

College of Life & Environmental Sciences Referencing & Style Guide

Please note:

- This referencing guide is based on a derivation of the Harvard style. This guide has been developed for CLES students at the University of Exeter and has been adapted, with permission, from The University of Auckland's, '*How to*' *Guide to Referencing in Geography* (2006) available at: www.library.auckland.ac.nz/about/sis/docs/Geographystyleguide.pdf

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I. Referencing Guidelines

The College of Life and Environmental Sciences uses a style of referencing called the **HARVARD STANDARD**. You need to use this style to reference sources in your academic work while at university (very occasionally you may be asked to use a different referring style e.g. a style used by a particular journal for one of your assignments, your module coordinator will make you aware of this). It is important to develop good referencing habits from the very beginning of your degree. Citing and critically evaluating the ideas and research of other scholars in your coursework and exams is an important academic and professional skill, which contributes to the rigour and quality of your work. The comprehensiveness, accuracy and standard of your referencing also contribute to the mark you will receive for different pieces of work. While this may seem exacting, the University of Exeter and the College enforce this policy to establish good habits from the outset and lessen instances of plagiarism and academic misconduct. For more information on academic misconduct and plagiarism please see the Academic Honesty Information and Quiz on the College pages of ELE.

This guide presents a number of detailed instructions and examples for referencing both in the body of your work and in your reference list. The format and examples should be straightforward. If you have any questions, however, please contact your tutor or lecturer **before** you hand in your work.

Significant things to note:

- ❖ In CLES, students are expected to put a **reference list** at the back of their essays and other work, **not a bibliography**. A reference list specifies all the references directly cited or referred to in the text, whereas a bibliography lists all the texts read or consulted in preparation for that piece of coursework, not necessarily cited.
- ❖ Referencing, citation and acknowledgment of sources all refer to the same thing: providing information within your work which tells the reader what concepts, ideas or other materials have been borrowed and adapted from another author.
- ❖ **Every idea** obtained from another source must be referenced, not just direct quotations.
- ❖ Page numbers are included for specific material, quotes, unusual ideas, facts and data.
- ❖ One paragraph, or even one sentence, may contain more than one reference to different authors or sources.
- ❖ **DO NOT REFERENCE YOUR LECTURE NOTES IN YOUR ESSAYS.** Lectures are designed to provide an introduction and some structure to topics. Your reading needs to broaden your understanding of the lectures and provide the source material for your work.
- ❖ Wikipedia and other similar websites are inappropriate sources for academic coursework. This is because these websites can be edited by anyone, may contain inaccurate information, and do not undergo the process of peer-review characteristic of

rigorous academic research. Learning how to critically approach and evaluate different sources of information is an important skill you will continue to develop while at university. Remember, however, that you must reference any source that you use in constructing your coursework so it is better to reference Wikipedia if you use it, than to use it and not reference it as the latter will likely constitute academic misconduct

- ❖ Quotes that are less than three lines may be placed in single quotation marks and placed within the regular flow and structure of the rest of the text with the appropriate in-text citation (how to create in-text citations is discussed in Section III). Longer quotes, those that are more than three lines, need to be single spaced and indented from both the right and left side margins. Thus, as a general rule of thumb, quotes should only be indented in the text when they exceed three lines.
- ❖ Avoid using too many quotes to construct your essay and do not use them as your very first or last sentence in the essay.
- ❖ Students should **not use footnotes** for any standard in-text citations.
- ❖ An **appendix** can be used in certain circumstances, particularly when defining words. Please see the discussion in section II.b.10 for further details.

II. How to write a reference list

- ❖ A reference list is put at the end of an essay or piece of coursework on a separate page.
- ❖ Your reference list should contain the full references for all the sources you have made mention of, or used material from, in the body of your work.
- ❖ You should reference all the sources you used in **one** reference list including websites, magazine and newspaper articles, figures, tables, unpublished and other sources. Please do not separate references according to type. **ALL** references need to be in one complete list arranged alphabetically.
- ❖ References should be listed alphabetically and if you have a number of references by the same person, you would list them chronologically, from earliest to most recent.
- ❖ If you have references by two or more people with the same last name, you can distinguish and list them by using their initials in the in-text citation in your essay.
- ❖ Titles of books, chapters and journal articles are written in sentence case; the first letter is placed in capitals and the remainder is in lower case (with the exception of proper nouns). Journal titles, however, differ from this in that the initial letter and all the first letters of subsequent nouns are capitalised (see the discussion below for examples of this practice).

