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### HOW TO REFERENCE QUOTES AND WRITE BIBLIOGRAPHIES

When you are writing an essay, dissertation or project, you will want to quote other authors in order to demonstrate your awareness of the relevant literature, and to back up your arguments. But quotes and references also have another purpose - they should guide people reading your work to other papers and books which you have read. Readers may want to follow-up your references for a variety of reasons:

- to read more widely on the subject
- to follow up a specific point in more detail
- to check your interpretation of the writer's comments

In order to enable readers to do this, your references need to be

### CLEAR and COMPREHENSIVE

So when you use a quote in your writing, you need to tell readers where to find it.

In Human Geography the method most commonly used to do this is called **The Harvard System**. In the Harvard System you give the author's name, the year of publication and the page number of the quote in brackets immediately after the quote in the text.

"Like this for example" (Woods 1999, 23)

This is then used by the reader to find the full reference in the bibliography, which will give them all the details they need to find the original book or journal paper.

There is an alternative system, often used in scientific writing but also favoured by some social science writers, which involves giving the details of a quote in a footnote or end-note.<sup>1</sup> You will see this system used in some of the papers and books you read, but are not advised to use it yourself.

<sup>1</sup> Like this.

### HOW TO REFERENCE A QUOTE

If you are quoting a reasonably long passage, the clearest way to set it out is to separate it from the rest of the text and indent it in the middle of the page. When you use a quote like this, you should put the author's surname, the year of publication, and the page number in brackets on a separate line after the end of the quote, right-aligned. For example:

"If one moves in from the satellite towards the globe, holding all those networks of social relations and movements and communications in one's head, then each 'place' can be seen as a particular, unique, point of their intersection. It is, indeed, a meeting place."  
(Massey 1991, 28)

You may, however, just want to quote one or two sentences as part of a paragraph. These short quotes do not need to be separated from the rest of the text, and the reference details should follow immediately after the quote, in brackets, on the same line. If you've already mentioned the author's name in introducing the quote, you only need to give the year of publication and the page number:

so this is what Massey means when she says "what we need, it seems to me, is a global sense of the local, a global sense of place." (1991, 29).

If you are using two quotes taken from the same page shortly after each other, you do not need to repeat all the details in referencing the second quote, but can simply put 'ibid.' - which literally means, 'in the same place' - in brackets after the quote:

"Differential mobility can weaken the leverage of the already weak. The time-space-compression of some groups can undermine the power of others."  
(Massey 1991, 26)

"Every time you drive to that out-of-town shopping centre you contribute to the rising prices, even hasten the demise, of the corner shop."  
(Ibid.)

Even if you don't quote a book or paper directly, you sometimes need to reference it if you paraphrase its ideas, or use a particular phrase which your readers might want to follow-up, or if you are quoting statistics. In these cases you need to refer to the author and year of publication, but not to a specific page number. For example:

Massey argues that geographers should develop a 'global sense of place' (Massey 1991).

One survey showed that 58% of local people identified 'strongly' with Somerset (Local Government Commission for England 1993).

### WHAT HAPPENS IF...?

**You are quoting more than one book or paper by the same author published in the same year?**  
You use the suffix -a, -b, -c, etc. to distinguish between papers, in the order that you refer to them. For example:

(Thrift 1995a) (Thrift 1995b)

**if the paper or book has two authors?**

Give both surnames, the year of publication and the page number:

(Murdoch and Pratt 1993, 412)

**if the paper or book has three authors?**

Give the name of the first author followed by 'et al.'. Give the full details of all authors in the bibliography:

(Cloke et al. 1994)

**If you are quoting two authors with the same surname?**

Give the authors' first initial as well as their surnames:

(M. Jones 1995) (N. Jones 1993)

**If you are quoting from a chapter in an edited book?**

Give the name of the writer of the chapter and then give full details of the book in the bibliography (see below).

