

SPGS Referencing Guidelines

Correct referencing is a subject which unnerves many students unnecessarily. To make sure your referencing is acceptable you simply need to understand the three main reasons why it is important to reference in academic writing. Referencing is not academic pedantry, there are good reasons for doing it properly:

- 1) To make it clear where our argument or evidence comes from. Failure to acknowledge a source is intellectual theft. Passing off someone else's ideas as our own is no different to any other form of stealing.
- 2) More positively, we reference in order to show that we are exploring an existing conversation / debate about a particular topic or question, that we have made an effort to find out what is already known about it, identify the experts on the subject and so on.
- 3) To enable the reader to follow the point up for themselves. An accurate reference means they can check our source, find out more, see if they agree with our interpretation of the source, judge the source's credibility etc.

If it is clear where our point or evidence comes from, and our reader is able to find the source from the information that is given, then our reference practices are acceptable. In this case we should not lose marks unless there are really major technical errors which make our referencing confusing or hard to follow.

That said it is a good idea to get used to a consistent referencing system, so your work is not a muddled combination of in text referencing, footnotes and endnotes. Therefore SPGS requires that students use Harvard referencing. An explanation of this system follows below.

Another important piece of advice is to take advantage of the technology that will ensure that your referencing is technically correct. This is easily done via the library catalogue, where when you look something up, clicking on the " citation button to the right of the search findings will automatically generate a reference formatted to the style you wish. The 'send to' function beside it will generate a reference for use, stand alone or exported to referencing software such as RefWorks. It will save you time and effort in the long run if you take the trouble to learn how to use bibliographic software, which stores all the details of everything you use for you at the point you access it. For more details about what is available at Keele see the library's pages at <https://www.keele.ac.uk/library/find/refworks/>

SPGS GUIDE TO REFERENCING

About this Guide

All written work submitted in SPGS must use the **Author-Date (aka Harvard) system of referencing**. This is a simple system that is easy to use for both writer and reader, and is the system preferred by most publishers in the social sciences.

This guide covers three aspects of referencing:

- 1. How to cite sources within the text of your work;**
- 2. How to introduce references to sources in the text of your work; and**
- 3. How to compile a list of references to the sources you have cited in your work.**

Sources of help are also included at the end of this guide.

Key points to note:

✓ In the Author-Date system, references to the material you have used as sources for the content of your work are given ***within the text immediately after the quoted or paraphrased material***.

✓ **Full publication details of all sources cited** in the text must be given in a 'References' list at the end of the text (see below for instructions).

✗ **Footnotes and endnotes should only be used for explanatory statements**, never for citation information.¹

✗ **Do not mix up** the Author-Date system with other systems of referencing. It is important that you **use one system correctly and consistently throughout the document**.

¹ For example, a footnote could be used here to explain that the appropriate reason to use a footnote is to develop an idea or expand a quotation, where to do so in the text would disturb the flow or balance of the essay.

1. How to cite sources within the text of your work

The basic format of a citation for a **printed source** (e.g., book, journal article) is as follows:

(Surname(s) of the author(s) - year of publication - colon -space- page number).

For example: **(Rawls 1971: 67).**

When referring to a source generally (i.e., to note that a particular text is the source of your information or claim), include only the author's name and date of publication in brackets at the end of the sentence. For example:

The concept of justice was a central theme in 20th century political philosophy (Rawls 1971).

(Note that the full stop is placed outside the bracket).

Where two or three works are referenced at the same time, they are enclosed within the same brackets and separated by a semi-colon, for example:

(Rawls 1971; Smith 1979).

Put these in the order of publication date - earliest to latest.

If you cite other books or articles by the same author that were published in the same year, differentiate them by putting the letter 'a' (for the first publication), 'b' (for the second) (etc.), after the year in both the in-text citation and the list of references. For example:

(Rawls 1971a; Rawls 1971b).

When referring to, paraphrasing or reproducing the exact words of the author, AND when you use an idea/concept from a source, **you must include the page number** on which the words appear. This can either appear at the end of the sentence, for example:

Central to this conception of distributive justice is the 'difference principle' (Rawls 1971: 58).

Or, if you are quoting directly from an author and want to introduce the quotation before presenting it, you may use this format:

As Rawls argues in A Theory of Justice, 'the difference principle is...' (1971: 58).

If you are citing a quotation that appears in another author's text, do the following:

(Rawls 1970 cited in Warburton 2006: 45).

When you are referring to a source with two or three authors include all authors' names in the in-text reference. For example:

According to Cooper, Krever and Vann (2002) the use of this process leads to greater accuracy.

If there are more than three authors, use 'et al.' (which means 'and the others' in Latin) after the first author's name listed. For example:

This point has been made by Poguntke et al. (2007) in their study of how national political parties have responded to the increasing relevance of European governance.

