Undergraduate Citation Guide

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1 General Principles of Citation

1.1 An Introduction to Citation

Citation is the process of informing the reader that the information, ideas, or words in a text come from a different author. The use of citation is essential to avoid plagiarism and this document should be read in conjunction with the **MODUL Plagiarism Brochure**.

Citation falls into two different areas: references with the body text itself and listing the sources used at the end of the text in the form of a bibliography. The information below gives the general principles of citation and describes one particular citation system. It is not important which system is used (unless you have been instructed to use a specific system by either your supervisor or the journal or publisher you are writing for), what is essential, however, is that it is used consistently throughout the text.

1.2 Citation within a Text

A text may be cited as a direct quote, paraphrase, or summary. In each case the source must be indicated. For direct quotes it is important to mark the text taken from another source by surrounding it with quotation marks. In US English it is more common to use double marks (e.g. "the text quoted") while British English generally uses single marks (e.g. 'the text quoted').

If the text quoted has a quotation embedded within it then use either:

• US English: single marks within double marks (e.g. "the text quoted 'includes a quotation' from another text"), or,

• British English: the opposite (double marks within single marks, e.g. 'the text quoted "includes a quotation" from another quotation').

Whether the text is a direct quote, paraphrase, or summary it is vital to indicate its presence in some fashion. This is generally done in two different ways. In the social sciences it is most common to mark the section taken from another author by including the information in parentheses (brackets) within the body text itself. This is known as the **author-date** system. The usual format is as follows:

• Author (usually only the surname), the date of the publication, and, if necessary, the page number(s). For example, "this is a quotation" (Smith 2013: 1). The exact format of this varies depending on the citation system used.

The other way in which a citation is indicated is through a footnote numbering system. A superscript number directs the reader to either the bottom of the page or to end notes (a list of the citations at the end of the chapter, thesis, or book).

1.3   Bibliographic Citation

The information given in the text (or footnotes) is used to trace the quotation, paraphrase, or summary back to a full citation of the original text in a list of works at the end of the text (usually called a bibliography or list of sources). The list is usually arranged **alphabetically** using the first letter of the author's surname, and if there are multiple works for one author then by date (usually earliest to latest) under that author's entry. The information that it is customary to cite in a bibliographic entry is as follows:

• The author's(') **name(s)**, usually the surname(s) in full and just the initial(s) of the forename(s).

• The **date** of publication, in general this is only the year but it may need more information in the case of journals or newspapers. The date is sometimes placed in parentheses. If an author has written two or more works during the same year, then it is normal to distinguish between them with a lower case letter (starting from 'a') after the year, e.g. 2008a.

• The **title** of the book, chapter, or article. Titles of books are generally given in italic type, those of chapters from collections of writings or journal articles in roman (non-italic) type. In some systems chapter and article titles are also placed within quotation marks. If a title has a subtitle then it is usual to separate it off with a colon.

• The **place** of publication, usually the city but if there are two cities with the same name (which can happen, for example, between the US and UK) then it may be necessary to specify the state as well. This takes the form of the standard state abbreviation (e.g. OH for Ohio or MA for Massachusetts) and is only given for a place which is not in the UK.

• The **publisher**.

For example:

Morton, J.R. 2009. *The History of New Orleans: A Fresh Perspective*. Cambridge: Cambridge University Press.

Extra publication details are for the citation of individual chapters and journal articles. For individual chapters from books it is also necessary to cite the following:

• The **title** of the book from which the chapter is drawn. This is, as above, usually in italic type.

• The **editor(s)** of the volume, usually indicted by the abbreviation **ed.(s)**.

• The **page numbers** of the chapter.

For journal articles it is also important to include:

• The **journal title**, like the titles of books this is usually in italic type.

• The **volume and, if needed, the issue number** of the journal.

• The **page numbers** of the article.

For example:

Adderley, N. 1991. 'Towards a Counter System of Expression', in L. Brown & S. Nistico (eds), *Performing Rights*. Philadelphia: University of Pennsylvania Press, 133–147.

