HISTORY OF ART REFERENCING GUIDE USE IT!
What is referencing?

Referencing is a technical aspect of writing that enables you to connect your ideas to the ideas of others. When we write an academic paper, we join a network of authors that abide by a standard set of rules about when and how to give credit to others for their work. It is more than impolite to copy someone else’s work – it is illegal. In addition to giving credit to other people’s work, proper referencing also helps your readers to access your sources (the other writer’s whom you have quoted or whose ideas you have used). Proper referencing is therefore both respectful and useful to others. It is not difficult, but it is pedantic and requires meticulous attention to detail.

Referencing will be marked strictly in every piece of writing you submit to us and incorrect referencing is an unnecessary way to lose marks. It’s not worth it, so start right away with learning the right referencing techniques. Ask your tutors or lecturers to help you if you are not sure that you are getting it right.

Components of the referencing system

The Harvard System requires us to include references both in a reference list (appearing at the end of a piece of writing) and as in-text references (punctuating the writing itself). These two components are cross-referenced: all references that appear in the reference list should be cited somewhere in the text, and all in-text references must be linked to a source that is listed in the reference list.

Reference Lists

A reference list is an alphabetical list of the texts you have used in your writing that should be located in the last pages of your essay or assignment. Each reference should be on its own line and should be very specifically formatted as per the examples provide further in this booklet.

In-text referencing:

A reference list is not enough to give credit to the authors you have referred to. Giving a shorter reference within the body of your writing at the moment of quoting or paraphrasing is also required, according to the general format (Author’s surname + Year: page number), for example (Sontag 1979: 4). There are more details on how to create these in-text references below.

Items in a reference list must follow a very specific format, and we provide numerous examples below. For each category of reference we also show
how to include an in-text reference but further on there is a more detailed section on how to select and integrate your in-text references.

With all aspects of referencing, pay attention to detail: note that the use of **italics, capitalisation** and **punctuation** is a way to emphasise some information more than others; it is just as important as the order of the information.

**BOOKS**

The single-author book is the basic unit of the referencing system and contains the basic elements that most references require. It follows the following structure:

- **SURNAME OF AUTHOR,** Initial. Year published. *Title of Publication*. Place of publication: Publisher.

**For example:**


- In-text, to a specific page: (Sontag 1979: 5), or the book more generally: (Sontag 1979).

Note that the AUTHOR’S SURNAME is in capital letters, and the *Title of Publication* always appears in italics, and with capitalisation of the first word of the title and, where applicable, of the subtitle; all major words (nouns, verbs, adjectives, adverbs, and pronouns) in the title, including the second part of hyphenated major words (e.g. Rock-Paintings instead of Rock-paintings), even if this is not how it appears on the publication itself. Do not capitalise minor words such as articles (the, a, an) and linking words (with, from, and, or, nor, but, at, for, by, in, of, on, as, per…) unless it is the first word of the title.
BOOK CHAPTERS

If you are only dealing with a very specific chapter in a book, it is useful to reference the chapter only by including the chapter title before the italicised title of the book, and the page numbers for that specific chapter are to be provided at the end of the reference.

For example:


MULTI-AUTHORED BOOKS

If the text has two or more authors, the names should be joined by the ‘&’ (ampersand) symbol.

For example:

- In-text, to a specific page: (Bolter & Grusin 2000: 55), or the book more generally: (Bolter & Grusin 1979).

Note that subtitles of books are separated from the primary title with a colon. Note also that if the place-name can create confusion – i.e. is it Cambridge (U.K.) or Cambridge (Massachusetts)? – this requires disambiguation (see the example above).

If there are more than three authors, initials are to be followed by a comma (except immediately before the year). You need to include all authors in the reference list, but in the in-text reference, the additional authors are to be replaced by the words “et al.”, which is an abbreviation of the phrase “et alii” in Latin, meaning “and others”.

For example:

- In-text, to a specific page: (Henderson et al. 1987: 56), or the book more generally: (Henderson et al. 1987).
EDITED BOOKS

When the book is a collection of articles or texts, it is usually the editor’s or editors’ name which will be placed in the author position followed by the indication (ed.), or (eds) if there is more than one editor. (NB “ed.” is an abbreviation and so takes a full stop, whereas “eds” is a short form rather than a strict truncation and is therefore not followed by a full stop.)

For example:


CHAPTERS IN EDITED BOOKS

The primary author’s surname is capitalised, while the editors’ names are written with normal capitalisation. The book title is listed in italics, while the name of the chapter is written in normal font. The page numbers are given at the end of the reference; the abbreviation “pp.” refers to a range of pages (as opposed to p. which refers to one page only).

