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REFERENCING GUIDE

FACULTY OF HUMANITIES AND PERFORMING ARTS

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1. Introduction

The Faculty of Humanities and Performing Arts predominantly uses 2 referencing systems:

Harvard and **MHRA**.

In the main, programmes covering Archaeology, Anthropology, Classics and Performing Arts subject areas use the Harvard system and programmes covering Chinese, Creative Writing, English, History, Medieval, Philosophy, Theology and Religious Studies use MHRA. The following guide covers both systems so make sure you use the correct system for your programme and do not mix the systems.

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. Plagiarism is an example of Unfair Practice and may result in penalties being applied to one or more pieces of your coursework. Please see Section 13.8 in the Academic Quality Handbook for more information about Unfair Practice and the University Procedures.

PLAGIARISM IS

- **passing off another's work as your own**
- **passing off the work of another student as your own**
- **resubmission of part or all of your own work**

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**.

It is considered bad scholarly practice to quote from lectures.

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. Archaeology and Anthropology with HARVARD system

Citing one author

DIRECT *citation:*

You may want to refer to an author directly by stating that they said or indicated something specific. For example:

Hodder (1982) discusses the application of anthropological theory in Archaeology.

The application of anthropological theory in Archaeology has proven useful. This view is supported by Hodder (1982)

Note the date is in brackets AFTER the author's name

INDIRECT citation:

This is when you make a statement and then cite a reference as evidence. For example:

The application of anthropological theory in Archaeology (Hodder 1982)…

The author and date are in brackets AFTER the statement being made

Citing two authors

DIRECT citation:

Hodder (1982) and Gosden (1999) discuss the application of anthropological theory in Archaeology….

This view is supported by Hodder (1982) and Gosden (1999)

INDIRECT citation:

Several authors discuss the application of anthropological theory in Archaeology

(Coles 1981; Hodder 1982; Gosden 1999).

Remember if you have indicated something is a widely held view or that several authors have suggested a point of view then you should cite several authors where you have read this information.

A piece of work written by TWO authors

When there are two authors for a work they should both be noted in the text:

DIRECT citation:

Boone and Smith (1998) in their research paper found that…. Research by Boone and Smith (1998) suggests that….

INDIRECT citation:

In a recent critique of evolutionary archaeology it was demonstrated that … (Boone and Smith 1998).

Citing more than two authors

Where there are several authors' names on a source (more than two), only the first author needs to be referenced in the text followed by '***et al.***' meaning 'and others'
DIRECT citation:

Evans *et al*. (1995) found that the…

INDIRECT citation:

Recent research has found that …… (Evans *et al*. 1995)

No date?

Rarely there may be a publication which does not have a date. In such cases you indicate this by replacing the date with **nd** (no date).
DIRECT citation:

Thomas (nd) has demonstrated….

INDIRECT citation:

Innovative research (Smith nd) demonstrated that….

Every effort should be made to find the year of publication when using the information in an assignment

Page Numbers

The general rule for using page numbers is:

> you must always use page numbers when referring to **DIRECT QUOTES** (see section 3);
>
> if you paraphrase a specific idea or issue which is found on a page or section of a book or article then this can also be given a page number(s).

Page numbers are not always necessary when you paraphrase broad ideas especially when these ideas are at the heart of an author's theory or work or are overriding points which an author repeats throughout their book or article.

The format is as follows when citing page numbers. (Section 3 will provide further examples of using page numbers.)

DIRECT citation:

Sahlins (1972: 123) stated that….

INDIRECT citation:

It has been suggested that the economic behaviours of households is influenced by their inter-relationship and kin networks (Shalins 1972: 123).

123 efers to the page number.

Citing several works by one author in different years

If more than one publication from an author illustrates the same point and the works

are published in different years, then the references should be cited in chronological order (the earliest first). For Example

As illustrated by Hodder (1982, 1986, 1991)...

Sometimes the same author or group of authors have published more than one article in the same year. When citing several pieces of work published by the same author in the same year they need to be differentiated by including a lower case letter after the year for each publication. For example:

When several works are published in the same year and are referred to on one occasion or the same author or group of authors have made the same key points in several publications they can all be cited by including a lower case letter after the year of publication. For example:

Ethnographical approaches to archaeological interpretation (Hodder 1982 a, b, c) show that...

In Reference List:

Hodder, I. 1982a. *The Present Past: An Introduction to Anthropology for Archaeologists* London: Batsford.

Hodder, I. 1982b. *Symbols in Action: Ethnoarchaeological Studies of Material Culture*. Cambridge, Cambridge University Press.

Hodder, I. (ed). 1982c. *Symbolic and Structural Archaeology*. Cambridge, Cambridge University Press

Different Ways You Use Referencing in your Work

Direct Quotes

Sometimes a piece of information is so clear and useful in the context of your assignment that you wish to quote it directly. For example something you have read which you wish to place **word for word** in your essay. This is a direct quote and you must demonstrate that it is a direct quote in your essay. Direct quotes should be used **sparingly** and for **emphasis**. An essay which is one long quote after another is

a weak essay and it does not allow you to demonstrate analysis and evaluation skills. It suggests you are unable to make sense of the work yourself. Use quotes with meaning and that support the arguments and issues you are trying to make in your essay. They are evidence for the ideas you have discussed in your assignments.

As a general rule you should not have more than two quotes on any page of an assignment.

When referencing quotes in the text of an assignment you need:

Author surname;
Date of publication;
Page number where quote was found in book or other source;
Quote itself, in single quotation marks.

Short quotes (up to approximately 30 words)

'If analogies are unreliable they must also be unscientific' (Hodder 1982: 14)...

Sahlins (1972: 57) suggests that a 'kinship is more significant in primitive society'...

Archaeologists have become increasingly focused on issues of gender divisions in society, primarily because they have begun to question 'Why have archaeologists produced a prehistory of faceless blobs' (Tringham 1991: 97).

Long Quotes (more than approximately 30 words)

The organisation of space and ancient household activities remains elusive to the archaeologist, despite rich ethnographic data that might serve as comparanda.

> If one does not assume households to be faceless units of cooperation, and if one does not assume that housework is a given universal pattern of devalued at-home social action, and if one does not assume that the roles and relations of men and women in domestic space is more or less uniform, and if one does not assume that the built environment looks the same to prehistoric eyes as it does to ours, then where does one start? How far can you allow your imagination take you?
>
> (Tringham 1991: 103).

The long quote, unlike most of your essay, should be single spaced. Long quotes do not therefore need to use quotation marks. It is placed away from the main essay

text and is indented on each side.

Quotes should be meaningful and add to the point you are making. Do not use quotes just for the sake of reaching your word limit or because you think you have to. Instead USE SPARINGLY AND FOR EMPHASIS

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

You may, for example, read and be very familiar with **Bourdieu** and **Giddens** but you must always cite correctly where you read about their 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. For example:

Analogy is the basis of archaeological interpretation and Hodder (1982) highlights the importance of ethnographic analogy to archaeological interpretation. Cole (1981: 2) even suggests that the identification of an artefact and interpretation of its use would not be possible without recourse to ethnographic studies. More recent studies also highlight the importance of anthropological theory in archaeological explanation (Gosden 1999).

Reference List and Bibliography

In text citations, discussed thus far are of no value without a reference list or bibliography at the end of your assignment, providing a full set of details about each

source you have cited in your assignment.

A **REFERENCE LIST** is a list of the information you have used in your essay and **every author** cited must correspond **exactly** to the list of sources in your list at the end of your assignment.

A **BIBLIOGRAPHY** is a list of every piece of information you have used even if does not appear in your assignment text.

Archaeology, History and Anthropology use the Reference List method and this is what you should follow in ALL your assignments

Compiling a Reference List

The information required will appear on the book, article, video, newspaper, DVD, or other source you use. You must be a detective and ensure you find all the information required to produce a proper Reference List. Therefore while writing your assignments it is a good idea to:

- keep a note book, index cards or electronic document where each time you use any information you note down the reference details in full. If you do this you will not be able to lose important material and can find it easily again if you need to;
- type your reference list for each assignment as you go along. Do not leave the typing of the reference list until the last minute as this is when silly typing errors and omissions creep into the work.

The next section will explain how to set out a Reference List correctly and the format required. **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.

Whatever the source of material you use it is conventional for the author and date to be placed in brackets within the text (see section 2) and for the **full reference** to be placed in the Reference List.

Referencing Books

Format to follow:

- Author(s)
- Comma after surname
- Full stop after initial
- Date (followed by full stop)
- *Title of book* ***in italics***
- Place of publication (followed by colon)
- Publisher company (in full) (followed by full stop)

For example:

1 author

Cole, B. 1981. *Anthropology for Archaeologists: An Introduction*. London: Duckworth.

2 authors

Shanks, M. and Tilley, C. 1987. *Social Theory and Archaeology*. London: Routledge.

3 authors

Watson, P., LeBlanc, S. and Redman, C. 1971. *Explanation in Archaeology: An Explicitly Scientific Approach*. New York: Columbia University Press.

As you add more authors the penultimate author has **'a nd'** placed after the initial rather than a comma**.**

In text

While Watson *et al*. (1971) examine scientific approaches to archaeological explanation, Shanks and Tilley (1987) prefer to use an anthropologically informed approach to interpretation.

In Reference List

Cole, B. 1981. *Anthropology for Archaeologists: An Introduction*. London: Duckworth.

Shanks, M. and Tilley, C. 1987. *Social Theory and Archaeology*. London: Routledge.

Watson, P., LeBlanc, S. and Redman, C. 1971. *Explanation in Archaeology: An Explicitly Scientific Approach*. New York: Columbia University Press.

.

Referencing Edited Volumes

Books may sometimes be edited, which means that different authors have contributed different chapters to the book. If a book has editor(s) you add (ed) or (eds) after the name. For example:

Appadurai, A. (ed.) 1986. *The Social Life of Things Commodities in Cultural Perspective*. Cambridge: Cambridge University Press.

Bapty, I. and Yates, T. (eds) 1990. *Archaeology after Structuralism: Post-structuralism and the Practice of Archaeology*. London: Routledge.

When using an edited book if you have only used specific chapters these are what are referenced in your Reference List. For example:

Kopytoff, I. 1986. The Cultural Biography of Things. Commoditization as Process, in

A. Appadurai (ed.) *The Social Life of Things Commodities in Cultural Perspective*. 64-91.. Cambridge: Cambridge University Press.

Note that, in this instance, you give the page numbers of the chapter written by Kopytoff. In your essay text you would either cite **directly** Kopytoff (1986) or **indirectly** (Kopytoff 1986).

Referencing Books with Different Editions

Popular books or books that are very useful are often republished and it is important you note which edition you have read. When referencing a 2nd edition book for example:
Shanks, M. and C. Tilley. 1992. *Reconstructing Archaeology: Theory and Practice*. London: Routledge. (2nd edition)

If it is a first edition book you do not add any information on the edition of the book.

Secondary Citation

Several text books use examples from other sources. For example if you have read about Ariès it is likely that you have read accounts of his work from text books or articles rather than from his original writing. You should make this clear in your text. For example:
DIRECT citation:

Ariès (1962 cited in Bolger 2003: 124) suggested that the concept of childhood as a distinct social category emerged during the sixteenth century…

INDIRECT citation:

The concept of childhood as a distinct social category (Ariès 1962 cited in Bolger 2003: 124)….

You only cite the book you actually read in the Reference List:

Bolger, D. 2003. *Gender in Ancient Cyprus. Narratives of Social Change on a Mediterranean Island.* Walnut Creek: Altamira Press.

Referencing Electronic Books (ebooks)

The format for referencing electronic books is similar to that of conventional books. The author, date and page number (if appropriate) are placed in your text in the same way as a conventional book. For example:
(Gosden 1999:56)

The Reference List citing for an electronic book follows the same format as any book **but you record the date you accessed the book and the relevant URL website address details, as well as indicating the book is an e-book**.

For example:

Bintliff, J.L. (ed) 2004. *A Companion to Archaeology*. Malden, MA: Blackwell Publishing. Available at www.netlibrary.com/Reader [Accessed: 7th October 2010]
Gosden, C. 1999. *Anthropology and Archaeology: A Changing Relationship*. London and New York: Routledge. Available at http://www.netlibrary.com/Reader [Accessed: 7th October 2010]
Hodder, I. 1995. *Theory and Practice in Archaeology*. London: Routledge. Available at www.netlibrary.com/Reader [Accessed: 7th October 2010]

Referencing Journal Articles

Journals are publications that are published every week, month, quarter etc. They are academic and peer reviewed meaning that the work published in a journal has been judged and scrutinised by experts before being allowed to be included in the publication. These journals are sometimes referred to as periodicals.

