

Acknowledging knowledge.

An academic
guide to
referencing



In academic writing it is essential to state the sources of ideas and information, both in your text, through in-text citations, and in your bibliography at the end of your written piece.

In this guide, we shall work through the processes and rulings that comprise the Modern Humanities Research Association (MHRA) citation rules. As a result, you will be able to write correct in-text citations and create corresponding references for bibliographies, relating to a wide range of resources, including print, multi-media and electronic resources.

Please note that MHRA is only one type of referencing system. There are many others in use, and different books and journals you read may use these instead. If you are in doubt of which system to use, check with your supervisor.

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1. What are references and bibliographies?

- **References** are used to credit a source that has been cited. They should do this in sufficiently precise detail that readers could identify and locate it
- A **bibliography** gives full and accurate details of all the works that have been cited and any other resources used in the course of your research, even if they are not cited in your text. Bibliographies are usually located at the end of a piece of written work

1.1 Why are they needed?

There are numerous reasons why you should provide references when you are writing academic papers. For example:

- It gives the reader of your text the opportunity to read the original source for themselves. This enables people to pick up on aspects of other writers' research, further their arguments or perhaps even look to counter them
- It records what you have used in your piece of work, so you can easily find it in the future – there is nothing worse than knowing you once found something really useful, but you cannot remember where to find it
- It gives authority to what you are writing – if you are making reference to other peoples' research, it shows you are not just 'making it up'
- You avoid the risk of plagiarism (see What is plagiarism? p.13) By giving your information sources, you are making it clear that you are not pretending that someone else's work is your own
- It is courteous and polite to acknowledge the work of another person

1.2 When should you include references?

Here are some possible answers:

- When you have quoted directly from someone else's work
- When you have paraphrased the work of another author, rather than quoted directly from them
- If someone's work or ideas are the source of a particular theory, argument or viewpoint
- When you have used specific information, e.g. statistics or case studies
- When you have used something as background reading, but where it still has influenced your thinking towards your piece of work

1.3 What information is needed for citation and referencing?

The information you must provide for a citation and reference differs depending upon the resource, and the referencing system you are using. However, **the key thing to remember** is that the information you give should allow someone (or yourself in the future) to gain access to this work. So, **be accurate** and give full details.

1.4 Where is the information found?

The information you need about the source is known as the **authority information**.

In order to ensure consistency and accuracy within the codes of referencing, it is agreed practice to use certain parts of publications as the **authority** for that work.

Locating the authority information for books

This is usually found just **inside** the front cover. In general you will find the author's name, title and publisher's name on the front of this page. On the back of this page you should find the remainder of the information you need: the year of publication, the edition if other than the first, and the location of the publisher.

Locating the authority information for journal articles

The contents list will give you the information about the article (author's name and title of the article) while the front and back pages will usually give you the remainder of the information, e.g. volume number and year.

Locating the authority information for recordings and films

This information can be found on the back of the CD, DVD or VHS case. If they are digital downloads, check the download site or the artist's own website for publisher details, release dates, etc.

Locating the authority information for electronic resources

Use the official web address which will appear automatically at the top of your web browser. Include both the home address and the specific page referred to.

2. Using MHRA citation rules

The remainder of this section contains information and examples of how to reference a wide range of resources using MHRA citation rules. For full details of all of the rules of this referencing style, and guidance on referencing any resources that are not shown here, you can refer to the full MHRA style guide which is available for free here:

<http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>

2.1 Paper, digital and electronic resources

Many of your references are likely to come from paper resources, such as printed books, newspapers and journals, or digital resources such as CDs or DVDs. Recent years have also seen a rapid growth in publishing on the Internet. As a result references to electronic resources such as online newspaper archives, websites such as Youtube, and PDF copies of journals are now common. As such, you will probably find yourself wanting to cite sources found through this medium too.

As a word of warning, researchers should exercise the same discretion in considering the quality and value of material published on the Internet as they would for material published by more traditional means.

References to electronic sources should be the same as the paper and digital sources with the addition of the internet address within angle brackets e.g. <http://news.bbc.co.uk/1/hi/world/middle_east/8271990.stm> and the date the site was accessed within square brackets e.g. [accessed 24 September]. The following will provide examples of paper, digital and electronic references.

2.2 Books

Author Name, *Title of Book in Italics: Subtitle after Colon* (Place of Publication: Publisher, Date of Publication).

