BOOKS

SUnderland*
*Students' Union

Single Author

In-text referencing

Direct quote

Metcalf (2005, p. 184) states that "the Nuer of southern Sudan lacked any institutions of governance; no chiefs or councils of elders, no armies or law enforcement".

or

"the Nuer of southern Sudan…" (Metcalf, 2005, p. 184)
Snow (2010, pp. 23-24) asserts that "…".

Paraphrasing

Critical anthropology is a … (Metcalf, 2005, p. 184)
Metcalf (2005, p. 184) propounded the idea that… .

Reference List

Author, Initial/s. (Year of publication) *Title*. **Place of publication: Publisher.**

Metcalf, P. (2005) *Anthropology: the basics*. Abingdon: Routledge.
Snow, D.R. (2010) *Archaeology of native North America*. Boston: Prentice Hall.

Notes

- Always include the page number in-text when using a direct quote.
- Always include the page number(s) when drawing primarily on a particular page or section.
- It is strongly recommended that you also include the page number(s) when paraphrasing.
- In-text use '**p.**' for a single page (Metcalf 2005, p. 45) and '**pp.**' for a page range, e.g. (Metcalf 2005, pp. 34-36).

Multiple Authors (2 or 3)

In-text referencing

Direct quote

"The experience of …" (Savage, Bagnall & Longhurst, 2005, p. 28).

or

Savage, Bagnall and Longhurst (2005, p. 28) argued that "…".

Paraphrasing

The migrant experience is one that… (Savage, Bagnall and Longhurst, 2005, p. 28).

Reference List

Author, Initial/s and Author, Initial/s (Year of publication) *Title*. **Place of publication: Publisher.**

For further referencing support visit: https://library.sunderland.ac.uk/services-and-support/skills/

Savage, M., Bagnall, G. and Longhurst, B. (2005) *Globalization and belonging*. London: SAGE.

Notes
- Cite the names of the authors in the order they appear on the title page of the book.
- Unlike the reference list which requires author/s initials, in-text references use author/s surnames only and do not include initials.
- When the authors names are incorporated into the text of your assignment, as above, use '**and**' instead of '**&**'.
- Always include the page no. in-text when using a direct quote.
- Always include the page/s number/s when drawing primarily on a particular page or section.
- It is strongly recommended that you also include the page number/s when paraphrasing.

Multiple Authors (4 or more)
In-text referencing
Direct quote
Kring et al. (2010, p. 72) outlined the theory as "…".

or

"The theory…" (Kring et al., 2010, p. 72).

Paraphrasing
Abnormal is not always… (Kring et al., 2010, pp. 47-48).

Reference List
Author, Initial/s., Author, Initial/s., Author, Initial/s. and Author, Initial/s. (Year of publication) *Title*. **edn. Place of publication: Publisher.**
Kring, A., Davison, G.C., Neale, J.M. and Johnson, S. (2010) *Abnormal psychology*. 11th edn. Hoboken, NJ : John Wiley & Sons.

Notes
- For in-text references, only list the name of the first author followed by '**et al.**' (meaning 'and others').
- For the reference list, list all authors – do not use '**et al.**' unless okay in your module handbook.
- Always include the page no. in-text when using a direct quote.
- Always include the page/s number/s when drawing primarily on a particular page or section.
- It is strongly recommended that you also include the page number/s when paraphrasing.

No Author
In-text referencing
Cite the work by its title and date.

For further referencing support visit: https://library.sunderland.ac.uk/services-and-support/skills/

Direct quote
"Ant behaviour patterns …" (*The life of insects*, 1979, p. 23).

Paraphrasing
In *The life of insects* (1979, p. 23) it is claimed that… .

Reference List
Title **(Year of publication) Place of publication: Publisher.**
The life of insects (1979) Morristown, NJ: Silver Burdett Co.

Notes
- List the item alphabetically in the reference list by the **title** then **date**.
- Do not use Anon or Anonymous.

Edited Book
In-text referencing
Direct quote
"Human security…" (eds McGrew and Poku, 2007, p. 8).
"Hinduism is not defined…" (ed. Flood, 2003, p. 5).

Paraphrasing
According to McGrew and Poku (eds 2007, p. 8) … .
Flood (ed. 2003, p. 5) comments that Hinduism is… .

