

INTRODUCTION

This guide is based on the British Standard BS 1629 and BS 5606.

The reasons for correct citation are:

- to acknowledge the work of other writers
- to enable anyone who reads your work to identify and locate your sources quickly and efficiently

DEFINITIONS

Referencing = creating a bibliographic description (a reference) of each source used in an accurate and consistent way. Citing = referring from the text to the sources used.

REFERENCING BOOKS

The elements required in each reference are: AUTHOR. *Title*. Edition. Place: Publisher, date. Number of volumes (if more than one) This information should be taken from the title page and the back of the title page, not from the cover of the book.

REFERENCING

ARTICLES CHAPTERS & PAPERS IN BOOKS

The elements required are: AUTHOR of article/chapter/paper. Article title. *In*: AUTHOR or EDITOR of book. *Title of book*. Edition. Volume number (if more than one). Place: Publisher, date, page numbers.

REFERENCING JOURNAL ARTICLES

The elements required are: Author. Article title. *Journal title*, date, volume number (part), page numbers.

REFERENCE EXAMPLES

1. Author's name

- the name should be in the form which is used on the title page of the book
- forenames should not be abbreviated if they are given in full on the title page
- initials should not normally be expanded if they appear on the title page

Note: The BS adopts a basic rule that you should not go beyond what is printed in the document. However, remember that overall consistency in your finished work is required.

Examples:

Dyson, J. R. *Accounting for Non-Accounting Students*. 3rd ed. London: Pitman Publishing, 1994.

Note: Use the abbreviation 'ed.' to indicate an editor. GARDNER, Philip, ed. *E. M. Forster: the critical heritage*. London: Routledge and Kegan Paul, 1973.

2. Multiple authors

- if there are two or three authors, give each one, in the order in which they appear on the title page
- if there are four or more, give only the one listed first and use 'et al'.

SCHNEIDER, Mark, TESKE, Paul, and MARSCHALL, Melissa. *Choosing schools: consumer choice and the quality of American schools*. Princeton: Princeton University Press, 2000.

BURAWOY, Michael, et al. *Global ethnography: forces, connections, and imaginations in a postmodern world*. Berkeley: University of California Press, 2000.

3. Anonymous works

- if the work does not appear to have an author use 'Anon'. ANON. *Primary colours: a novel of politics*. London: Chatto & Windus, 1996.

4. Conferences

- the first element is the name of organisation or person responsible for editing the conference proceedings
- if this is not evident, begin with the name of the conference
- include the place and date of the conference

PARTLOW, Robert B, Jr, and MOORE, Harry T., eds. *D. H. Lawrence, the man who lived: papers delivered at the D. H. Lawrence conference, Southern Illinois University, Carbondale, April 1979*. Carbondale: Southern Illinois University Press, 1980.

Note: When you cite a conference paper, the first element is the author of the paper - follow the guidelines for referencing articles in books. SCHAARSCHMIDT, Gunter. Invariant and variable ordering in Slavic syntax. *In*: FOLEJEWSKI, Zbigniew, et al, eds. *Canadian contributions to the Seventh International Congress of Slavists, Warsaw, August 21-27, 1973*. The Hague: Mouton, 1973, pp. 203-218

5. Theses

References for theses or dissertations must include the type of degree (PhD, BSc, etc), the awarding body, and the date. Cullen, John. *Production Scheduling Methodology for Job Shops*. BSc. thesis, Galway, Mayo Institute of Technology, Letterfrack Campus.2000.

6. Reports

AUTHOR. *Title*. Place: Publisher, date, (Report number). BOULTER, P.G., and WEBSTER, D. C. *Traffic calming and vehicle emissions: a literature review*.

Crowthoren: Transport Research Laboratory, 1997, (TRL-R-307).

8. Volume numbers and page numbers

the abbreviation 'vol.' is included in book references, but is excluded in journal article references

- pagination is indicated by the abbreviation 'pp.' in book article references, but can be excluded in journal article references.

BROWN, E. K. E. M. Forster and the contemplative novel. *In*: GARDNER, Philip, ed. *E. M. Forster: the critical heritage*. London:

Routledge and Kegan Paul, 1973, pp. 369-378.

BUNCE, J. A. Effects of humidity on photosynthesis. *Journal of experimental botany*, 1984, 35(158), 1245-1251

Note: Volume numbers and part numbers should appear in arabic numerals. However, page numbers in roman should remain in roman, as the preface is often distinguished from the text in this way.

