

DOCUMENTING THE EVIDENCE: REFERENCES AND BIBLIOGRAPHIES

INTRODUCTION

The purpose of using references and bibliographies is to enable the reader to identify and locate the work you have referred to. You must give the reader sufficient information and it must be presented in a clear, concise way.

Every department in the university has its own methods for how to document the work of others so your first step is to check with your department and find out what their preferred method is. You should find out what is the referencing convention for each subject that you are studying. Once you have adopted a method or format for a particular piece of writing then you should be consistent and use that format for each of your references. There are three main systems you can choose from:

1. In-text referencing or the Harvard system
2. Numbered references in the text - Footnotes
3. Numbered references in the text - Endnotes

THE THREE MAIN REFERENCING SYSTEMS

Type A: In-text referencing or the Harvard system

- Reference details are in brackets in the text.
- The bibliography or reference list is on the last page (alphabetical).

Example:

"...Before discussing these ideas in more detail, it is necessary to clarify what the concept of culture is. Culture grows out group experience, is shared between members of a society and, is learned by the next generation of society. It can be thought of as the whole way of life of a society (Spradley, 1972: 6). This can be taken further to say that the way of life defines the appropriate or required modes of thinking, acting and feeling (Chinoy, 1973: 97). This way of life can be divided into material culture - all the physical objects humans create - and the nonmaterial culture - all the abstract human creations such as language, ideas, beliefs, rules and customs (Robertson, 1987: 55)."

Bibliography

Barnow, V. (1979) Culture and Personality, The Dorsey Press, Illinois.

Chinoy, E. (1973) Society and Culture, in Rose, P (ed) The Study of Society: An Integral Anthology, Random House, New York.

Robertson, I. (1987) Sociology, Worth Publishers Inc., New York.

Spradley, J. (1972) Foundations of Cultural Knowledge, in Spradley, P (ed) Culture and Cognition: rules, maps and plans, Chandler Publishing Co., San Francisco.

Type B: Numbered references in the text - Footnotes.

- The footnotes are at the bottom of the page.
- The bibliography is on the last page.

Example:

"...Before discussing these ideas in more detail, it is necessary to clarify what the concept of culture is. Culture grows out of group experience, is shared between members of a society and, is learned by the next generation of society. It can be thought of as the whole way of life of a society.¹ This can be taken further to say that the way of life defines the appropriate or required modes of thinking, acting and feeling.² This way of life can be divided into material culture - all the physical objects humans create - and the nonmaterial culture - all the abstract human creations such as language, ideas, beliefs, rules and customs.³

1. Spradley, J (1972) Foundations of Cultural Knowledge, in Spradley, P (ed) Culture and Cognition: rules, maps and plans, Chandler Publishing Co., San Francisco.
2. Chinoy, E (1973) Society and Culture, in Rose, P (ed) The Study of Society: An Integral Anthology, Random House, New York.
3. Robertson, I (1987) Sociology, Worth Publishers Inc., New York.

Bibliography

Barnow, V (1979) Culture and Personality, The Dorsey Press, Illinois.

Chinoy, E (1973) Society and Culture, in Rose, P (ed) The Study of Society: An Integral Anthology, Random House, New York.

Robertson, I (1987) Sociology, Worth Publishers Inc., New York.

Spradley, J (1972) Foundations of Cultural Knowledge, in Spradley, P (ed) Culture and Cognition: rules, maps and plans, Chandler Publishing Co., San Francisco.

Type C: Numbered references in the text - Endnotes

- The reference list is at the end.
- The bibliography is on the last page but this is optional.

Example:

"...Before discussing these ideas in more detail, it is necessary to clarify what the concept of culture is. Culture grows out of group experience, is shared between members of a society and, is learned by the next generation of society. It can be thought of as the whole way of life of a society.¹ This can be taken further to say that the way of life defines the appropriate or required modes of thinking, acting and feeling.² This way of life can be divided into material culture - all the physical objects humans create - and the nonmaterial culture - all the abstract human creations such as language, ideas, beliefs, rules and customs.³

References:

1. Spradley, J. (1972) Foundations of Cultural Knowledge, in Spradley, P (ed) Culture and Cognition: rules, maps and plans, Chandler Publishing Co., San Francisco.
2. Chinoy, E. (1973) Society and Culture, in Rose, P (ed) The Study of Society: An Integral Anthology, Random House, New York.
3. Robertson, I. (1987) Sociology, Worth Publishers Inc., New York.

