



The purpose of referencing in academic writing is to provide clear information about the sources of the material you use in your work. Several accepted styles are in common use. In the Humanities, for example, including History, Law and Philosophy, the preference is for footnotes (sometimes referred to as Chicago Manual or Turabian). However, in the Social Sciences, the preference is in-text referencing.

This guide sets out the preferred referencing style and format for the School of Social Sciences, UNSW Australia, **and should be followed in all courses in the School in which you are enrolled**. This may mean you use different referencing styles in courses in different Schools at the university. It is good practice to consult with the course convenor regarding the preferred referencing style: **in the School of Social Sciences, convenors will refer you to the current version of this document**. If convenors prefer that you use a different style, they will provide you with a Referencing Guide for their preferred style.

The in-text style that is favoured in the School of Social Sciences is a modified version of the **Harvard Manual style**. This guide will introduce you to the key elements of the adapted referencing system we use within this School. The first part shows you how to reference academic sources throughout your essay. The second part shows you how the full information about the sources you have used should be included in the list of references (or bibliography) at the end of your essay. At the end of this guide, you will find a referencing activity that is designed to help you practice these skills by 'putting together' a correctly referenced book, anthology, or peer-reviewed scholarly article.

This guide has also been operationalized for use in Endnote, with the file available to download from the School website.

It is our hope that you will become familiar with this referencing style and can help your peers as they develop their research skills.

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Part 1: In-text referencing throughout your essay

As outlined at the beginning of this referencing guide, one of the purposes of referencing is to give credit where credit is due. There are a number of ways this may appear in your essays. Examples below range from the **direct quoting of an author** to **paraphrasing scholarly work**. The way you reference a source in each instance depends on how you wish to use the material you found in it.

Please note that key elements of referencing, such as quotation marks [' '], are shown in colour in some of the examples below **for illustrative purposes only**.

a) Short direct quote

When you are quoting the exact words of your source (what is known as *verbatim*) you **must** place all the quoted words within inverted commas (quotation marks) **and** include the page number.

'A fundamental starting point for policy-makers, planners and practitioners must be to tackle absolute rural poverty' (Hall and Midgley 2004: 89).

'But as a body of thought feminism enters IR as an explicitly gendered figure' (Zalewski 2013: 25).

Think of it as a formula: (Author Date: Page number).

If there is no page number available (because it is a website or an unpaginated pamphlet or similar) then you should signal that there are no pages through the notation 'n.p.' (no pages). Similarly, if there is no publication year provided, you should write 'n.d.' (no date).

The formula remains the same: (Author Date: n.p.) or (Author n.d.: Page number).

b) Long direct quote

When quoting one or two sentences verbatim it is normal to include this in the paragraph that you are writing and indicate the quoted words within quotation marks, as above. When quoting **three lines or more consecutively from a single source**, you should write it as a separate paragraph clearly **indented** from the normal margin on both sides.

There is another possibility, which is that we treat reflections not as rivals to conventional scholarly accounts but as forms of care that we provide for each other. Instead of opposing the general theory of a war with an autoethnographic account of the same, we might instead consider the sharing of stories with each other (however we bound the disciplinary 'we') as a community practice (Kirby 2014: n.p.).

Note that in the above example, **there are no quotation marks used at the beginning or end of the direct quote**. This is because the indentation already shows the reader that it is a direct quote.

c) Direct quote containing italics

Quotes should, for the most part, not be italicized. However, **you may add italics to emphasize a point**. In the in-text citation, state explicitly that you added the emphasis.

'Accessing *visual culture* through popular films *allows us to consider the connections between IR theory and our everyday lives*' (Weber 2005: 9, [emphasis added](#)).

'Idealist social theory embodies a very minimal claim: that the deep structure of society is constituted by *ideas rather than material forces*' (Wendt 1999: 25, [emphasis added](#)).

The formula: (Author Date: Page number, emphasis added).

In other cases **the italics may already be included in the direct quote**. Again, state this explicitly in the in-text citation.

'Asking questions about what makes IR theories function *as if they were true* is not the same thing as asking us to abandon our beloved myths' (Weber 2005: 8, [emphasis in original](#)).

'The nation is imagined as *limited* because even the largest of them, encompassing perhaps a billion living human beings, has finite, if elastic, boundaries, beyond the which lie other nation' (Anderson 2006: 7, [emphasis in original](#)).

The formula: (Author Date: Page number, emphasis in original).

d) Indirect quote within a direct quote

If you want to include a secondary quote, this must be indicated in the reference, e.g. (Favell in Yuval-Davis 2011: 20). The original piece by **Yuval-Davis (2011)** should be listed in the bibliography. Notice below how the single red quotation marks cover the entire length of the quote, while the **double** blue quotation marks only cover the indirect quote within the direct quote.

‘Adrian Favell (1999) defined the politics of belonging as “the dirty work of boundary maintenance” (Favell in Yuval-Davis 2011: 20).