For example:

BOOKS WITH NO AUTHOR

The entity/organisation/project that produced the book (if different from the publisher) should become the author. If a book’s origin is unknown or uncertain, it is preferable to list the title in the author’s position.

For example:


- In-text, to a specific page: (Rockefeller Foundation 1991: 18), or the book more generally: (Rockefeller Foundation 1991).


- In-text, to a specific page: (Recipes for Disaster 2012: 9), or the book more generally: (Recipes for Disaster 2012). Note that you may shorten the book’s title to keep the text as uncluttered as possible.

BOOK WITH AUTHOR AND EDITOR

If an author is responsible for the intellectual content of a book, but an editor is also involved, the editor is listed after the book’s title.

For example:


- In-text, to a specific page: (Stow 1930: 9), or the book more generally: (Stow 1930).
JOURNAL AND PERIODICAL ARTICLES

This category is also a standard kind of reference and follows a fairly straightforward format. Note that it is the title of the journal, and not the article, that is italicised. It is not necessary to include the place and publisher.

- SURNAME OF AUTHOR, Initial. Year published. Title of journal article. *Title of journal* Vol. no. (Issue no.), Season or month if applicable: page range.

For example:


Referencing more complex sources

While the book and journal still tend to dominate in the production of academic knowledge, the range of sources that can be referenced in your writing is expanding with new media, and so you may find that your reference list format needs to stretch to encompass blogs, digital archives, email, films and videos, games, websites and so on. More complex and unconventional sources also include archival materials, book reviews, brochures, correspondence, course notes, dictionary entries, exhibitions, interviews and newspaper articles and television broadcasts. Additionally, many sources that you use may not have all the information you require, but you need to provide as much information as possible. We provide numerous examples here; if your source does not easily fit into one of these examples, adapt it to follow a comparable format, or consult a lecturer.

BOOK REVIEW

Both the title of the book under review, and the title of the publication carrying the review, are italicised. The reference follows this format:

- SURNAME OF REVIEWER, Initial. Year published. Title of book review including Title of book being reviewed, OR Review of Title of book being reviewed by Author of book, Year of publication. In: Title of journal review is published in, Vol. no. (Issue no. if applicable), Season or date of issue if applicable: Page reference.

For example:


- In-text, to a specific page: (Richards 2006: 22), or the review more generally: (Richards 2006).
BROCHURE

Because a brochure tends to be more representative of the organisation/entity/project that produced it, rather than the author (who usually produces it on behalf of the organization), the name of the organisation sits in the author’s position, and the author (if known) comes at the end, as follows:


For example:


- In-text, to a specific page: (Constitution Hill 2002: 1), or the brochure more generally: (Constitution Hill 2002).

CORRESPONDENCE

The exact date of the correspondence, if known, should be included in the reference, as well as the physical location of the original document and its reference number in the following pattern:

- SURNAME OF AUTHOR, Initial. Year. Description of the correspondence including the addressee, date of correspondence. Material type i.e. manuscript, typescript (archival reference number). City/place: Name of the archive/institution.

For example:


- In-text: (Wylde-Browne 1937).
COURSE NOTES

The title of the lecture is not italicised because it is not a formally published source, and the reference should contain as much of the following information as possible:

- SURNAME OF LECTURER, Initial. Year of lecture. Title of lecture, date of lecture. Lecture notes (Course code). Name of Institution, City/place.

For example:


- In-text (Bester 2012).

DICTIONARY ENTRIES

Dictionary entries follow the same format as other books, but the title of the dictionary replaces the author in the following pattern, because they are works that combine the work of many individuals over time, and in this sense are "authorless":

- Title: subtitle, Date. Edition. Place: Publisher.

For example:


- In-text: (Merriam-Webster’s Collegiate Dictionary 1993: 301)

Many students have a bad habit of starting essays by quoting definitions out of the dictionary e.g. “The Oxford Dictionary defines art as...” Avoid referencing a dictionary unless you are defining a particularly complicated or obtuse word. Rather use your own words to explain what the word means and extend this with particular examples or references to the course material.
FILMS AND VIDEOS

As these are often collective works with different kinds of contributions from different people, the title sits in first position, but the director should be mentioned. The distributor is listed in the place of publisher, and this pertains to the particular edition of the film that you have seen (i.e. on DVD, at the cinema and so on).


For example:


- In-text: (*Cave of Forgotten Dreams 2010*)

GAMES

Games are also collective works, and so the title comes in the author position:

- Title, date. Format/medium. Place: Publisher.

For example:


- In-text: (*Assassins Creed III 2012*).
IMAGES AND ARTWORKS

Images and artworks are also considered as another form of authored creative work similarly to text and thus should be accredited accordingly. You are therefore required to reference every image that you use in your scholarly work.

