THE UNIVERSITY OF
NORTHAMPTON

*R*eferencing *G*uide

Questions
&
Answers

The MLA Style

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Referencing - Questions & Answers

The aim of this guide is to offer an introduction to the practice of referencing published material to anyone who is starting to write essays/reports for academic purposes. The 'question & answer' format is used so that the reader can check areas of specific concern easily. After reading these 'questions & answers' you should be able to:

- understand the need for, and how to use, reference systems (specifically the MLA STYLE)

- indicate others writers' ideas in your own work using an accepted citation style

- format appropriate references correctly from these citations

- deal with a range of common and less common bibliographic and electronically formatted material

Look out for this sign:-

Nb.

This indicates *important notes* which highlight specific aspects of MLA style or referencing practice.

Q.   What is referencing?

A.

When preparing a piece of written work you will inevitably come across other peoples' ideas, theories or data which you will want to make reference to in your own work. Making reference to others is called **'citing'**, and the list of these authors' works are given at the end of a piece of written work in the form of a **'reference list'**.

The process of citing authors (and the associated reference list known as the WORKS CITED LIST) can be done in a number of styles. This guide describes the **MLA Style** as described in the *MLA Handbook for Writers of Research Papers*. New York: The Modern Language Association of America, 2009.

Whichever system is adopted, one golden rule applies:

*** *be consistent in everything you do!* ***

This consistency applies to format, layout, type-face and punctuation.

Q.   Why reference?

A.

- To show evidence of the breadth and depth of your reading

- To acknowledge other people's ideas correctly

- To allow the reader of your work to locate the cited references easily, and so evaluate your interpretation of those ideas

- To avoid plagiarism (i.e. to take other people's thoughts, ideas or writings and use them as your own), *(see page 21)*

- To avoid losing marks!

Q. What is the difference between a reference list / works cited and a bibliography / works consulted list?

A.

At the end of your essay under the heading 'references or works cited' you list all the items you have made direct reference to in your essay (by the authors' name and page number). This list of books, journals, newspaper articles (or whatever) is organised ALPHABETICALLY by the names of the authors (or originators) of the work. This is your **reference list also known as works cited.**

Also, during the course of your preparatory reading you may use material that has been helpful for reading around the subject, but you do not make specific reference to in your essay. It is important to acknowledge this material. Under the heading **'bibliography or works consulted'** list all these items, again alphabetically by author, regardless of whether it is a book or journal. Include this list *after* the reference list.

Nb.

Confusingly some people call the 'reference list' the 'bibliography' (and only use one list). No one is right or wrong in doing either, often institutional convention will determine some aspects of style.

Q. How do I present referred material in my essay?

A.

You present material in two main ways:
- *Paraphrasing* or *summarizing* text that you have read – this is the most common way to use material. Putting the **ideas into your own words** (in the context of answering the question) and then stating where that information came from (see next section). Paraphrasing and summarizing is a skill that needs to be practiced and developed.
- Quoting material directly from its source – word for word as it was in its original form (see page 12). It is less usual to do this. Your essay should not be a 'cut

and paste' exercise using other people's words. Use quotations only when you have to use the text in its original form or for presenting a longer quote which you use to highlight and expand on ideas or issues in your essay.

Q.   How do I cite authors in my essay?

A.

The **MLA Style** (sometimes called the **'parenthesis system'**), uses the name of the author of the work you wish to cite and the page number where the sentence you are citing comes from. They are always included in parentheses. These are incorporated into the text of your work each time you make reference to that person's ideas.

Eg.

...(Jones 27) has suggested that body image is related to self-esteem ...

Q.   What rules apply if there is more than one author?

A.

If there are two or three authors the names of both should be given in the text and in the reference list. If there are **more than three authors** the name of the first author only should be given, followed by the abbreviation *et al.* (meaning 'and others').

Eg.

Two authors (Knowles and Bishop 214) showed that direction...

More than two authors (Peterson *et al*. 119 – 230)

Nb.

Within the reference list, cite the names in the order given on the title page (not necessarily in alphabetical order). Only reverse the name of the first author. If there are **more than three authors** it is acceptable to again only use the first named author:

Eg.

