15 CITING REFERENCES AND OTHER SOURCES

Opere citae – *is not a post modern city opera.*

When Eric Morecombe played the Greig piano concerto with André Previn, and the notes were not as André expected, Eric explained that he was 'playing all the right notes, just in a different order'. Referencing is mostly about getting the right notes in the right order.

Advising you on citing references is a procedural minefield but you will be blown out of the water for any/every piece of academic writing that does not include references. **References** are the sources for material you cite in your document, whether you read them or not. References do not include 'other things I read but didn't mention in the text'. A **bibliography** is an alphabetical list of sources or references on a particular topic; a complete bibliography would aim to include every document relating to a topic. To create an 'annotated bibliography', sort the references into subsections with a brief statement or paragraph justifying your groupings and describing the contents.

There are a number of standard ways to acknowledge research sources and this is the problem. The standard reference for all language students is the *MHRA Style Book* (Modern Humanities Research Association, 1996) but this gives you twelve different ways to cite a book and no indication as to which you might use. The references in any good text or journal will show you their house style and these vary widely. Some use a footnotes pattern putting references at the foot of the page where they first appear, others place them in alphabetical order or order of occurrence at the end. Some systems cite authors' given and surnames, others cite surname and initials. **Given the variety it is important to get organized from the start of your degree,** because each time you read you need to note the reference, and depending on your citation system you record slightly different things. If your department has a preferred style for essays and dissertations, check the student handbook and **follow it exactly**. In the absence of departmental guidance, follow the advice here. We use the system, exemplified in this book, where materials are cited by author and date within the text, and all the references are listed alphabetically at the end of the document. The key skill with referencing is consistency. Decide on a style and stick to it.

15.1 CITING PAPER SOURCES IN TEXT

Within text, a book or article is cited by the author's family name and year of publication. When there are two authors both are quoted. Conventionally, when there are three or more authors the *et al.* convention is adopted. For example 'Discussing the superiority of argument over propaganda, Verrcalm (2010) suggested impartial evidence given by Blatant and Bitter (2007) undermines current thinking, whereas the effect of advertising as studied by Persuasivo *et al.* (2008) produced a series of new insights into . . . .' '

Where information in one text refers to another, quote both: 'As reported by El'vated (2010), Ground (2009) showed that . . . .' Both the El'vated (2010) and Ground (2009) references should appear in the reference list. Similarly: 'In an extensive discussion of homophony Singularus (2010) shows the approach taken by Dunlisnin (2005) was unreliable, and therefore the methodology adopted by Dunlisnin is not followed'. Again quote both sources, even though you have probably only read Singularus, so the reader can locate the original. If you want to make clear that you have acquired your information from a secondary source use a sentence like 'High frequencies are mediated nearest the oval window, and low frequencies at the farther end of the basilar membrane (Cochlear 2005, cited Implant *et al.* 2010)'. In this type of case it is important to give the two dates which indicate the age of the original data, 2005, rather than the 2010 date of the reference you read. You should quote both Cochlear and Implant *et al.* in the references. The Cochlear reference should be cited in the Implant *et al.* paper, so not including it would be lazy. If Implant *et al.* does not cite Cochlear, use a Web of Science search (see p. 52) to find the source.

Take care with oriental names where given names are second, the family name first. It is all too easy to reference by the given name by mistake.

Referring to government publications, where the author is awkward to trace, is also problematical. There are no absolute rules, use common sense or follow past practice. This example is a classic referencing nightmare:

CSICSC (1992). *China Statistical Yearbook 1992*. Fan Z., Fang J., Liu H., Wang Y. and Zhang J. (eds). Beijing: China Statistical Information and Consultancy Service Centre.
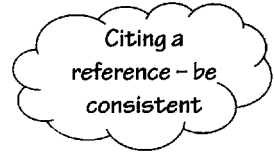
There is no single right way to cite this source – even librarians have different views on how to handle this one. Some would reference it by the editors as 'Fan *et al.* (1992)', others by the full title 'China Statistical Yearbook (1992)'. In a library search you might have to try a number of search options. Searching by title is likely to be the fastest successful route to locating this volume.

Referencing by initials can be convenient and time saving. You might refer in your document to *MBS* (2004) or UNESCO (1999), but you must use the full title in the reference list:

UNESCO (United Nations Educational, Scientific and Cultural Organization) (1999). *World Communication and Information Report 1999-2000.* Paris: UNESCO Publishing.