As in:

Andrew J. Bacevich, *American Empire: The Realities and Consequences of U.S. Diplomacy* (Cambridge MA: Harvard University Press, 2002).

E-Book electronic reference:

William Weiss and Cherie D'Mello, *Fundamentals of Model Theory* (Toronto: Topology Atlas, 2000) in 'mathematics books online', <<http://at.yorku.ca/i/a/a/i/10.htm>>, [accessed 10 January 2009].

2.3 Chapters in edited volume (as in a book which contains a collection of essays or articles by a number of authors)

Chapter author name, 'Title of Chapter', in Editor/s name, (ed./s), *Title of Volume in Italics* (Place of Publication: Publisher, Date of Publication), page numbers.

As in:

George Miles, 'To Hear an Old Voice: Rediscovering Native American History', in William Cronon, George Miles and Jay Gitlin, (eds), *Under an Open Sky: Rethinking America's Western Past* (New York: W.W. Norton & Company, 1992), pp. 100–125.

E-Book electronic reference:

Najah Manasra, 'Palestinian Women: Between Tradition and Revolution', in Ebba Augustin, (ed.), *Palestinian Women: Identity and Experience* (London: Zed Books, 1993), pp. 22–42, in ACLS Humanities E-Book, <<http://quod.lib.umich.edu/cgi/t/text/pageviewer-idx?c=acls;cc=acls;rgn=full%2otext;idno=heb04678.0001.001;didno=heb04678.0001.001;view=image;seq=4;node=heb04678.0001.001%3A1;page=rot;size=s;frm=frameset;>>, [accessed 23 September 2009].

2.4 Journal articles

Article Author Name, 'Article Title', *Journal Title in Italics*, Volume Number/Issue Number (Issue Year), page numbers.

As in:

Neil Gregor, 'The Normalization of Barbarism: Daimler-Benz in the Third Reich', *The Journal of Holocaust Education*, 6,3 (1997), pp. 1–20.

Online journal reference:

Richard N. Hass, 'The Squandered Presidency: Demanding More from the Commander in Chief', *Foreign Affairs* 79 (May/June 2000), in 'foreignaffairs.com', <<http://www.foreignaffairs.com/articles/56061/richard-n-haass/the-squandered-presidency-demanding-more-from-the-commander-in-c?page=2>>, [accessed 25 August 2009].

2.5 Newspapers and magazines

Author Name (if available), 'Title of Story', Newspaper/Magazine Name in Italics, Day Month Year, page number(s). Please note newspaper names exclude 'The', with the exception of The Times.

As in:

Thomas L. Friedman, 'Dear Dr Greenspan', *New York Times*, 9 February 1997, p. 11.

If the reference is from a specific section of the paper, include that before the page reference, e.g.

Jonathan Friedland, 'Across the Divide', *Guardian*, 15 January 2002, section G2, pp. 10–11.

Online newspaper archive: Damian Carrington, 'China Makes it's First Commitment to Climate Change Targets', *Guardian*, 22 September 2009, in 'guardian.co.uk', <<http://www.guardian.co.uk/environment/2009/sep/22/hu-jintao-new-york1>>, [accessed 22 September 2009].

2.6 Websites

The internet offers a huge variety of resources for research. Refer to *Learn, discover, develop & create. University of Southampton guide to research* for subject specific guidance on a selection of reliable websites.

When referring to information from a website, you should refer to the title of the article or section of the website you are using, the home page web address of the website, and the specific link to the page(s) you are using. Include the date the information was published on the website, if you know it. You must also note down when you accessed the page, e.g.: ‘Title of Work’, in ‘Home Address of Website’, <internet address from browser>, Date published if available, [date accessed].

As in:

‘Alcohol and Sexual Health’, in ‘ipsos-mori.com’, <<http://www.ipsos-mori.com/researchpublications/researcharchive/poll.aspx?oItemId=2472>>, 17 September 2009, [accessed 20 September 2009].

2.7 Government, corporate and non-government organisation reports

If the reports are published, they should be set out as follows:

Author(s) if available, ‘Title of Report’, Government Department/Corporate Body/NGO (Place of Publication: Publisher, Date of Publication).

As in:

‘Annual Report and Accounts 2008–09’, HM Treasury (Norwich: TSO, July 2009).

If they are online reports, follow the above rules, but include the online reference as explained for websites, e.g.