Each journal usually has at least 6 different articles within it every time it is published. For example the *Current Anthropology* journal may have around twelve articles covering diverse topics from human evolution and other archaeological themes to articles covering various aspects of social anthropology. Every article will be published by different researchers and experts in from around the world.

As a result you will often only use some of the articles you read in a particular journal rather than the whole journal. For example if you are interested in human evolution then you would read articles from different journals which research this area.

You must therefore indicate in your Reference List what precise article (sometimes referred to as a paper) you have read out of all the possible articles that can be found in the different editions of a journal

Format to follow (print journals):

- Author(s)
- Comma after surname
- Full stop after initial
- Date (followed by full stop)
- Title of article (followed by full stop)
- *Name of journal* ***in italics***
- Volume Number (if given) and Issue Number (if given) (in parentheses) (followed by colon)
- Page numbers (followed by fullstop)

You should indicate the first and last page of the article you used. For example:

Blake, E. 1999. Identity mapping in the Sardinian Bronze Age. *European Journal of Archaeology* 2(1): 35-55.

Gillespie, S.D. 2001. Personhood, agency, and mortuary ritual: a case study from the ancient Maya. *Journal of Anthropological Archaeology* 20: 73-112. Henare, A. 2003. Artefacts in Theory: Anthropology and Material Culture. *Cambridge Anthropology* 23: 54–66.

The information you require will usually be found on the front page of the specific article you are using or in the header or footer of the article.

As in all Harvard system references the author date and page(s) as necessary would go in your assignment text in parentheses.

DIRECT citation:

Gillespie (2001: 85)

INDIRECT citation:

(Gillespie 2001)

Referencing Electronic Journals (E-Journals)

E-journals are referenced in the same way as conventional paper based journals but you add to the end of article details
[Online: Web address] [in square brackets] [Accessed
date] [in square brackets]

Sometimes in this type of article there will be no pages as they may not appear on the screen. If pages are indicated you must add them to your Reference List.

For example:

Carmagnani, A.G. and Pailler, Y. 2009. Stone Bracelet Production in Mali. *Internet Archaeology* 26. [Online: http://intarch.ac.uk/journal/issue26/garin_index.html] [Accessed: 7th October 2010]

Morris, I. 1996. Negotiated Peripherality in Iron Age Greece: Accepting and Resisting the East. *Journal of World Systems Research* 2(12): 1-10. [Online: http://jwsr.ucr.edu/archive/vol2/v2_nc.php] [Accessed: 7th October 2010]

Conventionally you should use information from books, journal articles, e- books and e-journals for your primary research. However, there are other sources you may sometimes use. The next section provides some useful examples.

Referencing 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 academic or government websites.

In the UK these should end with EITHER **.ac.uk** OR **.gov.uk**

For example:

http://www.soas.ac.uk/

The website for
Oriental and African Studies, University of London.

http://www.cadw.wales.gov.uk/

The website for CADW: the historic environment service of the Welsh Assembly Government)

Please avoid the **Wikipedia** site in your assignments as its content is not always accurate. If in doubt ask your lecturer or the library staff.

Format to follow:

- Author or organisation name
- Date (followed by full stop)
- Title of article
- Name of internet site
- Available from Web address in full
- Accessed on [in square brackets]

For example:

Hodder, I. 2009. Çatalhöyük: Excavations of a Neolithic Anatolian höyük. Available from: http://www.catalhoyuk.com/ [Accessed 27th October 2010]

When you cannot find an author use the organisation name. If you want to reference the following archaeology website, for example:

http://www.scottisharchaeology.org.uk/

In essay text:

Through public events Archaeology Scotland plays an important role in the conservation, management, and interpretation of Scotland's archaeological heritage (Archaeology Scotland 2010).

In Reference List:

Archaeology Scotland 2010. A key centre for knowledge and expertise for

Scottish archaeology. http://www.scottisharchaeology.org.uk/ [Accessed 1st October 2010]

If you cannot find a date for a web site you should use n.d. (**no date**). For example:

In essay text:

The evidence from Arediou (Steel n.d.) indicates that LBA farming sites were more complex than the current typology (based largely on survey data) would suggest.

In Reference List:

Steel, L. n.d. Arediou-*Vouppes* (*Lithosouros*) A Late Bronze Age Farming Community on Cyprus. Available from http://www.lamp.ac.uk/riaha/research_projects/bronze_age_in_cyprus.html [Accessed 27th October 2010]

If you cannot find the author, organisation or date, and so cannot verify the veracity of its information, you should avoid the web site

Referencing Newspapers

Format to follow:

- Author(s)
- Comma after surname
- Full stop after initial
- Year (followed by full stop)
- Title of Article
- *Title of Newspaper* (in italics) followed by edition if required (in rounded brackets)
- Day and Month (followed by colon)
- Page (s)

For example:

Riley, K. 2007. Anthropology: the Great Divide. *The Seattle Times.* 7 October: 27-8.

If the newspaper article is online then you add the relevant web details. For example:

Riley, K. 2007. Anthropology: the Great Divide. *The Seattle Times.* 7 October. [online] Available at: http://seattletimes.nwsource.com/html/opinion/2003928193_sundayanthro07. html

[Accessed: 7th October 2010].

Referencing Television / Radio Programmes

Format to follow:

- *Title of Programme* (in italics, followed by full stop)
- Episode Number (if available) (followed by full stop)
- Series Number (if available) (followed by full stop)
- Title of Episode
- Channel (followed by full stop)
- Full Date (followed by full stop
- Time of Transmission (followed by full stop)

In text:

In this case in your assignment text you would not cite an author but instead a programme name. For example:

The Hamar are an African tribe renowned for rituals, in which men jump over a line of cattle (*Tribe* 2006).

Parry (*Tribe* 2006) stated that "the Hamar are famous for their rituals, where men prove themselves by jumping over a line of cattle".

These quotes are given **double quotation marks** because you are referring to speech spoken in the programme rather than written quotes.

In Reference List:

Tribe. Episode 2. Series 2.The Hamar. BBC2. 23 July 2006. 2100

Referencing Film / Video or DVD

Format to follow:

- *Title* (in italics, followed by full stop)
- Date of Release (followed by full stop)
- Director's name (if appropriate) (followed by full stop)
- Place (followed by full stop)
- Production Company (followed by comma)
- Medium Format [in square brackets] followed by full stop

In text:

You *cite* the name of the film or DVD / video with the date rather than an author. For example:

The impact of the modern western world on the !Kung San is exemplified in the film of a Bushman who discovers a coke bottle which dropped miraculously from the sky (*The Gods Must be Crazy* 1981).

In Reference List:

Clash of the Titans 1981. Directed by Desmond Davis. Warner Bros. [Film]

The Gods Must Be Crazy? 1980. Directed by James Uys. C.A.T. Films [DVD]

Conference Papers and Presentations

Format to follow:

- Author (name comma initial full stop)
- Year of conference (followed by full stop)
- Title of paper (followed by full stop)
- Title of conference (in italics followed by full stop)
- Place of conference followed by comma
- Organisers of conference
- Date of conference

In text:

Steel (2007) explored the material culture of wine production in Bronze Age Cyprus

In Reference List:

Steel, L. 2007. Production and consumption of wine in Bronze Age Cyprus. *First International Conference on Wine in Ancient Greece and Cyprus*. Ikaria. Wiener Laboratory, American School of Classical Studies at Athens. (21-23 September 2007).

If the paper is available on line also include access details. For example:

In text:

Foster (2009) explores the use of pigments in facial decoration during the Badarian period

In Reference List:

Foster, S. 2009. The changing face of civilisation: pigment use in Predynastic Egypt. *Abandoning 'the curse of the mummy': new theoretical approaches and methodologies in Egyptology. Theoretical Archaeology Group*. Durham, University of Durham (17-19 December 2009). Abstract online. [Available at: http://www.dur.ac.uk/tag.2009/_abstract_book.pdf] [Accessed 10 October 2010].

E-mail

Occasionally you might want to reference (unpublished) information that a colleague has shared with you via email.

Sender's name. (Sender's E-mail address), Day Month Year. Subject of Message. e-Mail to Recipient's INITIALS. SURNAME (Recipient's e-mail address)

Format to follow:

- Author of email (name comma initial full stop)
- Senders email address (in round brackets)
- Date (day month year)
- Subject (in italics followed by full stop)
- Email to recipient's name [in square brackets]
- Recipient's email (in round brackets)

In text:

(Lateman 2010)

In Reference List:

Lateman, D. (d.lateman@lamp.ac.uk) 4/10/10. *RE: ProCite and Internet Reference*. [email to P. Mariner] (p.mariner@lamp.ac.uk)

You must gain permission from the other person before citing an email.

Theses

University theses and dissertations are an important source of up-to-date information.

Format to follow:

- Author(s) (Comma after surname & full stop after initial
- Date (followed by full stop)
- Title of thesis (followed by full stop)
- Unpublished (MA, PhD) thesis (followed by comma)

- Name of institution (followed by full stop)

In text:

(Jones 2010)

In Reference List:

Jones, N. (2010) Exploring Castles in Wales. Unpublished PhD thesis, Trinity Saint David, University of Wales.

Citing Illustrations

You may wish to include an illustration from a published source in your assignment. If you do so you should always cite your source in the illustration caption and include the full reference to the source in your Reference List. To indicate your source in text your write "after" and give bibliographic reference (Author Date: illustration number)

a) Citing a Map

Caption:

Map of Arediou showing geological formations, after Bear 1960.

In Reference List:

Bear, L.M. 1960. *Geological map of the Akaki-Lythrodonda Area*. Geological Survey Department, Government of Cyprus, Ordnance Survey.

b) Citing an illustration from a book

Caption:

Mask of Agamemnon, Shaft Grave V Mycenae, after Hood 1978, ill. 159.

In Reference List:

Hood, S. 1978. *The Arts in Prehistoric Greece*. Harmondsworth: Penguin Books.

c) Citing an illustration from the web

Caption:

The Greater Propylaia, after Greek Thesaurus n.d.

In Reference List:

Greek Thesaurus n.d. The archaeological Area of Eleusis. [online] Available from

http://www.greek-thesaurus.gr/images/areas/eleusis-great-propylaia.jpg

[Accessed 1st October 2010)

Oddities

Occasionally you may wish to reference authors who are more difficult to place within your Reference List. The following examples should help you.

a. Foreign Names:
How do I reference van Dommelen, du Plat Taylor, a Campo etc?

In text:

(van Dommelen 1997)

In Reference List:

These should be organised alphabetically by the first part of the surname (for example du Plat Taylor should be filed under "D"). For example:

Campo, A.L. 1994. *Anthropomorphic Representations in Prehistoric Cyprus: A Formal and Symbolic Analysis of Figurines c. 3500-1800 BC*. SIMA Pocketbook 109. Jonsered: P. Åströms Förlag.

du Plat Taylor, J. 1952. A Late Bronze Age settlement at Apliki, Cyprus. *Antiquaries Journal* 32:133-67.

van Dommelen, P. 1997. Colonial Constructs: Colonialism and Archaeology in the Mediterranean. *World Archaeology* 28: 305-23.

b. Ancient Sources

Format to follow:

- Name of ancient writer
- Date of publication (of your translation!) (followed by full stop)
- Title of book (in italics) (followed by full stop)
- Translated by & name of translator (followed by full stop)
- Place (followed by colon):
- Publisher

In Reference List:

Please include in main list (in alphabetical order)

Homer 1988. *The Iliad*. Translated by E.V. Rieu. Harmondsworth: Penguin Books (reprint).

Herodotus 1972. *The Histories*. Translated A. de Sélincourt. Harmondsworth: Penguin Books (reprint).

In Text:

If you are referring directly to the ancient source: (Homer, *Iliad* VI.166).

If you are referring ancient writers from modern books: Homer, *Iliad* VI.166 (from Rieu 1988: 120).

Reference List

The references you use throughout your assignment text should be listed in alphabetical order according to author surname or organisation name. Remember, if you have cited a work in-text then you must include this in your Reference List (and vice versa).

You produce a single list. **There is no need to differentiate between the different types of reference. Therefore books, journals articles, websites and any other sources are all in one list.**

An example mock piece of text with a reference list is attached overleaf in order for you to see what an academic piece of writing with correct referencing should look like. Note the Reference List should begin on a new page with a title. The spacing used to produce the list will be the same as that used in your essay (1.5 spacing). Each reference starts on a new line directly underneath the reference before.

Mock section from an essay

Several studies have explored the organisation of space in the ancient household (Tringham 1991; Frankel and Webb 2001; Papaconstantinou 2002; Nanoglou 2008). Nonetheless, the activities practised within the household and those responsible for these remain elusive to the archaeologist, despite rich ethnographic data that might serve as comparanda.