II.a How to reference a book in your reference list

Author's last name, Author's initial(s). (Year of publication) *Title*, Publisher, Place of publication.

For example, a single authored book would appear as follows:

- Little, J. (2002) *Gender and rural geography*, Pearson, London.

And a book with two authors:

- Crang, M. and Cook, I. (2007) *Doing ethnographies*, Sage, London.

An edited book with one editor:

- Cloke, P. ed. (2003) *Country visions*, Pearson, Harlow.

Edited books with two or more editors:

- Naylor, S. and Ryan, J. eds. (2009) *New Spaces of Discovery: Geographies of Exploration in the Twentieth Century*, I.B. Tauris, London.
- Cloke, P., Crang, P., Cook, I., Goodwin, M., Painter, J. and Philo, C. eds. (2004) *Practising Human Geography*, Sage, London.

II.b How to reference a book chapter in your reference list

1) If the chapter is NOT from an edited collection you reference it as follows:

Author's last name, Author's initial(s). (Year of publication) Chapter title, in *Book title*, Publisher, Place of publication: Page numbers.

Example:

- Paterson, M. (2007) Tangible Play, Prosthetic Performance, in *The senses of touch: haptics, affects and technologies*, Berg, Oxford: 103-126.

2) If the chapter is from an edited collection you reference it as follows:

Chapter author(s) last name, Author's initial(s). (Year of publication) Chapter title, in Book editor's last name, Book editor's initial(s). ed(s). *Book title*, Publisher, Place of publication: Page numbers.

Example:

- DeSilvey, C. (2006) Memory-work in the Margins, in Blunt, A. and Dowling, R. eds. *Home: Routledge key ideas in Geography*, Routledge, London: 84-87.

Or:

- Leyshon, M. and Brace, C. (2007) Deviant Sexualities and Dark Ruralities in The War Zone, in Fish, R. ed. *Cinematic countrysides*, Manchester University Press, Manchester: 195-210.

Or:

- Cook, I., Crang, P. and Thorpe, M. (2004) Tropics of consumption: getting with the fetish of 'exotic' fruit? in Reimer, S. and Hughes, A. eds. *Geographies of commodity chains*, Routledge, London: 173-92.

II.c How to reference an electronic book in your reference list

Author's last name(s), Author's initial(s) (Year of creation or last revision) *Title*, edition/version (if applicable), name and place of the sponsor of the source i.e. publisher, place, viewed Day Month Year, <URL either full location details or just the main site details>.

For example:

McClain, M. and Roth, J.D. (1999) *Schaum's quick guide to writing great essays*, McGraw-Hill, New York, viewed 17 January 2005, <<http://ezproxy.usq.edu.au/login?url=http://site.ebrary.com/lib/unisouthernqld/Doc?id=5002145>>.

For a **chapter** in an electronic book the reference would appear as follows in your reference list:

Author's last name(s), Author's initial(s) (Year of creation or last revision) 'Chapter title', in book editor(s) ed(s)., *Book title*, name and place of the sponsor of the source i.e. publisher, place, viewed Day Month Year, <URL either full location details or just the main site details>.

II.d How to reference a journal article in your reference list

Author's last name, Author's initial(s). (Year of publication) Article title, *Journal Name*, Volume number(issue number): Page numbers.

For example:

- Thomas, N.J. (2007) Embodying Empire: Dressing the Vicereine, Lady Curzon 1898 – 1905, *Cultural Geographies*, 14(3): 369-400.
- Wylie, J. (2007) The Spectral Geographies of W.G. Sebald, *Cultural Geographies*, 14(2):171-88.

Or:

- Giustolisi, O., Doglioni, A., Savic, D.A. and Webb, B.W. (2007) A multi-model approach to analysis of environmental phenomena, *Environmental Modelling and Software*, 22(5): 674-682.

Or:

- Van Oost, K., Van Muysen, W., Govers, G., Heckrath, G., Quine, T.A. and Poesen, J. (2003) Simulation of the redistribution of soil by tillage on complex topographies, *European Journal of Soil Science*, 54: 63-76.

