

ENGLISH AND CREATIVE WRITING REFERENCING GUIDE

This departmental guide to referencing is based on the Modern Humanities Research Association (MHRA) Style Guide (3rd edn). You can download a complete version of this MHRA Style Guide at <http://www.mhra.org.uk/style>, but this document covers the main aspects that are relevant for work in the Department of English and Creative Writing.

Referencing is an essential part of good academic practice and insufficient or inaccurate referencing will affect the mark achieved by your work. Keep this guide close at hand to help you achieve the highest standards – and marks!

Contents:

- 1. Quoting**
- 2. Citing**
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1. QUOTING

Short quotations and **long** quotations are treated differently.

A **short** quotation is anything up to about forty words of prose or two lines of verse (**NB:** some plays are written in verse, so ‘verse’ does not *only* refer to poetry here.). Anything more is a long quotation.

Short quotations are included in the body of your text. (see Example 1). **Long** quotations are separated off from your own text (see Example 2).

EXAMPLE 1 (Short quotation)

In his book on this topic, Alan Sinfield opts for a broad definition: a dramatic monologue is ‘simply a poem in the first person spoken by, or almost entirely by, someone who is identified not to be the poet’ (*Dramatic Monologue*, p. 8). Most frequently, this kind of poetry is linked with Robert Browning, in whose skilful

hands its potential for dramatic irony is fully realised.

Note that this **short** quotation (running from 'simply' to 'be the poet') is:

- Enclosed in **single** inverted commas.
- **Not** *italicised* or underlined or formatted in any other way differently to the rest of your text.
- **Not** separated from the rest of your text in any way.
- **Either** followed by a footnote (if this is your first use of this source),
- **Or:** (as here) by a brief reference in brackets. See '**3. Referencing**', below, for details.

Verse quotations: These are treated in much the same way, but make sure to follow these steps:

- Line breaks in short verse quotations **must** be indicated by '/'.
- The reference needs to be to the **line(s)** (where available), rather than the **page(s)**.
- Therefore, if the quotation from **EXAMPLE 1** were the opening two lines from Chaucer's *Canterbury Tales*, the quotation and reference would be: 'Whan that Aprill with his shoures soote / The droghte of Marche hath perced to the rote' (Chaucer, ll. 1-2).

EXAMPLE 2 (Long quotation)

Boland has argued that the trope of 'woman-as-nation' often led to stylized and idealised depictions of Irish womanhood:

The women in Irish male poems tended to be emblematic and passive, granted a purely ornamental status. Once the feminine image in their poems became fused with a national concept then both were simplified and reduced. It was the absence of women in the poetic tradition which allowed women in the poems to be simplified. (Boland, p.47)

Later in the same essay, Boland gives a number of examples of this process by which 'woman' has often been 'simplified' in Irish poetry.

Note that this **long** quotation (running from 'The women' to 'to be simplified') is:

- **Not** enclosed in inverted commas
- **Not** italicised.
- **Not** set in a smaller (or different!) typeface than the rest (the whole essay should be in 12pt).
- **Not** reduced in spacing (the whole essay should be double-spaced).
- Introduced by a colon in your own text.
- Separated from your own text by a blank line (double-spaced) before and after.
- Indented throughout from the left-hand margin.
- It is **not** centred.
- **Either**: followed by a footnote (if this is your first use of the source),
- **Or**: (as here) by a brief reference in brackets. Note lower case 'p.' for 'page' and 'pp.' for 'pages'. Verse quotations get: 'l.' for 'line' and 'll.' for 'lines'. See '**3. Referencing**', below, for details.

NB

If the quotation above were a verse quotation, you would follow the lineation of the original. This means that you neither add the '/' you remember from short quotations, nor do you run lines together into a block of prose.

2. CITING

Citing means mentioning the titles of books and other items in your essay. The rules for citing are simple:

When you mention the title of a self-contained publication (For example, a book, a journal, or a newspaper), you *italicise* the title.

When you mention the title of something which is only part of a self-contained publication (For example, a chapter, a single poem, or an article) you enclose the

title in single inverted commas.

EXAMPLE 3

C. J. Atkin, in a recent article called 'Busy Old Fools' in *Essays in Criticism*, discusses Donne's 'The Sun Rising', relating it to several aspects of Shakespeare's *Hamlet*. Her conclusions are different from those she reached a few years ago in her book *Renaissance Resonances*, in which Chapter Seven, 'Donne Speaks to Shakespeare', deals more briefly with the same topic.