COMMENTS ON THE DIFFERENT SYSTEMS:

Type A: In-text referencing or the Harvard system

This system is becoming more of the standard in academic writing. One of the main advantages of this system is that the reader can see the source immediately without having to refer to footnotes or a Reference list.

If you use this system, note the following:

1. The Bibliography or Reference list is in **alphabetical** order.
2. When there are more than three authors the team is referred to by the first author and followed by **et al.**

Example: (West et al., 1989: 63)

3. In the Bibliography or Reference list, if there are several works by the same author, they must be in chronological order.

Example:	Smith, G. (1966)...
	Smith, G. (1980)...
	Smith, G. (1991)...

Type B: Numbered references in the text - Footnotes.

This system may be favoured in disciplines such as history or sociology or English where primary sources of evidence are used. In disciplines such as these it may be difficult to state an author's name in the text (for example, Australian Department of Social Security) or it is inappropriate (for example, Shakespeare, 1608).

If you use this system, please note the following:

1. The Reference list documents the details of the references in the same order as they occur in the text. The Bibliography is an alphabetical listing (using the author's last name) for the sources referred to in the Reference list.
2. With this system you have the choice of numbering the references consecutively through the whole text or starting fresh with each page.

Type C: Numbered references in the text - Endnotes

This system may also be favoured in disciplines such as English, History or Sociology for the reasons outlined above.

If you use this system, please note the following:

1. Each reference is numbered consecutively throughout the whole text.
2. The Reference list documents the details of the references in the same order as they occur in the text.

CHARACTERISTICS OF GOOD REFERENCING

No matter which system you use it is important that your referencing is consistent, accurate, and allows the reader to check and follow up the sources. We will now look at some students' writing in order to illustrate how it should and should not be done.

Consistency

Once you decide to use a particular referencing system then you must be consistent in the way that you present the references, both in the text and in the Reference list.

The following are some excerpts from paragraphs taken from an essay in sociology where the writer used the Harvard system. The left hand column shows the text (note that not all the paragraphs have been included). The references within the text are highlighted in bold. The right hand column highlights the problems with the referencing by showing what corrections would need to be made to make it consistent.

In this essay there is no consistency in the way that the references are presented. The writer appears to be using the Harvard system but he/she has not conformed to the conventions of presentation. You can see the number of corrections that the writer would have to make so that all the references were similar in form to the correct one.

Excerpts from Texts	Corrections
A concept is a "general notion, or idea; thought" according to the World Book Dictionary . Einstein said he had always believed that the invention of scientific concepts and the building of theories upon them was one of the greatest properties of the human mind. (Scientific American).	Add date and page number Omit name of publication; add author; add date.
The Oxford Dictionary 1893 defined culture as "the civilization of a people (especially at a certain stage of its development in history)."	Put brackets around the date; add page number.
Culture is learned. Hollensteiner (1975) , claims that "The behaviour patterns that constitute a specific culture are not genetically or biologically determined...."	Add page number.
"Culture, then, consists of standards for deciding what is, standards for deciding what can be, standards for deciding how one feels about it, standards for deciding what to do about it, and standards for deciding how to go about doing it." (W. Goodenough, 1963, pp. 258-259).	Omit the initial "W"
"Man, being a part of culture, is also a part of society, the carrier of culture". (Goldenweiser, 1933: 63)...	Correct form.

Let's look at two more examples. These are Reference lists taken from two different essays in the same field. Both writers were using the Harvard system.

