The basics of referencing

The reason that we include references in written work is to support our claims. The aim is to make it as simple as possible for the reader to follow up any of the claims by consulting the works which are referred to.

Consequently, the three most important aspects of referencing are:

- **COMPLETENESS** Refer to all relevant sources that you have consulted, and include full details of all sources that you have cited in the text.
- **CLARITY** Make your list of reference easy to read.
- **CONSISTENCY** Do things in the same way through the written work.

The recommended style in the Geography Department is the author-date-style, sometimes also referred to as the parenthetical-reference style or the Harvard style. It is the form that is always used in the natural sciences and is also widely used in the social sciences. We do NOT recommend using the ‘humanities’ style which involves footnotes and a bibliography.

The key features of the Harvard style are:

1. Brief references (called ‘citations’) are embedded in the text itself. These refer to the author’s last name and the year of publication. They are usually placed at the end of a sentence.

2. At the end of an essay or paper, a section entitled References lists ONLY those works (books, articles and websites) which were directly referred to in the text- other works consulted are not listed. The Reference list is ordered alphabetically according to the author’s last name. (A Bibliography differs from a list of References, in that it lists all of the material you have consulted in preparing your essay or paper, whether or not you have actually cited the work).

3a. The list of references always includes the following information, for a book:
   - author
   - year of publication
   - book title (**always underlined, or in italics**)
   - place of publication
   - publisher.

   Additional information is required if the work is a chapter in an edited book -- include page numbers of the chapter and the names of the editors.
3b. The list of references includes the following information for a **journal article**:
   - author
   - year of publication
   - title of article
   - title of journal (**always underlined or in italics**)
   - volume (and issue number if available)
   - page numbers of article.

Note that, for journal articles, the place and the publisher are not included.

3c. **Newspapers**:
   - author
   - date of publication
   - title of article
   - title of newspaper
   - place of publication
   - page numbers of article

3d. **Conference papers**:
   - author
   - date, location and name of conference
   - title of paper

3e. **Internet sources**:
   - author
   - date of publication
   - title of article
   - web-site address
   - date that you accessed the web-site

**Variations in the Harvard referencing system**
You will come across many versions of the Harvard system, with minor variations in punctuation, capitalisation, and order. There are differences among disciplines, and also among journals and publishers. In addition, some conventions change over time.

**Which version should you use for work submitted to the Geography department?**

**The key thing to remember is:**
**Follow the recommendations of the lecturer in charge of your course.**
**If no specific direction is given, then use this Style Guide.**

The referencing system described in this Guide is one that is commonly used by staff in the Geography Department. It is based on the APA (American Psychological Association) system of referencing, which is widely used in the social sciences, and is used by some major publishers in geography such as Routledge. We have made some small changes to these to suit our own preferences, and they are noted where they apply.
Rules for citations within the text

- Within the text, place the reference/citation in brackets, e.g. (Simpson, 1993). Include the author’s name and the date, separated by a comma. If you are referring to several works, then separate each reference with a semi-colon., e.g. (May, 1993; Simpson, 1989).

- If you are quoting directly from someone, you must always give the page number in the reference, and also put the direct quotation in quotation marks, “…..”, e.g. (Simpson, 1993:5), or (Simpson, 1993 p. 5).

- If you are referring to a work which has been written by more than three authors, then just include the first author’s name and the abbreviation ‘et al.’ (in italics). Because it is an abbreviation for the Latin phrase et alii, there is no full stop after et, but there is one after al. In the past, it has been the convention to write this in italics (or underline) since it is in a foreign language (Latin)- for example (Simpson, et al., 1993). Today that convention seems to be losing some ground, and it is acceptable not to use italics. Do not use et al. in the reference list, only in the text. In the reference list you should give the names of all authors.

- If you are referring to an article which is in an edited collection, refer to the name of the author, not the editor. Where possible, always give credit to the actual author. If a reference work (e.g. the Dictionary of Human Geography) identifies the authors of each entry by using initials, look up the full name of the author in the front of the work and use that to cite the source.

- If the author is unknown, then use the title of the text instead. If the source is undated, then refer to it as Simpson (n.d.) (not dated). If only an approximate publication date is known, then refer to it as Simpson (c. 1845) (c. = circa/about).

- If you cite more than one work by the same author in the same year, add a lower case letter to differentiate them, a, b, c, etc….., e.g. (Simpson, 1970a; 1970b).

Rules for using quotations

- Integrate the quotation so that it makes sense in the context of your discussion and fits grammatically into a sentence.

- Reproduce the exact wording, spelling, and punctuation of the quotation. If there is an error in the original, then you can insert the Latin word sic in brackets after it. If you want to underline or italicise part of the quotation for emphasis, then add the phrase (my emphasis) in brackets at the end of the quotation. If you want to insert a comment of your own into the quote, enclose it in square brackets [blabla].

- For short quotations, use double quotation marks (“blabla”). If the piece you want to quote is longer than four lines, then you should indent it. Use single spacing, and OMIT the double quotes.
• If you want to omit something from the original quotation, then use three dots only (...).

Rules for the list of references

• Arrange your references alphabetically by author. Note that an article in an edited collection is listed under the name of the article author, not the editor. If an individual and organisation are both listed as authors, then use the individual.

• Use single line spacing within each entry. Leave a blank line between each entry. (Indenting the second line of each entry looks good, but it is often tricky to format, so need not be done).

• Use the author’s surname, and initials. Two initials only need a full stop between them (not a space). For example, Simpson, H.E.

• Place brackets around the date, but no full stop, e.g. (1994)

• Use ‘and’ instead of & to link authors. e.g. Anderson, J. and Poole, M.

• Use title case for book and periodical names. Title case uses capital letters for the first letters of key words. e.g. How to Publish a Book in New Zealand.

• Use sentence case for the title of articles and chapters. Sentence case uses capitals for the first letter of the first word and for proper nouns. For example, ‘Ice-cream consumption among students in Dunedin’.

• Edition number in brackets, e.g. (2nd ed.).

• Use the place of publication, followed by a colon, followed by name of publisher e.g. Auckland: Reed Press.

• Use a full stop at the end of the reference.

• Use single quotation marks ‘….’ around the title of a chapter in a book or an article in a journal. Note that a common alternative is to omit quotes, but we do not recommend this since we believe that it is harder to interpret, especially when the article is in an edited collection. Punctuation marks (comma or full stop) should go outside the quotes.

• Use underlining OR italics to indicate a book title or journal title. Note that theses and dissertations are not regarded as published work, and so the titles are not underlined or italicized.

• When referring to a journal article, if there is an issue number as well as a volume number, then place the issue number in brackets directly after the volume number, without an intervening space. Use the abbreviation ‘pp.’ to indicate the page numbers of a journal article. E.g. Journal of Junk 14 (3) pp. 21-26.

Note that there is a commonly used alternative which is followed in the Routledge examples (e.g. Journal of Junk 14, 3:21-26).
• Names of editors, if embedded in a reference, should not be written with the surname first.

• When referring to a work that is included in an edited collection, follow this style:

...(article title)...in A. Pearson and A.N. Other (eds) *Book Title*, Place: Publisher, pp.

• If in your text you have mentioned work cited by another author (e.g. Berry, 1970, cited in Knox, 1995), in the reference list only include the author that you have consulted (in this case, Knox). However, you should try to avoid this situation. Try to find the original source and read it yourself in order to make sure that the information has not been misquoted.

• For essays and research papers, it is usually appropriate to include all your sources in one alphabetical reference list at the end of your paper/essay. For longer works such as dissertations, it may be preferable to separate them into primary and secondary sources, with further subdivisions into ‘Books’, ‘Journal Articles’, etc. Consult your supervisor for guidance on this.

**Examples**

Note: Remember that underlining and italics mean the same thing. Italics looks better, so if you have a computer it is recommended. However, if you are writing by hand, then use underlining.