> If one does not assume households to be faceless units of cooperation, and if one does not assume that housework is a given

> universal pattern of devalued at-home social action, and if one does not assume that the roles and relations of men and women in domestic space is more or less uniform, and if one does not assume that the built environment looks the same to prehistoric eyes as it does to ours, then where does one start? How far can you allow your imagination take you?
>
> (Tringham 1991: 103).

The household underpins social interaction at many levels. Individuals (social actors) become culturally informed beings at the hearth (cf. Bourdieu 1977; Giddens 1984); learning a range of cultural practices – language, survival techniques, traditions and ideologies – through which they develop their own unique sense of identities. 'Habitus is learnt through the process of socialisation, through imitation and encouragement rather than through conscious learning' (Gosden 1999: 126). As such the household is more than the material remains of ancient dwellings, and the residues of activities (food processing, cooking, pottery and tool production to name but a few) enacted therein; it is the social hub where children learn and develop into fully functioning members of the community.

Various methodologies have been developed to investigate the use of space. One key example is the detailed analysis of excavated pottery assemblages specifically to explore aspects of social practice such as identity, food production and consumption (Pitts 2007).

References

Bourdieu, P. 1977. *Outline of a Theory of Practice*. Cambridge: Cambridge University Press.

Giddens, A. 1984. *The Constitution of Society: Outline of a Theory of Structuration*. Berkeley: University of California Press.

Gosden, C. 1999. *Anthropology and Archaeology: A Changing Relationship*. London and New York: Routledge. Available at http://www.netlibrary.com/Reader [Accessed: 7th October 2010]

Frankel, D. and Webb, J.M. 2001. Population, Households, and Ceramic Consumption in a Prehistoric Cypriot Village. *Journal of Field Archaeology* 28: 115-129.

Nanoglou, S. (2008) Building Biographies and Households: Aspects of Community Life in Neolithic Northern Greece. *Journal of Social Archaeology* 8: 139-59.

Papaconstantinou, D. 2002. Life Cycles and the Dynamics of Domestic Architecture: Households in Neolithic Cyprus. In D. Bolger and N. Serwint (eds) *Engendering Aphrodite: Women and Society in Ancient Cyprus*, 33-51. CAARI Monographs 3. Boston: American Schools of Oriental Research.

Pitts, M. 2007. Consumption, Deposition and Social Practice: a Ceramic Approach to Intra-Site Analysis in late Iron Age to Roman Britain. *Internet Archaeology* 21. [Online: http://intarch.ac.uk/journal/issue21/pitts] [Accessed 7th October 2010]

Tringham, R. (1991) Households with Faces: the Challenge of Gender in Prehistoric Architectural Remains. In Gero, J. and Conkey, M. (eds.) *Engendering Archaeology*, 93–131. Oxford: Blackwell.

3.Classics and Classical Studies with the HARVARD system.

Footnotes vs. Bibliography

For all modules in Classical subject areas, we want your references in your essays, gobbets, and any other assessment presented in a DOCUMENT to be in **FOOTNOTES**.
For assessments that are not presented in documents (such as handouts and PowerPoints for oral presentations, posters, etc.), you should use IN-TEXT referencing.

Footnotes are inserted using the footnote function in Word (or equivalent word-processing software), and they appear at the bottom of every page of your essay. They should not appear at the end of your essay, as these are endnotes, not footnotes. **REMEMBER, you can have more than one reference in a single footnote.**

In-text references are presented in the text of your work (remember this is only for assessments that are in document format), normally in parentheses.

In addition to the references, you also need to provide a BIBLIOGRAPHY at the end of your work (in whichever format it is presented).

There is a CATCH: the presentation of what you have read/consulted is different in the references (footnotes or in-text) and in the bibliography.

In the next sections, you will find information on how to present your material in footnote format and in the bibliography.

Important things to note:

- The use of punctuation and brackets when producing a bibliography 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.

Different Materials and how to reference them

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.

Literary Ancient 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. We have provided a basic list of authors and abbreviations at the end of this handbook.

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 for **FOOTNOTES** 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

The format for **the BIBLIOGRAPHY** is as follows:

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

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

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.]

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

Surname, Initials(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.

Article in an edited volume/journal:

In your **FOOTNOTES**:

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

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

Articles in 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, Initials(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.

And in your

footnotes: Tuplin

1999: 49

Referencing 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.

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].

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

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.

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: 3.55-4.30.

Note that “3.55-4.30” are the seconds you are specifically referring to.

Bibliography:

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

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: 29.30-30.00.

Note that “29.30-30.00” are the seconds (i.e. the scene) you are specifically referring to.

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].

Referencing Photographs & other pictorial material

Photographs are occasionally difficult to reference, as how they are referenced depends upon where you get them from.

If it is your own:

Title/Description. © Your name. Date & Place of photographing. EXAMPLE:
The Parthenon, West side. © John Smith. 25 July 2010, Athens.

If it is from a book/article:

Use the same format as you would for any reference from a book/article, BUT you need to include its title/description.
EXAMPLE: The Parthenon, West side. Jones 1998: 38.

If it is from the internet:

Use the same format as you would for any reference from a website, BUT you need to include its title/description.

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]

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

[2] Cabrera 1998: 193.

- **Presentation of Written Work**

All work submitted should be double-spaced. It does not matter that you are submitting electronically, you should still double-space your essay, both for a good presentation of your work, and for ease of marking.

- **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

---

1 Garnsey and Morris 1989: 100.
2 Osborne 1987: 18.

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 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,

3 Wallinga 1993: 4
4 Garnsey and Morris 1989: 100.
5 Pantikapaion: Dem. 20.32. Theodosia: Bill 1926.
6 Hind 1998: 140; Boardman 1999: 247.
7 Tsetskhladze 1994.
8 Graham 1997: 250.

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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9 Roebuck 1959: 129; Boardman 1999: 244.

10 Noonan 1973.
11 Tsetskhladze 1994: 124.

Bibliography

Ancient Sources

Hesiod, *Theogony and Works and Days*. M. L. West (trans.). 1988. Oxford: Oxford University Press.

Demosthenes, *Demosthenes with an English translation*. C. A. Vince, M. A. and J. H. Vince (trans.), 1926. Cambridge, MA: Harvard University Press; London: William Heinemann Ltd.

Modern Literature

Bill, C. P. 1926. 'Bosporus and Phanagoria', *Classical Philology*. 21, 254-256.

Boardman, J. 1999. *The Greeks Overseas. Their Early Colonies and Trade* [4th edition]. London: Thames and Hudson.

Garnsey, P. and Morris, I. 1989. 'Risk and the Polis: The Evolution of Institutionalised Responses to Food Supply Problems in the Ancient Greek State' in P. Halstead and J. O'Shea (ed.), *Bad Year Economics, Cultural Responses to Risk and Uncertainty*. Cambridge: Cambridge University Press, 98-105.

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

Hind, J. 1998. 'Megarian Colonisation in the Western Half of the Black Sea' in G. R. Tsetskhladze (ed.), *The Greek Colonisation of the Black Sea Area: Historical Interpretation of Archaeology*. Stuttgart: Franz Steiner Verlag, 131-52.

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

Osborne, R. 1987. *Classical Landscape with Figures: The Ancient Greek City and its Countryside*. London: George Philip.

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

Wallinga, H. T. 1993. 'Hesiod's Farmer as a sailor' in H. Sancisi-Weerdenburg, R. J. Van Der Spek and H. C. Teitler (eds.), *De Agricultura: In memoriam Pieter Willem de Neeve (1945-1990)*. Amsterdam: J. C. Gieben, 1-12.

Appendix 1: Abbreviations of Ancient Sources

You can find here a small list of abbreviations for ancient authors. For the whole list, you should use the *Oxford Classical Dictionary*, which you can find in the LRC in hard copy and through the LRC online (Oxford Reference Online). If you use an author or work, whose abbreviation you cannot find in the *OCD*, then please consult your tutor or lecturer.

Name	Abbreviation	Work	Abbreviation
Herodotus	Hdt.		
Thucydides	Thuc.		
Aeschylus	Aesch.	Agamemnon	Ag.
		Persians	Pers.

4. MHRA SYSTEM FOR HISTORY AND MEDIEVAL STUDIES

For **HISTORY** and **MEDIEVAL STUDIES** you will use the **MHRA** system.

This guidance has been prepared to ensure you use this system correctly and use in History and Medieval studies modules. It will provide you with:-

- Examples of how to use references in your text (essay or assignment)
- Examples of how to place direct quotes in your work
- Examples of how to paraphrase
- How to produce a reference list at the end of your work
- Advice on how to set out your reference list
- An example reference list

This guidance is very important and is the tool you will 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 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 place it into your assignment. It means that others can read your work and check the accuracy of the argument presented and the logic therein. 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. Plagiarism is an example of Unfair Practice and may result in penalties being applied to one or more pieces of your coursework.

PLAGIARISM IS

- **passing off another's work as your own**
- **passing off the work of another student as your own**
- **resubmission of part or all of your own work**

Referencing provides the evidence that you have undertaken your own research enabling you to find the information necessary for in-depth learning. 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. **It is considered bad scholarly practice to quote from lectures.**

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 its source. Should this be 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.**

There are examples later in this guide of what information you should record for each type of resource you use.

- **Referencing Authors in Your Assignment.**

While you should mention various authors and their ideas in the text, all citations to these should be in the form of an endnote or footnote. Footnotes and endnotes indicate to the reader or examiner the source of a quotation or of an argument or of an idea or series of ideas which you have used in your essay. The ability to deploy footnotes and references is a professional skill of the discipline. It is a skill which fosters accuracy of scholarship, openness of debate and the fair acknowledgement of the intellectual property of others. In what follows footnote has been used as an exemplar of the system not as the preferred system. You may choose one or the other.

Citing one author in the text

DIRECT citation:

You may want to refer to an author directly by stating that they said or indicated something specific. For example in your essay you might write:

Saul argues that the Great Depression was a myth[1].

This will be referenced in a footnote which appears at the bottom of the page as:

S.B.B .Saul, *The Myth of the Great Depression* (London: Macmillan, 1978).

Note the format followed here:

- Author's Initial
- Fullstop
- Author surname
- Comma after surname
- *Title of book* ***in italics***
- Open brackets
- Place of publication (followed by colon)
- Publisher company (in full) (followed by comma)
- Date followed by closed brackets
- Fullstop.

Hence:

S. B. Saul, *The Myth of the Great Depression* (London: Macmillan, 1978).

Note no comma after the book title.

[1] S.B.Saul, *The Myth of the Great Depression* (London: Macmillan, 1978)

The same format is used for jointly authored texts. For example:

M. Shanks and C. Tilley, *Social Theory and Archaeology* (London: Routledge, 1987)

And

P. Watson, S. LeBlanc and C. Redman, *Explanation in Archaeology: An Explicitly Scientific Approach* (New York: Columbia University Press, 1971)

INDIRECT citation of an author and their work:

This is when you make a statement and then cite a reference as evidence. For example:

The notion of a radical right in Edwardian Britain has gained currency since the early 1980s[2].

Note the different order of elements for a journal article. Note multiple pages are referenced by a pp, single page references by a p.

2.A. Sykes, 'The Radical Right and the Crisis of Conservatism', *Historical Journal,* vol. 43 (1983), pp 71-95.

Subsequent or repeat citations

You need only give full bibliographical details for works on the first occasion you cite them in a footnote or bibliography. Subsequently, you can use a shortened version of the author's name and the title:

Saul, *Myth of the Great Depression*, p. 6. Sykes,

'Radical Right', p. 90.

Consecutive citations

If you cite a work in consecutive footnotes, you can use the word *ibid.* (literally 'in the same place':

[2] A. Sykes, 'The Radical Right and the Crisis of Conservatism', *Historical Journal,* vol. 43 (1983), 71-95.

[21] Saul, *Myth of the Great Depression*, p. 77.

[22] *ibid.,* p. 90.

[23] *ibid.,* p. 91.

Referencing two authors

DIRECT citation: for example:

Both Cobban and Doyle subscribe to the view that the French Revolution began as a political revolution before turning into an economic one[3].

Note the order of referencing for two books.

3.A.Cobban, *The Social Interpretation of the French Revolution* (London: Longman, 1963); W.Doyle, *The Origins of the French Revolution* (Oxford: Oxford University Press, 1978).

INDIRECT citation. Remember if you have indicated something is a widely held view or that several authors have suggested a point of view then you should cite several authors where you have read this information. For example if you wrote in your essay,

Several authors subscribe to the view that Chamberlain's policy of Appeasement was the only viable policy Britain could follow in the circumstances of 1938[4].

Note the order of referencing for two books.

4 D.C.Watt, *How War Began* (London: Penguin, 1990); B.Self, *Neville Chamberlain: A Political Biography* (London: Ashgate, 2005).

