

# STYLE BOOKLET

FOR FOOTNOTES AND DOCUMENTATION



UNIVERSITY OF NEW ENGLAND

**THE TRADITIONAL FOOTNOTING SYSTEM IS USED BY THE FOLLOWING:**

CLASSICS AND ANCIENT HISTORY  
ECONOMIC HISTORY  
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GERMAN  
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ITALIAN  
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PSYCHOLOGY  
SOCIAL AND CULTURAL STUDIES IN EDUCATION

# STYLE BOOKLET

## References and Bibliography for Student Essays

*(Revised for the Faculty of Arts in 1984  
by Associate Professor J.S. Ryan and Dr. I. Davidson.)*

**PLEASE RETAIN THIS BOOKLET AS ONE WILL NOT BE SENT  
TO YOU AGAIN UNLESS THERE ARE MAJOR ALTERATIONS.**

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UNIVERSITY OF NEW ENGLAND

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## INTRODUCTION

Many students have been confused by the fact that different styles of documentation have been demanded by different departments and sometimes even by different lecturers in the same department. Of course each discipline may have special referencing requirements in its more advanced reaches, but many departments have been able to agree on the following 'Style Booklet'.

These notes contain the details of the application of two widely used systems - the *footnoting system* and the *Harvard system*.

Full guides to references and documentation can be found in many works. Dixon Library publishes a free guide, *Report Writing and Documentation*, to works on the subject. The Australian Government Publishing Service (1978) publishes a *Style Manual for Authors, Editors and Printers of Australian Government Publications*. AGPS, Canberra. We also recommend:

Anderson, J., B.H. Durston and M. Poole. 1970. *Thesis and Assignment Writing*. John Wiley, Sydney.

and Clanchy, J. and B. Ballard. 1981. *Essay Writing for Students*. Longman Cheshire, Melbourne.

## DOCUMENTATION

The following notes are designed to assist students with the mechanical aspects of their essay-writing. Proper use of these techniques for footnotes and bibliography may enable you to avoid any suspicion of plagiarism.

Documentation should be used to refer to the source of and authority for statements in the text of your essay; or to indicate where fuller details can be found.

In your early essays you may find that a reference is needed for every sentence! It is better to give too much documentation rather than too little.

### When to document

Full documentation is an essential part of any essay. It enables the reader to follow up the source of ideas, interpretations and information in the essay and it makes clear when you are drawing your own conclusions from the evidence presented. Failure to document adequately and fully is to ignore scholarly rules and may mean that you may not receive full recognition for originality.

Documentation should be used not only to provide the source of a direct quotation but also to give the source for any information, ideas or interpretation that you used.

You must give your source for any direct quotation, but it is equally important when you are paraphrasing another person's ideas to give your source.

No documentation is needed for statements such as:

Cook reached Australia in 1770

Australian Aborigines did not use metal tools before 1770.

Documentation is needed for statements such as:

The success of Cook's voyages has been attributed, in part, to improved means of navigation and nutrition.

There are now grounds for the belief that Man has been in Australia more than 20,000 years.

### How to set out quotations

(a) When quoting directly from any source you may incorporate the quotation in your own text in two ways:

- (i) If the quotation is less than a complete sentence, you may simply enclose it in single inverted commas, preceded by suitable punctuation. e.g.:

But is violence a basic element in a revolutionary process as Arendt appears to assume when she writes '...that revolutions and wars are not even conceivable outside the domain of violence'?

You would then acknowledge the quotation by a footnote in the traditional system of documentation or by a reference to author and date in the Harvard system (see following pages).

- (ii) If the quotation is a sentence or more long you must break off your own text with appropriate punctuation, take a new line, and indent (without inverted commas) the whole quotation. Then take up your own text on a new line following the quotation. The reference would follow the indented quotation.

(b) Below is an example of how to document a quotation when you have not consulted the original source. You must refer to both the original source and the secondary source in which you found it.

The first example is documented in the traditional footnoting system. The second is the same example documented in the Harvard system.

