

REFERENCING FOR ESSAYS & DISSERTATIONS

Credit must always be given in your essays, dissertations or thesis to other people whose work you draw on or cite to substantiate your arguments.

A number of different styles are acceptable; the main thing is to be consistent in the style you adopt. Here are two possibilities (the first the normal 'Arts and Humanities' style, the second a 'Social Sciences' style), but your Supervisor may prefer yet another style; ask him or her!

Within the text of the essay

The Arts and Humanities Style

Use **footnotes** (easy to do automatically with word-processing software) and give the entire reference as in the Bibliography (see below), with page numbers.

If you mention the same author and book again in the very next reference, you can put 'ibid' plus the page reference in the footnote, without repeating any of the details of author, title and date.

If you mention the same author and book again, but with another reference in between, put the surname, abbreviated title, and the page reference in the footnote.

If you cite another book by the same author, you will, of course, have to put in the full reference in the footnote, as in the first point under this heading.

The Social Sciences Style

If you are not quoting another author directly, but simply referring to their work, you should simply indicate within brackets the surname of the author, followed by the publication date of the book, e.g. (Ford, 1999).

If you are quoting a passage, you should also give details of the page number of the quotation so that it can be referred to easily, e.g. (Ford, 1999, p. 122) or (Ford, 1999, pp. 122-5).

Bibliography

In both cases, you will need to set out the full references to the texts you have used, at the end of your essay, as follows:

- **Journal Articles:** Taliaferro, C. (2001), 'The Virtues of Embodiment', *Philosophy*, vol. 76, pp. 111-125.
- **Books:** Ford, D.F. (1999), *Self and Salvation: Being Transformed*, Cambridge, Cambridge University Press.
- **Chapter in an edited book:** Lipner, J.J. (2000), 'Religion and Religious Thinking in the New Millennium', in Wickeri, P.L., Wickeri, J.K. and Niles, D.M.A. (eds.), *Plurality, Power and Mission: Intercontextual Theological Explorations on the Role of Religion in the New Millennium*, London, Council for World Mission.
- **Other:** References to newspaper articles should include details of the author's name, the paper and the date. Internet sites should be specified as such and include the full URL (e.g. <http://www.divinity.cam.ac.uk/faculty/Judaism.html>). However, if you are referencing an article you have downloaded, just cite the author's name and work as above.