‘Instead of this institutional focus, Foucault says: “I don’t want to say that the State isn’t important; what I want to say is that relations of power... necessarily extend beyond the limits of the State” (Foucault in Mills 1997: 38)

You **do not** need to list Favell in your bibliography because you have not read publication by Favell in its entirety. If you have, then a separate entry would be required. The reason you include **Yuval-Davis 2011** and not **Favell 1999** is because you are indicating to the reader: I have **only** read **Yuval-Davis 2011** and not **Favell 1999** and I am therefore relying on Yuval-Davis’ interpretation to construct my argument.

The formula: (Author in Author Date: Page number).

e) Phrases already contained within quotation marks

If an author has already put quotation marks around a word or phrase, you need to indicate this in your own work. In the example below the red quotation marks encompass the whole sentence, as it is a direct quote from Weber (2005). Notice that the **double** blue inverted commas are only around the phrases, **“the popular”** and **“the political”**.

‘Using popular films in this way helps us to get a sense of the everyday connections between “the popular” and “the political” (Weber 2005: 9).

‘Chicago was an exemplary new town in a colony of settlement, where space was cleared by the “westward expansion” of the United States’ (Connell 2007:47).

By placing double inverted commas around particular words or phrases, you are indicating to the reader that **the author had already put quotation marks around these words or phrases.**

- f) Using an ellipsis to indicate parts of the quote are not included. On occasion you will need to pare down a quote without losing the original meaning, you can add an ellipsis [...].

‘Political life occurs in space... ideas of space, like those of time, express many of the greatest mysteries of human existence’ (Walker 1993: 127).

‘Distinct bodies of theory and research have generally been developed around gender, race and ethnicity... competing theories tended to prioritize one or other division and failed to interrelate them adequately, either analytically or concretely’ (Anthias and Yuval-Davis 1992: 97).

In the examples above, the beginning and the end of the quote are indicated with quotation marks, just like a regular quote. The only difference is the ellipsis. This indicates to the reader that in the source **more words exist between** either ends of the ellipsis. The ellipsis indicates where you have removed unnecessary text. It is very important when using this option, however, **the author’s meaning is not lost or changed radically**.

- g) Indirect quote

When you do not wish to quote directly from a source, you may **refer to a general point** or **summarize an overall argument** without **using the author’s original words**. This is known as **paraphrasing**, and, as is the case with other forms of referencing, it is vital that you properly acknowledge the source of the material that you are paraphrasing. This indicates to the reader that **this argument is not my own, but it is presented here in my words**. When you paraphrase, state the author’s name and the date of publication in brackets afterwards.

In the Millennium Development Goals the critical tone of the earlier World Summit on Social Development has been watered down (Correll 2008).

Or it might also appear as:

Correll (2008) argues that in the Millennium Development Goals the critical tone of the earlier World Summit on Social Development has been watered down.

If you are paraphrasing **a specific point or argument**, rather than a more general argument, you must state the page number.

In rural social development it is essential that absolute poverty is a primary focus (Hall and Midgley 2004: 89).

It is good practice to be specific about what you are paraphrasing, which means referring to page numbers.

Remember that paraphrasing is not the same thing as replacing one or two words here and there with your own words, or switching around the order of a sentence.

Part 2: The reference list (or bibliography)

Here again accuracy, clarity and consistency are the major virtues of complete and correctly formatted bibliography. Reference lists should be formatted with a 'hanging indent' to make it easier to read. The following list of examples covers all the main types of material that you are likely to reference in your assignments, with corresponding examples.

a) Journal article

Example I:

Carver, T. (2010) 'Cinematic Ontologies and Viewer Epistemologies: Knowing International Politics as Moving Images', *Global Society* 24(3): 421-431.

Notice that the family name is spelled out and the first initial(s) is indicated. The name of the article is contained in quotation marks. The name of the journal is in italics, followed by the volume number and the issue number in brackets. The page numbers cover the full length of the article, inclusive.

Some journals do not have issues (for example, those that are published annually), but you should do your due diligence and confirm that your references are complete.

Use the following formula: Name, Initial(s). (Date) 'Article title', *Journal title* Volume (Issue): pages of article inclusive.

Example II:

Pittaway, E., L. Bartolomei and S. Rees (2007) 'Gendered dimensions of the 2004 tsunami and a potential social work response in post-disaster situations', *International Social Work* 50(3): 307-319.

Note that the above example has multiple authors, and that they are listed in the order in which their names appear in the original publication. Only the lead author's name takes the form 'Family name, Initial'. The others take the form 'Initial. Family Name'.

Use the following formula: Name, Initial(s), Initial(s). Name (Date) 'Article title', *Journal title* Volume (Issue): pages of article inclusive.

b) Book

Example I:

Hugman, R. (2010) *Understanding International Social Work: a Critical Analysis*, Basingstoke: Palgrave Macmillan.

Example II:

Anderson. B. (2006) *Imagined Communities: Reflections on the Origin and Spread of Nationalism*, London: Verso.

Use the following formula: Name, Initial(s). (Date) *Book Title*, place of publication: Publisher.

Note that there is no need to indicate page numbers. This differs from an anthology, also known as an edited book.

c) Chapter in an edited book (or anthology)

Example I:

Ashley, R. K. (1989) 'Living on border lines: man, poststructuralism, and war' in J. Der Derian and M. J. Shapiro (eds) *International/Intertextual Relations: Postmodern Readings of Global Politics*, New York: Lexington Books, 259-321.

