

## BRIEF GUIDE TO REFERENCE AND BIBLIOGRAPHY

J. Kallen, 2002

### Citation and references: why bother?

During the course of your academic career, you will write many papers which rely on the work of other people. When you rely on this work — whether you quote someone directly, give their words approximately (also known as *paraphrasing*), or present knowledge from another source that is not generally known — you must give credit to that source for the text which you are quoting or for the information which you are using. In order to make the process of giving credit clear and efficient, academic writers in different disciplines have evolved a consensus on the form and style for citing other work. The basic principle of citation in academic papers is that the writer should cite sources in order to enable the reader to find the material which has been quoted or otherwise used. The reader may want this information for many different reasons: to find out more information, to check the accuracy of quotations, to form an opinion for or against that of the original source, and so on. Whatever the reason, the essential principle of citation in academic writing is simply that:

- *any use of text, or of knowledge that is not generally known, which is not your own must have a citation in your paper which will identify the original source of the material you are using.*

To use material written by someone else without giving proper citation is a form of **plagiarism**, and is a very serious academic offence.

Two kinds of reference are needed in order to make citation work clearly and efficiently: *in-text citation* and an *alphabetical list of references* at the end of the paper. In-text citation is sometimes done in the form of footnotes (especially in the humanities), but for this course, 'scientific notation' which relies on an 'author/date' system is the only one which is appropriate. These in-text citations give the *surname* of the author, followed by the year of publication of the work in brackets (parentheses), together with the **page or pages on which any direct quotation is found**. Thus, as seen in the sample paper below, in-text citations are generally of the form 'Gibaldi (1995: 35)'. If there are more than three authors to the work, abbreviate the list in an in-text citation by giving the surname of the first-named author followed by 'et al.' (a Latin abbreviation for 'and others'). Give the names of all the authors in the final list of references. Do *not* list other material such as the title of a book or article, or the first name of the author, in the in-text citation. Pages *must* be given for quotations or close paraphrases because it is unrealistic to leave it to the reader to search through an entire book in order to find the material which has been quoted.

- *This requirement means that you should always be careful when taking notes to note the pages on which any quotation that you might use appears.*

In your text, all material quoted should be clearly marked off by quotation marks before and after the quoted material. If *and only if* a quotation is long (more than three full lines), the quotation should be indented *without* quotation marks (see the sample paper). When you are citing a paper that comes from a collection of papers, *do not* make reference in the text to the book as a whole. This reference will be made in the list of references at the end (see Morgan 2001 in the sample paper).

One common problem is posed by **indirect reference**. Here you have read the work of Author A and in it Author A has quoted something interesting by Author B. Should you list the reference to Author B in your list of references? The strongest arguments are against listing Author B. Author A may have the reference to Author B wrong (this happens!) and you should not repeat Author A's mistakes. At the same time, you do not want to credit Author A with an idea that really belongs to Author B. Therefore, although your own citation should be to Author A, you should find a way in plain English to note that Author A acknowledged the work of Author B. The quotation in the sample paper from Barzun and Graff's use of work by Abraham Lincoln as edited by Roy Basler is illustrative.

The **list of references** which follows your paper must list every source which you have cited in your text. It does not list everything you have read, since you may read things that you do not quote, nor should it list things which you have not read. The list should be in alphabetical order by the surname of the first-named author for each work: works with no known author should be listed alphabetically according to their title (see below). Works which are used in academic writing are of different kinds: each type (book, journal article, paper in a collection of articles) has its own special reference form, and you must follow the form which is appropriate for the type of material. Electronic media (web pages, CD-ROMs, etc.) have their own special forms, too, and while this area is still being developed, the guide below represents one way of meeting the basic principle of enabling the reader to find the cited work.

### **Layout of papers**

Nearly everyone uses a word processor to produce papers, and while there is some room for variation in the way that papers should be laid out, some principles are fairly uniform. The main goal of any system of layout is to achieve clarity for the reader and efficiency for both the reader and the writer. The following points are recommended.