For two or three authors:

Knowles, John, and Carl Bishop. *Linguistics explained.* Squarefield: Madeup Publishing Company, 2008. Print.

For three or more authors:

Wilkins, Richard, *et al. Social psychology.* 7th ed. London: Routledge, 1989. Print.

Q. What will my reference list look like?

A.

Everything you cite in your essay will be listed once alphabetically by surname of author (or originator)*.*

Eg.

Allen, David. *Performing Chekhov.* London: Routledge, 2000. Print.

Chekov, Anton. *The seagull.* London: Nick Hern Books, 1993. Print.

Earley, Michael, and Phillipa Keil. eds. *The classical monologue: "men and women"*. London: Methuen, 1992. Print.

Jones, Ellen, and Jean Marlow*. Duologues for all accents and ages.* London: A& C Black, 1997. Print.

Mehrotra, Arvind Krishna. "Chekhov retold." *Gettysburg review* 10.4 (1997): 592-608. Print.

Styan, John. L. *Chekhov in performance*. Cambridge: CUP, 1971. Print.

A **bibliography** would look the same as this. See section two 'formats' for conventions that apply to all the different types of media e.g. books, journals, newspapers, conferences etc…

Q. Where do I find the exact information that I need for my list of reference list?

A.

Usually from the title page (or reverse title page) of the book or document you are citing. Remember though that:-

- The *order* of authors' names should be retained

- Cite the first named *place* of publication

- Edition dates are *not* reprint dates (new editions will have new text and must be cited as such). The copyright sign © will often indicate the date of production

If your material has not originated from a commercial publisher and lacks obvious title page data, then the appropriate information should be taken from any part of the publication, if you can say with some certainty that it fulfils the required criteria for your reference list.

Q. Is an editor cited in the same way as an author?

A.

Yes, but make sure that it is the editor you are citing as the originator of the text, *not* one of the chapter writers (see page 10).

In the reference list you should indicate editorship by using either ed. for a single editor or eds. for more than one editor.

Eg.

Delgado, Maria. M., and Paul Heritage, eds. *In contact with the gods? Directors talk theatre.* Manchester: MUP, 1996. Print.

Q. What do I do if I can't find a named person as the author or editor?

A.

Sometimes it is impossible to find a named individual as an author. What has usually happened is that there has been a shared or 'corporate' responsibility for the production of the material. Therefore the 'corporate name' becomes the author (often called the 'corporate author'.)

Corporate authors can be:

Government bodies
Companies
Professional bodies
Clubs or societies
International organizations

Eg.

Institute of Waste Management. *Ways to improve recycling.* Northampton: Institute of Waste Management, 1995. Print.

The 'corporate author' appears in the text in the usual way.

Nb.

For journal articles without authors start the citation with the article title.

Q. What do I do if I want to refer to a part or chapter of a book? (Edited)

A.

An edited book will often have a number of authors for different chapters (on different topics). To refer to a specific author's ideas (from a chapter) quote them in the text - not the editors. Then in your reference list indicate the chapter details *and* the book details in which it was published.

Eg.

Chapter author. "Title of chapter". *Title of book.* Ed. Name of editor/compiler(s). Place of publication: Publisher, Year of publication. Page range for chapter. Medium of publication.

McDonald, D. "Unspeakable justice: David Hare's *Fanshen*." *Critical theory and performance*. Ed. Reinelt, Janelle. G. and Joseph. R. Roach. USA: University of Michigan Press, 1992. pp. 212 – 220. Print.

Q.   What do I do if I want to cite an author that someone else has cited?

A.

A journal article or book someone else cites that you have not seen is called a **'secondary source'**. You should:

- Try and find this source for yourself and cite it in the normal way. It is important if you are criticising ideas that you do it 'first hand'

- If you cannot locate the secondary source, you may cite it in your essay using the reference that is provided in your 'primary source'

If what you quote (or paraphrase) is itself a quotation put the abbreviation *qtd. in* before the indirect source you quote in your parenthical reference.

Eg.

