School of Theology, Religious Studies & Islamic Studies

Referencing Guide

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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, or to clearly mark text that is quoted directly from sources, could be considered to be plagiarised which is the equivalent of cheating and is a very serious offence.

In the School of Theology, Religious Studies and Islamic Studies you will need to reference the information you use when writing your assignments. The School uses 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 Footnote" in the toolbar, under the tab "References". Footnote text should normally be a smaller font size than the text in the main body, usually by 2 points (i.e. if you write in 12 point, footnotes should be 10 point).

This guidance has been prepared to ensure you use the MHRA system correctly and use the format the School 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 coursework in order to ensure you are referencing correctly. Referencing requires practice so all your coursework 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 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

[1] MHRA *Style Guide* Second Edition (London, 2008). http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml [Accessed 16 November 2011].

minute.

Different ways you use Referencing in your Work

Direct Quotations
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 quotation and you must demonstrate that it is a direct quotation in your essay by putting it in quotation marks (if it is a short quotation, up to 4 lines long) or by indenting it if it is a long quotation. Direct quotations should be used sparingly and for emphasis. An essay which is one long quotation 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 quotations with meaning and that support the arguments and issues in your essay; they are evidence for the ideas you have discussed in your assignments. They are not a substitute for expressing opinions in your own words—even if they could say it better than you can.

Short quotations (up to 4 lines long) are placed within the sentence or paragraph, whereas **long quotations** (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 quotation should be single spaced. Long quotations do not need quotation marks.

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 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 own words</u>. It is a widely held misconception that only direct quotations 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.

If you take notes using a computer and later copy them into your essay it is important, if you copy verbatim quotations, to mark that they *are*. A lot of inadvertent plagiarism occurs when people copy passages from their notes directly into essays, or cut and paste notes from electronic sources, having forgotten that these are in someone else's words.

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.

In citing a work you need to give the full reference in the first footnote, but if you refer to the same work more than once subsequent references should be abbreviated (see below 'Repeated References')

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. The page reference will then be placed after a comma, using 'p.' or 'pp.'.
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:

> R. 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. In this case you will mostly be citing one particular article or chapter. After the author and chapter name (in inverted commas not in italics), put the name of the book in italics, the editor or editors preceeded by 'ed. by' whether there is one or more, the publication information, and then the range of pages covered by the chapter. Finally, put the page you are citing in parentheses.

For example:

> Chas S. Clifton, 'What has Alexandria to do with Boston? Some Sources of Modern Pagan Ethics', in *Magical Religion and Modern Witchcraft*, ed. by James R. Lewis (New York: State University of New York Press, 1996), pp. 269-276 (p. 333).

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:

> S. Hornblower, *The Greek World, 479-323 BCE*, 3rd edn (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)
Name of article in single quotation marks (followed by a comma)
Name of journal in italics (followed by comma)
Volume number if given (if there is an issue number, insert this after the volume number and put a comma between them)
Year in parentheses (including month or season if given) (followed by a comma)
Pages of article as a whole (not using 'pp.')
Specific page cited (in parentheses and using 'p.')

For example:

> E. Asmis, 'Philodemus's Poetic Theory and "On the Good King According to Homer"', *Classical Antiquity*, 10, No. 1 (April, 1991), 1-45 (p. 5).

If the journal is part of a new series, 'n.s.' (standing for 'new series'), should precede the volume number.

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.

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!

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,* 2 (10th September,1989). <http://www.ariadne.ac.uk/issue21/web-cache/> [Accessed: 2 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 (p. 148). <http://www.sciencedirect.com/> [Accessed: 24 May 2007].

Some e-journals replicated printed journals with page numbers, and some do not. Try to include the following information in the following order:

Author's name
Title of item
Date of item if available
Title of complete work/resource
Publication details (volume, issue, date)
Full address (Universal Resource Locator (URL)) or DOI of the resource (in angle brackets)
Date at which the resource was consulted (in square brackets)
Location of passage cited (in parentheses)

This is what a citation from an online journal might look like:

> Steve Sohmer, 'The Lunar Calendar of Shakespeare's *King Lear*', *Early Modern Literary Studies,* 5.2 (1999) <http://purl.oclc.org/emls/05-2/sohmlear.htm> [accessed 28 January 2000] (para. 3 of 17)

Material on the web can be very miscellaneous in quality as well as in format. If material is not from an academic journal, you might need to ask yourself if it is sufficiently authoritative to be useful. The answer may well be yes, in which case you should try to replicate the above information as closely as possible. You will very often not be able to cite specific page numbers.

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', 1999, 2006. Website of C. George Boeree <http://webspace.ship.edu/cgboer/piaget.html> [Accessed: 18 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: 18 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: 18 August 2010].

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

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.

Format to follow:

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

For example:

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

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 2004, p.2 [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].

Encyclopaedias and Dictionaries

Format to follow:
Author(s) of lemma
Name of lemma in single quotation marks (followed by a comma)
Title of work in italics (followed by fullstop)
name of editor(s) preceded by 'ed. by'
In parentheses: Place of publication (followed by colon), Publisher company (in full) (followed by comma), Date
Page range of article (not using 'pp.'

