



**REFERENCING & STYLE GUIDE
FOR
HUMAN GEOGRAPHY**

by

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(Adapted from Robin Law, July 2004)

The Basics of Referencing

The reason that we include references in written work is to support our claims. The aim is to make it as simple as possible for the reader to follow up any of the claims by consulting the works which are referred to.

Consequently, the three most important aspects of referencing are:

- **COMPLETENESS:** Refer to all relevant sources that you have consulted, and include full details of all sources that you have cited in the text.
- **CLARITY:** Make your list of reference easy to read.
- **CONSISTENCY:** Do things in the same way through the written work.

The recommended style in the Geography Department is the **author-date-style**, sometimes also referred to as the parenthetical-reference style or the **Harvard style**. It is the form that is always used in the natural sciences and is also widely used in the social sciences. We do NOT recommend using the 'humanities' style which involves footnotes and a bibliography.

The key features of the **Harvard style** are:

1. Brief references (called 'citations') are embedded in the text itself. These refer to the author's last name and the year of publication. They are usually placed at the end of a sentence.
2. At the end of an essay or paper, a section entitled **References** lists ONLY those works (books, articles and websites) which were directly referred to in the text – other works consulted are not listed. The **Reference List** is ordered alphabetically according to the author's last name. (A **Bibliography** differs from a list of References, in that it lists all of the material you have consulted in preparing your essay or paper, whether or not you have actually cited the work).
- 3a. The list of references always includes the following information, for a **book**:
 - author
 - year of publication
 - book title (always underlined, or in *italics*)
 - place of publication
 - publisher

Additional information is required if the work is a **chapter in an edited book** -- include **page numbers of the chapter** and the **names of the editors**.

3b. The list of references always includes the following information, for a **journal article**:

- author
- year of publication
- title of journal (always underlined, or in *italics*)
- volume (and issue number if available)
- page number of article

Note that, for journal articles, the place and the publisher are not included.

3c. **Newspapers:**

- author
- date of publication
- title of article
- title of newspaper
- place of publication
- page number of article

3d. **Conference papers:**

- author
- date, location and name of conference
- title of paper

3a. **Internet sources:**

- author
- date of publication
- title of article
- web-site address
- date that you accessed the web-site

Variations in the Harvard referencing system

You will come across many versions of the Harvard system, with minor variations in punctuation, capitalisation, and order. There are differences among disciplines, and also among journals and publishers. In addition, some conventions change over time.

Which version should you use for work submitted to the Geography department?

The key thing to remember is:

Follow the recommendations of the lecturer in charge of your course. If no specific direction is given, then use this Style Guide.

The referencing system described in this Guide is one that is commonly used by staff in the Geography Department. It is based on the APA (American Psychological Association) system of referencing, which is widely used in the social sciences, and is used by some major publishers in geography such as Routledge. We have made some small changes to these to suit our own preferences, and they are noted where they apply.

Rules for citations within the text

- Within the text, place the reference/citation in brackets, e.g. (Simpson, 1993). Include the author's name and the date, separated by a comma. If you are referring to several works, then separate each reference with a semi-colon., e.g. (May, 1993; Simpson, 1989).
- If you are quoting directly from someone, you must always give the page number in the reference, and also put the direct quotation in quotation marks, '...', e.g. (Simpson, 1993:5), or (Simpson, 1993 p. 5).
- If you are referring to a work which has been written by more than three authors, then just include the first author's name and the abbreviation „*et al.*“ (in italics). Because it is an abbreviation for the Latin phrase *et alii*, there is no full stop after *et* , but there is one after *al*. In the past, it has been the convention to write this in italics (or underline) since it is in a foreign language (Latin)- for example: (Simpson, *et al.*, 1993). Today that convention seems to be losing some ground, and it is acceptable not to use italics. Do not use *et al.* in the reference list, only in the text. In the reference list you should give the names of all authors.
- If you are referring to an article which is in an edited collection, refer to the name of the *author*, not the editor. Where possible, always give credit to the actual author. If a reference work (e.g. the *Dictionary of Human Geography*) identifies the authors of each entry by using initials, look up the full name of the author in the front of the work and use that to cite the source.
- If the author is unknown, then use the title of the text instead. If the source is undated, then refer to it as Simpson (n.d.) (not dated). If only an approximate publication date is known, then refer to it as Simpson (c. 1845) (c. = circa/about).
- If you cite more than one work by the same author in the same year, add a lower case letter to differentiate them, a, b, c, etc...., e.g. (Simpson, 1970a; 1970b).

Rules for using quotations

- Integrate the quotation so that it makes sense in the context of your discussion and fits grammatically into a sentence.
- Reproduce the exact wording, spelling, and punctuation of the quotation. If there is an error in the original, then you can insert the Latin word *sic* in brackets after it. If you want to underline or italicise part of the quotation for emphasis, then add the phrase (*my emphasis*) in brackets at the end of the quotation. If you want to insert a comment of your own into the quote, enclose it in square brackets [blabla].
- For short quotations, use double quotation marks ('blabla'). If the piece you want to quote is longer than four lines, then you should indent it. Use single spacing, and OMIT the double quotes.
- If you want to omit something from the original quotation, then use three dots only (...).