Young, T. 2006. 'The Essentials of the Supporting Role in Organizations', *The Journal of Support Structures*, 4(1), 3–24.

Technically ranges of page numbers or dates (e.g. pp. 12–16, or, 1993–2004) are joined with what is known as an en-rule. This is a longer dash than the commonly used hyphen (these join two words together). Individual citation systems may or may not insist on this.

1.4 Electronic Sources

As it is now common to access journals, or other information, on-line it is also usual to include this information in a bibliographic citation. This is generally indicated with a wording such as 'Available from...' or 'Accessed on...' followed by the URL. Some citation systems demand that the date of access is also included.

It is becoming increasingly common to also cite, if available, the **DOI** number of an article or text. This 'digital object identifier' is the unique number that is linked to the text, so even if its location moves it can still be found. If necessary this number is added to the end of the bibliographic citation.

1.5 Different Citation Styles

There are many different citation styles in use around the world. Each of them does the same job of informing the reader of the author, date, title and publications of the printed text or electronic source being used. They differ from each other only in the details of presentation, e.g. the use of punctuation, abbreviations and italics, and sometimes in the degree of detail needed. One system – recommended for use by all undergraduate students at MODUL – is described in detail in §2 below.

Three of the other citation styles in common use in the social sciences are:

• APA This is the citation style of the American Psychological Association and has been widely adopted by science journals and a number of publications in the sphere of business. It is an author-date, in-text system very similar to that described below. The style has a very useful dedicated website (www.apastyle.org) that has online tutorials and guides to citation.

• Chicago Unsurprisingly, this style was developed by Chicago University Press and has two forms, a foot- or end-note and bibliography system, and an author-date system. Chicago is popular in the arts and humanities, particularly as a note-plus-bibliography system, while the author-date system has been adopted by some business publications. The style is described in-depth in *The Chicago Manual of Style* and, like APA, has its own website (www.chicagomanualofstyle.org).

• MLA The citation style of the Modern Language Association is widely used in the humanities. Like the two above, it is also an author-date, in-text citation style. The MLA also has its own website (www.mla.org) which has detailed information on how to deal with difficult citations and, especially, on-line resources.

2 Harvard Style

The use of the designation Harvard in a citation style refers to an author-date system of referencing. While most systems labeled Harvard are broadly similar there are numerous different versions in use with variations in the use of punctuation, capitalization, page-number format etc. The system described below is a representative example of the style. (For the origins of the Harvard Style see: Chernin, E. 1988. 'The "Harvard System": A Mystery Dispelled', *British Medical Journal*, 297, 1062–1063.)

2.1 In-Text Citation

2.1.1 If the Author is Included in the Running Text

If the name(s) of the author(s) is/are mentioned in the body of the text then the date of publication and page number(s) are placed in parentheses either immediately after the name or at the end of the sentence:

'According to Watrous (2006: 28) the argument can be challenged on two fronts.'

'Johnson claims that the argument can be challenged on two fronts (2009: 41).'

For two authors use both surnames separated by 'and':

'An opposing point of view has been put forward by Martin and Fedchock (2007: 136–147).'

For three or more authors use 'et al.'. The abbreviation 'et al.' is Latin for *et alii* and is used in citations to mean 'and others'.

'Ferguson et al. (2017: 55) claim that the evidence base is insufficient to justify such a conclusion.'

Note that et al. indicates a plural hence the plural verb agreement.

For sentences that reference an entire work the page numbers are not needed:

'This formed the background to Davis's groundbreaking work *Deception* (1949).'

Note that if the citation information is the same as for the preceding citation then you can use the abbreviation 'ibid.' in parentheses (this is the Latin for *ibidem* and means 'in the same place'). This is only used normally when the citations appear on the same page of text.

2.1.2   If the Author is Not Included in the Text

For sentences which do not include the author's name then the surname should be included within the parentheses:

'The counter argument, however, states that this use of the term is misleading (Fontana 2017: 13).'

