributed. Turnitin is software that detects plagiarism and can be used by your tutors to ensure academic integrity. Please contact your School for more details.

## Quotations, paraphrasing and summarising

Quoting is the copying of a short section of text, word for word, directly from an information source into your work. Quotations should be used to emphasise a particular point and only in exceptional circumstances should they exceed 100 words in length.

When using a short quotation of under three lines, the quotation should appear in inverted commas and should run on the same line as your own text. An example of this is to write: Terry Eagleton states that 'only a linguistic animal can be a moral one.'<sup>5</sup> A longer quotation of more than three lines should appear single spaced and as an indented separate paragraph with a space immediately before and immediately after. It should not appear in inverted commas. For example, Eagleton proclaims that:

Cultural ideas change with the world they reflect upon. If they insist, as they do, on the need to see things in their historical context, then this must also apply to themselves. Even the most rarefied theories have a root in historical reality. Take, for example, hermeneutics, the science or art of interpretation.<sup>6</sup>

<sup>5</sup> Terry Eagleton, *After Theory* (London: Penguin, 2003), p. 61.

<sup>6</sup> Eagleton, p. 23.

Quotations should never be allowed to stand alone as separate sentences. They should always be introduced by some surrounding text of your own, such as 'Eagleton states that' and should be thoroughly engaged with (i.e. don't leave the quotation to 'speak for itself').

If you wish to make lengthier use of a published work it is acceptable to summarise or to paraphrase the author's words, but the source of such summary or paraphrase must be thoroughly referenced. Paraphrasing is putting a section of text from an information source into your own words. Summarising is describing the main ideas/theories of an information source.

## Secondary referencing

Secondary referencing occurs when the information source you are reading has quoted or summarised another author's research, and you want to use this in your work. Where possible, locate and engage with the original information source. If this is not possible, you need to treat it as a secondary reference. To do this, provide information about the original source in your footnote, followed by the words 'cited in' and the details of the source where you read it. For example:

William James, *Principles of Psychology* (New York: Dover Publications, 1950), p. 239, cited in Susan Nalbantian, *Memory in Literature: From Rousseau to Neuroscience* (Basingstoke: Palgrave Macmillan, 2003), p. 22.

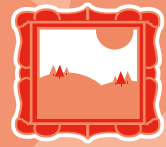
In the bibliography, only list the source that you have read.

## Help with referencing

The quickest and most efficient way to reference your academic work is to record the necessary information at the time of using it. The key to good referencing is to be thorough and consistent. This handbook is a guide to referencing different sources of information; it provides footnote and bibliography examples for each type of source.

The Library subscribes to referencing management software which can help you to gather and organise your references. For more information about the software, go to <http://library.lincoln.ac.uk>. There are also a number of websites offering this service free of charge, e.g. Mendeley, Zotero. You should always check your references, even if you use referencing management software.

If you need help with your referencing, or have any questions, contact your Academic Subject Librarian: <http://guides.library.lincoln.ac.uk/english>.



This section gives guidance and examples of how to reference art in various mediums. Follow this guidance for all types of art including photography, sculptures, etc.

## 1.1 Art

### Footnote example

1. Artist(s)' forename(s) followed by their surname and a comma
2. Title of the artwork in *italics*

Salvador Dali, *Metamorphosis of Narcissus* (London: Tate Modern, 1937).

3. In brackets, put the city where the artwork is held followed by a colon, the name of the collection/gallery followed by a comma, and then the year the work of art was created. Put a full stop outside the brackets

### Checklist:

- ☐ Artist(s)' forename(s) followed by their surname and a comma
- ☐ Title of the artwork in *italics*
- ☐ In brackets, put the city where the artwork is held followed by a colon, the name of the collection/gallery followed by a comma, and then the year the work of art was created. Put a full stop outside the brackets

### Bibliography

Dali, Salvador, *Metamorphosis of Narcissus* (London: Tate Modern, 1937).

## 1.2 Art in books

### Footnote example

John Thomas Smith, 'The Eleventh Hour', in Karen Junod, *'Writing the Lives of Painters': Biography and Artistic Identity in Britain 1760-1810* (Oxford: Oxford University Press, 2011), p. 151.

#### Checklist:

- ☐ Artist(s)' forename(s) followed by their surname and a comma
- ☐ Title of the artwork in single inverted commas followed by a comma
- ☐ Word 'in' followed by the author/editor of the book followed by a comma
- ☐ The title of the book in *italics*
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets
- ☐ Include the page number where the artwork appears (as shown above) followed by a full stop

### Bibliography

Smith, John Thomas, 'The Eleventh Hour', in Karen Junod, *'Writing the Lives of Painters': Biography and Artistic Identity in Britain 1760-1810* (Oxford: Oxford University Press, 2011).

## 1.3 Art online

### Footnote example

Paul Gauguin, *Miraculous Source* [online] <http://www.paul-gauguin.net/Miraculous-Source.html> [accessed 18 June 2015].

#### Checklist:

- ☐ Artist(s)' forename(s) followed by their surname and a comma
- ☐ Title of the artwork in *italics*
- ☐ Word 'online' in square brackets
- ☐ Full URL address
- ☐ In square brackets, put the word 'accessed' followed by the date you accessed the art followed by a full stop

## Bibliography

Gauguin, Paul, *Miraculous Source* [online] <http://www.paul-gauguin.net/Miraculous-Source.html> [accessed 18 June 2015].

## 1.4 Performance art

### Footnote example

Marina Abramovic, *Seven Easy Pieces* (New York: Guggenheim Museum, 9 November 2005).

### Checklist:

- ☐ Artist(s)' forename(s) followed by their surname and a comma
- ☐ Title of the performance in *italics*
- ☐ In brackets, put the town/city where the performance took place followed by a colon, the name of the venue followed by a comma, and then the date of the performance
- ☐ Full stop outside of the brackets

## Bibliography

Abramovic, Marina, *Seven Easy Pieces* (New York: Guggenheim Museum, 9 November 2005).



## 2.1 Book with a single author

### Footnote example

1. Author's forename(s) followed by their surname and a comma

2. Title (and subtitle if applicable) of the book in *italics*

Jennifer A. Wagnor-Lawlor, *Postmodern Utopias and Feminist Fictions* (Cambridge: Cambridge University Press, 2013), p. 34.

