

Referencing Styles

The following introduction to the two basic styles of referencing is taken from Kate L. Turabian, *A Manual of Style for Writers of Research Papers, Theses, and Dissertations*, 7th ed. (Chicago: Chicago UP, 2007), 141-147, 216-221.

Notes-Bibliography Style:

The Basic Form

A citation style used widely in the humanities and in some social sciences is the *notes-bibliography style*, or *bibliography style* for short. This chapter presents an overview of the basic pattern for citations in bibliography style, including bibliography entries, full notes, shortened notes, and parenthetical notes. Examples of notes are identified with an N; examples of bibliography entries are identified with a B.

In bibliography style, you signal that you have used a source by placing a superscript number at the end of the sentence in which you refer to that source:

According to one scholar, "The railroads had made Chicago the most important meeting place between East and West."⁴

You then cite the source of that quotation in a correspondingly numbered note that provides information about the source (author, title, and facts of publication) plus relevant page numbers. Notes are printed at the bottom of the page (called *footnotes*) or in a list collected at the end of your paper, called (*endnotes*). All notes have the same general form:

N: 4. William Cronon, *Nature's Metropolis: Chicago and the Great West* (New York: W. W. Norton & Company, 1991), 92-93.

If you cite the same text again, you can shorten subsequent notes:

N: 8. Cronon, *Nature's Metropolis*, 383.

In most cases, you also list sources at the end of the paper in a *bibliography*. That list normally includes every source you cited in a note and sometimes others you consulted but did not cite. Each bibliography entry includes the same information contained in a full note, but in a slightly different form:

B: Cronon, William. *Nature's Metropolis: Chicago and the Great West*. New York: W. W. Norton & Company, 1991.

Readers expect you to follow the rules for correct citations exactly. These rules cover not only what data you must include and their order, but also punctuation, capitalization, italicizing, and so on. To get your citations right, you must pay close attention to many minute details that few researchers can easily remember. The next chapter provides a ready reference guide to those details.

16.1 Basic Patterns

Although sources and their citations come in almost endless variety, you are likely to use only a few kinds. While you may need to look up details to cite some unusual sources, you can easily learn the basic patterns for the few kinds you will use most often. You can then create templates that will help you record bibliographical data quickly and reliably as you read.

The rest of this section describes the basic patterns, and figure 16.1 provides templates for and examples of several common types of sources. Chapter 17 includes examples of a wide range of sources, including exceptions to the patterns discussed here.

16.1.1 Order of Elements

The order of elements in notes and bibliography entries follows the same general pattern for all types of sources: author, title, facts of publication. However, notes present authors' names in standard order (first name first), while bibliography entries present them in inverted order (last name first) for alphabetical listing. Notes citing specific passages usually include page numbers or other locating information; bibliography entries do not, though they do include a full span of page numbers for a source that is part of a larger whole, such as an article or a chapter.

16.1.2 Punctuation

In notes, separate most elements with commas; in bibliography entries, separate them with periods. In notes, enclose facts of publication in parentheses; in bibliography entries, do not. The styles are different because a note is intended to be read like text, where any period would signal the end of a citation. Bibliographies are designed as lists in which each source has its own entry, so periods can be used without confusion to separate the elements of author, title, and publication data.

16.1.3 Capitalization

Capitalize most titles headline style, but capitalize titles in foreign languages sentence style. (See 22.3.1 for both styles.) Capitalize proper nouns in the usual way (see chapter 22).

16.1.4 Typography of Titles

Titles of larger entities (books, journals) are printed in italics; titles of smaller entities (chapters, articles) are printed in roman type and enclosed in quotation marks. Titles of unpublished works (such as dissertations) are printed in roman type and enclosed in quotation marks, even if they are book length.

16.1.5 Numbers

In titles, numbers are spelled out or given in numerals exactly as they are in the original. Page numbers that are in roman numerals in the original are presented in lowercase roman numerals. All other numbers (such as chapter numbers or figure numbers) are given in arabic numerals, even if they are in roman numerals or spelled out in the original.

