

Academic conventions and bibliographic referencing

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1 The purpose of bibliographic referencing

References, citations and bibliographies are used in a piece of academic writing to enable a reader to identify and locate the sources which have been consulted by the writer.

It is therefore the responsibility of the writer to provide full bibliographic details (author, title, publisher, date and place of publication, page numbers etc.) for all sources which have been used. The use of a standard structure for the reference, including appropriate use of abbreviations and a consistent format, enables these bibliographic details to be presented logically and concisely.

There are several different systems for referencing in use by the academic community. The system that we suggest is the Harvard System; this is also known as the “*author-date*” system.

2 The Harvard system of referencing

Making clear references to sources of ideas and information is an essential part of academic writing. When preparing a piece of written work you will often express and refer to the ideas, theories, and opinions of another writer; you will also give direct quotations from sources which you have consulted. In all such instances, it is essential that you provide full details of the work *referred to*, or *cited*, in order that your reader would be able to locate the texts themselves.

In the Harvard system of referencing, there are two elements to this process:

- the (abbreviated) reference, or citation, which points the reader from a point in your text to the bibliography - see 3 below
- the (full) reference which points the reader from the bibliography to the document which has been consulted - see 4 below

In order to identify your sources appropriately you will need to use both of these senses of *reference*.

3 In-text citations - the abbreviated reference

At the point in your writing at which you refer to documents which you have consulted, either by direct quotation, or by expressing the ideas and opinions of a particular author, you will need to provide certain bibliographic details: the author’s name, the publication date for the work and, wherever possible, relevant page numbers. The relevant bibliographic details should be given in brackets. This abbreviated reference is therefore known as the ‘*parenthetical reference*’ and it serves as a pointer to your bibliography. The following examples indicate the contexts in which the need for parenthetical references occur, and the way in which the references should be expressed.

3.1 Citations from sources which you have consulted yourself

3.1.1 The author's name occurs naturally in your writing

After the author's name give the date of publication of the work consulted in parentheses. N.B. if you are referring to a chapter in an edited work, then the name given in parentheses should be that of the author of the chapter. Full details of the edited work should then be included in the bibliography.

Example:

Thompson (1988) suggests that a weaver's household had less social standing than that of a spinner.

3.1.2 The author's name does not occur naturally

After presenting the idea of a particular author, give details of the author, the date of publication and page numbers in parentheses.

Example:

It has been suggested that, during the period 1906-1910, French governments tried to improve relations with their German counterparts. (Magraw 1983, 356).

3.1.3 A direct quotation from a text which you have read (brief quote)

Give the author's name, followed by the date of publication and the page numbers in parentheses. Prose quotations of less than forty words, or four lines, should be given in single inverted commas.

Example:

Thompson (1998, 235) states that 'In engineering, and in lesser degree in shipbuilding, it was only the First World War that brought deskilling on a considerable scale'.

3.1.4 Direct quotation (40 words or more) from a text which you have read

Longer quotations should be indented and inverted commas omitted. The author(s) surname(s), together with the date of publication and a page reference, should be given in parentheses at the end of the quotation.

Example:

In their analysis of the changing approaches to teaching and learning Brown and Smith (1996) suggest that:

The use of videos, we believe, still has an important place in training, as do books and workbooks, yet multimedia seems to be becoming more and more used, being so flexible and tailored to self-development situations that it is rapidly becoming a must in any learning centre. (Brown and Smith 1996, 82)

3.1.5 Reference to more than one work by the same author

In cases where, in a single piece of work, you need to refer to more than one work published within the same year by a particular author, it is appropriate to distinguish between the sources by using lower case letters (a,b,c etc.). The relevant letter should follow the date given in parentheses. The same letter should then be included in the details given in your bibliography.

Please note that although you may come across alphabetical letters attached to entries for an author in a bibliography which you have consulted, it is only appropriate to include a sequence of letters if you yourself have cited more than one work by an author.

Example:

Brown (1994a, 155) concludes that 'Assessment is at the heart of learning'.

3.2 Citations from sources which you have not consulted yourself

It is sometimes the case that you wish to refer to, or quote from, a source which you have not read yourself, but which has been cited in a work that you have consulted. Such items, which have not been consulted directly by the reader, are often known as 'second hand sources'. It is important however, that both of these sources are identified.

Following the conventions of the Harvard system, when referring to 'second hand sources' it is appropriate to use a 'footnote'. In the footnote you should give full bibliographic details of the work in which the citation originally appeared (i.e. the source which you did not consult yourself) together with an abbreviated reference for the source which you did yourself consult. The full bibliographic details for the work which you consulted should then be given in the bibliography at the end of the case.