Stephen Roe and Jane Ashe, ‘Young People and Crime: Findings from the 2006 Offending, Crime and Justice Survey’, Home Office Statistical Bulletin, in ‘homeoffice.gov.uk’, <<http://www.homeoffice.gov.uk/rds/pdfs08/hosbo908.pdf>>, 15 July 2008, [accessed 26 June 2009].

2.8 Online databases

Author of Work, ‘Title of Work’, in Name of Database <url address of database> [date accessed].

As in:

Kent Bach, ‘Performatives’, in *Routledge Encyclopedia of Philosophy* <<http://www.rep.routledge.com>> [accessed 3 October 2001].

2.9 Speeches

Name of Speaker, ‘Title of Speech if known’, Location Delivered, Date Delivered, Source Taken From.

For example, a speech referred to from a book:

George W. Bush, ‘A Distinctly American Internationalism’, Ronald Reagan Presidential Library, Simi Valley, California, 19 November 1999, in John W. Dietrich, (ed.), *The George W. Bush Foreign Policy Reader* (New York: M.E. Sharpe, 2005), p. 26.

Or from an electronic source:

Malcolm X, 'Oxford Union Debate: Extremism in the Defence of Liberty is no Vice', The Oxford Union, Frewin Court, Oxford, 3 December 1964, in 'youtube.com', <<http://www.youtube.com/watch?v=Dmzaaf-9aHQ>>, [accessed 6 April 2008].

2.10 Interviews

Name of Interviewee, interviewed by Name of Interviewer, Publication, Date of Interview, page number(s) if known.

As in:

Nadja Swarovski, interviewed by Lesley White, *Sunday Times Magazine*, 19 April 2009, pp. 13–21.

Online interviews:

Dick Cheney, interviewed by Tim Russert, NBC News, September 14 2003, in 'MSNBC.com', <<http://www.msnbc.msn.com/id/3080244/>>, [accessed 7 September 2009].

2.11 Visual sources, e.g. graphs, charts, diagrams, pictures

Visual sources should be labelled and numbered, e.g. 'Figure 1'. The source should also be given a title to explain what it shows. The reference for the source could either follow after the source, or be a footnote.

As in:

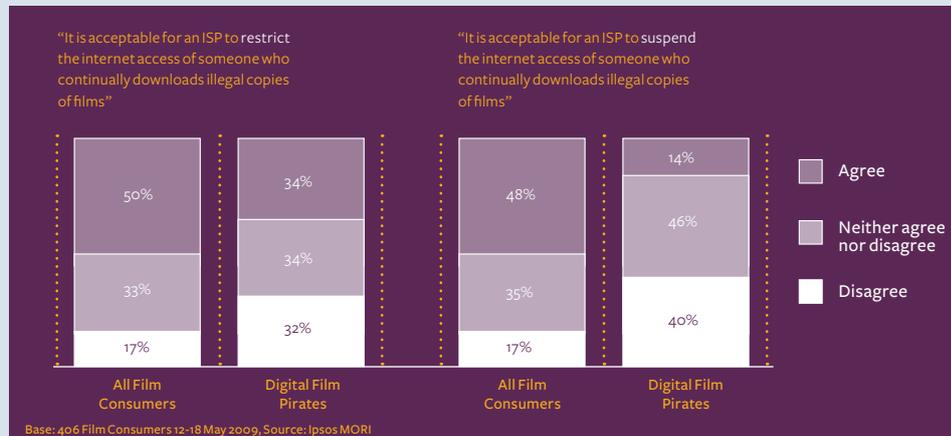


Figure 1: Consumer Acceptability of ISP Intervention for Digital Film Pirates

'Moving Toward a Legal Digital Film Market', in 'ipsos-mori.com', <http://www.ipsos-mori.com/DownloadPublication/1292_MediaCT_thoughtpiece_Digital_Film_Aug09_WEB.pdf>, 12–18 May 2009, [accessed 20 June 2009].

2.12 Films

Title of Film, dir. by Name of Director (Distributor, Date) [format].

As in:

Watchmen, dir. by Zack Snyder (Warner Bros Pictures, 2009) [on DVD].

2.13 Broadcasts

Programme Title, Series Title (Production Company, Date Broadcast, Time Broadcast).

As in:

Banks Behaving Badly?, Panorama Documentary (BBC One, 21 September 2009, 20:30 hrs).

2.14 Recordings, music and digital media

Group or Artist(s), *Title of Piece*, (Recording Company, CD Reference if available, Date).

