

## **NOTES AND REFERENCES**

### **Notes**

Place all notes at the end of the article, after the bibliography. Begin numbering the notes from 1. When preparing your text on disk use the endnote function.

Note indicators in the text should appear outside the punctuation, thus,<sup>4</sup> except for closing parentheses when the note is part of the parenthetical matter.

Restrict notes to explanatory statements that develop an idea or expand a quotation, where to do so in the text would disturb the balance. When giving references please use the Harvard (author/date) system.

### **The Harvard reference system**

To use the Harvard system, you cite the author's surname, the year of publication and the page reference immediately after the quoted material, e.g. 'Many composers ... have attempted to return to this state of childhood grace' (Swanwick 1988: 56). With this system it is essential that the bibliography lists every work cited by you in the text.

Where there are two or more works by one author in the same year, distinguish them as 1988a, 1988b, etc.

Type bibliographic entries in this order: author, initials, date, title, place of publication, publisher (see below for a sample bibliography).

Citations in the text for online material should include the surname(s) of the author(s), or the name of the 'authoring' organization, and the document date or date of last revision (which may require the date and month as well as the year).

## BIBLIOGRAPHY

Type the bibliography entries in the following style:

Jaeger, J.C. and Cook, N.G.W. (1979) *Fundamentals of Rock Mechanics*, 3rd edn, London: Chapman & Hall.

Each entry must contain full publication details; do not use op. cit. or short titles referring to other entries in the bibliography.

Make sure the bibliography is in strict alphabetical order. Entries starting with M', Mc and Mac should all be ordered as though spelt as Mac.

Please ensure that you check dates carefully for consistency with text references.

The order of entries for one author with others should be:

- 1) Books and articles by a single author in date order. There is no need to repeat the author's name.
- 2) Titles by the author written with one other person, arranged alphabetically by second author and then by date.
- 3) Titles by the author with two or more others in order of date, as these will all be cited as, for example: Argyle *et al.* (1988) in the text. Check whether any of the entries need to be distinguished by using 1988a, 1988b, etc.

Two authors with the same surname usually need their initials when cited in the text for clarity.

The bibliography example below shows how to deal with sources such as unpublished theses **(1)**; articles reprinted in collections **(2)**; works which have been published in different editions **(3)**; translated works: short **(4)** and long **(5)** references; and papers given to conferences **(6)**. Type book and journal titles in italic; main words should have initial capitals but subtitles should be lower case.

Do not use bold to highlight any elements of the entry.

Type article and chapter titles with essential capitals only and in single quotation marks.

If you are using law reports, parliamentary papers, etc., please be especially careful to make them consistent. For government reports use the name of the government department if there is no obvious author; do not use HMSO. If you think it will be helpful to the reader, list manuscript sources separately from published works.

### Electronic references

These should appear in the main bibliography and should include additional details as outlined here.

A book, part of a book, a journal, or a journal article which has been published and is also available on the Internet should contain the usual reference details followed by the medium (e.g. Online), what it's available through (e.g. HTTP, Gopher, e-mail) and then the actual electronic address (URL) in angled brackets. Always include the date on which you accessed the information in brackets. For example:

Smith, A. (1997) *Publishing on the Internet*, London: Routledge. Online. Available HTTP: <<http://www.ingress.com/~astanart.pritzker/pritzker.html>> (accessed 4 June 1997).

If the reference is to a book, part of a book, journal or journal article but was published only on the Internet then the entry should be as above but without the place name and publisher.

If the reference is to a message on a discussion board the entry should be: Author (year) 'Subject of message', Title of Discussion List. Online posting. Available e-mail: [listserv@american.edu](mailto:listserv@american.edu) (1 August 1999).

If the reference is to a personal e-mail message, do not give the e-mail address: Author (year) 'Subject of message'. E-mail (30 January 2000).

### Example of bibliography using Harvard system

- Bannan, N. (1995) 'Underground town planning in the UK', unpublished thesis, University of Cambridge. **(1)**
- Beale, A.J. and Collins, C.H. (eds) (1992) *Safety in Industrial Microbiology and Biotechnology*, London: Butterworth-Heinemann.
- Betts, P. and Diaz, T. (1991) 'Mediated electro-chemistry: a practical solution to biosensing', in E. Willis (ed.) *Adventures in Biosensors*, London: JAI Press. **(2)**
- Bickley, A.R. (1988) *Septimus Severus: the later years*, London: Hutchinson.
- (forthcoming) *The Roman Town of Calleva*, London: Routledge.
- Bickley, A.R., Cobb, S.L. and Gibbs, L.J. (1984) *The Roman City*, London: Routledge & Kegan Paul.
- Bird, W.R. (1957) 'Differentiation of psychotic from non-psychotic personalities', *International Journal of Psychoanalysis*, 38: 266–75; reprinted in *Second Thoughts* (1967), London: Heinemann; and also in E.B. Spillius (ed.) (1988) *Melanie Klein Today*, vol. 1, London: Routledge. **(3)**
- Birkey, C.W., Maruyama, T. and Fuerst, P. (1993) 'An approach to population and evolution genetic theory for genes in mitochondria and chloroplasts', *Genetics*, 103: 513–27.

- Bisset, G. (1991) *Roman France*, trans.D. Sheldon, London: Batsford. **(4)** Braudel, F. (1949; 2nd edn 1966) *La Méditerranée et le monde méditerranéen à l'époque de Philippe II*; trans. Sian Reynolds (1999) *The Mediterranean and the Mediterranean World in the Age of Philip II*, London: Collins. **(5)**
- Briant, T. 'Roman sites: an eighteenth-century view', paper presented at Oxford Antiquarian Society Conference on Roman sites in Northern Europe, Oxford, January 1998. **(6)**
- Brown, L.M. (1995) *Principles of Biotechnology*, 2nd edn, Cambridge, MA: Harvard University Press.