1. Papers should be double spaced or done in 1.5 spacing. Single spacing should *not* be used except in quotations (if desired).
2. In a double spaced paper (as in the sample), there should not be an empty line between the last line of one paragraph and the first line of the next. The first line of each paragraph should be indented by 3-5 spaces (as in this handout). Skipping a line between paragraphs is very wasteful in an essay (though it might be a good idea in a short letter), and is unnecessary if the first line of a paragraph is indented. Paragraph indentation is something that can be set up automatically on the word processor, or done by hand using tabs.
3. Margins should be big enough so that comments could be written in the margin by an examiner, but not so big as to waste space. Most word processors have a default (standard) margin setting, which is usually the one you should use.
4. It is very easy to tell the word processor to number the pages of your paper. The first page should not be numbered, but the others should be. If you do not know how to do this, you should find out!

5. Use indented margins (as with what you are reading now) to draw attention to subtopics within a paragraph where you feel it is necessary to emphasise certain points. Be careful with special techniques of this kind: too much of what copy editors call 'white space' is wasteful.

6. A font should not be too small or too big: 12 pts. usually works well. This text is in New Century Schoolbook, though the sample paper is in Palatino; Times New Roman is also popular, and there may be others you prefer. Italics and bold should be used for certain purposes (emphasis or specific rules in, for example, linguistics) but not overused. Clarity is the main aim in font selection.

7. Use headings and subheadings, especially in a long essay, to mark out changes of topic. Remember that a reader can read your paper, but cannot read your mind.

8. Spell correctly. Spellcheck facilities on a word processor can be very helpful and should be used, bearing in mind that the built-in facilities do not know the technical vocabulary you will be using in essays, and that the computer will accept, for example, both 'led' and 'lead' as correctly spelled even where you clearly intend one but not the other. Do not confuse, for example, *it's* (a contraction of 'it is') with *its* (the possessive form of 'it'). Languages other than English should also be spelled correctly: the 'fada' in words like *Seán* is an integral part of the spelling of the word in Irish, and the word processor can put in signs of this kind quite easily.

9. If you are handwriting your submissions, the above principles of clarity and accuracy still hold!

### **Sample paper**

Following is a sample paper. Pay attention to features of layout, the use of indirect reference, the system of reference to articles in collections of papers, the treatment of long vs. short quotations, the use of a work which has no known author and so is referred to only by the title, and the citations for electronic media. The paper is followed by an appropriate list of references. Pay attention to every detail of punctuation, capitalisation, inclusion of information, order of information, and other aspects of form in the list of references. A discussion of the principles used in this list then follows.

Please note that while the guidelines below are intended to be as broadly applicable as possible, different lecturers and different courses may have other requirements. You are advised to make sure that you are aware of any such special regulations.

## SAMPLE

Research and writing skills are necessary in university life. A classic text by Barzun and Graff (1970) details many ways in which what they term 'the modern researcher' must be accurate and critical in doing research. The advice to 'prefer the specific to the general, the definite to the vague, the concrete to the abstract' (Strunk and White 2000: 21) is well worth following, no matter what the discipline. Gibaldi (1995: 35) advises that 'the successful research paper is usually the culmination of series of drafts', and warns writers that they should 'not expect the first draft ... to be the finished product'. To help with matters of spelling and punctuation, the stylebook of Weiner and Hawkins (1984) is especially recommended.

One wonders, of course, what an old master like Noah Webster would have made of the problem of clarity in writing. Webster (1970[1806]: 52) defined 'clarification' as 'the act or art of making clear', and indeed it may be that there is an art to clear writing and referencing. Gibaldi (1995: 105) observes that

Documentation styles differ according to discipline because they are shaped by the kind of research and scholarship undertaken. For example, in the sciences, where timeliness of research is crucial, the date of publication is usually given prominence. ... In the humanities, where most important scholarship remains relevant for a substantial period, publication dates receive less attention.

Clarity can also be difficult to achieve because of deep-seated linguistic problems. Tent (2001: 220-21), for example, lists many examples of English in Fiji which would be incomprehensible in Ireland: words such as *bilibili* 'bamboo raft', *bikabika* 'funeral vigil', *tikina* 'district', and *turaga* 'chief' are certainly not clear in Ireland. Similarly, Morgan (2001) documents ways in which the language of African American 'Hip Hop' music gives rise to a host of terms which would otherwise be unclear, e.g., *player hater* 'a term that refers to envious people who criticize others' success' (p. 198) and *gaffle* 'harassment by the police' (p. 203). On general problems of dialectology, see also Weinreich (1954).