... a change in family circumstances can affect a child's emotional stability (*qtd. in* Jones 19)

Q.   How do I use quotations

A.

Longer quotations of more than four lines or more should:

- be preceded by a colon
- be indented from your main text
- be double spaced on typed documents
- *not* have quotation marks

- cite author and page number

Eg.

Certain passages are remarkable for their poetic quality:

> It was just a fragment, no more than 30 seconds: The Euston
>
> Road, hansoms, horse drawn trams, passers-by glancing at
>
> the camera but hurrying by without the fascination or
>
> recognition that came later. It looked like a still photograph,
>
> and had the superb picture quality found in expert work of the
>
> period, but this photograph moved! (Walkley 83)

Q.   How do I distinguish between two items by the same author in the same year?

A.
Occasionally authors publish two or more books or journal articles in any given year. This would make the text citation identical for both. To distinguish between different articles add the title of the work (shortened), the relevant page number and *italicise* the title

Eg.
...(Johnson, *Industry* 91) has progressed both experimental and practical aspects of software technology to the point where they provide a serious challenge to Pacific Belt dominance (Johnson, *Business* 19)…

Q. How do I distinguish between two authors with the same surname?

A.
At times you may come across two authors with the same surname, in this instance; you can use their first initial, or first name(s) if the initials are the same, to overcome any confusion.

Eg.
…certain sociologists agree that achievement at school is due to parental encouragement (F. Smith 19) where as others advocate peer influence (P. Smith 19)…

Q. What do I do if publication details are not given?

A.
Occasionally you will come across documents that lack basic publication details. In these cases it is necessary to indicate to your reader that these are not available. A series of abbreviations can be used and are generally accepted for this purpose:

- author/corporate author not given   use the title of the work
- no date   use [n.d.]
- no place   use [n.p.] before the colon
- no publisher   use [n.p.] after the colon
- not known   use [n.k.]

Eg.

n.p: University of Gotham, 1993.   no place of publication

New York: n.p., 1993.   no publisher

Section Two - Formats for Printed Material

There are many different types of material that you may use that will need referencing. Each different format has an accepted 'style' for presentation within the reference list and/or bibliography.

The following examples give the format style and are followed by an example. They are separated broadly into 'printed', 'electronic' and 'other' material.

Remember to:
- Use correct source information for all your references e.g. book title page
- Use the same punctuation consistently in each kind of format

Nb.

Note the consistency of use of *italics* for titles. Italics are the preferred format, but it is acceptable to underline.

2.   Printed Material

2.1 Books

Author/editor surname, first name. *Title.* Edition. Place of publication: Publisher, Year of publication. Medium of publication. Access date (if viewing an e-book).

Eg.

Reid, Francis. *The stage lighting handbook*. 4th ed. London: A & C, 1992. Print.

Nb.

The date is the year of publication *not* printing.
The edition is only mentioned if other than the first.
The place of publication is the city *not* the country (normally the first stated).
An e-book would be referenced using the format above but replacing Print with Web as medium of publication and adding an access date.

2.2 Journal article

Author/editor surname, first name. "Title of Article in inverted commas" *Journal Title.* Volume.Issue number (date): range of page numbers. Medium of publication.

Eg.

Corenblum, Barry, and Eric Marshall. "The band played on: predicting students' intentions to continue studying music." *Journal of Research in Music Education.* 46.1 (1998): 128–40. Print.

2.3 Corporate Author

Format is the same as for a book, but uses the 'corporate' (company, business, organisation) author in place of a named author.

Eg.

Royal College of Nursing. *Guidance on the handling of patients in the hospital and community.* London: RCN, 1983. Print.

2.4 Government Publications

Available data may vary for these, but where possible include the following:

Government Department/Institute. Subdivision of department/institute (if known). *Title of document.* (Name of chairperson if it is a committee). Place of publication: Publisher, Date. Medium of publication.

Eg.

Department of Health and Social Services*. Inequalities in health: report of a research working group.* (Chairman: Sir Douglas Black). London: DHSS, 1980. Print.

2.5 White or Green papers (Command papers)

Department name. *Title of paper.* Command Paper. Number. Place of publication: Publisher, Date. Medium of publication.