Reference List
Editor/s, (ed./eds) (Year of publication) *Title of book*. **Place of publication: Publisher.**
McGrew, A. & Poku, N.K. (eds) (2007) *Globalization, development and human security*. Cambridge, UK: Polity.
Flood, G. (ed.) (2003) *The Blackwell companion to Hinduism*. Oxford: Blackwell.

Notes
- Use the abbreviation '**ed.**' for a single editor and '**eds**' (no full stop) for more than one editor.
- Use the abbreviation '**edn**' (no full stop) for edition.
- Write '**ed.**', '**eds**' and '**edn**' in lower case not capitals.

Chapter in an Edited Book
In-text referencing
Direct quote
Gray (2009, p. 35) states the following "…".

Paraphrasing
Another demonstration of this is… (Gray, 2009, p. 35).

Reference List

For further referencing support visit: https://library.sunderland.ac.uk/services-and-support/skills/

Chapter author, Initial/s. (Year of publication) 'Chapter title', in editor/s (ed./eds) _Book title_. Place of publication: Publisher, page numbers.

Gray, E. (2009) 'The hair of Milton: historicism and literary history', in Walford Davies, D. (ed.) _Romanticism, history, historicism: essays on an orthodoxy_. New York: Routledge, pp. 32-42.

Notes

- Refer to the author of the chapter in-text.
- Always include the page no. in-text when using a direct quote.
- It is strongly recommended that you also include the page number/s in-text when paraphrasing.
- Put the title of the chapter in single quotes (**' '**). Do not italicise.
- Put '**(ed.),**' for a single editor or '**(eds),**' for multiple editors followed by a comma.
- The pages of the chapter are added after the publication details.

Second Edition or Later

In-text referencing

Direct quote

"Student centred learning…" (Killen, 2009, p. 10).

Paraphrasing

Effective teaching is based on several… (Killen, 2009, p. 10).

Reference List

Author, Initial/s. (Year of publication) _Title_. edn. Place of publication: Publisher.

Killen, R. (2009) _Effective teaching strategies: lessons from research and practice_. 5th edn. Melbourne: Cengage Learning.

Notes

- Any edition other than the first edition must be included in the reference list citation.
- The edition statement is added after the title, followed by a comma (**,**).
- A reprint is not a new edition. It does not need a specific mention.
- Use the abbreviation '**edn**' (no full stop) for edition.

Compilation Textbook

In-text referencing

Direct quote

Pride et al. (2015, p. 58) state that, "there are a number of federal laws that influence marketing decisions".

Paraphrasing

Another demonstration of this is shown by marketing goals (Pride et al., 2015, pp. 67-68).

Reference List

Example of a single chapter from a compilation textbook:

Chapter author/s (Year of publication) 'Title of chapter', in _Title of book_, Place of Publisher: Publisher, pp. xx–xx.

For further referencing support visit: https://library.sunderland.ac.uk/services-and-support/skills/

Pride, W.M., Ferrell, O.C., Lukas, B.A., Schembri, S. and Niininen, O. (2015) 'Marketing planning and strategy in a competitive environment', in *Business Foundations: for La Trobe University, Compiled by La Trobe Business School*. Melbourne: Cengage Learning, pp. 49-94.

Notes

- This reference example is used when citing a textbook that does not have an identifiable editor or compiler.
- If citing a textbook that has a separate author for each chapter, with an overall book editor, then cite it as an '**Edited Book**'.

Book Review

In-text referencing

Direct quote

Nadel points to Stoppard's constant scepticism about autobiography and biography' (Carroll, 2002, p. 8).

Paraphrasing

Carroll (2002, p. 8) shows that … .

Reference List

Review Author, Initial/s. (Year of publication of the review) 'Title of review if there is one'. Review of *Title of reviewed book*, by Book Author. *Title of Publication in which the review appears*, Publication details if available, page reference.

Carroll, S. (2002) 'The stuff of theatre'. Review of *Double act: a life of Tom Stoppard*, by I. Nadel. *Age Saturday Extra*, p. 8.

Review Author, Initial/s. (Year of publication of the review) 'Title of review if there is one'. Review of *Title of reviewed book*, by Book Author. *Publication Title in which the review appears*. Available at: URL (accessed date: date).

Sussex, L. (2012) 'Life in dingo dell'. Review of *Lusting for London: Australian expatriate writers at the hub of empire, 1870-1950,* by P. Morton. *Australian Book Review*. Available at: https://www.australianbookreview.com.au/june-2012/993-342-literarystudies-sussex (accessed date: 7 January 2014).