3 A .Cobban, *The Social Interpretation of the French Revolution* (London: Longman,

1963) ; W.Doyle, *The Origins of the French Revolution* (Oxford: Oxford University Press, 1978)

4 D.C.Watt, *How War Began* (London: Penguin, 1990) ; B.Self, *Neville Chamberlain: A Political Biography* (London: Ashgate, 2005)

Referencing a SINGLE piece of work written by TWO authors

When there are two authors for a work they should both be noted in the text:

DIRECT citation. For example:

Hobsbawm and Ranger in their research argued that traditions were often invented rather than inherited[5].

Note the order for referencing a joint authored book.

5.E.Hobsbawm and T.Ranger, *The Invention of Tradition* (London: Pimlico, 1990)

INDIRECT citation:

A recent critique of the concept of tradition has argued it to be more of an invented rather than inherited process[6].

Note the order for referencing a joint authored book.

6.E.Hobsbawm and T.Ranger, *The Invention of Tradition* (Cambridge: C.U.P., 1983)

Referencing MORE than two authors

Where there are several authors' names on a source (more than two), only the first author needs to be referenced in the text followed by '***et al.***' meaning 'and others'

DIRECT citation:

Mudrooroo *et al* have questioned the notion of race as a fixed and essential category

for defining and delineating people[7].

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5. E.Hobsbawm and T.Ranger, *The Invention of Tradition* (Cambridge: C.U.P., 1983)
6. E.Hobsbawm and T.Ranger, *The Invention of Tradition* (Cambridge: C.U.P., 1983)
7. A. Mudrooroo, B. Attwood, A. Lattas, and J. Beckett, 'Comments on Hollingsworth', *Oceania*, vol 6, (1992), pp 156-7.

7. A. Mudrooroo, B. Attwood, A. Lattas, and J. Beckett, 'Comments on Hollingsworth', *Oceania*, vol 6, (1992), pp. 156-7.

INDIRECT citation:

Recent research has questioned the notion of race as a fixed and essential category for defining and delineating people[8].

Referencing Edited Volumes

Books may sometimes be edited, which means that different authors have contributed different chapters to the book. If a book has editor(s) you add (ed) or (eds) after the

Editions, i.e., works by authors which have been edited by a modern historian, appear as follows:

Walter Daniel, *Life of Ailred of Rievaulx*, ed. F. M. Powicke (London: Nelson's Medieval Texts, 1950), pp. 5-10.

The Origins of Anglo-Saxon Kingdoms, ed. Bassett, S. (Leicester University Press, 1989).

Essays in books or conference proceedings

These are treated in the same ways as articles in periodicals:

Jane Laughton, 'Women in Court: Some Evidence from Fifteenth-Century Chester', *England in the Fifteenth Century* , Proceedings of the 1992 Harlaxton Symposium, ed. Nicholas Rogers (Stamford: Paul Watkins, 1994), pp. 89-99, p. 91.

Using different editions

[8] A. Mudrooroo, B. Attwood, A. Lattas, and J. Beckett, 'Comments on Hollingsworth', *Oceania*, vol 6, (1992), pp 156-7.

Sometimes books exist in different editions, and it is important to indicate which edition you have used:

D. Knowles, *The Monastic Order in England*, second edn (Cambridge: Cambridge University Press, 1963), pp. 7-19.

When using an edited book if you have only used specific chapters these are what are referenced in your Reference List. For example:

Secondary Citation

Where the reference you want to make to one author and their work is to be found in another work.

J. Laughton, 'Women in Court: Some Evidence from Fifteenth-Century Chester', in *England in the Fifteenth Century* , Proceedings of the 1992 Harlaxton Symposium, ed. Nicholas Rogers (Stamford: Paul Watkins, 1994), pp. 89-99, p. 91

Several text books use examples from other sources. For example if you have read about Disraeli's famous novel Coningsby it is likely that you have read accounts of his work from a text book or biography rather than from his original novel. You should make this clear in your footnote . For example:

2..B.Disraeli, *Coningsby* in R.Blake, *Disraeli* (London: Arnold, 1966), pp. 58- 62.

NOTE You only cite the book you actually read in the Bibliography: R.Blake, *Disraeli* (London: Arnold, 1966), pp. 58-62.

Referencing Electronic Books (ebooks)

The format for referencing electronic books is the same as that for conventional books.

The Reference List citing for an electronic book follows the same format as any book **but you record the date you accessed the book and the relevant URL website address details, as well as indicating the book is an e-book**.

For example:

J. L. Bintliff, (ed), *A Companion to Archaeology,* (Maldon: Blackwell, 2004), available at www.netlibrary.com/Reader (Accessed: 7th October 2010)

Referencing Journal Articles

Journals are publications that are published every week, month, quarter etc. They are academic and peer reviewed meaning that the work published in a journal has been judged and scrutinised by experts before being allowed to be included in the publication. These journals are sometimes referred to as periodicals.

Each journal a selection of different articles within it every time it is published. For example the *English Historical Review* journal may have around four articles covering diverse topics. Every article will be published by experts from around the world and will be peer-reviewed before publication.

As a result you will often only use some of the articles you read in a particular journal rather than the whole journal. For example if you are interested in human evolution then you would read articles from different journals which research this area.

You must therefore indicate in your Reference List what precise article (sometimes referred to as a paper) you have read out of all the possible articles that can be found in the different editions of a journal

Format to follow (print journals):

- Initial then Author surname
- Comma after surname
- Title of article (followed by full stop)
- *Name of journal* ***in italics***
- Comma
- Volume Number (if given) and Issue Number (if given) (in parentheses)

(followed by colon)
- Year (bracketed)
- Page numbers (followed by fullstop)

You should indicate the first and last page of the article you used. For example:

E. Blake, 'Identity mapping in the Sardinian Bronze Age', *European Journal of Archaeology,* 2, 1, (1999), 35-55, p. 42.

A. Sykes, 'The Radical Right and the Crisis of Conservatism', Historical *Journal,* vol. 43 (1983), 71-95, p. 93.

The information you require will usually be found on the front page of the specific article you are using or in the header or footer of the article.

Referencing Electronic Journals (E-Journals)

E-journals are referenced in the same way as conventional paper based journals but you add to the end of article details
[Online: Web address] & [Accessed date]

A. Sykes, 'The Radical Right and the Crisis of Conservatism', *Historical Journal,* vol. 43 (1983), 71-95, p. 93. available at www.netlibrary.com/Reader (Accessed: 7th October 2010)

Sometimes in this type of article there will be no pages as they may not appear on the screen. If pages are indicated you must add them to your Reference List.

Referencing 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 academic or government websites.

In the UK these should end with EITHER **.ac.uk** OR **.gov.uk**

For example:

http://www.soas.ac.uk/

The website for the School of Oriental and African Studies, University of London.

http://www.cadw.wales.gov.uk/

The website for CADW: the historic environment service of the Welsh Assembly Government)

Please do not use Wikipedia in your assignments as its content is not always accurate. If in doubt ask your lecturer or the library staff.

Format to follow:

- Author or organisation name
- (followed by full comma)
- Title of article
- Name of internet site
- Available from Web address in full
- Accessed on [in square brackets]

For example:

For an Internet site:

1. The British Library, Voices of the Holocaust [online]. Available: http://www.education.bl.uk.new/index.html.

Another internet site:

2.Henry Pelling, 'The Emergence of the Labour Party', New Perspective, 1, (1995), [online]. Available http://www.lancaster.ac.uk/perspectives/pelling.

NOTE: In the Bibliography this would be:

Henry Pelling, 'The Emergence of the Labour Party', New Perspective, 1, (1995), [online]. Available at http://www.lancaster.ac.uk/perspectives/pelling. (accessed: Oct 5 2010)

NOTE: If you cannot find the author, organisation or date, and so cannot verify the veracity of its information, you should avoid the web site

Referencing Primary source materials

Manuscript Sources

The form here is to work from the broad to the narrow. Start with place (record office), collection, collection details & number, type of source, date.

Aberystwyth, Ceredigion Record Office
CCC Records of Cardiganshire County Council, 1889-1974
CCC/SE Records of the Clerk's Department
CCC/SE/1/1 Minute Book, 1889-1899
CCC/SE/1/2 Minute Book, 1899-1902
CCC/SE/2/1 Letter Book, 1889-1905
CCC/SE/2/2 Letter Book, 1905-1910
CCC/TR Records of the Treasurer's Department
CCC/TR/1/1 Ledger, 1889-1900

House of Lord Record Office (HLRO), Bonar Law Papers (BLP), 25/60/32, Law to D. Lloyd George, June 10 1912.

You do not need to write this out full for every reference. After the first long version your subsequent citations would be:

HLRO, BLP, 25/60/ 37, Law to LG, July 22 1912

Printed Primary Sources

Format to follow:

- Name of writer (if there is one)
- Title of book (in italics) (followed by comma)
- Translated by & name of translator (followed by comma)
- Place (followed by colon):
- Publisher
- Date of publication

Two examples:

Homer, *The Iliad*. Translated by E.V. Rieu, (Harmondsworth: Penguin Books, 1988).

Haverfordwest, Calendar of the Records of the Borough of, 1539-1660, ed. B. G. Charles (Cardiff: University of Wales Press, 1967).

Referencing primary material found in secondary sources

Sometimes you may wish to use an extract from a primary source which you find in a secondary source. Or, you may wish to cite the views of one historian which you find quoted in another. It is important that you acknowledge your source. For example, you may wish to quote a passage from Herbert of Bosham's *Life of Thomas Becket*, which you have found in W. L. Warren's book on Henry II. You look at Warren's notes, and see that his reference is:

Herbert of Bosham, *Vita Sancti Thomae, archiepiscopi et martyris*, ed. J. C. Robertson, in *Materials for the History of Thomas Becket, Archbishop of Canterbury*, 7 vols (RS, 1875-85), III, 155−534 (p. 297).

This shows you the series in which Bosham's life appears, the volume in which it appears, the full compass of the work (pp. 155−534) and the page on which the quotation appears. Do NOT be tempted to copy this out, and leave it at that. For one thing, if you go to *Materials* you will find it is all in Latin! The correct procedure is to acknowledge Warren, and cite in this way:

Herbert of Bosham, *Vita Sancti Thomae, archiepiscopi et martyris*, ed. J. C. Robertson, in *Materials for the History of Thomas Becket, Archbishop of Canterbury*, 7 vols (RS, 1875-85), III, 155−534 (p. 297), cited in W. L. Warren, *Henry II* (Berkeley and Los Angeles: University of California Press, 1973), p. 486.

Referencing Newspapers

Format to follow:

- Author(s)

- Comma after surname
- Title of Article then comma
- *Title of Newspaper* (in italics)
- Day and Month (followed by colon)
- Page (s)

For example:

F. Raphael, 'France's Final Solution', *Sunday Times*, 19 February 1978, p. 40.

K. Riley, 'Anthropology: the Great Divide', *The Seattle Times,* 7 October: 2007, pp. 27-8.

If the newspaper article is online then you add the relevant web details. For example:
K.Riley, 'Anthropology: the Great Divide', *The Seattle Times,* 7 October 2007, [online] Available at:
http://seattletimes.nwsource.com/html/opinion/2003928193_sundayanthro07. html [Accessed: 7th October 2010].

Referencing Television / Radio Programmes

Format to follow:

- *Title of Programme* (in italics, followed by full stop)
- Episode Number (if available) (followed by full stop)
- Series Number (if available) (followed by full stop)
- Title of Episode
- Channel (followed by full stop)
- Full Date (followed by full stop
- Time of Transmission (followed by full stop)

<u>In your footnote</u>

For example:

'Over the Top', fro*m Blackadder Goes Forth,* Episode 6, Series 4, BBC1, (11 Nov 1996), 2100-21.30.

Referencing Film / Video or DVD

Format to follow:

- *Title* (in italics, followed by full stop)
- Date of Release (followed by full stop)
- Director's name (if appropriate) (followed by full stop)
- Place (followed by full stop)
- Production Company (followed by comma)
- Medium Format [in square brackets] followed by full stop

<u>In footnote</u>:

Clash of the Titans, Dir Desmond Davis, (Warner Bros, 1981).

The Gods Must Be Crazy? Dir James Uys, (C.A.T. Films, 1981).

Referencing Films on You tube:

Citation Order:

1. Name of Person posting Video
2. Year video posted (in round brackets)
3. Title of film or programme (in italics)
4. Available at: URL
5. (Accessed: Date)

Referencing Podcasts:

Citation order:

1. Author Presenter
2. Year the site was published/last updated (in round brackets)
3. Title of Podcast (in single quotation marks)
4. Title of Internet Site (in italics)

5. (Podcast)

6. Day/month of posted message

7. Available at: URL

8. (Accessed: date)

Conference Papers and Presentations

Format to follow:

- Author (name comma initial full stop)
- Year of conference (followed by full stop)
- Title of paper (followed by full stop)
- Title of conference (in italics followed by full stop)
- Place of conference followed by comma
- Organisers of conference
- Date of conference

<u>In Footnote List</u>:

1..L. Steel, 'Production and consumption of wine in Bronze Age Cyprus', *Wine in Ancient Greece and Cyprus*, Proceedings of First International Conference of the Weiner Laboratory, American School of Classical Studies , Athens, (Sept 21-23 2007), ed. L.Steel, (London: Routledge, 2008).