Eg.

Department of Health. *Smoking kills: a white paper on tobacco.* Cm.4177. London: The Stationary Office, 1998. Print.

2.6 Conference papers

Treat published proceedings of a conference like a book, but add information about the conference. (Unless it is included in the title.)

Author/editor surname, first name. *Title of Proceedings.* Conference Proceedings title, date, place. Place of Publication: Publisher, Date. Medium of publication.

Eg.

Freed, Barbara, ed. *Foreign language acquisition research and the classroom*. Proc. of consortium for language teaching and learning conf., Oct. 1989, University of Pennsylvania. Lexington: Heath, 1991. Print.

Cite a paper in the proceedings like a work in a collection of pieces by different authors.

Author surname, first name. "Title of Paper" *Title of Proceedings, date, place.* Editor of work. Place of Publication: Publisher, Date. Page numbers. Medium of publication.

Eg.

Mann, Jill. "Chaucer and the 'woman question.'" *This noble craft: proceedings of the tenth research symposium of the Dutch and Belgian university teachers of old and middle English and historical linguistics, Utrecht, 19-20 January 1989*. Ed. Erik Kooper. Amsterdam: Rodopi, 1991. 173-88. Print.

2.7 Newspapers

Journalist surname, First name. "Title of news item." *Name of newspaper*. Date, Edition (if named): range of page numbers. Medium of publication. Date of Access (if using a web source).

Nb.

For locally published newspapers, add the city of publication in square brackets after the title of the newspaper, but not in italics (e.g. *Evening Telegraph* [Derby].)

When citing English language newspapers, give the name as it appears on the masthead but omit any introductory article (e.g. Times not The Times). Retain articles before non-English language newspapers (e.g. Le Monde).

Eg.

Jackson, Lorne. "Shock Horror! Best selling author beaten to prize by lecturer." *Nottingham Evening Post*. 28 September 2000: 3. Print.

Nb.

If it is a news article and does not attribute an author, begin the entry with the title of the article.

If an article runs over more than one page, simply use the + sign as not all articles will run consecutively.

Eg.

"'Lottery' for breast cancer help." *Guardian.* 21 March 1995, 10+. Print.

2.8 Legislation

Law Reports

Names of parties involved in case. Volume number, Abbreviated name of Law Report, Page numbers, Name of court deciding the case. Year of Decision. Publication medium. Date of Access (if using a web source)

Eg.

Shah v. Swallow. 2 All ER, 528 – 532. House of Lords. 1984. Web.

Statutes

The usual method of citing an Act of Parliament is to cite its title in your text. (Normally the country of origin is regarded as the 'author', but this is not always stated if you are discussing the law of the land you are actually in.) The format is therefore:

Title of statute. Place of publication: Publisher, Date. Medium of Publication.

Eg.

Data Protection Act. London: HMSO, 1984. Print.

Statutory Instruments

It is not necessary to put the country of origin if it is the UK. The format would be in this form:

Short title of the statutory instrument. (SI Year: Number). Place of publication: Publisher, Date. Medium of Publication.

Eg.

Lobster pots (size regulations). (SI 1989: 1201). London: HMSO, 1989. Print.

2.9 Dissertations & Theses

An unpublished dissertation should have the title details enclosed in quotation marks, with the added descriptive label Diss., and then add the level of the dissertation and the awarding institution followed by a comma and the year.

Author surname, First name. "Title" Diss. (Level of dissertation). Awarding Institution, Date. Medium of Publication.

Eg.

Kirkland, John. "Lay pressure groups in the local education system: a study of two English boroughs." Diss. (Ph.D. Thesis). Brunel University, 1988. Web.

Cite a published dissertation like a book adding useful dissertation information before the publication facts.

Author surname, First name. *Title.* Diss. (Level of dissertation). Awarding Institution, Publisher: Place, Date. Medium of Publication.

Eg.

Valentine, Mary-Blair Truesdell. *An investigation of gender-based leadership styles of male and female officers in the United States army*. Diss. (Ph.D Thesis). George Mason University, 1993. Ann Arbor: UMI, 1993. Print.