Example:

Historicism can be defined as 'an approach to the social sciences which assumes that historical prediction is their principal aim'.¹

¹ Karl Popper (1961) *The Poverty of Historicism* London, p.3 Quoted in Lodge (1986, 69)

4 Compiling the bibliography

Conventions

The bibliography should be located at the end of the case. It gives full references for all the authorities and sources cited in your writing; all of which you will have consulted yourself. Details of works referred to in your text, but which you have not actually consulted yourself, should be given in a footnote (see 3.2 above).

Entries in the bibliography will normally be arranged in a single alphabetical sequence by author, or editor; in cases where an author is not indicated on the publication, the first letter of the title is used.

When compiling the bibliography the following conventions should be observed:

- all appropriate elements of the reference should be included
- elements of the reference should be presented in the order identified by the system of referencing
- authors' names (forenames and/or initials) should be given as they appear on the title page of the publication
- edition statements should be given for all publications other than the first edition
- punctuation should be consistent for all references.

Examples

The following examples identify the information which should be included in the bibliography entries for a range of documents.

4.1 Printed materials

4.1.1 Books - single author

Author surname, forenames and/or initials (date) *Title*. Edition statement, Place of publication: Publisher.

Example:

Storey, John (1993) *An Introduction to Cultural Theory and Popular Culture*. 2nd edition, Hemel Hempstead: Prentice Hall/Harvester Wheatsheaf.

4.1.2 Books - two authors

First author's surname, forenames and/or initials 'and' second author's surname, forenames and/or initials (date) *Title*. Edition statement, Place of publication: Publisher.

Example:

Augoustinos, Martha and Walker, Iain (1995) *Social Cognition: An Integrated Introduction*. London: Sage.

4.1.3 Books - three authors

First author's surname, forenames and/or initials, second author's surname, forenames and/or initials 'and' third author's surname, forenames and/or initials (date) *Title*. Edition statement, Place of publication: Publisher.

Example:

Oltmanns, Thomas F., Neale, John M. and Davison, Gerald C. (1995) *Case Studies in Abnormal Psychology*. 4th edition, Chichester: John Wiley.

4.1.4 Books - more than three authors

First author's surname, forenames and/or initials, et al. (date) *Title*. Edition statement, Place of publication: Publisher.

Example:

Driver, Rosalind, et al. (1994) *Making Sense of Secondary Science: Research into Children's Ideas*. London: Routledge.

4.1.5 Edited books: - single editor

Author's surname, forenames and/or initials (ed.) (date) *Title*. Edition statement, Place of publication: Publisher.

Example:

Cahoone, Lawrence E. (ed.) (1996) *From Modernism to Postmodernism: an Anthology*. Oxford: Blackwell.

4.1.6 Edited books: - multiple editors

The conventions for works by multiple editors follow the pattern of those for multiple authors (see 4.1.2 - 4.1.4); however the abbreviation (eds.) will be included after the name of the last editor.

Example:

Richardson, W. Mark and Wildman, Wesley J. (eds.) (1996) *Religion and Science: History, Method, Dialogue*. London: Routledge.

4.1.7 Chapters in edited books

Author's surname, forenames and/or initials (date) 'Title of chapter'. In Editor's surname, forename and/or initials (ed.) *Title*. Place of publication: Publisher. Page numbers of chapter.

Example:

Knott, Kim (1994) 'Women and religion in post-war Britain.' In Parsons, Gerald (ed.) *The Growth of Religious Diversity: Britain from 1945*. London: Routledge, with the Open University Press. 199 - 230.

4.1.8 Articles in periodicals

Author's surname, forenames and/or initials (date) 'Title of article'. *Title of Periodical/Magazine*
Volume number: part number, page numbers.

Example:

Odell, Margaret S. (1998) 'You are what you eat: Ezekiel and the scroll', *Journal of Biblical Literature* 117 : 2, 229-248

4.1.9 Newspaper articles

Author's surname, forenames and/or initials, or Newspaper Title (date) 'Title of article', *Name of Newspaper*, issue date, page number(s).

Example:

Lavender, Andy (1998) 'Lanterns in the Lakes', *The Times*, 10 June, 38

4.1.10 Theses

Author's surname, forenames and/or initials (year of award) *Title - in lower case*. Ph.D. Thesis, Awarding Institution.

Example:

Smith, K.P. (1997) *An Investigation of Approaches to Bibliographic Referencing*. Ph.D. Thesis, University of South West Birmingham.

4.1.11 Unpublished material

Author's surname, forenames and/or initials (date) *Title*. Unpublished.

Example:

Brown, A. B. (1998) *Guidelines for Bibliographic Referencing*. Unpublished.

4.1.12 Government publications

Government Department (Country) (date) *Title*. Place of publication: Publisher.

Example:

Department for Education and Employment (UK) (1998) *Education and Training Statistics for the United Kingdom: 1997 edition*. London: The Stationery Office.

4.2 Audio-visual materials

4.2.1 Video-cassette

Title. (date of the video) Person(s) or body responsible for production. Place of publication / publication: Production Company. [Format].