9. References to items you have not read

If you refer to an item you have not read you must make it quite clear you have not seen the original. For example, if you have read an editorial in *The Lancet*, which refers to a book by B. Fisher, you could refer to this in your text: The work of B. Fisher (see *The Lancet* 1993, p.344) raises... In your list of references you should give the full details of the editorial in the Lancet, but not B. Fisher, because you have not read it.

ELECTRONIC PUBLICATIONS

There is still no single reliable set of guidelines for referencing electronic sources. As with all other formats of document, it is important

- to give sufficient, clear information about your sources so that others can retrieve them
- to be consistent.

INTERNET SOURCES

i Individual works

The elements of a reference are: AUTHOR. *Title* [online]. Place: Publisher, date. Available at: <URL> [Accessed date] It is often impossible to determine the place and publisher, and these elements should be viewed as optional. It is essential to include the URL and the date you visited the site (accessed date), as internet documents are constantly changed, moved or removed.

PLUNKETT, Michael, ed. *Afro-American sources in Virginia: a guide to manuscripts* [online]. Charlottesville: University Press of Virginia, 1994. Available at <http://www.upress.virginia.edu/plunkett/> [16 June 2000]

ii Electronic journal articles

AUTHOR. Title. *Journal title* [online], date, volume number (part). Available at: <URL> [Accessed date] If volume number and part number are not given, they can be omitted. Page numbers are seldom given.

LAKOWSKI, Romual Ian. Geography and the More Circle: John Rastell, Thomas More and the 'New World'. *Renaissance forum* [online], 1999, 4(1). Available at: <<http://www.hull.ac.uk/renforum/v4n1/lakowski.htm>> [16 June 2000]

CD-ROM

This format covers a wide range of resources, including books, conference proceedings, encyclopaedias, dictionaries, bibliographic databases, newspapers, catalogues, etc.

i Individual works

In general follow the guidelines for printed materials and indicate after the title the type of medium.

PREISS, Byron, and HIXSON, Jeff. *The ultimate Frank Lloyd Wright: America's architect* [CDROM]. New York: Byron Press Multimedia, 1994.

ii Electronic journal articles

The elements required are the same in general terms as those required for internet electronic journal articles.

AUTHOR. Title. *Journal title* [CD-ROM], date, volume (part), pages (if given). Available from: database title [Accessed date] PICARDIE, Justine. I can never say goodbye. *The Observer* [CD-ROM], 1998, 20 September, 1. Available from: The Guardian and on CD-ROM [16 June 2000]

EMAIL

Discussion lists

AUTHOR. Title of message. *Discussion list* [online], year, day and month. Available at : email address or <URL> [Accessed date] LEE, Stuart. Bodley manuscript images. *Toebi* [online], 1999, 12 October. Available at: <http://www.mailbase.ac.uk/lists/toebi/1999-10/0001.html> [Accessed 22 June 2000]

PRESENTATION OF REFERENCES

There are in general two different methods of referring from your text to the description of the documents you have used.

i Harvard system (name and date)

In the text use the author's surname and the date.

References should then be listed alphabetically by author at the end of the work, with date placed immediately after the author's name.

In the text: Jesse Byock (1988) argues that...

In the list of references: BYOCK, Jesse L., 1988. *Medieval Iceland: society, sagas and power*. Berkeley: University

of California Press.

If you need to cite more than one work by the same author published in the same year, add letters after the date: Turner (1998a) and Turner (1998b). If you are making precise reference to particular pages, you should identify the page numbers in the text:

The recommendations of the Royal Society (1974, p.12) suggest that we should...

ii Numeric system

Numbers appear in the text which refer to a numerical sequence of references at the end.

In the text:

Gwyn Jones³ states that...

In the list of references:

3. JONES, Gwyn. *A history of the Vikings*. 2nd ed. Oxford: Oxford University Press, 1984.

Numbers can also be used on their own:

it can be argued³.

Page numbers can be given in the list of references or after the numbers in the text:

Jones^{3p.55} states that...

FURTHER READING

SHIELDS, Graham, and WALTON, Graham. *Cite them right: how to organise bibliographic references* [online]. Newcastle: University of Northumbria at Newcastle, 1998. Available at: <http://www.unn.ac.uk/central/isd/cite> [22 June 2000]

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Late night opening

Wednesday & Thursday *5.30pm-7.30pm

Tea breaks: 11.00am-11.15am and 3.45pm-4.00pm

(It may be necessary to change these* times depending on circumstances)

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THE FURNITURE COLLEGE LETTERFRACK CAMPUS

REFERENCING AND BIBLIOGRAPHICAL GUIDE



LIBRARY GUIDE

PLEASE TAKE ONE