

References & Bibliography

Theresa Crowley, October 2009

This is a very short & very basic guide to reference & bibliography requirements, form & style. Please note that there are different referencing systems and that some module directors specifically (usually on module outlines) request that you use a particular system or style. If this is the case, you should **follow the requirements that they have set out**. If in doubt, ask. In all cases be consistent: stick to one style. In general you will use either a **Footnoting** system in which full bibliographical details are given in the first citation of a book or other source with briefer information in subsequent citations, or an **In-text** referencing system. I recommend the **Harvard system** and give some examples below.

Bibliography

It is a good idea to think of the bibliography as the foundation or baseline of your essay. It is a list of all the sources you have used to write the essay, whether you have used them for direct quotations, paraphrasing, examples, background information, statistics, comparison, inspiration, theories, ideas, etc. These sources may include books, chapters in edited books (collections), journal or newspaper articles, websites, interviews, etc. Do not include anything that you do not refer to or mention in the essay. Remember that **you are writing an academic paper** & are expected to show familiarity with & discuss some of the literature on the essay topic, generally starting with the required & recommended texts on the course outline but also adding to these.

Your bibliography should:

- be on a separate page at the end of the essay
- be in alphabetical order according to the surname of the author
- include author, publication date, title, place of publication and publisher
- there should be a one-line space between entries, not within them

References

A reference is an acknowledgement that you have taken (adopted/adapted/copied) a particular idea, argument, point of view, question, piece of information, interpretation, etc., from a particular source (or sources). It doesn't matter whether you are quoting it directly or not: if the idea or information comes from something you have read, you must acknowledge this source – at the point in the essay where you are using it. Failure to do so undermines your credibility, raises questions about your academic integrity and exposes you to the charge of **plagiarism**. You should provide a reference when:

- you give a **direct quotation** from a source: the words quoted should be in quotation marks and be followed by the author surname, date of publication & page numbers (s) in brackets. For example: ‘The best states exist not in the universe of Plato’s perfect forms but in the universe of the best attainable’ (Dahl, 1989:50).
- You **paraphrase** a passage (whether one sentence, a paragraph or a whole section) from a source. For example: According to Dahl (1989:50), the best states

are to be found, not in any world of perfect forms, but in the world of the imperfect, the best that can be attained in this world.

- You simply **mention, refer in passing to, or want to show that you are aware of**, an idea, a discussion, debate, interpretation, survey, etc., relevant to your topic. For example: Recent discussions of the prospects for democracy in Russia have focused on corruption and lawlessness (Kahn, 2002; Klein & Pomer, eds., 2001; Rose & Munro, 2002).

Some bibliographical examples

1. An authored book:

Baker, G. 2002. *Civil Society and Democratic Theory: Alternative Voices*. Routledge.

2. An edited book:

Fine, R. and Rai, S. (eds.) 1997. *Civil Society: Democratic Perspectives*. Frank Cass.

3. A journal article:

Chambers, S. and Kopstein, J. 2001. 'Bad civil society' *Political Theory* 29:6: 223-240.

4. A chapter in a book:

Maier, C.S. 1992. 'Democracy since the French Revolution', in J. Dunn (ed.), *Democracy, The Unfinished Journey*. Oxford University Press.

Internet Sources

You are strongly advised to consult your class teacher or course supervisor before relying on websites as these have not been through the same review process as academic books & articles. The exception is an online version of an academic journal or paper. These can be accessed through the Library e-journals facility or Google Scholar. The following referencing advice & example is taken from the University of Essex Essay Writing page.

Whatever the source, you should always provide the following information:

- the author's name (if known)
- the full title of the document in quotation marks
- the title of the complete work if applicable in italics
- the date of publication or last revision (if available) - if not available use 'n.d.'
- the full http address (URL) enclosed within angle brackets
 - [HTTP = HyperText Transfer Protocol]
 - [URL = Uniform Resource Locator]
- the date of your visit in parentheses