Rules for the list of references

- Arrange your references alphabetically by author. Note that an article in an edited collection is listed under the name of the article author, not the editor. If an individual and organisation are both listed as authors, then use the individual.
- Use single line spacing within each entry. Leave a blank line between each entry. (Indenting the second line of each entry looks good, but it is often tricky to format, so need not be done).
- Use the author's surname, and initials. Two initials only need a full stop between them (not a space). For example:, Simpson, H.E.
- Place brackets around the date, but no full stop, e.g. (1994)
- Use 'and' instead of & to link authors. e.g. Anderson, J. and Poole, M.
- Use title case for book and periodical names. Title case uses capital letters for the first letters of key words. e.g. *How to Publish a Book in New Zealand*.
- Use sentence case for the title of articles and chapters. Sentence case uses capitals for the first letter of the first word and for proper nouns. For example:, 'Ice-cream consumption among students in Dunedin'.
- Place a comma after the book title.
- Edition number in brackets, e.g. (2nd ed.).
- Use the place of publication, followed by a colon, followed by name of publisher e.g. Auckland: Reed Press.
- Use a full stop at the end of the reference.
- Use single quotation marks '...' around the title of a chapter in a book or an article in a journal. Note that a common alternative is to omit quotes, but we do not recommend this since we believe that it is harder to interpret, especially when the article is in an edited collection. Punctuation marks (comma or full stop) should go outside the quotes.
- Use underlining OR italics to indicate a book title or journal title. Note that theses and dissertations are not regarded as published work, and so the titles are not underlined or italicized.
- When referring to a journal article, if there is an issue number as well as a volume number, then place the issue number in brackets directly after the volume number, without an intervening space. Use the abbreviation 'pp' to indicate the page numbers of a journal article. e.g. *Journal of Junk* 14 (3) pp. 21-26.

Note that there is a commonly used alternative which is followed in the Routledge examples (e.g. *Journal of Junk* 14, 3:21-26).

- Names of editors, if embedded in a reference, should not be written with the surname first.
- When referring to a work that is included in an edited collection, follow this style: ...(article title)...in A. Pearson and A.N. Other (eds) Book Title, Place: Publisher, pp.
- If in your text you have mentioned work cited by another author (e.g. Berry, 1970, cited in Knox, 1995), in the reference list only include the author that you have consulted (in this case, Knox). However, you should try to avoid this situation. Try to find the original source and read it yourself in order to make sure that the information has not been misquoted.
- For essays and research papers, it is usually appropriate to include all your sources in one alphabetical reference list at the end of your paper/essay. For longer works such as dissertations, it may be preferable to separate them into primary and secondary sources, with further subdivisions into 'Books', 'Journal Articles', etc. Consult your supervisor for guidance on this.

Examples

Note: Remember that underlining and italics mean the same thing. Italics look better, so if you have a computer it is recommended. However, if you are writing by hand, then use underlining.

Books: one author

Berger, J. (1974) *The Look of Things*, New York: Viking.

Books: two authors

Baruch, G. and Brooks-Gunn, J. (1984) *Women in Midlife*, New York: Plenum.

Books: more than two authors

Allat, P., Keil, T., Bryman, A. and Bytheway, B. (1987) *Women and the Life Cycle: Transitions and Turning Points*, New York: St Martins Press.

Edited Collections – one editor

Note that (ed.) has a full stop, but (eds) does not.

Kirby, A.M. (ed.) (1994) *Nothing to Fear: Risks and Hazards in American Society*, Tucson: University of Arizona Press.

Edited Collections – more than one editor

Gaile, G.L. and Willmott, C. (eds) (1989) *Geography in America*, Columbus, OH: Merrill Publishing Company.

Article/Chapter in Edited Collection

Lopata, H.Z. (1987) 'Women's family roles in life course perspective', in B. Hess and M.M. Ferre (eds) *Analyzing Gender: A Handbook of Social Science Research*, San Diego, CA: Sage, pp. 35-46.

Article in a Journal

Saarinen, T., Sell, J.L. and Husband, E. (1982) 'Environmental perception: international efforts', *Progress in Human Geography* 6: 515-46.

Entry in Dictionary

Gregory, D. (2000) Entry on 'critical theory' in R.J. Johnston, D. Gregory, G. Pratt and M. Watts (eds) *Dictionary of Human Geography (4th edn)*, Oxford: Blackwell, pp. 129-133.
or
Webster's Desk Dictionary of the English Language (1983) New York: Gramercy Books.

Unpublished Theses and Dissertations

Because these are not regarded as published, the title is not underlined or italicised.

Example:

Lee, J. (1993) *Creating Effective Human Service Delivery Systems for the Homeless*. Unpublished Ph.D. dissertation, School of Urban and Regional Planning, University of Southern California.

