Guide to referencing and bibliographies

Two systems for referencing sources used in your essays, presentations and other written work are explained in this guide: the author, date system and the use of footnotes or endnotes. CEERES recognises both systems, but you should choose one and use it consistently in each piece of work. Whichever system you use, you should provide a reference immediately after any direct quote, paraphrasing of another author's argument, reference to a published opinion or debate, or piece of data taken from a specific source. Please refer to the course guide for further information on and sanctions for plagiarism.

The author, date referencing system

This system integrates a reference to the author and date of a source into the text, pointing to a full bibliography at the end of your work. It has the advantage that your reader does not have to keep looking to the bottom of the page, or the end of your essay to see what source you are referring to and it leaves footnotes/endnotes free for additional comments or pieces of information not directly relating to your argument.

This system always refers to the actual author of a chapter or article not to the editor of a published work and this is reflected in the bibliography, see below e.g. (Kiblitskaya 2000). If there a two references by the same author in the same year use: a, and b, to distinguish e.g. (Hill, 2000a). For works with two authors use both surnames e.g. (Yanowitz and Silverman, 1999), for those with three or more use (Bridger et al, 1996). Where you are citing a quote or a piece of data that is already a citation in the text you are reading you should reference it in your text as (Lenin 1977: 85, cited in Buckley 1989: 25), your bibliography then only need include the source you actually read, i.e. in this case Buckley.

In the overwhelming majority of cases this reference should provide a page number as well as author and date, unless the reference is to an argument running through the whole work referenced. Page numbers are given as part of the in-text reference and do not need to be included in the bibliography, except for newspaper/magazine articles.

Ibid. and op cit. Are not used in this system. Each time you refer to a work you should include a reference to the author, date and page, even if you have already made reference to the same work previously.

Web based references

If you are referring to a web based publication with a given author and title you should use these for your reference (Pilkington, 1999). If there is no author, title or date available, for example if it is a website from which you have gained statistical data for example give a shortened version of the site (www.cbr.ru) with full information, including date accessed, in the bibliography, see below.

Examples of using the Author, date system.

Direct quote:

The 'political process model' of social movement development posits that, 'before they dawn, social movements must ... have achieved a critical mass of individuals who recognise that the discrimination

or oppression they are experiencing is a systemic, or political, problem, not a personal one, and that the rectification of the injustice is possible' (Sperling 1999: 44)

Paraphrased argument or facts taken from a published source:

Russian women have shown great courage and ingenuity in developing flexible survival strategies for themselves and their families and adapting to new demands and circumstances (Kiblitskaya 2000; Bridger et al, 1996).

Social organisations such as the network of women's councils functioning under the auspices of the Soviet Women's Committee also attempted to access goods and services for their members and to help families with many children, single parents, elderly women and others in difficult circumstances (Browning 1992: 106-9)

Data taken from a published source:

On the basis of ILO methodology statistics, reported by the central bank of Russia on its website there were 7 million unemployed in 2000 (www.cbr.ru)

Citing a citation

Lenin observed that 'you cannot draw the masses into politics without drawing women into politics as well', (Lenin 1977: 85, cited in Buckley 1989: 25)

Bibliography:

Books

1. Name of author(s), surname first then initial, and ordered alphabetically
2. Date of publication, (in brackets)
3. Title of book, underlined
4. Place of publication
5. Publisher

Bridger, S., Kay, R. and Pinnick, K. (1996) No More Heroines? Russia, Women and the Market, London: Routledge.
Buckley, M. (1989) Women and Ideology in the Soviet Union, London: Harvester Wheatsheaf.
Sperling, V. (1999) Organizing Women in Contemporary Russia: Engendering Transition, Cambridge: Cambridge University Press

Chapters in books

1. Name of author(s) of chapter, surname first then initial, and ordered alphabetically
2. Date of publication, (in brackets)
3. Title of chapter, 'in single-quotation marks'
4. Editor(s) of book, as in J. Bloggs (ed.)
5. Title of book, underlined
6. Place of publication
7. Publisher

Browning, G. (1992) 'The zhensovety revisited', in M. Buckley (ed.) <u>Perestroika and Soviet Women</u>, Cambridge: Cambridge University Press.
Kiblitskaya, M. (2000) 'Russia's female breadwinners: the changing subjective experience', in S. Ashwin (ed.) <u>Gender, State and Society in Soviet and Post-Soviet Russia</u>, London: Routledge.

Articles in journals, newspapers

1. Name of author(s), surname first then initial, and ordered alphabetically
2. Year of publication, (in brackets)
3. Title of article, 'in single-quotation marks'
4. Titleofnewspaper, <u>underlined</u>
5. Date of issue
6. Page number

Hill, D. (2000a) 'In search of New Dad', <u>The Guardian</u>, G2, 14 June, p. 8
Hill, D. (2000b) 'Tummy trouble', <u>The Guardian</u>, G2, 20 June, p. 8
Volkov, V. (1999) 'Violent Entrepreneurship in Post-Communist Russia', <u>Europe-Asia Studies</u>, Volume 51, Number 5, July

Web sites

1. Title of website
2. Full web address
3. Date consulted

Central bank of Russia website,
www.cbr.ru/eng/statistics/credit_statistics/print.asp?file=macro_00_e.htm, consulted on 15.1.03

OR

1. Name of author(s), surname first then initial, and ordered alphabetically
2. Date of publication
3. Title of article 'in single-quotation marks'
4. Full web address
5. Date consulted

Pilkington, H. (1999) 'Looking West? Youth and cultural globalisation in post-Soviet Russia', http://www.bham.ac.uk/crees/H.A.Pilkington/workshop/basees1.htm, consulted on 1.12.01

Footnotes or Endnotes

This system has the advantage that in-text references are more discrete, simply taking the form of a footnote or endnote. You must however still provide a full bibliography at the end of your work, listing all the sources you have footnoted references to, in alphabetical order and providing full biographical details as explained below.

As with the author, date system, you must ensure that you provide proper references for paraphrased arguments or facts taken from a published source; for data taken from published sources; and when citing a citation, as well as for direct quotations. See above for detailed examples.

First References

The first time a work is mentioned in a footnote or endnote the reference should be in its complete form; that is, it should include the following elements:

For a book:

1. Name of author(s)
2. Title of book – underlined
3. Place of publication
4. Publisher
5. Date of publication
6. Page number(s)

M. Buckley, Women and Ideology in the Soviet Union, (London: Harvester Wheatsheaf, 1989), p. 50.

For a chapter in a book:

1. Name of author(s) of chapter
2. Title of chapter – 'in single-quotation marks'
3. Editor of book
4. Title of book – underlined
5. Place of publication
6. Publisher
7. Date of publication
8. Page number(s)

G. Browning, 'The zhensovety revisited', in M. Buckley (ed.) Perestroika and Soviet Women, (Cambridge: Cambridge University Press, 1992), p. 28.

For an article in a journal:

1. Name of author(s)
2. Title of article - in single quotation marks
3. Name of journal – underlined
4. Volume number
5. Date of volume
6. Page number(s)

N. Smith, 'The Role of the Russian Freemasonry in the February Revolution: Another Scrap of Evidence', Slavic Review, Vol.27, No.4 (1968), p. 604.

For a newspaper article:

1. Title of newspaper – underlined
2. Date of issue
3. Page number

The Times, 3 March 1917, p. 2.

1. Title of website
2. Full web address
3. Date consulted

Central bank of Russia website,
www.cbr.ru/eng/statistics/credit_statistics/print.asp?file=macro_00_e.htm, consulted on 15.1.03

OR

1. Name of author(s),
2. Title of article 'in single-quotation marks'
3. Date of publication (if given)
4. Full webaddress
5. Date consulted

Pilkington, H. 'Looking West? Youth and cultural globalisation in post-Soviet Russia', (1999)
http://www.bham.ac.uk/crees/H.A.Pilkington/workshop/basees1.htm, consulted on 1.12.01

Second or Later References

When a work has been cited in complete form, later references can be made to it in an abbreviated version, for example, by mentioning the author's name and the relevant page(s). If this could lead to some ambiguity, for example if you have referenced several works by the same author, then the author's name and a shortened title can be given.

E.g.
Buckley, p. 67.
OR
Buckley, Women and Ideology, p. 67.

Note: Some authors use various other terms to refer to works which have been given previously in their full form. You need to be able to recognise and understand these, but should use the system described above yourself. These include:

Ibid. = a reference to the last-named book, journal, etc.
loc. cit. = an identical reference to the previous one
op. cit. = a work already quoted (but not an identical reference).