2.10   Patents

This format starts with the patent applicant and should include the country, patent number and full date.

Patent applicant. *Title of patent*. Name of author/inventor. Country of patent, serial number. Date of application. Medium of Publication.

Eg.

Mitsui Toatsu Chemicals Inc. *Dyeing by acid dyes*. Author: F. Fujii. Japan patent application 6988, 3951969. 2 October 1972. Web.

Nb.
Note that the author name is quoted as First name initial then Surname, not in the normal reference style.

2.11   British Standards

Corporate author. *Title of standard.* Number of standard. Place: Publisher, Date. Medium of Publication.

Eg.

British Standards Institute. *References to published materials.* BS1629. London: BSI, 1989. Web.

2.12 Maps

Surname of creator, First name. (may be mapmaker, cartographer compiler etc.) *Title of map.* Scale (normally given as a ratio). Place of publication: Publisher, Date. Medium of Publication.

Eg.

Jones, Harold. *East Anglia: North.* 1:10,000. Peterborough: Grove, 1953. Print.

Nb.

If the name of the creator/originator is not known use the **title** of the map in its place.

For **Ordnance Survey** maps use this format:

Ordnance Survey. *Title of map.* Sheet number, Scale. Series. Place of publication: Publisher, Date. Medium of Publication.

Eg.

Ordnance Survey. *Land's End & Isles of Scilly.* Sheet No. 203, 1:50,000. Landranger Series. Southampton: Ordnance Survey, 1997. Print.

2.13 Diagrams

These should be referenced in the same way as you reference a direct quote i.e. the author/page number of the book or article that it came from, with the full source details included in your reference list.

2.14 Musical Scores

Composer Surname, First name. *Title of work*. Date of composition (if not known use N.D.) Edited by, Scored by or Arranged by (note that name is not written surname first). Place of publication: Publisher, Date. Medium of Publication.

Eg.

Mozart, Wolfgang Amadeus. *Flute concertos: Concerto no. 2 in D, K. 314 and Andante in C, K. 315.* T. Wye ed. Sevenoaks: Novello, 1983. Print.

2.15   Works of Art

Artist Surname, First name. *Title.* Year of composition. Material type. Gallery/Collection, city.

Eg.

Renoir, Pierrre-August. *The skiff (La Yole).* (1875) Oil on canvas. The National Gallery/Paintings 1700 - 1900, London.

Section Three - Formats for Electronic material

3.1 World Wide Web

The principles for citing web pages are the same as for other types of media – use author name or page title in your text and the following format for the reference list. The nature of web publications can often mean that author names are missing and dates are often vague or unavailable. The solution to this problem is to decide who is responsible for producing the web page (the originator) and they will then become the 'author'. It is often easier to find this information (and a date) if you look at the Home Page link for the site you are in or at the 'About Us' or 'Contact Us' type of links associated with that page. The web page reference list format is:

Author/Editor surname, First name. *Title of work.* Title of website if different. Edition or version (if given). Publisher or sponsor of site (if unavailable use n.p.), date of publication (day month year as available, if unavailable use n.d.). Medium of publication. Date of access.

Eg.

University of Northampton. *Assignments.* University of Northampton, 2011. Web. Accessed: 30/09/11.

Nb.

The 'accessed date' is the date which you viewed or downloaded the document. It may be subject to changes or updating and including this date in your reference allows for this possibility. Keeping a record of the document as you used it (if permissible) is recommended.

3.2 Electronic Journal (WWW)

Some journals are published solely on the internet, and therefore it is impossible to reference them in the same way as you would a print journal. The format for this is:

Author/editor surname, first name. "Title of Article in inverted commas" *Journal Title.* Volume.Issue number (date): range of page numbers. Medium of publication. Date of access.

Eg.

McArthur, David, and Griffin, Mark. "A marketing management view of integrated marketing communications." *Journal of Advertising Research.* 37.5 (1997): 19 - 21. Web. Accessed: 1st March 1998.

Nb.
If a journal exists in both print and electronic form it is often simpler and clearer to use the print journal format for referencing the item, regardless of which item you have viewed.