A British historian of the early nineteenth century said that to French builders, 'is primarily owing the energetical improvement made in modern times in the form, dimensions, and general contour of vessels'.<sup>1</sup>

<sup>1</sup>J. Charnock, A History of Marine Architecture, London, 1800-02, vol III, p. 172, quoted by M.S. Anderson, in Europe in the Eighteenth Century 1713-1783, Longman, 1976, p. 193.

A British historian of the early nineteenth century said that to French builders, 'is primarily owing the energetical improvement made in modern times in the form, dimensions, and general contour of vessels'. (Charnock, 1800-02, 172, quoted in Anderson 1976, 193).

The two main systems of documentation used here - the traditional footnoting and Harvard systems - are set out on the following pages.

## PART I: TRADITIONAL FOOTNOTING

Use the following technique for your footnotes.

### CONSECUTIVE REFERENCES TO SEPARATE WORKS

#### A. Books

##### 1. Secondary Sources - Standard Form

Far from being in the best interests of France, Philip the Bold's activities there were sinister, selfish and unscrupulous. His political outlook was Burgundian, not French.'

*Footnote:* 1. R. Vaughan, Philip the Bold, London, 1972, p.240.

##### 2. Some Other Cases

###### a) More than one volume:

2. S. Runciman, A History of the Crusades, 3 vols., Vol. 1, Cambridge, 1951, p. 23.
3. H. M. Green, A History of Australian Literature, 2 vols., Vol. 2, Sydney, 1961, p. 1097.

###### b) Second or later edition:

4. C. P. Kindleberger, Economic Development (second ed.), New York, 1965, p. 46.
5. J. M. Buchanan, The Public Finances (third ed.), Homewood, 1970, p. 105.
6. Sir Lewis Namier, The Structure of Politics at the Accession of George III (second ed.), London, 1957, p. 364.

###### c) A book composed of separate articles:

7. John Le Patourel, 'The King and the Princes in Fourteenth Century France', in J. Hale, R. Highfield and B. Smalley (eds.), Europe in the Late Middle Ages, London, 1965, p. 183.
8. E. Schlesinger, 'On Euripides' Medea', in E. Segal (ed.), Euripides: A Collection of Critical Essays, New Jersey, 1968, p. 71.
9. M. N. Austin, 'The Classical Learning of Samuel Johnson', in R. F. Brissenden (ed.), Studies in the Eighteenth Century, Canberra, 1968, p. 285.

###### d) Quotation found in a secondary source:

10. G.J. Holyoake, quoted by A. Briggs in The Age of Improvement, London, 1959, p. 380.

## B. Journals and Periodicals

### Typical references from several disciplines:

11. H. G. Judge, 'Church and State under Louis XIV', History, Vol. 45, 1960, p. 228.
12. J. H. Burns, 'Bentham and the French Revolution', Transactions of the Royal Historical Society, 5th Series, Vol. 16, 1966, p. 97.
13. O. L. Perry, 'The Logic of Moral Valuation', Mind, Vol. 46, January 1957, p. 44.
14. G. F. Else, 'Lucretius and the Aesthetic Attitude', Harvard Studies in Classical Philology, Vol. 41, 1930, p. 156.
15. J. M. Holmes, 'A Condition for the Independence of Permanent and Transitory Components of a Series', Journal of the American Statistical Association, Vol. 66, March 1971, p. 14.
16. R. Shackleton, 'Montesquieu and Machiavelli: A Reappraisal', Comparative Literature Studies, Vol. 1, 1964, p. 8.
17. H. P. Guth, 'Symbol and Contextual Restraint: Kafka's "Country Doctor"', PMLA, Vol. 80, 1965, p. 9.  
[N.B. The above footnote illustrates the use of standard abbreviation for the title of a journal (PMLA = Publications of the Modern Language Association). Staff members in the various disciplines will always advise on the use of such abbreviations.]
18. B. McFarlane, 'India: The Political Economy of Crisis', The Australian Quarterly, Vol. 37, No. 1, March 1965, p. 9.
19. S. Hook, 'The Cult of Revolution', Quadrant, Vol. 15, No. 5, September-October 1971, p. 51.
20. R. J. Pearson, 'The Social Aims of Chinese Archaeology', Antiquity, Vol. LI, No. 201, March 1977, p. 8.

