

BIBLIOGRAPHICAL STYLE FOR THE PRESENTATION OF ESSAYS, DISSERTATIONS AND THESES

These notes set out basic conventions for the presentation of written work in English and Cultural Studies. The conventions aim to provide a reader with clear information concerning sources and further references. Their correct use is an important element in an essay, and since their value lies in providing information, *consistency* and *simplicity* are principal aims to keep in mind.

QUOTATIONS

- Brief quotations are enclosed in quotation marks. They are not indented but are presented within the body of the text of your essay.

Example: In Edward Thomas' poem repetition suggests sombreness, aided by the image of "rain" and the fact of solitude:

Rain, midnight rain, nothing but the wild rain
On this bleak hut, and solitude, and me
Remembering again that I shall die ...

Rain is a reminder of being "born into ... solitude" and of returning of solitude in death.

Brief quotations may also be indented, for the sake of emphasis. However, this format must be used sparingly or the emphasis will be lost.

- If words are omitted from a quotation, the omission is indicated by an ellipsis mark [space - three dots - space]:

Example: Rain is a reminder of being "born into ... solitude" and of returning to solitude in Death.

- Any quotation must be included in a way that forms a grammatical sentence. Generally, a new sentence is required after a lengthy quotation.

FOOTNOTES

Footnotes are used:

- To provide details of evidence on which discussion is based, and to acknowledge the use of secondary sources. Acknowledgement of secondary sources is necessary whenever the essay *involves quoting, paraphrasing, or substantially relying on* the material of other writers.
- To provide information which is relevant to the discussion but cannot easily be included in the body of the essay.

The main details required in a footnote referring to a **BOOK** are:

- Author's or editor's *full* name (given name/s first) as shown on title page of the book.
- Full title of the book (including any sub-title), all underlined or in *italics*.
- Place of publication.
- Name of Publisher.

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- _ Date of *original* publication (plus date of edition used, if not the original edition).
- _ Page or span of pages cited.

Examples: ¹ Tom Gibbons, *Studies in English Literary Criticism* (Nedlands, Western Australia: University of Western Australia Press, 1973), p. 127.

² Albert J. Guerard, ed., *Hardy: A Collection of Critical Essays* (Englewood Cliffs, N.J.: Prentice-Hall, 1963), p. 3.

³ Luis Vaz de Camoens, *The Lusiads*, trans. William c. Atkinson (Harmondsworth: Penguin Books, 1973 [trans. originally published 1952]), pp. 84-5.

⁴ Henry James, *The Europeans* (1878; Harmondsworth: Penguin, 1964), p. 85.

(This last example shows the form for the work that has been reprinted, providing both the first publication date and details of the edition used for the essay.)

The main details required in a footnote referring to an **ARTICLE** or **ESSAY** *article* are:

- _ Author's full name (given name first).
- _ Title of article, in inverted commas.
- _ Title of journal or book in which article is found, underlined or in *italics*.
- _ In the case of a *journal*:
 - i) Volume number (in Arabic numerals—"61" rather than "LXI").
 - ii) Date of publication (in parentheses).
 - iii) Page number(s). (Do not use "p." or "pp." to introduce page numbers, as for a book.)
- _ In the case of an article *in a book*: give the name of the editor of the book, plus all information for a book footnote, as set out above. (When an article in a *book* is a reprint of a *journal* article, say so at the end of your footnote.)

Examples: ⁴ David Perkins, "Hardy and the Poetry of Isolation," *ELH* 26 (1959), 253-4.

⁵ David Perkins, "Hardy and the Poetry of Isolation," in *Hardy: A Collection of Critical Essays*, ed. Albert J. Guerard (Englewood Cliffs, N.J.: Prentice-hall, 1963), pp. 143-44. (Article originally published *ELH*, [1959].253-270).

(Note that square brackets are used for an unavoidable parenthesis within a parenthesis.)

SUBSEQUENT REFERENCES: After your first citation of a source, subsequent references need include only the author's surname and the page number(s)—unless you are using more than one work by that author.

Example: ⁶ Gibbons, p. 127.

If using more than one work by an author, include a brief title in your subsequent references.

Example: ⁷ Gibbons, *Studies*, p. 127.

⁸ Gibbons, "Critical Views," pp. 3-7.

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If the reference is to a source cited in the footnote immediately preceding, there is probably no need for another footnote; simply include the page number/s., in parentheses, within the text itself.