3.3 Blogs

Author/Editor surname, First name. *Title of blog entry.* Title of blog. Date of blog post (day month year, if unavailable use n.d.). Medium of publication. Date of access.

Eg.
Olsen, Erica. Five things I love about Firefox 3. *Librarian avengers.* 9th April 2008. Accessed: 2nd July 2008.

3.4 Wikis

Wiki name. *Title of article.* Edition or version number (if available). Publisher/sponsor of site, date of publication. Medium of publication. Date of access.

Eg.

Wikipedia. *William Shakespeare.* Wikimedia, 19/09/11. Web. Accessed: 30th September 2011.

3.5 YouTube

Screen name. *Title.* Title of website. Date of creation/upload. Medium of publication. Date of access.

Eg.

Leelefever. *Twitter in plain English. Youtube.com*. 5th March 2008. Web. Accessed 3rd July 2008.

3.6 CD-ROM/DVD-ROM

Author/Editor surname, First name. *Title.* Edition or version (if available). Place of publication: Publisher (if ascertainable). Year of publication. Medium of publication.

Eg.

Acland, Robert. *Acland's DVD atlas of human anatomy: DVD 2: the lower extremity.* London: Lippincott, Williams and Wilkins. 2003. DVD-ROM.

Nb.

This format is for CD-ROM/DVD-ROM and does not include CD-ROM bibliographic databases.

3.7 Mailbase/Listserve e-mail lists

Author surname, First name. "Subject of message". *Discussion list title.* Date (Day month year) of original communication. Medium of publication. Date of access.

Eg.

Bates, Elaine. "Re: Changes to NLH". *Lis-nursing*. 11th August 2005. E-mail. Accessed 12th August 2005.

3.8 Personal Electronic Communication – E-mail.

Senders surname, First name. "Subject of message". Description of message (including recipient). Date of message. Medium of delivery.

Eg.

Halmond, Kirsty. "Changes to report style format". Message to Carl Brown. 12th July 2008. E-mail.

Section Four - Formats for Other Material Types.

4.1 Off-air Recordings

For off-air recordings (programmes recorded from television channels) use the following format for individual programmes or series':

"Title of Episode." (if available) *Title of Programme.* Name of network/channel. Broadcast date. Medium of reception (i.e. Television or Radio).

Eg.

J'Accuse: Sigmund Freud. Channel Four. 10th June 1992. Television.

In the text of your essay refer to: (*J'Accuse*).

Nb.

Contributions within individual programmes should be cited as contributors:

Blair, Tony. Interview in: *Today Programme.* BBC Radio 4. 1st May 2005. Radio.

For an off-air recording of a film use the following:

Title. Person or body responsible for production. Date of production (if ascertainable). Name of network/channel. Date of broadcast. Medium of reception (i.e. Television or Radio).

Eg.

The Graduate. Directed by Mike Nichols. 1967. ITV1. 24/09/2007. Television.

In the text of your essay refer to (The Graduate).

4.2 Film

Title. Director. Distributor. Year of release. Medium consulted (i.e. Film, VHS or DVD).

If appropriate you can include the names of writers, performers and producer – between the director and the distributor.

Eg.

The Apartment Dir. Billy Wilder. United Artists, 1960. DVD.

In the text of your essay refer to (*The Apartment*)

Nb.

It is permissible to list films separately under a 'filmography list'.

4.3 Images - online

Originator of image. *Title of image*. Title of website. Date of creation/upload. Medium of publication. Date of access.

Eg.

Daisy_Chains. *Victoria Butterfly Gardens.* Flickr.com. 28/07/2009. Web. Accessed: 3rd August 2009.

4.4 Interviews

To cite an interview that you have conducted:

Surname (of person interviewed), First name. Type of interview (e.g. Personal interview or Telephone interview). Date of interview.

Eg.

Jones, Sally. Personal interview. 25th August 2005.

Nb.

It is best practice to include a transcript of your interview in the appendix of your assignment.

4.5 Seminar/Lectures, Presentations, Readings or Lecturer's Notes

Speaker's Surname, First name. "Title of presentation". Meeting details (i.e. course name and code or name of conference). Place, Date (Day, month year). Form of delivery.