Use 'et al.' for the first and every time you give an in-text reference for more than three authors. All the authors, no matter how many there are, must be listed in the order they appear in the entry for that source in the References.

- Note: Do not attempt to use other Latin referencing expressions, such as *op cit*, *loc cit*, *ibid*, as this may cause unnecessary confusion.

Citations for **online or electronic material** (i.e., found on the Internet) should include the surname(s) of the author(s) (or the name of the 'authoring' organization), and the document date or date of last revision (this may mean including the date and month as well as the year). For example:

(United Nations 2007) or (BBC 10/12/2007).

Include page numbers if they exist in the on-line document. You do not need to put the URL in the in-text citation, but it must appear in the References along with the date on which you accessed the information from the Internet (see page 7).

Treat journal articles that you have accessed electronically (in PDF) exactly the same as you would treat a paper copy of the article (no URL or access date is required).

2. How to introduce references to sources in the text

It is important always to introduce references to, and direct quotations from, the sources you have consulted in the flow of your writing, as opposed to sticking them in cold. Very often when you include quotations without introducing them, the grammar doesn't work or it is not clear what the quotation is meant to illustrate. **Direct quotations should only be included to illustrate or support a point you are making; they should not make the point for you.**

When you want to tell the reader that you have found a piece of information in a specific source (or more than one source), you can introduce the source in a variety of ways.

Here are some examples:

There would appear to be two broad approaches to green political thought: environmentalism and ecologism (Dobson 1990).

Note that this introduces a point of view and points to Dobson as a major proponent of this perspective.

But this is not the only way of citing the author. You could have also cited Dobson, as follows:

Dobson (1990) argues that there are two distinct approaches to green political thought, environmentalism and ecologism.

or, (if wanting to include Dobson as an exemplar of this proposition):

Some commentators, for example Dobson (1990), have argued that there are two distinct approaches to green political thought: environmentalism and ecologism.

or

It can be argued, that there are two distinct approaches to green political thought...(for example, see Dobson 1990).

or

Andrew Dobson (1990), among others, has argued that two distinct approaches to green political thought can be observed.

or

As Andrew Dobson argues in Green Political Thought, 'direct quote' (1990: 137).

An important rule about presenting direct quotations:

- quotations of three lines (about 30 words) can be included in the text.

- longer quotes (more than three lines) should be presented as indented blocks of text that are set off from the body of the essay (use regular font, i.e., not italicised or bolded). For example:

This is a long quotation. This is a quotation that has more than three lines and so needs to be double indented by first typing in the text, then highlighting it, going to Format >Paragraph and setting the Indentation before text and after text to about 1 cm. You should of course be sure to include the citation at the end of the last line of the quotation (MacGregor 2008: 56).

3. How to compile a list of references to the sources you have cited in your work

The citations you give in the text are partial; they give only some of the bibliographic details. You must also provide a list of all the sources cited in the document at the end of the document. This should be:

✓ In **ALPHABETICAL ORDER** by **SURNAME** first, then first name (s) or initials of the author(s).

✓ A **SINGLE LIST** of references given at the end of the piece of writing.

✗ **DO NOT USE SUBHEADINGS OR BULLETS/NUMBERS.**

✓ **ALL SOURCES** used in the document must be included in the list.

In the Harvard system the reference list must contain **all sources** cited in the main text and any occasional footnotes; it may not contain a reference unless the work has been cited in the essay.

However: some lecturers may expect you to include all works consulted (especially so for Philosophy) in the process of researching your essay (this is then called a 'Bibliography'). It is therefore best to check this with your lecturer if he/she has not already given instructions.

Books should be listed using the following format:

Surname (s), first name(s) - or initials - of all authors (year of publication) *title*. Place of publication: publisher.

For example:

Foucault, M. (2002) *The Order of Things*. London: Routledge.

Marx, K. and Engles, F. (1985) *The Communist Manifesto*. London: Penguin.

If the book is an **edited collection**, indicate that the author is actually an editor rather than the author:

Inglehart, R. (ed.) (1990) *Culture Shift in Advanced Industrial Societies*. Princeton NJ: Princeton University Press.

Holliday, I., Gamble, A. and Parry, G. (eds.) (1999) *Fundamentals in British Politics*, second edition. Basingstoke: Palgrave.

Note: in the above example that the fact that this is the **second edition** of the book is indicated after the title.

If you have used one **chapter in an edited collection**, the reference should look like this:

Allen, D. (1988) 'British Foreign Policy and West European Co-operation', in P. Byrd (ed.), *British Foreign Policy under Thatcher*. Deddington: Philip Allen, pp. 210-218.