Of course anyone who has had to struggle with phonetics has the problem of clarity in transcription. Fortunately the International Phonetic Association provides useful guidance (see the *IPA website*), and their fonts web page (*IPA fonts*) gives detailed information on using phonetic fonts and offers a downloadable chart of the extensions to the International Phonetic Alphabet for use with disordered speech (*ExtIPAChart97.pdf*).

Electronic media in themselves present many problems, since e-mail postings to newsgroups (e.g. Cray 2001) and personal communications (e.g. Jaworski 2001), no less than portable CD-ROMs which include specific articles such as those by Dowling (1997) or 'Aphasia' (1997), are so new as to lack standard reference forms. Newspaper articles such as Sontag and Stanley (2000) or Brophy (2001) are not so challenging, nor are leaflets like that of *The Center for Folklore Studies* (n.d.), or magazine articles (e.g. MacLochlainn 1995), since these forms are well established. Citing a thesis like that of Perez i Zamora (2000) should not be a problem.

Gibaldi (1995) provides much more detail and should be consulted where necessary, but ultimately the goal of all referencing systems is clarity. In their analysis of the works of Abraham Lincoln as edited by Roy Basler, Barzun and Graff (1970: 314) urge every writer to 'try to find out what you mean — what you would go to the stake for — and put it down without frills or depreciatory gestures'. As for references, I would give the final word to the succinct maxim of Nelson (1971): 'You should be able to stake your life on the accuracy of your footnotes'.

## REFERENCES

- Aphasia. (1997). Aphasia. *The Academic American Encyclopedia (The 1997 Grolier Multimedia Encyclopedia)*. CD-ROM. Danbury, CT: Grolier Interactive Inc.
- Barzun, Jacques and Henry F. Graff. (1970). *The Modern Researcher*. 2nd ed. New York: Harcourt, Brace & World.
- Brophy, John. (2001). Gabhann Gaeilge le fiontraíocht. *The Irish Times* March 17, *Ré Nua Don Teanga* supplement: 7.
- ExtIPAChart97.pdf. ExtIPA symbols for disordered speech. Online document downloaded from IPA fonts web page (<http://www.arts.gla.ac.uk/IPA/ipafonts.html>), 27 September 2002.
- The Center for Folklore Studies. (n.d.). *The Center for Folklore Studies at the Ohio State University*. Leaflet. Columbus, OH: The Center for Folklore Studies, The Ohio State University.
- Cray, Ed. (2001). Something for the library. E-mail to 'Forum for ballad scholars' (BALLAD-L@LISTSERV.INDIANA.EDU), 4 May 2001.
- Dowling, John E. (1997). Neurobiology. *The Academic American Encyclopedia (The 1997 Grolier Multimedia Encyclopedia)*. CD-ROM. Danbury, CT: Grolier Interactive Inc.
- Gibaldi, Joseph. (1995). *MLA Handbook for Writers of Research Papers*. 4th ed. New York: The Modern Language Association of America.
- IPA fonts. The International Phonetic Association website: 'Fonts'.  
<http://www.arts.gla.ac.uk/IPA/ipafonts.html>. Viewed 27 September 2002.

IPA Website. The International Phonetic Association website.

<http://www.arts.gla.ac.uk/IPA/ipa.html>. Viewed 27 September 2002.

Jaworski, Adam. (2001). Timely use of silence. E-mail to Jeffrey Kallen, 12 April 2001.

MacLochlainn, Antain. (1995). Travels in An t-Oileán Úr, the New World in Gaelic literature. *Causeway: Cultural Traditions Journal* Summer: 23-27.

Morgan, Marcyliena (2001). 'Nuthin' but a G thang': Grammar and language ideology in Hip Hop identity. In Sonja L. Lanehart (ed.), *Sociocultural and Historical Contexts of African American English*, pp. 187-209. Amsterdam: Benjamins.

Nelson, Dorothy. (1971). Personal communication.

Perez i Zamora, Roser. (2000). Discourse, insult, and cultural values. Unpublished Ph.D. thesis, Trinity College Dublin.

Sontag, Deborah and Alessandra Stanley. (2000). Pope leaves message of reconciliation at Judaism's holiest site. *International Herald Tribune* March 27, London ed.: 1.