3. In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets

4. Page number(s) preceded by either 'p.' if single page or 'pp.' if several pages with a full stop after the page number

### Checklist:

- ☐ Author's forename(s) followed by their surname and a comma
- ☐ Title (and subtitle if applicable) of the book in *italics*
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets
- ☐ Page number(s) preceded by either 'p.' if single page or 'pp.' if several pages with a full stop after the page number

### Bibliography

Wagner-Lawlor, Jennifer A., *Postmodern Utopias and Feminist Fictions* (Cambridge: Cambridge University Press, 2013).

## 2.2 Book with more than one author

### Footnote example

Andrew Dix, Brian Jarvis and Paul Jenner, *The Contemporary American Novel in Context* (London: Continuum, 2011), p. 17.

**Checklist:**

- ☐ Authors' forename(s) followed by their surname and a comma
- ☐ Title (and subtitle if applicable) of the book in *italics*
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets
- ☐ Page number(s) preceded by either 'p.' if single page or 'pp.' if several pages with a full stop after the page number

**Bibliography**

Dix, Andrew, Brian Jarvis and Paul Jenner, *The Contemporary American Novel in Context* (London: Continuum, 2011).

**Notes:**

- Give the names of up to three authors in full; for works by more than three authors the name of only the first author should be given, followed by 'and others'.
- In the bibliography, list the reference in alphabetical order of the first author's surname, followed by their forename. Do not reverse the normal order for collaborating authors or editors (i.e. still give their forename and then their surname), as above.

**2.3 Book with an author and an editor****Footnote example**

Charles Dickens, *Hard Times*, ed. by Paul Schlike (Oxford: Oxford University Press, 1989), p. 251.

**Checklist:**

- ☐ Author's forename(s) followed by their surname and a comma
- ☐ Title (and subtitle if applicable) of the book in *italics* followed by a comma
- ☐ Phrase 'ed. by' followed by the editor's forename(s) and surname
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets
- ☐ Page number(s) preceded by either 'p.' if single page or 'pp.' if several pages with a full stop after the page number

**Bibliography**

Dickens, Charles, *Hard Times*, ed. by Paul Schlike (Oxford: Oxford University Press, 1989).

## 2.4 Foreword, afterword, epigraph, etc.

Some books include forewords, afterwords, epigraphs or epilogues that do not have page numbers. In this instance, include the word 'foreword' or 'epigraph', etc. in place of the page numbers.

### Footnote example

Martin Amis, *London Fields* (London: Penguin, 1990), foreword.

### Bibliography

Amis, Martin, *London Fields* (London: Penguin, 1990).

## 2.5 Chapter in an edited book

### Footnote example

1. Chapter author(s)' forename(s) followed by their surname and a comma

2. Chapter title in single inverted commas followed by a comma

3. Word 'in' followed by the title of the book in *italics*, followed by a comma

Dean Lockwood, 'Dead Souls: Post-Punk Music as Hauntological Trigger', in *Twenty-First-Century Gothic*, ed. by Brigid Cherry, Peter Howell and Caroline Ruddell (Newcastle: Cambridge Scholars, 2010), pp. 99-111 (p. 103).

6. Abbreviation 'pp.' followed by the page range of the chapter, followed by the specific page number in brackets, followed by a full stop

5. In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets

4. Phrase 'ed. by' followed by editor names (forenames first)

### Checklist:

- ☐ Chapter author(s)' forename(s) followed by their surname and a comma
- ☐ Chapter title in single inverted commas followed by a comma
- ☐ Word 'in' followed by the title of the book in *italics*, followed by a comma
- ☐ Phrase 'ed. by' followed by editor names (forenames first)
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets
- ☐ Abbreviation 'pp.' followed by the page range of the chapter, followed by the specific page number in brackets, followed by a full stop

## Bibliography

Lockwood, Dean, 'Dead Souls: Post-Punk Music as Hauntological Trigger', in *Twenty-First-Century Gothic*, ed. by Brigid Cherry, Peter Howell and Caroline Ruddell (Newcastle: Cambridge Scholars, 2010), pp. 99-111.

### Notes:

- In the bibliography, include the page range of the chapter but not the individual page number.
- If two or more essays in the same edited volume are cited, the bibliography should have separate entries for each essay.

## 2.6 Book that is a revised edition

### Footnote example

Phil Roberts, *How Poetry Works*, 2nd edn (London: Penguin, 2000), p. 37.

### Checklist:

- ☐ Author(s)' forename(s) followed by their surname and a comma
- ☐ Title (and subtitle if applicable) of the book in *italics* followed by a comma
- ☐ Edition number followed by the abbreviation 'edn'
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets
- ☐ Page number(s) preceded by either 'p.' if single page or 'pp.' if several pages with a full stop after the page number

## Bibliography

Roberts, Phil, *How Poetry Works*, 2nd edn (London: Penguin, 2000).

## 2.7 Book that is part of a multi-volume set

### Footnote example

Richard Abel, *French Film Theory and Criticism: a History/Anthology, 1907-1939*, 2 vols (Princeton: Princeton University Press, 1988), II, p. 52.

**Checklist:**

- ☐ Author(s)' forename(s) followed by their surname and a comma
- ☐ Title (and subtitle if applicable) of the book in *italics* followed by a comma
- ☐ Total number of volumes (abbreviated to vols as above)
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets
- ☐ Include the volume number in Roman numerals followed by a comma
- ☐ Page number(s) preceded by either 'p.' if single page or 'pp.' if several pages with a full stop after the page number

**Bibliography**

Abel, Richard, *French Film Theory and Criticism: a History/Anthology, 1907-1939*, 2 vols (Princeton: Princeton University Press, 1988), II.

**Notes:**

- In the bibliography, include the volume number but not the individual page numbers.

**2.8 Translated book****Footnote example**

Paul Ricoeur, *History and Truth*, trans. by Charles Kelbley (Evanston: Northwestern University Press, 2007), p. 84.

**Checklist:**

- ☐ Author(s)' forename(s) followed by their surname and a comma
- ☐ Title (and subtitle if applicable) of the book in *italics* followed by a comma
- ☐ Phrase 'trans. by' followed by the forename and surname of the translator
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets
- ☐ Page number(s) preceded by either 'p.' if single page or 'pp.' if several pages with a full stop after the page number(s)

**Bibliography**

Ricoeur, Paul, *History and Truth*, trans. by Charles Kelbley (Evanston: Northwestern University Press, 2007).