Notes

- Quality book reviews will be published in newspapers, trade magazines or journals; book reviews from general websites may not be good sources for essays (check with your lecturer or tutor).
- Because they feature within publications, the details of those publications need to be included in the citation, i.e. the title of the newspaper or journal and the date it was published are necessary.
- If you read the review online, such as the *Age* online, include the URL;
  for the in-text reference, include the paragraph reference point for your quote;
  in the reference list, do not include the paragraph reference point.

eBook

In-text referencing

Direct quote

"Students taught by teachers with greater verbal ability learn more than those taught by teachers with lower verbal ability" (Stronge, 2007, p. 4).

Paraphrasing

Stronge (2007, p. 4) notes the correlation between… .

Reference List

Author, Initial/s. (Year of publication) *Title*. **Place of Publication: Publisher. Available at: URL (accessed date: date).**

Stronge, J.H. (2004) *Handbook for qualities of effective teachers*. Virginia, USA: Association for Supervision and Curriculum Development. Available at: http://web.a.ebscohost.com.ez.library.latrobe.edu.au/ehost/ebookviewer/ebook/bmxlYmtfXzEyNjA4Nl9fQU41?sid=bf41adb2-1640-4d60-b466-cd1f3c80840a@sessionmgr4007&vid=0&format=EB&rid=1 (accessed date: 2 October 2016).

Notes

- In-text referencing is the same for E-books as print.

Encyclopedia or Dictionary (online)

In-text referencing

Direct quote

"Descent systems determine…" (Velioti-Georgopoulos, 2006).
The heel of Achilles is the "vulnerable or weak point in a man's character or of a nation" (*Dictionary of phrase and fable*, 2000).

Paraphrasing

Velioti-Georgopoulos (2006) emphasises that kinship and descent should be treated as different concepts.
Dictionary of phrase and fable (2000) defines Achilles' heel as… .

Reference List

Entry Author, Initial/s. (Year of publication) 'Title of entry', in Editor/s Name (ed./eds) *Title of Publication*, **vol. number. Place of Publication: Publisher.**

Velioti-Georgopoulos, M. (2006) 'Kinship and Descent', in Birx. H.J. (ed.) *Encyclopedia of Anthropology*, vol. 3. Thousand Oaks, CA: Sage Reference.

Entry Author, Initial/s. (Year), 'Title of Entry', in Editor/s Name (ed./eds) *Title of Publication*, **vol. number. Place of Publication: Publisher, Available at: URL (accessed date: date).**

'Achilles' tendon' (2000), in *Dictionary of phrase and fable*, in Brewer, E.C. (ed.) *Bartelby.com*. Available at: http://www.bartleby.com/81/139.html (accessed date: 30 November 2010).

Notes

For further referencing support visit: https://library.sunderland.ac.uk/services-and-support/skills/

- If no author is evident or if a dictionary is being cited, provide the title in-text, e.g. "The *Oxford Dictionary* (2010) defines...".
- If the reference is from Oxford Reference online, add this after the title as the publisher information, e.g. Coper, M 2012, 'High Court', in B Galligan, & W Roberts (eds), *Oxford companion to Australian politics*, Oxford Reference Online.
- If you have used a dictionary or encyclopedia from a website include the date you accessed it and the URL.
- Place the 'title of the entry' in single quotes (' ').
- The title of the dictionary or encyclopedia is always in italics (*title*).

Encyclopedia or Dictionary (print)

In-text referencing

Direct quote

"Anarchy refers to the absence of authoritative institutions or norms above independent sovereign states" (Smith, 1993, p. 27).

Paraphrasing

Smith (1993, p. 28) observes that anarchy places states in a permanent position of rivalry with each other.

Encyclopedia entry with no author

The Macquarie dictionary (2005, p. 806) defines a larrikin as… .

or

… (*The New Encyclopaedia Britannica*, 1997).

Reference List

Entry Author, Initial/s. (Year of publication) 'Title of Entry', in Editor/s Name (ed./eds) *Title of Publication* vol. number. Place of Publication: Publisher.

Smith, M.J. (1993) 'Anarchy', in Krieger, J. (ed.) *The Oxford Companion to Politics of the World*. New York: Oxford University Press.

Notes

- Use italics when including the title of the dictionary/encyclopedia in-text (*title*).
- Use the word '**in**' before the Author/Editor.

Multiple Works by the Same Author

In-text referencing

Same author, different years.