Note that you include the author and title of the chapter first, then the details of the book in which it appears, then the first and last page of the chapter. If the chapter pages numbers are more than teens, you should shorten the numbers, for example 'pp. 335-8' or 'pp. 1146-87'.

For a **journal article**:

Author surname and initial, publication date, title of article, title of journal (in italics), volume, issue number, first and last page of the article. For example:

Abrahams, P. (1998) 'Notes on the Difficulty of Studying the State', *Journal of Historical Sociology*, 1 (1), 15-21.

Fontana, B. (2001) 'Gramsci on Politics and State', *Journal of Classical Sociology*, 2 (July), 157-78.

Treat journal articles that you have accessed electronically (as a PDF) exactly the same as you would treat a paper copy of the article (no URL or access date is required).

If you have referred to an **unpublished paper** presented at a conference:

Reid, M. (2004) 'The Turbulent Emergence of Mass Democracies in Latin America'. Paper presented at the Institute for the Study of the Americas, London, 20 October.

You should list the **proceedings** of a conference like this:

Kowalik, T. (1992) 'Trade Unions' Attitude to Privatisation' in 'Privatisation and Transformation in Eastern Europe', proceedings of a conference held in Warsaw, 15-20 November, pp. 123-34.

If you have referred to an unpublished **thesis**, then use this format:

Lavelle, A. (2003) 'The Wilderness Years: Federal Labor in Opposition'. Unpublished PhD thesis, Department of Politics and Public Policy, Griffith University.

Articles in newspapers and magazines should be listed using this format:

Author, Initials., Year. Title of article. *Full Title of Newspaper*, Day and month before page numbers and column line.

Klein, J. (2002) 'How the Solidarity Dream Turned Sour'. *Guardian*, 12 June, G2, p. 7.

Slapper, G. (2005) 'Corporate manslaughter: new issues for lawyers'. *The Times*, 3 Sep. p.4b.

For **Acts of Parliament** the required elements are:

Short title with key words capitalized, which includes the year followed by the chapter number in brackets. Key words of titles are capitalized. Place of publication: Publisher. For example:

Higher Education Act 2004. (c.8), London: HMSO.

For Acts prior to 1963, the regal year and parliamentary session are included:

Road Transport Lighting Act 1957. (5&6 Eliz. 2, c.51), London: HMSO.

Lecture notes provided online (in the KLE) as PowerPoint slides or Word documents.

It is generally not a good idea to use your lecture notes as sources in an essay. Lectures usually synthesize the sources that you should be accessing and reading for yourself, so quoting a lecture is an obvious shortcut. But if you must...

Give the lecturer's name, the date of publication, the title of the lecture notes, the format of the notes (e.g., PowerPoint slides or Word document), the date retrieved, and the source information as shown in the example below:

Newey, G. (2007). *Berlin's two concepts of freedom* [PowerPoint slides]. Retrieved February 24, 2007 from Keele Learning Environment, PIR 20027 Political Concepts.

Electronic references

If you have found a book, part of a book, a journal, or a journal article on the Internet, which has also been published, the reference should contain the usual details followed by the medium (e.g. Online) and then the electronic address (URL) in angled brackets. You **must include the date on which you accessed the electronic source** in square brackets.

For example:

Smith, A. (1997) *Publishing on the Internet*, London: Routledge. [Online] Available at: <<http://www.ingress.com/~astanart.pritzker/pritzker.html>> [accessed 4 June 1997].

If the reference is to a source that is published only on the Internet (e.g., an article from an online journal) then the entry should be as above but without the place name and publisher.

Auers, D. (2005) 'European Elections in Eight New EU Member States', *Electoral Studies* 24 (4), 747-54. [Online] Available at: <<http://dx.doi.org/10.1016/j.electstud.2005.03.005>> [accessed 18 November 2005].

To reference a **web page**:

Author(s), (year of publication or last update). *Title of page* [type of medium].
Available at: URL [accessed date]. For example:

Conservative Party (2005) Conservative Election Manifesto 2005 [Online] The Conservative Party. Available at:
<<http://www.conservatives.com/getfile.cfm?file=manifesto2005&ref=POLICYDOCUMENT/1664&type=pdf>> [accessed 18 November 2005].

The author of a web page can be an individual or a corporate body. The publisher is the organisation responsible for maintaining the website.

BBC (2005) No. 10: Blunkett should keep job. [Online] Available at:
<<http://news.bbc.co.uk>> [accessed 17 March 2006].

Online newspaper articles

For newspaper articles found in online newspapers the required elements for a reference are:

Author or corporate author, Year. Title of document or page. *Name of newspaper*, [type of medium] additional date information. Available at: include web site address/URL and additional details of access, such as the routing from the home page of the source. [Accessed date].