UNSD (United Nations Statistics Division) (2000) *Monthly Bulletin of Statistics (MBS)*, [online] http://www.un.org/Pubs/whatsnew/mbsonlin.htm Accessed 31 July 2000.

Finally, if there doesn't seem to be a rule, invent one and use it consistently.

Citing a reference – be consistent

15.2 CITING PAPER SOURCES IN REFERENCE LISTS

The key is consistency in format which includes a standard sequence of commas, stops, italics and underlining. Most journals which use reference lists cite each reference in full, but those which use a footnote scheme, citing references in passing, normally also employ three abbreviations to minimize repetition:

ibid. – *ibidem*, the same, used when a reference is the same as the previous one.

loc. cit. – *loco citato*, in the place cited.

op. cit. – *opere citato*, in the work cited.

Citing a book

Template:
Author(s) (Year) *Title* (edition). Place of publication: Publisher.

Example:
Ibsen, H. (1883) *Gildet på Solhaug: Skuespil i tre akter.* København: Hegel and Søn.

Citing a chapter in an edited volume
The author(s) of the chapter or paper in an edited text are cited first, followed by the book editors' details. Note that it is the title of the book that is placed in italics, not the chapter title.

Template:
Author(s) (Year) Chapter title. In Editors' name(s) (ed(s).), *Book title* (edition). Place of publication: Publisher, page numbers.

Example:
Iwanga, K. (2000) Europe in Japan's Foreign Policy. In Edström, B. (ed.), *The Japanese and Europe: Images and Perceptions.* Richmond, Surrey: Japan Library, 208–235.

Citing an edited book

Template:
Editor(s) ed(s). (Year) *Title* (edition). Place of publication: Publisher.

Examples:
Kelly, C. and Lovell, S. eds., (2000) *Russian Literature, Modernism and the Visual Arts*. Cambridge: Cambridge University Press.

Citing a journal article

Template:
Author (Year) Article Title. *Journal Title*, volume number, issue number, page numbers.

Examples:
Jones, S.F. (2000) Democracy from below? Interest groups in Georgian society. *Slavic Review*, 59, 1, 42–73.
Laviosa, S. (1999) Come studiare e insegnare l'italiano attraverso i corpora. *Italica*, 76, 4, 443–453.

Citing a conference paper

Template:
Author. (Year) Article title. *Conference Title*. Location of conference, date (month).

Examples:
Milburn, D. (1997) 'Denn die Toten reiten schnell.' Anglo-German Cross-Currents in Bram Stoker's *Dracula. The Novel in Anglo-German Context Conference*, University of Leeds, Leeds, UK, September.

If the conference papers are written up in proceedings or a journal, cite the paper version rather than the oral presentation.

Citing a newspaper article

Most newspaper articles have an author attribution and should be referenced alphabetically by the author, for example Browaeys and Kaplan (2000). Where there is no author, use the first couple of words of the title as the cross-reference and the full title in the reference list, as in *French Face Welsh* (1699).

Template when an author is cited:
Author. Full Date. title. *Newspaper*, volume number if applicable, page number(s)

Example:
Browaeys, D.B. and Kaplan J.-C. May 2000. La tentation de l'apartheid génétique. *Le Monde Diplomatique*, 554, 1.

Template for an unattributed item:
Title, full date. *Newspaper*, volume number if applicable, page number(s).

Example:
French face Welsh racism inquiry, 16 March 1699. *The Daily Groat*, 3.

Citing unpublished theses

Thesis citations follow the general guidelines for a book; then add 'unpublished', and enough information for another researcher to locate the volume.

Ennis, J.S. (1993). *A comparison of Richard Wagner's 'Der Ring des Nibelungen' and William Morris's 'Sigurd the Volsung'*. University of Leeds: Unpublished PhD thesis, Department of German.

Careless, I.M. (2000) *The Elaboration of Parody by Baudelaire in 'Les Fleurs du Mal'*. University of Life: Unpublished BA thesis, School of French.

Citing dictionaries

Dictionaries are an oddity – they have editors or compilers who should be the cited individuals, but these noble people are rarely well known and where dictionaries are cited it is usually by title.

Collins Spanish–English, English–Spanish Dictionary (1997) (5th edn.) Glasgow: HarperCollins.

The Sansoni Dictionaries: English–Italian, Italian–English (1981) (2nd edn.) Firenze: Sansoni.

OED (1989) *Oxford English Dictionary* (2nd. edn.). Oxford: Clarendon Press.

OED Online (2000) *Oxford English Dictionary Online*, CD-ROM, Oxford: Oxford University Press.

