

A Guide to Scholarly Referencing and Related Issues

Tim Bütke

November 2003

In scholarly writing (including short papers, take-home exams, and research papers), it is crucial that you reference your sources. Referencing your sources is not just a convenient custom, with which you might like others to comply because it allows you to follow citation trails to the original works on which they have drawn, but it is also an issue of intellectual honesty: You shouldn't take credit for ideas and formulations that are not your own—doing so is considered plagiarism. In addition, proper referencing allows you to keep track of where your information and ideas came from, in case you want to explore an issue further later on or suddenly have doubts whether you may have a typo, for instance, in the date you give for an important (but not well known to you) event. The following guidelines loosely follow the *Chicago Manual of Style*, which you can find in the reference section of the library for more details.

What Needs to Be Referenced?

Only the sources of factual information that is so basic that it would be found in any major encyclopedia (such as the size of a country in square miles) definitely need *not* be cited. For all other significant information and ideas, you probably will want to reference your sources. If you find information on the internet (from a reliable source?), you need to reference the source just as much as if you had found the information in 19th century archives or 20th century printed sources. Even more important than citing the sources for factual information is citing the sources for interpretation or arguments, so that the reader can see clearly where you are building on or applying the ideas of others, where you are re-stating someone else's idea, and where you are putting forth (to the best of your knowledge) a completely novel idea.

Special Case: Paraphrasing. When you paraphrase another source—especially another author's argument—you must follow up with a reference right away. Wording and syntax must be significantly your own when paraphrasing; otherwise you should retain the original wording and syntax and *quote* the source.

Special Case: Quotation. All direct quotes must be indicated by quotation marks. Everything within the quotation marks should be *verbatim*, except for editorial changes clearly indicated by ellipses or brackets. Every quote must be immediately followed by a citation to the source, complete *with page number(s)*.

Block Quote: Any quote longer than 3 lines should be set off in a paragraph of its own, which is indented at least 0.5 inches on both sides (ideally with aligned margins) and single-spaced, so as to make it very clear that the entire text is a quote. *In this case (only), the blocking of the text indicates the quote, and no quotation marks are used.* Block quotes must end with a footnote, endnote, or in-text reference mark.

How Should You Reference?

There are three basic ways of scholarly referencing: footnotes, endnotes, and in-text notes. Using **footnotes** involves placing a *unique* number or symbol in the text (usually in superscript), which is repeated at the bottom of the same page, followed by a full or abbreviated reference to your source. **Endnotes** are identical to footnotes, except that the actual notes are placed at the

end of the text in a separate section.* Using **in-text notes** involves embedding an abbreviated form of the reference into the text (usually in parentheses or in brackets) and adding a list of "Works Cited" or "References" at the end of the paper.

The primary purpose of references is to allow the reader to identify and find—unambiguously and as quickly as possible—the original source you used. To this end, the first full reference to the work (in the footnote/endnote or in the list of references in the back of the paper) should be as complete as possible (including volume and issue for journal articles, page ranges for articles and book chapters, etc.).

If you use in-text notes you must (and if you use footnotes or endnote you can) use an **abbreviated form**. The most common way of doing this is the "author-date" format, which involves stating the author's last name, followed by the year of the publication, then a colon or comma, and then the number of the page(s) from which you are quoting or to which you are referring.

Whenever you use the abbreviated form, you must also include a list of "**References**" or "**Works Cited**" (unless you are using footnotes or endnotes and use the abbreviated form only on second or subsequent occasions of making reference to the same source). The list should be alphabetical by last name of the (first) authors. If there are multiple sources from one author, his/her works should be arranged chronologically. In the event that there are two or more sources by the same author from the same year, add single letters to the year to distinguish (e.g., for in-text notes: Krasner 1978a:17, Krasner 1978b:273f [Note that 17 and 273f are page numbers/ranges here])

Some professors have a preference for one of the three styles (and endnotes are generally considered the least reader-friendly), but which style you use ultimately does not matter—as long as you use it consistently. Note that it is perfectly alright to use embedded references in combination with footnotes or endnotes where the (sparing) foot-/endnotes are not for referencing but for additional substantive remarks, caveats, etc., that are sufficiently important to include, but which would be disruptive to the flow of the text if included in the body of the paper.

