

School of the Arts, English and Drama: Referencing document

There are two referencing systems you can choose from. One is in-text citations, and one footnotes. This document is a quick guide to using both systems.

Harvard Referencing: A Short Guide

Referencing is a system used in academic writing to indicate where ideas, theories, quotations, facts and any other evidence and information used to undertake an assignment can be found. All the information that you have used in your assignment will need to be acknowledged. It is essential to make a note of all the details of the sources that you use for your assignment as you go along. These sources are given in your work and are then listed alphabetically, according to the author or the corporate author, at the end of your work in a **Reference List**. Marks can be lost for not supplying a **reference list**. Give full publication or internet details of **every** source you have cited. Leave a line of space between each entry and indent every line after the first one.

Below is a quick guide. More detailed help can be found online at [CiteThemRight](#) for which the University has a subscription. You will need to login using your Athens details.

An Authored Book:

Authorship	(Year)	<i>Title.</i>	Edition (if not first)	Place of Publication:	Publisher.
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Dexter, E. (2005) *Vitamin D: perspectives in drawing*. London: Phaidon.

In text citation: (Dexter 2005, p. 104)

An edited book consisting of chapters by different authors:

Authorship	(Year)	<i>Title.</i>	Edition (if not first)	Place of Publication:	Publisher.
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Klanten, R. *et al.* (eds.) (2011) *Art and agenda: political art and activism*. Berlin: Gestalten.

In-text citation (Klanten *et al.* 2011, p. 7)

[Note: only use *et al* for four or more authors, if fewer list them all]

A chapter or essay by a particular author in an edited book:

Authorship	(Year)	Chapter Title	<i>Title.</i>	Editor	Place of Publication:	Publisher.	pages.
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Faure-Walker, J. (2012) 'Pride, prejudice and pencil', in Garner, S. (ed.) *Writing on drawing, essays on drawing practice and research*. Bristol: Intellect, pp. 66-99.

In-text citation: (Faure-Walker 2012, p. 54)

A printed journal article:

Authorship	(Year)	Article Title,	Journal Title	Volume (Issue)	pages.
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Padda, J. (2003) 'Creative writing in Coventry', *Journal of Writing Studies* 3(2), pp. 44-59.

In-text citation: (Padda 2003, p. 45)

A report in pdf format:

Authorship	(Year)	Title.	[pdf]	Edition (if not first)	Place of Publication:	Publisher.	Available at :URL/DOI	[Accessed date].
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Sosulski, K. (2002) *Design research report: the deconstructor*. New York: Columbia Center for New Media Teaching and Learning. Available at: <http://ccnmtl.columbia.edu/projects/evaluations/deconstructor.pdf> (Accessed: 25 July 2015).

In-text citation: (Sosulski 2002)

An online journal article:

Authorship	(Year)	Article Title	Journal Title	Volume (Issue)	Available at :URL	[Accessed date].
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Wilson, J. (1995) Enter the Cyberpunk librarian: future directions in cyberspace. *Library Review*, 44(8), p. 63-72. Available at: <http://dx.doi.org/10.1108/00242539510102600>. (Accessed: 30 January 2012). **[Note: If giving a standard url, give the date accessed but if giving a 'doi' location you do not need to include a date accessed]**

In-text citation: (Wilson, 1995, p. 66)

A website:

Authorship	(Year)	Title	Available at :URL	[Accessed date].
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BBC News (2008) *Factory gloom worst since 1980*. Available at: <http://news.bbc.co.uk/1/hi/business/7681569.stm> (Accessed: 19 June 2012).

In-text citation: (BBC, 2008)

A film [DVD], [VHS]:

Title	(Year)	Material Type	Director(s)	[Format]	Place of distribution :	Distribution Company.
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Requiem for a Dream (2000) Directed by Darren Aronofsky. [DVD] London: Momentum Pictures.

In-text citation: *Requiem for a Dream* (2000).

MHRA Referencing System: A Short Guide

Referencing is a system used in academic writing to indicate where ideas, theories, quotations, facts, and any other evidence and information used to undertake an assignment can be found.

All the information that you have used in your assignment will need to be acknowledged. It is essential to make a note of all the details of the sources that you use for your assignment as you go along.

With MHRA, you insert any references that you wish to make within the text of your document (for example, where you have quoted from another text, or referred to another author's work), as a footnote. The resulting reference within this footnote is called a 'citation', and the format of the citation can vary.

A list of all the references you have used is compiled alphabetically at the end of the document using these citations. This list is called a **bibliography**. The references in this bibliography are carefully formatted according to the type of material. Your bibliography should only include material that you have directly cited in your text. Give full publication or internet details of **every** source you have cited. Leave a line of space between each entry and indent every line after the first one. Marks can be lost for not supplying a bibliography.

Below is a quick guide, more detailed information can be found [here](#).

Referencing a primary text (book)

Author,	<i>Title: Subtitle</i>	ed.by name	(Place of Publication:	Publisher.	Year of publication)
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Bibliography entry: Shakespeare, William, *Othello*, ed. by E.A.J. Honigmann (London: Arden, 1997)

1st footnote: William Shakespeare, *Othello*, ed. by E.A.J. Honigmann (London: Arden, 1997), III.3.140-41.

2nd & subsequent references, a shorter version of the note should be used:
Shakespeare, *Othello*, III.3.140-41.

With primary texts, if it is clear which text you are citing it is acceptable to place subsequent references in parentheses in-text as (III.3.140-41). If the reference is to a book then use (p. 10 or pp. 10-11) in-text.

Referencing a collection/anthology of primary works

Author,	'Title' , in	<i>Title:</i> <i>Subtitle</i>	ed.by name	(Place of Publication:	Publisher.	Year of publication)	Page range
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Bibliography entry: Leapor, Mary, 'An Epistle to a Lady', in *Eighteenth-Century Women Poets*, ed. by Roger Lonsdale (Oxford: Oxford University Press, 1990), pp. 215-17

1st footnote: Mary Leapor, 'An Epistle to a Lady', in *Eighteenth-Century Women Poets*, ed. by Roger Lonsdale (Oxford: Oxford University Press, 1990), pp. 215-17 (line 30).

2nd & subsequent references, a shorter version of the note should be used:
Leapor, 'An Epistle', line 30.

With primary texts, if it is clear which text you are citing it is acceptable to place the reference in parentheses, in-text as (line 30).

Referencing a film

<i>Title:</i> <i>Subtitle,</i>	dir. By Name	(Production Company ,	Year of release)
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The Grapes Of Wrath, dir. by John Ford (20th Century Fox, 1940)

1st footnote: *The Grapes Of Wrath*, dir. by John Ford (20th Century Fox, 1940).

Referencing a secondary text book:

Author,	<i>Title: Subtitle</i>	(Place of Publication:	Publisher.	Year of publication)
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Bibliography entry: Pollon, Michael, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006)

1st footnote: Michael Pollon, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), p. 76.

2nd & subsequent references: Should be shortened to the author's/authors' surname(s), a short version of the title, and the page reference(s): Pollan, *The Omnivore's Dilemma*, p. 77.

Referencing a paper journal article

Author	'Title: Subtitle',	Name of Journal,	Volume number	(Year of publication)	Page range
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Bibliography entry: Tredennick, Bianca, 'Some Collections of Mortality: Dickens, the Paris Morgue, and the Material Corpse', *Victorian Review*, 36 (2010), 72-88

1st footnote: Bianca Tredennick, 'Some Collections of Mortality: Dickens, the Paris Morgue, and the Material Corpse', *Victorian Review*, 36 (2010), 72-88 (pp. 77-78).

2nd & subsequent references: Tredennick, 'Some Collections of Mortality', pp. 77-78.

Referencing an article form an online database

Author	'Title: Subtitle',	Name of Journal,	Volume number	(Year of publication)	Page range	In name database	<Home page URL or DOI>	[date of access]
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Bibliography entry: Milhous, Judith, and Robert D. Hume, 'Theatrical Custom versus Rights: The Performers' Dispute with the Proprietors of Covent Garden in 1800', *Theatre Notebook* 63 (2009), 92-125, in *Literature Online* <<http://literature.proquest.com/>> [accessed 6 October 2014]

1st footnote: Judith Milhous and Robert D. Hume, 'Theatrical Custom versus Rights: The performers' Dispute with the Proprietors of Covent Garden in 1800', *Theatre Notebook* 63 (2009), 92-125 (p. 94), in *Literature Online* <<http://literature.proquest.com/>> [accessed 6 October 2014].

2nd & subsequent references: Milhous and Hume, 'Theatrical Custom versus Rights', p. 97.

Referencing a chapter in an edited book

Author	'Title: Subtitle',	In Title of book,	ed. by name	(Place of Publication:	Publisher,	Year of publication),	Page range
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Bibliography entry: Chopra-Gant, Mike, "'I'd Fight my Dad'": Absent Fathers and Mediated Masculinities in *Fight Club*', in *Millennial Masculinity*, ed. by Timothy Shary (Detroit, MI: Wayne State University Press, 2013), pp. 85-100

1st footnote: Mike Chopra-Gant, "'I'd Fight my Dad'": Absent Fathers and Mediated Masculinities in *Fight Club*', in *Millennial Masculinity*, ed. by Timothy Shary (Detroit, MI: Wayne State University Press, 2013), pp. 85-100 (p. 99).

2nd & subsequent references: Chopra-Gant, "'I'd Fight my Dad'", p. 99.

Referencing a newspaper article from an online database

Author	'Title ',	<i>Newspaper</i>	date of Publication	Section,	Page range,	In <i>name database</i>	<Home page URL>	[date of access]
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Bibliography entry: Freedland, Jonathan, 'Across the Divide', *Guardian*. 15 January 2002, section G2, pp. 10-11 in Nexis UK <<http://www.lexisnexis.com/uk/nexis/>> [accessed 17 September 2014]

1st footnote: Jonathan Freedland, 'Across the Divide', *Guardian*. 15 January 2002, section G2, pp. 10-11 in Nexis UK <<http://www.lexisnexis.com/uk/nexis/>> [accessed 17 September 2014], p. 10.

2nd & subsequent references: Freedland, 'Across the Divide', p. 11.

Referencing a website:

Author	'Title: Subtitle',	<i>Name of organization/resource</i>	Full date of Publication	<full URL>	[Date of access]
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Bibliography entry: [Anon], 'Man Booker Prize: Howard Jacobson makes Shortlist', BBC: Entertainment and arts, 9 September 2014 <<http://www.bbc.co.uk/news/entertainment-arts-29123941>> [accessed 21 September 2014]

1st footnote: [Anon], 'Man Booker Prize: Howard Jacobson makes Shortlist', BBC: Entertainment and arts, 9 September 2014 <<http://www.bbc.co.uk/news/entertainment-arts-29123941>> [accessed 21 September 2014] (para.12 of 33).

2nd & subsequent references: [Anon], 'Man Booker Prize: Howard Jacobson makes Shortlist', (para.12 of 33).