Please note the difference between an academic journal available in both print and online forms and academic journals available **only electronically**. You will likely access recent copies of important CLES journals via the University of Exeter's **electronic library**. The majority of these, however, appear in both print and electronic forms so you are, in a sense, downloading an electronic version of a **printed journal** therefore you would reference the journal in the format explained above. For journals that are **only available online**, however, such as *ACME*, the reference would include electronic access information.

For example:

Heynen, N. (2008) 'Bringing the body back to life through radical geography of hunger: the Haymarket Affair and its aftermath', *ACME: An International E-Journal for Critical Geographies*, 7(1): 32-43, viewed 13 September 2009, <<http://www.acme-journal.org/Volume7-1.htm>>.

II.e How to reference a website in your reference list

Author's last name, Author's initials. (Date of posting) *Title*, accessed by you on Day Month Year, <URL-website address>.

Or:

Name of organisation, (Date of posting) *Title*, accessed by you on Day Month Year, <URL-website address>.

For example:

- Students and Scholars Against Corporate Misbehavior, (07/09/2009) *Swire Beverages claimed that its subcontracting company 'acted appropriately and responsibly'*, Website accessed 10th September 2009, <<http://sacom.hk/>>.

Please note: If there is no author or organisation please reference the URL and the date accessed. Only use reputable websites such as newspapers, government organisations, and refereed journals. Anyone can 'publish' on the Internet so you need carefully select websites that may serve as appropriate academic sources.

II.f How to reference online images, figures or tables

If you refer to or include online images, figures or tables in your essays or coursework you need to include them in your reference list in one of the two following ways:

Author (the person or organisation responsible for creating the image, figure or table), (Year) *Title of image, figure or table*, description of document (if applicable), name and place of the sponsor of the source, viewed Day Month Year, <URL either full location details or just the main site details>.

If there is no named author, put the image title first followed by the date. For example:

Title of image (or a description) (Year), description of document (if applicable), name and place of the sponsor of the source, viewed Day Month Year, <URL either full location details or just the main site details>.

For example:

The lunar interior (1999), PlanetScapes, US, viewed 31 January 2003,
<<http://www.planetscapes.com/solar/browse/moon/moonint.jpg>>

Or:

Australia 2007, Country map, MapQuest, United Kingdom, viewed 11 March 2008,
<<http://www.mapquest.co.uk/mq/maps/mapAddress.do>>.

Please note: These instructions refer to figures, images and tables accessed through websites. This does not include electronic access to journal articles or books. In the case of books and journal articles that you access online you use the guidelines specific to books and journal articles. Although you access the latter materials online they are also available in print format and do not usually change, unlike websites.

II.g How to reference a newspaper or magazine article

Author's last name, Author's initial(s). (Year of publication) Article title,
Newspaper or magazine name, Full date of publication: Page number(s).

For example:

- Phillips, T. (2009) I was naïve; we got distracted. But the real work carried on, *The Guardian*, 5th September: 31.

Or:

- Randerson, J. (2003) Nature's best buys, *New Scientist*, 1st March: 32-35.

Or:

- Gower, P., Taylor, P. and Taylor, K. (2004) Rape claim no bar to top posts, *New Zealand Herald*, 3rd February: 1.

❖ If you access and refer to a **newspaper article online**, your reference would appear as follows:

Author (Year), Article title, *Newspaper Title*, Day Month, page number (if given), viewed Day Month Year, <URL>.

For example:

Syal, R. (2009) 'Body Shop ethics under fire after Colombian peasant evictions', *The Guardian*, 13th September, viewed 13th September 2009, <<http://www.guardian.co.uk/world/2009/sep/13/body-shop-colombia-evictions>>.

II.h How to reference official publications in your reference list

Organisation (Year) *Title*, Publisher, Place of publication.

For example:

- United Nations (2006) *Human Development Report: Beyond Scarcity: Power, Poverty and the Global Water Crisis*, United Nations Development Programme, New York.

II.i How to reference unpublished sources

Author's last name, Author's initial(s). (Year if given) *Title*, Organisational source, City, unpublished.