Example II:

Gunew, S. (1990) 'Denaturalizing cultural nationalisms: multicultural readings of "Australia"' in H. K. Bhabha (ed) *Nation and Narration*, Oxon: Routledge, 99-120.

Use the formula: Name, Initial(s). (Date) 'Chapter title', in Initial, Family Name (ed) *Book Title*, Place of publication: Publisher, pages of chapter inclusive.

Note that if there is more than one editor, they should be listed in the order in which they appear in the publication, and you should write (eds) instead of (ed). Also note that the chapter title uses 'sentence case' (where only the first word is capitalized), where the book title uses 'title case' (where all significant words are capitalized).

d) Agency report (where initials might be used in your text)

Example:

United Nations Development Program (UNDP) (2009) *Human Development Report 2009 Overcoming Barriers: Human Mobility and Development*, Basingstoke: PalgraveMacmillan.

You should use the formula: Name of agency (abbreviation if relevant) (date) *Report title*, place of publication: publisher.

Note that in this example, the report was actually published for UNDP by a commercial publisher. In other cases, the report may be produced and published by the same institution.

e) Newspaper

Example:

Baldry, E. (2005) Prison boom will prove a social bust, *Sydney Morning Herald* 18 January 2005, 13.

Use the formula: Name, Initial(s). (Year). Title of article, *Name of newspaper* Full publication date, page number(s) [if available].

f) Online newspaper

Example:

Baldry, E. (2005) Prison boom will prove a social bust, *Sydney Morning Herald*. 18 January 2005, available at <http://www.smh.com.au/news/Opinion/Prison-boom-will-prove-a-social-bust/2005/01/17/1105810839489.html> (accessed 21 May 2014).

You should follow the formula: Name, Initial(s). (Year) Title of article, *Name of newspaper* Full publication date, available at URL (accessed Date).

Note that if you access the news article online, you should not include the page number but instead provide the URL and the date accessed.

g) Other website

Example:

United Nations (UN) (2010) *2010 UN Summit*, available at: <http://www.un.org/en/mdg/summit2010/> (accessed 21 May 2014).

You should follow the formula: Name (date) *Title of document or web pages*, available at: URL (date accessed).

Not everything that you download is a web site. **PDF documents are often electronic versions of print documents and should be treated as journal articles, books or reports.** Similarly, books you access through Google Books or the UNSW eLibrary should be referenced as ordinary books, not as online sources.

A webpage may not have an immediately obvious author, so you might reference the source to the organization that owns the website (e.g. The World Bank, Australian Federal Police). Where there is an author shown, you should reference to the individual author.

h) Film

Example:

Hanson, C. (2012) *Too Big To Fail*. HBO Films.

In your text, films should be referenced by director (see www.imdb.com for information on directors and studios).

In your reference list/bibliography, you should follow the formula: Director's name, Initial(s). (Year). *Title*. Studio/production company.

Other useful information

When referencing in-text a source with three or more authors you may use the form 'Family Name et al.', as in (Williams et al. 2008: 15), where 'Family Name' is the first named author. For two authors **always state both names**. In the bibliography you must **always list all authors in full**.

If you are referencing two authors with the same family name who published in the same year then you should use initials, as in (D. Smith 2010; M. Smith 2010), otherwise use the family name only. **This applies to in-text referencing only**. In the bibliography you will organize the references alphabetically, and the authors' first initials will distinguish the sources.

Where there is more than one document from the same author in a calendar year, then distinguish them as a, b, c ... ; for example (UNICEF 2010a; UNICEF 2010b) and so on. Similarly in your bibliography, the date and associated letter should be included.

Example:

Campbell, D. (1998a) *Writing Security: United States Foreign Policy and the Politics of Identity*, Revised Edition, Minneapolis: University of Minnesota Press.

Campbell, D. (1998b) *National Deconstruction: Violence, Identity and Justice in Bosnia*, Minneapolis: University of Minnesota Press.

Notice that the year 1998 contains either 'a' or 'b' to distinguish between (1998a) *Writing Security* and (1998b) *National Deconstruction*.

To refer to more than one work in an in-text citation, separate the references with a semi-colon, as in (Entwistle 1977; Haddon 1969). Each source will require a separate entry in the Reference List. The reason you do this is to indicate to the reader, **I know that other literature exists on this topic and I want to flag this fact by indicating it through a series of references. Similarly, more than one author may speak to the point or issue you are writing about.**

To reference a work reproduced in a book (image, poem, painting etc.), refer to the work in the text, then include book author, date, page number in the citation, as in:

De Kooning's 1952 painting 'Woman and Bicycle' (Hughes 1980: 295) represents a particular impression of the condition of women in the 1950s.

In the Reference List, record the book containing the image, as in:

Hughes, R. (1980) *The Shock of the New: Art and the Century of Change*. London: British Broadcasting Corporation.

For other types of publication, such as videos or creative works, or if you are unclear about the conventions, please ask your subject tutor or course convenor for advice.

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