

Referencing Guide

Any reference to work or ideas of another person must be acknowledged in all academic work. Failure to reference results not only in poor work, but in plagiarism which is contrary to University Regulations. The following information is designed to help you in your essays and project work.

There are many recognised ways of providing references which fall into two broad styles: in-citation (such as the Harvard System) or footnotes/endnotes (such as the Oxford System). You may choose the style that you prefer, however *it is vitally important that you adopt a recognised system of referencing and that you use it accurately and consistently* in your own work. The following guidelines are based upon the Harvard System of referencing.

General Information

Where acknowledging the ideas or work of another person, it is sufficient to put the name of the author(s) and the date of the publication in the text. Either of the following is acceptable:

Diamond (1998) challenges the notion that inequalities in contemporary society have their origins in racial difference.

OR

The notion that the inequalities of today's society are a reflection of innate biological differences between humans is distasteful (Diamond, 1998).

Where there are **two authors** the names of both should be mentioned. Where there are **three or more** authors the convention is to mention the first named author and indicate the others with et al, e.g. (Waugh et al, 1998).

Where the bibliography contains two or more works of the same author in the same year this should be indicated through the use of lower-case letters following the date, e.g. (May, 1999b), in both the text and the bibliography.

Where direct quotations are used this must be indicated and (for written material) must be accompanied by a page reference. Short quotations (of less than two lines) should be represented in single quotation marks. Longer quotations should be indented and should not be within quotation marks. See the following examples of how this may be done.

Buck-Morss (1989) describes Benjamin's collection of objects as a 'constellation of concrete, historical referents' (p.4).

OR

Benjamin's collection of objects has been described as a 'constellation of concrete, historical referents' (Buck-Morss, 1989, p.4).

For longer quotations:

In the *Passagen-Werk* Benjamin was committed to a graphic, concrete representation of truth, in which historical images made visible the philosophical ideas. In them, history cut through the core of truth without providing a totalising frame. (Buck-Morss, 1989, p.55)

Creating a Bibliography

Increasingly, bibliographies need to contain details of more and more sources of information in addition to books. Below, information is given on some of the most common. This list is not exhaustive, however, and more extensive information on referencing and creating bibliographies can be found through the library website:

Appendix

<http://libguides.ncl.ac.uk/content.php?pid=235029&sid=1944522>

Books and Journals

The following examples illustrate how books and journal articles should be referred to in your bibliography. It is important to pay attention both to the information included and the style of its presentation. There are many ways of doing this. The following are good examples.

Books:

Buck-Morss, S. (1989) The Dialectics of Seeing: Walter Benjamin and the Arcades Project. London, MIT Press.

Edited Collections:

Lovatt, A. and Purkis, J. (1996). Shouting in the street: popular culture, values and the new ethnography. From the margins to the centre: cultural production and consumption in the post-industrial city. **J. O'Connor and D. Wynne**. Aldershot, Arena.

Journals:

Gilbert, R. (1992). "Citizenship, education and postmodernity". British Journal of Sociology of Education **13**(1): 51-68.

Film, Video and Broadcast

The following demonstrates the information needed to refer to a film, and the style in which it should be presented:

Title (year released in country of production). Media. Director's name and SURNAME. Place of production: producing organisation.

For "media" put the source type, e.g. film.

With regard to television or radio programmes the title, transmitting organisation and channel should be given along with the date and time of the transmission. For series, the number and title of the episode should also be given.

Electronic Sources

There is an emerging consensus on how to go about citing electronic sources. The following guidelines are based upon information offered by Bournemouth University at the following location:

http://www.bournemouth.ac.uk/library/infoskills/infoskills_refguides.html

Websites:

Author/editor (Year/No date). Title [online]. (Edition). Place of publication, Publisher. Available from: URL [Accessed Date].

It is important to put the access date to allow for the frequent modifications common in this medium. The 'publisher' may be the organisation responsible for maintaining the site. It is not always possible to identify an author in the traditional sense in which case the smallest organisational unit should be named.

Electronic Journals:

Author (Year). "Title". Journal Title [online], **volume** (issue), location within host. Available from: URL [Accessed Date].

“Location within host” can be interpreted as page number if the journal is paginated. Otherwise an equivalent referencing system should be used such as numbers of lines or screens. Specific references can then be made to line or paragraph numbers within the text.

Mailbase/Listserv E-mail Lists:

Author (Day Month Year). “Subject of message”. Discussion List [online]. Available from: list e-mail address [Accessed Date].

For “available from” give the address of the list administrator. Given that not all lists are archived it makes sense to preserve a hard or local copy.

E-mail:

Sender (Sender’s e-mail address) (Day Month Year).Subject of Message. E-mail to Recipient (Recipient’s e-mail address).

Of course there is little merit in adopting a perfect format for your references if you do not have the information that you need. So, at the stage of taking notes it is essential to record all the bibliographical details accurately. Tedious though it might seem this can save many hours and lots of worry on the eve of your deadline!