As in:

Rage Against The Machine, *The Battle of Los Angeles*, (Epic, 1999).

For classical and orchestral music, you need to include details of the specific recording being used, e.g.:

Composer or Author, *Title of Piece*, Artist, Orchestra, cond. by Name of Conductor if relevant, (Recording Company, CD Reference if available, Date).

As in:

Ludwig van Beethoven, *Piano Concerto no. 5*, Mitsuko Uchida, Symphonieorchester des Bayerischen Rundfunks, cond. by Kurt Sanderling, (Phillips, 462 586-2, 1998).

2.15 Archive collections

If you visit an archive or special collection, the sources should be referenced as:

Collection Name, Location.

As in:

Papers of Arthur Wellesley, first Duke of Wellington, Special Collections Division, Hartley Library, University of Southampton.

2.16 Sources with more than one author

If a source you are referencing has **two** authors, you should include both of their names in the order in which they appear in the front cover of the book.

As in:

Timothy J. Lynch and Robert S. Singh, *After Bush: The Case for Continuity in American Foreign Policy* (New York: Cambridge University Press, 2008).

If a source has **three or more** authors, write the first author's name followed by 'et al.'. This is an abbreviation of the Latin phrase *et alii*, which means 'and others'.

So this book:

Alvin Z. Rubinstein, Albina Shayevich and Boris Zlotnikov, (eds), *The Clinton Foreign Policy Reader: Presidential Speeches with Commentary* (New York: M.E. Sharpe, 2000).

Should be referenced:

Alvin Z. Rubinstein et al., (eds), *The Clinton Foreign Policy Reader: Presidential Speeches with Commentary* (New York: M.E. Sharpe, 2000).

3. Quotes, footnotes and references

3.1 Short quotes

If you want to include a short quote from any source then it should be enclosed in single quotation marks, and run on with the main text, e.g.:

The historian Eric Hobsbawm has described George W. Bush's excessively militaristic policies as 'hard to understand' since they do not fit in with the 'long-tested imperial policies developed during the Cold War, nor the interest of the U.S. economy'.¹

A quote like this will require a reference to identify the source it has come from. In the MHRA referencing style, this is done with a footnote. Insert the footnote at the end of the sentence after the final punctuation mark and full stop (check the Help menu on your word processor if you do not know how to add footnotes). A small number will appear at the end of the quote (see above), and a space will appear at the bottom of the page. Add the appropriate reference for the type of source used in this space (see below).

If the quote is from a written source, the page number should also be added to show from where in the source you have taken it. This is indicated by a lower case 'p' with a full stop after it, followed by a space, then the page number.

¹ Eric Hobsbawm, *Globalization, Democracy and Terrorism* (London: Little Brown, 2007), p. 161.

3.2 Quotes from more than one page

Sometimes you will want to include quotes that cover a number of pages in a source. If this is the case, reference the source in exactly the same way, but use pp. and mark the start and end page.

For example:

The essay explores a range of common accusations against the West, and in particular America, ranging from ‘support for Israel’, ‘sexism, racism and imperialism’ to ‘tyranny and exploitation’.²

See bottom of page for footnote example.

3.3 Long quotes

If you use a longer quotation, it should be broken off by an increased space from the preceding and following lines. The quote should be indented from the previous text. This can be done by right clicking the pointer over the quote, and selecting Paragraph from the menu. You may also put the quote in a smaller font. The quote should not be in quotation marks, but should have a footnote, e.g.:

The report went on to recommend:

Saving lives and adequately addressing our security vulnerabilities on a sustained basis must be given a higher priority by all those involved if we are to prevent such tragedies in the future.³

3.4 Quoting verse

If you are quoting from verse, and the quote includes a line division, this should be marked with a spaced upright stroke (|), e.g.:

Horace’s description of Cleopatra being ‘Supported by a base and loathsome crew | Foul with disease’ serves to highlight the use of anti-Eastern propaganda in his verses.⁴

3.5 Quotations within quotations

For a quotation that contains a quotation within it, double quotation marks should be used:

As in:

‘If you went to a home, kicked down the door, chased the people who lived there out into the street and said, “Go! You are free! Free as a bird! Go! Go!” - do you think they would shout and dance for joy? They wouldn’t’ said Pi, in defence of the zoo.⁵

² Bernard Lewis, *From Babel to Dragomans: Interpreting the Middle East* (London: Phoenix, 2005), pp. 397–413.