**Books: one author**

**Books: two authors**

**Books: more than two authors**

**Edited Collections – one editor**
Note that (ed.) has a full stop, but (eds) does not.


**Edited Collections – more than one editor**

**Article/Chapter in Edited Collection**
**Article in a Journal**

**Entry in Dictionary**

**Unpublished Theses and Dissertations**
Because these are not regarded as published, the title is not underlined or italicised.

Example:

**Government Documents and Reports**
You will have to use your judgement as to whether these are considered as published sources or not. If they can be regarded as publications, then follow the style for a book. If they do not seem to fall into the category of publications, then use the following style (note that the title is not underlined).
City of La Verne, Community Development Department (1991) Staff report on zoning for social services and health care facilities. La Verne, CA: City of La Verne.

**Census data**
Note that it is not usually enough just to refer to ‘the census’. You must specify the kind of census (most commonly the Census of Population and Dwellings, but there are others), the year, the title of the report in which you found the information, the publisher and place of publication. If you are referring to specific information, also refer to the table number when you refer to the data in the text. Note that the name of the agency is now ‘Statistics New Zealand’, but many of the documents show the old name, i.e. Department of Statistics. You should always use the name that actually appears on the document.


**Newspaper articles**
There are two acceptable ways to refer to these.
The British practice is to give the newspaper’s name, exact date, and page number in brackets in the text, and to omit it from the reference list. For example,

.....in line with the dramatic increase in house prices (*Otago Daily Times*, June 16, 1996, A3).

The American practice is to treat newspaper articles in the same way as journal articles. Add the name of the place of publication if it is not part of the newspaper’s name. For example,

Where no author is given, then use the name of the newspaper as the author. For example, *New York Times* (1991) ‘Census finds drop in home ownership’, June 16, p. 18.

**Personal Communications**
This category refers to information you have obtained from an interview, conversation, or private letter. There are two ways to deal with this. The approach recommended by Hay (1996) is to incorporate all the details fluidly into the text so that no references are necessary.

For example:

   In a telephone interview I conducted on 16 June, 1997, Mr Bing Crosby, Director of Nuclear Safety, noted that.....

If that approach does not seem suitable, then you can refer to information within the text as **pers. comm.** For example,

   ...and this was a widespread belief among residents at the time (Grey, pers. comm. 1992).

After the list of references you should then have a separate list at the end of your essay/paper, titled **Personal Communications**, where you list full details. For example:


However, there are ethical issues to consider here. In order to preserve the anonymity of the person with whom you have communicated, you may need to omit the actual name of the person. You should discuss with your tutor the question of ethical issues and citing your interviewees.

**Video**
*Down on the farm*. (video recording) 30 June 1994, ABC Television.

**Electronic Sources**
When citing electronic sources, use your judgement and follow the principles of completeness, consistency, and clarity. Refer to the work by the name of the author and date in the text. In the list of references, add a ‘type of medium’ statement (e.g. CD-ROM), and some details on where it is available (e.g. http://www.bit.of.it). For information from the web, you should include date that you downloaded/accessed the item.

Example


Note that the conventions regarding how to cite electronic sources are still being worked out, and there are at present quite a variety of styles being used. Your best approach is to keep note of how other authors in recent publications are referencing the work, and to follow what seems to you to be the current best practice. But always try to be consistent in the way you cite such sources.
Some useful sources of additional information on style and referencing

Most of these are available in the Central Library.


There are many good websites now available with details on referencing. Here are two:

http://www.library.otago.ac.nz/research/citation.html
http://www.otago.ac.nz/study/plagiarism/otago006314.html
http://www.apa.org/journals/webref.html
A SPECIAL NOTE FOR AUTHORS OF THESES AND DISSERTATIONS

For details on the preparation of theses, see the University of Otago Library website; http://www.library.otago.ac.nz/research/theses. Also consult Tracy Connolly in the Geography Department for advice on appropriate font sizes and maps and diagrams.

PRE-SUBMISSION CHECKLIST FOR GEOGRAPHY ASSIGNMENTS

BASICS
- Do you have to submit your assignment electronically, as a hard copy, or both?
- Is your name and student number on the first page, or on a cover sheet which you need to include with your assignment?
- Do you have a photocopy of the work to be submitted (in case the original goes astray)? Alternatively, do you have the file saved on your computer or flash-drive so you could print another copy?
- Do you know where to submit it? (Late essays must be either submitted to the Geography office staff, who will record the date, or, alternatively, hand it directly to the lecturer).
- Is this all your own work?

PRESENTATION
- Have you left a wide margin for comments?
- Have you used sub-headings to structure the essay?
- Have you included all the items referred to in the text (e.g. figures)?
- Have you used double-line spacing?
- Have you numbered the pages?
- Have you stapled/bound the pages together?

ARGUMENT
- Do you have a clear Introduction?
- Is your essay organised into a logical structure?
- Have you used paragraphs correctly so that each paragraph develops an idea which leads logically to the next?
- Do your opening paragraphs connect to your Conclusion? (There should be a clear line of thought or argument connecting the two).
- Does the essay actually do what you claim in the beginning that it will do?
- Do you have a clear Conclusion, which might raise questions, suggest policy recommendations and may identify areas of possible future research?

INFORMATION
- Have you stated what your essay is about?
- Have you deleted all ‘waffle’ and irrelevant material?
- Have you contributed something original?
- Have you kept to the word limit?
SYTLE
- Is your writing direct and concise?
- Have you taken out all clichés, slang, jargon, and contractions (such as ‘won’t’)?
- Are you sure that you are using apostrophes correctly?
- Is your language non-sexist?
- Have you asked a friend (or a computer) to check your spelling?
- Careful proof-reading is essential. Make sure your work is not like the example below!!

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Catch That Spilling Error
by Norwood B. Gove

As an addled service, I am going to put this peace in the Spilling Checker, where I tryst it will sale through with flying colons. In this modern ear, it is simply inexplicable to ask readers to expose themselves to misspelled swords when they have bitter things to do. And will all other time-saving features on my new work processor, it is reality very east to pit together a piece like this one and get it tight. For instants, if there is a work that is wrong, I just put the curse on it, press Delete and it’s Well sometimes it deletes to the end of the lion or worst yet the whole rage.

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REFERENCES
- Have you consulted and referred to a wide range of sources? (As a basic rule of thumb, for an undergraduate essay in Geography you should refer to not less than five sources).
- Have you included at least two references that were not on the suggested reading list?
- Have you acknowledged all your sources sufficiently?
- Have you used the ‘author, date’ method of citation in the text (rather than footnotes)?
- Have you used a consistent style to list your references?
- Do all your references include key information (author; year; title of the paper; title of book or journal; issue of journal; publisher and place of publication of book)?
- Have you consulted the ‘Referencing and Style Guide for Human Geography’?

SUPPORTING MATERIAL
- Have you included all the supporting material that you refer to in the text?
- Do your figures and tables have titles or captions?
- Have you included the source of the data used in your figures and tables?
- Do you refer to each figure and table in the text?

Some further help........

Sample of referencing style from a major publisher e.g. Routledge
This is a useful model to follow. For more examples, look in the reference list of any recent book published by Routledge. Note that we have added page numbers to edited collections for greater accuracy.
REFERENCES

Confused about when to use the words Affect and Effect?
Here’s what to do about it.

1. Avoid the problem by using other words, such as to influence (= to affect), the influence (= the effect), the impact (= the effect), the result, the outcome (= to effect).

2. Learn the various meanings.
   ‘Affect’ is most commonly used as a VERB, i.e. an ACTION word (so remember that you should use the ‘A’ version when you are using it as a verb. (Just to confuse things, the word ‘effect’ is also used in psychology as a noun meaning emotion – but try to forget that!)
   ‘Effect’ is most commonly used as a NOUN, to describe the result or outcome. (But to confuse things, it is also sometimes used as a verb, in the phrase ‘to effect change’ meaning to bring about some event. Try not to use this unless you know what you are doing.)

3. Test yourself.....
   Did the weather (affect/effect) the rugby match?
   What was the (affect/effect) of the weather on the rugby?