Example 1: Inconsistent in Presentation	Example 2: Consistent in Presentation
<p>Reference List:</p> <ol style="list-style-type: none"> 1. Coser L.A. "Sociological Theory" New York 1968, p.18. 2. Jay Rumney and Joseph Mayer "Sociology: The Science of Society" New York, 1953, p.77. 3. Ralph Zinton, "The Cultural Background of Personality" New York, 1965 p 125. 4. Talcott P, "Essay in Sociological Theory" New York 1949, p. 203. 5. Ian Robertson "Sociology" New York 1987, p 55. 6. Leonard Bloom, Philip Selznick "Essential of Sociology" New York 1979. 7. Paul B. Herman "Sociology" New York 1968. 8. L.L. Langness "The Study of Culture" Los Angeles 1975. 	<p>Bibliography</p> <p>Betts, S. and Seytz, A.(1990), <u>Writing Essays in the Social Sciences</u>, Thomas Nelson, Melbourne.</p> <p>Blount, B.G. (1974), <u>Language, Culture and Society</u>, Winthrop Publishers, Cambridge, Mass.</p> <p>Blumer, Herbert (1969), <u>Symbolic Interactionism: Perspective and Method</u>, Prentice Hall Inc., Eaglewood Cliffs, N.J.</p> <p>Friedl, J. (1976), <u>Cultural Anthropology</u>, Harpers College Press, New York.</p> <p>Geertz, C. (1973), <u>The Interpretation of Culture</u>, Basic Books, New York.</p> <p>McQuown, N. (1982), <u>Language, Culture and Education</u>, Stanford University Press, Stanford.</p> <p>Robertson, I. (1987), <u>Sociology</u>, Worth Publishers, New York.</p>

These two examples are compared in the table below.

Example 1: Inconsistencies	Example 2: Consistencies
<ol style="list-style-type: none"> 1. the list is not in alphabetical order 2. variation in the way that the names are presented: sometimes the first name is used; sometimes the initials come before the name and sometimes they come after the name 3. page numbers are given with some references and not others. In the Harvard system, page numbers should not be included 4. the place of publication is given but not the publisher 5. punctuation varies: sometimes commas are used after the names and sometimes not; sometimes commas are used after the place of publication and sometimes not. 6. the titles of the books are in "quotation marks" rather than <u>underlined</u> or <i>italicised</i>. 	<ol style="list-style-type: none"> 1. the list is in alphabetical order 2. the names are presented in a uniform way with last name first and initials following 3. page numbers are not given 4. both publisher and place of publication are given 5. the punctuation is consistent 6. the titles of the books are underlined

Accuracy

If you use a reference then all the information contained in the reference must be accurate so that the reader can find the source if they choose to do so. If the information is inaccurate or absent it indicates bad scholarship. The following is an excerpt from a paragraph in another sociology essay. The Reference list has also been included. The writer is using the Harvard system.

<p>Excerpt from Essay</p> <p><i>"Sociology is a relatively young science, largely developed since the Industrial Revolution. The Revolution brought about great changes in human activity, which were both drastic and unpredictable. Polony (1944) described these changes as " occurring in the...."</i></p>
<p>Reference List</p> <p>Readings -</p> <ol style="list-style-type: none"> 1. Myerson, Rolf (19 Society and cultural studies: some problems 2. Green, Arnold Hill An analysis of life in modern society. 3. Langness, L.L. (1974) "The Study of Culture" . . <p>Referees</p> <ol style="list-style-type: none"> 5. Polanyi, Karl (1944) The Great Transformation - Holt - New York 6. Radcliffe Brown, A.R. (1957) A natural science of society - Free Press, Illinois .

In the text itself the writer has left out the **page number** for the reference. When we come to look at the Reference list itself we find two major inaccuracies in the information:

1. the name of one of the authors has two different spellings (**Polony** in the text and **Polanyi** in the reference list. This leaves the reader having to make the decision as to which is correct;
2. the date for one reference is incomplete and for another it is missing altogether.