## 2.9 Ebook

### Footnote example

Nathan Waddell, *Modernist Nowheres: Politics and Utopia in Early Modernist Writing, 1900-1920* (Basingstoke: Palgrave Macmillan, 2012), p. 33. Dawsonera ebook.

### Checklist:

- ☐ Author(s)' forename(s) followed by their surname and a comma
- ☐ Title (and subtitle if applicable) of the book in *italics* followed by a comma
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets
- ☐ Page number(s) preceded by either 'p.' if single page or 'pp.' if several pages with a full stop after the page number(s)
- ☐ Give the name of the ebook supplier/platform followed by ebook (e.g. Dawsonera ebook, Google ebook, Kindle edition)

### Bibliography

Waddell, Nathan, *Modernist Nowheres: Politics and Utopia in Early Modernist Writing, 1900-1920* (Basingstoke: Palgrave Macmillan, 2012). Dawsonera ebook.

### Notes:

- Follow the rules on print books as far as possible.
- If you download a free copy of a work (e.g. from Project Gutenberg) the source should also supply edition details. If no specific edition is listed, use the release date.
- If the work is a PDF version of the original it should give the page numbers. If it is a text version or Kindle edition with no fixed page numbers, supply the chapter and paragraph number in the footnotes.

## 2.10 Ebook chapter in an edited book (Cambridge Companions Online, etc.)

### Footnote example

Diane Long Hoeveler, 'Frankenstein, Feminism, and Literary Theory', in *The Cambridge Companion to Mary Shelley*, ed. by Esther Schor (Cambridge: Cambridge University Press, 2006), pp. 45-62 (p. 53). Cambridge Companions Online.

### Checklist:

- ☐ Chapter author(s)' forename(s) followed by their surname and a comma
- ☐ Chapter title in single inverted commas followed by a comma
- ☐ Word 'in' followed by the title of the book in *italics*, followed by a comma
- ☐ Phrase 'ed. by' followed by editor names (forenames first)
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets
- ☐ Abbreviation 'pp.' followed by the page range of the chapter, followed by the specific page in brackets, followed by a full stop
- ☐ Name of the ebook supplier/database

### Bibliography

Hoeveler, Diane Long, 'Frankenstein, Feminism, and Literary Theory', in *The Cambridge Companion to Mary Shelley*, ed. by Esther Schor (Cambridge: Cambridge University Press, 2006), pp. 45-62. Cambridge Companions Online.

### Notes:

- In the bibliography, include the page range of the chapter but not the individual page number.
- If two or more essays in the same edited volume are cited, the bibliography should have separate entries for each essay.

## 2.11 Book review: print version

### Footnote example

Sarah Worth, review of *Feminist Aesthetics and the Politics of Modernism*, by Ewa Plonowska Ziarek, *Modern Fiction Studies*, 61.1 (2015), 200-203, p. 202.

### Checklist:

- ☐ Reviewer's forename(s) followed by their surname and a comma
- ☐ Phrase 'review of' followed by the title (and subtitle if applicable) of the book in *italics* followed by a comma
- ☐ Word 'by' followed by the author's forename and surname, then a comma
- ☐ Title of the journal/publication in *italics* followed by a comma
- ☐ Volume and issue number followed by the date in brackets followed by a comma
- ☐ Page range of the review followed by a comma and then 'p.' and the individual page number followed by a full stop

### Bibliography

Worth, Sarah, review of *Feminist Aesthetics and the Politics of Modernism*, by Ewa Plonowska Ziarek, *Modern Fiction Studies*, 61.1 (2015), 200-203.

### Notes:

- If the review has a separate title, include it in single inverted commas after the reviewer's name.
- In the bibliography, include the page range of the review but not the individual page number.

## 2.12 Book review: online

### Footnote example

Stephanie Merritt, 'A God in Ruins by Kate Atkinson Review – Her Finest Work', review of *A God in Ruins*, by Kate Atkinson, *The Guardian* [online] (10 May 2015) <http://www.theguardian.com/books/2015/may/10/a-god-in-ruins-kate-atkinson-observer-review> [accessed 18 June 2015] (para 4 of 9).

### Checklist:

- ☐ Reviewer's forename(s) followed by their surname and a comma
- ☐ Review title in single inverted commas followed by a comma
- ☐ Phrase 'review of' followed by the title (and subtitle if applicable) of the book in *italics* followed by a comma
- ☐ Word 'by' followed by the author's forename and surname, then a comma
- ☐ Title of the publication in *italics* followed by the word 'online' in square brackets
- ☐ Review date in round brackets
- ☐ Full URL address
- ☐ In square brackets, put the word 'accessed' followed by the date you accessed the review
- ☐ Paragraph number in brackets (or page number if available) followed by a full stop

### Bibliography

Merritt, Stephanie, 'A God in Ruins by Kate Atkinson Review – Her Finest Work', review of *A God in Ruins*, by Kate Atkinson, *The Guardian* [online] (10 May 2015) <http://www.theguardian.com/books/2015/may/10/a-god-in-ruins-kate-atkinson-observer-review> [accessed 18 June 2015].

## 2.13 Dictionary entry: print version

### Footnote example

Judy Pearsall (ed.), 'Hierarchy', *The Concise Oxford Dictionary*, 10th edn (Oxford: Oxford University Press, 1999), p. 669.

**Checklist:**

- ☐ Forename(s) and surname of editor
- ☐ Abbreviation 'ed.' in round brackets followed by a comma
- ☐ The word being defined in single inverted commas followed by a comma
- ☐ Title (and subtitle if applicable) of the book in *italics* followed by a comma
- ☐ Edition if applicable
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets
- ☐ Page number(s) preceded by either 'p.' if single page or 'pp.' if several pages with a full stop after the page number

**Bibliography**

Pearsall, Judy (ed.), 'Hierarchy', *The Concise Oxford Dictionary*, 10th edn (Oxford: Oxford University Press, 1999).

**2.14 Dictionary entry: online****Footnote example**

*Oxford English Dictionary* [online], 'Intertextuality', <http://www.oed.com/view/Entry/240987?redirectedFrom=intertextuality> [accessed 18 June 2015].

