

Referencing – a summary

The basic rule of citing other people’s work is that your reader should be able to follow your reference to find the quotation themselves. There are currently two systems of referencing accepted in the department – Modern Humanities Research Association (MHRA) and Harvard systems – and you should use ONE of these throughout.

MHRA (“footnote or endnote”)

Harvard (“Author date method”)

Use footnotes **OR** endnotes

NEVER BOTH

Bibliography?	Yes, in alphabetic order.	Yes, in alphabetic order.
Bibliography format (book)	Author’s surname, forename, <i>Title of book</i> (Place of publication: Publisher, Year of edition) e.g. Hughes, Robert, <i>The Shock of the New: Art and the Century of Change</i> (London: Thames and Hudson 1991)	Author’s Surname, Initials, Year of edition, <i>Title of book</i> , Place of publication: Publisher. e.g. Hughes, R., 1991, <i>The Shock of the New: Art and the Century of Change</i> , London: Thames and Hudson
Bibliography format (article)	Author’s surname, forename, ‘Title of article’, in <i>Title of book</i> , ed. by editor’s name (Place of publication: Publisher, Year of publication), pp. Page numbers of article e.g. Adorno, Theodor W., ‘The Culture Industry Reconsidered’, in <i>Media Studies: A Reader</i> , ed. by Paul Marris and Sue Thornham (Edinburgh: Edinburgh University, 1996), pp. 24-29	Author’s Surname, Initials, Year of publication, ‘Title of Article’. In: Initials. Surname of Editor, ed(s). <i>Title of book</i> , Place of publication: Publisher. Page numbers of article. e.g. Adorno, T., 1996, ‘The Culture Industry Reconsidered’. In: Marris, P. & Thornham, S., eds. <i>Media Studies, A Reader</i> , Edinburgh: Edinburgh University Press, 24-29.
Quotation	Short quotations in the text should have single quotation marks ‘ ’. Longer quotations should be single spaced and indented (over to the right) and separated from the rest of text.	
1 st Reference (Assuming a full bibliography is included in your submission)	A number in the text, leading to a footnote (bottom of the page) or an endnote (at the end of the document). Footnote or endnote should have the page number. e.g. 1 Theodor W. Adorno, ‘The Culture Industry Reconsidered’, in <i>Media Studies: A Reader</i> , p. 26.	Using brackets, write the author’s name, followed by the year of the edition used and the page number. e.g. (Robert Hughes, 1991: 25) has described Van Gogh’s work as...’
Later references	e.g. 4 Adorno, ‘The Culture Industry Reconsidered’, p. 28.	As above.

Referencing – a full guide

Almost all scholarly essays are dependent on other people's work, based on material derived from published books, magazine and journal articles, television programmes, Internet sources and so on. In order for us to appreciate what you want to say, the relationship between your reading and what you eventually write as your own contribution to scholarship is accordingly very important, and a number of procedures must be followed in order to ensure that we follow your ideas. These procedures are called the 'critical apparatus', and consist of quotations, citations, footnotes or endnotes, and bibliography. These must be consistent throughout your work, and should follow a recognized system. The Department recommends two systems – the MHRA ("footnote/endnote") and the Harvard ("Author date method") systems – and you can choose which system you prefer. However, you must use ONE system throughout. Full guidelines are given in this section.

These reference guidelines can be confusing, but are academic standards, and books and journals that you will look at will each use one of these systems or similar. When you look at these, you can see easily how these systems work – especially in guiding you to other books and articles.

You can see the "footnote/endnote" method in journals such as *October*, and *Screen*, and in books such as John Walker's *Design History and the History of Design*, or Lucy Lippard's *Pop Art*.

You can see the "Author date" method in journals such as *Fashion Theory*, *Journal of Consumer Culture*, and in books such as Chris Barker's *Cultural Studies: Theory and Practice*, or Liz Wells' ed. *Photography: A Critical Introduction*.

At all times, the minimum requirement of any essay is that the reader should be able to follow your reading, quotations, references or citations to their source and to understand and appreciate your argument.

Bibliography

All written work submitted in FoCI should be accompanied by a bibliography, which acts as a list of sources consulted including books, articles, newspapers, Internet sites, and films or television programmes.

The bibliography should be in alphabetical order by author's/editor's surname. The bibliography can be organized into different sections for different sources – e.g. one for books, one for articles etc. – although this is not compulsory. The sources should be referenced with the author, title, place of publication, publisher's name and the date of publication. Article references should include the book or journal from which the article is taken, including editors and volume. Titles of books must be in italics or underlined throughout.

For example:

MHRA

Berger, John, *Ways of Seeing* (London: Penguin/BBC, 1972)

Turkle, Sherry, 'Identity in the Age of the Internet', in *The Media Reader*, ed. by Hugh Mackay and Tim O'Sullivan (London: Sage, 1999), pp. 287-303

De Duve, Thierry, 'How Manet's A Bar at the Folies-Bergère is Constructed', in *Critical Inquiry* 25 (Autumn 1998), 136-168

Harvard

Berger, J., 1972. *Ways of Seeing*, London: Penguin/BBC.

Turkle, S., 1999, 'Identity in the Age of the Internet'. In Mackay, H. and O'Sullivan, T. eds. *The Media Reader*, London: Sage, 287-303.

De Duve, T., 1998, 'How Manet's A Bar at the Folies-Bergère is Constructed', in *Critical Inquiry*, 25 (4), 136-168.