In addition to the above problems, the Reference list is poorly presented. The writer has been working with the Harvard system so there are certain expectations as to how the references should be presented:

1. the Reference list should not have two separate sections - "Readings" and "Referees". If the writer wanted to present a section that included sources that had been read but not referred to, then there should be a separate Bibliography page.
2. the appropriate name for this list is "References" not "Referees".
3. in the Harvard system, all the references should be in alphabetical order.
4. some information is missing - some references have the place of publication and publisher, while others do not.

Acknowledging the source of ideas and arguments that are not your own enables the reader of your work to check on and follow up your sources. It also enables them to verify the accuracy of what you have said. This is difficult if the information is incorrect or inaccurately presented, as exemplified above, or if the information is absent.

We will look at one more example. Again, this is paragraph from a Sociology essay, followed by the Bibliography. The references are highlighted in bold. In the Bibliography the authors that the writer makes reference to are also in bold.

*Any individual who has been reared in a social group is cultured and consequently both culture and society are two aspects of the same phenomena that is, both are inter-related and independent. According to **(Perry, 1973:71)** "culture cannot exist without a society - or at least without a social group - and it would be impossible to conceive of society without a culture." Thus society can be recognised as the breeding ground of culture, and in the context of an understanding of society, social relationships are determined by the culture within human societies **(Dressler, 1969: 46)**. This way through that the culture unity and integration is achieved by human beings. In referring to **(Robertson, 1981: 55)** he conveys the human quality of the two concepts of stating "culture consists of the shared products; society consists of the interacting people who share a culture". Compelling was the anthropologist **Clifford Getz (1968)** observation that noncultured human beings simply do not exist, never have and understands in the case could never. In this fashion it becomes evident that importance of the 'concept' culture in not only the understanding of society but its mere existence.*

Bibliography

Brake, M. (1980) The Sociology of Youth Culture and Youth Subcultures. London: Routledge and Regan Paul Ltd.

Congaltan (1976) The Individual in Society. Milton. John Wiley and Sons.

Dimech, M. (1990) Culture Can Unite People and Bring About Change. Impact 20, 18-19 Soc. 2006.

Dressler, D. (1969) Sociology United States: Alfred A. Knopf, Inc.

Olmsted (1959). The Social Group Australia: Longman Cheshire Pty. Ltd.

Perry (1973) The Social Web, An Introduction to Sociology New York: Harper and Rowe Publishers Inc.

Robertson, I. (1987) Sociology New York: Worth Publishers Inc.

In this example, the writer has failed to include Getz (1968) in the Bibliography so there is no possible way to verify the information used from this source. If a reference to a source is made in the text then it must be included in the Reference list or Bibliography.

We have looked at the three most common systems of referencing and the characteristics of good referencing but there still may be questions you want to ask. In the next section we will answer the questions most frequently asked by students about referencing.

TYPICAL STUDENT QUESTIONS

⌘ What is the difference between references and bibliography?

In the Harvard system, the Reference list documents the details of the references in alphabetical order. It is often called a Bibliography.

In the Footnote and Endnote systems, the Reference list documents the details of the references in the same order as they occur in the text. The Bibliography is an alphabetical compilation (using the author's last name) of the sources referred to in the Reference list.

Most departments require only the texts which you have referred to in your writing to be included in your Reference list - not everything you have read during your research of the assignment topic. Some disciplines, however, allow all background reading to be included in the Bibliography. This is particularly true for larger independent study reports such as theses. You should check.

⌘ What information is included in the references and bibliography? How is it ordered?

The left hand column shows the basic elements of a reference.
The right hand column gives some examples.

Elements of a Reference	Example:
<ul style="list-style-type: none"> * author's family name * author's initials or given name * the title of the article (where appropriate) * the title of the book or the name of the journal * the place of publication (usually the name of town or city is enough) * the name of the publisher * the year of publication * the page number(s) 	<p><u>References</u></p> <ol style="list-style-type: none"> 1. Spradley, J. (1972) Foundations of Cultural Knowledge, in Spradley, P (ed) <u>Culture and Cognition: rules, maps and plans</u>, Chandler Publishing Co., San Francisco. 2. Chinoy, E. (1973) Society and Culture, in Rose, P (ed) <u>The Study of Society: An Integral Anthology</u>, Random House, New York. 3. Robertson, I. (1987) <u>Sociology</u>, Worth Publishers Inc., New York.

