

IN-TEXT CITATION, REFERENCES AND BIBLIOGRAPHIES

Compiled by Prof Linda Briskin, Social Science Department (2010)

TIP: There are many different style guides for in-text citation, and references/bibliographies. The most common ones are the APA, MLA and Chicago styles, and each of these three styles have multiple variations. Although you may have used a different style in other contexts, the style you should use for this course, a form of APA, is outlined below.

In-text citation, reference lists (works cited in the text) and bibliographies (all works consulted in your research) require precision and accuracy in order to communicate accurate information about your source to your reader. If done properly, your reader will be able to find the source and will also know exactly what kind of material it is. For example, a full length book by one author (or two) is a different kind of source than an article in a scholarly journal or in an anthology of articles, each one by a different author.

** It is better to over-reference than to under-reference. Plagiarism is a serious offence. For more information on the penalties associated with plagiarism, see the sheet on *Academic Honesty* attached to the course outline. Also see “Beware! Says who? Avoiding plagiarism” in this kit.

** There is no excuse for sloppy referencing. Follow the directions below **exactly**.

** For more information on Style Guides,

<http://www.library.yorku.ca/ccm/Home/ResearchAndInstruction/citationmgmt/index>.

For Direct Quotations

In-text citation is used to identify and acknowledge a direct quotation (even if just five or six words in length). Use quotation marks to identify the beginning and end of the quotation in your essay.

If you wish to omit material in a quotation, this is done by the insertion of ellipse marks: three dots and a space for material from the middle of a sentence; four dots and a space for omitted sentences.

If your quotation is more than four lines long, you should indent and single space it. In such cases, you do not need to use quotation marks.

Quotations are not a substitute for a clear argument *in your own words*. Quotations should give evidence for, and support your argument, not be a substitute for it. Frame your quotations with explanations. Do not insert quotations in your text with little explanation and do not use two quotations back to back. Always ask yourself why you are using the quotation: does it clarify, expand, and/or build your argument?

In the body of your essay, use quotation marks around the titles of articles and *italicise* book titles.

For Paraphrasing

Do not rely too heavily on direct quotes, as they do not communicate to your reader that you clearly understand the information and argumentation from your sources. Unless it is an extremely important and well-written quote, a better tactic is to rephrase the information in your own words. This is called *paraphrasing*.

In-text citation is essential when you paraphrase in order to show your indebtedness for ideas, words, concepts, phrases, and intellectual work in general. The alteration of several words in a quotation *does not* relieve you of the responsibility of identifying the source. A summary in your own words must also be referenced.

Each piece of text in your essay that substantially reproduces the form and combination of ideas taken from an outside source, even without repeating the exact words in which these ideas were originally expressed, *must* be identified with a citation. Paraphrasing must be referenced in exactly the same manner as direct quotations, including a page number or a series of page numbers.

Otherwise you are guilty of plagiarism.

From Secondary Sources

Academic scholarship has expanded rapidly over the last decades and includes many “text books” which provide an overview of an area of scholarship. As a result, sources that you may use could include material from many other sources. You may want to utilize this information without actually going to the original source yourself.

In these instances, you need to acknowledge both the original author and your source for the information (the secondary source), and be clear that these are two different texts. In other words, you need to acknowledge that the original author of the information and your source for the information are different.

For example, in a book written by David Myers, you find a quotation by Lawrence Kohlberg that you would like to use in your paper. Your citation needs to tell your reader that the original author is Kohlberg, but that you actually obtained the information from another source, by Myers, for example (Kohlberg, quoted in Myers, 1996: 54). To fail to cite author Myers is to convey the misleading impression that you are the one who originally determined the significance of author X's words.

Another example: As Adorno demonstrated in his 1950 study, personality and personality characteristics may be significant in explaining prejudice (Brown, 1995). This tells the reader that such a study exists, but also indicates that you did not actually read the original source but rather gleaned this information from Brown.

If you wish to use information that Brown writes in a commentary about Adorno, you do not cite Adorno since he is not the author. However, you do need to be clear that Brown is talking about Kohlberg.

IN-TEXT CITATIONS

In-text citations use the author's last name and the date of publication in the body of the text (instead of footnotes or endnotes). The full reference is also included in a list of works cited at the end of the assignment. The in-text citation thus serves to refer the reader to the complete information contained in the reference list or bibliography. For example: The role of women in the Swedish family has been chronicled in the past (Dahlstrom, 1967) but requires further discussion given changes in state policy.

EXAMPLES OF IN-TEXT CITATIONS

Work by one author:

In a **paraphrase**, cite the author's last name and date of publication in parenthesis at a logical spot within the sentence or end of sentence. Example: It is clear that gender is socially and historically constructed, and it is further differentiated on the basis of class, race, and other social classifications (Wiggins, 1999).

You can also use the author's name in your own text, in which case you only need to place the date in parenthesis. Example: Wiggins (1999) argues that ...

Include the page numbers where relevant. If you are using a **direct quotation**, you must include the specific page numbers:

Example: "In fact, psychology is often defined as the scientific study of behaviour" (Glassman, 1996: 2) **or** Glassman (1996: 2) notes that "psychology is often defined as the scientific study of behaviour".

Work by multiple authors:

The names of all the authors must be included in the citation. An ampersand (&) is used within brackets to separate authors' names instead of 'and'.

Example: Convincing evidence establishes clear links between women's work and the particular needs of the current economic system (Armstrong & Armstrong, 1983).

However, if you are referring to multiple authors within your own text, you must use "and" to separate the names, as in "Armstrong and Armstrong argue that...".

In instances where there are three to six authors, give the complete list of authors' last names for the first citation. Subsequent citations to the same text should use the last name of the first author, followed by *et al.* which is the Latin abbreviation for "and others".