Note that the citation goes within the sentence. If there are two authors then both surnames are given separated by '&':

'While such an approach is generally accepted, and followed, it has been challenged from a methodological perspective (Mingus & Knepper 2011: 5–9).'

If there are three or more authors use 'et al.'. Multiple citations should be separated off with semicolons:

'The phenomenon has been widely discussed in the literature (e.g. Brubeck & Desmond 2001: 22–34; Adderley 2004: 11–14; Kenton et al. 2009: 113–125).'

2.1.3   No Date or Author, Corporate Authors and Websites

While in general you should be wary of using sources which are undated, if it is necessary to cite one then the abbreviation 'n.d.' ('no date') is used in place of the date:

'For a comprehensive list of sources see Parker (n.d.).'

If the citation does not have an identifiable author then the title of the text (e.g., of a book or journal article) should be used instead:

'In addition to placating critics of the system this approach also led to new insights into how such organizations function (*Festschrift in Honour of James Moody* 2003: 44).'

For texts where a personal name is not given and the author or publisher is the organization – whether corporate or governmental – then use the name of the commissioning body:

'The demographic data clearly show a rise in the number of people above the age of 60 (Statistik Austria 2015: 12–16).'

If a page of website is cited then preferably it should have an author and date, in which case cite as for any other source but omitting the page numbers. If there is no

author and/or date then use the title of the document or, if that is also missing, a short description of the document (see below):

'Such claims have been dismissed by a number of companies in their online press releases (Aramco Press Release 2015; BP Report 2016; Exxon Mobil Press Release 2017).'

2.1.4 Secondary Citation

Sometimes it is necessary to include information from a source that has been cited by another author. It is always better to track down the original text but should this be unavailable then it is necessary to use a secondary citation. This uses the name and date of the original source followed by 'cited in' and then the source from which the information was taken (the secondary source):

'The development of the theory was only possible due to the intervention of a group of scholars based at UCLA (Goodman 2005, cited in Herman 2013: 2).'

Only the secondary citation (i.e. the source from which the information has been taken) is given in the bibliography.

2.2 Bibliographic Citation

The bibliography, or list of sources, should be ordered alphabetically by surname (or description of the document). If there are multiple sources from an author then these are ordered by date (from earliest to most recent). If an author has published more than one work during a single year then these are distinguished from each by a lower case letter (starting with 'a') following the date. If there are multiple authors then the order of the names should follow the original order given on the book, chapter or article.

The main words of the title, usually excluding the articles and prepositions, are given capital letters. Note that the first word of a subtitle should also be capitalized. For sources which are not in English then the standard capitalization rules should be used for that language. For example, in French it is usual to capitalize only the first word of a title (as well as proper nouns), while in German all nouns are capitalized.

2.2.1 Books

Books are cited using the author's(') surname(s) followed by the author's(') initial(s) and date. The title of the book is italicized and the first and main words are given capital letters. If there is a subtitle then this follows a colon (:) and, again, takes an initial capital letter. At the end is the place of publication followed by the publisher. If the name of the place of publication is not unique (this can be the case with the USA, Australia, and the UK) then the standard US or Australian state abbreviation should also be given.

Multiple authors are also cited by surname and initial and separated by commas. e.g. Stitt, S., Rollins, S., & Gillespie, D.

Examples:

Rosolino, F. 1980. *Elements of Theory: A Students' Guide*. Cambridge MA: Harvard University Press.

Woodyard, S., Jackson, Q., & Terry, C. 2014. *The Presidential Election of 1964*. Oxford: Oxford University Press.

2.2.2   Chapters from Edited Volumes

If the source is one chapter from a collection of articles by different authors and with an overall editor, then it is cited as follows. The author(s) of the chapter is/are cited as above and followed by the date. The name of the chapter is given in roman (i.e. non-italic) type enclosed within single quote marks and is followed by the name(s) of the editor(s) followed by the abbreviation 'ed.'/'eds', place of publication, publisher and page numbers of the chapter.