Examples

The course syllabus and many of our readings provide examples of proper ways of referencing (though sometimes journals or editors for a publishing house push authors to reduce the amount of information below the optimal level). Here are examples of how to list works on the first mention in footnotes or in a list of references (assuming that the author-date style was used in the text):

Journal Article:

Bütthe, Tim. 2002. "Taking Temporality Seriously: Modeling History and the Use of Narratives as Evidence." *American Political Science Review* vol.96 no.3 (September 2002): 481-493.

* For course or seminar papers, using numbers is almost always preferable to using symbols. Footnotes or endnotes should be numbered, starting at 1, continuously throughout the paper. Do not start over with "1" on every page. In a longer manuscript, such as a senior thesis, you might want to number each chapter's notes starting at 1.

Book:

Krasner, Stephen D. 1978. *Defending the National Interest: Raw Material Investments and U.S. Foreign Policy*. Princeton, NJ: Princeton University Press.

Edited Book:

Josselin, Daphné and William Wallace, eds. 2001. *Non-State Actors in World Politics*. New York: Palgrave.

[Note that the first author is listed Lastname-comma-Firstname whereas additional authors are listed Firstname-space-Lastname.]

Chapter in Edited Book:

Boserup, Ester. "Economic Change and the Roles of Women." In *Persistent Inequalities: Women and World Development*, edited by Irene Tinker. New York: Oxford University Press, 1990: 14-24.

Newspaper/Magazine Article:

Anonymous. "Military Outsourcing: The Jobs of War. As Conflicts Stretch Armed Forces Worldwide, the Private Sector is Seizing Its Chance to Profit." *Financial Times* (US edition) 11 August 2003:9.

[This is an article where the author(s) is/are not given, presumably to protect the journalist(s).]

Maitland, Alison. "United Nations Report: Accountability 'Vital' If NGOs Are to Retain Trust." *Financial Times* (US edition) 26 June 2003:6.

Online Source:

Stiglitz, Joseph. "Globalization and Its Discontents: How to Fix What's Not Working." Lecture delivered at the Institute for Development Policy and Management, University of Manchester, UK, on 4 April 2001 (<http://idpm.man.ac.uk/stiglitz.html> (1 July 2003)).

[Note the inclusion of the full URL and the date on which the text was accessed online.]

Miscellaneous Further Suggestions

- All references should include page numbers of the part or section within the work to which you are intellectually indebted. An entire work as such, especially a thick book, should only be referenced for its unambiguously central idea or argument. For all other purposes, you should specify the page or page range. By contrast, the list of "References" (if included) should list the work as a whole (that is, for articles and book chapters the page range of the entire piece; for books as a whole no page information).
- A list of "References" or "Works Cited" is *not* a bibliography: A bibliography is a scholarly overview of the literature on a given subject, organized into sub-sections, sometimes annotated, and usually with a claim to comprehensiveness for a given subject area within the bounds specified by the title and subtitle. Lists of "References" or "Works Cited," by contrast, list only the works from which the author has quoted or on which s/he has explicitly drawn (as indicated by footnotes, endnotes, or notes in the text)—it should not include works not referenced in the actual text.
- Every footnote, endnote, and entry in a list of references counts as a full sentence (even in cases where it is grammatically not a full sentence) and therefore must end with a corresponding punctuation, such as a period.
- All titles and subtitles in a citation entry should be in proper title capitalization style.

- Spell out authors' first names whenever possible; this makes it much easier for others to find the works you're referencing, especially when the last names are common, like Smith, Miller, etc.
- Avoid "ibid" and "idem:" Sooner or later you'll insert another note or in-text reference between that entry and the prior full mention of the source, leading to a mis-citation.
- Should you draw on interviews or conversations that were confidential or conducted with an assurance of anonymity for the interviewee, talk to me (i.e., your professor or academic advisor) about the proper use of such information and/or proper ways to cite such sources.