For example:

- Yusoff, K. and Naylor, S. (2008) *Towards a Historical Geography of Climate Change*, Paper presented at Climate Matters Seminar Series, Centre for the History of Science, Technology and Medicine, University of Manchester, October, unpublished.

II.j How to reference theses in your reference list

Author's last name, Author's initial(s). (Year of submission/completion) *Title*, Unpublished theses details, University, City.

For example:

- Dessai, S. (2005) *Robust adaptation decisions amid climate change uncertainties*, PhD dissertation, School of Environmental Sciences, University of East Anglia, Norwich, UK.

II.k How to reference a database in your reference list

Title, Producer, Vendor, frequency of updating.

For example:

AGRIS database, United Nations Food and Agriculture Organization, Silver Platter (vendor), annual updating.

Please note: If accessed online you need to include the date that the data was accessed and the URL as follows:

Title, Produce, Vendor, frequency of updating, date viewed Day Month Year, <URL>.

II.I How to reference audiovisual materials

The following details should be provided in the reference list: *Title* (date of recording) format, publisher, place of recording. Any special credits and other information that might be useful can be noted after the citation.

Examples:**1. Referencing a DVD**

Fahrenheit 9/11 (2004) DVD, Columbia TriStar Home Entertainment, Culver City, Calif. Written, produced and directed by Michael Moore.

2. Referencing a Video

Grumpy meets the orchestra (1992) video recording, Australian Broadcasting Corporation, Sydney. Featuring the Sydney Symphony Orchestra.

3. Referencing a Motion picture (film)

Sunday too far away (1975) motion picture, South Australian Film Corporation, Adelaide. Distributed by Rainbow Products Ltd., Sydney, and starring Jack Thompson, Reg Lye and Max Cullen.

4. Referencing a television program

Coast: Norway: Lillesand to Svalbard (2009) television program, British Broadcasting Corporation, United Kingdom, 25th August. In association with The Open University.

5. Referencing a radio program

Crossing Continents: Egypt (2009) radio program, BBC Radio Four, United Kingdom, 10th September.

6. Referencing a CD-ROM

Australia through time (1994) CD-ROM, Random ROM in assoc. with the ABC, Sydney.

7. Referencing a podcast

Title of podcast (Year) format, name and place of the sponsor of the source, Day Month (of podcast), viewed Day Month Year, <URL>.

Pendi River expedition (2008), podcast, National Geographic Society, Washington, D.C., 15 August, viewed 19 September 2008, <<http://www.nationalgeographic.com/podcasts/shorts.html>>.

For audio podcasts use the term 'accessed' rather than 'viewed'.

II.m Example of a model reference list

Cook, I., Crang, P. and Thorpe, M. (2004) Tropics of consumption: getting with the fetish of 'exotic' fruit? in Reimer, S. and Hughes, A. eds. *Geographies of commodity chains*, Routledge, London: 173-92.

DeSilvey, C. (2006) Memory-work in the Margins, in Blunt, A. and Dowling, R. eds. *Home: Routledge key ideas in Geography*, Routledge, London: 84-87.

Leyshon, M. and Brace, C. (2007) Deviant Sexualities and Dark Ruralities in The War Zone, in Fish, R. ed. *Cinematic countrysides*, Manchester University Press, Manchester: 195-210.

Naylor, S. and Ryan, J. eds. (2009) *New spaces of discovery: Geographies of exploration in the Twentieth Century*, I.B. Tauris, London: 45-67.

Paterson, M. (2007) Tangible Play, Prosthetic Performance, in *The senses of touch: haptics, affects and technologies*, Berg, Oxford: 103-126.

Students and Scholars Against Corporate Misbehavior, (07/09/2009) *Swire Beverages claimed that its subcontracting company 'acted appropriately and responsibly'*, <http://sacom.hk/>, Website accessed 10/09/2009.

Van Oost, K., Van Muysen, W., Govers, G., Heckrath, G., Quine, T.A. and Poesen, J. (2003) Simulation of the redistribution of soil by tillage on complex topographies, *European Journal of Soil Science*, 54: 63-76.

III. How to reference in your essay

This section provides a comprehensive guide to referencing in the body of your work, whether it's for a report, essay, dissertation or poster.