If the paper is available on line also include access details. For example:

E-mail

Occasionally you might want to reference (unpublished) information that a colleague has shared with you via email.
Sender's name. (Sender's E-mail address), Day Month Year. Subject of Message. e-Mail to Recipient's INITIALS. SURNAME (Recipient's e-mail address)
Format to follow:

- Author of email (name comma initial full stop)
- Senders email address (in round brackets)
- Date (day month year)

- Subject (in italics followed by full stop)
- Email to recipient's name [in square brackets]
- Recipient's email (in round brackets)

In footnote :

D. Lateman,. (d.lateman@lamp.ac.uk) 4/10/10. *RE: ProCite and Internet Reference*. [email to P. Mariner] (p.mariner@lamp.ac.uk)

You must gain permission from the other person before citing an email.

Theses

University theses and dissertations are an important source of up-to-date information. Format to follow:

- Author
- Title of thesis (followed by comma)
- Unpublished (MA, PhD) thesis (followed by comma)
- Name of institution (followed by comma)
- Date (followed by full stop)

In footnote:

1..N. Jones, *Exploring Castles in Wales*, (Unpublished PhD thesis) University of Wales, Trinity Saint David, 2010.

Citing Illustrations

You may wish to include an illustration from a published source in your assignment. If you do so you should always cite your source in a footnote and the full reference to the source in your bibliography.

(i) Citing a map

In footnote:

L.M. Bear, Geological *map of the Akaki-Lythrodonda Area*, (Geological Survey Department, Government of Cyprus, Ordnance Survey, 1960).

(ii) Citing an illustration from a book

In footnote and bibliography

S. Hood, *The Arts in Prehistoric Greece*, (Harmondsworth: Penguin Books, 1980

(iii)Citing an illustration from the web

In footnote and bibliography

Map of the Holocaust, The British Library, Pictures of the Holocaust, Collection 6, 56, [online]. Available: http://www.education.bl.uk.new/index.html.

-

No date?

Rarely there may be a publication which does not have a date. In such cases you indicate this in the footnote replacing the date with **nd** (no date).

Every effort should be made to find the year of publication when using the information in an assignment

Page Numbers

The general rule for using page numbers is:

- you must always use page numbers when referring to **DIRECT QUOTES** (see section 3);
- if you paraphrase a specific idea or issue which is found on a page or section of a book or article then this can also be given a page number(s).

Page numbers are not always necessary when you paraphrase broad ideas especially when these ideas are at the heart of an author's theory or work or are overriding points which an author repeats throughout their book or article. The format is as follows when citing page numbers. For example:

Citation in the footnote:

1..E.Hobsbawm and T.Ranger, *The Invention of Tradition* (Cambridge: C.U.P., 1983), p. 75.

Multiple pages would be:

2..E.Hobsbawm and T.Ranger, *The Invention of Tradition* (Cambridge: C.U.P., 1983), pp. 75-94.

For a journal article it would be:

3.A. Sykes, 'The Radical Right and the Crisis of Conservatism', *Historical Journal,* vol. 43 (1983), 71-95, p 82.

Note: the page numbers for the article as a whole are given in the first reference but subsequent citations need only the specific page of reference.

2.28 Citing several works by one author in different years.

If more than one publication from an author illustrates the same point and the works are published in different years, then the references should be cited in chronological order (the earliest first). For example the footnote would be:

A.D.Smith, *Nationalism in the Twentieth Century* (London: Martin Robertson, 1979): A.D.Smith, *Theories of Nationalism* (Cambridge: C.U.P., 1983): A.D.Smith, *Nations and Nationalism in a Gl obal Era* (Cambridge: Polity, 1990).

Different Ways You Use Referencing in your Work

Direct Quotes

Sometimes a piece of information is so clear and useful in the context of your assignment that you wish to quote it directly. For example something you have read which you wish to place **word for word** in your essay. This is a direct quote and you must demonstrate that it is a direct quote in your essay. Direct quotes should be used **sparingly** and for **emphasis**. An essay which is one long quote after another is a weak essay and it does not allow you to demonstrate analysis and evaluation skills. It suggests you are unable to make sense of the work yourself. **Use quotes with meaning and that support the arguments and issues you are trying to make in your essay**. They are evidence for the ideas you have discussed in your assignments.

Short Quotes: When referencing quotes in a footnote of an assignment you simply follow the criteria as set out above but placing the footnote reference at the end of the sentence not after the quote. For example:

According to Clancy, 'the possibility that the Normans dispersed archives of documents and destroyed an extensive literate culture in Old English cannot be excluded,' and thus helps explain the absence of evidence for twelfth century St Albans[9].

Note: since the quote is midway through a sentence it does not begin with a capital letter. Note also the reference/ footnote comes at the end of the sentence not at the end of the quote.

Long Quotes (more than approximately 30 words): for example

---

9. M. T. Clanchy, *From Memory to Written Record: England 1066-1307* (London: Edward Arnold, 1979), p. 15.

The regeneration of Paris in the mid nineteenth century was to a large extent part of a European wide movement for urban renewal following a series of revolutions that had seriously unnerved the ruling elites. However it was also rooted in a unique Bonarpartist dream, as Colin Jones has written:

> "The return to power of a Bonarparte in 1848 instigated a reprise of the imperial themes and the grandiose scale of operations which Napoleon 1 had sketched out for the capital of his European empire. Even while he was still President of the Republic, Emperor Napoleon III (as Louis Bonarparte made himself in 1852) was planning the revitalisation of the nation's capital"[10].

The long quote, unlike most of your essay, should be single spaced. It is placed away from the main essay text and is indented on each side.

Quotes should be meaningful and add to the point you are making. Do not use quotes just for the sake of reaching your word limit or because you think you have to. Instead USE SPARINGLY AND FOR EMPHASIS

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

You may, for example, read and be very familiar with certain ideas associated with historians or thinkers but you must always cite correctly where you read

[10] C. Jones, *Paris: Biography of a City* (London: Allen Lane, 2004), p. 344.

about their 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. For example:

Postmodernism has had a significant impact on how we understand the history-past relationship[11]. One result has been that few historians imagine they are uncovering a true picture of the past, as was the often unspoken assumption of many who wrote on the philosophy of History before the 1980s[12].

Note the footnote references for the ideas closely associated with certain historians.

11..KJenkins, *Rethinking History* (London: Longman, 1996).

12.G.Elton, *The Practice of History* (London: Allen & Sons, 1964)

[11] K. Jenkins, *Rethinking History* (London: Longman, 1996).

[12] G.Elton, *The Practice of History* (London: Allen & Sons, 1964)

Bibliography.

A **BIBLIOGRAPHY** is a list of every piece of information you have used even if does not appear in your assignment text.

Compiling a bibliography

The information required will appear on the book, article, video, newspaper, DVD, or other source you use. You must be a detective and ensure you find all the information required to produce a proper bibliography. Therefore while writing your assignments it is a good idea to:

- keep a note where each time you use any information, ideas and note down the reference details in full. If you do this you will not be able to lose important material and can find it easily again if you need to;
- Do not leave the typing of references until the last minute as this is when silly typing errors and omissions creep into the work.

These references are then compiled into a bibliography. They should be listed in alphabetical order according to author surname or organisation name. Remember, if you have cited a work in-text then you must include this in your bibliography List (and vice versa).

Divide your Bibliography into:

(i) manuscript/unpublished sources
(ii) printed primary sources
(iii) secondary works

(i) For manuscript sources you should give the place and archive repository/record office, the collection, and the documents you have used.

(ii) Arrange printed sources by a key word, or name, in the title that will aid ease of reference.

(ii) Arrange secondary sources by the surname of the author (cf the practice in footnotes/endnotes)

EXAMPLE:

Manuscript Sources

Aberystwyth, Ceredigion Record Office
CCC Records of Cardiganshire County Council, 1889-1974
CCC/SE Records of the Clerk's Department
CCC/SE/1/1 Minute Book, 1889-1899
CCC/SE/1/2 Minute Book, 1899-1902
CCC/SE/2/1 Letter Book, 1889-1905
CCC/SE/2/2 Letter Book, 1905-1910

House of Lord Record Office (HLRO), Bonar Law Papers (BLP), 25/60/32, Law to D. Lloyd George, June 10 1912.

Printed Primary Sources

Haverfordwest, Calendar of the Records of the Borough of, 1539-1660, ed. B. G. Charles (Cardiff: University of Wales Press, 1967).

Secondary Sources

Cobban, W., *The Social Interpretation of the French Revolution* (London: Longman, 1963)

Doyle, W., *The Origins of the French Revolution* (Oxford: Oxford University Press, 1978).

Hobsbawm, E., and Ranger, T., *The Invention of Tradition* (Cambridge: C.U.P., 1983).

Knowles, D.,*The Monastic Order in England*, second edn (Cambridge: Cambridge University Press, 1963).

Laughton, Jane, 'Women in Court: Some Evidence from Fifteenth-Century Chester', *England in the Fifteenth Century* , Proceedings of the 1992 Harlaxton Symposium, ed. Nicholas Rogers (Stamford: Paul Watkins, 1994), pp. 89-99.

Saul, S. B., *The Myth of the Great Depression* (London: Macmillan, 1978). Self, B.,

Neville Chamberlain: A Political Biography (London: Ashgate, 2005).

Sykes, A., 'The Radical Right and the Crisis of Conservatism', *Historical*

Journal, vol. 43 (1983), pp. 71-95.

Watt, D.C., *How War Began* (London: Penguin, 1990)

Note the surname precedes the author's initial in the bibliography.

5. MHRA SYSTEM FOR CULTURAL STUDIES (CHINESE STUDIES, PHILOSOPHY AND ENGLISH)

Referencing provides the evidence that you have undertaken your own research enabling you to find the information necessary for in-depth learning. 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 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 its source.

For all modules in Cultural Studies, which includes Chinese Studies, Creative Writing, English and Philosophy, students are expected to follow one of the recognized sets of conventions for presenting footnotes and references. Footnotes and references indicate to the reader or examiner the source of a quotation or of an argument or of an idea or series of ideas which you have used in your essay. The ability to deploy footnotes and references is a professional skill of the discipline. It is a skill which fosters accuracy of scholarship, openness of debate and the fair acknowledgement of the intellectual property of others. Its use also testifies to a scholar's willingness to be tested by the very highest standards.

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.

There are various sets of conventions used in Britain, the US, Canada, and elsewhere. These have been established by publishers and academic associations such as the Modern Humanities Research Association. If, for example, an author were publishing a book with Cambridge University Press, the desk editor would send him or her a copy of a booklet setting out details of their house-style or conventions; these would be different from those for Oxford University Press, and American publishers have their own distinctive sets of conventions. Journals also have their conventions which are usually published and available to contributors. So, the first rule is that there is no one way of setting out footnotes and references; the second rule is that you need to use recognized conventions and to use them consistently. The **Modern Humanities Research Association** has published the ***MHRA Style Guide*** and this gives guidelines and conventions which are widely used in Britain. The most widely-used counterpart for this `style book' in the US and Canada is the *Modern Languages Association [MLA] Style Sheet*, but there are other widely- used conventions such as the Harvard System and the Chicago Style Sheet. What follows is based on the *MHRA Style Guide* (2008).

For all modules in Cultural Studies areas students are asked to use the MHRA presentation format for their work, and we give instruction in the use of these conventions in the Part One (Level 4) 'Study Skills' module as well as in this summary Style Sheet. Do not be confused by the fact that material you have found in books or journals may use other presentation conventions;

as noted above, this is because MHRA is not the only set of conventions in use.

Quotation:

Where appropriate you will be expected to quote from **primary and secondary** material to support your own arguments.

Quotation marks should normally be reserved for indicating direct quotations, definitions of words, or for otherwise highlighting a word or phrase. Avoid the practice of using quotation marks as an oblique excuse for a loose, slang, or imprecise (and possibly inaccurate) word or phrase. In quoted passages follow the original for layout, spelling, capitalization, italics, and punctuation. **Quotations of no more than forty words** should be enclosed in single quotation marks and run on with the main text, e.g.

> Rousseau's famous claim, 'Man is born free, and everywhere is in chains', has attracted a great deal of comment.

For a quotation within a quotation, double quotation marks should be used:

Peterson asserts that 'when Rousseau claims that "Man is born free, and everywhere is in chains", he is not to be taken literally'.