But with more specialized texts we suggest you use the author:

Hérail, R.J. and Lovatt, E.A. (1984) *Dictionary of Modern Colloquial French*. London: Routledge.

Trask, R.L. (1997) *A Student's Dictionary of Language and Linguistics*. London: Arnold.

Citing video and audio material

Template when an author is cited:
Composer or Author (Date) Title. Publisher, tape section number/duration if applicable
Examples:
Citing an audio-tape:
Dyson, P. and Worth, V. (1987) *Actualités Radio-Presse*. London: Macmillan.

Video-tape:
Broady, E. and Meinhof, U. (1995) *Téletextes*, Oxford: OUP.

Video clip:
'Deutsche Einheit – Grenze: Minensuche' (25.6.91) *Tagesthemen*, 2' 44"; ARD.

15.3 CITING ELECTRONIC SOURCES

A standard template for citing electronic sources of information is not yet agreed. These notes follow recommendations from various library sources. If you are writing for a publication, check whether an alternative method is used. **The crucial new element is adding the date when you accessed the information, because the contents of electronic sites change.** The next person to access the site may not see the same information.

Referencing within text.

Internet and other electronic sources should be treated in the same way as a book or journal reference. For example '... exploring party music options in Holland (Salsa Dancing in Amsterdam 2000) we estimate ...' or '... exploring party music options in Holland (Hautus 2000) we estimate ...'. The latter example is better provided the name of the author is clearly stated on the site. If there is no obvious author, use the title.

Citing individual Internet sites

To cite Internet sources use the document's URL (Internet) address. Addresses tend to be long, so typing needs careful checking. If the citation is longer than one line the URL should only be split after a forward slash / in the address. ThecaSe/ofchaRacters/inTheAddress/sHouldnOt/bealterEd.EVER. Avoid putting a full-stop after the URL, or if you must, leave a clear space before it, to indicate that it does not form part of the URL.

    The safest way to cite correctly is to copy and paste www addresses to text or notepad files as you view them.

Template:
Author/editor. (Year) *Title* [on-line] (edition). Place of publication: Publisher (if ascertainable), URL, Accessed Date.

Example:
Hautus E. (2000) *Salsa Dancing in Amsterdam* [on-line]
    http://www.xs4all.nl/~ehautus/salsa-amsterdam.html Accessed 30 July 2000.
Salsa Dancing in Amsterdam (2000)
    [on-line] http://www.xs4all.nl/~ehautus/salsa-amsterdam.html Accessed 30 July 2000.
Donald, S. (1996) From Logs to Licentiateships: a case-study in natural progression [on-line].
http://www.lle.mdx.ac.uk/hec/journal/ccss/sdonald.htm Accessed 30 July 2000.

When the electronic publication date is not stated write 'no date' (or n.d.). The term [on-line] indicates the type of publication medium. Use it for all Internet and e-journal sources. The 'Accessed date' is the date on which *you viewed or downloaded* the document.

'Publisher' covers both the traditional idea of a publisher of printed sources, and organizations responsible for maintaining sites on the Internet. Many Internet sites show the organization maintaining the information, but not the text author. If in doubt, ascribe authorship to the smallest identifiable organizational unit.

Example:
Center for Advancement of Learning (1998). *Assessment – Learning and Study Strategies Inventory (LASSI), Learning Strategies Database* [on-line]. Center for Advancement of Learning, Muskingham College.
http://muskingham.edu/~cal/DATABASE/lassi.html Accessed 12 April 2000.

Citing E-Journals (electronic journals)

Template:
Author. (Year) Title. *Journal Title* [on-line] *volume, issue*, page numbers or location within host. URL Accessed Date.

Example:
Gregory, A. (2000) Contemporary trends in women's employment in France. *Modern and Contemporary France* [on-line] 8, 2, 175–191.
http://pinkerton.bham.ac.uk/vl=85883676/cl=2/nw=1/rpsv/catchword/carfax /09639489/v8n2/contp1-1.htm Accessed 30 July 2000.

BUT if you try to access this URL direct you will get nowhere. Access to this journal is controlled by a password. Look up the journal title in your library catalogue to see whether you have access. In some electronic journals the 'page' location is replaced by screen, paragraph or line numbers.

Citing personal electronic communications (e-mail)
For reference to personal e-mail messages use the 'subject line' of the message as a title and include the full date. Remember to keep copies of e-mails you reference.

Template:
Sender. (Sender's e-mail address), Day Month Year. *Subject of Message*. E-mail to Recipient (Recipient's e-mail address.)