³ Report of the Accountability Review Boards, ‘Bombings of the US Embassies in Nairobi, Kenya and Dar Es Salaam, Tanzania’, in ‘state.gov’, <http://www.state.gov/www/regions/africa/board_letter.html>, August 7 1998, [accessed 17 July 2009].

⁴ Horace, ‘Ode XXXVII’, in G.J. Whyte Melville, (ed.), *Horace: Odes, Epodes, and Carmen Saeculare* (Charleston SC: Bibliobazaar, 2008), p. 27.

⁵ Yann Martel, *Life of Pi* (Edinburgh: Canongate, 2002), p. 36.

3.6 Editing quotations – taking words out

You may find that you want to cut less relevant parts out of a quotation in order to keep it concise and to the point. Any content cut out of the source should be indicated with a three dots within square brackets, e.g. [...].

For example, you could quote the following sentence from a speech by former U.S. President Bill Clinton as follows:

Clinton himself stated ‘the very openness of our borders and technology, however, also makes us vulnerable in new ways’.

However, if you only wanted to use the quote to illustrate the dangers of open borders, not technology, you could edit it like this:

Clinton himself stated ‘the very openness of our borders [...] makes us vulnerable’.⁶

3.7 Editing quotations – adding words in

If you want to add words to make the meaning of the quotation clearer, these should also be done within square brackets, to clearly indicate which words are your own. This may have to be done to make the meaning of a quote clear, e.g.:

Oliver Gajda, director at the Europe Unlimited technology consultancy firm has said ‘the success [of the iPhone] does not lie in the device itself but in the applications and services that run through the device’.⁷

Alternatively, you may have to add words in order for an edited sentence to still make sense and scan correctly. For example, you could use the figures on world population growth from this quote:

In my lifetime, the world’s population has risen from 2.5 billion to last Friday’s estimate of 6.787 billion, and during my children’s lifetimes it will probably rise to between 9.5 to 10 billion.⁸

However, you could also edit it in the following way, cutting out words and adding in others to make sure it scans properly:

the world’s population has risen from 2.5 billion to [...] [a current] estimate of 6.787 billion, and [...] will probably rise to between 9.5 to 10 billion.⁸

⁶ Bill Clinton, ‘Commencement Address at the United States Coast Guard Academy’, New London, Connecticut, 22 May 2000, in ‘findarticles.com’, <http://findarticles.com/p/articles/mi_m2889/is_20_36/ai_63693079/pg_2?tag=content;col1>, [accessed 26 August 2009].

⁷ Michael Pollitt, ‘Tech Media Invest 100’, *Guardian*, September 2009, in ‘guardian.co.uk’, <<http://www.guardian.co.uk/tech-media-invest-100/innovation-nation>>, [accessed 24 September 2009].

⁸ Henry Porter, ‘The End of the World Is Nigh? No Thanks, Things Are Getting Better’, *Observer*, 27 September 2009, p. 29.

3.8 Errors in original sources

If you are quoting from a source that has an error in it, you should identify that this error is present in the original source, and is not a typing error on your part. This is done by adding an italicised sic into square brackets, e.g. [sic], after the error. Sic is Latin for ‘thus’, and is basically a way of saying ‘don’t blame me for the error’.

As in:

Bush’s Vice-President Dick Cheney summed up the impact of 9/11 on the administration on MSNBC two years after the attacks:

9/11 changed everything. It changed the way we think about threats to the United States. It changed [sic] about our recognition of our vulnerabilities.⁹

3.9 Adding emphasis to key words and phrases

If you want to emphasise a specific word or phrase in a quote to reinforce your point, you can italicise it. If you do this, you should state the fact that you have done so by putting ‘emphasis added’ in brackets after the italicised word, e.g. (emphasis added). For example:

‘You can build the best ethical rules and AI in the world’ says Noel Sharky, professor of artificial intelligence and robotics at the University of Sheffield, ‘but if a robot can’t accurately sense external information, those systems are *no use whatsoever* (emphasis added)’.¹⁰

4. What is plagiarism?

Plagiarism is the deliberate presentation of another person’s work as if it were your own, without acknowledgement of from where it has come. Quite a range of activities can be classed as plagiarism. Some examples are:

- Handing in another student’s work without that student’s knowledge
- Copying an essay or some text from a source text without proper acknowledgement
- Paraphrasing materials from a source text without appropriate referencing
- Using someone else’s ideas or arguments without acknowledging them
- Handing in material downloaded directly from the Internet

If you use other people’s words, diagrams or ideas, you **must** acknowledge them by referencing them in the text and citing them in your bibliography. Far from being a sign of poor work, you are proving that you have read around your subject and are familiar with the major theories and ideas. Provided you have done this correctly and accurately, you will **gain** marks by referring to the work of other writers and academics.