**Checklist:**

- ☐ Title of the online dictionary in *italics* followed by the word 'online' in square brackets and a comma
- ☐ The word being defined in single inverted commas followed by a comma
- ☐ Full URL address
- ☐ In square brackets, put the word 'accessed' followed by the date you accessed the dictionary followed by a full stop

**Bibliography**

*Oxford English Dictionary* [online], 'Intertextuality', <http://www.oed.com/view/Entry/240987?redirectedFrom=intertextuality> [accessed 18 June 2015].



## 2.15 Sacred texts

### Footnote example

*The Holy Bible Containing the Old and New Testaments*, Authorised King James Version, (Cambridge: Cambridge University Press, 1984), II Samuel 21.4.

### Checklist:

- ☐ Title (and subtitle if applicable) of the sacred text in *italics* followed by a comma
- ☐ Edition details followed by a comma
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets
- ☐ In the case of the Bible include the book number in Roman numerals followed by the book title and the chapter and verse followed by a full stop (follow suitable conventions for other sacred texts)

### Bibliography

*The Holy Bible containing the Old and New Testaments*, Authorised King James Version, (Cambridge: Cambridge University Press, 1984).

### Notes:

- Titles of books from the Bible are not italicised. Book numbers are given in Roman numerals, chapter and verse numbers in Arabic numerals separated by a full stop.
- Chapter details are not listed in the bibliography.

# Conference papers (unpublished)



## Footnote example

1. Author(s)' forename(s) followed by their surname and a comma
2. Title of conference paper in single inverted commas followed by a comma
3. Title of the conference in *italics* followed by a comma
4. Place of conference
5. Date of conference in brackets, followed by a comma
6. Page range followed by the specific page number in brackets, followed by a full stop

Martin Paul Eve, 'Digital Literatures; Digital Democracies; Digital Threats?', *E-Reading Between the Lines: 21st Century Literature, Digital Platforms and Literacies*, Brighton University (5 July 2013), 1-12 (p. 6).

## Checklist:

- ☐ Author(s)' forename(s) followed by their surname and a comma
- ☐ Title of conference paper in single inverted commas followed by a comma
- ☐ Title of the conference in *italics* followed by a comma
- ☐ Place of conference
- ☐ Date of conference in brackets, followed by a comma
- ☐ Page range followed by the specific page number in brackets, followed by a full stop

## Bibliography

Eve, Martin Paul, 'Digital Literatures; Digital Democracies; Digital Threats?', *E-Reading Between the Lines: 21st Century Literature, Digital Platforms and Literacies*, Brighton University (5 July 2013), 1-12.

# Film, television, radio



## 4.1 Film

### Footnote example

1. Title of the film in *italics* followed by a comma
2. Phrase 'dir. by' followed by the forename and surname of the director
3. In brackets, put the name of the distributor followed by a comma and the year. Put a full stop outside the brackets.

*The Great Gatsby*, dir. by Baz Luhrmann (Warner Bros., 2013).

### Checklist:

- ☐ Title of the film in *italics* followed by a comma
- ☐ Phrase 'dir. by' followed by the forename and surname of the director
- ☐ In brackets, put the name of the distributor followed by a comma and the year. Put a full stop outside the brackets

### Bibliography

Luhrmann, Baz (dir.), *The Great Gatsby* (Warner Bros., 2013).

### Notes:

- In the bibliography, list by director surname.

## 4.2 Television: single programme

### Footnote example

*Newsnight*, BBC2, 2 November 2012, 10.30pm.

### Checklist:

- ☐ Programme title in *italics* followed by a comma
- ☐ TV channel followed by a comma
- ☐ Broadcast date followed by a comma
- ☐ Time of transmission (if relevant)

## Bibliography

*Newsnight*, BBC2, 2 November 2012.

### 4.3 Television: single episode of a television series

#### Footnote example

‘Death in Heaven’, *Doctor Who*, BBC1, 8 November 2014.

#### Checklist:

- ☐ Episode title in single inverted commas followed by a comma
- ☐ Programme title in *italics* followed by a comma
- ☐ TV channel followed by a comma
- ☐ Broadcast date followed by a full stop

## Bibliography

*Doctor Who*, BBC1, 8 November 2014.

#### Notes:

- In the bibliography, list by programme title (episode title not required).

### 4.4 Radio broadcast

#### Footnote example

‘Green Shoots from the Arab Spring’, *Analysis*, BBC Radio 4, 12 November 2012.

#### Checklist:

- ☐ Specific episode/programme title in single inverted commas followed by a comma
- ☐ Programme title in *italics* followed by a comma
- ☐ Radio channel followed by a comma
- ☐ Broadcast date followed by a full stop

## Bibliography

*Analysis*, BBC Radio 4, 12 November 2012.

### Notes:

- In the bibliography, list by programme title.

## 4.5 DVD: film

### Footnote example

*Atonement*, dir. by Joe Wright (Universal Pictures UK, 2008) [DVD].

### Checklist:

- ☐ Title in *italics* followed by a comma
- ☐ Phrase 'dir. by' followed by the forename(s) and surname of the director
- ☐ In brackets, put the distributor followed by a comma and the year
- ☐ Material type in square brackets followed by a full stop

## Bibliography

Wright, Joe (dir.), *Atonement* (Universal Pictures UK, 2008) [DVD].

### Notes:

- In the bibliography, list by director surname.

## 4.6 DVD: television programme

### Footnote example

'The One with the Dozen Lasagnas', *Friends: Complete Season 1* (Warner Home Video, 2004) [DVD].

**Checklist:**

- ☐ Episode title in single inverted commas followed by a comma
- ☐ Programme/series title in *italics*
- ☐ In brackets, put the distributor followed by a comma and the year
- ☐ Material type in square brackets followed by a full stop

**Bibliography**

*Friends: Complete Season 1* (Warner Home Video, 2004) [DVD].

**Notes:**

- In the bibliography, list by programme title (episode title not required).

**4.7 Online archive of off-air recordings (e.g. Box of Broadcasts)****Footnote example**

*Macbeth*, BBC2, 2 April 2013 <http://bobnational.net/record/143927> [accessed 19 June 2015].

**Checklist:**

- ☐ Programme title in *italics* followed by a comma
- ☐ TV channel followed by a comma
- ☐ Broadcast date
- ☐ Full URL address
- ☐ In square brackets, put the word 'accessed' followed by the date you accessed the recording, followed by a full stop

**Bibliography**

*Macbeth*, BBC2, 2 April 2013 <http://bobnational.net/record/143927> [accessed 19 June 2015].