NB: Page numbers should be separated by an en-rule (this is a dash which is longer than a standard hyphen and takes up the typographical space of 1 en). On Mac OS this is found by typing alt-hyphen, in Microsoft Word a double hyphen between two figures should automatically transform into an en-rule. If this does not work then the character can be found under the insert symbol function.

For example:

Basie, C. 1996. 'The Role of Visual Acuity in Performance', in U. Green (ed.), *Approaches to Cultural Action*. Abingdon: Routledge, 67–85.

Waller, F. & Hawkins, C. 2001. 'Key Recognition Skills in Manual Task Performance', in A. Grey & D. Ellington (eds), *Cognition and Tactility*. Lincoln NE: University of Nebraska Press, 102–130.

2.2.3   Journal Articles

Academic journal articles are cited with the author(s) and date as above, followed by the title of the article in roman type and then the journal name in italics. The journal name is followed by the volume number and, if necessary, the issue number, both in Arabic numerals. If there is an issue number then this is placed in parentheses. The page numbers follow the volume and issue number.

For example:

Ra, S. & Coleman, O. 2010. 'Space Migration and Saturn's Moons: Potential Life Signs between Orbital Bodies', *The Journal of Astrobiology*, 24(8), 76–87.

Faddis, J. 2004. 'Extreme Altitude Survival Strategies', *Mountain and High-Latitude Medicine*, 18, 13–24.

2.2.4   Newspapers and Magazines

Newspapers and magazines are cited in a very similar way to academic journal articles, however, the volume and issue numbers are replaced by the day and month of publication. If the newspaper or magazine are accessed online then the page number(s) is/are omitted and the URL and date of access are given (see below).

For example:

Winding, K. 2015. 'New Trends in Management Jargon', *The Washington Post*, 14 June, 26.

Roach, M. 2017. 'Reporting from the Front Line: The True Story', *The New York Times*, 28 December. Available from: http://nyt.com/roach25dec (accessed 15 January 2018).

2.2.5   Websites

Citing a document from a website can sometimes be problematic as information may be missing. Broadly the style follows that for books without the place of publication and publisher, but with the addition of the URL or, preferably, the DOI number (see below). These are preceded by 'Available from:' and followed by 'accessed' and the date of acquisition in parentheses.

For example:

Roney, W. 2018. *Essential Elements of Delegation*. Available from: http://www.wroney.com/delegation (accessed 14 April 2018).

Hargrove, R. 2016. *Style and Substance: A Guide to Extemporizing*. Available from: doi: 10.0001/xyzj0z (accessed 12 June 2017).

Generally, if a website does not acknowledge authorship or a date of publication it should be treated circumspectly. However, if it is necessary to cite such documents then follow the examples below.

No author: *Title of Document* DATE. Available from:...

No date: Author, A. n.d. *Title of Document*. Available from:...

No date or author: *Title of Document* n.d. Available from:...

No document name: Author, A. DATE. Short description of document. Available from:...

No document name or author: Short description of document DATE. Available from:...

No document name or date: Author, A. n.d. Short description of document. Available from:...

No document name, author or date: Short description of document n.d. Available from:...

NB: The description of the document is not italicized.

2.2.6   'Available from' and DOI numbers

If the source is retrieved electronically then it is usual to acknowledge the online location by indicating 'Available from:' and then the URL (including http://...) or the Digital Object Identifier, or DOI number. DOI numbers start with the digits '10.' and can usually be found on the first page of articles or at the foot or head of the page. As DOI numbers are always connected to a specific text they are preferred, when available, to the URL. To track down a text using its DOI go to www.doi.org.

It is also important to record the date on which the document was retrieved and this information is placed at the end of the citation. If the source, most commonly a journal article or book, also exists in an identical printed format then it is usually not necessary to include the URL/DOI nor the date or retrieval and to cite the source normally as shown in §2.2.1–5 above. However, if the work only exists as an online journal or e-book then this information must be included.