



## Department of Geography Guidelines on Referencing and Bibliographies

A reference is the way in which you tell the reader where you have got the information from which you have used in your work. It also tells the reader that the information you are using was produced by someone else. For this reason, acknowledging all such sources of information is critical, not least because failure to do so can lead to accusations that you are trying to use someone else's information as your own. All assessed coursework should be properly referenced and have a full bibliography at the end, including all of the sources you have cited in your work.

In some cases, you may not have been able to find the original source. For example, you may have read a paper in which one author cites another. For instance, a paper by Smith (2009) may include the statement that 'Hunt (2006) showed that there was a correlation between variable A and B'. If you want to quote Hunt's results, you should, ideally, go to Hunt's paper and check that Smith has cited correctly and interpreted Hunt's findings appropriately. If this is not possible, you should acknowledge the secondary reference by describing this correlation as 'Hunt (2006), quoted in Smith, (2009)...'. This is known as secondary referencing. You should only include in your bibliography the source that you have actually read. In this example, it would be Smith (2009). You would only include Hunt (2006) in your bibliography if you had actually read it. In formal 'unseen' examinations, you are expected to provide references in your answers and show that you know the sources of the facts and arguments that you are presenting, but you are not expected to produce a bibliography.

When you cite (identify) references in the text of your assignment, you should include the author's surname (or name of editor or organisation responsible), the year of publication (or, in the case of an Internet site, when it was last updated), and actual page numbers if appropriate and where available. There are two approaches to citing references. The first gives prominence to the information, with all the required referencing details in brackets:

It has been suggested that the relative seriousness of the two kinds of errors differs from situation to situation (Black 2009).

The second approach gives prominence to the author by using the author's name as part of your sentence, with the date and page number in round brackets:

Black (2009) has suggested that the relative seriousness of the two kinds of errors differs from situation to situation.

Page numbers are necessary when you directly quote a passage, or when you copy tables or figures:

A recent study has shown a series of possible causes that “result from changes in environmental factors” (Jones and Chan, 2002, p. 2).

Having written your assignment and included a range of citations, it is important to list all of these, in alphabetical order by the authors’ surnames, in a bibliography at the end of your work. This bibliography is typically titled ‘References’ or ‘Reference List’. This should be comprehensive and detailed enough to allow the reader to trace the item which you cite. There are a range of referencing and bibliographic conventions, examples of which may be seen in current academic geography journals (e.g. *Transactions of the Institute of British Geographers*, *Journal of Historical Geography*, *Journal of Quaternary Science*, *Progress in Development Studies*). There are often different conventions adopted for human and physical geography subjects, and you will typically come across both in your time here. Which you use will depend on the work being assessed, but the most important rule is to be consistent. Particular lecturers or your dissertation advisor may suggest you use certain conventions because of the particular materials you are working with.

The following is suggested as an appropriate standard format, based on the so-called ‘Harvard’ or author-date referencing system. The following guidance is based on the book *Cite them right: the essential referencing guide* (2010), multiple copies of which can be found in the Bedford Library:

1. References in the text should give the surname of the author and the year of publication in brackets, for example, Collins (1970) or (Smith and Jones, 2001). When there are two or more references to work by one author for the same year, the year is followed by the letter a, b, c, etc.—e.g. (Harris, 1996c).
2. Page numbers should be given for quotes, for example, (Collins, 1970, p. 42).
3. Examples of references for different types of publication are given below. Please note that the bibliography **should not be divided** according to these categories (i.e. with sub-sections for journal articles, books, chapters etc). The following list merely indicates the appropriate format for each kind of reference. Many more examples, including guidance on how to cite audio, visual, and digital material, can be found in *Cite them right: the essential referencing guide* (2010).

#### Example of a Journal Article (Single Author)

Reference list:

Trudgill, S. (2012) ‘Do theories tell us what to see? The 19th-century observations of Darwin, Ramsay and Bonney on glacial features’, *Progress in Physical Geography*, 36(4), pp. 558–566.

In-text citation:

Trudgill (2012) has argued that...

### Example of a Journal Article (Two or Three Authors)

Reference list:

Keighren, I.M. and Withers, C.W.J. (2011) 'Questions of inscription and epistemology in British travelers' accounts of early nineteenth-century South America', *Annals of the Association of American Geographers*, 101(6), pp. 1331–1346.

In-text citation:

According to Keighren and Withers (2001, p. 1335)...

### Example of a Journal Article (More than Three Authors)

Reference list:

Shultziner, D., Stevens, T., Stevens, M., Stewart, B.A., Hannagan, R. J. and Saltini-Semerari, G. (2010) 'The causes and scope of political egalitarianism during the Last Glacial: a multi-disciplinary perspective', *Biology and Philosophy*, 25(3), pp. 319–346.

In-text citation:

A review by Shultziner *et al.* (2010)...

### Example of a Book (Single Author)

Reference list:

Cottrell, S. (2008) *The study skills handbook*. 3rd edn. Basingstoke: Palgrave Macmillan.

In-text citation:

According to Cottrell (2008, p. 25)...

### Example of an Edited Book (Single Editor)

Reference list:

Chant, S. (ed.) (2010) *The international handbook of gender and poverty*. Cheltenham: Edward Elgar Publishing.

In-text citation:

Recent contributions to the literature on gender and poverty include Chant (2010)...

### Example of an Edited Book (Two or More Editors)

Reference list:

Driver, F. and Gilbert, D. (eds) (1999) *Imperial cities: landscape, display and identity*. Manchester: Manchester University Press.

In-text citation:

Recent work on geography and imperialism includes Driver and Gilbert (1999) volume...

### Example of a Chapter in Edited Book

Reference list:

Willis, K. (2010) 'Gender, poverty and social capital: the case of Oaxaca City, Mexico', in Chant, S. (ed.) *The international handbook of gender and poverty*. Cheltenham: Edward Elgar Publishing, pp. 385–390.

In-text citation:

Willis (2010) makes the claim that...

## Example of a Research Report

Reference list:

Brisley, R., Welstead, J., Hindle, R. and Paavola, J. (2012) *Socially just adaptation to climate change* [Online]. Available at [http://www.jrf.org.uk/sites/files/jrf/climate-change-adaptation-full\\_0.pdf](http://www.jrf.org.uk/sites/files/jrf/climate-change-adaptation-full_0.pdf) (Accessed: 15 July 2014).

In-text citation:

Brisley *et al.* (2012) highlight the importance of...

Or, without an author cited:

Reference list:

European Commission (2010) *Europe's ecological backbone: recognising the true value of our mountains*. Luxembourg: Office for Official Publications of the European Communities.

In-text citation:

The importance of Europe's mountain environments (European Commission, 2010) and questions of ecological...

## Example of an Article in an Online-Only Journal (NOTE: This is different from a printed journal which is available electronically, which should follow the conventions of a journal article)

Reference list:

Davidson, M. (2012) 'Sustainable city as fantasy', *Human Geography*, 5(2) [Online]. Available at: <http://www.hugeog.com/index.php/component/content/article?id=224:sustainable-city-fantasy-5-2> (Accessed: 15 July 2014).

In-text citation:

According to Davidson (2012), recent changes in urban policy...

### Example of an Unpublished Thesis

Reference list:

Whittall, D.J. (2012) *Creolising London: black West Indian activism and the politics of race and empire in Britain, 1931–1948*. Unpublished PhD thesis. Royal Holloway, University of London.

In-text citation:

Recent research by Whittall (2012) shows how...

### Example of an Official Publication

Reference list:

Department of Energy and Climate Change (2011) *National policy statement for renewable energy infrastructure*. London: The Stationery Office.

In-text citation:

The Department of Energy and Climate Change (2011) has recently outlined a policy for...

### Example of an Unpublished Conference Paper

Reference list:

Brickell, K. (2012) ‘“Plates in a basket will rattle”: gendered experiences of abandonment, separation and divorce in Cambodia’, RGS-IBG Annual Conference. University of Edinburgh, 3–5 July.

In-text citation:

Brickell (2012) has argued that...

### Example of a Published Conference Paper

Reference list:

Sharp, J.I. and Kiyon, J.R. (2007) 'Geographic variation of truth claims: reporting on Iraq', *Papers of the Applied Geography Conferences*. Indianapolis, Indiana, 17–20 October. Binghamton: Applied Geography Conferences Inc., pp. 215–225.

In-text citation:

According to Sharp and Kiyon (2007, p. 220) the press reporting of Iraq...

### Example of a Newspaper Article

Reference list:

McCracken, K. (2011) 'Danger in the demographics', *Otago Daily Times*, 26 May, p. 17.

In-text citation:

McCracken (2011) makes the claim that...

Or, without an author cited:

Reference list:

*The Times* (2008) 'Bank accounts', 14 June, p. 7.

In-text citation:

The article (*The Times*, 2008, p. 7) reported...

Or, from an online edition:

Reference list:

Neville, S. (2012) 'Prize fund for carbon capture projects shrinks by £800m', *The Guardian*, 5 August [Online]. Available at: <http://www.guardian.co.uk/environment/2012/aug/05/value-carbon-capture-fund-declines> (Accessed: 15 July 2014).

In-text citation:

The carbon-trading market has changed significantly in recent years (Neville 2012).

### **Example of a WWW page with obvious author and clear date of last update**

Reference list:

Haszeldine, S. (2011) *Diagenesis at Edinburgh*. Available at: <http://www.geos.ed.ac.uk/research/subsurface/diagenesis/> (Accessed 15 July 2014).

In-text citation:

Haszeldine (2011) explains the study of diagenesis as...

### **Example of a WWW page from an organization**

Reference list:

Department of Geography, Royal Holloway, University of London (2012) *Arctic geopolitics researcher to join Department of Geography*. Available at: <http://www.rhul.ac.uk/geography/research/researchgroups/pds/news/newsarticles/professorphilsteinberg,arcticgeopoliticsresearcherjoinsroyalholloway.aspx> (Accessed: 14 July 2014).

In-text citation:

Professor Phil Steinberg has made a number of contributions to understanding the geopolitics of the Arctic (Department of Geography, 2012).



### Example of a WWW page from an organisation, no clear date of last update

Reference list:

Department of Geography, Royal Holloway, University of London. *PDS research themes*.  
Available at: <http://www.rhul.ac.uk/geography/research/researchgroups/pds/themes.aspx> (no date) (Accessed: 15 July 2014).

In-text citation:

According to the website of the Department of Geography (no date)...

### Example of an episode of a TV series

Reference list:

'The Arctic' (2008) *Wilderness Explored*. BBC Four, 28 October.

In-text citation:

...this was just one of several expedition sent in search of the Northwest Passage ('The Arctic', 2008).

Remember, these examples are illustrative. Always refer for specific guidance to *Cite them right: the essential referencing guide* (2010), copies of which you can find in the Bedford Library.

Last revised: IK, 15 July 2014.