❖ A customary rule for referencing: You should reference a source if you use the ideas contained within this source to inform your argument. If it is a general argument made

throughout the source by the author(s) you do not need to note the page number(s). When you make mention of a specific point (especially if it is unusual or contentious), a picture, table, or a quote then you need to note the page number in the in-text citation.

- ❖ When you reference a source, the details of that reference are always placed within or at the end of that sentence, **before** the full stop in parentheses. This is called a **parenthetical citation**. If the material used is a table, graph, picture or figure, the source is acknowledged directly under the reproduction. This section outlines what in-text or parenthetical citations look like for different types of sources and different uses of ideas, quotes, facts, figures and tables.

Please note: Even if you think a lot of what you are writing is ‘commonsense’ it needs to be supported by the literature. Ideas, facts and figures do not appear out of thin air; they are usually informed by the wider socio-cultural groups to which they belong. As such, you need to position your ideas, claims and arguments within the wider literature.

III.a How to reference an idea in the body of your essay

1. A parenthetical reference to a single authored text in the body of your essay would appear as follows:

(Author’s last name, Year of publication)

For example, a sentence written by you, in your own words, but referring to the ideas of another scholar would reference that work as follows:

- Until recently, work on gender in geography has largely been conducted in relation to urban environments (Little, 2002).

Or:

- Geographers, who were once the scientists of Empire, have become the modern day colonisers of other social science disciplines (Wall, 2002).

2. How to reference an author in different ways in your essay

It is important to vary your ways of referencing to make your writing style more interesting to read. The author(s) name(s) can also be written at the beginning or middle of a sentence:

- Little (2002) suggests that until recently work on gender in geography has been largely conducted in relation to urban environments.

Or:

- Whilst geographers were once the scientists of Empire, Wall (2002) contends that they have become modern day colonisers of other social science disciplines.

3. How to reference two authors in the body of your essay

(First author’s last name and Second author’s last name, Year of publication)

For example:

- Wall and Cocklin (1996) assert that the divide between supporters of forestry, as opposed to farming, is strongly racialised.

Or:

- The divide between supporters of forestry, as opposed to farming, is strongly racialised (Wall and Cocklin, 1996).
-

4. How to reference more than two authors in the body of your essay

(First author's last name *et al.*, Year of Publication)

For example:

- With the arrival of globalisation, other social scientists have looked to geography to understand the significance of space (Daniels *et al.*, 2001).

Or:

- Daniels *et al.* (2001) argue that with the arrival of globalisation, other social scientists have looked to geography to understand the significance of space.
 - The full reference for this example, or what would appear in your reference list is: Daniels, P., Bradshaw, M., Shaw, D., and Sidaway, J. (2001) Introduction. Geography: a discipline for the twenty-first century, in Daniels, P., Bradshaw, M., Shaw, D., and Sidaway, J. eds. *Human Geography: issues for the 21st century*, Prentice Hall, Harlow, Essex: 1-8.

You would always put the complete reference in the reference list at the end of your essay or coursework.

- *Et al.* in this context refers to 'and others'. *Et al.* is helpful as you do not have to write all the author's names out and interrupt the flow of your essay with a very long parenthetical citation. It is italicised as the phrase is Latin.
-

5. How to reference multiple texts by the same author in your essay

If you wish to reference multiple texts by the same author, which are published in the same year, you would distinguish between the references by placing consecutive alphabet letter after the year of publication for each reference. For example:

(Author's last name(s), Year of publication Consecutive alphabet letter)

For example

The first citing of an author with multiple texts published in the same year:

- The idea of landscape embodies a tension between looking at and living in or inhabiting the world (Wylie, 2007a).

The next citing in the text of a different reference from the same author, published in the same year, would be referenced as such:

- Wylie (2007b) uses the work of Jacques Derrida and W.G. Sebald to examine the role of spectrality in producing place and self.

You would continue to add extra alphabet letters to denote different references published by the same author in the same year.

In your reference list, you would reference as normal, only adding the appropriate letter to the date of publication to enable the reader to track down the relevant reference.

For example:

Wylie, J. (2007a) *Landscape*, Routledge, London.

Wylie, J. (2007b) The Spectral Geographies of W.G. Sebald, *Cultural Geographies*, 14(2): 171-188.