### HOW TO WRITE A BIBLIOGRAPHY

Every book or paper which you refer to in your essay or report should be included in the bibliography. The bibliography needs to contain enough details to enable your readers to find any of the literature if they want to do so. The exact style varies depending on the type of literature concerned:

#### **Single-author book**

The reference should give: the author's surname, followed by their initials, the year of publication (in brackets), the title (underlined or in italics), the place of publication and the publishers:

Bell, M. M. (1994) Childerley. Nature and morality in a country village. Chicago: The University of Chicago Press.

or

Jones, N. (1993) Living in Rural Wales. Llandysul: Gomer.

**Two or more authors**

As above, but list all the authors in the order they appear on the book cover (usually alphabetical):

Cloke, P., Doel, M., Matless, D., Phillips, M. and Thrift, N. (1994) Writing the Rural: Five Cultural Geographies. London: Paul Chapman.

**Edited Book**

Give the editor's name followed by (ed.):

Johnston, R.J., Taylor, P.J., and Watts, M. (eds.) (1995) Geographies of Global Change. Oxford: Blackwell.

**Chapter in an edited book**

Give the name of the author of the chapter, the year of publication, the title of the chapter, followed by the names of the editors, the title of the book, the place of publication and the publishers.

Thrift, N. (1995a) 'A hyperactive world', in R.J. Johnston, P.J. Taylor, and M. Watts (eds.) Geographies of Global Change. Oxford: Blackwell.

If you've already included the edited book as a separate entry elsewhere in the bibliography, you can put 'op cit.' instead of the book details:

Thrift, N. (1995a) 'A hyperactive world', in R.J. Johnston, P.J. Taylor, and M. Watts, op cit.

**Paper in a Journal**

Give the names of the authors, the year of publication, the title of the paper, the title of the journal (underlined or in italics), the volume number, the issue number (in brackets; if relevant) and the page numbers of the paper:

Murdoch, J. and Pratt, A. (1993) 'Rural Studies: modernism, postmodernism and the post-rural'. Journal of Rural Studies, 9(4), 411-427.

Thrift, N. (1995b) 'Classics in human geography revisited: on the determination of social action in space and time'. Progress in Human Geography, 19, 528-30.

**Article in a Magazine or Newspaper**

Give the name of the author, the year of publication, the title of the article, the title of the magazine (underlined or in italics), the issue number (if known), the date of the magazine and the page numbers of the article:

#### **A Report**

Give the name of the 'author' (which may be a committee or organisation), the year of publication, the title of the report, any other details (such as who it is a report to), the place of publication and the publisher.

The Local Government Commission for England (1993) The Future Local Government of Avon, Gloucestershire and Somerset. A report to local people. London: The Local Government Commission for England.

#### **A Working Paper or Occasional Publication**

Give the name of the author, the date of publication, the title of the paper (underlined or in italics), the details of the publication series, the number of the paper, the place of publication and the publishers:

Jones, M. (1995) TECs, Text and Territoriality: Critical discourse analysis and local governance. SPA Working Paper 35. Manchester: School of Geography, University of Manchester.

### **REFERENCING MATERIAL FROM THE WEB**

The world wide web is increasingly being used as a source of information in research and essay preparation. Material available include teaching resources, organisational web-sites, electronic journals and e-mail discussion lists. As befits a new technology there are no hard and fast rules about how to reference material from the web, but the following guidelines from Bournemouth University Library, based on the Harvard System, are advised.

#### **Authored Web-sites**

If you are referring to a web-site that has a named author, or to a document on the web by a named author, this can be referenced in a similar way to a printed paper. In the text you should give the author's name and date of the last update, eg. Woods (1999). Very often there will be no date on the web-page, in which case you should put 'no date' instead of the year (eg. Woods (no date)). List the reference in your bibliography along with books and journal papers, giving the author's name, date, the title of the web-page followed by [online], the organisation hosting the web-site, the URL address, and the date you accessed the web-page:

Monbiot, G. (no date) Confronting the Countryside Alliance [online]. The Land Is Ours. Available from: <http://www.enviroweb.org/llio/research/monbmarc.html>. [Access date: 20 Oct 1999].

