



PRIFYSGOL
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Guide for Referencing and Citation

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School of Social Sciences

When producing academic work, we give credit to other people's work. While it is important for you to express your own ideas and thoughts, you should use academic sources as the basis for your work. In using them, you should make it clear in your text what your sources are and you should also produce a list giving full bibliographic details of your sources in alphabetical order, by author, at the end of your assignment. It is important to reference clearly and correctly.

Marks will be deducted for poor referencing.

A reference to, say, Gibbon's History of the Decline and Fall of the Roman Empire is not much help if you have to read through seven or eight volumes to find the quote. Therefore, a system of referencing has to be chosen which is more precise. It has to give, e.g., author name, year of publication, title, number of edition, place of publication and publisher, of course, in the case above the volume, and the page. Also, the system should be as simple and economical as possible. So that you only have to enter a short identification in your text, thus keeping it readable, and that you only have to list the complete source information later.

The School of Social Sciences suggests the "Harvard System" of citation. Students from other Schools or Universities may continue their system of citation as long as it is as precise as the Harvard System.

The School of Social Sciences will check all essays submitting them to anti-plagiarism software.

Plagiarism means representing someone else's work as your own or using someone else's work without acknowledgement. It is a form of cheating and therefore constitutes a serious breach of University rule (see Undergraduate/Postgraduate Students Handbook for further information).

This overview cannot cover every aspect of referencing and citation. Please consult the sources mentioned under D. for further guidance or ask your lecturer for advice.

We would be happy to have your feedback on how to improve this guide. Please contact: s.machura@bangor.ac.uk.

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A. REFERENCING

I. Entries

All sources which are cited in your text must appear in the list of references. Sources not quoted in the text are not to be included. **Before submitting your essay, check!**

The following explains how to enter various sources into a list of references.

1. Books

A book is entered into the list of references by author's name, author's initials or first name, year of publication in brackets, italicised title of book, place of publication and publisher.

Single author:

Giddens, Anthony (1985), *The Nation State and Violence*. Cambridge: Polity Press.

Give number of edition (if more than one), editor or translator where appropriate.

Habermas, Jürgen (1993), *Faktizität und Geltung*. 2nd edition. Frankfurt on the Main: Suhrkamp.

Marx, Karl (2004), *Selected Writings*. 2nd edition, edited by David McLellan. Oxford: Oxford University Press.

More than one author:

Lind, E. Allan, and Tyler, Tom R. (1988), *The Social Psychology of Procedural Justice*. New York: Plenum.

More than two authors:

Tyler, Tom R., Boeckmann, Robert J., Smith, Heather J., and Huo, Yuen J. (1997), *Social Justice in a Diverse Society*. Boulder/Colorado: Westview Press.

Edited books:

Berkowitz, Leonard (ed., 1965), *Advances in Experimental Social Psychology*, Vol. 2. New York: Academic.

Bunker, Barbara Benedict, and Rubin, Jeffrey Z. (eds., 1995), *Conflict, Cooperation, and Justice*. San Francisco: Jossey-Bass.

Please note that individual articles from an edited book are listed as mentioned under 3.

E-books:

E-books come in different formats. They are cited like any other book but with an additional entry for the medium of publication (e.g. Kindle file, PDF file).

Machura, Stefan (2005), *Politik und Verwaltung*. Wiesbaden: Verlag für Sozialwissenschaft (Kindle file).

2. Journal Articles

Journal references must include author name, year of publication in brackets, title of the article, italicised title of the journal, volume and pages.

Ruggiero, Vincenzo (1996), *France: Corruption as Resentment*. *Journal of Law and Society* 23:113-131.

Most academic journals number pages throughout a volume. Where a journal starts every issue with new numbering, give also the number of the issue.

Bal, Peter (1994), *Discourse Ethics and Human Rights in Criminal Procedure*. *Philosophy and Social Criticism* 20, No. 4:71-99.

For electronic journals see below under 6.

3. Articles in Edited Volumes

Articles from edited volumes are referenced as follows: author name, year of publication in brackets, title of the article, editor's name, "(ed.)" or "(eds.)" where more than one editor, italicized book title, number of volume if appropriate, place of publication and publisher, pages.

Adams, John Stacey (1965), *Inequity in Social Exchange*. In: Leonard Berkowitz (ed.), *Advances in Experimental Social Psychology*, Vol. 2. New York: Academic, pp. 267-299.

4. Dissertations

Unpublished dissertations are referenced by author name, year, title, type of academic degree, and place.

Cunnington, Lowri (2007), *Astudiaeth Hanesyddol a Chymunedol ar Gymuned Tiger Bay, Gaerdydd*. BA thesis, University of Wales, Bangor.
Heins, Volker-Michael (1988), *Jenseits der Legitimation. Zur politischen Theorie der Legitimation des Staates*. Diss. phil., Frankfurt on the Main.