6. How to reference multiple texts in the body of your essay

For example:

- This strategy, in particular its negative impact on indigenous peoples, has been analysed and critiqued by a number of researchers in settler societies (Dibley, 1997; Hodge and Mishra, 1991; Lattas, 1990; 1991; O'Neill, 1993; Perera, 1994; Pugliese, 1995; Wolfe, 1994).
 - Note that the authors are listed alphabetically and the year of publication written consecutively when there is more than one reference for an author.

7. How to edit text in a quote

As a general rule, as long as you do not change the meaning of a quote taken from another source, you may delete text from the quote. The deletion of text is indicated by three full stops. Also, you can add text to a quote to make it fit the flow of your writing. Inserted text is indicated by square brackets.

For example:

- 'Ableism entails a way of being that takes mobility, thinking, speech, and the senses for granted, and which includes [a] largely "unconscious" aversion to people and bodies that remind us that our ablebodied norm is ideal ... that we are all mortal and subject to disease and death' (Chouinard, 1997: 380).

8. How to reference figures and tables in the body of your essay

When referencing figures or tables you should acknowledge the source as follows:

For example:

Figure 1: Common binaries that denote similarities and differences

Self	Other
Us	Them
Dominant	Subordinate
Male	Female
White	Black
Civilised	Primitive

Source: Wall (2001)

7. How to reference figures and tables that you have modified

If referencing figures or tables from a reference that you have modified from the original material presented in that source, you should acknowledge that source as follows:

For example:

Figure 2: Common binaries that denote racial similarities and differences

Self	Other
Us	Them
Dominant	Subordinate
Male	Female
White	Black
Civilised	Primitive
Culture	Nature
Human	Bestial
Coloniser	Colonised

(After Wall, 2001)

- ❖ Please note that all figures must be numbered consecutively in your work. You should use your own numbering, not the numbering found in the source material.
- ❖ The source of your figure or table, in this case (Wall, 2001) needs to appear in your reference list. You format the reference in your list based on the type of source that the figure appears in: book, website, journal article, and so on.
- ❖ Figures, graphs and tables can add significantly to your essay—they simplify, summarise and present information visually. They must include a title, label, scale and a key wherever appropriate, and their source must be acknowledged.
- ❖ They should be placed in the body of your essay as soon as possible after you refer to it, not on the back of a page or at the end of the essay.
- ❖ Most importantly, if you place a figure in you essay, it must be directly referred to in the text by way of a written explanation of the figure and how it relates to your set topic.

8. How to reference images, art works and exhibitions

Images, art works and exhibitions are treated differently from other sorts of references. This section outlines the correct procedures for referring to images, artworks and exhibitions within your essays or coursework. There are three aspects of referencing an image:

- a. The in-text reference to the image, artwork or exhibition
- b. The bibliographical form of the reference (what appears in your reference list)
- c. The captioning of any image reproduction

A few key points:

- ❖ The title of the image/artwork/exhibition should be enclosed in quote marks in your text e.g. 'The Cornfield.' If it is an artwork dates should also be included, but only the first time the work is referred to in your essay.
- ❖ The source (where you saw the image/artwork/exhibition) should be included. Instructions are given below for both book and web based sources.
- ❖ The first time you refer to the artist or author of the image/artwork/exhibition in the text use the full name and give the dates that they were living (years of birth and death)

Guidelines for referencing an ARTWORK, such as a painting or sculpture, are as follows:

i. The in-text reference to the piece

For example: The artist John Constable (1776-1837) painted a series of views of rural Suffolk. Images like 'The Cornfield' (1826) made Constable's name as one of the foremost painters of the English picturesque. A number of his most famous images were collected together for a notable exhibition 'The English Landscape' held in 1984 at London's Tate Gallery.

Note: This sentence introduces the artist, John Constable, by giving his full name and dates. It then introduces a specific artwork, 'The Cornfield', and places the name of the artwork in quotes and gives the year of its production. This information is required when you refer to art works in your essays and coursework. You may also wish, as in the example sentence, to provide information about where the artwork has appeared.

ii. Images that form a major part of your argument may require you to either direct the reader towards a reproduction of the image or include the image in your text

If works of art or images form an important part of your argument you may need to make a reproduction of them available to your reader/audience. You can either reproduce the image or artwork in the text of your essay or refer the reader to a source where the image is reproduced (a book, journal article, website and so on). If you reproduce the image in your text you need to label each image or figure consecutively. The reproduced image or figure also needs to appear soon **after** you refer to it.