[N.B. You will notice that some of the above references give volume number, part number, month and year as well as page number, while others give volume number, year and page only. More detail has to be shown in the former cases because the journals concerned paginate anew from page 1 in each issue; thus some quarterly journals would have four page 9s in any given year, so we often need to know month (or season) and part number.]

## CONTINUED REFERENCE TO THE SAME WORK

### A. Books

If there are several references to the same work, the following procedure should be adopted:

1. The first *footnote* reference to an author and one of his works should read like this:

21. K. Pinson, Modern Germany, New York, 1966, p. 200.

2. Should one footnote, *immediately following another on the same page*, refer to the same work, the whole reference may be abbreviated thus:

22. A.J.P. Taylor, The Course of German History, London, 1945, p. 155.

23. ibid., p.165.

[N.B. *ibid.* = *ibidem* = in the same place.]

3. In *subsequent references* to this work, which do not follow immediately on, it is necessary to mention only the author's name.

31. Taylor, *op. cit.*, p. 23.

[N.B. *op.cit.* = *opere citato* in the work already cited.]

[N.B. *op. cit* and *ibid.* must always be followed by a page reference.]

4. In *subsequent reference* to a work, *loc. cit.* may be used if the reference is on the same page as the previous reference.

31. Taylor, *op. cit.*, p. 23.

32. loc. cit.

[N.B. Here *loc. cit.* indicates that the reference is still to Taylor, p.23.]

21. K. Pinson, Modern Germany, New York, 1966, p. 200.

22. ibid., p. 206.

23. loc. cit.

[N.B. *loc. cit.* always refers to the page and work mentioned in the footnote immediately preceding.]

5. As soon as two or more works by the same author have been mentioned the particular title must be given to avoid confusion:

24. J. Hone, W.B. Yeats 1865-1939, London, 1965, p. 59.

25. J. Hone, The Life of George Moore, London, 1936, p. 74.

26. J. Hone, W.B. Yeats 1865-1939, p. 259.

[N.B. *ibid.* could still be used in a fourth footnote on this page, e.g.:

27. ibid., p. 161.

This would refer to W.B. Yeats 1865-1935, *NOT* to The Life of George Moore.]

## B. Journal Articles

A second reference to the *same article* by the same author, when there has been an intervening footnote, can be shortened as with books:

28. J. Le Patourel, 'The Treaty of Bretigny, 1360', Transactions of the Royal Historical Society, 5th Series, Vol. 10, 1960, p. 3.
29. Perroy, The Hundred Years War, p. 88.
30. le Patourel, op. cit., p. 10.

Here the reference to Perroy intervenes between the two references to Le Patourel.

## NOTES

- i) Italics should be used for all quotations from foreign/dead languages.
- ii) Any abbreviated words should be followed by a full stop.

## BIBLIOGRAPHY

At the end of your essay give an alphabetical list of books and articles you have used in preparing the essay.

*The bibliography is a formal piece of academic apparatus and must be presented in the following standard fashion:*

### A. Books

1. Name of author (or editor) in alphabetical order, *surname first*, followed by initials;
2. the title of the book, *underlined*;
3. the volume number (if applicable);
4. the place of publication, the publisher and the date of publication, *in that order*.

### B. Articles

Articles in journals are treated somewhat differently:

1. author's name (as for books);
2. the title of the article in *single inverted commas*;
3. the name of the journal, *underlined*;
4. the series number (if applicable), the volume number, the date of issue and the pages occupied by the article.

## Sample Bibliography

### A. Books

- Aitkin, D. The Country Party in New South Wales, Canberra, Australian National University Press, 1972.
- Blainey, G. The Tyranny of Distance, Melbourne, Sun Books, 1966.
- Clark, M. (ed.) Sources of Australian History, London, O.U.P., 1957.
- Hancock, W. K. Australia, Brisbane, Jacaranda Press, 1961.

### B. Articles

- Gollan, R. 'Nationalism and Politics in Australia before 1851', Australian Journal of Politics and History, Vol. 1, No. 1, November 1955, pp. 33-48.

## ADDENDA:

- 1) Additional examples of bibliographical items from various disciplines:

### A. Books

- Ayer, A. J. The Problem of Knowledge, London, Macmillan, 1956.
- Meier, G. M. Leading Issues in Economic Development - Studies in International Poverty (second ed.), London, O.U.P., 1970.
- Taylor, P. E. The Economics of Public Finance (third ed.), New York, Macmillan, 1961.
- Whitehead, A. N. The Concept of Nature, Cambridge, Cambridge University Press, 1955.

### B. Articles

- Elkan, P. G. 'Protection and Productivity in Manufacturing: A Closer Look', The Economic Record, Vol. 48, No. 122, 1972, pp. 161-80.
- Ewin, R. E. 'What is Wrong with Killing People?', Philosophical Quarterly, Vol. 22, April 1972, pp. 126-39.
- Wolfson, H. A. 'The Knowability and Describability of God in Plato and Aristotle', Harvard Studies in Classical Philology, Vol. 56, 1947, pp. 233-50.

- 2) Convention for references to classic writers varies slightly from discipline to discipline. Hence advice on references to the works of e.g. Shakespeare, Goethe, Moliere, Horace, Dante, Locke, Adam Smith, Karl Marx or Darwin and such standard writers or sources should be sought from staff-members in the appropriate discipline.

## PART II: THE HARVARD SYSTEM

In the Harvard System you document your reference by including in brackets after the reference the author who is the source of the idea, followed by the year of publication and the page on which the reference is found. The full title of the work is then given in the bibliography, as explained below. Explanatory footnotes are permitted by the Harvard System, but should be avoided wherever possible. As the Government Style Manual indicates: 'Notes are costly to print, can cause difficulties in the make-up of a book and may distract the reader.' Usually the contents of a footnote can be included in the body of the work.

Thus for our two examples:

The success of Cook's voyages has been attributed, in part, to improved means of navigation and nutrition (Blainey 1966, 11-13).

There are now grounds for the belief that man has been in Australia more than 20,000 years (Mulvaney & Golson 1971, vii).

These statements can also be written in an alternative, positive form:

Blainey (1966, 11-13) has suggested that the success of Cook's voyages can be attributed, in part, to improved means of navigation and nutrition.

Mulvaney & Golson (1971, vii) have shown that Man has been in Australia more than 20,000 years.

When a quotation or idea is cited from a secondary source, reference should be made to both in the text:

In all academic disciplines there are '. . . universally recognised scientific achievements that for a time provide model problems and solutions to a community of practitioners.' Kuhn (1962, x, quoted in Harvey 1973, 16) used the word 'paradigm' for this concept.

This means that the quotation is from Kuhn (1962, x) and that this quotation is derived from the cited use of it by Harvey (1973, 16).

Sometimes an idea is cited which is the theme of a whole work. In this case, and only in this case, the work can be cited without a page number:

Evolution of species takes place by the natural selection of advantageous characteristics from the variable characteristics of populations of living organisms (Darwin 1968).

Reference can also be made to more than one work. These should be arranged in chronological order, and for a single year in alphabetical order. Separate references should be separated by semi-colons:

Understanding primitive economy has become a necessity for those economists concerned with underdeveloped area transformation (Moore 1955; Myrdal 1957; Neale 1959; Shea 1959).

When an author has written more than one work in a year then these works should be suffixed a, b, c, and so on:

The mechanism of selective retention in cultural adaptation is cognitive, a function of neurophysiology, perceived needs, cultural values, and anticipations of future environmental conditions (Bennett 1976a, b), as well as assessments of the efficacy of the behaviour in question.

When a single reference contains the names of *more than two* authors, all the names should be given at the first mention: subsequent mention should consist of the first name followed by *et al.*, except where this may cause ambiguity.

If more than one author is cited with the same surname, and the same date of publication, they should be distinguished by adding their initials to the reference in parentheses.

When only a single work of an author is used, and repeated reference is made to it, then the year of publication may be omitted. If, in a section of your work, this is the only work referred to, then you may preface your summary by some comment, such as: In the following paragraphs all page numbers will refer to Hiatt (1974) - and continue by referring to pages without giving author or year. This practice should be used with caution as you will be in danger of plagiarising if too much of your work is taken from a single source.

In the Harvard system abbreviations are of less importance than when you are using footnotes and should be avoided wherever possible. It is simpler to avoid the use of *ibid.*, *loc. cit.*, or *op. cit.*, as these are sometimes confusing.

Full details of the already-cited references are then to be found in the bibliography, which should be in alphabetical order. The bibliography below documents the references given in the examples above. The rules for writing of bibliographic references will be given after this specimen bibliography.

## BIBLIOGRAPHY

- Bennett, J. W. 1976a. Anticipation, adaptation, and the concept of culture in anthropology. Science 192, 847-853.
- Bennett, J. W. 1976b. The Ecological Transition: Cultural anthropology and human adaptation. Pergamon, New York.
- Blainey, G. 1966. The Tyranny of Distance. Sun Books, Melbourne.
- Darwin, C. 1968. The Origin of Species. Penguin, Harmondsworth.
- Harvey, David. 1973. Explanation in Geography. Edward Arnold, London.
- Hiatt, Betty. 1974. Woman the gatherer. In Gay Gale, (ed.), Woman's Role in Aboriginal Society. pp. 4-15. AIAS, Canberra.
- Kuhn, Thomas, S. 1962. The Structure of Scientific Revolutions. University of Chicago Press.

- Moore, W. E. 1955. Labor attitudes toward industrialization in under-developed countries. American Economic Review, 45, 156-165.
- Mulvaney, D. J. & J. Golson (eds.) 1971. Aboriginal Man and Environment in Australia. ANU Press, Canberra.
- Myrdal, Gunnar, 1957. Rich Lands and Poor. Macmillan, New York.
- Neale, W. C. 1959. Discussion of problems of economic development in non-industrialized areas. Journal of Economic History, 19, 525-527.
- Shea, T. W. 1959. Barriers to economic development in traditional societies: Malabar, a case study. Journal of Economic History, 19, 504-522.
- [N.B. The first edition of *The Origin of Species* dates from 1859.]

### Rules for Bibliography

List all works used either for quotation or other reference alphabetically by author and then in chronological order. DO NOT list books and articles separately in the Harvard System.

Ideal format is:

Author's surname, comma, author's first name or initials followed by a full stop. Date, full stop. Title, full stop. Publisher, comma, place of publication, full stop.

All titles of journal articles have capital letters at the beginning and for proper names only, and are followed by a full stop.

Journal titles and book titles use capital letters for all important words. They should be underlined to indicate that they would be printed in italics.

### Journal articles

There are two ways of referring to journal articles by the Harvard system. For your essays and for many publications the first is preferred.

Title of article is separated by a comma from the title of the journal. The title of the journal should be underlined. The journal title will normally be followed by the volume number and issue number (in brackets), if provided, separated by a comma from the page numbers. If the month or season of publication is to be included, it should be placed after the issue number (if present) and before the comma. e.g.,

Nix, J. S. 1969. Annotated bibliography on farm planning and programming techniques. Journal of the Farm Management Association, 1 (issue 7) Winter, 1-56.

The general style is indicated by Moore (1955), Neale (1959) and Shea (1959). See the note after example 20 in the footnotes section for the need for complete references to volume and issue.

The second method deletes the title of the article, and usually abbreviates the title of the journal according to the World List of Scientific Periodicals.

## Books

The title of the book should be underlined and followed by the place of publication and the name of the publisher. The style is indicated by Blainey (1966), Harvey (1973), Myrdal (1957) and Bennett (1976b). Kuhn (1962) illustrates the principle that the place of publication may be omitted if it is obvious from the publisher's name. Darwin (1968) indicates the principle of documenting the edition to which reference was made, although the original publication may have been much earlier.

## Edited Volumes

The style is the same as for books except that the editor's name should be followed by (ed.) or for more than one editor by (eds.) as in Mulvaney and Golson (1971).

For individual papers in edited volumes the format should be as in Hiatt (1974).

## Anthologies and readers

When papers have been reprinted together the documentation should refer to the date of publication of the anthology as in Pianka (1978).

## Note on punctuation

There is some variation in the way in which people punctuate their references. It is *most* important that you use only one consistent form, the most obvious being that used in the preceding bibliography.

## Other examples

Some cases are not illustrated by the examples given in the bibliography above but will be needed quite frequently.

A thesis is referred to in the following way:

McBryde, I. 1966. Archaeological Survey of the New England Region, New South Wales. Ph.D. thesis, University of New England.

No italics are used for the title of this work, because it was not published.

A work which is in press is referred to in the following fashion:

Slobodkin, L. B. 1976. The peculiar evolutionary strategy of Man. Transactions of the Boston Colloquium of the Philosophy of Science 31 (in press).

A work in a foreign language with title cited in English is bracketed thus:

Melin, E. 1925 [Investigations of the significance of tree mycorrhiza: an ecological-physiological study.] Jena, Gustave Fischer.

A paper included in the proceedings of a conference:

Edwards, D. G. 1968. The mechanism of phosphate absorption by plant roots. Trans. 9th Int. Congr. Soil Science. Adelaide. vol. II. pp. 183-190.

A paper which is included in the more ephemeral proceedings of a congress likely to be held at irregular intervals and in different places is frequently not underlined.

A reference copied from another source:

Mendel, G. 1965. [Experiments in plant hybridization.] Verhandl. Naturforsch. in Brunn. Abhandl. 4. (original not seen).

A newspaper article with a named author:

Atherton, Graeme. 1977. Whitlam offers citizenship in two years. The Australian, 7 November, p. 2.

An unattributed newspaper article:

Anon. 1977. Computer industry blamed. Sydney Morning Herald, 7 July, p. 3.

### **Government Publications**

One of the major problems in citation and quotation arises from the variety of official, semi-official and publicity publications issued by government and semi-government agencies. Usually these may be cited by giving the name of the ministry or agency issuing the publication or report, e.g.

Ministry of Transport (1961). Rural Bus Services: Report of the Committee. London.

However, it is often more helpful to give the publisher and publisher's number for such reports, e.g.

Natural Environment Research Council (1967). Report of the Council for the period 1 June 1965 -- 3 March 1966, HMSO, London. 88 p.

Metric Conversion Board (1971). Metric Conversion for Australia, Australian Government Publishing Service, Canberra. 26 pp. (17092/71-L-(R70/9062)).

## OTHER ABBREVIATIONS

### Relevant for both Parts I & II

[N.B. The following would normally be used in footnotes only. Even then you would not be expected to need them all. However, they are often found in books and journals and are accordingly given below for help with recognition. All abbreviations are followed by a dot.]

al.	= other or others
anon.	= anonymous
<u>c.</u> , <u>ca.</u> , (= <i>circa</i> )	= about [or use with approx. dates or numbers e.g. 'c. 1880', and 'ca. 5000 people']
<u>cf.</u>	= compare
ch.	= chapter
ed.	= editor, edited by, edition
esp.	= especially
<u>et al.</u>	= and others [persons and things]
<u>et seq.</u>	= and on the following pages, chapters etc.
<u>etc.</u> , (= <i>et cetera</i> )	= and all the others
f., ff.	= and the following page(s) [f. for one page, ff. for more than one]
<u>ibid.</u> , (= <i>ibidem</i> )	= in the same place
l., ll.	= line(s)
<u>loc. cit.</u> , (= <i>loco citato</i> )	= in the place cited
MS, MS., MSS	= Manuscript(s) [use full stop when a specific MS is meant, e.g. Bodleian M.S.]
<u>op. cit.</u> , (= <i>opere citato</i> )	= in the work already cited
p., pp.	= page(s)
<u>passim</u> , (= here and there)	= throughout the work, chapter or section just mentioned
<u>q.v.</u> , (= <i>quod vide</i> )	= which see [i.e. 'and look this up too']
rev.	= review, reviewed by, reviewed in
[sic]	= thus, so (used to indicate that despite appearances, the quoted text is exact, e.g. with wrong spellings, dates, etc.)
trans.	= translated by, translation
<u>viz.</u> , (= <i>videlicet</i> )	= namely

## APPENDICES

### 1. REFERENCES TO MATERIALS IN RESOURCE INFORMATION COLLECTIONS (e.g.ERIC)

You may need at some time to include in your assignments references to source material available in some of the resource information collections.

