

A brief guide to referencing academic work

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1. Introduction

In the following, I will give a very brief introduction to referencing your sources in academic work. I will begin by explaining what ‘referencing’ means in the first place and why it is an important topic. Next, I will introduce you to three frequently used approaches to referencing. Finally, there will be a short exercise to practise referencing, and I will point you to a number of useful handbooks and online sources that explain referencing in much greater detail.

As I have stated in the title, this is only meant to be a brief introduction to a sometimes rather complicated subject matter. After you have read the following pages, you may feel that I have not explained certain points in as much detail as you would have liked. If so, I suggest that you take a look at my suggestions for further reading on page 14. Likewise, your course tutors will be able to answer any questions you may have about referencing.

Why reference your sources?

Universities are all about developing, disseminating and debating knowledge in a systematic manner. This is what you are concerned with as a student, and this is what the research of scholars and professors across the many academic disciplines is meant to accomplish. Both students and professors often share knowledge in oral exchanges, for example when talking to each other in classes or at academic meetings and conferences. However, *written texts*, whether printed or in electronic form, are crucial to the systematic organisation, dissemination and long-term storage of academic knowledge.

Normally, academic work, whether it is a student essay or a book published by a well-established professor, is built on the ideas, arguments and knowledge accumulated through prior research. When writing an academic text, it is therefore very important to distinguish

one's own, new ideas from those one has taken from *previously published material*. Failure to make this distinction means that you present the intellectual achievements of others as if they were your own. The term for this is *plagiarism*, and universities generally regard it as a serious offence, both among students and professors¹. In other words, when writing an academic text, you ***must*** always include clear *references* to the sources on which you have built your argument.

It should be added that referencing your sources also lends strength to your arguments. A well-developed body of references demonstrates that you are familiar with relevant texts and academic debates and that you have spent time reading about the topic you discuss. In contrast, an essay or paper that does not include any references may lead your readers to think that you have spent little time considering your topic and that your arguments are only based on personal assumptions and common sense.

How to reference your sources

There is no single, universally accepted way to reference your sources. However, there is a variety of widely used *referencing systems*, whose basic principles tend to be rather similar.

You ***must*** make use of such a referencing system in the following cases:

1. When you *explicitly* or *implicitly* refer to ideas, arguments and concepts you have gained from the work of other scholars.
2. When you *directly quote* from the work of other scholars.

¹ The following newspaper article illustrates just how seriously plagiarism is taken by universities:
<http://www.theguardian.com/education/2009/jul/28/academic-plagiarism>.

The following paragraphs, taken from a recent book chapter (Nehring 2014, 110), illustrate each of these cases:

“The decline of patriarchal familism has led to a contradictory pluralization of both large-scale discourses and personal experiences and practices of intimacy. By this I mean that a range of competing and often contradictory discourses of intimate life have come to be pervasive in Mexican society. A notable pluralization of norms, values, and beliefs about topics such as couple relationships, love, sex, family life has taken place, giving Mexicans a broader range of socially acceptable choices on how to conduct their intimate lives (Gutmann 2007, Amuchástegui Herrera 2001, Carrillo 1999, Carrillo 2002, González-López 2005). [...] Gloria González-López (2005) has proposed the term ‘regional patriarchies’ to distinguish such divergences in Mexicans’ culturally situated understandings and practices of sexuality. [...] Notably, these developments highlight a significant widening of intimate citizenship in Mexico [...]. Analyzing the legalization of same-sex unions in Buenos Aires and Mexico City, Jordi Díez argues that social movements with broad support among the political class and in wider society were instrumental in creating the political conditions that would allow the respective laws to be passed:

The two cases exhibit several key, and striking, similarities. In both processes, well-organized and well-resourced activists were able to establish important alliances to place their proposal on the public agenda, and they began the debate by equipping themselves with a series of frames that they thought would help them win the debate and apply pressure on their respective targeted governments. In what framing scholars refer to as “frame alignment,” in these two cases, the policy advocates sought to win support for their initiative through the elaboration of arguments that would resonate with the population and politicians themselves, that is, to seek a resonance of one’s frame within a larger ‘master frame’. (Díez 2012, 223-224)”