Specific page cited (using 'p.' and in parentheses (followed by full stop)

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

Citation through another Source

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; repr. 1989), p. 28.

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

Repeated References in Footnotes

Full citations of books and articles 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:

> Chas S. Clifton, 'What has Alexandria to do with Boston? Some Sources of Modern Pagan Ethics', in *Magical Religion and Modern Witchcraft*, ed. by James R. Lewis (New York: State University of New York Press, 1996), pp. 269-276 (p. 333).

would be

> Clifton, p. 333.

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

For example:

> Clifton, 'What has Alexandria', 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 this School. 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, 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 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 should 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: 18 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', 1999, 2006. Website of C. George Boeree http://webspace.ship.edu/cgboer/piaget.html> [Accessed: 18 November 2008]

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

Clifton, Chas S. , 'What has Alexandria to do with Boston? Some Sources of Modern Pagan Ethics', in *Magical Religion and Modern Witchcraft*, ed. by James R. Lewis (New York: State University of New York Press, 1996), pp. 269-276

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 2004, p. 2

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 edn (London: Routledge, 2002)

MHRA *Style Guide* Second Edition (London, 2008) <http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml> [Accessed 16 November 2011]

Nye, Malory, *Religion The Basics* (London: Routledge, 2003)

Jenkings, R., 'Clashing with Caching', *Ariadne,* 2 (10th September,1989). <http://www.ariadne.ac.uk/issue21/web-cache/> [Accessed: 2 December 2004]

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

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 (p. 148). <http://www.sciencedirect.com/> [Accessed: 24 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]

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.

Plagiarism: Regulations, Procedures and Penalties

If a module tutor believes that plagiarism has occurred the student concerned will be informed of the allegation and an initial meeting with the Dean of Faculty or relevant Head of School will be arranged. At the meeting, the student will be presented with the evidence of plagiarism, and will be invited to offer an explanation for the alleged incident.

- If the student accepts the allegation of plagiarism, and if the student has not been found guilty of plagiarism by the University on a previous occasion, the module component that contains plagiarised work shall not be marked and the student may be allowed to undertake reassessment of a module component(s), and a re-examination fee may be payable. A new task will be determined that is clearly distinct from that originally presented for assessment.

- If the student denies the allegation of plagiarism and/or the student has been found guilty of plagiarism by the University on a previous occasion, the case will be considered by the Pro Vice-Chancellor (Academic). If, after consideration, the Pro Vice-Chancellor (Academic) considers that there exists a case that requires further investigation, he/she shall inform the Vice-Chancellor and a Committee of Enquiry will be established to investigate the allegations. The procedure thereafter is laid out in the Unfair Practice Procedure (see Section 7.8 -7.11 of the *Academic Quality Handbook*).

- If the allegation of plagiarism is upheld, then the penalties available to the Committee of Enquiry range from the issue of a formally recorded verbal or written reprimand to the candidate, to the cancellation of the candidate's marks in all of the modules for the particular level of study and the disqualification of the candidate from any future University examination.

Full details of the University's procedures for dealing with issues of plagiarism can be found in Chapter 7 of the *Academic Quality Handbook*, which can be seen on the University intranet or obtained from the Faculty Offices. These details are also available in Chapter 3 of *University Regulations - Student Guide*.

AVOIDING PLAGIARISM

Coursework, dissertations, or creative work are meant to be your own original work. Obviously you will use the work of others. Not only is this inevitable, it is expected. All scholarship builds on the work of others. The important thing to remember is always to **acknowledge your sources**. Observe the following guidelines:

- Anything that is copied or quoted from another source, including electronic sources such as the internet, must be in quotation marks and attributed to the original author. This may be in the body of the text or as a footnote. Full details of a source should be contained in a bibliography. Whatever method is used, always acknowledge your source and give full details of it (i.e. author, date, page number).

- Synthesising the work of others involves putting their ideas into your words. This is fine, but again, acknowledge your source. This can be done in a number of ways depending on the context. For example: 'Hart maintains that...[provide a footnote to Hart's article or book]' 'Hart provides evidence

for..' [again provide reference to Hart]: 'It is argued, or submitted by Hart that...[again, provide reference]' Then give the source of the original work. Make sure you indicate to the reader if you agree or disagree with Hart, and why!

- Where you are generally indebted for your ideas to one or two main sources, this can be a bit trickier. If the ideas or the way they are presented come from one or two sources, make this clear. Do the same if they come from lectures. It is important not to claim originality where it does not exist but to indicate in general where the information comes from.

- Full citations in timed unseen examinations are obviously not expected, but you should indicate general indebtedness and always credit any quotations you have managed to remember.

The golden rule is; **`if in doubt, provide references'.** Consult your tutors if you have any problems, in particular with the method of citing books and articles, which may differ from subject to subject. There are no penalties for asking for advice and guidance; there are severe penalties for plagiarism!