5. Official Papers/Reports

Home Office (1985), *Criminal Statistics in England and Wales*. London: HMSO.

6. Internet Sources

Internet Sources are cited by name of author or institution (if available), year in brackets (if available), document title, place and publisher (if available) and the document's internet address (URL) plus the date of access. Wherever possible, give the author name, only where there is no author indicated, provide the name of the institution.

Karstedt, Susanne, and Farrall, Stephen (2007), *Law Abiding Majority?* London: Centre for Crime and Justice Studies. http://www.crimeandjustice.org.uk/opus45/Law_abiding_Majority_FINAL_VERSION.pdf (Accessed 6th July 2012).

Amnesty International (2012), *Who We Are*. <http://www.amnesty.org/en/who-we-are> (Accessed 13th June 2012).

If your online document is a regular book the rules above under 1. apply.

If your online document is a journal article and it does not differ from the printed version, the rules for journal articles apply (as above under 2.). If it does differ from the printed version (may be noted on the web page), or if the article is online only, add to the information given for journal articles the URL address (sometimes referred to as "doi") and the date of access.

Pearson, Geoff (2012), *Dirty Trix at Euro 2008: Brand Protection, Ambush Marketing and Intellectual Property Theft at the European Football Championships*. Entertainment and Sports Law Journal 10. <http://www2.warwick.ac.uk/fac/soc/law/elj/eslj/issues/volume10/pearson/> (Accessed 2 September 2013).

Webblog entries are cited as follows: author name, year in brackets, title of individual blog entry (if available), title of weblog in italics, date posted, internet address (URL), date accessed.

Pratt-Harris, Natasha C. (2013), *Good Times and Social Problems*, *Everyday Sociology*, 30 August 2013, <http://www.everydaysociologyblog.com/> (Accessed 2 September 2013).

7. Films and TV-series

Films are cited by film title in small capitals, country and year, and director.

PATHS OF GLORY, USA 1957, director: Stanley Kubrick.

TV-series are cited by series title in small capitals, indication of TV series, country and years of original running.

PEOPLE'S COURT, THE, TV series, USA, 1981-93.

8. Newspaper Articles

Newspaper articles are cited by author name, year of publication in brackets, title of the article, italicised title of the newspaper, date of issue, and pages

Stuttaford, Thomas (2006). Whooping Cough Still Infecting Millions of Vaccinated Children. *The Times*, 7 July 2006, p. 9.

If the newspaper article has no author name, start with the newspaper name:

The Times (2006). IT Failure Threat to Public Health. 7 July 2006, p. 9.

9. Handouts from Lecturers

Handouts by lecturers which are not articles or other sources identifiable as of different kind are mentioned by lecturer name, academic year in brackets, title of handout, title of lecture, and academic institution.

Michael, Pamela (2007/2008), The Medical Model of Mental Illness. Handout, seminar 'Mental Illness', University of Wales, Bangor.

10. Lecture Notes

In general there is no need to refer specifically to lecture notes, since these provide part of your general background information. Where particular examples or pieces of evidence are drawn from lectures, you may want to attribute them to the lecturer concerned, in which case you could reference them as follows:

Notes from lectures are referenced by name of lecturer, year in brackets, "lecture notes", title of lecture, term, and university name.

Slack, Roger (2008), lecture notes, seminar "The Research Process", autumn term 2008, Bangor University.

In the text, they are cited with name, year, and "lecture notes".

The choice of methods depends on characteristics of the research topic (Slack, 2008, lecture notes).

II. Order of Entries in the List of References/Bibliography

The order of entries in the list of references follows the alphabetical order of author names. Where more than one title of the same author is mentioned, their order follows according to the years of publication. If there is more than one publication of an author from one year, titles of this year are ordered alphabetically. The years of publication are to be earmarked with a, b, c, etc. (so they appear as e.g. 1981a, 1981b, 1981c when quoted in the text).

Tyler, Tom R. (1994a), *Governing amid Diversity: The Effect of Fair Decisionmaking Procedures on the Legitimacy of Government*. *Law and Society Review* 28:809-831.

Tyler, Tom R. (1994b), *The Psychology of Legitimacy*. *American Bar Foundation Working Paper Series*, No. 9425.

The following example shows the order of the list of references in case of more than one works of one author, some of them co-authored with others who appear as second and third authors. Now, single-author entries come first, ordered by year. They are followed by co-authored works, listed alphabetically by second co-author. Where first and second author are identical, the same principle applies to third etc. authors.

Tyler, Tom R (1990), *Why People Obey the Law*. New Haven: Yale University Press.

Tyler, Tom R. (1994a), *Governing amid Diversity: The Effect of Fair Decisionmaking Procedures on the Legitimacy of Government*. *Law and Society Review* 28:809-831.