## 5.1 Journal articles: print

### Footnote example

1. Author(s)' forename(s) followed by their surname and a comma

2. Article title in single inverted commas followed by a comma

Laura Kasson Fiss, 'Pushing at the Boundaries of the Book: Humor, Mediation, and Distance in Carroll, Thackeray, and Stevenson', *Lion & the Unicorn*, 38.3 (2014), 258-278 (p. 266).

3. Journal title in *italics* followed by a comma

4. Volume number followed by a full stop and issue number (if applicable)

5. Year in brackets followed by a comma

6. Page range of the article followed by specific page number in brackets followed by a full stop

### Checklist:

- ☐ Author(s)' forename(s) followed by their surname and a comma
- ☐ Article title in single inverted commas followed by a comma
- ☐ Journal title in *italics* followed by a comma
- ☐ Volume number followed by full stop and issue number (if applicable)
- ☐ Year in brackets followed by a comma
- ☐ Page range of the article followed by specific page number in brackets followed by a full stop

### Bibliography

Fiss, Laura Kasson, 'Pushing at the Boundaries of the Book: Humor, Mediation, and Distance in Carroll, Thackeray, and Stevenson', *Lion & the Unicorn*, 38.3 (2014), 258-278.

### Notes:

- In the bibliography, include the page range of the article but not the individual page number.
- Very occasionally, journal articles don't have an author (for example, some articles in the Harvard Law Review). If this is the case, list the article title first followed by [n.a.] to indicate that there is no author.

## 5.2 Journal articles: online

### Footnote example

Timothy Whelan, 'Crabb Robinson's Correspondence with Mary Wordsworth', *Wordsworth Circle*, 45.1 (2014), 11-21 (p. 14). Literature Online.

### Checklist:

- ☐ Author(s)' forename(s) followed by their surname and a comma
- ☐ Article title in single inverted commas followed by a comma
- ☐ Journal title in *italics* followed by a comma
- ☐ Volume number followed by full stop and issue number (if applicable)
- ☐ Year in brackets followed by a comma
- ☐ Page range of the article followed by specific page number in brackets followed by a full stop
- ☐ Name of online database followed by a full stop

### Bibliography

Whelan, Timothy, 'Crabb Robinson's Correspondence with Mary Wordsworth', *Wordsworth Circle*, 45.1 (2014), 11-21. Literature Online.

### 5.3 Pre-prints

Pre-prints or in press refers to articles which have not yet been allocated official publication details but are available for preview from the publisher or via an institutional repository.

#### Footnote example

Matthew Jockers and David Mimno, 'Significant Themes in 19th-Century Literature', August 2012 [pre-print] <http://digitalcommons.unl.edu/englishfacpubs/105/> [accessed 19 June 2015], p. 3.

#### Checklist:

- ☐ Author(s)' forename(s) followed by their surname and a comma
- ☐ Article title in single inverted commas followed by a comma
- ☐ Date of article
- ☐ The word 'pre-print' in square brackets
- ☐ Full URL address
- ☐ In square brackets, put the word 'accessed' followed by the date you accessed the article followed by a comma
- ☐ Page number followed by a full stop

#### Bibliography

Jockers, Matthew, and David Mimno, 'Significant Themes in 19th-Century Literature', August 2012 [pre-print] <http://digitalcommons.unl.edu/englishfacpubs/105/> [accessed 19 June 2015].

#### Notes:

- In the bibliography, list the reference in alphabetical order of the first author's surname, followed by their forename(s). Do not reverse the normal order for collaborating authors or editors (i.e. still give their forename(s) and then their surname).

# Manuscripts



## Footnote example

1. Name of the library, archive or institution followed by a comma

2. Town or city where the manuscript is held followed by a comma

British Library, London, MS Cotton Caligula, D III, fol. 15.

3. Collection name followed by a comma

4. Manuscript or collection number (according to the classification system of the repository) followed by a full stop

## Checklist:

- ☐ Name of the library, archive or institution followed by a comma
- ☐ Town or city where the manuscript is held followed by a comma
- ☐ Collection name followed by a comma
- ☐ Manuscript or collection number (according to the classification system of the repository) followed by a full stop

## Bibliography

British Library, London, MS Cotton Caligula, D III, fol. 15.



## 7.1 CD

### Footnote example

1. Artist's full name followed by a comma

2. Title of the CD in *italics*

Led Zeppelin, *Physical Graffiti* [CD] (Atlantic, 1997).

3. Put CD in square brackets

4. In brackets, put the record label followed by a comma, and then the year of production followed by a full stop

### Checklist:

- ☐ Artist's full name followed by a comma
- ☐ Title of the CD in *italics*
- ☐ Put the word 'CD' in square brackets
- ☐ In brackets, put the record label followed by a comma, and then the year of production followed by a full stop

### Bibliography

Led Zeppelin, *Physical Graffiti* [CD] (Atlantic, 1997).

## 7.2 Music track

### Footnote example

Joni Mitchell, 'River', *Blue* [vinyl] (Warner Bros., 2011).

### Checklist:

- ☐ Artist's full name followed by a comma
- ☐ Title of the track in single inverted commas followed by a comma
- ☐ Title of the album in *italics*
- ☐ Include the material type in square brackets e.g. vinyl, CD, mp3
- ☐ In brackets, put the record label followed by a comma, and then the year of production followed by a full stop

### Bibliography

Mitchell, Joni, *Blue* [vinyl] (Warner Bros., 2011).

### Notes:

- In the bibliography, cite the album but not the individual track.

## 7.3 Music track download

### Footnote example

Queen, 'Bohemian Rhapsody', *The Platinum Collection* [download track] (Virgin, EMI, 2014).

### Checklist:

- ☐ Artist's name followed by a comma
- ☐ Title of the track in single inverted commas
- ☐ Title of album in *italics*
- ☐ Include the material type in square brackets
- ☐ In brackets, put the record label followed by a comma, and then the year of production followed by a full stop

### Bibliography

Queen, *The Platinum Collection* [download track] (Virgin, EMI, 2014).

### Notes:

- In the bibliography, cite the album but not the individual track.



# New media

## 8.1 Blogs

### Footnote example

1. Author(s)' forename(s) followed by their surname and a comma
2. Title of the blog entry in single inverted commas followed by a comma
3. Title of blog in *italics*
4. Word 'online' in square brackets
5. Date of blog entry in brackets
6. Full URL address
7. Date accessed in square brackets
8. Paragraph number in brackets (or page number if available) followed by a full stop
- Howard Jacobson, 'Introducing an Unexpected Voice to the Election Hubbub: Molly Bloom of Joyce's "Ulysses" Interprets the Campaign So Far', *Howard Jacobson's Blog* [online] (17 April 2015) <[https://www.goodreads.com/author/show/171414.Howard\\_Jacobson/blog](https://www.goodreads.com/author/show/171414.Howard_Jacobson/blog)> [accessed 10 June 2015] (para 1 of 1).

### Checklist:

- ☐ Author(s)' forename(s) followed by their surname and a comma
- ☐ Title of the blog entry in single inverted commas followed by a comma
- ☐ Title of blog in *italics*
- ☐ Word 'online' in square brackets
- ☐ Date of blog entry in brackets
- ☐ Full URL address
- ☐ In square brackets, put the word 'accessed' followed by the date you accessed the blog
- ☐ Paragraph number in brackets (or page number if available) followed by a full stop

### Bibliography

Jacobson, Howard, 'Introducing an Unexpected Voice to the Election Hubbub: Molly Bloom of Joyce's 'Ulysses' Interprets the Campaign So Far', *Howard Jacobson's Blog* [online] (17 April 2015) <[https://www.goodreads.com/author/show/171414.Howard\\_Jacobson/blog](https://www.goodreads.com/author/show/171414.Howard_Jacobson/blog)> [accessed 10 June 2015].

## 8.2 Video sharing websites

### Footnote example

Poetry Book Society, *Moniza Alvi Reading from At the Time of Partition* [online video] <https://www.youtube.com/watch?v=TQXHk4Fhi9c> [accessed 23 June 2015].

### Checklist:

- ☐ Contributor's full name followed by a comma
- ☐ Title of the video in *italics*
- ☐ Include the material type in square brackets
- ☐ Full URL address
- ☐ In square brackets, put the word 'accessed' followed by the date you accessed the video followed by a full stop

### Bibliography

Poetry Book Society, *Moniza Alvi Reading from At the Time of Partition* [online video] <https://www.youtube.com/watch?v=TQXHk4Fhi9c> [accessed 23 June 2015].



### 8.3 Podcasts, vidcasts, vodcasts

#### Footnote example

BBC Radio Ulster, *Remembering Seamus Heaney* [podcast] 22 November 2013 <http://www.bbc.co.uk/programmes/p02h1l53/episodes/downloads> [accessed 23 June 2015].

#### Checklist:

- ☐ Broadcaster's full name followed by a comma  
Title of the podcast in *italics*
- ☐ Include the material type in square brackets
- ☐ Date of podcast
- ☐ Full URL address
- ☐ In square brackets, put the word 'accessed' followed by the date you accessed the podcast followed by a full stop

#### Bibliography

BBC Radio Ulster, *Remembering Seamus Heaney* [podcast] 22 November 2013 <http://www.bbc.co.uk/programmes/p02h1l53/episodes/downloads> [accessed 23 June 2015].



# Newspaper articles

## Footnote example

1. Author(s)' forename(s) followed by their surname and a comma
2. Article title in single inverted commas followed by a comma
3. Publication title in *italics*
4. If online version include the word 'online' in square brackets
5. Publication date in brackets
6. Full URL address
7. Date accessed in square brackets
8. Paragraph number in brackets (or page number if available) followed by a full stop
- Susanna Rustin, 'Literary Festivals Are Getting Too Big for Their Books', *The Guardian* [online] (22 May 2015) <http://www.theguardian.com/books/booksblog/2015/may/22/literary-festivals-are-getting-too-big-for-their-books> [accessed 10 June 2015] (para 3 of 9).

## Checklist:

- ☐ Author(s)' forename(s) followed by their surname and a comma
- ☐ Article title in single inverted commas followed by a comma
- ☐ Publication title in *italics*
- ☐ If online version include the word 'online' in square brackets
- ☐ Publication date in brackets
- ☐ Full URL address (if online version used)
- ☐ In square brackets, put the word 'accessed' followed by the date you accessed the article (if online version used)
- ☐ Paragraph number in brackets (or page number if available) followed by a full stop

## Bibliography

Rustin, Susanna, 'Literary Festivals Are Getting Too Big for Their Books', *The Guardian* [online] (22 May 2015) <http://www.theguardian.com/books/booksblog/2015/may/22/literary-festivals-are-getting-too-big-for-their-books> [accessed 10 June 2015].

# Official publications



Official publications are documents that are published by the government or other official bodies such as the United Nations and the European Union.

## Footnote example

1. Name of department followed by a comma

2. Title of the publication in *italics* followed by a comma

3. Paper number if applicable

4. In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year

5. Full URL address

6. Date accessed in square brackets

7. Page number in brackets (or paragraph number if page number not available) followed by a full stop

Department of Environment, Food & Rural Affairs, *The Natural Choice: Securing the Value of Nature*, CM8082 (London: HMSO, 2011) [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/228842/8082.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/228842/8082.pdf) [accessed 11 June 2015] (p. 14).

## Checklist:

- ☐ Name of department followed by a comma
- ☐ Title of the publication in *italics* followed by a comma
- ☐ Paper number if applicable
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year
- ☐ Full URL address
- ☐ In square brackets, put the word 'accessed' followed by the date you accessed the publication
- ☐ Page number in brackets (or paragraph number if page number not available) followed by a full stop

## Bibliography

Department of Environment, Food & Rural Affairs, *The Natural Choice: Securing the Value of Nature*, CM8082 (London: HMSO, 2011) [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/228842/8082.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/228842/8082.pdf) [accessed 11 June 2015].

# Plays



## 11.1 Play text

### Footnote example

1. Playwright(s)' forename(s) followed by their surname and a comma
  2. The title of the play in *italics* followed by a comma
  3. Phrase 'ed. by' followed by editor(s) name(s) (forenames first), followed by a comma
- William Shakespeare, *The Winter's Tale*, ed. by Ernest Schanzer, 2nd edn (London: Penguin, 1996), IV. 4. 370-374.
4. Include the edition if it is a revised edition
  5. In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets
  6. Include the number of the act in Roman numerals, the scene in Arabic numerals, line numbers rather than page numbers if available, followed by a full stop

### Checklist:

- ☐ Playwright(s)' forename(s) followed by their surname and a comma
- ☐ The title of the play in *italics* followed by a comma
- ☐ Phrase 'ed. by' followed by editor(s) name(s) (forenames first), followed by a comma
- ☐ Include the edition if it is a revised edition
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets
- ☐ Include the number of the act in Roman numerals, the scene in Arabic numerals, line numbers rather than page numbers if available, followed by a full stop

### Bibliography

Shakespeare, William, *The Winter's Tale*, ed. by Ernest Schanzer, 2nd edn (London: Penguin, 1996).



## 11.2 Dramatic performance

### Footnote example

Ayub Khan Din, *East Is East*, dir. by Sam Yates (Brighton: Theatre Royal, 11 June 2015).

### Checklist:

- ☐ Playwright(s)' forename(s) followed by their surname and a comma
- ☐ The title of the play in *italics* followed by a comma
- ☐ Phrase 'dir. by' followed by the forename and surname of the director
- ☐ In brackets, put the location followed by a colon, the name of the theatre/venue followed by a comma, and then the date, followed by a full stop

### Bibliography

Khan Din, Ayub, *East Is East*, dir. by Sam Yates (Brighton: Theatre Royal, 11 June 2015).

# Poems



## 12.1 Poem: print collection (single page)

### Footnote example

1. Poet's forename(s) followed by their surname and a comma

2. Title of the poem in single inverted commas followed by a comma

3. Word 'in', followed by the title of the book in *italics*

Linton Kwesi Johnson, 'Seasons of the Heart', in *Mi Revalueshanary Fren: Selected Poems* (London: Penguin, 2002), p. 83, l. 4.

4. In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the date. Put a comma outside the brackets

5. Page number followed by a comma and then the line number followed by a full stop

### Checklist:

- ☐ Poet's forename(s) followed by their surname and a comma
- ☐ Title of the poem in single inverted commas followed by a comma
- ☐ Word 'in' followed by the title of the book in *italics*
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the date. Put a comma outside the brackets
- ☐ Page number followed by a comma and then the line number followed by a full stop

### Bibliography

Johnson, Linton Kwesi, *Mi Revalueshanary Fren: Selected Poems* (London: Penguin, 2002).

### Notes:

- In the bibliography, cite the collection rather than the individual poem.

## 12.2 Poem: print collection (more than one page)

### Footnote example

Billy Collins, 'A Portrait of the Reader with a Bowl of Cereal', in *Picnic, Lightning* (Pittsburgh: University of Pittsburgh Press, 1998), pp. 3-4 (p. 3, l. 4).



## Checklist:

- ☐ Poet's forename(s) followed by their surname and a comma
- ☐ Title of the poem in single inverted commas followed by a comma
- ☐ Word 'in' followed by the title of the book in *italics*
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the date. Put a comma outside the brackets
- ☐ Abbreviation 'pp.' followed by the page range of the poem, followed by the specific page and line numbers in brackets, followed by a full stop

## Bibliography

Collins, Billy, *Picnic, Lightning* (Pittsburgh: University of Pittsburgh Press, 1998).

## 12.3 Poem: online database

### Footnote example

Andrew Marvell, 'Directions to a Painter' in *Literature Online* <http://literature.proquest.com/> [accessed 23 June 2015] (l. 4).

## Checklist:

- ☐ Poet's forename(s) followed by their surname and a comma
- ☐ Title of the poem in single inverted commas
- ☐ Word 'in' followed by the name of the online database in *italics* (if applicable)
- ☐ Database URL address
- ☐ In square brackets, put the word 'accessed' followed by the date you accessed the poem
- ☐ Line number in brackets followed by a full stop

## Bibliography

Marvell, Andrew, 'Directions to a Painter' in *Literature Online* <http://literature.proquest.com/> [accessed 23 June 2015].

# Short stories



## Footnote example

1. Author(s)' forename(s) followed by their surname and a comma
2. Story title in single inverted commas followed by a comma
3. Word 'in' followed by the title of the book in *italics*

Angela Carter, 'The Tiger's Bride', in *The Bloody Chamber* (London: Vintage, 1995), pp. 51-67 (p. 62).

4. In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets
5. Abbreviation 'pp.' followed by the page range of the story, followed by the specific page number in brackets, followed by a full stop

## Checklist:

- ☐ Author(s)' forename(s) followed by their surname and a comma
- ☐ Story title in single inverted commas followed by a comma
- ☐ Word 'in' followed by the title of the book in *italics*
- ☐ In brackets, put the place of publication followed by a colon, the publisher followed by a comma, and then the year. Put a comma outside the brackets
- ☐ Abbreviation 'pp.' followed by the page range of the story, followed by the specific page number in brackets, followed by a full stop

## Bibliography

Carter, Angela, *The Bloody Chamber* (London: Vintage, 1995).

## Notes:

- In the bibliography, cite the collection rather than the individual story.

# Theses, dissertations (unpublished)



## Footnote example

1. Author's forename(s) followed by their surname and a comma

2. Thesis/dissertation title in single inverted commas

Susan Karpasitis, 'Psychic Trauma and the Changing Perception of Autonomy in a Selection of Classical and Renaissance Texts' (unpublished doctoral thesis, University of Lincoln, 2013), p. 87.

3. In brackets, put 'unpublished' followed by the level of dissertation/thesis and a comma, followed by the university then a comma, followed by the date. Put a comma outside the brackets

4. Page number followed by a full stop

## Checklist:

- ☐ Author's forename(s) followed by their surname and a comma
- ☐ Thesis/dissertation title in single inverted commas
- ☐ In brackets, put 'unpublished' followed by the level of dissertation/thesis and a comma, followed by the university then a comma, followed by the date. Put a comma outside the brackets
- ☐ Page number followed by a full stop

## Bibliography

Karpasitis, Susan, 'Psychic Trauma and the Changing Perception of Autonomy in a Selection of Classical and Renaissance Texts' (unpublished doctoral thesis, University of Lincoln, 2013).

# Websites



It is important to evaluate a website before using it in your academic work. For more information about the use of websites, visit: <http://guides.library.lincoln.ac.uk/learningdevelopment>.

If a website does not have an obvious author, you can often find more information in the 'About us' section. The year of publication for a website is usually when the website was last revised or updated and is often found at the bottom of the website.