Broome (2005; 2010) reported that aborigines in Victoria… .

or

Aborigines in Victoria… (Broome, 2005, p. 45; 2010, p. 34).

For further referencing support visit: https://library.sunderland.ac.uk/services-and-support/skills/

Same author, same year.
"In the last 10 years Australia has experienced…" (Manne, 2005a, p. 1).
Manne (2005b, p. 14) argued that the corporate media power… .

Reference List
Same author, different years:
Author, Initial/s. (Year of publication) *Title*. **Place of Publication: Publisher.**
Author, Initial/s. (Year of publication) *Title*. **Edn if relevant. Place of Publication: Publisher.**
Broome, R. (2005) *Aboriginal Victorians: a history since 1800.* Crows Nest, NSW: Allen & Unwin.
Broome, R. (2010) *Aboriginal Australians: a history since 1788*. 4th edn. Crows Nest, NSW: Allen & Unwin.

Same author, same year:
Author or Editor, Initial/s. (ed.) (Year of publication a) *Title*. **Place of Publication: Publisher.**
Author or Editor, Initial/s. (ed.) (Year of publication b) *Title*. **Place of Publication: Publisher.**
Manne, R. (ed.) (2005a), *Do not disturb: is the media failing Australia?.* Melbourne: Black Inc.
Manne, R. (ed.) (2005b), *Left right left: political essays 1977-2005*. Melbourne: Black Inc.

Notes
Same author, different years.
- Arrange the in-text citation in chronological order starting with the earliest date first.
- Use a semicolon (**;**) to separate the page reference from the date following it.
- In the reference list begin with the earliest date first.

Same author, same year.
- Distinguish between the titles by adding a lower-case letter of the alphabet starting with '**a**' after the date with no space.
- Arrange in alphabetical order by title.

Secondary Resources
In-text referencing
In this example the author Norman Klein is cited by Allan Cameron and the example is quoting Klein.
As the cultural critic Norman Klein stated in 1997, "the Romantics gloried in the ruins of memory" (cited in Cameron, 2008, p. 57).

Reference List
Secondary Book Author, Initial/s. (Year of publication) *Title of Secondary source*. **Place of publication: Publisher.**
Cameron, A. (2008) *Modular Narratives in Contemporary Cinema*. Basingstoke: Palgrave Macmillan.

Notes
- This is where the work of one author is cited in another author's work.

For further referencing support visit: https://library.sunderland.ac.uk/services-and-support/skills/

- In the Reference List you only need to cite the book that you actually read. In the example above, only the Allan Cameron book is included in the reference list, not the Norman Klein book.

Translated Work

In-text referencing

Direct quote

"Morality…" (Nietzsche, 1956, p. 27).

Paraphrasing

Nietzsche (1956) argues that… .

Reference List

Author, Initial/s. (Year of translated publication) *Title***. Translated from the [original language] by initial, Surname. Place of Publication: Publisher.**

Nietzsche, F.W. (1956) *The birth of tragedy & the genealogy of morals*. Translated from the german language. By F. Golffing, Garden City, New York: Doubleday.

Notes

- For the in-text reference, cite the original author, not the translator.
- This format also applies to compilers, editors and revisers.
- When the role of a translator, compiler, or reviser, is acknowledged in this type of citation, the initials precede the surname.

Thesis or Unpublished Work

In-text referencing

Direct quote

Genealogical knowledge in Victorian Aboriginal communities is an area that warrants a study of its own (Madden, 2003, p. 105).

Paraphrasing

Madden (2003) observes that women were often the experts at recalling genealogical information.

Reference List

Unpublished thesis - Print

Author, Initial/s. (Year of submission) *Title of thesis***. Degree statement. Degree-awarding body.**

Madden, R. (2003) *Aborigines, anthropology and culture: a home-town perspective*. Unpublished PhD thesis. La Trobe University.

Published thesis - Online

Author, Initial/s. (Year of submission) *Title of thesis***. Degree statement. Degree-awarding body. Available at: URL (accessed date: date)**

For further referencing support visit: https://library.sunderland.ac.uk/services-and-support/skills/

Hoad, C. (2018) *Emergent role of humour for participants during an outdoor education experience*. PhD thesis. La Trobe University. Available at: http://hdl.handle.net/1959.9/564324 (accessed date: 1 August 2018)

Notes

- Under '**Award**' you might also put '**Masters thesis**' or '**Honours thesis**'.