Woods, M. (1999) Geographies of rural politics. Theory sheet 1: Rurality [online] University of Wales, Aberystwyth. Available from: <http://www.aber.ac.uk/~ieswww/cti-g/modules/aber/GG36920theory1.htm>. [Access date: 20 Oct 1999].

#### **Organisational Web-sites**

Often you will be using material from a organisational web-site for which there is no named single author. In these cases you should broadly follow the rules above, but substituting the organisation's name for the author – e.g. Countryside Alliance (1999) in the text, and in the bibliography:

Countryside Alliance (1999) Countryside Alliance web-site. Available at: <http://www.countryside-alliance.org/>. [Access date 20 Oct 1999].

Welsh Office (1996) A Working Countryside for Wales [online]. The Stationery Office. Available from: <http://www.official-documents.co.uk/document/welshoff/awcwales/awcwales.htm>. [Access date 20 Oct 1999].

#### **Electronic Journals**

Reference papers in electronic journals in the same way you would papers in printed journals, but adding the URL address and indicating that the journal is online:

Woods, M (1999) Performing power: local politics and the Taunton Pageant of 1928. Journal of Historical Geography [online]. 25, 1. Available at: <http://www.idealibrary.com>. [Access date 20 Oct 1999].

#### **E-mail Discussion Lists**

To refer to contributions to e-mail discussion lists: in the text give the author and year, eg Desforges (1999), in the bibliography give the author, day, month and year, subject of the message, the name of the discussion list (followed by [online]), and the e-mail address of the list:

Desforges, L., 6 October 1999, Tourism, IGES-Tourism [online]. Available from: [iges-tourism@aber.ac.uk](mailto:iges-tourism@aber.ac.uk).

### **University Statement on Plagiarism**

"Plagiarism is the act of using someone else's work with an intent to deceive. In academic contexts, the point of the deception is normally to obtain higher marks than you think you would get for your own unaided efforts. There are several ways of going about this. You might decorate your essay with some choice expressions from some other source(s), without making it clear that you have done this. You might take substantial chunks. You might copy from notes or essays written by fellow students or even taken from the Internet. In more extreme cases, students might actually submit work to which they have contributed nothing at all, something that is entirely the work of another mind.

People who do this do it for various motives. A good and ambitious student might do it because s/he desperately wants a very good degree result, and is doubtful if s/he can achieve that on his/her own; or because there is a course in which s/he is relatively weak. A poor student might do it because s/he has been in the pub when s/he ought to have been working and has no work to submit. Sometimes the motives can be very complex. Whatever they are, plagiarism is intellectual dishonesty.

There is of course a very real risk of plagiarism being detected. A student may feel that s/he will get away with downloading material from the Internet and presenting it as his/her own work. But it is probably worth noting that if you find it there then the lecturer setting the topic in the first place is also aware of it.

Similarly if you copy a fellow student's work, the chances of it being spotted are very high indeed.

No intellectual endeavour is ever absolutely original. Even the most original minds depend on the thoughts and discoveries of their predecessors. And in most intellectual disciplines, students are expected to demonstrate familiarity with the established literature in their field; indeed, this is one of the key competencies that you need to demonstrate in most academic fields. Most of the time, you will be citing articles and books that are especially relevant to your enquiry, and making your own contribution to it. That contribution might not be a great one, especially in the early years of a degree programme; but it will, or should, be your own.

Each Department will have its own subject-specific account of the best ways in which to avoid plagiarism, appearing elsewhere in the Departmental Handbook and you should familiarise yourself with it.

Sometimes students can be so weak or under-confident in a subject, again especially early on in their studies that they really find it difficult to tell what is acceptable borrowing from other sources and what is not. Sometimes, unacceptable degrees of borrowing can occur when a student has not actually

intended to engage in unfair practice. For this reason, when a member of the academic staff reads work that s/he suspects is not the unaided work of its supposed author, s/he may not at once notify this to the Chairman of the relevant Examining Board but may discuss it first with the student. University staff will exercise proper academic judgement.