Let’s go over this extract step by step:

- 1) In the first two sentences, I present ideas are purely my own. I therefore do not include references to the work of others here.
- 2) In the third sentence, I present ideas I gained by reading research published by a number of scholars. I do not name any publications, but I conclude by listing in parentheses the surnames of these scholars and the year of publication of each of the texts I read.
- 3) In the fourth sentence, I then refer to the work of a specific scholar, Gloria González-López. In a book published in 2005, she proposed a concept (‘regional patriarchies’) that I discuss here. This is not my own idea, and I make this clear by naming González-López and giving, again in parentheses, the year of publication of the book from which I took the concept of ‘regional patriarchies’.
- 4) Next, I again discuss the work of another scholar, Jordi Díez. As his ideas are really important to my work, I quote directly from one of his publications. In order to show

my readers exactly the origin of my quotation, I give, in parentheses, the last name of its author, the year of the publication, and the pages from which I took the quotation.

However, these citing my sources like this is not really enough for my readers to identify my sources without major difficulties – just giving an author’s last name and the year of a publication would make the latter rather difficult to find! Therefore, I include at the end of my chapter a *bibliography*, in which I list the details of each publication (Nehring 2014, 122ff.). For the sources in the preceding extract, this reads as follows:

Amuchástegui Herrera, A. 2001. *Virginidad e iniciación sexual, experiencias y significados*. México D.F.: EDAMEX.

Carrillo, H. 1999. Cultural change, hybridity and male homosexuality in Mexico. *Culture, Health & Sexuality*, 1(3), 223-38.

Carrillo, H. 2002. *The night is young: sexuality in Mexico in the time of AIDS*. Chicago: The University of Chicago Press.

Diez, J. 2012. Explaining Policy Outcomes: The Adoption of Same-Sex Unions in Buenos Aires and Mexico City. *Comparative Political Studies*, 46(2), 212-35.

González-López, G. 2005. *Erotic Journeys: Mexican Immigrants and Their Sex Lives*. Berkeley: University of California Press.

Gutmann, M. 2007. *Fixing Men: Sex, Birth Control, and AIDS in Mexico*. Berkeley: University of California Press.

There are referencing systems that differ considerably from the one I used in my book chapter. For example, Ashgate, the publisher with which I published my book (Nehring, Esteinou and Alvarado 2014) uses a referencing system that differs from those I outline on

the following pages. However, the basic principle is the same: The sources of one's arguments are cited in the main body of a paper, article, or book chapter. The full bibliographical references for the cited publications are likewise given, in a bibliography following the main body of the publication or, sometimes, in footnotes² or endnotes. The format of citations and bibliographical listings ***must be consistent*** throughout the paper, down to each comma and full stop. Likewise, they must conform to an established referencing system. Academic publishers and journals normally specify which system they would like authors to use. Likewise, academic departments and professors often have preferences as to the referencing system students should work with.

2. The Harvard referencing system

The Harvard referencing system is used widely in the social sciences. Its basics are easy to learn, and this makes it a good first referencing system for you to learn. The Harvard system involves *parenthetical referencing*. Sources are cited briefly in parentheses in the main body of the text – as in my citations of my book chapter (Nehring 2014) here and above. At the end of the text, the full bibliographical references of all cited sources are then listed in alphabetical order. In-text citations of a source must include the author's name (if not already stated in the text) and the year of the publication. If reference is made to a specific section of a text or if a text is quoted from, the citation must also include the exact page numbers of the source, separated from author name and publication year by a comma (e.g. (Nehring 2014, 122ff.)).

² This is an example of a footnote. An endnote would be a footnote that, instead of being located at the bottom of a page, is printed at the end of the text.

It is important to note that the format of bibliographical references varies according to the type of publication. In the following, I list the bibliographical format for some of the most common types of academic publications, and I give examples for each:

I. Books authored by a single author or group of authors

General format:

Author Year. *Title*, Place Published, Publisher.

Examples:

ALEXANDER, J. C. 2003. *The Meanings of Social Life: A Cultural Sociology*, New York, Oxford University Press.

ALTMAN, D. 2001. *Global Sex*, Chicago, The University of Chicago Press.

GALEANO, E. 1971/1997. *Open Veins of Latin America: Five Centuries of the Pillage of a Continent*, New York, Monthly Review Press.

II. Edited collections (i.e. books containing chapters written by different authors)

General format:

Editor (ed.) Year. *Title*, Place Published: Publisher.

Examples:

GAONKAR, D. P. (ed.) 2001. *Alternative Modernities*, Durham: Duke University Press.

GUTMANN, M., MATOS RODRÍGUEZ, F., STEPHEN, L. & ZAVELLA, P. (eds.) 2003. *perspectives on Las Américas: a reader in culture, history, and representation*, Malden: Blackwell Publishing.

HEELAS, P., LASH, S. & MORRIS, P. (eds.) 1996. *Detraditionalization*, Oxford: Blackwell Publishers.

III. Chapters from edited collections

General format:

Author Year. Title. *In:* Editor (ed.) *Book Title*. Place Published: Publisher.

Examples:

BUFFINGTON, R. 1997. Los Jotos: Contested Visions of Homosexuality in Modern Mexico. *In:* BALDERSTON, D. & GUY, D. (eds.) *Sex and Sexuality in Latin America*. New York: New York University Press.

GÖLE, N. 2002. Snapshots of Islamic Modernities. *In:* EISENSTADT, S. N. (ed.) *Multiple Modernities*. New Brunswick: Transaction Publishers.

HERSHATTER, G. 1996. Sexing Modern China. *In:* HERSHATTER, G., HONIG, E., LIPMAN, J. N., STROSS, R. (ed.) *Remapping China: Fissures in historical terrain*. Stanford, Calif. : Stanford University Press.

IV. Journal articles

General format:

Author Year. Title. *Journal*, Volume, Pages.

Examples:

ANDERSON, E. 2007. Inclusive Masculinity in a Fraternal Setting. *Men and Masculinities*, 10, 604-620.

ANDERSON, K. L. 2007. Who Gets Out?: Gender as Structure and the Dissolution of Violent Heterosexual Relationships. *Gender & Society*, 21, 173-201.

ASKEHAVE, I. 2004. If language is a game - these are the rules: a search into the rhetoric of the spiritual self-help book *If Life is a Game - These are the Rules*. *Discourse & Society*, 15, 5-31.

V. Online sources

General format:

Author. Year. *Title* [Online]. Place Published: Publisher. Available: URL [Accessed Access Date Access Year].

Example:

INEGI. 2000. *XII Censo General de Población y Vivienda 2000: Resultados Definitivos* [Online]. INEGI. Available: <http://www.inegi.org.mx/sistemas/comunicados/default.aspx?c=16951&s=est> [Accessed 16 July 2013 2001].

Now I will introduce you to two further referencing systems that are very widely used. One, developed by the American Psychological Association (APA) is common in the social sciences and psychology. In turn, the referencing system of the Modern Language Association of America (MLA) is common in the humanities, in fields such as literature and film studies. You will see that both systems are similar to the Harvard system, while there are also important differences. To avoid confusion, I suggest that you try to learn only one referencing system at a time. Once you have understood one system, others will be easy to master as well.

3. American Psychological Association (APA)

I. Books authored by a single author or group of authors

General format:

Author. (Year). *Title*. Place Published: Publisher.

Examples:

Alexander, J. C. (2003). *The Meanings of Social Life: A Cultural Sociology*. New York: Oxford University Press.

Altman, D. (2001). *Global Sex*. Chicago: The University of Chicago Press.

Galeano, E. (1971/1997). *Open Veins of Latin America: Five Centuries of the Pillage of a Continent*. New York: Monthly Review Press.

II. Edited collections (i.e. books containing chapters written by different authors)

General format:

Editor (Ed.). (Year). *Title*. Place Published: Publisher.

