

Writing a bibliography, citing references in text

Writing an essay offers the author an opportunity to make an argument. Supplying an idea is the important part of this work, but a writer often uses evidence to support these ideas.

In academic research papers and in any other writing that borrows information from sources, the borrowed information—quotations, summaries, paraphrases, and any facts or ideas that are not common knowledge—must be clearly documented.

Essays about literature and the arts tend to have two major types of reference:

Primary material: Novel, novella, poem, short-story, essay, film, sculpture, painting, instillation, etc.

Secondary material: Critical essays, historical analysis, newspaper or magazine article, social, psychological, anthropological or geographic material, etc.

The material used to support an argument must always be referenced. In an essay produced in the arts and humanities, it is usual to put a note in the text that refers to the original source of the material, if this same reference is used on more than one occasion an abbreviated form may be used, however, an essay must always have a bibliography at the end. A bibliography offers the full reference for every source cited in the text. It can also list other material that was read for the essay and directly influenced the argument.

Referring to the works of others in your text is done in two ways. When you refer to someone else's idea, through either paraphrasing or quoting them directly, you:

1. provide the author's name (or the title of the work) and the page (or paragraph) number of the work in a **parenthetical citation** such as a footnote or endnote.
2. provide full citation information for the work in your **Works Cited list** also known as a **Bibliography**

These references include the name of the author or artist, the name of the piece or text, where it was published, who published it, and when.

This allows people to know which sources you used in writing your essay and then be able to look them up themselves, so that they can use them in their scholarly work. There are some basic guidelines for referring to the works of others in your text.

There are a number of different styles that may be used, including MLA (Modern Language Association), Chicago-Style, MHRA (Modern Humanities Research Association) and others. Below I offer an example in the model of the *Chicago Manual of Style* documentation system for the humanities. **Students may opt to use a different system, but consistency is paramount.**

Further information can be found at <http://library.albany.edu/usered/style/main.html> .

A reference in a text, where relevant, will include a page number, and for poetry may include a line number. Notes, such as footnotes or endnotes are “are intended primarily for documentation and for the citation of sources relevant to the text.”¹ They are inserted by adding a numbered note to the text, which is then given a citation. “Simple references (such as line numbers or page references to a book already cited in full) can usually be incorporated in the text, normally in parentheses after quotations,”² or in a shortened

¹ Glanville Price and Modern Humanities Research Association., *Mhra Style Guide: A Handbook for Authors, Editors, and Writers of Theses* (London: Modern Humanities Research Association, 2002). p. 17

² Ibid. p. 19

footnote that includes on name of author, title of text and page or line number. If similar references are next to one another, the term *ibid* (short for *ibidem*, Latin for "in the same place") with the page number may be used. This reference will appear again in full in the bibliography. Even if the text is referred to multiple times, there will be only one bibliographical reference.

Below are some common examples of materials taken from the *Chicago Manual* guide. "For numerous specific examples, see chapters 16 and 17 of *The Chicago Manual of Style*, fifteenth edition."³

First some rules:

1. The author's name should be given as it appears on the title page; forenames should not be reduced to initials.
2. Alphabetize the list by the author's last name.
3. If there is no author, alphabetize by title.
4. Always leave one space after commas and two spaces after periods and colons

Chicago Manual of Style bibliography
(adapted from the Chicago Manual of Style Website)

* Book with one author

Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999).

* Book with two authors

Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology*

* Book with more than three authors

Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994).

* Editor, translator, or compiler if the author is unknown

Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951).

* Editor, translator, or compiler if the author is known

Yehohua Kenaz, trans. Dalya Bilu *The Way to the Cats* (Vermont: Steerforth Press, 1994)

* Chapter or other part of a book

W. Freeman Twaddell, "A Note on Old High German Umlaut," in *Readings in Linguistics I: The Development of Descriptive Linguistics in America, 1925–1956*, 4th ed., ed. Martin Joos (Chicago: University of Chicago Press, 1957).

³ <http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/tools.html>

* Chapter of an edited volume originally published elsewhere (common for primary sources)

Quintus Tullius Cicero. "Handbook on Canvassing for the Consulship," in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986).

* Preface, foreword, introduction, and similar parts of a book

James Rieger, introduction to *Frankenstein or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1974).

* Journal article

John Maynard Smith, "The Origin of Altruism," *Nature* 393 (1998): 639–40.

* Popular magazine article

Steve Martin, "Sports-Interview Shocker," *New Yorker*, May 6, 2002, 84.

* Newspaper article

William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," *New York Times*, June 20, 2002, Arts section, Midwest edition.

Chicago style is for newspaper citations to be made in running text, not in parenthetical notes:

As William Niederkorn noted in a *New York Times* article on June 20, 2002, . . .

If the article is cited in the reference list, it would look like this:

Niederkorn, William S. 2002. A scholar recants on his "Shakespeare" discovery. *New York Times*, June 20, Midwest edition.

* Book review

James Gorman, "Endangered Species," review of *The Last American Man*, by Elizabeth Gilbert, *New York Times Book Review*, June 2, 2002, 16.

* Theses and dissertations

M. Amundin, "Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*" (Ph.D. diss., Stockholm University, 1991), 22–29, 35.

* Film

Kadosh. Dir. Amos Gitai. Perf. Yael Abecassis, Yoram Hattab, Meital Barda, and Uri Klazner. M.P. Productions, 1999