Six items are cited in EXAMPLE 3, as follows:

- 'Busy Old Fools' is a single article in a journal. This means it is part of a self-contained publication, which is why the title is not italicised but enclosed in single inverted commas.
- *Essays in Criticism* is a journal. This means it is a self-contained publication, which is why the title is italicised and not enclosed in inverted commas.
- 'The Sun Rising' is the title of a single poem. This means it is not a self-contained publication, which is why the title is not italicised but enclosed in single inverted commas.
- *Hamlet* is a complete play. This means it is a self-contained publication, which is why the title is italicised and not enclosed in inverted commas.
- *Renaissance Resonances* is a book. This means it is a self-contained publication, which is why the title is italicised and not enclosed in inverted commas.
- 'Donne Speaks to Shakespeare' is a chapter in a book. This means it is part of a self-contained publication, which is why the title is not italicised but enclosed in single inverted commas.

3. REFERENCING

Referencing means giving precise details of the location in the source of the passage you are quoting (be it directly or indirectly). It can then be looked up by the reader, if desired.

Only the first quotation from a given source should be footnoted. The footnote should give full publication details. So, a first quotation (short in this case) would be referenced as in Example 4 and subsequent quotations as in Example 5.

EXAMPLE 4 (first reference to a source, which in this case is an academic article)

It has been argued that 'history first ended at the beginning of the nineteenth century.'¹

¹Jerome Christensen, 'The Romantic Movement at the End of History', *Critical Enquiry*, 20 (1994), 452-76 (p. 456). Subsequent references to this source are given in the text as 'Christensen' followed by the page number.

EXAMPLE 5 (subsequent reference to a source)

For the Romantics, an acute 'sense of cultural belatedness' (Christensen, p. 467) co-existed with their equally strong sense of being cultural pioneers.

These references work along a consistent system:

- The first (footnote) reference to a source mirrors the relevant bibliography entry (See '**4. The Bibliography**', below, for details.) but:
- The author's name is given as 'first name surname'.
- A specific page (or page range) is provided. This provides the location of the quoted passage in the source.
- The 'Subsequent references...' sentence is added to the footnote if the source in question is quoted again in your essay.
- You can replace the author's name in the 'Subsequent references...' sentence with a short title of the source if you are quoting several sources by the same author in your essay. This identifies the specific source in your bibliography.
- The subsequent references simply provide the author's surname (or the short title of the source, if that is what you have mentioned in the 'Subsequent references... sentence') followed by a comma, followed by the page number(s).

EXAMPLE 6 (Forms for subsequent references to novels, plays, and long poems)

- *Little Women*, p. 145
This is a reference for a quotation from page 145 of a novel.
- *Little Women*, pp. 145-6
This is a reference for a quotation that starts on page 145 and ends on page 146 of a novel.
- *Macbeth*, III. 4. 99-100
This is a reference to a quotation from Act 3, Scene 4, lines 99 and 100 of a play.
- *Paradise Lost*, IX. 342
This is a reference to a quotation from Book 9, line 342 of a poem that is divided into books.

NB: The final two items in Example 6 have neither 'l.' or 'll.' to indicate line numbers, whereas the first two items do have 'p.' or 'pp.'. This is the case because the format of the final two items makes it clear that these are line references.

4. THE BIBLIOGRAPHY

The bibliography appears at the end of your essay as a list of **ALL** of the sources cited or quoted in your essay. It does **NOT** include any sources that you may have consulted but that are not cited or quoted in your essay. The list is organized **alphabetically** according to surname.

You can use the following examples as the basis for your own bibliographical entries by cutting and pasting the example, then replacing the details with those of your own sources.

Example bibliography entry for an article in a journal:

Arneson, Pat, 'Considering Social Divisiveness: Offensive Communication, Historical Fiction, and *The Help*', *First Amendment Studies*, 47 (2013), 20-37

Example bibliography entry for an essay or chapter in an edited collection/book:

Aaron, Jane, 'Bardic Anticolonialism', in *Postcolonial Wales*, ed. by Jane Aaron and Chris Williams (Cardiff: University of Wales Press, 2005), pp. 137-58

Example bibliography entry for an article accessed on a website:

Flood, Alison, 'Cloud Atlas "astonishingly different" in US and UK editions, study finds', *The Guardian* (2016),
<<http://www.theguardian.com/books/2016/aug/10/cloud-atlas-astonishingly-different-in-us-and-uk-editions-study-finds>> [accessed 23 August 2018]

Example bibliography entry for a film / TV show:

The Green Knight, dir. by David Lowery (Ley Line Entertainment, 2021)

Example bibliography entry for a single-authored book:

Morris, Jan, *The Matter of Wales* (London: Penguin, 1986)

Example bibliography entry for a co-authored book:

Richards, Jack C. and Richard Schmidt, *Longman Dictionary of Language Teaching and Applied Linguistics*, 4th edn (Abingdon: Routledge, 2010)

Example bibliography entry for a critical edition of a primary work:

Humphreys, Emyr, *A Toy Epic*, 2nd edn, ed. by M. Wynn Thomas (Bridgend: Seren, 1989)