If a short quotation is used at the end of a sentence, the final full point should be outside the closing quotation mark:

> In this section we turn to what Groarke calls 'the legal concept of a person'.

This rule applies even when a quotation ends with a full point in the original, and when a quotation forms a complete sentence in the original but, as quoted, is integrated within a sentence of introduction or comment without intervening punctuation:

> Groarke tells us that 'The legal concept of the person has deep historical roots'.

For quotations which are either interrogatory or exclamatory, punctuation marks should appear both before and after the closing quotation mark:

> Searle asks: 'How...can the property dualist avoid lapsing into substance dualism?'?

> Why does Shakespeare give Malcolm the banal question 'Oh, by whom?'?

The final full point should precede the closing quotation mark **only** when the quotation forms a complete sentence and is separated from the preceding passage by a punctuation mark.

When a short quotation is followed by a reference in parentheses, the final punctuation should follow the closing parenthesis:

> He adopts Kant's notion of the 'form of intuition' (p. 29).
> There is no reason to doubt the claim that this argument is indeed 'broadly compelling' (Book 6, Chapter 52).

If a verse quotation includes a line division, this should be marked with a spaced upright stroke (/).

> 'I had seen birth and death/ But had thought they were different', muses Eliot's Wise Man.

Long quotations should be broken off by an increased space from the preceding and following lines of typescript, and be **single spaced**. A long quotation should never be used in the middle of a sentence of the main text: it is unreasonable to expect the reader to carry the sense of a sentence across a quotation several lines in length. Long quotations **should not** be enclosed within quotation marks. A quotation occurring within such a long quotation should be in single quotation marks; if a further quotation occurs within that, double quotation marks should be used. Prose quotations, including the first line, should not be indented; verse and quotation from dramatic works should follow the lineation and indentation of the original. Long quotations should normally end with a full point; even though the original may use other punctuation, there is no need (except for a question mark or exclamation mark) to preserve this at the end of a quotation.

Avoid interpolations that introduce square brackets into the opening lines of long quotations, e.g.:

> This play [writes Dr Johnson, referring to *Cymbeline*] has many just sentiments, some natural dialogues, and some pleasing scenes, but they are obtained at the expense of much incongruity.

The need for any such formulation can be eliminated by some such rephrasing as the following:

> Referring to *Cymbeline*, Dr Johnson writes:
>
> > This play has many just sentiments, some natural dialogues, and some pleasing scenes.

References:

References are normally given in the form of `footnotes' or `endnotes'. Footnotes appear at the bottom or `foot' of the page, and `endnotes' appear at the end of an essay or chapter. Word-processing programmes are capable of setting out footnotes or endnotes automatically; you do not need to determine in advance how much space

will be required for notes at the bottom of the page. A footnote (or endnote) is indicated in the main body of the text with a superscript numeral, as in the following example:

Kant delivered his *Inaugural Dissertation* in 1770, upon being appointed to a chair in Königsberg.[1]

There are basically five types of publications you will be using as a student. The first is the **primary source** or **text.** This may be an author's edition or an edited edition. The first type is the text as it is presented by the author; the author may have had quite a bit of help from an editor in the publishing house, but no acknowledgement of this appears in the publication. The author takes sole responsibility for the work. In the case of an edited edition, a publisher has engaged someone to help in the presentation of a text: the editor may compile an anthology of material or may present a text which, for some reason, is not easily accessible. For primary sources, it is important to indicate to your reader or examiner which editions you are using. A full citation needs to be given at the first mention of a text, but afterwards, references can be incorporated into the text of the essay, set off in brackets.

(i) an author's edition:

David Hume, *An Enquiry concerning the Principles of Morals* (London: A. Millar, 1751).

V. S. Naipaul, *The Suffrage of Elvira* (Harmondsworth: Penguin Books, 1969).

The information required here is first, the author's name (as he or she is usually known), followed by a comma, followed by the title underlined or in italics, followed by publication details in brackets: the place of publication, then a colon, then the publisher, then the date of publication. If you need to include a page reference at the first mention of the primary source, substitute a comma for the final full stop and add the page reference:

David Hume, *An Enquiry concerning the Principles of Morals* (London: A. Millar, 1751), p.18.

V. S. Naipaul, *The Suffrage of Elvira* (Harmondsworth: Penguin Books, 1969).

p.54.

A full citation should appear only once; later quotations from and references to the text can appear in the body of the essay set off in brackets; for example:

Hume claims that animals are capable of expressing kindness (p.18).

If you happen to be referring to more than one text by the same author, you can use an abbreviated reference: e.g. (*An Enquiry concerning the Principles of Morals*, p.18).

(ii) the edited edition

For texts which have been through the hands of an editor, the edited edition, it is important that the reader or examiner know which edition you are using;

editions vary greatly it terms of their accuracy and usefulness. Editions are set out as follows:

John Locke, *An Essay concerning Human Understanding*, ed. Pauline Phemister (Oxford: Oxford University Press, 2008).

William Shakespeare, *Coriolanus*, ed. by Philip Brockbank (London: Methuen, 1976).

The order of information is: the author's name, then a comma, followed by the title, then a comma, followed by the name of the editor; this is prefaced by the abbreviated phrase `ed. by' (`edited by'); then follows the publication data in brackets: the place of publication, colon, the publisher, comma, and the date of publication. This information should appear only with the first reference to the text; subsequent references can appear in the body of the essay set off in brackets.

In the case of a work which is available in many editions, it is often useful to give (for a play) the act and scene numbers or (for other types of works) book and chapter numbers; this type of reference may appear in square brackets:

There was a time, when all the body's members
Rebell'd against the belly; thus accus'd it: (p.102
[I,1, 95-6])

Editions which are partial or complete collections of an author's works or are anthologies are cited with the title first:

The Shorter Leibniz Texts, ed. by Lloyd Strickland (London: Continuum, 2006).

The Complete Works of Aristotle. The Revised Oxford Translation, ed. by Jonathan Barnes , 2 vols. (Princeton: Princeton University Press, 1984).

Ante-Nicene Christian Library vol. XV: The Writings of Tertullian vol. II, ed. by Alexander Roberts and James Donaldson (Edinburgh: T & T Clark, 1870).

The Writings of Medieval Women: An Anthology, ed. by Michelle Thiébaux (New York: Garland, 1994).

Since the name of the author appears in the title, there is no need to place it before the title as well. The title is followed by a comma, then `ed. by' (`edited by') and then the name of the editor.

(iii) Books (secondary sources)

Another common type of work you will be using is the monograph or single- author critical study, for example:

Manser, Martin H. *Concise English – Chinese; Chinese – English Dictionary* (Oxford: Oxford University Press, 2004).

Yi, Po-Ching and Don Rimmington. *Basic Chinese: A Grammar and Workbook.* (London: Routledge, 1998).

Zhu Yuan, Wang Liangbi, and Ren Yongchang (eds.). *Pocket Chinese dictionary: English-Chinese; Chinese-English*. (Oxford: Oxford University Press, 2004.)

The basic pattern is: author, followed by a comma, followed by the title, followed by the publication data in brackets: place of publication, colon, the publisher, comma, date of publication.

Full citations of monographs and critical studies should appear only in the first note (footnote or endnote). Subsequent references should appear in footnotes but an abbreviated reference can be used; usually the author's name is sufficient, followed by the page number(s), or the volume number and the page number(s): Yi, p.1. In some instances, the title or an abbreviation of the title might be more appropriate: *Basic Chinese*, pp.4-5. But where a volume number is involved the `p.' or `pp.' should be dropped:

Learning from Six Philosophers, II, 96.

Irrespective of the kind of book you are consulting, if there is a choice of editions, it is important to indicate which you have used. For example:

Will Kymlicka, *Contemporary Political Philosophy*, 2nd edn (Oxford: Oxford University Press, 2002)

Philippe Van Parijs, *Real Freedom for All: What (if Anything) Can Justify Capitalism?*, new edn (Oxford: Clarendon Press, 1997)

The abbreviations `2nd edn' and `new edn' refer to `2nd edition' and `new edition';

a new edition indicates that material has been added to the text or that corrections have been made. If the work you are using appears in more than one volume, this should be indicated just before the publication information, as in the example below: `9 vols' (i.e. 9 volumes). Your reference would need to indicate the volume:

Frederick Copleston S.J., *A History of Philosophy*, 9 vols (New York: Image, 1993), II, 91-93.

The Roman numeral `II' at the end of the citation indicates `volume 2', and `91- 93' are page references within that volume. The *MHRA Style Book* has a convention that a reference should indicate page numbers using `p.' or `pp.' except where a volume number is part of the citation, as above. But:

Oswald Hanfling, *Wittgenstein's Later Philosophy* (New York: State University of New York Press, 1989), pp.176-78.

Here `pp.' is used to indicate that the reference is to more than one page; `p.' is used for a single-page reference.

(iv) Articles in Journals (secondary sources)

Much critical and scholarly writing appears in the form of articles published in journals. Journal titles should be given in full. Some examples follow:

Glenn Parsons, 'The aesthetics of nature', *Philosophy Compass*, 2/3 (2007), 358-72.

Harrell, Stevan. "The Concept of Fate in Chinese Folk Ideology." *Modern China* 13:1 (1987), 90-109.

Matthew Elton, 'The Role of the Affinity Argument in the Phaedo', *Phronesis*, 42 (1997), 313-16.

Harrell, Stevan. "The Concept of Soul in Chinese Folk Religion." *Journal of Asian Studies* 38:3 (1979), 519-528.

Ben Bradley, 'Two conceptions of intrinsic value', *Ethical Theory and Moral Practice*, 9 (2006), 111-30 (p.117).

The order of information is: the author's name followed by a comma; the title of the article enclosed in single quotation marks (if there is a title within the title of the article this should be underlined (italics), as in the second example); the title of the article is followed by a comma, and then comes the title of the journal which is underlined (or set in italics); the title is followed by a comma and then the volume number of the journal; this is followed by the year, enclosed in brackets, in which the volume was published, followed by a comma; then come the page references. Because of the volume number, `p.' or `pp.', is not required. In the first example, the page references, 358-72, indicate beginning and ending of the article as it appears in the journal, and this may be what you want to refer to. But you may also wish to refer to a particular page, for an argument or quotation; in that case you add the specific page(s) in brackets with `p.' or `pp.'

(v) Articles in Books (secondary sources)

Journal articles are sometimes reprinted in books, and there are also book collections of essays commissioned for a special purpose. Some examples follow:

Donald Rutherford, 'Leibniz and the Stoics: The Consolations of Theodicy', in *The Problem of Evil in Early Modern Philosophy*, ed. by Elmor J. Kremer and Michael J. Latzer (Toronto: University of Toronto Press, 2001), pp.138– 64.

G. E. Moore, 'Proof of an external world', in *Epistemology. Contemporary Readings*, ed. by Michael Huemer (London: Routledge, 2002), 602-05.

John Searle, 'Biological naturalism', in *The Blackwell Companion to Consciousness*, ed. by Max Velmans and Susan Schneider (Oxford: Blackwell, 2007), pp.325-34 (p.326).

The format here is much the same as for an article in a journal; the author and title are set in the same way. After the title of the article is a comma followed by `in', and then the title of the collection of essays or articles. After the title is a comma, and then the editor, preceded by `ed. by' (`edited by'). The editor's name is followed by the publication data enclosed in brackets: place of publication, colon, publisher, comma, date of publication. Then follow the page references, with `p.' or `pp.'. The page references give the full extent of the article or essay. If you wish to indicate a specific page for a reference or quotation, this is placed in brackets after the page numbers for the article as a whole: the third example shows how this is done.

(vi) Articles in Newspapers and Magazines (secondary sources)

For these kinds of sources, only the date of issue (day, month, and year) and the page number(s) are required; volume or part numbers should not be included:

Brian Cox, `Curriculum for Chaos', *The Guardian*, 15 September 1992, p.21.

(vii) The World Wide Web

The World Wide Web is a vital resource; however be cautious and judicious in your use of it; it will throw up much that is ephemeral and misleading as well as some extremely helpful sites.

This is an edited summary of the advice of the Modern Language Association of America concerning how to cite documents on the World Wide Web. It represents a practice applicable in many cases and acceptable in Cultural Studies.

Give as many items from the list below as are *relevant* and *available*:

1) Name of the author, editor, compiler, or translator of the source (followed by an abbreviation, such as *ed.*, or *trans*, if appropriate)
2) Title of the article, or piece, or periodical (in quotation marks)
3) Title of a book (underlined)
4) Name of the editor, compiler, or translator of the text (if not cited earlier), preceded by the appropriate abbreviation, such as *Ed.*
5) Publication information for any print version of the source
6) Title of the scholarly project, database, periodical, or professional or personal site (underlined)

7) Name of the editor of the scholarly project or database
8) Version number of the source (if not part of the title) or, for a journal, the volume number, issue number, or other identifying number
9) Date of electronic publication or of the latest update
10) The number range or total number of pages, paragraphs, or other sections, if they are numbered
11) Name of any institution or organization sponsoring or associated with the Web site
12) **Essential**: electronic address, or URL, of the source (in angle brackets).
13) Date when the researcher accessed the source

Michael Tye, 'Qualia', *Stanford Encyclopedia of Philosophy*, 31 July 2007. Stanford University <http://plato.stanford.edu/entries/qualia/>. Accessed 18 November 2009.

