Quoting and writing a bibliography

If you use the words or ideas of another person, you must always say where these have come from. If you do not, you might be accused of plagiarism (= copying another person’s ideas or words and pretending that they are yours).

1. **Author-date (Harvard) system**

   Used especially in social and physical sciences.

   **In the essay or dissertation**

   In your text, give the family name of the author or editor of the book or article you are referring to and the year of publication in brackets after your quotation or statement.

   For example:
   
   Dialects are not inferior. Most linguists agree that 'a standard language is not linguistically better.' (Swan, 2005:52).
   
   Mason (1995) describes the procedure for a teacher to evaluate each student quickly during an oral presentation.

   Give both authors if there are two, but if there are more, cite the first author and add 'et al.' (= and others): (Mason and Wood 2008) or (Mason et al., 2008).

   Give the full reference in your bibliography.

   **The bibliography**

   In this system, it is often called References and is a list of the works that you have mentioned in your text. Give the full reference.


   You need to write:

   - The surname of the author or editor, followed by the initials or first name
   - The year of publication in brackets
   - The title of the book, in *italics* or *underlined*

   Mention the author briefly in the essay and then at the end write a full reference in your bibliography or list of references. Different institutions have different styles for this, so check to see the method and punctuation to use, and be consistent.

   - The edition number if it is not the first edition
   - The place of publication (sometimes omitted)
   - The publisher

2. **Footnote/endnote system**

   This is a common style to use in writing on arts subjects. One version is described here.

   **In the essay or dissertation**

   Give details of the source in a numbered footnote at the bottom of the page, or at the end of the essay in an endnote. Put the same number in your text after the reference:

   Phillips suggests that "parts of the city have remained untouched by the influences of modern life". He goes on to say that "it is unlike any city in the world".

   **Footnote**

   
   If your next quote is from the same source you can just write *ibid.* and the page number:

   2 ibid. p.38

   Later references can be shorter:

   23 *Phillips, Guide to Rome*, pp.56–60

   **The bibliography**

   Give a full list of references at the end of your text, in alphabetical order by the authors’ names. Use this order:


   **Newspaper articles**

   Fennell, E. ‘How is the recession hitting lawyers?’ *The Times*, 31 July 2008, p.54.

   **Electronic resources**

   Include as much detail as you can find.

   In your text, cite by author if known, otherwise by title or URL, and the year if possible:

   (Directgov, 2008).

   In your bibliography give the author, the title, volume/page, type of medium, date and publishing organization. Provide the URL and the date you last accessed the page: