What is referencing?
When you are writing a piece of work and use someone else's words or ideas you must reference them. This means that you need to include detailed information on all sources consulted, both within your text (in-text citations) and at the end of your work (reference list).

Why is it important?
Referencing...
- Is crucial to successful research.
- Helps the reader to find the original source if they wish.
- Improves your writing skills.
- Adds authenticity to your argument.
- Shows that you have read widely.
- Can help you get better marks.

Which system should I use?
There are several different referencing styles used within Queen's therefore you must check your module/School handbook to clarify which system to use. It is important to use the referencing style consistently throughout your piece of work.

What is plagiarism?
Plagiarism involves deliberately or inadvertently presenting someone else's ideas as your own. It is cheating. It doesn't just apply to direct quotations but summarised and paraphrased argument too. Plagiarism is treated very seriously and usually results in disciplinary action.

How to avoid plagiarism
- Plan your work in advance and manage your time effectively.
- Read a passage and then make notes afterwards. This makes it easier to use your own words.
- Note down all the details for each source as you work. This will help you to compile a reference list or bibliography.
- Save your notes and work until you receive your final mark.
MHRA REFERENCING

MHRA is a numeric referencing style published by the Modern Humanities Research Association. It uses footnotes for in-text citations which are identified by a superscript number, usually at the end of a sentence, after the full stop.

   e.g. Machiavelli contends that the end justifies the means.¹
   This number may also be in round brackets [¹] or square brackets [¹]

The numbers in the text are then linked to the footnotes.

Note: The first time you cite a source, full details are given. Additional references to the same source are then provided in abbreviated form.

The first time you cite a source, full details should be given.
   e.g. Geoffrey Nowell-Smith, Luchino Visconti, 3rd edn. (London: BFI, 2003), p. 137

Subsequent references to the same source can then be abbreviated to the surname and page number(s).
   e.g. Nowell-Smith, p. 142

If more than one work by an author is cited, a short title can be used for subsequent references.
   e.g. Nowell-Smith, Visconti, p. 142

Further references to the same source and use of ibid
   ibid. means “in the same place”. If two or more consecutive references are from the same source, then they are cited using ibid.
   For example...
   2. ibid., p. 17.
   3. ibid., p. 36.

Author names
   In footnotes the author name(s) should be in the format FORENAME then SURNAME.
   e.g.    Tim Crawford, ...
   In the bibliography this is reversed: SURNAME then FORENAME.
   e.g.    Crawford, Tim, ...
   In footnotes write the first author’s name followed by “and others”.
   e.g.    Samuel Topping and others, ...
   In the bibliography list all of the authors.
   e.g.    Topping, Samuel, David Beck and Paul Wilson, ...

Short quotations
   Up to two lines:
   - Include as part of the main text
   - Use single quotation marks
   For example:
   Charles Rennie Mackintosh is one of the most influential Scottish architects. Mackintosh’s Glasgow School of Art ‘heralded the birth of a new style in 20th century European Architecture’.¹
Long Quotations

Three lines or greater:
- start on separate line
- indent
- no quotation marks
- if you refer to a quotation within a quotation then use double quotation marks
- use [...] to signify omission of words from the quotation

For example:
Charles Dickens’ novel Bleak House opens with the following description to set the scene for his story:

London [...] Implacable November weather. As much mud in the streets as if the water had but newly retired from the face of the earth, and it would not be wonderful to meet a Megalosaurus, forty feet long or so, waddling like an elephantine lizard up Holborn Hill.²

How to reference...

Book

Order
- Author(s) / Editor(s) - forename then surname
- Title (in italics)
- Edition (if not first)
- (Place of publication: Publisher, Year of publication)
  - note the use of round brackets, colon and comma.
- Page number(s) - p. or pp.

Example:

E-Book

Order
- Author(s) / Editor(s) - forename then surname
- Title (in italics)
- Edition (if not first)
- (Place of publication: Publisher, Year of publication)
  - note the use of round brackets, colon and comma.
- Page number(s) - p. or pp.
- in
- Database name (if relevant)
- <URL>
- [accessed date]

Example:
Chapter in a book
Order
- Author of chapter - forename then surname
- Title of chapter (in single quotation marks)
- In
- Title of book (in italics)
- ed. by
- Name of editor(s)
- (Place of publication: Publisher, Year of publication)
  - note the use of round brackets, colon and comma.
- Page numbers of chapter - pp.

Example:

Journal article
Order
- Author of article - forename then surname
- Title of article (in single quotation marks)
- Title of journal (in italics)
- Volume and issue numbers
- (Year of publication) - in round brackets
- Page numbers of article - omit pp.
- (Page number of particular reference) - if necessary

Example:

Electronic journal article
Order
- Author of article - forename then surname
- Title of article (in single quotation marks)
- Title of journal (in italics)
- Volume and issue numbers
- (Year of publication) - in round brackets
- Page numbers of article - omit pp.
- (Page number of particular reference) - if necessary
- In
- Name of collection (in italics)
- <URL>
- [accessed date]

Example:
**Web page**
Order
- Author
- Title of internet site (in *italics*)
- Year site was published / last updated (in round brackets)
- <URL>
- [accessed date]

*Example:*

**Newspaper article**
Order
- Author
- Title of article (in single quotation marks)
- Title of newspaper (in *italics*)
- Day, month and year
- Page reference

*Example:*

**Bibliography**
Format
- The authors’ names should appear in *alphabetical order by surname*
- Exclude the full stop at the end of each reference
- Omit specific page numbers, unless referring to a chapter or article, in which case pp. is not required