16.1.6 Abbreviations

In notes, abbreviate terms such as *editor*, *translator*, and *volume* (*ed.*, *trans.*, and *vol.*). In bibliography entries, these terms are often spelled out when they introduce an element (*Edited by*) but abbreviated when they conclude it (*ed.*). The plural is usually formed by adding *s* (*eds.*) unless the abbreviation ends in an *s* (use *trans.* for both singular and plural).

16.1.7 Indentation

Notes are indented like other paragraphs in the text; all following lines are flush left. Bibliography entries have a hanging indentation: the first line is flush left and all following lines are indented the same space as paragraphs.

Figure 16.1. Templates for notes and bibliography entries

The following templates show which elements should be included and their order when citing several common types of sources in notes (N) and bibliographies (B). They also show punctuation, capitalization of titles, and typography of the elements. Gray shading shows abbreviations (or their spelled-out versions) and other terms as they would actually appear in a citation. *XX* stands in for page numbers actually cited, *YY* for a full span of page numbers for an article or a chapter.

For further examples, explanations, and variations, see chapter 17. For templates of shortened note forms, see figure 16.2.

Books

1. Single Author or Editor

N: Note Number. Author's First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), XX-XX.

1. Jared Diamond, *Guns, Germs, and Steel: The Fates of Human Societies* (New York: W. Norton and Company, 1997), 47-48.

B: Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*, Place of Publication: Publisher's Name, Date of Publication.

Diamond, Jared. *Guns, Germs, and Steel: The Fates of Human Societies*. New York: W. Norton and Company, 1997.

For a book with an editor instead of an author, adapt the pattern as follows:

N: Note Number. Editor's First and Last Names, **ed.**, *Title of Book . . .*

7. Mark A. Noll, ed., *Religion and American Politics . . .*

B: Editor's Last Name, Editor's First Name, **ed.**, *Title of Book . . .*

Noll, Mark A., ed. *Religion and American Politics . . .*

2. Multiple Authors

For a book with two authors, use the following pattern:

N: Note Number. Author #1's First and Last Names **and** Author #2's First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), XX-XX.

2. Kai Bird and Martin J. Sherwin. *American Prometheus: The Triumph and Tragedy of J. Robert Oppenheimer* (New York: Alfred A. Knopf, 2005), 52.

B: Author #1's Last Name, Author #1's First Name, **and** Author #2's First and Last Names. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

Bird, Kai, and Martin J. Sherwin. *American Prometheus: The Triumph and Tragedy of J. Robert Oppenheimer*. New York: Alfred A. Knopf, 2005.

For a book with three authors, adapt the pattern as follows:

N: Note Number. Author #1's First and Last Names, Author #2's First and Last Names, **and** Author #3's First and Last Names, *Title of Book . . .*

5. Joyce Appleby, Lynn Hunt, and Margaret Jacob, *Telling the Truth about History...*

B: Author #1's Last Name, Author #1's First Name, Author #2's First and Last Names, and Author #3's First and Last Names. *Title of Book*, . . .

Appleby, Joyce, Lynn Hunt, and Margaret Jacob. *Telling the Truth about History* ...

For a book with four or more authors, adapt the note pattern only as follows:

N: Note Number. Author #1's First and Last Names **et al.**, *Title of Book* . . .

15. Jacquelyn Dowd Hall et al., *Like a Family*...

3. Author[s] Plus Editor or Translator

For a book with an author plus an editor, use the following pattern:

N: Note Number. Author's First and Last Names, *Title of Book: Subtitle of Book*, **ed.** Editor's First and Last Names (Place of Publication: Publisher's Name, Date of Publication), XX-XX.

9. J. B. Harley, *The New Nature of Maps: Essays in the History of Cartography*, ed. Paul Laxton (Baltimore: Johns Hopkins University Press, 2002), 132-33.

B: Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*. **Edited by** Editor's First and Last Names. Place of Publication: Publisher's Name, Date of Publication.

Harley, J. B. *The New Nature of Maps: Essays in the History of Cartography*. Edited by Paul Laxton. Baltimore: Johns Hopkins University Press, 2002.

