

## **QPR Referencing Guide for Authors**

All submissions to the journal should use the Harvard referencing style. There may be some variation between Schools with regard to how this referencing system is used but submissions to the QPR should follow the format below.

### **1. References within the Text**

- It is necessary to reference within the text of the article any source from which information is derived.
- If the exact words are used they should be enclosed in double inverted commas (“ ”) and the source should be given. (Single inverted commas (‘ ’) may be used for unfamiliar phrases and colloquialisms.)
- There are several ways to incorporate direct quotes and citations into an article. As a general rule give the citation where it fits comfortably with the flow of writing. The examples that follow show a variety of ways in which references can be worked into the text of the article.

#### **a) Books and Journal Articles**

- In the text of the article, the reference to the source should be as follows: (Last name of author / date of publication / page reference). There should be a space between the author’s name and date, and a colon between the date and page number(s).
- For up to three authors use all surnames, but for more than three authors just cite the surname of the first author followed by “*et al*”.

#### *Examples*

Rules on deviance are made by society, however “the rules created and maintained by such labelling are not universally agreed to” (Becker 1973: 18).

Smyth (2010: 187) argued that “18-25 year old males...”.

Governmentality is in a “broad sense about the techniques...” (Burchell, Gordon and Miller 1991:82).

Ditton et al (2004: 442) note that “of a total of 73 substantive attempts...”.

#### **b) Official Reports**

- For quotes from a source with a charity, community, NGO, corporate or government author cite the organisation *or* title of report / year / page or paragraph number (if available).

#### *Examples*

Humanity has the ability to make development sustainable... (World Commission on Environment 1987: 3.27).

It is estimated that “one million 16-24 year olds are unemployed in Britain today” (Office for National Statistics 2011).

### **c) Anonymous Authors**

- If the author of a source is anonymous, replace the author’s surname with the title of the work in the brackets containing the reference.

#### *Example*

The flora and fauna of Britain ‘has been transported to almost every corner of the globe since colonial times’ (Plants and Animals of Britain 1942: 8).

### **d) Newspaper and Magazine Articles**

- Newspaper and magazine articles can be referenced in the same way as other books and journals. However, when the author is anonymous, use the system above replacing the title of the work with the title/headline of the article.

#### *Example*

The *Guardian* reported that twenty-nine inmates were participating in the programme ‘Serving time’, 1996: 21).

### **e) Websites**

- Electronic sources such as web pages, electronic databases and electronic journals can be cited in the text in much the same way as traditional print sources, with the exception of page numbers. The author’s name is followed by a publication date, but no page numbers are listed. If no publication date is available, and this might be the case for web pages, then where the date should go, insert (n.d.) which stands for ‘no date’. If no author is listed for an electronic source, use the title of the publication in the same way as you would for any other anonymous source.

**f) If the author of the primary source has used or quoted another author to support her/his arguments and you want to use the latter it is necessary to acknowledge this.**

#### *Example*

Compliance in this context is understood to mean “an actor’s behaviour that conforms to a treaty’s explicit rules” (Mitchell in Cameron, Werkman and Roderick 1996: 5)

**g) Direct quotes that are longer than three lines should be italicised and indented.**

*Example*

*The grand coalition cabinet is the prototypal consociational device, but a variety of other forms can serve the same function. The essential characteristic of a grand coalition is not so much any particular institutional arrangement as the participation by the leaders of all significant segments in governing a plural society (Lijphart 1977: 31).*

**h) If a statement of fact, interpretation or line of argument is taken from a source other than yourself, it is necessary to acknowledge that source even if the author's exact words have not been used.**

*Examples*

From a sociological perspective true democracy is unachievable under capitalism because of horizontal integration of media, such as Rupert Murdoch's media empire and its influence over people and governments (Fotopoulos 2008).

Allen Potter (1966: 8) argues that opposition is a central tenet of parliamentary democracy.

**i) Making Changes to Quotations**

- If you leave out a word or words from a quote, indicate this by using an ellipsis (...)

*Example*

"E-learning ... has the potential to revolutionise accessibility" (McKervey 2010: 6).

- Use square brackets to put your own words into a quotation

*Example:*

"One should use one's own property so [as] not to injure another" (Bratspies and Miller 2006: 3).

**j) Footnotes may be used for explanatory purposes, but only where absolutely necessary.**

When used, footnotes should follow punctuation.

## **2. Reference List**

- The reference list at the end of the article should contain all the sources that have been cited in the article.
- Sources should be listed alphabetically by author's surname, should be left justified, and the references should never be preceded by a bullet-point or number.
- Where the author is anonymous or unknown for any one source, insert that source in the alphabetical list using the title of the source instead of the author's name.
- All sources should be listed together; there should not be separate lists for books versus journal articles versus electronic sources.
- The reference list should be on a separate page from the rest of the article.