For example: First citation: (Prentice, Bourne, Brandt, Light, Mitchenson & Black, 1988).
Subsequent: (Prentice *et al.*, 1998)

Authors that are groups, agencies, institutions, associations and so on should be cited using the name of the group each time you use their work. If the name is long, and an abbreviation exists that would be easily recognized by your reader, include the abbreviation in your first citation.

Example: (Ontario Institute for Studies in Education [OISE], 1998). Note the use of square brackets around the abbreviation. Subsequent citations can then use the abbreviation: (OISE, 1998).

Multiple works by same author:

If you are referring to a number of works by the same author and from the same year, distinguish between them by adding an "a", "b", to the date. For example: (Smith, 1999a), or (Smith, 1999b). You should also use the alphabetical letter attached to the date in the list of references.

Authors with same last name:

If referring to two authors who have the same last name, you must distinguish between the two by using the first initial of each author. For example: (M. Smith, 1999) or (R. Smith, 1999). These two authors would then be listed alphabetically in your list of references using their first names as well as their last names, so M. Smith would come before R. Smith.

Citing information from a secondary source:

In your list of references, include the text that was your source for the information. Your in-text citation should give the author of the original work first followed by your acknowledgement that you found the information in the secondary source. Example: (Kohlberg, quoted in Myers, 1996: 91).

Your list of References at the end of your paper would only include your actual source.

Example: Myers, D. (1996). *Exploring psychology* (Third Edition). Holland, Michigan: Worth Publishers.

Interviews or personal communications:

Interviews or personal communications (ie., information that cannot be retrieved or accessed by a reader) are cited in the body of the paper when relevant (but are not included in the list of references).

BIBLIOGRAPHY

In your bibliography include all books and articles that are actually referred to in the text of the paper, and any other materials you used in your research. This list should be on a separate page with the heading "Bibliography".

Authors should be listed alphabetically, based on last names. Remember to list articles from a collection or anthology by the name of the author, not the editor of the collection. Do not number the entries. Leave one space in between each entry.

If your list of references includes a number of authors with the same last name, alphabetize using the author's first initial, and if necessary, the second initial.

If you have a number of references by the same author, list chronologically using the publication date, beginning with the oldest and ending with the most recent.

If an author has more than one publication in a year, arrange the works alphabetically using the first word of the title (excluding the, and, a) and place a lower case "a" after the date of the first work, a "b" after the second date, and so on.

Publication facts should include:

- * Author (with first initial and middle initial where relevant)
- * Date, which refers to the date on the title page or the most recent copyright date of the work used. Ignore printing dates.
- * Title: Give the full title of a book, including any sub-title. Capitalize the following only: the first word of the title, the first word of the sub-title, and any proper names that would normally be in capitals. Italicize the title. Titles of articles follow the same rules of capitalization; however, they should be put in quotation marks. Titles of journals, however, are fully capitalized (except for words such as 'and').

- * Other publication information such as editors, translators, edition if not the original and any information if a series or a set of volumes.
- * Place of publication is the city in which the book was published. If not well known, include the province, state or country. This information should be followed by a colon.
- * Following the colon, should be the publisher's name.

The general rule is to provide all the information that is necessary for your reader to find the original source.

Punctuation: Major items, like author, date, title, and publication information, are separated by periods. Commas are used within each item, and a colon is used between place and publisher. End with a period. Parentheses are used to enclose publication dates.

Italicise book and journal titles. Titles of articles should be placed in quotation marks.

For a book, facts of publication required are place, publisher and date.

For a periodical, include the title of the journal/periodical, volume number, issue number, date and page numbers.

For a newspaper, include the section number along with the page number.

Articles that have no author should be entered alphabetically using the first word of the title, without using *the*, *and*, *a*. When citing such an article in the text of your paper, refer to the first word or group of words. For example, an article with no author entitled, “New breakthrough in brain research reveals amazing brain plasticity”, would be referred to in your in-text citation as (New breakthrough, 1999).

EXAMPLES

[For many other examples, check the table of contents in your Reading Kits.]

A book with one author:

Grislin, R. (1993). *Understanding culture's influence on behaviour*. Fort Worth: Harcourt Brace Publishers.

A book with two authors:

Ehrenreich, B. & English, D. (1978). *For her own good: 150 years of the experts' advice to women*. New York: Doubleday.

A collection of works with an editor:

Peiss, K. & Simmons, C. (Eds.). (1989). *Passion and power: Sexuality in history*. Philadelphia: Temple University Press.

A work in an anthology:

Read, D. (1989). “(De) Constructing pornography: Feminisms in conflict.” In K. Peiss & C. Simmons (Eds.). *Passion and power: Sexuality in history*. (pp. 277 - 92). Philadelphia: Temple University Press.

A chapter from a single-authored book:

Hamilton, R. (1996). "The Women's Movement(s)." In *Gendering the vertical mosaic*. (pp. 43-62). Toronto: Copp-Clark.

For an article in a journal:

Brown, M. (1976). "The computer at home." *Science and Society*, 2, 3: 78-94.

[This reference tells the reader that it is Vol 2, Issue 3 of the journal *Science and Society*.]

Newspaper articles:

Cornish, M. (1997, Feb. 26). "Tories turning women's rights into 'red tape'." *The Toronto Star*, p. A23.

Citing on line scholarly journals:

Singh, P. (2004). "CUPE On Strike." *Just Labour* [On-line], 10, 1: 8-22. Available: <http://www.justlabour.yorku.ca/index.php?page=toc&volume=10>

Just a reminder that only on-line academic journals are permitted as sources. No other internet material is acceptable.

Citing from lectures:

Briskin, L. (2009, Feb. 26). "Lecture on violence against women." Toronto: York University.