If a book has a translator instead of an editor, substitute the words *trans.* and *Translated by* and the translator's name for the editor data.

4. Edition Number

N: Note Number. Author's First and Last Names, *Title of Book: Subtitle of Book*, Edition Number **ed.** (Place of Publication: Publisher's Name, Date of Publication), XX-XX.

11. Roger Daniels. *Coming to America: A History of Immigration and Ethnicity in American Life*, 2nd ed. (New York: Harper Perennial, 2002), 84.

B: Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*. Edition Number **ed.** Place of Publication: Publisher's Name, Date of Publication.

Daniels, Roger. *Coming to America: A History of Immigration and Ethnicity in American Life*. 2nd ed. New York: Harper Perennial. 2002.

5. Single Chapter in an Edited Book

N: Note Number. Chapter Author's First and Last Names, "Title of Chapter: Subtitle of Chapter," **in** *Title of Book: Subtitle of Book*, **ed.** Editor's First and Last Names (Place of Publication: Publisher's Name, Date of Publication), XX-XX.

15. Anne Whiston Spirn, "Constructing Nature: The Legacy of Frederick Law Olmsted," in *Uncommon Ground: Rethinking the Human Place in Nature*, ed. William Cronon (New York: W. W. Norton and Company, 1996), 101.

B: Chapter Author's Last Name, Chapter Author's First Name. "Title of Chapter: Subtitle of Chapter." **In** *Title of Book: Subtitle of Book*, **edited by** Editor's First and Last Names, YY-YY. Place of Publication: Publisher's Name, Date of Publication.

Spirn, Anne Whiston. "Constructing Nature: The Legacy of Frederick Law Olmsted." In *Uncommon Ground: Rethinking the Human Place in Nature*, edited by William Cronon, 91-113. New York: W. W. Norton and Company, 1996.

Journal Articles

6. Journal Article in Print

N: Note Number. Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Journal* Volume Number (Date of Publication): XX-XX.

4. Pramod K. Nayar. "Marvelous Excesses: English Travel Writing and India, 1680-1727." *Journal of British Studies* 44, no. 2 (April 2005): 213.

B: Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Journal* Volume Number (Date of Publication): YY-YY.

Nayar, Pramod K. "Marvelous Excesses: English Travel Writing and India. 1680-1727." *Journal of British Studies* 44, no. 2 (April 2005): 213-38.

For an article with multiple authors, follow the relevant pattern for authors' names in template 2.

7. Journal Article Online

N: Note Number. Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Journal* Volume Number (Date of Publication), **under** "Descriptive Locator," URL (accessed Date of Access).

4. Daniel A. McFartand, "Resistance as a Social Drama: A Study of Change-oriented Encounters," *American Journal of Sociology* 109, no. 6 (May 2004), under "Settings," <http://www.journals.uchicago.edu/AJS/journal/issues/v109n6/050199/050199.html> (accessed May 3, 2006).

B: Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Journal* Volume Number (Date of Publication). URL (accessed Date of Access).

McFarland, Daniel A. "Resistance as a Social Drama: A Study of Change-oriented Encounters." *American Journal of Sociology* 109, no. 6 (May 2004). <http://www.journals.uchicago.edu/AJS/journal/issues/v109n6/050199/050199.html> (accessed May 3, 2006).

Parenthetical Citations-Reference List Style: The Basic Form

A citation style used widely in most social sciences and in the natural and physical sciences is the *parenthetical citations—reference list style*, or *reference list style* for short. It is also known as *author-date style*, because the author's name and the date of publication are the critical elements for identifying sources. This chapter presents an overview of the basic pattern for citations in reference list style, including both reference list entries and parenthetical citations. Examples of parenthetical citations are identified with a P; examples of reference list entries are identified with an R.

In reference list style, you signal that you have used a source by placing a *parenthetical citation* (including author, date, and relevant page numbers) next to your reference to that source:

According to one scholar. "The railroads had made Chicago the most important meeting place between East and West" (Cronon 1991, 92-93).