⁹ Dick Cheney, interview by Tim Russert, NBC News, September 14 2003, in ‘MSNBC.com’, <<http://www.msnbc.msn.com/id/3080244/>>, [accessed 7 September 2009].

¹⁰ Mark Harris, ‘Rise of the Machines’, *Focus*, June 2009, pp. 23–29.

4.1 How do you avoid plagiarism?

Listed below are some suggestions to help you avoid plagiarism in your work:

- Plagiarism often begins unwittingly at the note-making stage. Try to write your notes in your own words, rather than copying them directly from the text you are reading
- Be sure to distinguish in your notes between direct quotes and your own paraphrases. Use different colours, or divide your page up with quotes and references on the left and your own notes on the right
- When you are putting a direct quotation in your notes, write down the reference to it at the same time. This will also save you having to look these up again at a later date
- Always include a full bibliography with all pieces of written work, including both background reading and cited texts and other resources (see Compiling a bibliography below)
- Avoid cosmetic changes to other people's work. For example, do not:
 - substitute similar words
 - reverse the order of a sentence
 - alter a spread sheet layout/graph type

You should be aware that the penalties for plagiarism are usually very severe and could lead to disqualification of your work.

5. Compiling a bibliography

Once you have written your essay, dissertation or thesis, and quoted and cited your references, you must ensure that you include a complete record of all the sources you have read and quoted. This serves to give a complete picture of all the primary evidence and secondary reading you have used to construct your argument.

It is best to keep a second word processed document listing a correctly cited record of every resource you use. In this way, you will find that writing the bibliography at the conclusion of your main text is a very easy process, as you will have done the bulk of the work as you went along.

5.1 What should your bibliography include?

Very simply, your bibliography should include all the resources you have used to complete your assignment. This means both resources you have referred to in the text of your document and also relevant background materials that you have used, but not necessarily discussed.

5.2 How should you organise your bibliography?

Most bibliographies are straight-forward alphabetical arrangements by authors' surnames. In some disciplines, however, you may find it is customary to sub-divide the bibliography into smaller categories based upon the types of sources. This could simply be splitting the bibliography into primary and secondary sources (see the academic skills guide *Navigating the page* for further information on primary and secondary sources), or a more detailed division of sources based upon their types.

Check with your supervisor or the course handbook to see if there is a preferred style.

5.3 Exempla bibliography

Below is the bibliography of all of the sources footnoted in this guide.

Dick Cheney, interviewed by Tim Russert, NBC News, September 14 2003, in 'MSNBC.com', <<http://www.msnbc.msn.com/id/3080244/>>, [accessed 7 September 2009].

Bill Clinton, 'Commencement Address at the United States Coast Guard Academy', New London, Connecticut', 22 May, 2000, <http://findarticles.com/p/articles/mi_m2889/is_20_36/ai_63693079/pg_2/?tag=content;col1>, [accessed 26 August 2009].

Mark Harris, 'Rise of the Machines', *Focus*, June 2009.

Eric Hobsbawn, *Globalization, Democracy and Terrorism* (London: Little Brown, 2007).

Horace, 'Ode XXXVII', in G.J. Whyte Melville, (ed.), *Horace: Odes, Epodes, and Carmen Saeculare* (Charleston SC: Bibliobazaar, 2008).

Bernard Lewis, *From Babel to Dragomans: Interpreting the Middle East* (London: Phoenix, 2005).

Yann Martel, *Life of Pi* (Edinburgh: Canongate, 2002).

Michael Pollitt, 'Tech Media Invest 100', *Guardian*, September 2009, in 'guardian.co.uk', <<http://www.guardian.co.uk/tech-media-invest-100/innovation-nation>>, [accessed 24 September 2009].

Henry Porter, 'The End of the World Is Nigh? No Thanks, Things Are Getting Better', *Observer*, 27 September 2009.

Report of the Accountability Review Boards, 'Bombings of the US Embassies in Nairobi, Kenya and Dar Es Salaam, Tanzania', in 'state.gov', <http://www.state.gov/www/regions/africa/board_letter.html>, August 7 1998, [accessed 17 July 2009].