Tyler, Tom R. (1994b), *The Psychology of Legitimacy*. *American Bar Foundation Working Paper Series*, No. 9425.

Tyler, Tom R., and Belliveau, Maura A. (1995), *Tradeoffs in Justice Principles: Definitions of Fairness*. In: Barbara Benedict Bunker and Jeffrey Z. Rubin (eds.), *Conflict, Cooperation, and Justice*. San Francisco: Jossey-Bass, pp. 291-314.

Tyler, Tom R., and Boeckmann, Robert J. (1997), *Three Strikes and You Are Out, But Why? The Psychology of Public Support for Punishing Rule Breakers*. *Law and Society Review* 31:237-265.

Tyler, Tom R., Boeckmann, Robert J., Smith, Heather J., and Huo, Yuen J. (1997), *Social Justice in a Diverse Society*. Boulder/Colorado: Westview Press.

III. An Example for a List of References/Bibliography

Books, journal and web articles are not listed separately.

References

Adams, John Stacey (1965), Inequity in Social Exchange. In: Leonard Berkowitz (ed.), *Advances in Experimental Social Psychology*, Vol. 2. New York: Academic, pp. 267-299.

Adorno, Theodor W., Frenkel-Brunswik, Else, Levinson, Daniel J., and Sanford, Nevitt (1950), *The Authoritarian Personality*. New York: Harper and Row.

Anderson, Stanley (1990), Lay Judges and Jurors in Denmark. *The American Journal of Comparative Law* 38:839-864.

Asimow, Michael (1998), Anatomy of a Murder - The "Lecture". <http://www.usfca.edu/pj/articles/anatomy.htm> (accessed 29 May 2007).

Austin, William, Walster, Elaine, and Utne, Mary Kristine (1976), Equity and the Law: The Effect of "Suffering in the Act" on Liking and Assigned Punishment. In: Leonard Berkowitz and Elaine Walster (eds.), *Advances in Experimental Social Psychology*, Vol. 9. New York: Academic Press, pp. 163-190.

Balkwell, James W. (1994), Status. In: Martha Foschi and Edward J. Lawler (eds.), *Group Processes. Sociological Analyses*. Chicago: Nelson-Hall, pp. 119-148.

Ball, Rob (1998), *Performance Review in Local Government*. Aldershot: Ashgate.

Bond, Rod A., and Lemon, Nigel F. (1981), Training, Experience, and Magistrate's Sentencing Philosophies. *Law and Human Behavior* 5:123-139.

Borucka-Arctowa, Maria (1970), Rola lawnika w swietle pogladow samych lawnikow oraz przedstawicieli srodowiska prawniczego. In: Zawadzki, Sylwester and Leszek Kubicki (eds.). *Udzial lawnikow w postepowaniu karnym*. Warchaw: Wydawnictwo Prawnisze, pp. 286-299.

Borucka-Arctowa, Maria (1976), Citizen Participation in the Administration of Justice: Research and Policy in Poland. In: Lawrence Friedman and Michael Rehbinder (eds.), *Zur Soziologie des Gerichtsverfahrens. Jahrbuch für Rechtssoziologie und Rechtstheorie*, Vol. 4. Opladen: Westdeutscher Verlag, S. 286-299

Brusten, Manfred (1999), Wie wird man Schöffe? In: Hasso Lieber and Ursula Sens (eds.), *Ehrenamtliche Richter - Demokratie oder Dekoration am Richtertisch?* Wiesbaden: Kommunal- und Schulverlag, pp. 74-88.

Brusten, Manfred, and Westmeier Horst (1992), Wie wird man Schöffe? In: Deutsche Vereinigung der Schöffinnen und Schöffen and Stiftung Mitarbeit, (eds.), *1. Deutscher Schöffentag. Mehr Demokratie am Richtertisch*. Bonn: Stiftung Mitarbeit, pp. 53-79.

PATHS OF GLORY, USA 1957, director: Stanley Kubrick.

PEOPLE'S COURT, THE, TV series, USA, 1981-93.

B. CITATIONS IN TEXT

I. General Rule

If the name of the author quoted is mentioned in the text, year and page follow immediately in brackets.

Zander (1999, 8) wrote that ...

If the author's name is not mentioned in the text, author name, year and page are entered in brackets.

Executions have been public spectacles in France (Foucault 1977, 14).
Housing of welfare recipients has always been a problem in Conwy (Edwards and Jones 2006, 9-11; Tomlin 2007, 3).

The work of two authors is referenced by first and second author names.

Procedural justice is as important as distributive justice for defendants (Lind and Tyler 1988).

The work of three and more authors is referenced by the first author's name and "et al."

Religious and customary law may restrict the use of property (Hughes et al. 2004, 12-14).