At the end of the paper, you list all sources in a *reference list*. That list normally includes every source you cited in a parenthetical citation and sometimes others you consulted but did not cite. Since parenthetical citations do not include complete bibliographical information for a source, you must include that information in your reference list. All reference list entries have the same general form:

R: Cronon, William. 1991. *Nature's metropolis: Chicago and the Great West*. New York: W. W. Norton & Company.

Readers expect you to follow the rules for correct citations exactly. These rules cover not only what data you must include and their order, but also punctuation, capitalization, italicizing, and so on. To get your citations right, you must pay close attention to many minute details that few researchers can easily remember. The next chapter provides a ready reference guide to those details.

18.1 Basic Patterns

Although sources and their citations come in almost endless variety, you are likely to use only a few kinds. While you may need to look up details to cite some unusual sources, you can easily learn the basic patterns for the few kinds you will use most often. You can then create templates that will help you record bibliographical data quickly and reliably as you read. The rest of this section describes the basic patterns, and figure 18.1 provides templates for examples of several common types of sources. Chapter 19 includes examples of a wide range of sources, including exceptions to the patterns discussed here.

18.1.1 Order of Elements

The order of elements in reference list entries follows the same general pattern for all types of sources: author, date (year) of publication, title, other facts of publication. Parenthetical citations include only the first two of these elements. If they cite specific passages, they also include page numbers or other locating information; reference list entries do not, though they do include a full span of page numbers for a source that is part of a larger whole, such as an article or a chapter.

18.1.2 Punctuation

In reference list entries, separate most elements with periods; in parenthetical citations, do not use a punctuation mark between the author and the date, but separate the date from a page number with a comma.

18.1.3 Capitalization

Capitalize most titles sentence style, but capitalize the titles of journals, magazines, and newspapers headline style. (See 22.3.1 for both styles.) Capitalize proper nouns in the usual way (see chapter 22). In some fields, you may use headline-style capitalization throughout the reference list; check your local guidelines.

18.1.4 Typography of Titles

Titles of larger entities (books, journals) are printed in italics; titles of smaller entities (chapters, articles) are printed in roman type and not enclosed in quotation marks. Titles of unpublished works (such as dissertations) are printed in roman type and not enclosed in quotation marks, even if they are book length.

18.1.5 Numbers

In titles, numbers are spelled out or given in numerals exactly as they are in the original. Page numbers that are in roman numerals in the original are presented in lowercase roman numerals. All other numbers (such as chapter numbers or figure numbers) are given in arabic numerals, even if they are in roman numerals or spelled out in the original.

18.1.6 Abbreviations

Abbreviate terms such as *editor*, *translator*, and *volume* (*ed.*, *trans.*, and *vol.*). The plural is usually formed by adding *s* (*eds.*) unless the abbreviation ends in an *s* (use *trans.* for both singular and plural). Your local guidelines may allow you to use additional abbreviations such as *Univ.* for *University*.

18.1.7 Indentation

Reference list entries have a hanging indentation: the first line is flush left and all following lines are indented the same space as paragraphs. Parenthetical citations are placed within the text and are not indented.

Figure 18.1. Templates for reference list entries and parenthetical citations

The following templates show what elements should be included in what order when citing several common types of sources in reference lists (R) and parenthetical citations (P). They also show punctuation, capitalization of titles, and typography of the elements. Gray shading shows abbreviations and other terms as they would actually appear in a citation. *XX* stands in for page numbers actually cited, *YY* for a full span of page numbers for an article or a chapter.

For further examples, explanations, and variations, see chapter 19.

Books

1. Single Author or Editor

R: Author's Last Name, Author's First Name. Date of Publication. *Title of book: Subtitle of book*. Place of Publication: Publisher's Name.

Diamond, Jared. 1997. *Guns, germs, and steel: The fates of human societies*. New York: W. W. Norton and Company.