- Name and Surname of the artist(s), Title of work, year of production, medium of work, size. The collection it belongs to. Photo image by (Photographer’s name).

Please note that you start with the name of the artist followed by the surname unlike the bibliography where you start with the surname of the Author. This kind of referencing is used directly underneath the image used in-text and in the artwork-list at the back of your essay before the bibliography.

For example:

- Joachim Schonfeldt, Villiersdorp Co-Op, 2004, Oil paint and varnish on hand carved wooden panel, 70 x 72.6 cm, JAG collection. Photo image courtesy of the artist.

- In-text: Schonfeldt’s Villiersdorp (2004)

The same applies when the objects are without author/artist name(s):

- Artist unrecorded, Xinorabaji (diviner's waistcoat with beaded train) Tsonga -Shangaan, mid-late 20th century, textile beads and thread, 77 x 50.5cm, JAG collection. Photo image by Laura de Becker.

In the case of no date information available:

- Artist unrecorded, Xinorabaji (diviner's waistcoat with beaded train) Tsonga-Shangaan, c.1900 or date unrecorded, textile beads and thread, 77 x 50.5cm, JAG collection. Photo image by Laura de Becker.
INTERVIEW

This type of reference must include both the person being interviewed (as author), as well as the interviewer, time, date and the recording medium:

- SURNAME OF PERSON INTERVIEWED, Initial. Year. Description of the interview including interviewer’s name and day, month and year. Place. Format.

For example:

- In-text: (Brenner 2012).

NEWSPAPER ARTICLES

Note that the title of the newspaper is italicised, and not the title of the article. Volume and issue numbers should be included where known, but the date is essential.

- SURNAME OF AUTHOR, Initial. Year published. Title of article. Title of newspaper, Vol. no. (Issue no.) if available, Title of section if not the main section, Month Day: Page reference.

For example:

- In-text: (Grazia & Kistner 2007: 1)
TELEVISION BROADCASTS

This type of reference follows a similar pattern to films and videos:

- Title of Programme, Year. Title of episode. Television broadcast.
  Directed by Initial. Surname. Episode number, Season number. Place:
  Production company. Broadcast channel, Month Day.

For example:


- In-text: (*Carte Blanche* 2012)

THESES AND DISSERTATIONS

This category follows a similar format to single-authored books, but the title is not in italics because it has not been formally published.

- SURNAME OF AUTHOR, Initial. Year submitted. Title. Format (Discipline).
  Place: Academic Institution.

For example:

WEBSITES

The internet is becoming more and more useful for research. However you should be very critical of all your sources, especially websites. Generally it is good to avoid using information on encyclopaedic websites like Wikipedia. Always try to find the same information in a more formal source before you quote from the internet. If you cannot find central information like the author’s name or the date published you should be especially sceptical. When you reference a website you need to include the author, date, title of the website, title of the page, the stable URL address as well as the date you last accessed the website in the following format:

- SURNAME OF AUTHOR, Initial. Year published. Title of website. Title of page. Online. URL. Date Accessed.

Two ways to reference

There are two ways to refer to another author’s work:

1. A direct quote: This is when you take the text directly from another source, and include it in yours in inverted commas or quotation marks.
2. A paraphrased idea: This is when you use the author’s idea but rephrase it in your own words.

Most writing tasks in this course ask you to write in your own words. This is because it indicates to us that you have really understood the material, and that is what we expect and reward: evidence that you have worked with a text sufficiently to get to the point where you can explain it in your own words, without using any jargon or a pseudo-academic style of writing.

You can still however include short extracts or quotations from the texts you are reading and using – but these quotations need to be integrated into your own text.

The following insert comes from ‘The Quality Writing Centre’ at the University of Arkansas, USA:
Including quoted material can be an effective way to enliven your own writing. But beware. You must use quoted material sparingly. The overuse of quotations can drown out your voice and leave the reader wondering what happened to you—the writer. Remember, that’s your name at the top of the paper!

**When to Quote** (from *Writing and Reading across the Curriculum*, 9th Edition, Behrens and Rosen)

1) **Memorable Language**
Use quotations when the author of your source material has written a phrase, sentence, or passage that is particularly powerful, vivid, or memorable.

2) **Clear and Concise Language**
Use quotations when the language in your source material is so clear and economical that to attempt a paraphrase would be ineffective.

3) **Authoritative Language**
Use quotations when you want to lend the authority and credibility of experts or prominent figures to your writing. If you are writing to persuade, quotations from authoritative sources can be especially useful in supporting your argument. Quotations can demonstrate to readers that your perspective on an issue has been developed through careful study and consideration of the opinions of credible figures in your field.

Of course, one quotation might include all three of the above—a concise and powerful remark from a prominent figure.

**How to Integrate Quotations**

Quotations should be integrated into your own sentences. Don’t drop quotations into your text without warning, and avoid standing quotations alone as sentences; instead, provide clear signal phrases, which include the author’s name, to prepare readers for the quotation:

> Although the bald eagle is still listed as endangered, the species has recovered numbers. According to ornithologist Jay Sheppard, “The bald eagle seems to have stabilized its population, at the very least, almost everywhere” (Sheppard:96).

The following examples demonstrate ways to vary your signal phrases:

In the words of author and activist Rick Bass, "...

As Flora Davis has noted, "...

The Gardners, experts in Colorado Plateau archaeology, point out that "...
Psychologist Sidney McMaynerberry offers an odd argument for this theory: "...

Note the punctuation mark that precedes the quote, either a comma or a colon, except when the quote continues the leading sentence (as in the third example above).

Use active verbs in signal phrases to indicate the author’s tone and stance. Is your source arguing a point, making an observation, reporting a fact, drawing a conclusion, refuting an argument, or stating a belief? Choose an appropriate verb, such as one from the following list, to make the author’s stance more clear:

<table>
<thead>
<tr>
<th>acknowledges</th>
<th>comments</th>
<th>describes</th>
<th>maintains</th>
<th>reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>adds</td>
<td>compares</td>
<td>disputes</td>
<td>notes</td>
<td>responds</td>
</tr>
<tr>
<td>admits</td>
<td>concedes</td>
<td>emphasizes</td>
<td>observes</td>
<td>shows</td>
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<tr>
<td>agrees</td>
<td>confirms</td>
<td>endorses</td>
<td>points out</td>
<td>states</td>
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<td>argues</td>
<td>contends</td>
<td>illustrates</td>
<td>reasons</td>
<td>suggests</td>
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<td>asserts</td>
<td>declares</td>
<td>implies</td>
<td>refutes</td>
<td>summarizes</td>
</tr>
<tr>
<td>claims</td>
<td>denies</td>
<td>insists</td>
<td>rejects</td>
<td>writes</td>
</tr>
</tbody>
</table>

Remember that when you refer to an author’s work – and for most writing tasks you will – you need to acknowledge his/her ideas. Tell your reader whose ideas you are using – and if you directly quote (word for word) any part of someone else’s text you need to reference it accordingly.

Failure to reference properly will result in severe penalties. It is not worth it, so start right away with learning the right referencing techniques. Ask your tutor to help you if you are not sure that you are getting it right.

You will have already noted in the ‘bald eagle’ example in the above insert that when you directly quote up to three lines of text from a source you can integrate it into your own paragraph using inverted commas. Here is another example of a direct quote less than three lines:

Culture can be understood in many different ways. Cultural theorists, John Walker and Sarah Chaplin suggest that “more recently culture has been used to refer to any aspect of daily life which relates to a social context” (Walker & Chaplin 1997: 16).

Your reference list – the last page of your assignment – will need to include the full details of Walker and Chaplin’s book as follows:

If you directly quote more than three lines of someone’s text, then you must indent the quote. For example:

Malcolm X has inspired many people and his motivation to improve his reading and writing skills whilst in prison continue to inspire many students:

It had really been back in the Charlestown Prison, when Bimbi first made me feel envy of his stock of knowledge. Bimbi had always taken charge of any conversations he was in, and I had tried to emulate him. But every book I picked up had few sentences which didn’t contain anywhere from one to nearly all of the words that might as well have been in Chinese. When I just skipped those words, of course, I really ended up with little ideas of what the book said. So I had come to the Norfolk Prison Colony still going through only book-reading motions. Pretty soon, I would have quit even these motions, unless I had received the motivation that I did.

I saw that the best thing I could do was get hold of a dictionary—to study, to learn some words. I was lucky enough to reason also that I should try to improve my penmanship. It was sad. I couldn’t even write in a straight line. It was both ideas together that moved me to request a dictionary along with some tablets and pencils from the Norfolk Prison Colony School. (Malcolm X and Alex Haley, 1964: 175)

Malcolm X clearly understood the power of language and of becoming an articulate user of the English language. He saw it as a powerful weapon in the struggle for liberation and equality.

Again, the reference list would contain the full details about this book:

What a lot of students tend to forget is that when you rephrase or paraphrase ideas you still need to reference and acknowledge your source. For example:

When an image is made and looked at, the viewpoint or ideology and the cultural position of the maker and that of the viewer meet. The viewer does not always have the same experience and perspective as the maker. Sometimes the values of one culture may be incompatible with those of another (Walker & Chaplin 1997: 12).

This paragraph is not a direct quote – Walker & Chaplin have taken far longer to say this in their text! Their ideas have been summarised and rephrased into a shorter text, but it is still based on their ideas, and so must be acknowledged.