Strunk, William and E.B. White, Jr. (2000 [1935]). *The Elements of Style*. 4th ed. London: Allyn and Bacon.

Tent, Jan. (2001). A profile of the Fiji English lexis. *English World-Wide* 22: 209-245.

Webster, Noah. (1970 [1806]). *A Compendious Dictionary of the English Language*. Facsimile ed. New York: Bounty Books.

Weiner, E.S.C. and J.M. Hawkins. (1984). *The Oxford Guide to the English Language*. Oxford: Oxford University Press.

Weinreich, Uriel. (1954). Is structural dialectology possible? Reprinted in Harold B. Allen and Michael D. Linn (eds.), *Dialect and Language Variation*, pp. 20-34. London: Academic Press, 1986.

## Discussion

The sample bibliography above is not exhaustive of all possible reference forms: further details are found in Gibaldi (1995), though Gibaldi's recommendations must be modified to suit the 'author/date' system used in scientific writing. Major points of reference format are noted below.

### Books

The essential information for a book reference is (1) the author's name (listed surname first), (2) the date of publication of the book, (3) the title of the book, (4) the city of publication, and (5) the publisher. Where there is more than one author, I recommend the style used here, which lists the second and subsequent authors in their normal order: listing the surname first is only done to facilitate alphabetisation. Some publishers, however, put all authors in surname-first order.

The date of publication of the book should not be confused with the date of printing: when a book is reprinted without changes, it is the date of the most recent version of the text, not the date of the most recent printing, which goes into the references. If you are citing a 2nd or other revised edition, give the edition you are using as the date of publication in the main reference. If a long period of time has passed between the first edition of the book and the edition you are using, give the date of the first edition in brackets. If the edition you are using is a facsimile of an early edition, indicate the original date in brackets. The examples from Barzun and Graff (1970), Gibaldi (1995), Strunk and White (2000[1935]), and Webster (1970[1806]) illustrate this system.

The title of the book should be underlined or italicised: you may include the subtitle of a book if it is helpful, or you may leave out the subtitle if it is redundant. Use the title of the book as it appears on the title page, not on the front cover: sometimes the title on the front cover will be altered from the official title on the title page. Some books may require the listing of further information, such as the name of the translator of a work or the name of an editor of a work by someone else (for example, the works of William Shakespeare, as edited by a particular person). Any such additional information goes after the title.

Following the title and any additional information, list the city of publication. Many publishers publish all over the world: if you know where your edition comes from, use that city as the city of publication. Otherwise, use the city closest to where you have obtained the book. Do not just give the country of publication, and do not assume that all books published in England are published in London (Penguin books, for example, are not)! Finally, after a colon, give the publisher of the book. You may omit redundant words like 'publishers' or 'ltd.' if clarity is not lost.

### **Articles**

Articles are of two basic kinds: articles in an edited book (as with the example of Morgan 2001) and articles in journals, magazines, or newspapers (e.g. Tent 2001, MacLochlainn 1995, and Sontag and Stanley 2000). The reference for an article in an edited book begins with the name of the author or authors (cf. the notes above), followed by the date of publication, and the title of the article. The style I recommend here makes two differences between the title of a book and the title of an article: (1) the title of a book is put in italics or underlined, but the title of an article is not underlined or italicised, and (2) the title of a book capitalises all the major words of the title, but the title of an article capitalises only proper nouns and the first word of the title. After the title of the article comes the word 'In', followed by the name of the editor of the book and the designation '(ed.)', followed by the title of the book (italicised or underlined) and the pages on which the article appears. As in the Morgan (2001) example, all this information runs together in one bit of text, joined by commas. Then, as with a book, comes the city of publication and the publisher. The list of references is the ONLY place where reference is made to the article appearing in a book: in the main text, the book in which the article appears is NOT referred to. If an article is reprinted in a later collection, use the date for the first appearance of the article, cite the book as a whole, and include the date of publication of the later collection: see the reference to Weinreich (1954).