Example:
Swotoff, I. (1234slav@leeds.ac.uk), 21 October 2000. *Essay for Second Tutorial*. E-mail to Dodge, R. (8901slav@leeds.ac.uk)

Top Tips

- **Authors**. Generally an author's name can be found at the foot of an electronic document. Authors of journal articles are usually stated at the beginning of the article as in hard copy. Where the identity of the author is unclear the URL should indicate the name of the institution responsible for the document. However, this organization may only be maintaining the document, not producing it, so take care to assign the right authorship.

- **Date of publication.** This is often at the foot of the page with the author's name, and sometimes with 'last updated' information. In newer versions of Netscape you can select *Document Info* on the *View* menu. This shows the 'last modified date' of the document. Other browsers have similar ways of viewing this information.

- You must keep accurate records of the material you access. Using an on-line database bibliographic package such as Idealist or End Note can help to keep track of research resources.

Producing correct reference lists is an important skill, demonstrating your attention to detail and professionalism. Correct **Try This 15.1** to develop this skill. The ultimate test of a reference list is that someone else can use it to locate the documents. Make sure your citation lists meet this standard.

TRY THIS 15.1 – The nightmare reference list

There are many deliberate errors here. If a reference list like this appears at the end of an essay or dissertation the marks will drift away. How many errors can you spot in 5 minutes? (There are about 25.) PLEASE DO NOT USE THIS LIST AS AN EXAMPLE OF GOOD PRACTICE, use the corrected version on p. 279.

Ince, K 1996 *L'Amour la Mort: the eroticism of Marguerite Duras.* In Hughes, A. and Ince, K. (Eds.) French erotic fiction: women's desiring writing, 1880–1990. Oxford: Berg 147–181

Xiguang, Y. and McFadden, S. (1997) *Captive spirits: prisoners of the Cultural Revolution.*

Katherine Kelly, Editor, (1996) *Modern Drama by Women 1880s-1930s: An international anthology.* Routledge, London.

King C (1999) Michael Davitt and Lev Nikolaevich Tolstoy: Meetings 1904, 1905. *Irish Slavonic Studies*

Kubicek, P. (2000) Regional Polarisation in Ukraine: Public Opinion, Voting and Legislative Behaviour. Europe-Asia Studies, 52, 2,

Muñoz Molina, A. (1997) Escrito en un instante. Palma Mallorca: Calima

Air pollution index of major Chinese cities. *China Daily*, 19, 6047, 2, 23 October 1999.

Bourges 1987 Le crépuscule des dieux

Polizzotto, L. 1998 *Patronage and Charity in Savonarola's Reform. Patronage, Piety, Prophecy: Savonarola and After, The Savonarola Quincentenary Conference*, Trinity College Dublin, November 1998.

Roskies, G., Ed., (1989) *The Literature of Destruction: Jewish responses to catastrophe.* Jewish Publication Society, Philadelphia .

Walter 1997 Web of shudders: sublimity in kierkegaard's fear and trembling, *MLN*, 112, 753–785.

Neilan, E. *The siren song of 'the China market'.* The Japan Times. http: / /www. japantimes. co. jp/ June, 3 2000.

15.4 SOURCES AND FURTHER READING

BUBL (Bulletin Board for Libraries) (1998) *Bibliography* [on-line]. BUBL Information Service, Strathclyde University, http://link.bubl.ac.uk/bibliography Accessed 30 July 2000.

ISO (1998) *Bibliographic References to Electronic Documents* [on-line]. International Organization for Standardization, National Library of Canada, http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm Accessed 30 July 2000.

Modern Humanities Research Association (1996) *MHRA Style Book: Notes for Authors, Editors and Writers of Theses* (5th edn.) London: Modern Humanities Research Association.

TAFIS Reference Collections (2000) *Writing References and Bibliographies: Guides Available on the Web, Guides to Citing Printed Sources* [on-line] http://www.tay.ac.uk/tafis/references/other-citations.html Accessed 30 July 2000.

Xia, L. and Crane, N.B. (1996) *Electronic Styles: A Handbook for Citing Electronic Information* (2nd. edn.). Medford, New Jersey: Information Today Inc.

Language Link

Add 2 letters in the middle squares to complete the 5-letter words to left and right. When complete an 8 letter word can be read. Answer p. 280.

A	L	I	A	S	I	D	E
T	R	I	T	E	R	S	E
M	A	O	R	I	G	H	T
W	H	I	S	K	I	L	L