Example:

Howards End. (1993) Screenplay by Ruth Praver Jhabvala, based on the book by E.M. Forster, directed by James Ivory and produced by Ismail Merchant. London: Mayfair Entertainment U.K. [Video].

4.2.2 Television - single broadcast

Name of individual responsible for the content of the broadcast, (role of individual) (date of broadcast) *Title of the Broadcast*. Place: Broadcasting Service.

Example:

Crystal, L. (Executive Producer) (1993, October 11) *The MacNeil/Lehrer News Hour*. New York and Washington, DC: Public Broadcasting Service.

4.2.3 Television - single episode from a series

Name of individual responsible for episode (year of broadcast) Title of Episode. (Name of director) 'In' name of series producer (role), *Title of Series*. Place: Broadcasting Service.

Example:

Hall, B. (1991) The Rules of the Game (J.Bender, Director). In J. Sander (Producer), *I'll Fly Away*. New York: New York Broadcasting Company.

4.3 Electronic sources

4.3.1 CD-ROM

*Author/Editor surname, forenames and/or initials (date) *Title*. [type of medium] Edition statement. Place of publication: Publisher. * if available

Example:

Bastable, Jonathon (ed.) (1996) *Women's Rights: the story so far*. [CD-ROM] London: News Multimedia Ltd.

4.3.2 World wide web pages

The URL: citations for on-line sources should always include the full 'uniform resource locator' (URL) for the site and the date on which it was accessed.

The title: a 'web page' is not synonymous with a single page of screen display - i.e. the title for a 'web page' is likely to relate to more than one screen display. Consequently, when identifying the 'title' of a web page, you should look for the heading given in the bar at the top of your screen display rather than any title which appears in the centre of your screen.

The date: web pages are designed to be updated on a regular basis. If available, you should give the date of original creation of the web page; this is sometimes identified on the pages. However, you reference should always include the date on which you accessed the website.

Consequently, for websites the reference will be as follows:

Author/editor surname, forenames and/or initials (date - given on the site) *Title*. [online]. Place of publication: Name of Publisher. Available from: URL [Accessed date].

Example:

Pioch, N. (17/2/96) *WebMuseum: Angelico, Fra*. [online]. Available from: <http://sunsite.doc.ic.ac.uk/wm/painy/auth/angelico/> [Accessed 8/6/98].

4.3.3 E-mails

Sender (Sender's e-mail address) (date). Subject of Message. E-mail to recipient (Recipient's e-mail address).

Example:

Baylis, Fran (fran@thecasecentre.org) (8/6/98). Copyright Seminar. E-mail to Antoinette Mills (antoinette@thecasecentre.org)

4.3.4 E-mail discussion lists

Author surname, forenames and/or initials (Day, month, year) Subject of message. *Name of Discussion List*. [online]. Available from: list e-mail address [Accessed date].

Example:

Kerry, D. (2/6/98) Charging for use of library. *ABTAPL*. [online]. Available from: abtapl@mailbase.ac.uk [Accessed: 7/2/98].

4.3.5 Electronic journals

Author's surname, forename(s) and/or initials (date) 'Title of article', *Journal Title*. [online]. Volume number : part number, page numbers. Available from: URL [Accessed date].

Example:

Lee, J. (1997) 'MI and OFSTED: Evolution or revolution in school inspection', *British Journal of Educational Studies* [online]. 45 : 1, 39-52.

Available from: http://pluto.bids.ac.uk/JournalsOnline/jol_page/19JOL-1.897404429.31300 [Accessed 8/6/98]

5 Footnotes

With the Harvard system of bibliographic referencing the only occasion when it is appropriate to use a footnote is when citing a work which you have not read yourself, but which has been referred to in a work which you have consulted. (See 3.2 above).

In certain instances it is appropriate to use footnotes. For example, if you wished to provide an explanation of a point made in your writing, but, which, if included in the main body of your text might inhibit the flow of your argument.

6 Latin abbreviations

Latin abbreviations are often used with particular systems of academic referencing. Most commonly 'op.cit.' (meaning - 'in the work quoted') and 'ibid.' (meaning - 'in the same place') will be found in footnoted references as a means of avoiding having to repeat the reference in full.

However, in the Harvard system of referencing, which refers the reader from a brief reference in the text, to a full reference in a single, comprehensive bibliography, the use of footnotes and hence of Latin abbreviations, is not required. The only Latin abbreviation which it is appropriate to use is 'et.al.' (meaning 'and others'). If in doubt, do not attempt to use the abbreviations.

7 Further sources of information

Further information and examples of the Harvard system can be found in the following items.

For printed sources:

Bosworth, David P. (1992) *Citing Your References: A Guide for Authors of Journal Articles and Students Writing Theses or Dissertations*. Thirsk: Underhill Press

Parsons, C.J. (1994) *Theses and Project Work: A Guide to Research and Writing*. 2nd ed., London: Allen & Unwin.