Eg.

Williams, Brian. *Introduction to pollination.* Plant biology. BIO1234. University of Bramchester, Friday 12th August 2004. Lecture.

4.8 Notes taken by self at lecture

Lecturer's surname, First name. "Title of lecture". Date notes taken. Form (e.g. notes taken at lecture).

Eg.

Maxwell, James. "World War One History. 12th July 2003. Notes taken by J. Bloggs.

4.9 Unpublished Material

Some printed materials are not produced by recognisable publishers, and may not be widely available. In this case it is necessary to indicate this, and if the document is archival in nature, e.g. a manuscript or personal letter, its location should also be included.

Eg.

Lawler, Carole. *Childhood vaccinations.* Health Promotion Leaflet, Chester Group Practice, unpublished, 1987. Print.

Section Five - Points to Remember!

5.1   Above all - be consistent in whatever method of referencing you use.

5.2   The main title of the document should be distinguishable

5.3   The date is the year of publication *not* printing.

5.4   For a book the edition is only mentioned if other than the first.

5.5   The place of publication is the city *not* the country.

5.6   Journal titles should be given in full.

5.7   Volume and part numbers should be (written) in the format of the following example/formatted as follows: 25.2

5.9   Page numbers should be (written) in the format of one of the following examples/formatted as follows: 33-9, 44-67 or pp. 33-9. pp. 44-67.

Section Six – Plagiarism and University Policy on Referencing

Plagiarism

Statement on Plagiarism (from Student Code 1999)

The University unequivocally condemns plagiarism, which it considers to be comparable to falsifying data and cheating in an examination, and warns students that the Senate looks gravely upon incidents of plagiarism. Such incidents are classed as Academic Misconduct and are subject to the procedures further set out in the Student Code.

Definition

The University considers plagiarism involves an intention to deceive and entails the submission for assessment of work which purports to be that of the student but is in fact wholly or substantially the work of another. Since it is difficult to establish such an intention to deceive except through practice the University defines plagiarism in the following way.

The University defines plagiarism as the incorporation by a student in work for assessment of material which is not their own in the sense that all or substantial part of the work has been copied without an attempt at attribution or has been incorporated as if it were the student's own when in fact it is wholly or substantially the work of another person.

The University of Northampton Policy on Referencing

The University considers that referencing is an essential component of academic activity. It is a sound discipline for students, which requires them to demonstrate the provenance of their material and the sources of their argument. It should indicate their understanding of scholarship and enable them to recognise their place as learners in an academic discipline. Acknowledgement of the academic work of others emphasises the integrity of both the University's undergraduate and postgraduate study within the wider academic community.

Referencing is also vital in reinforcing the University's policy on plagiarism and in enabling students to understand the relevance and importance of that policy.
In promoting good practice in relation to referencing, the University considers it is more important that students understand 'why' they should be referencing than that they are simply concerned with 'how' to reference.

As a result, the University thinks it is important to relate the practice of referencing to the academic requirements and expectations of a particular discipline rather than requiring slavish adherence to a uniform model.

The University therefore does not require adherence to a single standard form of reference. However, the University recognises the problems and concerns that referencing can occasion for students and therefore it considers that in order to simplify the problem of referencing for students there should be a limited number of models in operation in the University.

The University therefore issued the Referencing Guide which it would expect course teams to use, unless they can justify that it is inappropriate in relation to accepted external academic or professional practices in their area. Minor variations of practice are discouraged.

Section Seven - References

British Standards Institute. *British Standard Recommendations for References to Published Materials. BS1629.* London: BSI, 1989.

British Standards Institute*. Recommendations for Citing and Referencing Published Material. BS5605*. London: BSI, 1990.

Bibliography

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers.* 7th ed. New York: Modern Language Association of America, 2009.

Li, Xia. and Crane, Noel. B*. Electronic Style: a Guide to Citing Electronic Information.* London: Meckler, 1993.

This guide is also available electronically via the University's Library web pages at:
http://skillshub.northampton.ac.uk/2013/09/19/mla-referencing-guide-2/