If a work is referred to a number of times in an essay, it is simplest to include references in the body of the essay rather than to accumulate footnotes. A first reference should be fully footnoted; subsequent references can be given in parentheses at the end of each quotation within the essay - for example, "(p.43)". *Two points to note:*

- ❖ YOU DON'T NEED TO INCLUDE IN YOUR FOOTNOTE ANYTHING THAT ALREADY APPEARS IN YOUR TEXT. If, for example, you refer to critic David Perkins by name in the body of your paper, your following footnote citing his article on Hardy would not need to include the author's name. Simplify in this way whenever possible.
- ❖ NUMBER YOUR FOOTNOTES *CONSECUTIVELY* THROUGHOUT THE PAPER. Do *not* begin with "1" for your first footnote on each page. The number of the note should be placed *after* the quotation or reference, and should be slightly elevated above the line.

BIBLIOGRAPHY

A bibliography citation contains the same information as a footnote citation *except*:

- No page numbers need be given in citing a book.
- In citing an article, include the *entire span* of pages in which that article can be found.
- The Author's *surname* is always given before the first name(s): Gibbons, Tom.
- Bibliographies are always set out in *alphabetical order*.
- INCLUDE ALL WORKS CONSULTED that were of any value to you, even if the work was not cited directly in your paper.

Examples: **Gibbons, Tom. *Studies in English Literary Criticism*. Nedlands, Western Australia: University of Western Australia Press, 1973.**

Guerard, Albert J., ed. *Hardy: A Collection of Critical Essays*. Englewood Cliffs, N.J.: Prentice-Hall, 1963.

Pringle, David. "Poetry and Isolation." *Foundation*, 26 (1999), 243-270.

*Note that items listed in a bibliography do **not** have parentheses around the publishing data.*

**There are important differences between a citation in a Bibliography
and a citation in a footnote:**

FOOTNOTE FORM:

Name in normal order - Comma - Publishing date in parentheses - Page number/s - Full-stop
Northrop Frye, *Anatomy of Criticism: Four Essays* (Princeton: Princeton Univ. Press, 1957), p. 5.

BIBLIOGRAPHY FORM:

Author (name reversed) - Full-stop - Publishing data (no parentheses) - Full-stop - Full-stop
Frye, Northrop. *Anatomy of Criticism: Four Essays*. Princeton: Princeton Univ. Press, 1957.

FILM CITATION

Film references should be cited in your bibliography as follows:

- ❖ Original film title [+translation if foreign and released under translated title], then director's name, followed by production company, country, and year.

Note: It is usually not necessary to cite film scenes or shots in your footnotes. Referencing by description, or by footnoting the published film script, is acceptable. The film's details should be given with the first reference to the film in your essay, then cited in your bibliography (see examples below).

For more details on film citation, you may consult the 'Screen' magazine website:

<http://www.screen.arts.gla.ac.uk/pages/refer.html>

Examples:

Double Indemnity (Billy Wilder, Paramount, US, 1944).

Le Charme Discret de la Bourgeoisie/The Discreet Charm of the Bourgeoisie (Luis Bunuel, Greenwich Films, France-Spain, 1972).

CITING ITEMS FROM THE INTERNET

If you use material from the web, you must cite these items in footnotes and bibliography in the same way as other material. All Web citations must include the descriptive title of the site (URLs alone are not sufficient), and refer to the *exact part* of a site you have accessed (that is, you need to provide the URL for the part of the site you have been using; it is not sufficient simply to give the parent address). You should also include the date on which you accessed the site.

Examples:

Department of English, The University of Western Australia:

<http://www.arts.uwa.edu.au/EnglishWWW/index.html> (accessed 17/07/01).

[This is the parent address for the English Department. If you had been using the site for information on Honours, you would need to cite the URL for the Honours page -

<http://www.arts.uwa.edu.au/EnglishWWW/honours.html> (accessed 17/07/01).

Catherine Asaro, "A Conversation with Neal Stephenson," *SF Site* (September 1999), p.1.

<http://www.sfsite.com/10b/ns67.htm> (accessed 17/07/01).

Tanya Brown, "Interview with Neal Stephenson," (September 1995), p. 8.

<http://www.avnet.co.uk/home/amaranth/Critic/ivstephs.htm>

(accessed 17/07/01).

Bill Joy, "Why the Future Doesn't Need Us," *Wired* 8.04 (April 2000).

<http://www.wired.com/wired/archive/8.04/joy.html> (accessed 17/07/01).

If you are unfamiliar with methods of citing a URL, the following book is available from the Library:

Li, Xia. *Electronic Styles: A Handbook for Citing Electronic Information*. HSS Reference R808.027 1996 ELE

Or see: <http://www.library.uwa.edu.au/guides/citingsources/internet.html>

This Library site has links to style guides for the humanities (and may be useful for more advanced work citing FTPs, Usenet and email sources).