NB: Dates of books and articles

From time to time, you will come across articles reprinted in later editions or in later anthologies, for which there is a huge difference in dates between writing and printing. For example, Walter Benjamin's famous article 'The Work of Art in the Age of Mechanical Reproduction' was written in 1936 but is most commonly seen in the anthology *Illuminations* from 1973. If this is the case, you would put the date of the source you have seen (e.g. the 1973 anthology), but might refer in the essay to the original date – especially as this is often important in relation to the meaning of your essay.

Films and Television Programmes

Films and television series can be often be referred to in an essay text. For referencing in the bibliography, films and television programmes should have title, originator (e.g. Director, studio) and date. The source of the material (i.e. Distributed video/DVD, date and channel of off-air recording) should be included also. Place film and TV sources on a separate list, as a sub-section of bibliography. If writing a film studies essay, list film sources in a separate filmography.

MHRA

Taxi Driver. Dir. Martin Scorsese. Columbia, 1976. (Columbia Tristar DVD)

Band of Brothers (Episode 2: Day of Days). HBO/BBC/DreamWorks, 2001. (BBC2, 21/10/03)

Brooklyn Bridge, BBC. (BBC2, 13/11/01)

Harvard

Taxi Driver, 1976. Film. Directed by Martin Scorsese. USA: Columbia. (Columbia Tristar DVD)

Band of Brothers (Episode 2: Day of Days), 2001. TV, HBO/BBC/DreamWorks, 2001. (BBC2, 21/10/03)

Brooklyn Bridge, 2001. TV, BBC. (BBC2, 13/11/01)

Websites

The growing use of the Internet for news research, academic research, and art/industrial research means that it is increasingly important that Internet sources are properly referenced. In all cases Internet sources and websites should be fully referenced under the same principles as books and articles. References should include:

Author, 'Title of article' (if applicable). Type of website or webpage. Available URL or http:// address. (Date of most recent visit)

For example:

Greyworld. Artists' group website. URL: <http://www.greyworld.org/artwork/index.html>. (01/08/03)

Scott Tobias, "I Wanted Improv..." – Interview with Larry Clark. *The AV Club Film* website. URL: <http://theavclub.com/avclub3507/bonusfeature13507.html>. (04/07/00)

Dorothy's Oz Page, Fansite. URL: <http://www.angelfire.com/hi/largeprint/>. (01/08/03)

For pages with content that is likely to be removed or changed, it is advisable to print off the webpage and submit this as an appendix to the essay.

Quotation

In essays, you are likely to quote your reading in three different ways: 1) in referring to someone's ideas; 2) in quoting a phrase, saying, or sentence from their work and; 3) in quoting longer passages for analysis.

Phrases, sayings, or sentences from another author should be identified by using inverted commas ' '. For example: 'male gaze', Benjamin's notion of 'aura'. Or: Barthes' notion of readership comes 'at the cost of the death of the author'.

Long quotations do not require inverted commas and instead should be presented as a separate paragraph with single spacing, and be indented from the left-hand margin.

A quotation within a quotation should be placed in double inverted commas.

All quotations, whether of ideas, or direct quotation, should be referenced as follows.

References

The MHRA ("footnote/endnote") method

In this system references are made using a number at the end of the relevant sentence in the text of the essay. This corresponds to a numbered 'footnote' at the bottom of the same page, or a numbered 'endnote' at the end of the essay. This note should have the author, title of the article/book, and the relevant page number.

For example, a passage from a recent student essay looks like this:

The assurances of more equal opportunity post war should have signaled a less class-based society, however, as Hebdige states, class “refused to disappear ... the way in which class was lived – the form in which the experience of class found expression in culture – did change dramatically.” (1)

(1) Dick Hebdige, Subcultures: The Meaning of Style, p. 74.

Footnotes and endnotes are numbered sequentially throughout the essay. Essays should have footnotes OR endnotes, never both. Footnotes can be easily inserted using the ‘insert’ menu in MS Word or Claris Works word processing packages.

The Harvard (“Author date”) method

In this system the reference is made entirely within the text of the essay, with abbreviated citations that refer to the bibliography for the essay. In most cases the reference includes the author, the year of the book/article, and the page number. If the author has published multiple titles for that year, each title is marked by “a, b, c etc.”

For example, a passage from a recent student essay, quoting the book *Supercollector* looks like this:

Upon visiting the Royal College of Art in 1988, Doris Lockhart noted that her husband Charles Saatchi’s definitions of legitimate culture were affecting new work: “They all wanted to get work into the Saatchi collection, so they were making huge works to fill up those huge spaces.” (Hatton & Walker, 2000: 112)

List of Illustrations

Essays on art and design topics are almost always enhanced by illustration, provided it is relevant to the topic, and black & white photocopies are perfectly acceptable. As with other reference material, however, the source of your illustration should be supplied in the form of an explanatory caption where it appears in the text, and in a separate list at the end, along with the bibliography. Information will not always be complete in your source book but, where possible, you should give details of media and dimensions as well as the title. For example:

Georges Seurat: A Sunday Afternoon on the Island of the Grande Jatte. 1883-6.
Oil on canvas, 81 x 121. Art Institute of Chicago, in Lynton, N 'The Story of Modern Art', Phaidon Press, London 1980 p.22

Finally, if in doubt, ask your contact tutor or observe how these procedures are followed in any scholarly book or journal e.g. Art History or Design History.

To download a free copy of the MHRA Style Guide go to the following webpage:

<http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>