The Education Resources Information Centre (ERIC) collection is the most accessible of such collections for University of New England students. The major component of ERIC is a collection of unpublished resource documents on microfiche. An individual item in the collection is identified by a conventional abbreviation, 'ED' (for ERIC Document), followed by a number.

The correct way to cite such a document in both styles is to give full author, title and page details (and publication details if relevant for a particular collection) followed by the conventional abbreviation for the collection and the item number. An example, using the Harvard style, is:

Hall, Mary E. and Cissna, K. N. 1975. Video simulation as an educational tool. (paper read at Speech Communication Association Convention, Houston, Texas, December, 1975) ED 119277.

### 2. THE COMPUTER AS A BIBLIOGRAPHIC AID - by Dr. I. Davidson

One of my first academic supervisors advised me that successful scholars keep a file of all the bibliographic references they come across from the first day of their university studies. I have often regretted not following that advice!

Nowadays there are many ways of keeping a file, other than using little white cards. Increasingly people are learning to use computers to help them with this. It is the management of this sort of database for which computers are ideally suited.

The University has a bibliographic database system on the DEC-20 computer. It is called RF.

RF is very easy to use and could help you to produce consistent style for your references, as well as offering a powerful tool for research using the keywords system. Full documentation is available from the Computer Centre. Below I have given a simple example of just how easy it can be to use the system. I have created a database from the very start, then added a reference, and then printed it in a standard format of my choice. If you are serious about your academic scholarship such a system will be a very useful way of saving time and file cards!

Of course, this is only one way of doing it. Most microcomputers now have software for a database system, which you might think of exploring if you have access to a microcomputer. You could end up carrying your whole bibliographic file on a single floppy disc the size of two file cards!

## EXAMPLE

(Only italicized portions are typed, the best being supplied as a prompt or as information by the RF system. Underlined blanks indicate carriage return.)

*(a: Rf*

RF > *Create Bib*

Maximum length of AUTHOR attribute: 100

Maximum length of YEAR attribute: 5

Maximum length of TITLE attribute: 100

Maximum length of SOURCE attribute: 100

Maximum length of VOL-PAGES attribute: 25

Maximum length of EDITOR attribute: 100

Maximum length of PUBLISHER attribute: 40

Maximum length of CLASS attribute: 1

Maximum length of KEYWORD attribute: 100

Maximum length of USER DEFINABLE attribute: 1

[Confirm with RETURN to CREATE reference file] . . . . .

[Reference file successfully created]

RF > *open Bib*

[New reference file opened successfully]

[0 references found]RF > *add*

Add-AUTHOR >> *Davidson, I.*

Add-YEAR >> *1974*

Add-TITLE >> *Radiocarbon dates for the Spanish Solutrean.*

Add-SOURCE >> *Antiquity*

Add-VOL-PAGES >> *48, 63-65*

Add-EDITOR >> \_\_\_\_\_

Add-PUBLISHER >> \_\_\_\_\_

Add-CLASS >> \_\_\_\_\_

Add-KEYWORDS >> *Parpallo, Solutrean, Radiocarbon*

Add-USER DEFINED >> \_\_\_\_\_

[Confirm with RETURN to add reference] \_\_\_\_\_

[Added]

RF > *output bib @f1.rff*

[Done]

RF > *dsr bib.rfo*

No errors detected by version 1 (115) of RUNOFF

1 page written to DSK:BIB.MEM

[DSR finished]

RF > *push*

[Type POP at system command level to return to RF]

TOPS-20 Command processor 5.1(1354)

*(a ty bib.mem*

Davidson, I. 1974

Radiocarbon dates for the Spanish Solutrean.

Antiquity 48, 63-65.

*(a pop*

RF > exit

It may look as if this is rather a lot of work to produce one reference, but once you are using RF there are lots of advantages. You can select as you wish (by author, by year or by any of the attributes). You can even select references which contain particular words in their titles.

You can put references into the system in any order, and ask the computer to sort them alphabetically or by year of publications. Then you can vary the format in which you print the bibliography, and it will produce all the references in a single style.

These few advantages make it much simpler to manage large files than by using cards. There are other features which are documented in the RF Manual which is available from the Computer Centre.