## 15.1 Personal author

### Footnote example

1. Author(s)' forename(s) followed by their surname and a comma      2. Article title in single inverted commas followed by a comma      3. Website title in *italics*      4. Word 'online' in square brackets
- Helen Dunmore, 'Walking into the Story', *Helen Dunmore* [online]  
<http://www.helendunmore.com/> [accessed 12 June 2015]  
 (para 3 of 10).
7. Paragraph number in brackets (or page number if available) followed by a full stop      5. Full URL address      6. Date accessed in square brackets

### Checklist:

- ☐ Author(s)' forename(s) followed by their surname and a comma
- ☐ Article title in single inverted commas followed by a comma
- ☐ Website title in *italics*
- ☐ Word 'online' in square brackets
- ☐ Date of publication if available
- ☐ Full URL address
- ☐ In square brackets, put the word 'accessed' followed by the date you accessed the website
- ☐ Paragraph number in brackets (or page number if available) followed by a full stop

### Bibliography

Dunmore, Helen, 'Walking into the Story', *Helen Dunmore* [online] <http://www.helendunmore.com/> [accessed 12 June 2015].



## 15.2 Corporate author

### Footnote example

BBC, 'Carol Ann Duffy Wins Costa Poetry Prize', *BBC News* [online] 3 January 2012 <http://www.bbc.co.uk/news/entertainment-arts-16392838> [accessed 24 June 2015] (para 9 of 16).

### Checklist:

- ☐ Corporate author name followed by a comma
- ☐ Article title in single inverted commas followed by a comma
- ☐ Website title in *italics*
- ☐ Word 'online' in square brackets
- ☐ Date of publication if available
- ☐ Full URL address
- ☐ In square brackets, put the word 'accessed' followed by the date you accessed the website
- ☐ Paragraph number in brackets (or page number if available) followed by a full stop

### Bibliography

BBC, 'Carol Ann Duffy Wins Costa Poetry Prize', *BBC News* [online] 3 January 2012 <http://www.bbc.co.uk/news/entertainment-arts-16392838> [accessed 24 June 2015].

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# Index

|                                                    |           |                                                       |           |                                     |       |
|----------------------------------------------------|-----------|-------------------------------------------------------|-----------|-------------------------------------|-------|
| Afterword                                          | 14        | Dissertations                                         | 44        | Long quotations                     | 7     |
| Album                                              | 32-33     | Download, music                                       | 33        | Magazine <i>see journal article</i> |       |
| Art                                                | 9-11      | Drama, performance                                    | 40        | Manuscripts                         | 31    |
| Art in books                                       | 10        | Drama, text                                           | 39        | Multiple authors                    | 12-13 |
| Art online                                         | 10-11     | DVD                                                   | 26-27     | Multiple volumes                    | 15-16 |
| Article, book<br><i>see chapter in edited book</i> |           | Ebooks                                                | 17-18     | Multiple works by same author       | 7     |
| Article, journal                                   | 28-30     | Edited book                                           | 13-15, 18 | Music                               | 32-33 |
| Bible <i>see sacred texts</i>                      |           | Epigraph                                              | 14        | Music download                      | 33    |
| Bibliography                                       | 47-50     | Epilogue                                              | 14        | Newspapers                          | 37    |
| Blogs                                              | 34        | Films                                                 | 24, 26    | No author                           | 6, 28 |
| Book with a single author                          | 12        | Footnotes                                             | 6         | No date                             | 6     |
| Book with more than one author                     | 12-13     | Foreword                                              | 14        | No place of publication             | 6     |
| Books                                              | 12-22     | Google book                                           | 17        | No publisher                        | 6     |
| Box of Broadcasts                                  | 27        | Government papers<br><i>see official publications</i> |           | Off-air recordings                  | 27    |
| Cambridge Companions Online                        | 18        | Images <i>see art</i>                                 |           | Official publications               | 38    |
| CD                                                 | 32        | In press <i>see pre-prints</i>                        |           | Online book <i>see ebooks</i>       |       |
| Chapter in edited book                             | 14-15, 18 | Journals                                              | 28-30     | Online journals                     | 29    |
| Conference papers                                  | 23        | Kindle book                                           | 17        | Paintings <i>see art</i>            |       |
| Dictionary entries                                 | 20-21     | Live broadcast <i>see TV or radio</i>                 |           | Paraphrasing                        | 7-8   |

|                                             |       |                                            |       |                                             |       |
|---------------------------------------------|-------|--------------------------------------------|-------|---------------------------------------------|-------|
| Performance art                             | 11    | Revised edition                            | 15    | Vodcasts                                    | 36    |
| Periodicals <i>see journals</i>             |       | Sacred texts                               | 22    | Websites                                    | 45-46 |
| Photography <i>see art</i>                  |       | Secondary referencing                      | 8     | YouTube<br><i>see video sharing website</i> |       |
| Plagiarism                                  | 7     | Secondary sources                          | 6     |                                             |       |
| Play, performance                           | 40    | Series (TV, DVD)                           | 25-27 |                                             |       |
| Plays                                       | 39-40 | Short references                           | 6     |                                             |       |
| Play text                                   | 39    | Short stories                              | 43    |                                             |       |
| Podcasts                                    | 36    | Single episode (TV)                        | 25    |                                             |       |
| Poems                                       | 41-42 | Songs <i>see music</i>                     |       |                                             |       |
| Poetry <i>see poems</i>                     |       | Summarising                                | 7-8   |                                             |       |
| Pre-prints                                  | 30    | Television programmes                      | 24-27 |                                             |       |
| Primary texts                               | 6     | Theatre<br><i>see dramatic performance</i> |       |                                             |       |
| Print journals                              | 28    | Theses                                     | 44    |                                             |       |
| Quotation marks <i>see quotations</i>       |       | Track (Album, CD)                          | 32-33 |                                             |       |
| Quotations                                  | 6-8   | Translation                                | 16    |                                             |       |
| Radio broadcast                             | 25-26 | Turnitin                                   | 7     |                                             |       |
| Referencing software                        | 8     | TV <i>see television programmes</i>        |       |                                             |       |
| RefWorks<br><i>see referencing software</i> |       | TV series                                  | 25    |                                             |       |
| Religious texts <i>see sacred texts</i>     |       | Vidcasts                                   | 36    |                                             |       |
| Reviews                                     | 19-20 | Video sharing websites                     | 35    |                                             |       |



Notes





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