Examples:

Gaonkar, D. P. (Ed.). (2001). *Alternative Modernities*. Durham: Duke University Press.

Gutmann, M., Matos Rodríguez, F., Stephen, L., & Zavella, P. (Eds.). (2003). *perspectives on Las Américas: a reader in culture, history, and representation*. Malden: Blackwell Publishing.

Heelas, P., Lash, S., & Morris, P. (Eds.). (1996). *Detraditionalization*. Oxford: Blackwell Publishers.

III. Chapters from edited collections

General format:

Author. (Year). Title. In Editor (Ed.), *Book Title*. Place Published: Publisher.

Examples:

Buffington, R. (1997). Los Jotos: Contested Visions of Homosexuality in Modern Mexico. In D. Balderston & D. Guy (Eds.), *Sex and Sexuality in Latin America* (pp. 118-132). New York: New York University Press.

Göle, N. (2002). Snapshots of Islamic Modernities. In S. N. Eisenstadt (Ed.), *Multiple Modernities*. New Brunswick: Transaction Publishers.

Hershatter, G. (1996). Sexing Modern China. In G. Hershatter, Honig, E., Lipman, J. N., Stross, R. (Ed.), *Remapping China: Fissures in historical terrain*. Stanford, Calif. : Stanford University Press.

IV. Journal articles

General format:

Author. (Year). Title. *Journal*, *Volume*(Issue), Pages.

Examples:

Anderson, E. (2007). Inclusive Masculinity in a Fraternal Setting. *Men and Masculinities*, 10(5), 604-620.

Anderson, K. L. (2007). Who Gets Out?: Gender as Structure and the Dissolution of Violent Heterosexual Relationships. *Gender & Society*, 21(2), 173-201.

Askehave, I. (2004). If language is a game - these are the rules: a search into the rhetoric of the spiritual self-help book *If Life is a Game - These are the Rules*. *Discourse & Society*, 15(1), 5-31.

V. Online sources

General format:

Author. (Year, Last Update Date). Title. *Series Title* Edition. Retrieved Access Date, Access Year, from URL

Example:

INEGI. (2000). XII Censo General de Población y Vivienda 2000: Resultados Definitivos Retrieved 16 July 2013, 2001, from <http://www.inegi.org.mx/sistemas/comunicados/default.aspx?c=16951&s=est>

4. Modern Language Association of America (MLA)

I. Books authored by a single author or group of authors

General format:

Author. *Title*. Place Published: Publisher, Year. Print.

Examples:

Alexander, Jeffrey C. *The Meanings of Social Life: A Cultural Sociology*. New York: Oxford University Press, 2003. Print.

Altman, Dennis. *Global Sex*. Chicago: The University of Chicago Press, 2001. Print.

Galeano, Eduardo. *Open Veins of Latin America: Five Centuries of the Pillage of a Continent*. New York: Monthly Review Press, 1971/1997. Print.

II. Edited collections (i.e. books containing chapters written by different authors)

General format:

Editor, ed. *Title*. Place Published: Publisher, Year. Print.

Examples:

Gaonkar, D.P., ed. *Alternative Modernities*. Durham: Duke University Press, 2001. Print.

Gutmann, M., et al., eds. *Perspectives on Las Américas: A Reader in Culture, History, and Representation*. Malden: Blackwell Publishing, 2003. Print.

Heelas, Paul, Scott Lash, and Paul Morris, eds. *Detraditionalization*. Oxford: Blackwell Publishers, 1996. Print.

III. Chapters from edited collections

General format:

Author. "Title." Ed. Editor. *Title*. Place Published: Publisher, Year. Pages. Print.

Examples:

Buffington, R. "Los Jotos: Contested Visions of Homosexuality in Modern Mexico." *Sex and Sexuality in Latin America*. Eds. Balderston, D. and D. Guy. New York: New York University Press, 1997. 118-32. Print.

Göle, Nilüfer. "Snapshots of Islamic Modernities." *Multiple Modernities*. Ed. Eisenstadt, Shmuel N. New Brunswick: Transaction Publishers, 2002. Print.