P: (Author's Last Name Date of Publication, XX-XX)

(Diamond 1997, 47-48)

For a book with an editor instead of an author, adapt the pattern as follows:

- R: Editor's Last Name, Editor's First Name, **ed.** Date of Publication . . .
Noll, Mark A., ed. 1990...
- P: (Editor's Last Name Date of Publication, XX-XX)
(Noll 1990, 75-80)

2. Multiple Authors

For a book with two authors, use the following pattern:

- R: Author #1's Last Name, Author #1's First Name, **and** Author #2's First and Last Names. Date of Publication. *Title of book: Subtitle of book*. Place of Publication: Publisher's Name.
Bird, Kai, and Martin J. Sherwin. 2005. *American Prometheus: The triumph and tragedy of J. Robert Oppenheimer*. New York: Alfred A. Knopf.
- P: (Author #1's Last Name **and** Author #2's Last Name Date of Publication, XX-XX)
(Bird and Sherwin 2005, 52)

For a book with three authors, adapt the pattern as follows:

- R: Author #1's Last Name, Author #1's First Name, Author #2's First and Last Names, **and** Author #3's First and Last Names. Date of Publication . . .
Appleby, Joyce, Lynn Hunt, and Margaret Jacob. 1994
- P: (Author #1's Last Name, Author #2's Last Name, **and** Author #3's Last Name Date of Publication, XX-XX)
(Appleby, Hunt, and Jacob 1994, 135-36)

For a book with four or more authors, adapt the parenthetical citation pattern only as follows:

- P: (Author #1's Last Name **et al.** Date of Publication, XX-XX)
(Hall et at, 1987, 114-15)

3. Author(s) Plus Editor or Translator

For a book with an author plus an editor, use the following pattern:

- R: Author's Last Name, Author's First Name. Date of Publication. *Title of book: Subtitle of book*. **Ed.** Editor's First and Last Names. Place of Publication: Publisher's Name.
Harley, J. B. 2002. *The new nature of maps: Essays in the history of cartography*. Ed. Paul Laxton. Baltimore: Johns Hopkins University Press.
- P: (Author's Last Name Date of Publication, XX-XX)
(Harley 2002, 132-33)

If a book has a translator instead of an editor, substitute the word *Trans.* and the translator's name for the editor data in the reference list entry.

4. Edition Number

R: Author's Last Name, Author's First Name. Date of Publication. *Title of book: Subtitle of book*. Edition Number ed. Place of Publication: Publisher's Name.

Daniels, Roger 2002. *Coming to America: A history of immigration and ethnicity in American life*. 2nd ed. New York: Harper Perennial.

P: (Author's Last Name Date of Publication, XX-XX)

(Daniels 2002, 84)

5. Single Chapter in an Edited Book

R: Chapter Author's Last Name, Chapter Author's First Name. Date of Publication. Title of chapter: Subtitle of chapter. In *Title of book: Subtitle of book*, ed. Editor's First and Last Names, YY-YY. Place of Publication: Publisher's Name.

Spirn, Anne Whiston. 1996. Constructing nature: The legacy of Frederick Law Olmsted. In *Uncommon ground: Rethinking the human place in nature*, ed. William Cronon, 91-113. New York: W. W. Norton and Company.

P: (Chapter Author's Last Name Date of Publication, XX-XX)

(Spirn 1996, 101)

Journal Articles

6. Journal Article in Print

R: Author's Last Name, Author's First Name. Date of Publication. Title of article: Subtitle of article. *Title of Journal* Volume Number (Additional Date Information): YY-YY.

Nayar, Pramod K. 2005. Marvelous excesses; English travel writing and India, 1680-1727. *Journal of British Studies* 44. no. 2 (April): 213-38.

P: (Author's Last Name Date of Publication, XX-XX)

(Nayar 2005, 213)

For an article with multiple authors, follow the relevant pattern for authors' names in template 2.

7. Journal Article Online

R: Author's Last Name, Author's First Name. Date of Publication. Title of article: Subtitle of article. *Title of Journal* Volume Number (Additional Date Information). URL (accessed Date of Access).

McFarland, Daniel A. 2004. Resistance as a social drama: A study of change-oriented encounters. *American Journal of Sociology* 109, no. 6 (May), <http://www.journals.uchicago.edu/AJS/journal/issue5/v109n6/050199/050199.html> (accessed May 3, 2006).

P: (Author's Last Name Date of Publication)

(McFarland 2004)