This is a general list of the elements. There are many variations in how these may be presented. The combinations of styles, order, punctuation and other elements in References and Bibliographies are endless. Therefore it is important for you to know in detail the conventions or rules for each of your subjects. When you are writing down your Reference list and Bibliography, you should keep your style guide with you so you can refer to it.

1. Order of assembly

Sometimes the elements are sequenced one way

e.g. family name, given name, date, title, place of publication

and sometimes another way

e.g. given name, family name, title, place of publication, date.

2. Punctuation

The only rule about punctuation that does not seem to vary is the one that says: the **titles of books** or other major works (not essays or journal articles) and the **names of journals** should be underlined or *italicised* (with the advent of computers). Once again it is important to emphasise that every system seems to have a different convention for punctuation and not adhering to the preferred system may lose you marks.

3. Variations in presentation

With the Harvard system of in-text referencing there are a number of variations:

e.g.	Smith (1989:90)
	Smith (1980:p.90)
	Smith (1980:pp.90-93)
	Smith (1980:90-93)

4. Titles

Some departments prefer the final list to be called 'Bibliography'; others prefer it to be called 'References'. You should be sure which they prefer.

⌘ **Must the referencing details be repeated each time the same author and publication is used?**

No. There are two Latin terms you can use to refer to previous works that you have already mentioned in your References list or Bibliography:

1. *ibid.* = *ibidem* = in the same place

Example
1. Wright, Judith, 1966, <u>Preoccupations in Australian Poetry</u> , Oxford University Press, Melbourne p. 28.
2. <i>ibid.</i> , p. 92

Some writers include the author's name and allow *ibid.* to stand for the details of the book.

2. *op. cit.* = *opus citatum* = the work cited

This is used if you give a reference to a book or article and you wish to refer to the same work several references later.

There are other problems that you may experience:

COMMON PROBLEMS FOR STUDENTS

1. Referencing journal articles

The title of the article is placed in inverted commas before the title of the book or journal in which it appears.

Example from a book:

Hagget, J., "The Cubists" in French Artistic Expression in the Early 20th Century, (ed.) Small G., Allen & Unwin, London. 1978.

Example from a journal:

H.G. Turner, "Marcus Clarke", The Melbourne Review, No. 25, January, 1882, p. 9.

2. Referencing multiple authors and editors

In your in-text referencing, footnotes or endnotes, the Latin term **et al.** can be used:

e.g. Andrews W. et al. (1991:32)....

1. Andrews W. et al., Melanesian Societies, OUP, London, 1989, p.46.
2. Grant, J., "Henry Handel Richardson's Literary Skills", in Australian Literature, Lamb B. et al. (eds.), Longman Cheshire, Melbourne, 1957.

However, in the References list and/or Bibliography, all the authors or editors should be referenced:

e.g. Andrews W., Byrne P., & McAuley F., Melanesian Societies, OUP, London, 1989.

Grant, J., "Henry Handel Richardsons' Literary Skills", in Australian Literature, Lambs., & Cox, H., (eds), Longman, Cheshire, Melbourne, 1957.

3. Abbreviations

As a rule you should never use abbreviations in the text of an essay. However, there are some which are legitimate and useful in footnotes. You will come across them in your reading and will need to know what they mean even if you not use all of them.

c., ca., (= circa)	=	about (for use with approximate dates, e.g. c. 1847)
cf. (= confer)	=	compare
ch.	=	chapter
ed.	=	editor, edited by, edition
esp.	=	especially
et. al. (= et alii)	=	and others
ff.	=	and the following pages (e.g. see p.7ff.)
ibid. (=ibidem)	=	in the same work
loc. cit. (=loco citato)	=	in the place cited
MS, MS., MSS	=	manuscript(s) (use full stop when a specific MS is meant e.g. Bodleian MS.)
op. cit. (opere citato)	=	in the work cited
n.d.	=	no date
p., pp.	=	page (s)
par., pars.	=	paragraph(s)
passim (=here and there)	=	throughout the work mentioned
q.v. (= quod vide)	=	which see ('and look this up also')
sic	=	thus, so (used to indicate that despite appearances the text given is exact; used following incredible statements or wrong spellings in documents and so on)
trans.	=	translation, translated by
viz. (= videlicet)	=	namely