### **2.1. There are specific rules for formatting references, which vary according to the type of source:**

#### **Author(s)**

- Put the surname first, followed by the initial(s). e.g. Frazer, P.
- Include all authors. e.g. McQuade, A., Moran, P. and Crawford, T.
- Sometimes the author may be an organisation. e.g. Feminists for Choice.
- If the publication is compiled by an editor or editors, use the abbreviation (ed.) or (eds.) e.g. Hughes, R.J. and Hampson, P. (eds.).
- If the author/organisation is unknown use the title of the book, article, etc. instead. This should be italicised.

#### **Year of Publication**

- Put the year in the round brackets after the surname(s) e.g. (2010).
- If no date can be identified, use (no date) or (n.d.).

#### **Title**

- Capitalise the first letter of the first word and any proper nouns. e.g. *Contract law in France:1975- 2001.*
- The title should be italicised. e.g. *Media and Crime.*
- The title should be followed by a full stop.

#### **Edition**

- Only include the edition if it is not the first edition.
- Abbreviate edition to edn. e.g. 2nd edn.

#### **Place of Publication: Name of Publisher**

- List the place of publication first followed by the name of the publisher.

- Separate using a colon. e.g. Maidenhead: Open Universities Press.

### **Page Reference**

- Only include if you are referring to a specific chapter or journal article.
- Include the page numbers after the publisher's details. e.g. Oxford: Blackwell Publishing, 391-406.

### **Title of Article (Journal / Newspaper)**

- Put the title in single quotation marks, e.g. 'Plagiarism on the rise'

### **Title of Journal/Newspaper**

- Capitalise the first letter of each word in the title, except linking words such as: the, for, and, of, etc.
- Italicise the whole title e.g. *British Journal of Educational Technology*

### **Issue Number (Journals)**

- List the volume number followed by the issue number in round brackets. e.g. 14(3)

### **URL**

- Include the full web address for Internet sources used. e.g. Available at: <http://inform.wordpress.com>
- Include the date that the website was last accessed in round brackets. e.g. (Accessed: 4 November 2013).

## **2.2. The following can be used as a guide for how to list references in the reference list.**

### **Book with one author**

Robinson, J. (2006) *Ordinary Cities: Between Modernity and Development*. London: Routledge.

### **Book with more than one author**

Shaw, M., Dorling, D., Gordon D. and Smith G.D. (1999) *The Widening Gap: Health Inequalities and Policy in Britain*. Bristol: The Policy Press.

### **Book with an editor**

Danaher, P. (ed.) (1998) *Beyond the ferris wheel*. Rockhampton: Central Queensland University Press.

### **Chapter taken from an edited collection**

Kennedy, D. (2009) 'The Case against the Belfast Agreement' in Barton, B. and Roche, P. (eds.) *The Northern Ireland Question: The Peace Process and the Belfast Agreement*. Basingstoke: Palgrave Macmillan, 246-264.

## **Second or later edition of a book**

Barnes, R. (1995) *Successful study for degrees*, 2nd edn. London: Routledge.

## **Book by an anonymous or unknown author**

*The University Encyclopedia* (1985) London: Roydon.

## **Journal Article**

Lewy, G. (2007) 'Can there be Genocide without the Intent to Commit Genocide?' *Journal of Genocide Research* 9(4): 661-674.

## **Official Reports**

Northern Ireland Office. (2013) *Publication of Draft Legislation Northern Ireland (Miscellaneous Provisions)*.

## **Conference Papers**

Hart, G., Albrecht, M., Bull, R. and Marshall, L. (1992) 'Peer consultation: A professional development opportunity for nurses employed in rural settings', *Infront Outback-Conference Proceedings, Australian Rural Health Conference, Toowoomba*, 143-148.

## **Newspaper or Magazine Articles**

### Print

Prince, R. (2010) 'Why food is costing us the earth' *The Times*. 30 August, 18.

### Online

Chakraborty, A. (2013) 'Rail privatisation: legalised larceny' *The Guardian*. 4 November. Available at: <http://www.theguardian.com/commentisfree/2013/nov/04/rail-privatisation-train-operators-profit> (Accessed 4 November 2013).

## **Newspaper or Magazine Article by an anonymous or unknown author**

'Tax-free savings push' *Sunday Mail*. (4 April 1999), 3.

## **Website**

### Unknown Author

*The race is on to find UK's first 'City of Culture' for 2013* (2009). Available at: [http://webarchive.nationalarchives.gov.uk/+http://www.culture.gov.uk/reference\\_library/media\\_releases/6256.aspx](http://webarchive.nationalarchives.gov.uk/+http://www.culture.gov.uk/reference_library/media_releases/6256.aspx) (Accessed 27 July 2012).

### Named Author

Wilford, R. and Wilson, R. (2001) *A Democratic Design? The political style of the NI Assembly*. Available at: <http://www.ucl.ac.uk/spp/publications/unit-publications/74.pdf> (Accessed: 17 October 2012).