ACADEMIC REFERENCING
Guidance for students in 2011/12

INTRODUCTION
These guidelines should be followed for all relevant written work submitted at CSSD, including portfolios, presentations, writing within films, for example. It is implicit within most assessment criteria that work follows these conventions and will be marked accordingly.

PRESENTATION
- Work should be word-processed (except sections of portfolios).
- Number all pages.
- Margins should be wide enough for marker’s comments.
- Lines should be double spaced (or single and a half spaced) if it is percentage weighted work.
- Footnotes should be numbered numerically and placed at the bottom of the page.
- Assignments should be easily accessible to the reader in terms of binding and covers.
- The final page should be a Bibliography which includes full bibliographic reference to the sources used and cited in the essay.
- The School uses the Harvard method of citation for bibliographic references. Please use this method in all written work, using the guidelines below.
IN TEXT CITATIONS

- When written, **all** titles of books, plays, journals, films, TV programmes etc. should be *italicised* (not in " " marks).
- Quotations of more than 3 lines should be indented at each end and followed by an indication of their source: **author’s last name, date of publication and page number/s**. Quotation marks are not used for these indented quotations that are more than three lines. (Indented quotations are always single spaced, not doubled.)
- Quotations of less than three lines should be incorporated into the flow of the text and you **do** put these *inside quotation marks*.
- Use square brackets [ ] to indicate your insertions into the quotation. Three full stops … shows part of the original text has been omitted by you.
- Give the author’s last name, the date of the publication and the page reference after each and every quotation, except in the case of plays where line references will do.
- Put the date after each author referred to in brackets ( ), describing the publication date of the source, except in the sole case of Shakespeare plays when the title alone will suffice.
- If you are citing a quotation within another text, your reference would read, for example: (Hall in Giddens 1990: 54). The Hall text would not appear in the bibliography.
- If you are citing an idea or concept rather than an exact quotation, the reference should be included (see Inglis citation in the example below).
- Referencing a website in the text should follow the systems laid down for referencing a text e.g. (Burka 1993). It is sometimes not possible to put a page reference.
- If you are using a lecturer’s ideas, these should be referenced in the same way a text is. If you are using a quotation that a lecturer has used, you should cite it as (Quilter 2006: 324 in Cookson: 10.4.07) where Cookson is the lecturer.
- Always use the date of publication of the edition of the text that you are actually using.

The following example includes quotations of over and under three lines and a citation of a concept.

**EXAMPLE**

Greiner (1955) makes tentative comparisons between film-making and other subjects. She is clearly anxious about the status of popular media in the context of the curriculum, despite her confidence in the educational value of such activities:

> The preliminary stages [in composing a story] should be carefully worked out steps … and have a considerable bearing on the study and practice of English and Art. The subsequent stages should take into account these steps. (Greiner 1955: 7-8)

Later she attempts to argue that films are in some way equivalent (as discursive forms, we might say) to drama, the novel, poetry, television and radio.

Juxtaposing this argument, there are others who would not agree: ‘The film stands alone as an art form,’ (Quilter 2006: 256) Perhaps here we are seeing the shift in thinking that is symbolic of a postmodern critique of film (Inglis 2002: 67-72).

Please remember that text citations are **included** in the wordcount.
FOOTNOTES
As a general rule, put important matters into the text and omit related items. Footnotes are the place to explain:

• research problems;
• conflicts in the testimony of experts;
• matters of importance that are not central to your discussion;
• credit to people and sources not mentioned in the text;
• other pertinent tangential matters.

They are not the place to put the reference. This is done in the main body of the text (as demonstrated in the example above). Footnotes are single spaced.

Please remember that footnotes are included in the wordcount.

APPENDICES
You may wish to use appendices. This is the place for lengthy additional information that is not immediately pertinent to your argument but supports your work. For example:

• transcripts of sections of interviews;
• DVDs, art work or equivalent that accompany the assignment;
• summaries of a line of thought that you have referred to. To describe it in detail in your essay may be an unhelpful use of wordcount but you could choose to describe it in an appendix;
• extracts from important documents;
• examples of questionnaires used.

Appendices should be labelled A, B, and so on. They can be single spaced.

Please remember that appendices are not included in the wordcount.

BIBLIOGRAPHY
This should be laid out alphabetically by author’s last name (and not in sections as it is here). The basic format is: author, date, title, place of publication, publisher. This will vary with, for example, website references (see below).

SAMPLE ENTRIES:
Books

Edited collection

Translated edition

Chapter in collection
Journal article

[A book by a corporate author (e.g. an organisation or a government department)]

Play

Production/Art work

Poem

Newspaper

Or
‘Fight Against Root Causes of Violence’, Editorial, *USA Today*, 23.7.91: 10

An act of parliament

A Green/White paper

Film/TV/Radio.
*The Commanders: Douglas MacArthur*, New York, NBC-TV, 17.3.75.

Lectures

Interviews
Teale, P. (2001) Interview discussing women directors in contemporary theatre, 17.10.01 (see transcript, Appendix B).
Thesis/dissertation

Abbey, K. (2005) *To know or not to know: an investigation into the transpersonal aspect of the therapeutic relationship*, Unpublished MA dissertation, Central School of Speech and Drama.

Website

Citing online resources can be particularly tricky. You need to try to give the same information as with any other source, although it may not be given on the website; plus you need to give a couple of additional things.
As with all bibliographic references, you are identifying the precise location for a reader. You must identify the exact location within the site, so give the full url (the address of the exact page you are citing) after the title of the page or article. As web pages change frequently, you also need to include the date you accessed the page, at the end of your citation. In example one, the date of the creation of the webpage is not available; the access date is all that could be given.

Example one:


Where possible you should give the date of publication of the page, (as opposed to the date on which you accessed it) which you should insert between the title of the article and the url, as in example two. And where possible you should give the title of the overall work (which may be the name of the website) after the name of the page or article you are citing. Give this in italics as if it was the title of a book, as in example two.

Example two:


You will often find that an online resource does not give the name of its author. When this is the case you should look for an authoring organisation, as in example three.

Example three:


Example of a bibliography at the end of an assignment:


Please remember that the bibliography is not included in the wordcount.

**THESE GUIDELINES CANNOT COVER EVERY EVENTUALITY. PLEASE ADAPT THIS GENERAL FRAMEWORK FOR ITEMS NOT COVERED ABOVE, REMAINING CONSISTENT THROUGHOUT YOUR ASSIGNMENT. THESE CONVENTIONS TAKE PRECEDENCE OVER ANY OTHERS FOR THE DURATION OF YOUR DEGREE.**