WHAT is referencing?
When an assignment is handed in, details about the sources of information (references) used need to be provided.

- There are two parts to referencing an assignment:
  1. **within-text referencing**: details of sources of information used are written within the body of the assignment
  2. **list of works cited**: details of sources of information used, which appear at the end of the assignment.

- Specific details about each source of information must be provided and these details must be presented in a particular way.

1. **Within the text** of the assignment, *brief* details are given about the sources of information used. These references must clearly point to specific sources in the **list of works cited**. Example of referencing within the text:

   **Author's name in text**:
   Tannen has argued this (178-85)

   **OR**

   **Author's name in reference**
   This point has already been argued (Tannen 178-85).

   For the reference, the surname of the author of the publication; the year of publication and the page/s on which the information appeared need to be provided. These details are enclosed in curved brackets. The MLA system does not include the date of the publication.

2. The **List of works cited** at the end of the assignment provides *full* details about all the sources of information used.

   The list of works cited provides full information about all the sources used in a paper.

   The list starts on a new page at the end of the paper and is headed **Works Cited**. Entries are listed alphabetically using double-spacing. Each work listed begins flush with the left-hand margin, and any subsequent lines in the entry are indented one-half inch (five spaces) from the left-hand margin.

   The rules for **capitalizing titles** are strict. In both titles and subtitles, capitalize the first words, the last words, and all principle words, including those that follow hyphens in compound terms.
WHY is referencing important?

• to acknowledge the work or words of others
• to avoid plagiarism (using someone else’s ideas as if they were your own)
• to indicate the range of sources used for an assignment; how up-to-date the sources are and whether relevant material was used
• to enable others to trace the sources listed in order to find further information.

EXAMPLES OF HOW DETAILED CITATIONS FOR DIFFERENT SOURCES SHOULD BE WRITTEN FOR A LIST OF WORKS CITED

Certain basic details must be given and they must be written down in a particular way

A) BOOKS - including dictionaries and encyclopedias

Basic format:
Surname(s) of author(s) or editor(s), Initials. Title of book. Edition (if other than the 1st). Place of publication: Publisher, year of publication.

• Titles of books are in italics
• If more than one place of publication is given, choose the first
• If more than one publisher is given, choose the first.

Examples:
A book by one author

A book by more than one author

Note: If there are more than three author, you may name only the first and add “et al.” (“and others”), for example: Quirk, Randolph, et al.

A book of more than one volume

A book edited by one or more editors


An essay, chapter, or selection in an anthology or an edited work

Note: Oxford University Press is abbreviated to Oxford UP.
A new edition of a book

A translation

A signed and unsigned article from an encyclopaedia


Note: When citing a familiar reference book, especially those that frequently appear in new editions, do not give place of publication and publisher. When citing less familiar reference books, especially those that have appeared in only one edition, it is necessary to give full publication information.

A dictionary

B) PERIODICALS - including journals, magazines and newspapers
- Because all issues of a periodical have the same title, the volume, issue and page numbers is vital to identify recording the exact location of an article.
- Titles of periodicals are in italics and keywords have capital letters.
- Publisher details are not required for periodical references.
- For newspapers, use the day and month instead of volume and part number.

Basic format:
Surname and initial(s) of author. “Title of article”. *Title of the Periodical* volume number. issue number if applicable (year of publication): inclusive page numbers.

Examples:

Newspaper articles


C) UNPUBLISHED SOURCES – including theses, dissertations, lecture notes, unpublished conference papers, interviews and personal communications

Theses and dissertations, lecture notes, photocopies
Titles of unpublished sources are enclosed in quotation marks and not italicized. Then write the description label *Diss.*, and add the name of the degree – granting university, followed by a comma and the year.
Example:

A personal letter or interview

Herrens, Malcolm B. Telephone interview. 3 February 1980.

Rowling, J.K. E-mail interview. 8-12 May 2002.

D) Other sources

A film, DVD or video recording
Basic format:
*Title*. Director. Distributor. Year of release. Other pertinent details such as the names of the writer, performers, and producer may be included - between the title and the distributor.

Examples:


If you are citing the contribution of a particular individual, begin with that person’s name:


A television or radio programme

Basic format:
“Title of Episode or Segment (if appropriate)”. *Title of programme*. Title of series (if any). Pertinent details such as names of writer, director, performers, etc. Name of the Network. Call letters and city of local station (if any). Broadcast date.

Examples:


For more detailed information see: