Basic Guide to Referencing

Reference Lists:

Reference lists contain the works you have used when you were researching your topic. They will include all pertinent information about the resource you have consulted, which are bare minimum includes the author, title, date of publication, publisher, and location of publication. These are the types of reference lists which are most frequently used:

Bibliography

A bibliography lists all resources you have consulted while you were doing your research. This is the most common method used in books and lengthy research papers.

Select Bibliography

A select bibliography includes some of the works you have consulted while doing research for your piece. It usually is narrowed down to works you think would be most useful for readers to consult. This is often used in edited books and occasionally in published articles.

SELECT BIBLIOGRAPHY

Bebbington, D (2011) *Victorian Nonconformity*. Cambridge: Lutterworth Press.

Bock, G. (1989) Women's History and Gender History: Aspects of an International Debate. In: R. Shoemaker and M. Vincent, ed., (1998) *Gender and History in Western Europe*. London: Arnold.

Retford, K. (2006) *The Art of Domestic Life*. New Haven: Yale University Press.

Tosh, J. (2007) *A Man's Place*. New Haven: Yale University Press.

Worked Cited

This list contains resources which you have cited in your piece of work. It will not include all resources you have consulted in your research. This is commonly used in short research papers and journal articles.

Citations in your work

In addition to creating a reference list at the end of your work, you also need to add citations to the body of your work. This ensures that readers understand where they might find more information about the assertions you make in your work.

In-Text Citation

An in-text citation involves including brief information about the resource to which you are referring in your work—usually this includes the author's surname and a page number. The benefit of using this style is that it allows readers to easily connect your assertions with evidence. The downsides of this style are that it can be distracting for readers and it is difficult to manage if you have more than one resource by the same author or a non-book resource (such as webpages or artefacts).

...as suggested by one of the main critics of this theory (Davis, 1998, p. 10).

In-text citations are typically used by the following styles: Harvard, APA, MLA*. The subjects for which these styles are most useful include: Social Science, Humanities, Arts, Science, Foreign Languages and English.

Notes

Notes are different from in-text citations in a couple of ways. They do not provide a brief reference within the body of the work, but instead offer a full reference (or an abbreviation) in footnotes or endnotes which are found at the bottom of each page or at the end of the work.

The benefits of using notes is that it allows your work to be read without distraction, and it provides space for the writer to include additional (though perhaps not essentially relevant information) about aspects of their work. The downside to using notes is that it can be difficult for readers who prefer to identify the references of each quote and paraphrase as they read, since they will have to filp back and forth between the notes and the writing.

1. Tosh, John. *A Man's Place*. Yale University Press, 2007, pp. 2-3.
2. *Ibid*, p. 25.

Notes are typically used by the following styles: MHRA, OSCOLA, Vancouver, and MLA* (MLA can be used with notes and in-text citations). The subjects for which these styles are most useful include: History, Law, Humanities and Science.