For example:

Chittenden, M., Rogers, L. & Smith, D., 2003. Focus: 'Targetitis' ails NHS. *Times Online*, [internet] 1 June. Available at: <http://www.timesonline.co.uk/printFriendly/0,,11-1506-669.html> [Accessed 17 March 2005].

The following types of non-print sources should be used with care in academic writing because they are not reliable academic sources. In most circumstances they should be used as examples (i.e., as primary data) to illustrate or substantiate an academically informed claim.

Personal e-mail message:

Author (year) 'Subject of message'. E-mail (30 January 2000). [do not give the e-mail address]

Television broadcast: Give the title of the program in italics, followed by the date of recording, the format, the publisher, the place of recording, and the date of the broadcast. Note that if you are viewing a broadcast via Box of Broadcasts, it provides citation information as part of its functionality:

Dispatches 2008, television program, Channel 4, London, 22 June.

Podcast: Give the name of the producer or director of the program (if not available, then give the name of the organisation responsible for making the program), the date (include the year, month and day), and the title of the podcast (not in italics), followed by the title of the series or program (if applicable) in italics. Then give information about the source ('Podcast retrieved from...') as shown:

Carlisle, W. (Producer). (2008, July 6). The climate engineers. *Background briefing*. Podcast retrieved from
<<http://www.abc.net.au/rn/backgroundbriefing/stories/2008/2292394.htm>>

New England Skeptical Society. (2008, July 2). Skeptics guide #154. *The skeptics' guide to the universe: Your escape to reality*. Podcast retrieved from
<<http://www.theskepticsguide.org/>>

Online video: Give the author, the year of publication, the title of the video, the format, the date it was posted, the viewed date, and the URL. If there is no author given, use the title of the video in place of the author. Do not use the name of the person who posted the video online as the author, unless they also produced the video.

iMindMap 2007, *Maximise the power of your brain: Tony Buzan mind mapping*, video, 8 January, viewed 24 June 2008, <<http://www.youtube.com/watch?v=MLabrWv25qQ>>

Blog: Give the author, the year of the blog post, the title of blog post, a description of the type of post (i.e. blog entry), the date of the post, the date viewed, and the URL.

The Elegant Variation 2008, 'The heat breaks', blog post, 23 June, viewed 24 June 2008, <<http://marksarvas.blogs.com/elegvar/2008/06/the-heat-breaks.html>>

DVDs and videos should be referenced using the following format and punctuation:

Title. (in *italics* or underlined), (Year of distribution). Director [DVD]. or [Videocassette]. Place of distribution: Distribution company. For example:

Vertigo, (2005). Directed by A. Hitchcock [DVD]. Los Angeles: Universal Studios.

Pictures, images and photographs

Give the artist/photographers name, year of production. Title of image.
[Medium] (Collection details).

Beaton, C., 1944. China 1944: A mother resting her head on her sick child's pillow in the Canadian Mission Hospital in Chengtu. [Photograph] (Imperial War Museum Collection).

If accessed on online:

Artist/Photographers name, Year of production. Title of image. [medium] Available at: include web site address/URL (Uniform Resource Locator) and additional details of access, such as the routing from the home page of the source. [Accessed date].

Dean, Roger, 2008 Tales from Topographic Oceans. [print] Available at:
<http://rogerdean.com/store/product_info.php?cPath=48&products_id=88>From home page/store/calendar/august [Accessed 18 June 2008].

Tweets

Author, Year that the tweet was posted / last updated (in round brackets). Day/month of posted message. Available at: include web site address/URL. [Accessed date]

In text citation:

Fry (Fry, 2012), tweeted messages of support.

Reference list

Fry, S. (2012) 13 January. Available at <http://www.twitter.com/stephenfry> [Accessed 19 December 2012]

4. Sources of help

You will note that there are minor differences in the way the Author-Date system of referencing is used. Please follow the above format as best you can for all work submitted in SPGS.

Aside from this guide, please ensure that you:

✓ Speak to **your SPGS lecturers** about their expectations with regards to referencing if you are unclear about what is expected of you.

✓ Remember that different Schools may use a different system, so please **check the conventions of your other subject** when writing assessments for them.

Finally, keep in mind that **full and accurate referencing is an essential part of academic writing**. It allows the reader to locate the source of your information, it shows that you have done research, and it gives credit to the scholars whose ideas you have used.

Failure to provide full and accurate references for the information you use in your work will result in loss of marks (at best) or plagiarism proceedings (at worst).

You must therefore understand how to reference correctly. We hope this guide will help you and we suggest that you print a copy and refer to it when writing your assessments.

[Referencing guide by Dr Sherilyn McGregor, 2008; revised by Dr Matthew Wyman, Jan and Dec 2019]