Journal articles follow a somewhat different practice from book references, since editors and publishers of journals are **not** included in the references. Most academic journals are organised on a yearly cycle: one volume appears per year, divided into two, three, or four (sometimes more) issues within the volume. In this case, most journals paginate (number the pages) starting with the first issue of the volume and continuing right through all issues to the end of the volume. If the journal is organised in this way, the citation begins with the author, year of the journal, title of the article (given in article form), title of the journal (given in book title form), and volume number followed by a colon and the pages on which the entire article appears. The citation for Tent (2001) is in this form. Where a journal numbers the pages for each issue separately (typical of magazines as well), the volume and the issue (which might be numbered or given by month or season) must be included before the pages are given. The MacLochlainn (1995) citation provides an example. Newspaper articles include the author (where given), year of publication, title of the article (in article form), name of the newspaper (in book title form), date of the newspaper, then a comma and the section or edition of the newspaper where necessary, followed by a colon and the page on which the article appears. The Brophy (2001) example shows the need to specify a section, and the Sontag and Stanley (2000) reference shows the need to specify the edition — section reference is not needed here, since this newspaper has only one section, but the edition is important as the newspaper is published in different versions all over the world.

### **Theses**

A thesis reference treats the thesis as an unpublished paper. Article format is used for the title, and the degree and institution are given as in the Perez i Zamora (2000) example above.

### **Information lacking**

Many works (especially newspaper and magazine articles; some kinds of charts, tables, and tests; leaflets and handouts; and other kinds of ephemera) have no known author. In these cases, use a 'short title' system for the in-text citation, where you give a short version of the title which gives a guide to the reader as to where to find the reference in the list of references. In the list of references, start with the short title. Then give the date of publication: you will note that with *The Center for Folklore Studies* (n.d.), there is no date available, so the abbreviation '(n.d.)' ('no date') is used. After the date, give the full title. Then give other information as to location (journal article, book, etc.) or, as with *The Center for Folklore Studies* (n.d.), give necessary information as to the format of the work (leaflet, handout, chart, test, etc.). Conclude with the information as to place and publisher where possible: otherwise give whatever necessary identifying information is available (e.g. 'leaflet distributed on Grafton Street, 27 September 2002').

### **Electronic sources**

The world of electronic referencing is still in a state of flux. The starting point is the distinction between on-line references (worldwide web, e-mail, etc.) and portable electronic media such as CD-ROMs, DVDs, and the like. The easiest form of reference is like the one to Dowling (1997) in the sample. This source is treated much like an article in a book: the author of the article is given, followed by the date of publication, and the title of the work (given in book title format). The title here is taken from a page called 'Copyright information', not from the box alone. The key feature of this reference is that the title is then followed by the format, CD-ROM. Page numbers are not involved, since the CD-ROM is searched by other means and pages are not numbered. The publisher of this CD-ROM is credited in the usual way as for a book.

On-line references are somewhat more complicated. Cray (2001) and Jaworski (2001) are public and private e-mail communications, respectively, and they are not complicated to cite in the form given. Web pages are the main problem. I have chosen here not to use the author/date system for web citations, because the date of publication is often impossible to ascertain for web pages, which may be changed slightly every day or left unchanged for long periods. What I have done is used the 'short title' system for in-text citation, giving the short title as the key word for listing in the references. The short title is then followed by the full title of the relevant page in the list of references, as taken from the page itself: in the sample, *IPA Website* is a home page, while *IPA fonts* is a page linked to that home page. The vital ingredient in both cases is that (1) the URL (which appears on the screen in a small line at the top of the page when browsing) is given in the reference, and (2) the date on which the web page was viewed is also given. This information is vital because web pages may change frequently, and it is important to know when the cited information was viewed on the web. The reference in the sample to *ExtIPAChart97.pdf* refers to a self-standing document that is available for downloading: following the short title, the title of the document is given, followed by the web site URL at which one may obtain the document, and the date on which the document was downloaded (it might not be there tomorrow!).

### **Miscellaneous**

The remaining form in this sample (personal communication) could be used to sum up the essence of good reference form: no matter what the form of material you are citing, the basic principle is simply that references should enable the reader to find the source you refer to, and that the use of references should, ideally at least, be completely accurate at all times.

---

**Below are two websites which cover referencing**

**Referencing section**

<http://www.english.uiuc.edu/cws/wworkshop/index.htm>

**APA**

<http://www.apastyle.org/fifthchanges.html>