

# CITATIONS

## Referencing

- VERY important in professional writing
- Provides justification for the developing argument (...*shoulders of giants*)
- Gives the reader the means to follow-upon the paper's theme
- Should follow a particular (given?) style - consistency

## Referencing styles

- There are many referencing styles
- Journals/ conferences will have their own preferred style (authors' guides)
- Be consistent
- IT prefers the IEEE or the Harvard Style
- Many other guides available in book form and online

## Annotated bibliographies

- A concise description of the referenced material
- States why the material is important to the research
- Identifies the intended audience
- Picks up the main points
- Sumarises the approach/ methodology/ results
- Compares with other work in the area

## An example (1) main body

"A full description of all possible actions within a problem domain, and expressed in a formal language, is called a domain theory (Weld, 1994)."

## An example (2)

One item in the annotated bibliography

Weld D. 1994. An Introduction to Least Commitment Planning. *AI Magazine*. **15**(4) pp.26-61

*This huge seminal paper provides a review of the available literature in AI Planning and is intended for researchers involved specifically in the partial order planning (POP) approach . It successfully brings together the many strands in POP and argues for the further development of the paradigm using schemata, condition effects and universal quantification in preconditions. Apart from providing theoretical underpinnings and some Justification, it includes many examples of application and use, and the reasoned progression of ideas is testament to its eminence. The development of concepts introduced by Chapman (1987) and Kambhampati (1993) is particularly useful. However, it becomes a little 'esoteric' In the final, more speculative sections.*

Much of what you write may be based on your readings of other authors and you can quote directly from these if it helps your arguments. It is very important that you should clearly identify any passages that have drawn on existing texts, that you clearly highlight any direct quotations and that you provide clear references for all sources.

A number of referencing systems are in common use and each has its advocates. The important thing is that you should choose an accepted system and use it consistently.

### **The Harvard System**

The Harvard System lists all source texts in alphabetical order in a single bibliography. In each reference the names of the author or authors appear first, followed by the title and the details of publication.

In the case of books the title is underlined and is followed by the place of publication, the publisher and the year of publication:

Hall, Peter. Cities in Civilisation, London: Weidenfeld & Nicholson, 1998.

In the case of articles in journals, the authors' names are followed by the title of the article in inverted commas. This is followed by the name of the journal which is underlined, followed by the page numbers, the volume and issue number, the place of publication, the date and the year and finally the page numbers:

Pallasmaa, Juhani. 'Hapticity and Time'. Architectural Review,  
Vol CCVII, no. 1239. pp. 78-84, May 2000,.

A similar format is adopted for collections or anthologies:

Davis, Mike. 'Fortress L.A.' in LeGates, Richard T. & Stout, Frederic, eds.  
The City Reader. London: Routledge, 2000a.

References in the text are made by placing the main name of the author and the date of publication within brackets at an appropriate point in the text, eg: (Hall 1998, pp. 52-54). If an author has published more than one referenced text in a given year, these can be distinguished by the addition of a suffix letter, eg: (Davis 2000a).

The Harvard System removes the need for footnoted references, along with all the fuss of *ibids* and *op cits*, and enables the reader to move directly to the source in a single step. Numbered footnotes can still be used to amplify a piece of the text, but these should be kept to a minimum. The footnotes can appear at the bottom of the page or the end of the chapter. Sadly even Harvard comes in different versions: some writers italicise the heading, some place the date in brackets immediately after the authors' names, and so on.....!

### **The Foot/End Note Systems**

In using the foot/end note system the usual practice is to number foot/end- notes consecutively, and place a number after the quotation (etc) in the text. This refers the reader either to a footnote (at the bottom of the page) or an endnote (at the end of the essay or chapter). Foot/end notes can also be used to include brief pieces of explanatory information that helps clarify a point made in the main body of the text.

#### Citing from the same text more than once:

If you quote more than once from the same text, there are abbreviations you can use to avoid writing out the full citation again. When you cite the book again, immediately after your first reference, you can use *ibid*, and then the relevant page number. You may then cite the book again but much later in your text after references to other books in between. This time you should revert to the author (date) convention. For example:

First reference:

1. Massey. D, *Space, Place and Gender*, London: Polity Press, 1994. [you then quote from it again so:]

2. *ibid*, 8.

3.

4.

[in between you have cited other texts - now you want to refer to Massey again so:]

5. Massey, *Space, Place and Gender*, 35.

## Bibliography:

The bibliography usually follows the last end-notes if you are using end-notes. In this you list everything you have consulted during your research. This should include the sources that you have directly referenced in your foot/end notes and any other sources that you have read in your research but not directly cited.

All works consulted should be listed in alphabetical order by author's surname and citations should read thus:

### Books:

author, title of book (title in italics), place of publication: publisher, date of publication  
for example:

**Massey. D, *Space, Place and Gender*, London: Polity Press, 1994.**

### Journal/Periodical Articles:

author, "title of article", title of journal, volume [individual volume number if there is one, eg it is issued quarterly], (date of publication), page numbers (title of journal in italics), for example:

**Bryans. D, "The Double Invention of Printing", *Journal of Design History*, 13:3, (2000), 5-20.**

### Electronic Publications

The citing of electronic publications is made complicated by their ephemeral nature. In quoting a web site you must record the date of your visit. Thus you would be expected to give author, online title, place of publication, publisher, date, URL and date. See Fisher and Hanstock (1998).

**REFERRING TO ILLUSTRATIONS/CAPTIONS:** If you include illustrations in your essay these should be labelled with a figure number and a short caption. For example: Fig 1: Plan of the Schroder-Schrader House, Utrecht, 1924-1925. In your text, in order to alert your reader to the appropriate illustration insert, for example, (fig. 1) into the relevant sentence (it may be neater to place this at the end of the sentence).

You must also give a clear attribution of all illustrations. This can best be done by keying your illustrations and providing a full list in an appendix.

## TOOLS

EndNote <http://www.endnote.com/>

BibTEX - <http://www.bibtex.org/>

Zotero <http://www.zotero.org/>

<http://www.easybib.com/>

<http://www.citeulike.org/>

## Bibliography

Fisher, David & Hanstock, Terry. Citing References. London: Blackwells, 1998.

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