For example: The artist John Constable (1776-1837) painted a series of views of rural Suffolk. Images like 'The Cornfield' (1826) made Constable's name as one of the foremost painters of the English picturesque (figure 1).

In the sentence above, you refer to a reproduction of 'The Cornfield' as figure 1. This would mean that 'The Cornfield' is the first image that appears in your text. Images or reproductions in your text also require captions (directly below the image).

For example: the image appears in your text as follows (make sure it is of suitable size and quality)



Figure 1: John Constable, 'The Cornfield' (1826) Oil on board. Source: (The National Gallery, 2009)

This caption provides the figure number, the artist name, the name of the artwork, the year it was produced, the media (oil on board) and the source. In this case, further details on the source – The National Gallery's website – would need to appear in your reference list according to the guidelines for online images, noted in section II.f of this guide. For example:

- John Constable (1826) *The Cornfield*, The National Gallery, London, viewed 13 September 2009, <<http://www.nationalgallery.org.uk/paintings/john-constable-the-cornfield>>.

If you cannot or do not want to reproduce the image in the text of your essay, you may refer the reader to another source (book, website, journal article) where the image appears.

For example: The painting 'Mona Lisa' (Gombrich, 1968: 203) is possibly the most famous painting in the world.

Note: The in-text reference above directs the reader to the specific page in a source where a reproduction of this image can be found. The full reference to this source (Gombrich, 1968) now needs to appear in your reference list so the reader can locate the reproduction. The format of the reference in your list depends on the kind of source. So, if you refer the reader to a book, you would reference the book in your reference list according to the guidelines given in section II.a of this guide. If you refer to online images

than the source would appear in your reference list according to the guidelines given in section II.f, and so on.

Also note that if your essay, project or dissertation includes numerous images, figures or tables it is generally good practice to include a 'list of figures' at the beginning of the document.

GUIDELINES for referencing an image, advertisement or photograph where the creator of the image is unknown or not an important part of your argument. This may be the case for historical images, some newspaper or advertising images, for instance.

For example: The image 'Tibetan Heights' (National Geographic 2006) included in the article clearly illustrates the scale of the rubbish problem.

This source would appear in your reference list as follows:

Smith, D. (2006) Rubbish reaches untouched realms, *National Geographic*, February, 43-75.

9. How to reference personal communications in your essay

Personal communications can include things such as letters, memos, emails, facsimiles, interviews, informal conversations and telephone calls. You may reference personal communications when they are part of your original research.

Typically, personal communications are referenced only in the text and are not included in the list of references at the end. Initials of the person corresponded with are included in the in-text citation along with full details of the date (day, month and year), **only if the person has agreed to the use of his/her name and information.**

The in-text citation for information used from a personal communication would appear as follows:

- (Ayers, RN 1991, pers. comm., 2 July).
- MK Larsen (1983, pers. comm., 1 May) said...
- On 20 July 2006, Ms A Brown confirmed ...

10. How to write and reference an appendix

An appendix is a section of subsidiary information located at the end of your essay, just before the reference list. An appendix can be used, for example, when you wish to define a term used in the main body of the text and you do not wish to detract from the flow of the argument in your essay. The word count for the appendix should be kept to a minimum. As a rough guide it should not exceed 5 percent of the set word limit. The appendix is not included in the final word count. You should keep the entries in your appendix short and to the point.

An example of referencing your appendix in your essay text:

- ❖ Culture has become interlinked with racial understandings of difference (see Appendix A).

The appendix in this instance may contain the following additional information:

Appendix

A) For the purposes of this essay, culture is understood as more than cultural artefacts. It is about shared meanings and understandings within a group (Hall, 1997). 'Thus culture depends on its participants interpreting meaningfully what is around them, and "making sense" of the world, in broadly similar ways' (Hall 1997: 2).

11. A note regarding academic honesty and plagiarism

The School of CLES and the University of Exeter consider academic honesty and plagiarism serious issues. If you follow the guidelines outlined in this booklet, acknowledge your sources adequately, and familiarise yourself with what constitutes plagiarism through the Academic Honesty Module and Quiz on ELE, you can avoid plagiarism.