Speak Chinese.

http://www.china.org.cn/learning_chinese/node_7046023.htm. Accessed 22 December 2010.

Repeated References in Footnotes or Endnotes

You may find that you need to give repeated references, one (or more) immediately after the other, in your footnotes or endnotes. In these instances there is no need to repeat the full reference each time, or even the abbreviated reference; you may use ibid., which is the abbreviation for the Latin word *ibidem* `in the same place', followed by the page numbers. For example, if your essay had three references in succession to Rosalind Hursthouse's book *Beginning Lives*, your footnotes or endnotes would look like this:

1) Rosalind Hursthouse, *Beginning Lives* (Oxford: Blackwell, 1987), pp.5-10.

2) *ibid*., pp.12-15.

3) *ibid*., pp.17-20.

Citations of primary or secondary sources found in secondary sources

Writers of secondary literature frequently include passages from primary or other secondary sources which are difficult to obtain; your only access to an important statement by an author may be contained in a work by a different author. For example, in his book *Aesthetics and the Environment*, Allen Carlson quotes material from Clive Bell's book *Art* (1913). You may wish to use some of this material from Bell in your essay, but find that the University Library does not have a copy of his book or that it has been lost. You should indicate that you came upon this material through reading Allen Carlson's book. Most authors give full bibliographical details of the works they use (although some may not). The best practice in a case such as this is to give all the bibliographical information that is easily available. Thus, if you quoted a passage from Bell given by Carlson, your footnote or endnote would look like this:

1) Clive Bell, *Art* (New York: Frederick A. Stokes, 1913), p.45, cited in Allen Carlson, *Aesthetics and the Environment* (London: Routledge, 2000), pp.31-32.

If you are using an anthology of texts or a collection of extracts or of essays which have been reprinted from other sources, there is no need to go back to the original source of the text, extract or essay for your reference; bibliographical details of the anthology or collection are all that are needed.

Bibliography

A short submission or exercise may not have a bibliography; the footnotes or endnotes will be sufficient. But for assessment essays and dissertations, you should include a bibliography in addition to footnotes and endnotes. The format is much the same as for footnotes and endnotes, but there are some important differences. First, the bibliography must be arranged alphabetically, and the author or editor's surname dictates the place of the work in the bibliography; the surname therefore appears first,

and the initials or forenames follow. In the case of multiple authors, only the first one is reversed (see the first example, below). A full stop should *not* appear at the end of each entry.

Bennett, Jonathan, Learning from Six Philosophers, 2 vols (Oxford: Clarendon Press, 2001)

Blamires, Alcuin, ed., Woman Defamed and Woman Defended: An Anthology of Medieval Texts (Oxford: Clarendon Press, 1992)

Dawson, Raymond. The Chinese Experience, (London: Weidenfeld and Nicholson, 1978)

Loux, Michael J., Metaphysics: A Contemporary Introduction, 2nd edn (London: Routledge, 2002)

The Harvard System (The Author-Date System)

It is ***not* recommended** that you combine the conventions of the *MHRA Style Book* with the Harvard System (or Author-Date System), although writers frequently do. For this system to work, all references must appear in a bibliography at the end of the essay. Citations of references are given in the text, enclosed in brackets in the form: surname of the author and the date of publication of the work, colon, page reference (without `p.' or `pp.'). For example:

Sartre's effect on modern analytic philosophy has been minimal at best (Pearsall 1992:19).

When two or more works by the same author have the same date of publication, these can be distinguished by adding letters after the date:

There is unmistakable evidence of a Sartrean influence on many contemporary European philosophers (Markston 2008b:47).

If the name of the author appears in the sentence, there is no need to repeat it in the reference:

Malebranche (1997:450) claims that there is a necessary connection between cause and effect.

Smith regards this interpretation as `wholly unacceptable' (1977:66).

The Bibliography is essential to this form of citation, and the format varies from that given above in several important details:

Audi, R. 1988. *Belief*, *Justification and Knowledge*, London: Wadsworth.

Cooper, D. E. and Palmer, J., eds, 1992. *The Environment in Question:*

Ethics and Global Issues, London: Routledge

Gardner, S. 1995. 'Aesthetics', in Grayling 1995, 585-600

Grayling, A. C., ed, 1995. *Philosophy: A Guide Through The Subject*, Oxford: Oxford University Press

Rowe, M. W. 1999. 'The objectivity of aesthetic judgements', *British Journal of Aesthetics*, 39, 40-52

The surname comes first and forenames are reduced to initials. For multiple authors, all the surnames and initials are reversed (see example 2). The names of the authors or editors and the date of publication appear first and are set off with a full stop. Then follows the title, underlined (or in italics) if the work is a book or in single quotation marks if it is an article or essay. For books, the publication data, the place of publication and the publisher, are not enclosed in brackets, but set off with a comma.

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6. MHRA SYSTEM FOR THEOLOGY, RELIGIOUS STUDIES & ISLAMIC STUDIES

Introduction

Referencing (or citing) means acknowledging 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 placed 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.

For all modules in Theology, Religious Studies and Islamic Studies you will need to reference the information you use when writing your assignments. The modules use the Modern Humanities Research Association system, published as the *MHRA Style Guide.*[1] In the MHRA style, references are given in the form of 'footnotes' or 'endnotes'. Footnotes appear at the bottom or 'foot' of the page, and 'endnotes' appear at the end of an essay or chapter. **Please use footnotes not endnotes**. Word-processing programmes are capable of setting out footnotes automatically; you do not need to determine in advance how much space will be required for notes at the bottom of the page. In this system, a number is inserted in superscript next to the name or text being referenced. Microsoft Word can do this automatically through "Insert" in the toolbar. Footnote text should normally be a smaller font size than the text in the main body, usually by 2 points.

This guidance has been prepared to ensure you use the MHRA system correctly and use the format the modules in the subject areas of Theology, Religious Studies and Islamic Studies suggests as appropriate. This guidance is very important and is the tool you 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 provides the evidence that you have undertaken your own research enabling you to find the information necessary for in-depth learning. 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-outs 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 its source. Should this 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. While writing your

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[1] MHRA *Style Guide* December 2009.

http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml [Accessed 15 August 2011].

assignments it is a good idea to keep a note book, index cards or electronic document where each time you use any information you note down the reference details in full. If you do this you will not be able to lose important material and can find it easily again if you need to. Type your references/bibliography for each assignment as you go along. Do not leave the typing of the references/bibliography until the last minute.

Different ways you use Referencing in your Work

Direct Quotes

Sometimes a piece of information is so clear and useful in the context of your assignment that you wish to quote it directly. For example something you have read which you wish to place *verbatim* (word for word) in your essay. This is a direct quote and you must demonstrate that it is a direct quote in your essay by putting it in quotation marks (if it is a short quotation, up to 4 lines long). Direct quotes should be used sparingly and for emphasis. An essay which is one long quote after another is a weak essay and it does not allow you to demonstrate analysis and evaluation skills. It suggests you are unable to make sense of the work yourself. Use quotes with meaning and that support the arguments and issues in your essay; they are evidence for the ideas you have discussed in your assignments.

Short quotes (up to 4 lines long) are placed within the sentence or paragraph, whereas **long quotes** (more than 4 lines long) are placed away from the main essay text and indented on each side. Even if your essay uses 1.5 spacing, the long quote should be single spaced. Long quotes do not need quotation marks.

Quotes should be meaningful and add to the points being made. Do not use quotes just for the sake of reaching your word limit or because you think you have to.

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 <u>into your</u> <u>own words</u>. It is a widely held misconception that only direct quotes need to be referenced. <u>This is not the case</u>. 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 cited. In fact, you must use other people's research as a means to underpin the issues you discuss in an essay or other assignments.

Structuring a Footnote or Endnote

Conventionally, you will use information from books, journal articles, e-books and e-journals. However, there are other sources you may sometimes use. The next section provides examples of the common sources that you will need to reference, as well as some less common types of sources.

Books

A book with one author

The information required here is first, the author's name (as usually known – e.g., Malory Nye, not M. Nye), followed by a comma, followed by the title in italics, followed by publication details in brackets: the place of publication, then a colon, then the publisher, then the date of publication. If you need to include a page reference, substitute a comma for the final full stop and add the page reference.

For example:

Malory Nye, *Religion the Basics* (London: Routledge, 2003), p. 12.

A book with 2 authors

This follows the same pattern as above, with "and" linking the authors. For

example:

W.W. Batstone and C. Damon, *Caesar's Civil War* (Oxford: Oxford University Press, 2006), p. 34.

A book with 3 authors

Here, "and" is used before the final author. For

example:

(ii) Gibson, S.J. Green and A. Sharrock, *Art of Love: Bimillennial Essays on Ovid's Ars Amatoria and Remedia Amoris* (Oxford: Oxford University Press, 2006), p. 2.

A book edited by one person

Books may sometimes be edited, which means that different authors have written different chapters in the book. Here the abbreviated phrase 'ed' (or 'eds'), meaning 'edited', follows the name of the editor(s); the title, then follows the publication data in brackets: the place of publication, colon, the publisher, comma, and the date of publication.

For example:

James R. Lewis, ed, *Magical Religion and Modern Witchcraft* (New York: State University of New York Press, 1996), p. 333.

A book edited by 2 people

As with “a book with 2 authors” above, “and” links the editors.

For example:

> Bryan Wilson and Jamie Cresswell, eds, *New Religious Movements, Challenge and Response* (London: Routledge, 1999), p. 221.

Referencing books with different editions

Popular books or books that are very useful are often republished and it is important you note which edition you have read.

For example:

> **(iii)**Hornblower, *The Greek World, 479-323 BCE*. (3rd ed) (London: Routledge, 2002), p. 4.

Referencing a reprint of a book

Many works, if they are popular, are reprinted; reprints may include additional information without being new editions. If the volume you are using is a reprint it is useful to include this information in the publication data. In the publication data the first date of publication is followed by a semi-colon, and then the abbreviation
`repr.' (i.e., `reprinted') followed by the date of the reprint. For

example:

> A. D. Moody, *Shakespeare: The Merchant of Venice*, Studies in English Literature, 21 (London: Edward Arnold, 1964; repr. 1981), p. 7.

If it is a first edition book you do not add any information on the edition of the book.

Journals

Much critical and scholarly writing appears in the form of articles published in journals.

Format to follow (print journals): Author(s)
Comma after surname Full
stop after initial
Name of article in single quotation marks (followed by a comma)
Name of journal in italics (followed by comma) Volume
number if given (followed by comma) Issue Number if
given (followed by comma)

Month or time of year if given (followed by comma) Year
(followed by comma)
Pages (followed by full stop)

The pages are noted by pp. and you indicate the first and last page of the article you used.

For example:

> E. Asmis, ‘Philodemus's Poetic Theory and "On the Good King According to Homer"’, *Classical Antiquity*, Vol. 10, No. 1, April, 1991, p. 5.

If the journal is part of a new series, ‘n.s.’ (standing for ‘new series’), should precede the volume number. Many journals have gone through a number of changes in approach and format, and there are changes of editor and editorial policy. Any of these changes could be the reason for the beginning of a ‘new series'.

The information you require will usually be found on the front page of the specific article you are using or in the header or footer of the article.

Articles in Books

Articles or essays sometimes are reprinted from journals in collections. The format here is much the same as for an article in a journal; the author and title are set in the same way. After the title of the article is a comma followed by `in', and then the title of the collection of essays or articles. After the title is a comma, and then the editor, preceded by `ed. by' (`edited by'. The editor's name is followed by the publication data enclosed in brackets: place of publication, colon, publisher, comma, date of publication. Then follow the page references, with `p.' or 'pp.'. The page references give the full extent of the article or essay. If you wish to indicate a specific page for a reference or quotation, this is placed in brackets after the page numbers for the article as a whole.

For example:

> Martin Elsky, `Words, Things, and Names: Jonson's Poetry and Philosophical Grammar', in *Classic and Cavalier: Essays on Jonson and the Sons of Ben*, ed. by Claude J. Summers and Ted-Larry Pebworth (Pittsburgh: University of Pittsburgh Press, 1982), pp.31-55 (p. 41).

The World Wide Web

The World Wide Web is a vital resource; however, be cautious and judicious in your use of it; it will throw up much that is ephemeral and misleading as well as some extremely helpful sites. Wikipedia should not be used as a source as anyone can post anything on Wikipedia!