Hershatter, Gail. "Sexing Modern China." *Remapping China: Fissures in Historical Terrain*. Ed. Hershatter, Gail., Honig, E., Lipman, J. N., Stross, R. Stanford, Calif. : Stanford University Press, 1996. Print.

IV. Journal articles

General format:

Author. "Title." *Journal* Volume.Issue (Year): Pages. Print.

Examples:

Anderson, E. "Inclusive Masculinity in a Fraternal Setting." *Men and Masculinities* 10.5 (2007): 604-20. Print.

Anderson, K. L. "Who Gets Out?: Gender as Structure and the Dissolution of Violent Heterosexual Relationships." *Gender & Society* 21.2 (2007): 173-201. Print.

Askehave, Inger. "If Language Is a Game - These Are the Rules: A Search into the Rhetoric of the Spiritual Self-Help Book If Life Is a Game - These Are the Rules." *Discourse & Society* 15.1 (2004): 5-31. Print.

V. Online sources

General format:

Author. "Title". Place Published, Year. Publisher. Access Date Access Year. <URL>.

Example:

INEGI. "Xii Censo General De Población Y Vivienda 2000: Resultados Definitivos". 2000. Powerpoint presentation on website. INEGI. 16 July 2013 2001. <<http://www.inegi.org.mx/sistemas/comunicados/default.aspx?c=16951&s=est>>.

5. Further reading and other useful information

On the preceding pages, I have only summarised some of the most important aspects of referencing in academic work. Very likely, some of your questions have remained unanswered. If so, the following books may be of interest to you:

DEANE, M. 2010. *Inside Track to Academic Research, Writing & Referencing*, Harlow: Pearson Longman.

NEVILLE, C. 2010. *The Complete Guide to Referencing and Avoiding Plagiarism*, Maidenhead: Open University Press.

Detailed introductions to the Harvard referencing system can be found on the following websites:

<http://guides.is.uwa.edu.au/harvard>

http://education.exeter.ac.uk/dll/studyskills/harvard_referencing.htm

http://www.sussex.ac.uk/library/infosuss/referencing/h_intro.shtml

<http://www.qub.ac.uk/cite2write/harvard.html>

For the APA style, see: <http://www.apastyle.org/>

<https://www.library.cornell.edu/research/citation/apa>

<https://owl.english.purdue.edu/owl/resource/560/01/>

Further information about the MLA style can be found here:

<http://www.mla.org/style>

<http://www.sass.uottawa.ca/writing/kit/reference-mla.pdf>

<http://writing.wisc.edu/Handbook/DocMLA.html>

Finally, if you are interested in academic writing or if you are considering postgraduate study, it may be of interest to you that there are software packages that make referencing an almost fully automated process. Perhaps the most popular of these is Endnote. You can find out more about it at www.endnote.com. Many universities also provide Endnote on library computers and offer student versions of the programme at discounted rates.

6. Some tasks and questions to consider

There are further aspects of referencing and academic writing that you will need to consider. For example, consider the following tasks and questions:

1. On the preceding pages, I have mentioned various types of academic publications: single-authored books, edited collections, and journal articles. Try to define each type of publication in your own words. In order to answer this question, you will likely need to do some background research of your own.
2. In this hand-out, I have only shown you how to reference academic publications. Why do you think that is? Are there any differences between academic publications and non-academic publications (e.g. a blog, a Wikipedia entry, an article in a magazine or newspaper) that you can see? Why (if at all) might it be preferable to base your academic papers mainly on academic sources?
3. Visit your university's library. Try to find a single-authored book, an edited collection, a chapter from an edited collection, and a journal article. Write down the reference for each of these sources in Harvard style, APA style, and MLA style.
4. Now take a look at Google Scholar (scholar.google.com). Google Scholar is a search engine similar to Google. However, the results it returns only include academic materials and publications. Enter keywords on a topic of your choice. From the results, select five and write down the references in Harvard style, APA style, and MLA style.