Citations from the internet should give the article author's name or the name of the organization (if available), the year and the page number or otherwise a chapter (e.g. "ch. 4"). So they look like the examples above. Avoid giving the internet address (URL) in the text in case you can provide author name or name of the institution for an internet source.

II. Direct and Indirect Citation

Citations can be either direct or indirect. Direct citations repeat the exact wording from a source. Indirect citations summarize or describe the content.

Generally, texts should not be directly cited, but should be reported in your own words. An example for such an indirect quotation:

Durkheim (1897, 34 and 56) advocated a political system founded on professional organisations against the existing French democracy.

However, where the exact formulation is important, the source should be directly quoted. Direct quotations are indicated by double quotes ("...").

"The dilemma is a familiar and general one" (Wasserman 1997, 47).

III. Secondary Citation

Secondary citations are citations reported in a source on which you refer. Sometimes, secondary citations are inevitable, e.g. when the original source is unavailable in the library.

However, they should be avoided where possible. They have to be made clear, like in the following example for indirect citation.

Speaking about his dream of a better world, Martin Luther King inspired numerous Americans to join the Civil Rights Movement (Hughes 1999, 8, referring to King 1963, 8).

Secondary direct citations within direct citations have single quotes (').

Hughes (1999, 8, citing King 1963, 8) stated that "Martin Luther King's famous words 'I have a dream' inspired numerous Americans to join the Civil Rights Movement."

Or, there may be a direct secondary citation in an indirect citation:

Martin Luther King's famous words "I have a dream" inspired numerous Americans to join the Civil Rights Movement (Hughes 1999, 8, citing King 1963, 8).

Note that full references for any sort of direct or indirect quotation are entered into the list of references. So in the examples given: Hughes 1999 and also King 1963.

IV. Footnotes

Footnotes should be used scarcely. They are mainly for side-discussions. If a Harvard-style citation includes several sources and would require a whole line, enter it in a footnote.

22 Meyer 1991, 3; Moore 1999,6; Meyer 2006, 100-111; Meyer and Burger 2006, 511.

Note that the references in footnotes are ordered by 1) year, 2) alphabetically.

Footnotes are sentences: they begin with a word in capitals and end with a full stop.

23 Further statistics can be found in Home Office (1985).

V. An Example for Citations

The availability of VCR technology – and later DVD – in classrooms facilitated the use of films in academic teaching. Surprised professors detected the “visual literacy” of their students (Meyer 1993, 55). Having grown up with television, today’s students are able to read a movie in multiple ways that often offer intellectual surprises for their teachers. Also, legal scholars have developed methods to scrutinise films and to relate them to their historical surrounding. These methods offer rich insights into their functioning as pieces of art and into their socio-political environment. Harold Lasswell’s (1949, 37) famous formula “Who says what to whom in which channel with which effect?” has served as an agenda for communication analyses for more than fifty years. This article directs such questions first at the law movies and then at the law and cinema movement.

In the process of writing the present article, it sometimes appeared as if the categories of author and audience, and even more, the categories of message and effect began to partially lose their contours. Films as complex entities are the product not only of a work team but also of a society (or, at least certain segments of society). Broader social communications, myths, stories, stereotypes are filling in the spaces of films, as if the audience has a say in the production. Similarly, law and film scholars do not only talk to their audience but they are sharing the audience’s thoughts in many respects. They adapt to their modes of thinking and they are even somehow writing for them, or instead of them. Directors of movies receive suggestions from the audience on further film products (e.g. Smoodin 2005). Furthermore, it is at times hard to describe the messages of law and film scholars without talking about intended and “real” effects¹. Often, we are reading the intentions of film-people and scholarly writers into their works.

34 See films like *THE GREEN MILE*, *THE LIFE OF DAVID GAYLE*, or the classic anti-death penalty film *I WANT TO LIVE*.

11
Do not forget to
number the pages of
your essay!

C. PICTURES, GRAPHS

Pictures, graphs and figures may be placed in the text or they may appear in an annex to the essay. Their origin has to be indicated.

Figure 1:



Spencer Tracy looking at an Edison portrait.
Filmstill from the trailer shown after YOUNG TOM EDISON
to advertise the sequel EDISON - THE MAN.
Source: Böhnke and Machura 2003, 328.

If pictures or graphics are downloaded from the internet, the appropriate website should be cited (see above A I 6.).

D. WHERE TO FIND MORE

- The Chicago Manual of Style. Chicago: University of Chicago Press. It appeared in several editions and is very voluminous. A short version would be: Turabian, Kate (2013), A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers. 8th edition. Chicago: Chicago University Press.
- Pears, Richard, and Shields, Graham (2013), Cite Them Right: The Essential Guide to Referencing and Plagiarism. 9th edition. Basingstoke: Palgrave Macmillan.