Foreign words and phrases (but not passages quoted in a foreign language) are printed in italics and underlined in handwriting or typescript until they are accepted into the language. The terms **circa**, **passim**, **sic** and **viz.** have become so anglicised that they no longer require this.

You may still have many questions of your own about particular referencing problems. In addition to using your departmental guides, the following books may be of some assistance.

Publication Manual of the American Psychological Association, 4th Edition, (1996) APA Washington D.C.

Style Manual for Authors, Editors and Printers, 4th Edition, (1988) Commonwealth Govt. Printer, Canberra.

References:

- Anderson, J. Durston, B. and M. Poole (1970). *Thesis and Assignment Writing*, John Wiley and Sons, Brisbane.
- Betts, K. and Seitz, A. (1986). *Writing Essays in the Social Sciences*, Thomas Nelson, Australia.
- Day, R.A. (1988). *How to Write and Publish A Scientific Paper (3rd Edition)*, Cambridge University Press, Cambridge.
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- Turabian, K. L. (1987). *A Manual for Writers of Term Papers, Theses and Dissertations (5th Edition)*, U. of Chicago Press, Chicago.
- Weissberg, R. & Buker, S. (1990). *Writing Up Research*, Prentice-Hall Inc., New Jersey.

GUIDELINES FOR ELECTRONIC REFERENCING

There are many different styles for electronic referencing, just as there are for paper referencing. Generally, if you are working in the humanities, you are likely to follow the MLA style; if you are working in hard science disciplines, you are likely to use the APA style. Social sciences may favour one or the other. As well, there are other styles (eg. International Standard, Turabian, Australian Government Publishing Service) which may be preferred by your department or supervisor.

Advice: Find out what style is expected, and follow it exactly.

Note: Your faculty or department may not have got its act together yet re. electronic referencing. In that case, they may suggest that you choose a style. Here the same rules apply as in paper referencing - consistency is the most important thing. Follow the guide exactly.

Advice: If you are writing up a research project, make sure that you have approval for your choice, preferably written approval.

Style citations are constantly being updated, so here are websites to give you current information:

MLA citations <http://www.mla.org> -- click on MLA Style link

APA citations <http://www.apa.org/journals/webref.html>

Other useful pages:

Links to relevant websites <http://owl.english.purdue.edu/writers/documenting.html>

Anthropology <http://watarts.uwaterloo.ca/ANTHRO/rwpark/anthstyle.html>

History and the humanities <http://h-net2.msu.edu/~africa/citation.html>

Legal writing <http://www.michbar.org/publications/citation.htm>

Medicine <http://www.nrlssc.navy.mil/meta/bibliography.html>

At a recent seminar (May 1999) on documenting electronic sources, Pearl Rozenberg from the Faculty of Law made the following points concerning difficulties associated with electronic sources compared to documenting paper sources:

Problem #1 Invisible revisability

While revisions in paper sources are visible because we can cite edition numbers, this is not true in the case of electronic sources. This means that between the time you cite the source and the time your reader follows it up, changes may have been made. For this reason, it is a good idea to include the **date of your visit** in your citation, eg. [1995, June 21]. (APA style guide)

As an added insurance, you could print out the source **on the same date**, and file it for future reference.

Problem #2 Pin Point Citation

Because there are no page numbers on the internet, it is not often possible to give the exact position of your quote/information. Some journals may have paragraph numbering, which you can quote. Other possibilities are: counting the paragraph number yourself, giving an approximate position on the scroll bar, or giving a search word eg. search<revisability>. If your style guide does not cover this area, the best advice is to **find out what system your reader prefers.**