Format to follow:

Author or organisation name
Title of article (in single quotation marks) Date
(Followed by full stop)
Name of internet site Web
address in full
Accessed on date [in Square brackets]

If you wanted to reference the following site:
http://webspace.ship.edu/cgboer/piaget.html

which included an article written by C.G. Boeree, your reference would be:

> C.G. Boeree, 'Personality Theories. Jean Piaget 1896-1980' 2006. http://webspace.ship.edu/cgboer/piaget.html [Accessed: 18th November 2008].

When you cannot find an author use the organisation name:

For example:

If you wanted to reference the following BBC site: - http://news.bbc.co.uk/1/hi/uk/7734576.stm the reference would be:

> BBC 'Child Protection Plans Revealed' November 2008. http://news.bbc.co.uk/1/hi/uk/7734576.stm [Accessed: 18th November 2008].

Where you have a month and year for the article on a web site you should use both.

If you do not have an author or organisation you can find for a web site:
For example:

> Unknown author. 'Roman Religion' unknown date. http://www.roman-empire.net/religion/religion.html [Accessed: 18th August 2010].

If you cannot find a date for a web site article:
For example:

> Unknown author. 'Roman Religion' unknown date. http://www.roman-empire.net/religion/religion.html [Accessed: 18th August 2010].

If you cannot find author, organisation or date, you should avoid the web site.

E-Journals
E-journals are referenced in the same way as conventional paper based journals but you add to the end of article details:
[Online]
Web address
Accessed Date

Sometimes in this type of article there will be no pages as they may not appear on the screen. If pages are indicated you must add them to your Reference List/Bibliography.

For example:

R. Jenkings, 'Clashing with caching', *Ariadne,* 21,10th September, 1989. [Online]. Available at: http://www.ariadne.ac.uk/issue21/web-cache/

[Accessed: 2nd December 2004].

D.E. Powers and J.C. Kaufman, 'Do standardized tests penalize deep-thinking, creative, or conscientious students? Some personality correlates of Graduate Record Examinations test scores' *Intelligence*, 32, 2003, pp.145-153. [Online]. Available at: http://www.sciencedirect.com/ [Accessed: 24th May 2007].

Articles in Newspapers and Magazines

For these kinds of sources, only the date of issue (day, month, and year) and the page number(s) are required; volume or part numbers should not be included.

Format to follow:

Author (s)
Title of Article (in single quotation marks)
Title of Newspaper or magazine (in italics) followed by edition if required (in rounded brackets)
Day and Month (followed by colon)
Page (s) (followed by comma)
Year (followed by full stop)

For example:

O. Gibson and J. Plunkett, 'Public doubt over licence fee for declining BBC', *The Guardian.* 21 July: pp.2, 2004.

If the newspaper article is online then you add the relevant web details. For example:

O. Gibson and J. Plunkett, 'Public doubt over licence fee for declining BBC', *The Guardian.* 21 July: pp.2, 2004. [Online]. Available at: http://www.guardian.co.uk/456789 [Accessed: 24 May 2007].

Television / Radio Programme

Format to follow:-
Title of Programme (in italics followed by full stop) Episode Number (if available) (followed by full stop) Title of Episode (in quotation marks)
Channel (followed by full stop) Full
Date (followed by full stop)
Time of Transmission (followed by full stop)

For example:

Horizon. Episode 25.'Climate Change' BBC2. 30 August 2004. 2100 hrs

Television / Radio Interview

For example:

R. Jones 'Interview' In: *Playtime*. BBC4. 22 July 2006. 1800 hrs.

Referencing Film / Video or DVD

Format to follow:
Title (in italics followed by full stop)
Director's name (if appropriate) (followed by full stop) Place (followed by full stop).
Production Company (followed by comma) Date of Release (followed by full stop)
Medium Format [in square brackets] followed by full stop

For example:

Film

Whatever Happened to Baby Jane? Directed by Robert Aldrich. USA: Warner Bros, 1962. [Film: 35mm].

Video

Reading with Colour: A Film about MearesIrlen

Syndrome. Essex: Sylva Productions in collaboration with University of Essex Visual Perception Unit, 2000. [Video: VHS].

DVD

Blade Runner: the Director's Cut. (1992) Directed by Ridley Scott. USA: Warner Bros, 1992. [DVD].

Conference Papers and Presentations

Format to follow: Author
Title of paper (in single quotation marks)
Title of conference (in italics followed by full stop)
Organisers of conference (followed by comma) Place of conference (followed by full stop)
Date of conference (in brackets) Year (followed by full stop)

If the paper is available on line also include access details.
For example:

> M. Jones, 'Sliding into the swamp? A Study of Newly Qualified Teachers Engaging in Critical Reflection upon Their Practice' *Hawaii International Conference on Education*. University of Hawaii, Honolulu,
>
> U.S.A. (3-6 January), 2004.

Encyclopaedias and Dictionaries

Format to follow: Author(s) of lemma

Comma after surname Full stop after initial
Name of lemma in single quotation marks (followed by a comma) Editor(s)
Comma after surname
Full stop after initial
Title of work in italics (followed by fullstop)

Place of publication (followed by colon) Publisher company (in full) (followed by comma) Date (followed by full stop)

If the paper is available on line also include access details.

For example:

> Murray, W. M. 'Aetolia', in S. Hornblower and A. Spawforth, eds, *The Oxford Classical Dictionary*. [3rd ed] Oxford: Oxford University Press, 1999.

If found online:

> W.M. Murray, 'Aetolia', in S. Hornblower and A. Spawforth, eds, *The Oxford Classical Dictionary*. Available at: http://www.oxfordreference.com/views/ENTRY.html?subview=Main&entry=t111.e161 [Accessed: 16th August 2010]

Secondary Citation

It is always best to read the original work where possible. If, however, you do need to reference a text that refers to another text, the pattern is as follows:

> Walter J. Ong, *Ramus, Method, and the Decay of Dialogue* (Harvard: Harvard University Press, 1958), p. 29, cited in Terence Hawkes, *Metaphor*, The Critical Idiom, 25 (London: Routledge, 1972; rpr. 1989), p. 28.

You then only cite the book you actually read in the Bibliography. Repeated

References in Footnotes

Full citations of monographs and critical studies should appear only in the first note (footnote or endnote). Subsequent references should appear in footnotes but an abbreviated reference can be used; usually the author's name is sufficient, followed by the page number(s), or the volume number and the page number(s). In some instances, the title or an abbreviation of the title might be more appropriate.

For example:

> James R. Lewis, ed, *Magical Religion and Modern Witchcraft* (New York: State University of New York Press, 1996), p. 333

would be

> Lewis, p. 326

However, if there is more than one book by Lewis or more than one author called Lewis, the repeated reference should include an abbreviated title.

For example:

> Lewis, *Magical Religion* p. 326. “Ibid”

and “op. cit” should not be used.

The Harvard System (The Author-Date System)

You will often see the Harvard System of referencing in material that you read. It is common in the Social Sciences although it is not a convention followed in the modules in these subject areas. However, it is useful to provide a summary of that style here. In the Harvard System, citations of references are given in the text, enclosed in brackets in the form: surname of the author and the date of publication of the work, colon, and page reference (without `p.’ or `pp.’.

For example:

> Some sociologists of religion argue that modernisation had led to a decline in religious belief (Bruce 2002: 3).

All references must then appear in full in the bibliography at the end of the essay. For example:

> Bruce, Steve, *God is Dead, secularization in the West* (Blackwell Publishing: Oxford, 2002).

The Bibliography

You produce one list. There is no need to differentiate between the different types of reference. Therefore books, journals articles, websites and any other sources are all in one list.

The bibliography should begin on a new page with a title.

You must include a bibliography in addition to footnotes. The format is much the same as for footnotes, but there are some important differences. First, the bibliography must be arranged alphabetically, and the author or editor's surname dictates the place of the work in the bibliography; the surname therefore appears first, and the initials or forenames follow. In the case of multiple authors, only the first one is reversed (see the first example, below). A full stop should *not* appear at the end of each entry.

For example:

> Chadwick, J. Munro, and N. Kershaw Chadwick, *The Growth of Literature*, 3 vols (Cambridge: Cambridge University Press, 1932-40; repr. 1986)

If you are listing more than one item from one author, list the name on the first item, but then replace the name with a long dash.

For example:
Bruce, Steve, *God is Dead, secularization in the West* (Oxford: Blackwell Publishing, 2002)
———, *Religion in the Modern World, from cathedrals to cults* (Oxford: Oxford University Press, 1996; repr. 2002)

Page numbers are not included in a bibliography with the exception of journals and essays from a collection, where the pages referred to are given.

Here is an example of a Bibliography

Asmis, E. 'Philodemus's Poetic Theory and "On the Good King According to Homer"', *Classical Antiquity*, Vol. 10, No. 1, April, 1991, pp. 1-45

Bruce, Steve, *God is Dead, secularization in the West* (Oxford: Blackwell Publishing,

2002)

Batstone, W.W. and C. Damon, *Caesar's Civil War* (Oxford: Oxford University Press, 2006)

BBC 'Child Protection Plans Revealed' November 2008. http://news.bbc.co.uk/1/hi/uk/7734576.stm [Accessed: 18th November 2008] *Blade Runner: the Director's Cut*. (1992) Directed by Ridley Scott. USA: Warner

Bros, 1992. [DVD]

Boeree, C.G., 'Personality Theories. Jean Piaget 1896-1980' 2006.

http://webspace.ship.edu/cgboer/piaget.html [Accessed: 18th November 2008]

Chadwick, J. Munro, and N. Kershaw Chadwick, *The Growth of Literature*, 3 vols (Cambridge: Cambridge University Press, 1932-40; repr. 1986)

Elsky, Martin, 'Words, Things, and Names: Jonson's Poetry and Philosophical Grammar', in *Classic and Cavalier: Essays on Jonson and the Sons of Ben*, ed. by Claude J. Summers and Ted-Larry Pebworth (Pittsburgh: University of Pittsburgh Press, 1982), pp.31-55

Gibson, O. and J. Plunkett, 'Public doubt over licence fee for declining BBC', *The*

Guardian. 21 July: pp. 2, 2004

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

Horizon. Episode 25.'Climate Change' BBC2. 30 August 2004. 2100 hrs Hornblower, S., *The Greek World, 479-323 BCE*. (3rd ed) (London: Routledge,

2002)

Lewis, James R., ed, *Magical Religion and Modern Witchcraft* (New York: State University of New York Press)

MHRA *Style Guide* December 2009.

http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml [Accessed 28 September 2010]

Nye, Malory, *Religion The Basics* (London: Routledge, 2003) 'Roman Religion' unknown date. http://www.roman-empire.net/religion/religion.html [Accessed: 18th August 2010]

Unknown author. 'Roman Religion' unknown date. http://www.roman-empire.net/religion/religion.html [Accessed: 18th August 2010]

Jenkings, R., 'Clashing with caching', *Ariadne,* 21,10th September, 1989. [Online]. Available at: http://www.ariadne.ac.uk/issue21/web-cache/ [Accessed: 2nd December 2004]

Jones, M., 'Sliding into the swamp? A Study of Newly Qualified Teachers Engaging

in Critical Reflection upon Their Practice' *Hawaii International Conference on Education*. University of Hawaii, Honolulu, U.S.A. (3-6 January), 2004

Jones, R., 'Interview' In: *Playtime*. BBC4. 22 July 2006. 1800 hrs

Murray, W. M. 'Aetolia', in S. Hornblower and A. Spawforth, (eds) *The Oxford Classical Dictionary*. [3rd ed] Oxford: Oxford University Press, 1999

Murray, W.M., 'Aetolia', in S. Hornblower and A. Spawforth (eds) *The Oxford Classical Dictionary*. Available at: http://www.oxfordreference.com/views/ENTRY.html?subview=Main&entry=t11 1.e161 [Accessed: 16th August 2010]

Powers, D.E. and J.C. Kaufman, 'Do standardized tests penalize deep- thinking, creative, or conscientious students? Some personality correlates of Graduate Record Examinations test scores' *Intelligence*, 32, 2003, pp.145-153. [Online]. Available at: http://www.sciencedirect.com/ [Accessed: 24th May 2007]

Reading with Colour: A Film about MearesIrlen Syndrome. Essex: Sylva Productions in collaboration with University of Essex Visual Perception Unit, 2000. [Video: VHS]

Whatever Happened to Baby Jane? Directed by Robert Aldrich. USA: Warner Bros, 1962. [Film: 35mm]

Wilson, Bryan and Jamie Cresswell, eds, *New Religious Movements, Challenge and Response* (London: Routledge, 1999)

NB If you wish to reference a type of item that is not discussed in this guide, see the MHRA web site or speak to your module tutor.