Government Documents and Reports

You will have to use your judgement as to whether these are considered as published sources or not. If they can be regarded as publications, then follow the style for a book. If they do not seem to fall into the category of publications, then use the following style (note that the title is not underlined).

City of La Verne, Community Development Department (1991) *Staff report on zoning for social services and health care facilities*. La Verne, CA: City of La Verne.

Census data

Note that it is not usually enough just to refer to „the census“. You must specify the kind of census (most commonly the Census of Population and Dwellings, but there are others), the year, the title of the report in which you found the information, the publisher and place of publication. If you are referring to specific information, also refer to the table number when you refer to the data in the text. Note that the name of the agency is now „Statistics New Zealand“, but many of the documents show the old name, i.e. Department of Statistics. You should always use the name that actually appears on the document.

Department of Statistics (1992) *Otago/Southland Regional Report: 1991 Census of Population and Dwellings*, Wellington: Department of Statistics.

Newspaper articles

There are two acceptable ways to refer to these.

The British practice is to give the newspaper's name, exact date, and page number in brackets in the text, and to omit it from the reference list. For example;

.....in line with the dramatic increase in house prices (*Otago Daily Times*, June 16, 1996, A3).

The American practice is to treat newspaper articles in the same way as journal articles. Add the name of the place of publication if it is not part of the newspaper's name. For example,:

French, D. (1988) '60% of women work', *Boston Globe* 23 May, p. 22.

Where no author is given, then use the name of the newspaper as the author. For example::

New York Times (1991) 'Census finds drop in home ownership', June 16, p.18.

Personal Communications

This category refers to information you have obtained from an interview, conversation, or private letter. There are two ways to deal with this. The approach recommended by Hay (1996) is to incorporate all the details fluidly into the text so that no references are necessary.

For example::

In a telephone interview I conducted on 16 June, 1997, Mr Bing Crosby, Director of Nuclear Safety, noted that.....

If that approach does not seem suitable, then you can refer to information within the text as **pers. comm.** For example::

...and this was a widespread belief among residents at the time (Grey, pers. comm. 1992).

After the list of references you should then have a separate list at the end of your essay/paper, titled **Personal Communications**, where you list full details. For example::

Grey, G. (1992) Senior Planner, Otago Regional Council, interview 17 June.

However, there are ethical issues to consider here. In order to preserve the anonymity of the person with whom you have communicated, you may need to omit the actual name of the person. You should discuss with your tutor the question of ethical issues and citing your interviewees.

Video

Down on the farm. (video recording) 30 June 1994, ABC Television.

Electronic Sources

When citing electronic sources, use your judgement and follow the principles of completeness, consistency, and clarity. Refer to the work by the name of the author and date in the text. In the list of references, add a 'type of medium' statement (e.g. CD-ROM), and some details on where it is available (e.g. <http://www.bit.of.it>). For information from the web, you should include date that you downloaded/accessed the item.

Example

Human Rights Commission (1998) online: *Welcome to the New Zealand Human Rights Commission.* <http://www.hrc.co.nz/welcome.htm> (accessed 11 January 1999).

Note that the conventions regarding how to cite electronic sources are still being worked out, and there are at present quite a variety of styles being used. Your best approach is to keep note of how other authors in recent publications are referencing the work, and to follow what seems to you to be the current best practice. But always try to be consistent in the way you cite such sources.

Some useful sources of additional information on style and referencing

Most of these are available in the Central Library.

Anderson, J. and Poole, M. (1994) *Thesis and Assignment Writing* (2nd ed.),
Brisbane: John Wiley and Sons.

Campbell, W.G., Ballou, S.V. and Slade, C. (1990) *Form and Style: Theses, Reports, Terms papers*, Boston: Houghton Mifflin Co.

Hay, I. (2006) *Communicating in Geography and the Environmental Sciences* (3rd ed.),
Oxford: Oxford University Press.

Lewins, F.W. (1993) *Writing a thesis: a guide to its nature and organisation*, Canberra:
Bibliotech.

Northey, M. , Knight, D.B. and Draper, D. (2009) *Making Sense: a student's guide to research and writing: geography and environmental sciences*, Ontario: Oxford University Press.

Oliver, P. (2004) *Writing your thesis*, Sage, London.

Rountree, K. (1991) *Writing for Success: A Practical Guide for New Zealand Students*,
Auckland: Longman Paul Ltd.

The Chicago Manual of Style (16th ed.) (2010) Chicago: University of Chicago Press.
Turabian, K.L. (1987) *A Manual for Writers of Term Papers, Theses and Dissertations*, (5th ed.) Chicago: University of Chicago Press.

Wallace, D. And Hughes, J. (1995) *Style Book: A Guide for New Zealand Writers and Editors*, Wellington: GP Publications.

There are many good websites now available with details on referencing.

<http://www.library.otago.ac.nz/research/citation.html>

<http://www.otago.ac.nz/study/plagiarism/>

<http://www.apa.org/journals/webref.html>
